June 13, 2023 Board Packet





ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, June 13, 2023, at
4:00 pm

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

- 1. Call to order and roll call.
- 2. Minutes of the last regular meeting and
- 3. Minutes of May 23, 2023, special meeting
- 4. Public comments
- 5. Treasurer's Report approval of bills and requisitions
- 6. Metamora Branch Project
- 7. Discussion and Approval of FY23 & 24 Audit Engagement Letter
- 8. Discussion and Approval of FY24 Salaries
- 9. Discussion and Approval of OCLC contract
- 10. Approval of Non-Resident Fee
- 11. Discussion and Approval of Board Meetings Ordinance FY24
- 12. Director's Remarks
- 13. Comments to guide future agendas.
- 14. Adjournment

The next regular meeting will be Tuesday, July 11, at 4pm at the Germantown Hills Branch Library 509 Woodland Knolls Rd, Germantown Hills IL 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, 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. Meeting called to order at 4pm. C. Kaufman, J. Armstrong, H. Booker, A. Hicks. D. Smith, E. Rainville, and M. Coker. Jack Armstrong arrived at 4:03 pm
- 2. Minutes of the last regular meeting, Motion to approve by J. Armstrong and second by C. Kaufman. All in favor. Motion passed.
- 3. Minutes of April 18, 2023, special meeting, Motion to approve by J. Armstrong second by H. Booker. All in favor. Motion passed.
- 4. Public comments, none
- 5. Swear in Appointed and Elected Board Members
- 6. Discussion of Board Assignments,
 - a. Treasurer, M. Coker made a motion to appoint Jack Weddle as treasurer. Second by H. Booker. All in favor. Motion passed.
 - b. Secretary, J. Weddle made a motion to appoint Mindy Coker as secretary. Second by H. Booker. All in favor. Motion passed.
 - c. Vice President, J. Weddle made a motion to appoint Joyce Zobrist as Vice President. Second by M. Coker. All in favor. Motion passed.
 - d. President, J. Weddle made a motion to appoint Annie Hicks as President. Second by E. Rainville. All in favor. Motion passed.
 - e. Building and Grounds, Motion made to appoint Ed Rainville by C. Kaufman. Second by H. Booker. All in favor. Motion passed.
- 7. Treasurer's Report approval of bills and requisitions, C. Kaufman made a motion to approve bills and requisitions. Second by E. Rainville. All in favor. Motion passed.
- 8. Metamora Branch Project
 - a. Table Intergovernmental Agreement for Easement until clarification on items 6 & 7, pictures added, wording on page 19 that designated level of sidewalk area, and time frame included.
 - b. Discussed ramp updates
 - c. Motion to accept Federal Companies contact to pack, ship, and store books by J. Weddle. Second C. Kaufman. All in favor. Motion Passed.
- 9. Discussion of Decennial Committee on Local Government Efficiency Act
 - M. Coker made a motion to form Decennial Committee on Local Government Efficiency, made up of all board members, director, Dawn Smith, and community members, Katie Garber and Dawn Deeb. Motion second by J. Weddle. All in favor. Motion passed. Motion to adjourn committee meeting by E. Rainville. Second by C. Kaufman. All in favor. Motion passed.
- 10. Review of Pandemic Response Policy
- 11. Review of Meeting Room Use Policy, Motion to approve amended Meeting Room Use Policy by J. Weddle. Second by C. Kaufman. All in favor. Motion passed.

- 12. Director's Remarks, expecting classroom visits from MGS and visited Snyder Village to discuss outreach program. Discussed removal of card catalogs and finishing touches on Spring Bay Gazebo happening. Director shared door counts and marketing report.
- 13. Comments to guide future agendas.
- 14. Adjournment, Motion to made to adjourn by M. Coker at 5:12 p.m. Second by H. Booker. All in favor. Motion passed.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, May 23, 2023, at

4:00 pm

Illinois Prairie District Public Library 208 E. Partridge St. Metamora, Il 61548

- 1. Call to order and roll call. Meeting called to order at 4 p.m. A. Hicks, D. Smith, E. Rainville, C. Kaufman, J. Weddle, M. Coker, present. J. Zobrist and H. Booker absent.
- 2. Public comment-none
- 3. Metamora Branch Project
 - a. Approval of IGA with Village of Metamora, tabled.
 - b. Approval to move into bidding process, motion made by J. Weddle and second by E. Rainville. All in favor. Motion passed.
 - c. Table Dewberry Contract Amendment, to exclude renderings.
 - d. Approval of abatement bid by DEM Services, motion made by M. Coker and second by C. Kaufman. All in favor. Motion passed.
- 4. Motion to adjourn by E. Rainville and second by C. Kaufman. All in favor. Motion passed.

Illinois Prairie District Public Library Check Register June 2023

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America Baer Amy Mientus Baker & Taylor Bestsellers Audio, LLC Blue Cross Blue Shield of Illinois Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindasey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Metamora Village of Feres Xerox Financial Services	788.67
Amy Mientus Baker & Taylor Bestsellers Audio, LLC Blue Cross Blue Shield of Illinois Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,777.96
Baker & Taylor Bestsellers Audio, LLC Blue Cross Blue Shield of Illinois Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	11.63
Bestsellers Audio, LLC Blue Cross Blue Shield of Illinois Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindae Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	19.65
Blue Cross Blue Shield of Illinois Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindasey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Metamora Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	847.18
Brenda Schertz Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	411.39
Caterpillar Trail Public Water District Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindasey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	5,243.71
Cengage Learning, Inc. CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	19.78
CLA Services Inc ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Metamora Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	35.60
ComEd Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindasey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	308.88
Commerce Bank - Commercial Cards Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	525.00
Daniel E O'Brien MD LLC Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindaey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	99.25
Dawn Smith Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	3,424.86
Dewberry Architects, Inc. Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	4,000.00
Donna Adami Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindaey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	352.06
Doug Cupples GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	24,768.80
GFL Environmental GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	16.38
GT Services Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,002.00
Heartland Internet, Inc. Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	84.50
Heyl Royster Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	128.40
Hoopla Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	49.95
Ideal Environmental Engineering, Inc. Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	4,980.00
Illinois Library Association Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,956.20 8,000.00
Jacobs Brothers Commercial Cleaning LLC Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	83.10
Kanopy Inc Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,245.00
Kirby Foods Metamora Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	16.00
Linda Moore Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	33.84
Lindsey Gilles Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	47.18
Mediacom Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	19.65
Midwest Tape MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	506.70
MTCO Nel Babitzke Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	348.56
Nena Hardware Peoria Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	357.74
Niche Academy Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	26.00
Orkin Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	37.79
Pam Kingham Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,600.00
Playaway Products LLC Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	461.97
Purity Plus Water Systems RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	518.76
RAB Electric, Inc. Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	74.99
Rebecca Deitrick RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	101.90
RK Dixon Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	1,260.00
Roanoke Water-Sewer Department Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	58.95
Staples Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	2,741.10
Terry's Window Cleaning, Inc. The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	44.71
The Library Store, Inc. Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	108.72
Vickie Paluska Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	121.00
Village of Germantown Hills Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	64.48
Village of Metamora Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	7.86
Village of Washburn VoiceSpring World Trade Press Xerox Financial Services	43.78
VoiceSpring World Trade Press Xerox Financial Services	48.38
World Trade Press Xerox Financial Services	182.33
Xerox Financial Services	491.72
	841.50
O	825.74
DTAL	71,459.17

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

	May 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	7,424.87	1,250.00	6,174.87	594.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	341.62	1,184.58	-842.96	28.8%
38000 · Donations	300.00	1,250.00	-950.00	24.0%
38400 · Interest Income - Per Capita	0.31	7.08	-6.77	4.4%
38500 · Interest Income - General	2,439.56	250.00	2,189.56	975.8%
38900 · Interest Income - Tort/Liab	3,843.46	250.00	3,593.46	1,537.4%
39000 · Interest Income - Spec Reserve	6,364.31	41.66	6,322.65	15,276.8%
39191 · Interest Income - Bldg/Maint	483.65	41.66	441.99	1,160.9%
39200 · Interest Income - Working Cash	2,442.58	333.33	2,109.25	732.8%
39300 · Interest Income - Gift	1,432.77	83.33	1,349.44	1,719.4%
39400 · Interest Income - Certificates	168.18	250.00	-81.82	67.3%
39500 · Miscellaneous Income	173.04	0.00	173.04	100.0%
39700 · Rent Income	1,200.00	0.00	1,200.00	100.0%
Total Income	26,614.35	132,591.62	-105,977.27	20.1%
Expense				
40100 · Salaries	33,009.70	36,204.17	-3,194.47	91.2%
40500 · Hospital Insurance	4,935.21	8,666.67	-3,731.46	56.9%
40600 · Staff Education	73.09	1,250.00	-1,176.91	5.8%
41000 · Books - Adult	2,301.36	2,083.33	218.03	110.5%
41100 · Books - Children	2,182.44	2,083.33	99.11	104.8%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	497.61	750.00	-252.39	66.3%
41600 · Video / DVD Tapes	103.45	750.00	-646.55	13.8%
41700 · Electronic Materials	5,329.73	3,750.00	1,579.73	142.1%
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	1,624.48	1,583.33	41.15	102.6%
42400 · Mileage and Expenses	1,494.48	1,250.00	244.48	119.6%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	58,332.73	0.00	58,332.73	100.0%
44800 · Programming / PR	390.87	2,083.33	-1,692.46	18.8%
45000 · Rent	182.33	166.66	15.67	109.4%
45100 · Gas and Electric	2,499.07	3,750.00	-1,250.93	66.6%
45200 · Water and Sewer	172.47	250.00	-77.53	69.0%
45300 · Telephone	491.95	666.67	-174.72	73.8%
45600 · Internet	914.39	916.67	-2.28	99.8%
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	1,625.74	833.33	792.41	195.1%
48900 · Miscellaneous Expenses	25.00	1,083.33	-1,058.33	2.3%
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	-912.49	5,000.00	-5,912.49	-18.2%
70300 · Social Security Employer	2,034.17	3,333.33	-1,299.16	61.0%
70400 · Medicare Employer	475.75	1,666.66	-1,190.91	28.5%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	0.00	583.33	-583.33	0.0%
72500 · Maintenance	7,229.32	9,233.33	-2,004.01	78.3%
72600 · Professional Fees	724.00	833.33	-109.33	86.9%
99999 · Transfers	0.00	103 020 77	0.00	0.0%
Total Expense Net Income	<u>125,736.85</u> - 99,122.50	103,020.77	-128,693.35	-335.2%
NGC INCOME	-99, 122.50	29,570.85	-120,033.35	-335.2%

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	38,039.90	15,000.00	23,039.90	253.6%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 Fines and Fees	4,459.29	14,215.00	-9,755.71	31.4%
38000 · Donations	11,565.18	15,000.00	-3,434.82	77.1%
38400 · Interest Income - Per Capita	2.42	85.00	- 82.58	2.8%
38500 Interest Income - General	28,360.63	3,000.00	25,360.63	945.4%
38900 · Interest Income - Tort/Liab	29,025.32	3,000.00	26,025.32	967.5%
39000 · Interest Income - Spec Reserve	27,129.02	500.00	26,629.02	5,425.8%
39191 · Interest Income - Bldg/Maint	4,636.67	500.00	4,136.67	927.3%
39200 · Interest Income - Working Cash	40,384.20	4,000.00	36,384.20	1,009.6%
39300 · Interest Income - Gift	10,321.97	1,000.00	9,321.97	1,032.2%
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	7,200.00	0.00	7,200.00	100.0%
Total Income	1,673,767.10	1,591,100.00	82,667.10	105.2%
Expense				
40100 · Salaries	395,398.81	434,450.00	-39,051.19	91.0%
40500 · Hospital Insurance	61,418.71	104,000.00	-42,581.29	59.1%
40600 · Staff Education	8,746.24	15,000.00	-6,253.76	58.3%
41000 · Books - Adult	21,587.96	25,000.00	-3,412.04	86.4%
41100 · Books - Children	20,802.54	25,000.00	-4,197.46	83.2%
41300 · Periodicals	6,211.29	10,000.00	-3,788.71	62.1%
41500 · Audio - Visual	10,819.13	9,000.00	1,819.13	120.2%
41600 · Video / DVD Tapes	4,737.74	9,000.00	-4,262.26	52.6%
41700 · Electronic Materials	44,658.77	45,000.00	-341.23	99.2%
41800 · RSA Online	27,037.00	28,000.00	-963.00	96.6%
42000 · Online Computer Library Center	8,192.83	10,000.00	-1,807.17	81.9%
42100 · Office Supplies	11,277.64	19,000.00	-7,722.36	59.4%
42400 · Mileage and Expenses	14,272.02	15,000.00	-727.98	95.1%
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	163,283.40	0.00	163,283.40	100.0%
44380 · Building - Spring Bay	21,570.50	0.00	21,570.50	100.0%
44800 · Programming / PR	23,503.06	25,000.00	-1,496.94	94.0%
45000 · Rent	2,187.96	2,000.00	187.96	109.4%
45100 · Gas and Electric	36,339.65	45,000.00	-8,660.35	80.8%
45200 · Water and Sewer	2,447.54	3,000.00	-552.46	81.6%
45300 · Telephone	6,050.53	8,000.00	-1,949.47	75.6%
45600 · Internet	10,384.58	11,000.00	-615.42	94.4%
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	8,044.10	10,000.00	-1,955.90	80.4%
48000 · Interest Expense	0.00	0.00	0.00	0.0%
48900 · Miscellaneous Expenses	25.00	13,000.00	-12,975.00	0.2%
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	17,093.19	60,000.00	-42,906.81	28.5%
70300 · Social Security Employer	24,251.98	40,000.00	-15,748.02	60.6%
70400 · Medicare Employer	5,671.63	20,000.00	-14,328.37	28.4%
72300 · Insurance	23,187.76	55,000.00	-31,812.24	42.2%
72400 · Legal	11,281.00	7,000.00	4,281.00	161.2%
72500 · Maintenance	110,723.34	110,800.00	-76.66	99.9%

4:39 PM 06/12/23 **Accrual Basis**

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

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
72600 · Professional Fees	8,839.00	10,000.00	-1,161.00	88.4%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	1,125,839.77	1,236,250.00	-110,410.23	91.1%
Net Income	547,927.33	354,850.00	193,077.33	154.4%

Illinois Prairie District Public Library Profit & Loss

May 2023

	May 23
Income	
32000 · State Corporate Replacement Tax	7,424.87
34000 · Fines and Fees	341.62
38000 · Donations	300.00
38400 · Interest Income - Per Capita	0.31
38500 · Interest Income - General	2,439.56
38900 · Interest Income - Tort/Liab	3,843.46
39000 · Interest Income - Spec Reserve	6,364.31
39191 · Interest Income - Bldg/Maint	483.65
39200 · Interest Income - Working Cash	2,442.58
39300 · Interest Income - Gift	1,432.77
39400 · Interest Income - Certificates	168.18
39500 · Miscellaneous Income	173.04
39700 · Rent Income	1,200.00
Total Income	26,614.35
Expense	
40100 · Salaries	33,009.70
40500 · Hospital Insurance	4,935.21
40600 · Staff Education	73.09
41000 · Books - Adult	2,301.36
41100 · Books - Children	2,182.44
41500 · Audio - Visual	497.61
41600 · Video / DVD Tapes	103.45
41700 · Electronic Materials	5,329.73
42100 · Office Supplies	1,624.48
42400 · Mileage and Expenses	1,494.48
44360 · Building - Metamora	58,332.73
44800 · Programming / PR	390.87
45000 · Rent	182.33
45100 · Gas and Electric	2,499.07
45200 · Water and Sewer	172.47
45300 · Telephone	491.95
45600 · Internet	914.39
47200 · Computer Equipment	1,625.74
48900 · Miscellaneous Expenses	25.00
60400 · IMRF Employer	-912.49
70300 · Social Security Employer	2,034.17
70400 · Medicare Employer	475.75
72500 · Maintenance	7,229.32
72600 · Professional Fees	724.00
Total Expense	125,736.85
Net Income	-99,122.50

Illinois Prairie District Public Library Profit & Loss

July 2022 through June 2023

	Jul '22 - Jun 23
Income	
31000 · Property Tax - General	789,329.04
31100 · Property Tax - Audit	25,258.10
31200 · Property Tax - IMRF 31300 · Property Tax - Social Security	59,989.05
31400 · Property Tax - Social Security 31400 · Property Tax - Tort/Liability	59,989.05 136,290.08
31500 · Property Tax - Toroclability 31500 · Property Tax - Bldg/Maintenance	105,243.49
31600 · Property Tax - Biog/Maintenance	263,108.73
32000 State Corporate Replacement Tax	38,039.90
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	4,459.29
38000 · Donations	11,565.18
38400 · Interest Income - Per Capita	2.42
38500 · Interest Income - General	28,360.63
38900 · Interest Income - Tort/Liab	29,025.32
39000 · Interest Income - Spec Reserve	27,129.02
39191 Interest Income - Bldg/Maint	4,636.67
39200 · Interest Income - Working Cash	40,384.20
39300 · Interest Income - Gift	10,321.97
39400 · Interest Income - Certificates	1,416.07
39500 · Miscellaneous Income	334.41
39700 · Rent Income	7,200.00
Total Income	1,673,767.10
Expense 40100 · Salaries	395,398.81
40500 Hospital Insurance	61,418.71
40600 · Staff Education	8,746.24
41000 · Books - Adult	21,587.96
41100 · Books - Addit	20,802.54
41300 · Periodicals	6,211.29
41500 · Audio - Visual	10,819.13
41600 · Video / DVD Tapes	4,737.74
41700 · Electronic Materials	44,658.77
41800 · RSA Online	27,037.00
42000 · Online Computer Library Center	8,192.83
42100 · Office Supplies	11,277.64
42400 · Mileage and Expenses	14,272.02
44360 · Building - Metamora	163,283.40
44380 · Building - Spring Bay	21,570.50
44800 · Programming / PR	23,503.06
45000 · Rent	2,187.96
45100 · Gas and Electric	36,339.65
45200 · Water and Sewer	2,447.54
45300 · Telephone	6,050.53
45600 · Internet	10,384.58
47000 · Building Equipment/Furniture	498.81
47200 · Computer Equipment	8,044.10
48900 · Miscellaneous Expenses	25.00
49000 · Per Capita	3,546.06
52200 · Audit	11,750.00
60400 · IMRF Employer	17,093.19
70300 · Social Security Employer	24,251.98
70400 · Medicare Employer	5,671.63
72300 · Insurance	23,187.76
72400 · Legal	11,281.00 110,723.34
72500 · Maintenance 72600 · Professional Fees	8,839.00
Total Expense	1,125,839.77

Illinois Prairie District Public Library Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings 10200 · Checking Account	118,994.75
10800 · Petty Cash Checking Account	1,347.70
11400 · Savings Account	9,109.59
Total Checking/Savings	129,452.04
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143 10400 · Per Capita Fund	159,061.89 69.23
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	530,220.40
10700 · Special Reserve Fund	1,478,226.97
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	567,329.16
11100 · Gift Fund	333,484.86
11200 · Building Maintenance Fund	108,669.45
11300 · Tort Liability Fund 11500 · Dedicated Gift Fund	892,710.81 6.96
Total Other Current Assets	5,516,354.15
Total Current Assets	5,645,806.19
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 13100 · GT Hills Building	58,059.94 1,943,395.89
13110 · GT Hills Building	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
Total Fixed Assets	3,657,395.38
TOTAL ASSETS	9,303,201.57
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 29600 · Fund Balance	127,865.49 2,090,484.44
30000 · Pund Balance 30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,075,383.02
Net Income	637,830.64
Total Equity	9,303,201.57
TOTAL LIABILITIES & EQUITY	9,303,201.57

Bank Accounts

		ne Illinois	The II		Т	he Illinois	Т	he Illinois	The Illinois	•	The Illinois	Т	he Illinois	Т	he Illinois			
	ommerce	Funds	Fur			Funds		Funds	Funds		Funds		Funds		Funds	CEFCU		
	hecking	dg/Maint	Dedicat			n Operating		Gift	Per Capita	_	pec Reserve	_	Tort/Liab	_	rking Cash	Savings		CD's
Balance 5-1-2023	\$ 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
Transfer Online	\$ 100,000.00				\$	(100,000.00)												
Accounts Payable	\$ (93,841.81)																	
First Payroll	\$ (12,066.65)																<u> </u>	
Payroll Taxes	\$ (3,975.23)																<u> </u>	
Fines & Fees (Met)	\$ 119.16																ı	
Fines & Fees	\$ 222.46																ı	
Miscellaneous Income	\$ 173.04																ı	
Obits																		
Donations	\$ 300.00																	
Rent	\$ 1,200.00																	
July - December eCommerce																		
Second Payroll	\$ (13,615.69)																	
Payroll Taxes	\$ (4,432.94)																	
IMRF																		
Interest - CEFCU (200)																		
Interest - CEFCU (201)																		
Prop Tax Interest																		
Interest - Commerce Bank																		
Interest - Busey Bank																		
Certificate Interest	\$ 168.18																	
Transfer from Bldg/Maint		\$ (14,478.58)			\$	14,478.58											1	
Transfer to/from Tort/Liab																		
Property Taxes																		
Transfer to Bldg/Maint																		
Transfer to Gen Operating																		
Transfer to Gift																	1	
Transfer to W/C																		
Transfer to Petty Cash	\$ (493.40)																	
State Corp Replacement Tax							\$	7,424.87										
Rebates/Refunds																		
Interest	\$ 49.57	\$ 483.65			\$	2,389.99	\$	1,432.77	\$ 0.31	\$	6,364.31	\$	3,843.46	\$	2,442.58		I	
Balance 5-31-2023	\$ 118,994.75	\$ 108,669.45	\$	6.96	\$	530,220.40	\$	333,484.86	\$ 69.23	\$	1,478,226.97	\$	892,710.81	\$	567,329.16	\$ 9,109.59	\$ 1,	197,242.50



Name:

Title:

Date:

Amanda Voorhees

May 25, 2023

Project Manager, Associate

Contract Amendment

The Parties to this Task Order are:

DEV	WBERR	Y:		Client:								
Dew	vberry A	rchitects Inc.		Illinois Prairi	ie District Pub	lic Library						
			Points of Contact	U								
Nan	ne:	Amanda Voorhees		Name:	Dawn Smith							
Ema		avoorhees@dewbe	erry.com	Email:	dawn@ipdp							
Pho	ne:	309.282.8199		Phone:	74 ext. 101							
Mod	dificatio	on #	02	Job#		50161541						
Prin	ne Agre	ement #		Prime Agre	ement Date	January 19, 2023						
Proj	ject		IPDPL – Metamora Renova	ation								
Brie	ef Desci	ription of Services										
COOL	Additional Work and re-work required for ramp revisions and discussions. The additional time was includes research, coordination & additional meetings with the State of IL Capital Development Board and the Village or Metamora, study of different options and additional documentation requested by attorney's for use in the agreement.											
			Compensation T	ype and Amo	ount:							
⊠ F	Fixed Pr	ice/Lump Sum \$	14,000	☐ Time & N	//aterials	NTE \$ N/A						
	Fixed Ur	-	N/A	☐ Cost Plu		NTE \$ N/A						
_		•	•			· ·						
			Period of Po	erformance:								
	Dewberr	y will complete the Se	ervices by .									
		y will complete the Se		eceipt of this T	ask Order							
		•	vices during the period	(date) t		(date)						
		•	in accordance with the Sche	dule included	as an attachn	nent to this Task Order						
		·										
			Attach	ments:								
Α	Scope	of Work	N/A									
В	Projec	t Schedule	N/A									
С	Comp	ensation	N/A									
The posterior	parties I een the tiations	nereto have, through parties with respect to and understandings, v	o the subject matter hereof a	recuted this a nd supersede shall not be v	amendment w s all prior rep	rn this amendment. which modifies the prime agreement resentations, proposals, statements, by a written instrument of subsequent						
		DEWBERRY ARCH	HITECTS INC.	ILLING	DIS PRAIRIE	DISTRICT PUBLIC LIBRARY						
By:				By:								
	Q	Imanola Voca	koes									

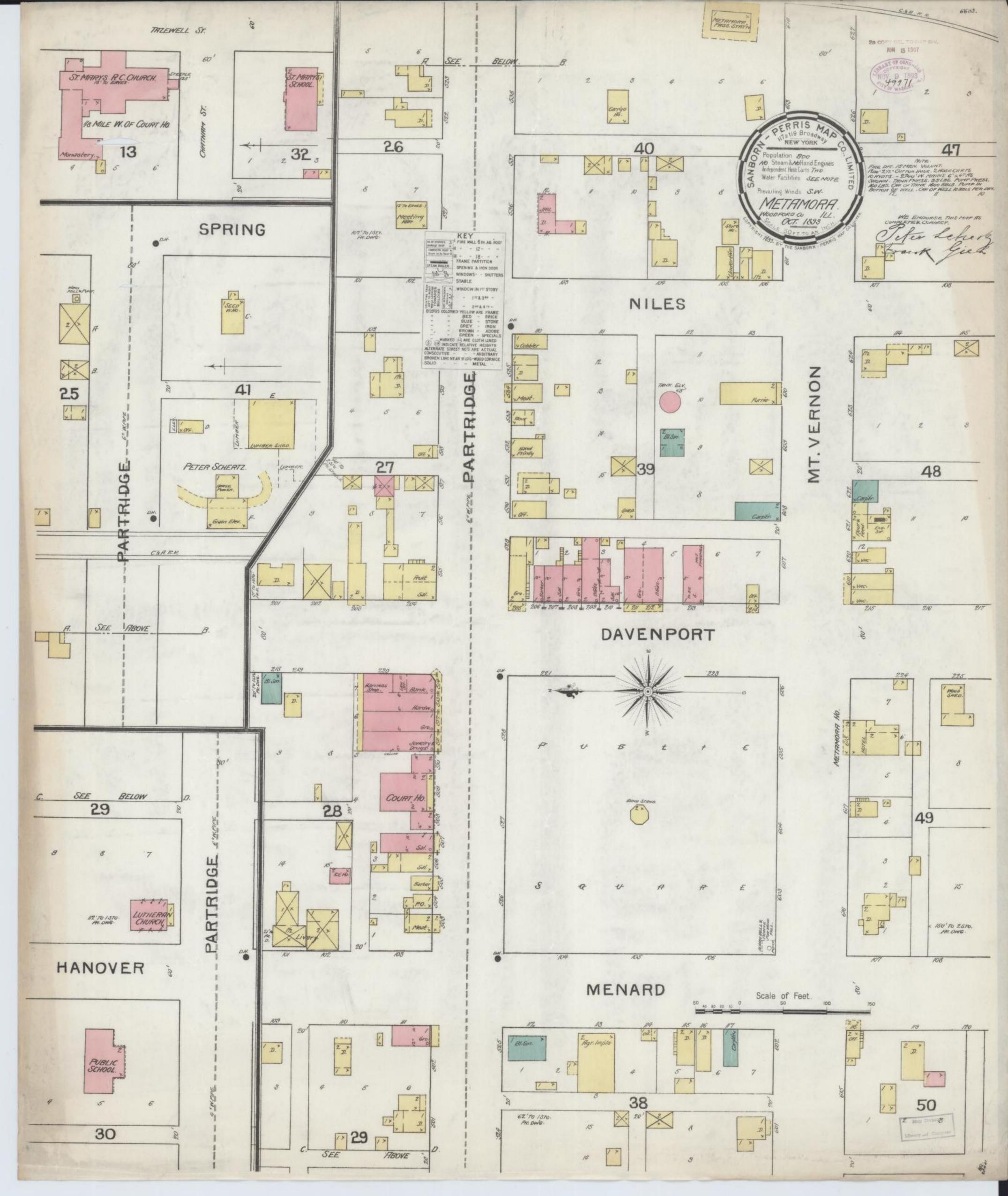
Dawn Smith

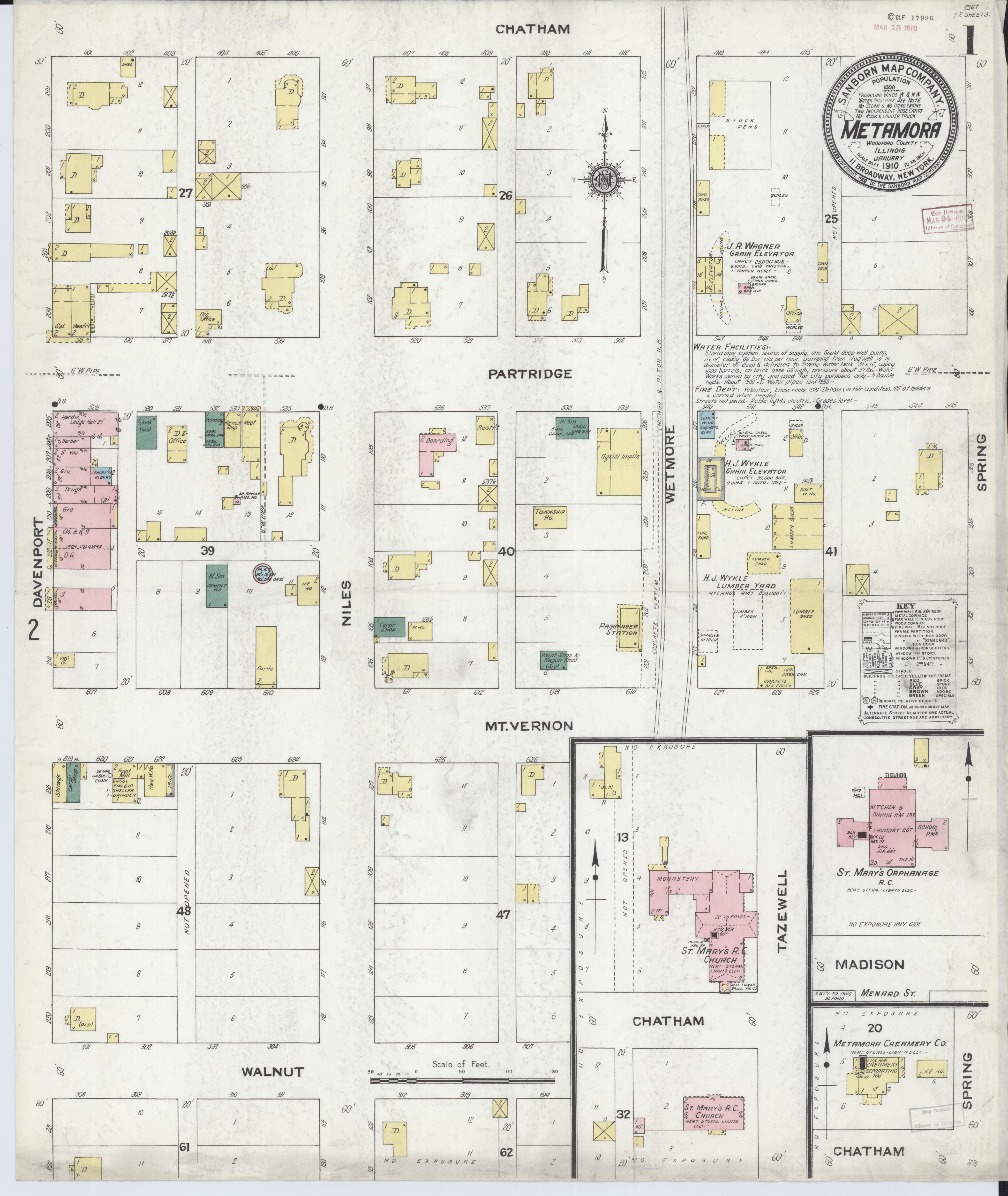
Director

Name:

Title:

Date:







CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

May 24, 2023

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

Attention: Dawn Smith, Library Director

The Objective and Scope of the Audit of the Financial Statements

You have requested that Gordon, Stockman & Waugh P.C. ("GSW", "we", "us", or "our") audit Illinois Prairie District Public Library's (the District) governmental activities, each major fund and aggregate remaining fund information as of and for the years ending June 30, 2023 and 2024, which collectively comprise the basic financial statements and supplemental information. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter ("Arrangement Letter").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of controls.

The Responsibilities of the Auditor

We will conduct our audit in accordance with GAAS. Those standards require that we comply with applicable ethical requirements. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, based
 on an understanding of the entity and its environment, the applicable financial reporting framework, and the entity's
 system of internal control, design and perform audit procedures responsive to those risks, and obtain audit evidence that
 is sufficient and appropriate to provide a basis for our opinion.
- Consider the entity's system of internal control in order to design audit procedures that are appropriate in the
 circumstances but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
 However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in
 internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

 Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of controls, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We will communicate to the Board of Trustees (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

We will maintain our independence in accordance with the standards of the American Institute of Certified Public Accountants ("AICPA").

The funds that you have told us are maintained by the District and that are to be included as part of our audit are listed here: General, Audit, Employee Retirement, Liability Insurance, Operation Building and Maintenance, and Special Reserve.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework Management is responsible for:

- 1. Identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known violations of such laws or regulations, other than those that are clearly inconsequential;
- 2. The design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements; and
- 3. Informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, vendors, customers or others.

Management is responsible for the preparation of the supplementary information presented in relation to the financial statements as a whole in accordance with the modified cash basis of accounting. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and will indicate that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Board of Trustees is responsible for informing us of its views about the risks of fraud within the District, and its knowledge of any fraud or suspected fraud affecting the District.

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledges and understands that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting;

- 2. To evaluate subsequent events through the date the financial statements are issued. Management also agrees that it will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
- 3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
- 4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements including information relevant to disclosures;
 - b. Draft financial statements, including information relevant to their preparation and fair presentation, when needed, to allow for the completion of the audit in accordance with the proposed timeline;
 - c. Additional information that we may request from management for the purpose of the audit; and
 - d. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit, including among other items:

- 1. That management has fulfilled its responsibilities as set out in the terms of this Arrangement Letter; and
- That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Trustees of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, or add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report.

If circumstances arise relating to the condition of the District's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

Records and Assistance

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Dawn Smith, Library Director. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Accounting Services

In connection with our audit, you have requested us to perform the following accounting services:

- 1. Prepare book depreciation schedules
- Preparation of Annual Financial Report
- 3. Drafting the financial statements

Dawn Smith, Library Director, will oversee the services, make all significant judgments that are the proper responsibility of management, evaluate the adequacy of the services, make an informed judgment about the results of the services, and accept responsibility for them. You also agree to establish and maintain internal control over these services, including ongoing monitoring activities. At the conclusion of our audit, we will ask you to provide written representations to that effect.

Fees and Costs

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses. Our fee estimate and completion of our work are based upon the following criteria:

- 1. Anticipated cooperation from District personnel
- 2. Timely responses to our inquiries
- 3. Timely completion and delivery of client assistance requests
- 4. Timely communication of all significant accounting and financial reporting matters
- 5. The assumption that unexpected circumstances will not be encountered during the engagement

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. We estimate our fee for the years ended June 30, 2023 and 2024 will not exceed \$12,690 and \$13,705, respectively.

Use of Subcontractors and Third-Party Products

From time to time and depending upon the circumstances, we may, in our sole discretion, use qualified third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose Personal Information or Confidential Information (as both terms are defined below) to them. You hereby consent to us sharing your information, including Confidential Information and Personal Information, with these third-party service providers on the same basis as we would be permitted to share information with one of our employees; provided that such recipients are bound by written obligations of confidentiality that are as protective of your Confidential Information as the confidentiality terms set forth herein. You acknowledge and agree that our use of a third-party service providers may involve the processing, input, disclosure, movement, transfer, and storage of your information and data outside of our technology infrastructure.

We also may provide services to you using certain third-party hardware, software, software services, managed services (including, but not limited to, web hosting, data security, data back-up, email security, or similar services subject to direct end-user or subscription agreements), applications, and equipment (collectively, "Third-Party Products"). You acknowledge that your or our use of a Third-Party Product may involve the processing, input, disclosure, movement, transfer, and storage of information provided by you to us, including Personal Information and Confidential Information, within the Third-Party Product's infrastructure and not ours. You further acknowledge that the terms of use and service, including, but not limited to,

applicable laws, set forth in the end-user license, end-user subscription agreement, or other end-user agreement for such Third-Party Product (collectively, "EULA(s)") will govern all obligations of such licensor relating to data privacy, storage, recovery, security, and processing within such Third-Party Product's infrastructure, as well as, the service levels associated with such Third-Party Product. You hereby consent to the disclosure of your information, including your Confidential Information and Personal Information, to the licensors of such Third-Party Products for the purpose described herein.

To the extent GSW gives the District access to a Third-Party Product in connection with the services contemplated herein, the District agrees to comply with the terms of any applicable EULA for such Third-Party Product, and the District shall be solely responsible for the improper use of a Third-Party Product or a violation of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product. The District agrees to indemnify and hold GSW harmless from and against any claims, actions, lawsuits, proceedings, judgments, liens, losses, damages, liabilities, expenses, and costs (including legal fees, expenses, and costs) relating to, or arising from or out of, the improper use of a Third-Party Product, or a violation of the terms of the applicable EULA for such Third-Party Product, by the District, or any user to whom the District grants access to such Third-Party Product.

You acknowledge that your or our use of Third-Party Products may be subject to limitations, delays, interruptions, errors, and other problems which are beyond our control, including, without limitation, internet outage or lack of availability related to updates, upgrades, patches, fixes, maintenance, or other issues. We will not be liable for any delays, delivery failures, or other losses or damages resulting from such issues. Nor will we be held responsible or liable for any loss, or unauthorized use or disclosure, of any information or data provided by you, including, without limitation, Personal Information provided by you, resulting from your or our use of a Third-Party Product.

Use and Ownership: Access to Audit Documentation

The Audit Documentation for this engagement is the property of GSW. For the purposes of this Arrangement Letter, the term "Audit Documentation" shall mean the confidential and proprietary records of GSW's audit procedures performed, relevant audit evidence obtained, other audit-related workpapers, and conclusions reached. Audit Documentation shall not include custom-developed documents, data, reports, analyses, recommendations, and deliverables authored or prepared by GSW for the District under this Arrangement Letter, or any documents belonging to the District or furnished to GSW by the District.

Review of Audit Documentation by a successor auditor or as part of due diligence is subject to applicable GSW policies, and will be agreed to, accounted for and billed separately. Any such access to our Audit Documentation is subject to a successor auditor signing an Access & Release Letter substantially in GSW's form. GSW reserves the right to decline a successor auditor's request to review our workpapers.

In the event we are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

Indemnification, Limitation of Liability, and Claim Resolution

Because GSW will rely on the District and its management and Board of Trustees to discharge the foregoing responsibilities, the District agrees to indemnify, hold harmless and release GSW and its partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, Subcontractors, agents, representatives, successors, or assigns from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management.

THE DISTRICT AND GSW AGREE THAT NO CLAIM ARISING OUT, FROM, OR RELATING TO THE SERVICES RENDERED PURSUANT TO THIS ARRANGEMENT LETTER SHALL BE FILED MORE THAN TWO YEARS AFTER THE DATE OF THE AUDIT REPORT ISSUED BY GSW OR THE DATE OF THIS ARRANGEMENT LETTER IF NO REPORT HAS BEEN ISSUED. IN NO EVENT SHALL GSW OR THE DISTRICT, OR ANY OF THEIR RESPECTIVE PARTNERS,

PRINCIPALS, OFFICERS, DIRECTORS, EMPLOYEES, AFFILIATES, SUBSIDIARIES, CONTRACTORS, SUBCONTRACTORS, AGENTS, REPRESENTATIVES, SUCCESSORS, OR ASSIGNS (COLLECTIVELY, THE "COVERED PARTIES" AND EACH INDIVIDUALLY, A "COVERED PARTY"), BE LIABLE FOR THE INTERRUPTION OR LOSS OF BUSINESS, ANY LOST PROFITS, SAVINGS, REVENUE, GOODWILL, SOFTWARE, HARDWARE, OR DATA, OR THE LOSS OF USE THEREOF (REGARDLESS OF WHETHER SUCH LOSSES ARE DEEMED DIRECT DAMAGES), OR INCIDENTAL, INDIRECT, PUNITIVE, CONSEQUENTIAL, SPECIAL, EXEMPLARY, OR SIMILAR SUCH DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF THE COVERED PARTIES ARISING OUT OF, FROM, OR RELATING TO THIS ARRANGEMENT LETTER, OR THE REPORT ISSUED OR SERVICES PROVIDED HEREUNDER, REGARDLESS OF THE CIRCUMSTANCES OR NATURE OR TYPE OF CLAIM, INCLUDING, WITHOUT LIMITATION, CLAIMS ARISING FROM A COVERED PARTY'S NEGLIGENCE OR BREACH OF CONTRACT OR WARRANTY, OR RELATING TO OR ARISING FROM A GOVERNMENT, REGULATORY OR ENFORCEMENT ACTION, INVESTIGATION, PROCEEDING, OR FINE. WILL NOT EXCEED THE TOTAL AMOUNT OF THE FEES PAID BY THE DISTRICT TO GSW UNDER THIS ARRANGEMENT LETTER. NOTWITHSTANDING THE FOREGOING, NOTHING IN THIS LIMITATION OF LIABILITY PROVISION SHALL, OR SHALL BE INTERPRETED OR CONSTRUED TO, RELIEVE THE DISTRICT OF ITS PAYMENT **OBLIGATIONS TO GSW UNDER THIS ARRANGEMENT LETTER.**

Confidentiality

GSW and the District may, from time to time, disclose Confidential Information (as defined below) to one another. Accordingly, GSW and the District agree as the recipient of such Confidential Information (the "Receiving Party") to keep strictly confidential all Confidential Information provided to it by the disclosing party (the "Disclosing Party") and use, modify, store, and copy such Confidential Information only as necessary to perform its obligations and exercise its rights under this Arrangement Letter. Except as otherwise set forth herein, the Receiving Party may only disclose the Confidential Information of the Disclosing Party to its personnel, agents, and representatives who are subject to obligations of confidentiality at least as restrictive as those set forth herein and only for the purpose of exercising its rights and fulfilling its obligations hereunder. To avoid any doubt, GSW is permitted to disclose the District's Confidential Information to GSW's personnel, agents, and representatives to provide the services or exercise its rights under this Arrangement Letter or for the purpose of maintaining compliance with applicable laws and professional, regulatory, and/or ethical standards.

As used herein, "Confidential Information" means, information in any form, oral, graphic, written, electronic, machine-readable or hard copy consisting of: (i) any nonpublic information provided by the Disclosing Party, including, but not limited to, all of its inventions, designs, data, source and object code, programs, program interfaces, know-how, trade secrets, techniques, ideas, discoveries, marketing and business plans, pricing, profit margins and/or similar information; (ii) any information that the Disclosing Party identifies as confidential; or (iii) any information that, by its very nature, a person in the same or similar circumstances would understand should be treated as confidential, including, but not limited to, this Arrangement Letter.

As used herein, the term "Confidential Information" will not include information that: (i) is publicly available at the time of disclosure by the Disclosing Party; (ii) becomes publicly available by publication or otherwise after disclosure by the Disclosing Party, other than by breach of the confidentiality obligations set forth herein by the Receiving Party; (iii) was lawfully in the Receiving Party's possession, without restriction as to confidentiality or use, at the time of disclosure by the Disclosing Party; (iv) is provided to the Receiving Party without restriction as to confidentiality or use by a third party without violation of any obligation to the Disclosing Party; or (v) is independently developed by employees or agents of the Receiving Party who did not access or use the Confidential Information.

The Receiving Party will treat the Disclosing Party's Confidential Information with the same degree of care as the Receiving Party treats its own confidential and proprietary information, but in no event will such standard of care be less than a reasonable standard of care. The Receiving Party will promptly notify the Disclosing Party if it becomes aware that any of the Confidential Information of the Disclosing Party has been used or disclosed in violation of this Arrangement Letter.

Notwithstanding the foregoing, in the event that the Receiving Party becomes legally compelled to disclose any of the Confidential Information of the Disclosing Party, or as may be required by applicable regulations or professional standards, the Receiving Party will use commercially reasonable efforts to provide the Disclosing Party with notice prior to disclosure, to the extent permitted by law.

Preexisting Nondisclosure Agreements

In the event that the parties have executed a separate nondisclosure agreement and such agreement does not automatically terminate or expire upon execution of this Arrangement Letter, such agreement shall be terminated as of the effective date of this Arrangement Letter.

Personal Information

As used herein, the term "Personal Information" means any personal information that directly or indirectly identifies a natural person as may be defined by applicable privacy, data protection or cybersecurity laws, and includes, but is not limited to, nonpublic, personally identifiable information such as Social Security numbers, Social Insurance numbers, driver's license numbers or state- or province-issued identification card numbers, credit or debit card numbers with or without any required security code, number or passwords, health information, and other personal information as defined by applicable laws, whether of the District or the District's customers or other third parties.

Each party agrees to transmit Personal Information consistent with applicable laws and any other obligations the respective party may have. In the event you transmit to us Personal Information in an unencrypted format or via unencrypted means, you agree that we have no obligation to notify you of the foregoing.

You represent and warrant that you have provided all notices and obtained all consents required under applicable data protection laws prior to your collection, use and disclosure to us or our Subcontractors of such Personal Information and shall take reasonable steps to ensure that such Personal Information does not include irrelevant or unnecessary information about individuals.

Where we are acting as a service provider under the California Consumer Privacy Act, including as amended or replaced ("CCPA"), we (i) will not sell any Personal Information received from the District; (ii) will not disclose Personal Information to another business, person, or third party, except for the purpose of maintaining or providing the services or exercising our rights as specified in this Arrangement Letter, including to provide Personal Information to advisers or sub-contractors, or to the extent such disclosure is required by law. We certify that we understand and will comply with the requirements enumerated in (i) and (ii). For the avoidance of doubt, all permitted uses of Personal Information by service providers that are enumerated in the CCPA are understood to apply to the Personal Information processed by us.

We are permitted to use all Personal Information to perform our obligations and exercise our rights under this Arrangement Letter. The parties agree that as part of the performance of the services as described in this Arrangement Letter, and as part of the direct business relationship between the parties, we may use the Personal Information to improve and develop services and for other similar internal and business purposes. We agree to maintain appropriate security measures to protect such Personal Information in accordance with applicable laws.

If we become aware of an unauthorized acquisition or use of District-provided Personal Information, we will promptly inform you of such unauthorized acquisition or use as required by applicable laws and, upon your written request, reasonably cooperate with you at your sole cost in support of any breach notification requirements as imposed upon you by applicable laws.

Retention of Records

We will return to you all original records you provide to us in connection with this engagement. Further, in addition to providing you with those deliverables set forth in this Arrangement Letter, we will provide to you a copy of any records we prepare or accumulate in connection with such deliverables which are not otherwise reflected in your books and records

without which your books and records would be incomplete. You have the sole responsibility for retaining and maintaining in your possession or custody all of your financial and nonfinancial records related to this engagement. We will not host, and will not accept responsibility to host, any of your records. We, however, may maintain a copy of any records of yours necessary for us to comply with applicable law and/or professional standards or to exercise our rights under this Arrangement Letter. Any such records retained by us will be subject to the confidentiality obligations set forth herein and destroyed in accordance with our record retention policies.

Termination

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this Arrangement Letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this Arrangement Letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this Arrangement Letter.

When an engagement has been suspended at the request of management or those charged with governance and work on that engagement has not recommenced within 120 days of the request to suspend our work, we may, at our sole discretion, terminate this Arrangement Letter without further obligation to you. Resumption of our work following termination may be subject to our client acceptance procedures and, if resumed, will require additional procedures not contemplated in this Arrangement Letter. Accordingly, the scope, timing and fee arrangement discussed in this Arrangement Letter will no longer apply. In order for us to recommence work, the execution of a new Arrangement Letter will be required.

Either party may terminate this Arrangement Letter upon written notice if: (i) circumstances arise that in its judgment would cause its continued performance to result in a violation of law, a regulatory requirement, applicable professional or ethical standards, or, in the case of GSW, our client acceptance or retention standards; or (ii) if the other party is placed on a Sanctioned List (as defined herein), or if any director or executive of, or other person closely associated with such other party or its affiliate, is placed on a Sanctioned List.

The parties agree that those provisions of this Arrangement Letter which, by their context, are intended to survive, including, but not limited to, payment, limitations on liability, claim resolution, use and ownership, and confidentiality obligations, shall survive the termination of this Arrangement Letter.

Miscellaneous

We may mention your name and provide a general description of the engagement in our client lists and marketing materials. Notwithstanding anything stated to the contrary in this Arrangement Letter, the District acknowledges and consents that we also may utilize Confidential Information and Personal Information that you have provided to us in connection with this engagement to develop, enhance, modify and improve technologies, tools, methodologies, services and offerings and/or for development or performance of data analysis, business analytics or insights, or other insight generation. Information developed in connection with these purposes may be used or disclosed to you or current or prospective clients to provide

them services or offerings. We will not use or disclose such Confidential Information or Personal Information in a way that would permit the District or an individual to be identified by third parties without your prior written consent.

The District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the District agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements may be necessary. The District agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. If, based on our review, we identify no material inconsistencies with our audit, or other misstatements of fact, we will promptly communicate in writing to the District that we do not object to the inclusion of our report in the offering documents. In the event our auditor/client relationship has been terminated when the District seeks such consent, we will be under no obligation to grant such consent or approval.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, you agree to compensate us for any additional costs incurred as a result of you employment of one of our partners, principals or employees.

Each party hereto affirms it has not been placed on a Sanctioned List (as defined below) and will promptly notify the other party upon becoming aware that it has been placed on a Sanctioned List at any time throughout the duration of this Arrangement Letter. The District shall not, and shall not permit third parties to, access or use any of the deliverables provided for hereunder, or Third-Party Products provided hereunder, in violation of any applicable sanctions laws or regulations, including, but not limited to, accessing or using the deliverables provided for hereunder or any Third-Party Products from any territory under embargo by the United States or Canada. The District shall not knowingly cause GSW to violate any sanctions applicable to GSW. As used herein "Sanctioned List" means any sanctioned person or entity lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the Consolidated Canadian Autonomous Sanctions List, the United Nations Security Council, the European Union, and United Kingdom.

Any term of this Arrangement Letter that would be prohibited by or impair our independence under applicable law or regulation shall not apply, to the extent necessary only to avoid such prohibition or impairment.

Governing Law

This Arrangement Letter, including, without limitation, its validity, interpretation, construction, and enforceability, and any dispute, litigation, suit, action, claim, or other legal proceeding arising out of, from, or relating in any way to this Arrangement Letter, any provisions herein, a report issued or the services provided hereunder, will be governed and construed in accordance with the laws of the State of Illinois, without regard to its conflict of law principles, and applicable U.S. federal law.

Entire Agreement

This Arrangement Letter constitutes the complete and exclusive statement of agreement between GSW and the District, and supersedes all prior agreements, understandings, and proposals, whether oral or written, relating to the subject matter of this Arrangement Letter.

If any term or provision of this Arrangement Letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken, and all other terms and provisions will remain in full force and effect.

This Arrangement Letter may be amended or modified only by a written instrument executed by both parties.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature of a party to this Arrangement Letter or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as

valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (a) to be "written" or "in writing," (b) to have been signed and (c) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (a) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (b) an electronic copy of a traditional signature affixed to a document, (c) a signature incorporated into a document utilizing touchscreen capabilities or (d) a digital signature. This Arrangement Letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this Arrangement Letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Acknowledgement and Acceptance

Each party acknowledges that it has read and agrees to all of the terms and conditions contained herein. Each party and its signatory below represents that said signatory is a duly authorized representative of such party and has the requisite power

and authority to bind such party to the undertakings and obligations contained herein. AGREED TO AND ACKNOWLEDGED BY: Gordon, Stockman & Waugh, P.C. andrew Ryon Andrew Ryon, CPA Confirmed on behalf of Illinois Prairie District Public Library: Dawn Smith, Library Director Date



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

OCLC Symbols: IEQ

May 22, 2023

Ms. Dawn Smith, Director Illinois Prairie District Public Library 208 East Partridge Street Post Office Box 770 Metamora, Illinois 61548-0770

Dear Ms. Smith:

The FY2024 ILLINET/OCLC Group Services Program Renewal Agreement for Illinois Prairie District Public Library is included with this letter. To avoid OCLC Service interruption, please obtain the appropriate signature(s) and return the signed agreement by June 30, 2023.

This letter is **not** an invoice. Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Group Services will be sending an invoice to Illinois Prairie District Public Library in early July. For additional information regarding services and fees, see the document included with this letter. **Do not send payment to the Illinois State Library.** Online account access will be available at https://www.illinetoclc.info/ or you may contact Shirley Paden at spaden@illinoisheartland.org for account information and payment options.

Illinois Prairie District Public Library - IEQ FY2024 ILLINET/OCLC Group Services Fee: \$8,438.62

To confirm and renew membership in FY2024 ILLINET/OCLC Group Services, Illinois Prairie District Public Library must return the signed agreement. If the library will **not** be renewing in FY2024, please send written notice to Rodney Davis at rdavis1@ilsos.gov or at the mailing address listed above.

Return the signed agreement by June 30, 2023, to oclc1@ilsos.gov or FAX 217-782-6062 or mail to the Illinois State Library at the address listed above. A fully executed agreement will be returned to you for your files.

Thank you in advance for your timely response. If you have any questions, please contact our office at 217-785-1537.

Sincerely.

Greg McCormick, Director Illinois State Library

Enclosures GM:jlh

OCLC Symbol: IEQ

RENEWAL AGREEMENT FISCAL YEAR 2024

THIS RENEWAL AGREEMENT, made this first day of July, 2023, by and between Alexi Giannoulias, not individually, but as Secretary of State and State Librarian of the State of Illinois, and, **ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY** hereinafter referred to as the SECOND PARTY, witnesseth:

WHEREAS, the SECOND PARTY and the ILLINOIS STATE LIBRARY previously entered into an agreement for the procurement of services from the OCLC ONLINE COMPUTER LIBRARY CENTER, INC., hereinafter referred to as OCLC, and,

WHEREAS, such previous agreement authorized annual renewals by agreement of the parties in Article 2, and,

WHEREAS, the parties hereto wish to renew the said agreement for a period of one (1) year.

NOW THEREFORE, for and in consideration of the covenants of the parties as set forth in such previous agreement and herein, the parties hereto do agree as follows:

- 1. The SECOND PARTY and the ILLINOIS STATE LIBRARY do hereby agree to renew the above said agreement and all terms and conditions thereof for a period of one (1) year extending from July 1, 2023 through June 30, 2024.
- It is acknowledged by the SECOND PARTY that OCLC's <u>Schedule 2</u> WorldShare Metadata/OCLC Cataloging, <u>Schedule 12</u> Group Catalog, and <u>Schedule 14</u> WorldShare Interlibrary Loan Services (ILL) may be downloaded here: https://www.ilsos.gov/departments/library/libraries/OCLC/pdfs/fy22 oclcpricing attachments.pdf and are fully incorporated herein.

All other terms and conditions not inconsistent with those enumerated above remain in full force and effect.

IN WITNESS WHEREOF, the respective parties hereto have caused this Renewal Agreement to be executed on the day and year written above.

Authorized signature (Date) Greg McCormick, Director (Date)

(Second line is provided for institutions that require two signatures)

Illinois Prairie District Public Library 208 East Partridge Street, Post Office Box 770 Metamora, Illinois 61548-0770

ORDINANCE 22-6 REGULAR BOARD MEETING DATES FOR THE ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY FOR 2023-2024

The Illinois Prairie District Public Library regular board meetings for the year 2023-2024 will be held at the Germantown Hills Branch Library, 509 Woodland Knolls Rd, Germantown Hills IL, 61548 on the second Tuesday of each month (except as noted) at 4 P.M. CST and CDT.

Tuesday, July 11, 2023									
Tuesday, August 8, 2023, Roanoke (123 E Broad St, Roanoke, IL 61561)									
Tuesday, September 12, 2023, Spring Bay (411 Illinois St., Spring Bay, IL 61611)									
Tuesday, October 10, 2023, Benson (420 E. Front St., Benson, IL 61516)									
Tuesday, November 14, 2023									
Tuesday, December 12, 2023									
Tuesday, January 9, 2024									
Tuesday, February 13, 2024									
Tuesday, March 12, 2024, Metamora (208 E Partridge St, IL 61548)									
Tuesday, April 9, 2024									
Tuesday, May 14, 2024, Washburn (102 W Magnolia, Washburn, IL 6157	0								
Tuesday, June 11, 2024									
	Board of Trustees of Illinois Prairie District Public Library								
	Ву:								
	President, Board of Trustees								
ATTEST:									
Secretary, Board of Trustees									

Annual culmulative Circulation

Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
92	1169	1374	357	149	135	5	851	4132
74	1101	1288	334	146	136	15	532	3626
78	998	1284	307	151	110	0	516	3444
64	964	1280	366	121	116	0	539	3450
62	966	1199	292	144	106	0	503	3272
57	982	1289	306	172	89	17	565	3477
84	1137	1319	339	175	118	3	640	3815
46	948	1226	320	180	95	1	631	3447
77	1132	1364	373	191	158	3	753	4051
63	994	1320	284	92	102	6	651	3512
57	1159	1330	305	107	111	28	720	3817
								0
754	11550	14273	3583	1628	1276	78	6901	40043
	74 78 64 62 57 84 46 77 63	74 1101 78 998 64 964 62 966 57 982 84 1137 46 948 77 1132 63 994 57 1159	74 1101 1288 78 998 1284 64 964 1280 62 966 1199 57 982 1289 84 1137 1319 46 948 1226 77 1132 1364 63 994 1320 57 1159 1330	74 1101 1288 334 78 998 1284 307 64 964 1280 366 62 966 1199 292 57 982 1289 306 84 1137 1319 339 46 948 1226 320 77 1132 1364 373 63 994 1320 284 57 1159 1330 305	74 1101 1288 334 146 78 998 1284 307 151 64 964 1280 366 121 62 966 1199 292 144 57 982 1289 306 172 84 1137 1319 339 175 46 948 1226 320 180 77 1132 1364 373 191 63 994 1320 284 92 57 1159 1330 305 107	74 1101 1288 334 146 136 78 998 1284 307 151 110 64 964 1280 366 121 116 62 966 1199 292 144 106 57 982 1289 306 172 89 84 1137 1319 339 175 118 46 948 1226 320 180 95 77 1132 1364 373 191 158 63 994 1320 284 92 102 57 1159 1330 305 107 111	74 1101 1288 334 146 136 15 78 998 1284 307 151 110 0 64 964 1280 366 121 116 0 62 966 1199 292 144 106 0 57 982 1289 306 172 89 17 84 1137 1319 339 175 118 3 46 948 1226 320 180 95 1 77 1132 1364 373 191 158 3 63 994 1320 284 92 102 6 57 1159 1330 305 107 111 28	74 1101 1288 334 146 136 15 532 78 998 1284 307 151 110 0 516 64 964 1280 366 121 116 0 539 62 966 1199 292 144 106 0 503 57 982 1289 306 172 89 17 565 84 1137 1319 339 175 118 3 640 46 948 1226 320 180 95 1 631 77 1132 1364 373 191 158 3 753 63 994 1320 284 92 102 6 651 57 1159 1330 305 107 111 28 720

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	52	1508	2445	682	60	171	28	4946
June								0
Total	817	16726	26303	6266	1181	2026	78	53397

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	0	93	90	54	6	0
June						
Total	24	653	1098	475	42	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	1	198	79	25	7	14
June						
Total	77	2211	685	175	152	74

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	445	324	31	8	214
June					
Total	6,371	3,528	214	23	2,232

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	287	608	2	17	25	20
June						
Total	2,673	5,453	42	210	379	183

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.

- Abatement begins July 17.
- The Metamora branch opens at its temporary location, 900 W MtVernon, on July 10th.

ENGAGE

We are widely known and highly regarded for the value we add to the community. INCREASE awareness through creative marketing and communication. REACH more community members through outreach activities and strategic partnerships

- The Metamora branch was on the list for the Community Garage Sale Event.
- I am currently investigating having an electric car charging station at the Germantown Hills branch.

ENRICH

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

CREATE strong connections with families to establish lifelong library habits grounded in the joy of reading. DESIGN experiential learning opportunities that also highlight library resources.

The Summer Reading Program is going on with associated activities for all ages.

ADDITIONALLY

- Weeding continues at the Metamora branch.
- We are saving a few cents by signing a new 1 year energy contract.
- Per Capita Grant
- We have bikes and a Lego kit for each branch as SRP completion prizes in addition to the district wide prizes available.

May 2023(FY 22-23) Door Counts

Benson – 197 (1,845) Spring Bay – 610 (4,758) Washburn – 272 (3,154) Roanoke – 515 (5,510) Metamora – 1,781 (18,634) Germantown Hills – 2,849 (26,601)

WiFi Usage

May- 625 (6,113)



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

May 23, 2023

Ms. Dawn Smith, Director Illinois Prairie District Public Library 208 East Partridge Street Post Office Box 770 Metamora, Illinois 61548-0770

Dear Ms. Smith:

I am pleased to award the Illinois Prairie District Public Library a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$31,684.48.

This grant support is provided pursuant to Title 23 Illinois Administrative Code Part 3035; Section 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

Alexi Giannoulias, Secretary of State

and State Librarian

cc: Board President, Illinois Prairie District Public Library

AG:isl

Metamora-Illinois Prairie District Public Library

Monthly Programming

May 2023

Special Programs

- **Sight Words Scavenger Hunt:** This was a month-long, passive children's program offered at all branches. This scavenger hunt was part of the free, downloadable support materials from Amy Ward's new book (see below). Participants had to search the library to locate sight words hidden throughout the branch. 113 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 13, GH = 31, M = 30, R = 21, SB = 3, W = 15.
- Create with Cricut Classes: Mondays in May, Germantown Hills. This was a repeat of the Cricut class series held earlier this year in Roanoke. Classes were held over four consecutive Mondays in May. 5/1 = 6 adults; 5/8 = 9 adults; 5/15 = 6 adults; 5/22 = 7 adults, 1 teen.
- **Carle Health Wellmobile:** May 6, Benson. The Carle Health Wellmobile was in Benson for a Saturday morning visit. 5 adults attended.
- **Drawing Comics with Jarrett J. Krosoczka:** May 6, Live on Zoom. This Illinois Libraries Present illustrator event featured author/illustrator Jarrett J. Krosoczka in conversation and teaching a drawing class. We had 0 people register or attend.
- **Summer Home Energy Efficiency:** May 8, Germantown Hills. This program was presented by Ameren Illinois as part of their Community Outreach program. The presentation included information on ways to reduce energy use during the summer months and free programs to help evaluate and improve a home's efficiency. Attendees were given free energy efficient light bulbs for home use. 4 adults attended the program.
- Making the Most of the Library Apps & Digital Resources: May 10, Germantown Hills. This was an afternoon repeat of the daytime program held in April, featuring the library's array of electronic resources. 2 adults attended.
- On Being Fabulous with Jonathan Van Ness & Kristi Yamaguchi: May 17, Live on Zoom. This was the second Illinois Libraries Present event for May. 4 people who registered watched live. A fifth person did not attend, but a link to the recording was sent to all registrants for asynchronous viewing for two weeks following the live program.
- **Amy Ward Author Event:** May 18, Germantown Hills. Local author and illustrator, Amy Ward, had a book reading and signing event at the Germantown Hills branch. The evening included 2 readings of her latest book, *I Can't Read!*, a book signing, giveaways, games and activities, and cake. Due to the number of people present, an age group breakdown is not available. There were 177 people total in attendance.
- **Saturday Morning Movie:** May 20, Germantown Hills. We screened *Sing 2* as a preview for our summer reading program theme, *Find Your Voice*. 0 were in attendance.
- **Reading to Dogs:** May 22, Germantown Hills. The therapy dogs from WOOF came for a Reading to Dogs session. 4 children, 9 adults, and 8 dogs attended this program.

Summer Storm Safety Preparedness: May 24 & 26, Germantown Hills. This program (run twice – once in the morning and once in the evening) was presented by Ameren Illinois as part of their Community Outreach program. The presentation included information on staying safe during storms, around downed power lines, and during suspected gas leaks. Attendees were given reusable tote bags printed with all the items one should have in a storm safety emergency kit. 10 adults attended (5 at each program).

Central Illinois Reads

Speak – A Panel Discussion: May 4, Fondulac District Library. During this evening presentation, 8 students from East Peoria Community High School discussed the text of Laurie Halse Anderson's Speak, the challenges facing Central Illinois youth today, and the local presence (or absence) of situations depicted in the book. An attendance breakdown for this event will not be available until mid-June.

Beanstack

- 1,000 Books Before Kindergarten ongoing challenge: We added 6 new registrations in May. We had 21 active readers in May, logging 579 books for 22 badges. We had no challenge completions in May.
- 2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 26 new readers added in May. 35 readers made at least one log entry during the month. Readers logged 26,435 minutes (440.58 hours) of reading in May, earning 76 badges. We had 3 challenge completions in May.

Asian Pacific American Heritage Month 2023 May monthly reading challenge: The May challenge was designed to bring attention to Asian-American and Pacific Islanders and their cultural heritage. There were 16 new readers added in May. 10 readers made at least one log entry during the month. Readers logged 10,858 minutes (180.97 hours) of reading in May, earning 112 badges. We had 2 challenge completions in May.

Summer Reading 2023

We opened pre-registration for this year's summer reading program on May 22. Between May 22 and May 31, 333 people registered for the 3 challenges combined. There were 98 Read-to-Me readers, 140 Casual readers, and 95 Avid readers pre-registered. Readers will have June and July to complete their reading goals to finish the program. Additional prize tickets can be earned by attending library programs and completing other program-related activities.

We are offering progress/tier prizes for every reader in all challenges. We also have numerous ticket drawing prizes for each of the three challenges, and we have branch-level prizes for each challenge. Read-to-Me readers are automatically entered in the drawing for the Mango the Parrot plush hand puppet and a copy of *Mango*, *Abuela*, *and Me* by Meg Medina. Casual and Avid readers may choose which branch drawing they want to enter, for either a kid's bike or a LEGO White House kit. One grand prize winner from each challenge will win a Kindle Fire tablet.

Children's Programming

In May, we resumed outdoor sessions (weather permitting) at all six branches or their associated green-space locations. Germantown Hills, Spring Bay, and Washburn programs are held on library grounds. Benson, Metamora, and Roanoke programs are held at Benson Community Park, Black Partridge Park, and Roanoke City park, respectively.

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. There were 4 sessions each in Germantown Hills and Metamora. Participant totals for May: GH = 30 (16 children, 14 adults), M = 32 (17 children, 15 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In May, there were 4 sessions held at Germantown Hills, Metamora, Roanoke, and Spring Bay, and 3 sessions each in Benson and Washburn (1 Benson session canceled). Totals for May: B = 11 (8 children, 3 adults); GH = 56 (33 children, 23 adults); M = 39 (24 children, 15 adults); R = 43 (29 children, 14 adults); SB = 17 (11 children, 6 adults); W = 8 (6 children, 2 adults).

Maker Monday: Maker Monday is a drop-in, portable makerspace program for children and teens. In May, Sam finished the four remaining greenhouse programs. Attendance per session = 5/1 (B): 2 children, 1 teen, 1 adult; 5/8 (R): 5 children, 2 adults; 5/15 (SB): 2 children, 1 adult; 5/22 (W): 1 child, 1 teen, 1 adult.

Class Visits: There were four class visits in May, two to Little Oaks Daycare and two to Washburn Nursery School. We also hosted 6 class field trips to the Metamora and Germantown Hills branches.

- 5/3 Little Oaks Toddlers (2 6) Total attendance: 42 (37 Children, 5 Adults)
- 5/12 Little Oaks Children (7 12) Total attendance: 7 (6 Children, 1 Adult
- 5/15 Washburn Toddlers (2 6) Total attendance: 5 (4 Children, 1 Adult)
- 5/16 Washburn Toddlers (2 6) Total attendance: 10 (9 Children, 1 Adult)
- 5/30 Little Oaks Field Trip to Germantown Hills Toddlers (2 6) and Children (7 12) Total Attendance: 25 (21 Children, 4 Adults)
- 5/15 Metamora 3rd Grade Field Trip #1 Children (7 12) Total Attendance: 20 (18 Children, 2 Adults)
- 5/16 Metamora 3rd Grade Field Trip #2 Children (7 12) Total Attendance: 21 (20 Children, 1 Adult)
- 5/17 Metamora 3rd Grade Field Trip #3 Children (7 12) Total Attendance: 21 (20 Children, 1 Adult)
- 5/19 Metamora 3rd Grade Field Trip #3 Children (7 12) Total Attendance: 22 (20 Children, 2 Adults)
- 5/22 Metamora 7th Grade Field Trip Children (7 12) Total Attendance: 112 (no breakdown between children and adults available)

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 1 time for a private function. Study Room A was reserved 16 times, and Study Room B was reserved 11 times. The Cricut Maker Station was reserved 1 time. The children's computers in Germantown Hills were used 54 times in May.

Roanoke: The Meeting Room was reserved 8 times for private functions, including 1 time for IPDPL staff training. The Study Room was not used in May.

Recurring Programs

Book Buzz Book Club: May 9, Germantown Hills. The book for May was *The Light We Carry*, by Michelle Obama. 7 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 56, M = 140, R = 75.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in March. A total of 67 pages were distributed between the branches.

Email Newsletter: 20,815 Wowbrary email newsletters were sent to 4,226 active users.

General Reference Questions: 259 reference questions were answered in May.

Jigsaw Puzzles: April puzzle counts: B = 36, M = 42, SB = 4.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 38 knitters attend in May. Weekly breakdown: 5/3 = 8; 5/10 = 7; 5/24 = 11; 5/31 = 12.

LEGO Clubs: LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 17, M = 24, R = 8, W = 10 (8 children, 2 adults).

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 55 times in May.

Peoria Poetry Club: May 6, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 8 people at the May meeting.

Popcorn Night: May 11, Spring Bay. 14 bags of popcorn were handed out.

The Scrapbooker's Workshop: This is a new partnership offering (like Knit & Stitch and the Germantown Hills Garden Club). Debbie Davis-Peshong is hosting a scrapbook and paper crafting workshop for adults every other week at the Spring Bay branch. Debbie brings a wide range of tools and punches. Participants bring their own supplies and materials or may purchase materials for a nominal fee from Debbie. Guidance is offered for specific scrapbook page layouts and greeting cards, but attendees can work on any project they choose. The group met 3 times in May: 5/4 = 4; 5/16 = 5; 5/30 = 4.

Spring Bay Bookies: May 1, Spring Bay. The book for April was *Anxious People*, by Fredrik Backman. There were 11 people in attendance.

Take & Make Kits: The May Take & Make kit was a print-on-demand Flower Shape Sorting game. B = 13, G = 45, M = 101, R = 15, SB = 2, W = 15.

Teen Advisory Board: May 16, Germantown Hills. The TAB met this month to earn volunteer hours helping staff prepare for the summer reading program. They also got a sneak peek at the June TAB meeting, where members will be "taste-testing" snacks from Taiwan. 2 teens and 2 adults attended the May meeting.

Monthly Marketing Report

May 2023

Ad Spend: We used a portion of our WCBU spots to promote the Amy Ward event in May. A summary of the airtimes for ads is attached.

Coverage: We had three newspaper articles in the Woodford County Journal in May. Two were listings of upcoming events at the library. The third, on May 18th, was a story related to the Metamora Renovation press release that was sent out in early May. A similar article also appeared in the Woodford County Courier.

Press Releases: One press release was sent in May, announcing the Metamora renovation. A copy of that release is attached.

Social Media: Ongoing analytics are included below.

<u>Facebook</u> Facebook Page Performance

Month	Posts	Stories	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	N/A	↓ 7.1%	1,799	↓ 55.7%	737	↑ 28.4%	17	↑ 54.5%	Not available
February 2023	28	N/A	↑ 21.7%	3,113	↑ 90.7%	651	↓ 1.5%	14	0%	1,722
March 2023 ³	33	N/A	0%	3,968	↑ 26.4%	671	↓ 8.6%	36	† 140%	1,761
April 2023	23	N/A	↓ 30.3%	2,663	↓ 32.9%	591	↓ 11.5%	14	↓ 61.1%	1,773
May 2023	23	1	0%	5,452	↑ 104.7%	1,068	↑ 79.8%	23	↑ 64.3%	1,792

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						
Age	Women	Men				
18 – 24	0.9%	0.3%				
25 – 34	13.1%	2.8%				
34 – 44	30.6%	4.2%				
45 – 54	17.6%	2.7%				
55 – 64	10.6%	1.4%				
65 +	13.1%	2.7%				

Facebook Page Followers by Top Cities				
Metamora, IL	21.0%			
Germantown Hills, IL	20.5%			
Peoria, IL	9.4%			
Roanoke, IL	4.9%			
Washington, IL	3.2%			
East Peoria, IL	2.9%			
Washburn, IL	2.8%			
Eureka, IL	1.6%			
Spring Bay, IL	1.4%			
Benson, 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.

Instagram Page Performance

Month	Posts	Stories	vs. Previous Month	Page Reach ¹	vs. Previous Month	Profile Visits ²	vs. Previous Period	New Followers	vs. Previous Month ³	Total Followers
April - May 2023	15	1	N/A	46	† 100%	63	↑ 100%	77	Not Available	77

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 Instagram.

² Visits measures the number of times people visited the IPDPL Instagram profile.

³ New Follower data analysis is not available for accounts with fewer than 100 followers.

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)	Impressions ¹	Impression Click-through Rate ²
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%
May 2023	678	11.0	8,012	3.8%

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

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
May 2023	19	442	-1

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

IPDPL Website: Performance overview for May 2023

- 3,151 visits to our website
- 1,109 visitors
- 617 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 15 Database links used 249 times
- 220 clicks on the link to the library Calendar of Events
- 193 clicks on the link to the RSA online catalog
- 95 clicks on the IPDPL Beanstack link
- 44 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 21 clicks on social media links (Facebook, Instagram, YouTube)
- 10 clicks on the Explore More Illinois link

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

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.