

July 11, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

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

**Illinois Prairie District Public Library
Germantown Hills Branch Library
509 Woodland Knolls Road
Germantown Hills, IL 61548**

1. Call to order and roll call.
2. Minutes of the last regular meeting and
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Metamora Branch Project-
 - A. Bid Discussion and Approval
 - B. IGA Discussion and Approval
6. Discussion and Approval of Maintenance Ordinance 23-1
7. Discussion and Approval of Employee Bonus Policy
8. Director's Remarks
9. Comments to guide future agendas.
10. Adjournment

The next regular meeting will be Tuesday, August 8, at 4pm at
the Roanoke Branch Library 123 E Broad St.,
Roanoke, IL 61561

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. H. Booker, M. Coker, D. Smith, E. Rainville, J. Weddle, present. C. Kaufman and A. Hicks, absent.
2. Minutes of the last regular meeting, Motion to accept made by E. Rainville and second by J. Weddle. All in favor, motion passed.
3. Minutes of May 23, 2023, special meeting, Motion to accept made by J. Weddle and second by E. Rainville. All in favor, motion passed.
4. Public comments, none
5. Treasurer's Report – approval of bills and requisitions, Motion made to approve J. Weddle and second by M. Coker. All in favor, motion passed.
6. Metamora Branch Project
Motion to approve Contract Amendment by J. Weddle and second by H. Booker. All in favor, motion passed.
Discussion on removal and disposal of shelving, reaching out to contacts to identify need, board agreed at director's discretion.
7. Discussion and Approval of FY23 & 24 Audit Engagement Letter, Motion to approve Audit cost by E. Rainville and second by M. Coker. All in favor, motion passed.
8. Discussion and Approval of FY24 Salaries, Motion to approve FY24 Salaries by J. Weddle and second by E. Rainville. All in favor, motion passed.
9. Discussion and Approval of OCLC contract, Motion to approve OCLC contract by M. Coker and second by H. Booker. All in favor, motion passed.
10. Approval of Non-Resident Fee, 174.20, Motion made to approve by J. Weddle second by H. Booker. All in favor, motion passed.
11. Discussion and Approval of Board Meetings Ordinance FY24, Motion to approve Board Meeting Ordinance FY24, by E. Rainville and second by J. Weddle. All in favor, motion passed.
12. Director's Remarks, shared circulation numbers, discussed electronic charging station, paid time off policy, and searching for a recipient to donate microfiche to a larger university library, recipient of per capita grant.

13. Comments to guide future agendas.

14. Adjournment, Motion to adjourn at 4:52 by M. Coker and second E. Rainville. All in favor, meeting adjourned.

Illinois Prairie District Public Library

07/11/23

Check Register

Accrual Basis

July 2023

	<u>Jul 23</u>
Aflac	287.87
AmazonBusiness	1,061.83
Ameren Illinois	2,516.25
Amy Mientus	98.03
Baker & Taylor	1,621.09
Bestsellers Audio, LLC	221.85
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	35.60
Cengage Learning, Inc.	295.39
Chronicle Media, LLC	40.00
CLA Services Inc	525.00
ComEd	199.68
Commerce Bank - Commercial Cards	2,061.59
Daniel E O'Brien MD LLC	4,000.00
Data Axle InfoUSA Marketing Inc	309.26
Dawn Smith	223.49
Dearborn National Life Insurance Company	39.75
Dewberry Architects, Inc.	14,526.60
Donna Forbis	181.97
Doug Cupples	983.00
EBSCO	375.00
Gatehouse Media Illinois Holdings Inc	65.00
GFL Environmental	83.80
Heartland Internet, Inc.	49.95
Hoopla	2,044.59
Ideal Environmental Engineering, Inc.	793.75
Jacobs Brothers Commercial Cleaning LLC	1,245.00
K & T Disposal Inc	81.00
Kanopy Inc	45.00
Kimberly Scurlock	40.02
Kirby Foods Metamora	34.93
Lauren Frawley	91.70
Mediacom	506.70
Midwest Tape	518.72
MTCO	357.74
Nena Hardware Peoria	145.02
Nicor Gas	3.63
Orkin	442.97
Pam Kingham	502.39
Purity Plus Water Systems	101.90
RAILS	7,199.00
Rebecca Deitrick	47.16
RK Dixon	22.14
RK Dixon - IA	4,156.14
Roanoke Water-Sewer Department	44.71
RSA NFP	30,821.00
Samantha Huber	265.61
Staples	227.48
Terry's Window Cleaning, Inc.	109.00
The Pantagraph	134.99
Village of Germantown Hills	44.84
Village of Metamora	49.83
Village of Washburn	191.45
VoiceSpring	491.72
Xerox Financial Services	825.74
TOTAL	<u>86,631.58</u>

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

07/10/23

June 2023

Accrual Basis

	Jun 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	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	427.82	1,184.58	-756.76	36.1%
38000 · Donations	350.00	1,250.00	-900.00	28.0%
38400 · Interest Income - Per Capita	0.30	7.08	-6.78	4.2%
38500 · Interest Income - General	2,099.11	250.00	1,849.11	839.6%
38900 · Interest Income - Tort/Liab	3,782.98	250.00	3,532.98	1,513.2%
39000 · Interest Income - Spec Reserve	6,298.15	41.66	6,256.49	15,118.0%
39191 · Interest Income - Bldg/Maint	444.44	41.66	402.78	1,066.8%
39200 · Interest Income - Working Cash	2,417.18	333.33	2,083.85	725.2%
39300 · Interest Income - Gift	1,420.86	83.33	1,337.53	1,705.1%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	17,840.84	132,591.62	-114,750.78	13.5%
Expense				
40100 · Salaries	35,952.98	36,204.17	-251.19	99.3%
40500 · Hospital Insurance	4,815.96	8,666.67	-3,850.71	55.6%
40600 · Staff Education	548.45	1,250.00	-701.55	43.9%
41000 · Books - Adult	1,232.94	2,083.33	-850.39	59.2%
41100 · Books - Children	695.97	2,083.33	-1,387.36	33.4%
41300 · Periodicals	0.00	833.33	-833.33	0.0%
41500 · Audio - Visual	486.38	750.00	-263.62	64.9%
41600 · Video / DVD Tapes	348.56	750.00	-401.44	46.5%
41700 · Electronic Materials	4,413.70	3,750.00	663.70	117.7%
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	560.25	1,583.33	-1,023.08	35.4%
42400 · Mileage and Expenses	1,076.72	1,250.00	-173.28	86.1%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	32,768.80	0.00	32,768.80	100.0%
44380 · Building - Spring Bay	1,750.00			
44800 · Programming / PR	1,393.63	2,083.33	-689.70	66.9%
45000 · Rent	182.33	166.66	15.67	109.4%
45100 · Gas and Electric	1,877.21	3,750.00	-1,872.79	50.1%
45200 · Water and Sewer	136.87	250.00	-113.13	54.7%
45300 · Telephone	491.72	666.67	-174.95	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	0.00	833.33	-833.33	0.0%
48900 · Miscellaneous Expenses	0.00	1,083.33	-1,083.33	0.0%
49000 · Per Capita	0.00	0.00	0.00	0.0%
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	-980.90	5,000.00	-5,980.90	-19.6%
70300 · Social Security Employer	2,216.65	3,333.33	-1,116.68	66.5%
70400 · Medicare Employer	518.39	1,666.66	-1,148.27	31.1%
72300 · Insurance	0.00	4,583.33	-4,583.33	0.0%
72400 · Legal	4,980.00	583.33	4,396.67	853.7%
72500 · Maintenance	11,916.60	9,233.33	2,683.27	129.1%

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07/10/23

Accrual Basis

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

	<u>Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	718.00	833.33	-115.33	86.2%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>109,015.60</u>	<u>103,020.77</u>	<u>5,994.83</u>	<u>105.8%</u>
Net Income	<u>-91,174.76</u>	<u>29,570.85</u>	<u>-120,745.61</u>	<u>-308.3%</u>

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	2.72	85.00	-82.28	3.2%
38500 · Interest Income - General	30,459.74	3,000.00	27,459.74	1,015.3%
38900 · Interest Income - Tort/Liab	32,808.30	3,000.00	29,808.30	1,093.6%
39000 · Interest Income - Spec Reserve	33,427.17	500.00	32,927.17	6,685.4%
39191 · Interest Income - Bldg/Maint	5,081.11	500.00	4,581.11	1,016.2%
39200 · Interest Income - Working Cash	42,801.38	4,000.00	38,801.38	1,070.0%
39300 · Interest Income - Gift	11,742.83	1,000.00	10,742.83	1,174.3%
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	1,690,230.12	1,591,100.00	99,130.12	106.2%
Expense				
40100 · Salaries	412,807.75	434,450.00	-21,642.25	95.0%
40500 · Hospital Insurance	60,932.61	104,000.00	-43,067.39	58.6%
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	20,942.04	25,000.00	-4,057.96	83.8%
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	11,310.07	19,000.00	-7,689.93	59.5%
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	23,703.06	25,000.00	-1,296.94	94.8%
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	18,533.46	60,000.00	-41,466.54	30.9%
70300 · Social Security Employer	25,325.11	40,000.00	-14,674.89	63.3%
70400 · Medicare Employer	5,922.60	20,000.00	-14,077.40	29.6%
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%

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07/10/23

Accrual Basis

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

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	8,935.50	10,000.00	-1,064.50	89.4%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>1,145,995.41</u>	<u>1,236,250.00</u>	<u>-90,254.59</u>	<u>92.7%</u>
Net Income	<u>544,234.71</u>	<u>354,850.00</u>	<u>189,384.71</u>	<u>153.4%</u>

Illinois Prairie District Public Library

Profit & Loss

07/10/23

June 2023

Cash Basis

	<u>Jun 23</u>
Income	
34000 · Fines and Fees	427.82
38000 · Donations	350.00
38400 · Interest Income - Per Capita	0.30
38500 · Interest Income - General	2,099.11
38900 · Interest Income - Tort/Liab	3,782.98
39000 · Interest Income - Spec Reserve	6,298.15
39191 · Interest Income - Bldg/Maint	444.44
39200 · Interest Income - Working Cash	2,417.18
39300 · Interest Income - Gift	1,420.86
39700 · Rent Income	600.00
Total Income	<u>17,840.84</u>
Expense	
40100 · Salaries	35,952.98
40500 · Hospital Insurance	4,815.96
40600 · Staff Education	548.45
41000 · Books - Adult	1,232.94
41100 · Books - Children	695.97
41500 · Audio - Visual	486.38
41600 · Video / DVD Tapes	348.56
41700 · Electronic Materials	4,413.70
42100 · Office Supplies	560.25
42400 · Mileage and Expenses	1,076.72
44360 · Building - Metamora	32,768.80
44380 · Building - Spring Bay	1,750.00
44800 · Programming / PR	1,393.63
45000 · Rent	182.33
45100 · Gas and Electric	1,877.21
45200 · Water and Sewer	136.87
45300 · Telephone	491.72
45600 · Internet	914.39
60400 · IMRF Employer	-980.90
70300 · Social Security Employer	2,216.65
70400 · Medicare Employer	518.39
72400 · Legal	4,980.00
72500 · Maintenance	11,916.60
72600 · Professional Fees	718.00
Total Expense	<u>109,015.60</u>
Net Income	<u><u>-91,174.76</u></u>

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

	<u>Jul '22 - Jun 23</u>
Income	
31000 · Property Tax - General	789,329.04
31100 · Property Tax - Audit	25,258.10
31200 · Property Tax - IMRF	59,989.05
31300 · Property Tax - Social Security	59,989.05
31400 · Property Tax - Tort/Liability	136,290.08
31500 · Property Tax - Bldg/Maintenance	105,243.49
31600 · Property Tax - Working Cash	263,108.73
32000 · State Corporate Replacement Tax	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	2.72
38500 · Interest Income - General	30,459.74
38900 · Interest Income - Tort/Liab	32,808.30
39000 · Interest Income - Spec Reserve	33,427.17
39191 · Interest Income - Bldg/Maint	5,081.11
39200 · Interest Income - Working Cash	42,801.38
39300 · Interest Income - Gift	11,742.83
39400 · Interest Income - Certificates	1,416.07
39500 · Miscellaneous Income	334.41
39700 · Rent Income	7,200.00
Total Income	<u>1,690,230.12</u>
Expense	
40100 · Salaries	412,807.75
40500 · Hospital Insurance	60,932.61
40600 · Staff Education	8,746.24
41000 · Books - Adult	21,587.96
41100 · Books - Children	20,942.04
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	11,310.07
42400 · Mileage and Expenses	14,272.02
44360 · Building - Metamora	163,283.40
44380 · Building - Spring Bay	21,570.50
44800 · Programming / PR	23,703.06
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	18,533.46
70300 · Social Security Employer	25,325.11
70400 · Medicare Employer	5,922.60
72300 · Insurance	23,187.76
72400 · Legal	11,281.00
72500 · Maintenance	110,723.34
72600 · Professional Fees	8,935.50
Total Expense	<u>1,145,995.41</u>
Net Income	<u><u>544,234.71</u></u>

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

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	109,323.64
10800 · Petty Cash Checking Account	1,003.20
11400 · Savings Account	9,109.59
	119,436.43
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	69.53
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	447,505.49
10700 · Special Reserve Fund	1,484,525.12
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	569,746.34
11100 · Gift Fund	334,905.72
11200 · Building Maintenance Fund	101,884.57
11300 · Tort Liability Fund	888,493.79
11500 · Dedicated Gift Fund	6.96
	5,432,773.83
Total Other Current Assets	
Total Current Assets	5,552,210.26
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	9,209,605.64
LIABILITIES & EQUITY	
Equity	
28000 · Investment in Fixed Assets	3,153,263.83
29000 · Bldg/Maint Fund	270,310.57
29100 · Audit Fund	40,928.13
29300 · Social Security Fund	249,001.80
29400 · Tort/Liability Fund	658,133.65
29500 · Special Reserves Fund	127,865.49
29600 · Fund Balance	2,090,484.44
30000 · Opening Balance Equity	-425,484.71
40000 · Net Assets	425,484.71
50000 · Unrestricted Net Assets	2,075,383.02
Net Income	544,234.71
	9,209,605.64
Total Equity	
TOTAL LIABILITIES & EQUITY	9,209,605.64

Bank Accounts

	Commerce Checking	The Illinois Funds Bldg/Maint	The Illinois Funds Dedicated Gift	The Illinois Funds Gen Operating	The Illinois Funds Gift	The Illinois Funds Per Capita	The Illinois Funds Spec Reserve	The Illinois Funds Tort/Liab	The Illinois Funds Working Cash	CEFCU Savings	CD's
Balance 6-1-2023	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (74,139.42)										
First Payroll	\$ (14,508.03)										
Payroll Taxes	\$ (4,678.28)										
Fines & Fees (Met)	\$ 152.83										
Fines & Fees	\$ 274.99										
Miscellaneous Income											
Obits											
Donations	\$ 350.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (13,625.34)										
Payroll Taxes	\$ (4,372.85)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (7,229.32)		\$ 7,229.32							
Transfer to/from Tort/Liab				\$ 8,000.00				\$ (8,000.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 274.99	\$ 444.44		\$ 2,055.77	\$ 1,420.86	\$ 0.30	\$ 6,298.15	\$ 3,782.98	\$ 2,417.18		
Balance 6-30-2022	\$ 109,323.64	\$ 101,884.57	\$ 6.96	\$ 447,505.49	\$ 334,905.72	\$ 69.53	\$ 1,484,525.12	\$ 888,493.79	\$ 569,746.34	\$ 9,109.59	\$ 1,197,242.50



July 11, 2023

Illinois Prairie District Public Library (IPDPL)
 Attn: Dawn Smith
 208 E Partridge Street
 Metamora, IL 61548

RE: Metamora Building Renovation
 Dewberry Project #50161541

Dear Ms. Smith,

Dewberry conducted a bid opening on June 27, 2023 for the Metamora Building Renovation for the Illinois Prairie District Public Library in Metamora, Illinois. Four (4) contractors submitted a bid for the project.

Upon review of the bids for the IPDPL – Metamora Building Renovation, and finding the submitted bids complete, it is Dewberry’s recommendation to award the project to the low bidder **Diamond Design & Construction, Inc.** for the following work:

Base Bid	\$ 942,800
Unit Price 1	\$ 14 per unit
Unit Price 2	No price submitted
Alternate Bid 1	No change
LUMP SUM CONTRACT PRICE:	\$ 942,800

The Contractor submitted a Bid Security and acknowledged the proper addenda 1 through 2. The requested Contractor Qualification Form was submitted with the bid for additional information purposes.

As a reminder, the above noted amounts do not include construction contingency, which we recommend a minimum 10% of the above contract price. We recommend you budget an allowance for a construction contingency to allow for any unforeseen conditions.

We would recommend the award to **Diamond Design & Construction, Inc.** pending any questions and clarifications that you might have.

Sincerely,

Dewberry Architects Inc.

Amanda S. Voorhees, IIDA, LEED AP BD+C
 Project Manager

Dewberry Architects Inc
 401 SW Water Street, Suite 701
 Peoria, IL 61602

IPDPL - Metamora Building Renovation

June 27, 2023 @ 2 P.M.

CONTRACTORS	Bishop Brothers	D Joseph Construction	Diamond Design & Construction	Zobrist Construction
Base Bid	\$ 1,155,000.00	\$ 1,214,000.00	\$ 942,800.00	\$ 1,039,000.00
Unit Price #1	\$ 17.50	\$ 30.00	\$ 14.00	\$ 21.70
Unit Price #2	\$ 360.00	\$ 10.00	No unit cost submitted	\$ 137.00
Alternate #1	No Change	No Change	No Change	No Change
Bid Bond 5%	Y	Y	Y	Y
Acknowledge Receipt of All Addendas	N	Y	Y	Y
AIA 305 Contractor Qualification Form	N	N	Y	Y
Signed Bid Form	Y	Y	Y	Y
TOTAL				

**RECORDER OF DEEDS
WOODFORDCOUNTY**

INTERGOVERNMENTAL AGREEMENT FOR EASEMENT

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

RECITALS

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

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

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

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

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

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

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

1. Grant of Easement. Grantor does hereby grant and convey to Grantee and Grantee’s employees, representatives, directors, trustees, officers, successors and assigns (“Grantee Parties”), a non-exclusive, perpetual right and easement in, over, under, along, upon and across the Right of Way Easement Area to install and construct a wheelchair ramp and associated entrance stairway and landing. The parties contemplate that the Grantee will initially install a temporary ADA-compliant metal ramp in the Right of Way Easement Area, which is reflected in Exhibit B (which the Authority Having Jurisdiction, being the Village of Metamora (the Grantor), has permitted as a 1:10 slope ramp because a 1:12 slope ramp is “technically infeasible” due to space limitations, as that term is defined in the Illinois Accessibility Code). Should Grantor undertake the comprehensive replacement of the sidewalks in the area comprising the Grantor’s Village Square that includes the Grantor’s Property and the Right of Way Easement Area as covered by this Agreement (the “Sidewalk Replacement Project”), the Grantee, at Grantee’s cost, shall at the time of the Grantor’s Sidewalk Replacement Project undertake the installation and construction of a permanent ADA-compliant ramp, along with the associated entrance stairway and landing in a manner that is consistent with the ramp depicted in Exhibit D. At such time that Grantee undertakes the installation of permanent ADA-compliant ramp and the associated entrance stairway and landing depicted in Exhibit D, the Right of Way Easement Area will be expanded to include the additional area of the Grantor’s sidewalk for the permanent ADA-compliant ramp and associated entrance stairway and landing depicted in Exhibit D.

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

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

(a) If to Grantee:

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

(b) If to Grantor

Village of Metamora
102 N. Davenport Street
P.O. Box 1070
Metamora, IL 61548
Attn: Mayor

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

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

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

6. Indemnification and Hold Harmless. Grantee agrees to indemnify and hold Grantor, its officers, employees, volunteers, guests, or representatives, and their successors or assigns harmless from any claims or demands made against Grantor arising out of injuries or death of any person or property, damages, or claims, including any slip and fall injuries regarding the temporary ADA-compliant ramp area and the associated temporary entrance stairway and landing (Temporary Ramp Area), depicted in Exhibit E, and at the time in which a permanent ADA-compliant ramp and the associated permanent entrance stairway and landing are to be installed, then the permanent ramp area and the associated permanent entrance stairway and landing (Permanent Ramp Area), depicted in Exhibit F.

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

8. Miscellaneous.

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

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

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

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

(e) The failure of either party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provision, nor in any way to affect the validity of this Agreement or any part hereof or the right of such party thereafter to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to constitute a waiver of any other or subsequent breach. This Agreement cannot be changed orally or by course of conduct, and no executory agreement, oral agreement or course of conduct shall be effective to waive, change, modify or discharge it in whole or in part unless the same is in writing and is signed by the party against whom enforcement of any waiver, change, modification or discharge is sought.

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

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

GRANTOR:

Village of Metamora, an Illinois Municipal Corporation

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

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

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

Notary Public

My Commission Expires: _____

GRANTEE:

Illinois Prairie District Public Library, a Unit of Local Government

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

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

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

Notary Public

My Commission Expires: _____

EXHIBIT A TO GRANT OF RIGHT OF WAY EASEMENT

GRANTOR'S PROPERTY

(Sidewalk area on south side of East Partridge Street
Right-of-Way immediately in front of Grantee's Property)

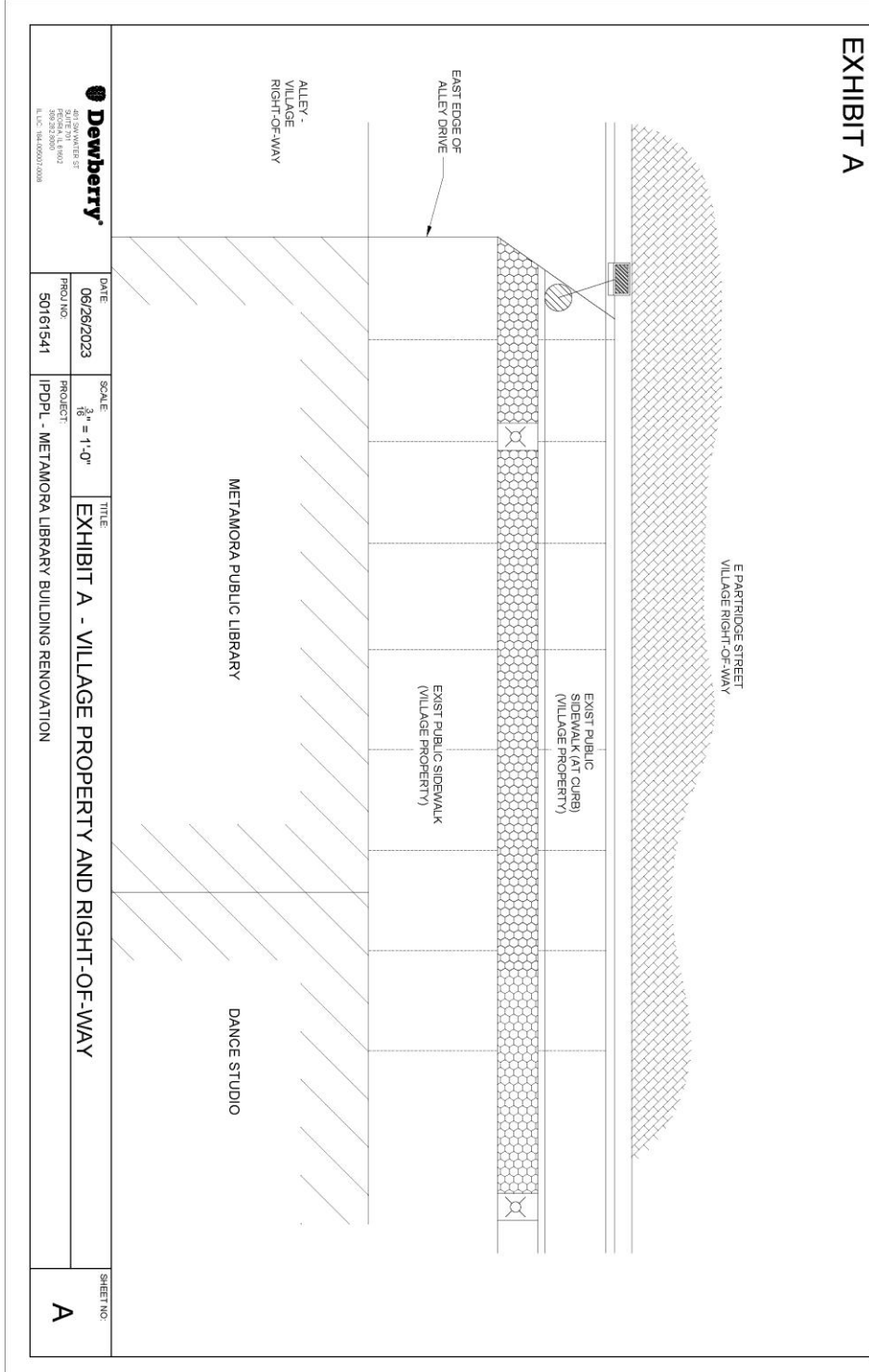


EXHIBIT B TO GRANT OF RIGHT OF WAY EASEMENT

RIGHT OF WAY EASEMENT AREA – TEMPORARY RAMP

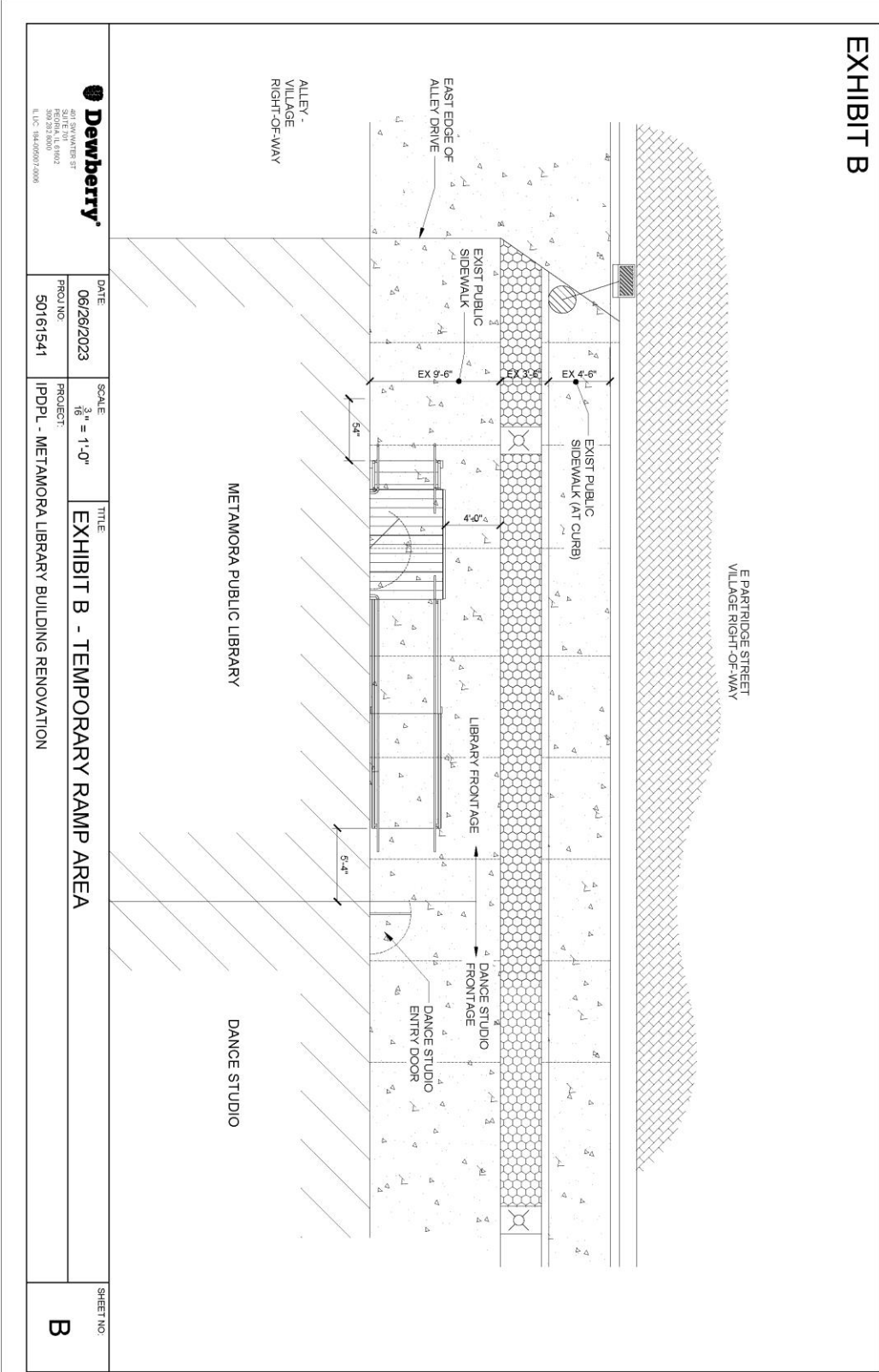


EXHIBIT B

<p>403 SWAINSON ST SUITE 101 ANN ARBOR MI 48103 313.292.5000 E. LIC. #164-000007-00006</p>	DATE	06/26/2023	SCALE	3" = 1'-0"	TITLE	EXHIBIT B - TEMPORARY RAMP AREA	SHEET NO.	B
	PROJ. NO.	50161541	PROJECT:	IPDPL - METAMORA LIBRARY RENOVATION				

EXHIBIT C TO GRANT OF RIGHT OF WAY EASEMENT

GRANTEE'S PROPERTY

Forty-eight (48) feet of even width off of the West side of Lot Fifteen (15) in Block Thirty-nine (39) of the Original Town, now Village of Metamora, Woodford County, Illinois.

PIN: 09-20-130-011

Street Address: 208 E. Partridge, Metamora, Illinois

EXHIBIT D TO GRANT OF RIGHT OF WAY EASEMENT

RIGHT OF WAY EASEMENT AREA – PERMANENT RAMP

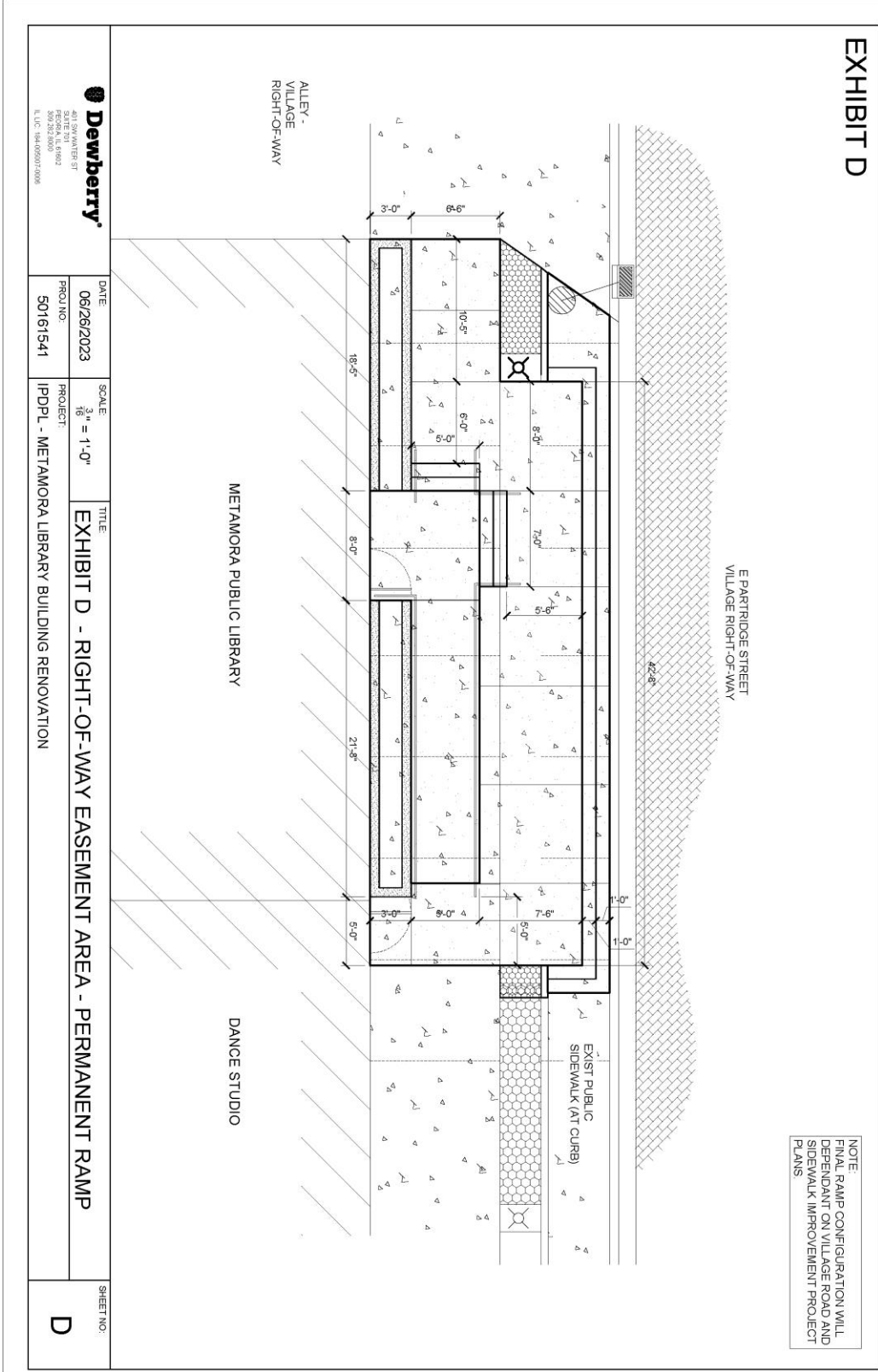


EXHIBIT E TO GRANT OF RIGHT OF WAY EASEMENT

TEMPORARY RAMP AREA

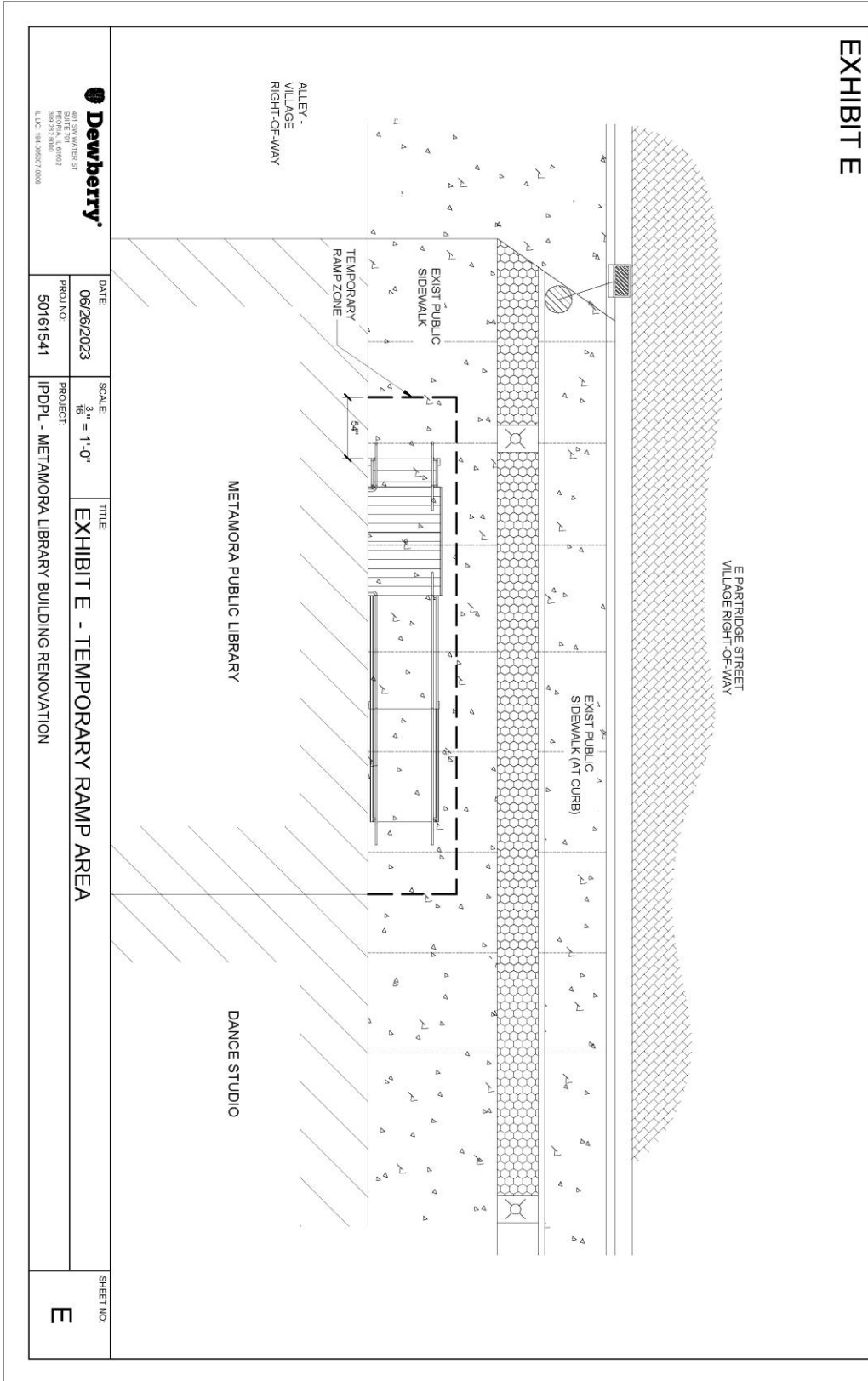
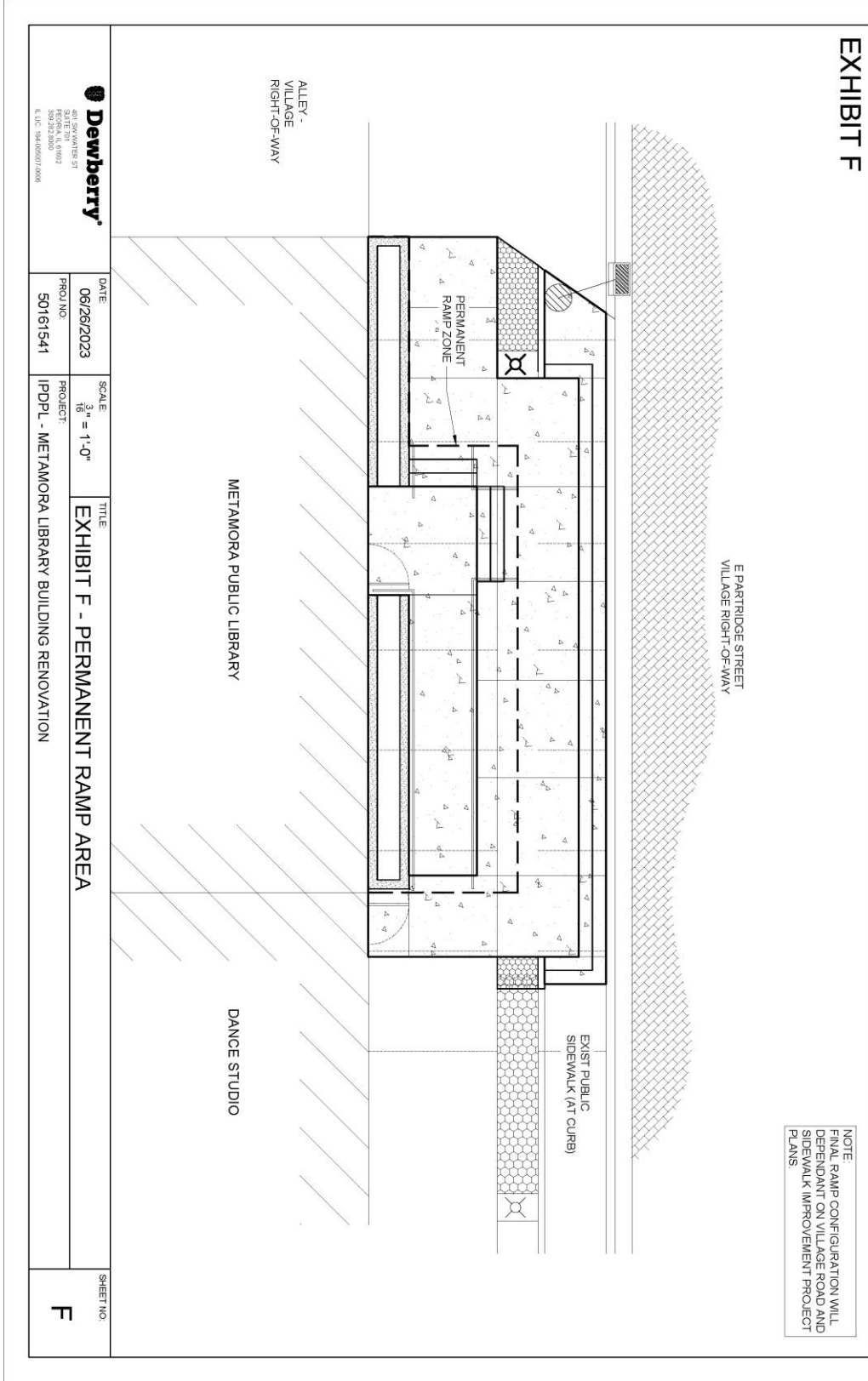


EXHIBIT F TO GRANT OF RIGHT OF WAY EASEMENT

PERMANENT RAMP AREA



ORDINANCE NO. 23-1

AN ORDINANCE TO LEVY AND ASSESS A TAX
FOR ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY OF THE
COUNTY OF WOODFORD, STATE OF ILLINOIS FOR THE
FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024

BE IT ORDAINED, that the Illinois Prairie District Public Library of the County of Woodford and State of Illinois shall levy a tax of .02% of the value of all taxable property within said District, for building and maintenance purposes, subject to the right of the electors in said District to petition and require an election concerning the imposition of such additional tax, pursuant to 75 ILCS 16/35-5.

BE IT FURTHER ORDAINED, that within fifteen (15) days from the date of adoption of the resolution, it shall be published in a newspaper of general circulation in the Illinois Prairie District Public Library.

This Ordinance shall take effect immediately upon its passage.

IN WITNESS WHEREOF, we have hereunder set our hands in Metamora, Illinois this 11th day of July, 2023.

Posted July 11, 2023.

President of the Board of
Trustees of Illinois Prairie
District Public Library

ATTEST:

Secretary

SERVICE AWARDS

Employees generally receive a service award for five years of service and for every five years thereafter. The awards typically equal \$20? for each year of employment with the Library. Awards are provided on or around an employee's anniversary date. Changes to service awards are determined and approved by the Library Board of Trustees.

Director's Remarks for July 11, 2023

Mission

We serve as a welcoming, responsive environment for community gathering by provisioning space, equal access to information, technology, resources, and engaging learning opportunities.

Vision

Growing a vibrant, engaged, learning-focused community.

WELCOME

We create a sense of belonging in our comfortable, inclusive spaces.

COMPLETE a building project for Metamora.

EVOLVE branches to become essential community hubs.

- *Abatement begins July 17.*
- *The Metamora branch is at its temporary location, 900 W Mt. Vernon.*

ENGAGE

We are widely known and highly regarded for the value we add to the community.

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships

- *We attended Old Settlers Days and engaged with many families. The children enjoyed the sand craft we provided.*
- *I have drafted a Strategic Marketing Plan for your approval at the September board meeting. The plan will guide our marketing efforts through the rest of 2023 and 2024.*

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

- **We have hired an additional circulation assistant for the Germantown Hills branch.**

June 2023(FY 22-23) Door Counts

Benson – 344 (2,189)

Spring Bay – 628 (4,758)

Washburn – 86 (3,240)

Roanoke – 686 (6,196)

Metamora – 1,445 (20,079)

Germantown Hills – 3,465 (30,066)

WiFi Usage

June- 693 (6,806)

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	485	348	31	15	201
Total	6,856	3,876	245	38	2,433

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	237	585	3	16	36	14
Total	2,910	6,038	45	226	415	197

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	92	1169	1374	357	149	135	5	851	4132
August	74	1101	1288	334	146	136	15	532	3626
September	78	998	1284	307	151	110	0	516	3444
October	64	964	1280	366	121	116	0	539	3450
November	62	966	1199	292	144	106	0	503	3272
December	57	982	1289	306	172	89	17	565	3477
January	84	1137	1319	339	175	118	3	640	3815
February	46	948	1226	320	180	95	1	631	3447
March	77	1132	1364	373	191	158	3	753	4051
April	63	994	1320	284	92	102	6	651	3512
May	57	1159	1330	305	107	111	28	720	3817
June	69	1390	1090	369	160	140	58	775	4051
Total	823	12940	15363	3952	1788	1416	136	7676	44094

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	72	3134	2226	852	212	231	58	6785
Total	889	19860	28529	7118	1393	2257	136	60182

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	2	129	146	66	1	5
Total	26	782	1244	541	43	73

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	4	251	61	19	15	5
Total	81	2462	746	194	167	79

Monthly Programming

June 2023

Special Programs

Farm Animals Scavenger Hunt: This was a month-long, passive children's program offered at all branches. Participants had to search the library to locate words representing the sounds farm animals make hidden throughout the branch. 132 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 15, GH = 23, M = 21, R = 28, SB = 4, W = 28.

Find Your Voice & The Beads of Secrecy: June 5, Roanoke. Summer Reading Badge Program. This drop-in teen & tween craft program offers participants the opportunity to create keychains or jewelry items using pony beads in a Morse Code or binary configuration so that the beads convey a secret message. This program will be repeated in Germantown Hills in July. Attendance total: 6 (3 Children, 1 Teen, 2 Adults).

Navigate Your Stars: Jesmyn Ward: June 6, Live on Zoom. This Illinois Libraries Present event was a rescheduled presentation from last fall. Patrons who were registered for the original event were automatically registered for the rescheduled event. As a result, while there were three patrons registered for this program, none attended live. Each registrant was sent a link to the recorded presentation after the live event for asynchronous viewing.

If You Build It . . . 3D Pens: June 7, Germantown Hills; June 23, Roanoke. Summer Reading Badge Program. This was another 4H program. Participants used 3D filament pens to build their own 3D creations using technology like that of an automated 3D printer. Germantown Hills attendance total: 28 (17 Children, 5 Teens, 6 Adults). Roanoke attendance total: 19 (10 Children, 4 Teens, 5 Adults).

Instrument Petting Zoo: June 8, Germantown Hills. Summer Reading Badge Program. This interactive presentation was given by staff from the Youth Music Illinois Suzuki program. A wide variety of scaled-down string instruments were brought in, and participants were able to try playing an instrument that was properly sized for their frame. Attendance total: 44 (25 Children, 2 Teens, 17 Adults).

Purr-fect Plushie Palooza: June 9, Germantown Hills, Summer Reading Badge Program. Participants got to make a stuffed animal kitten with a meowing voice module inside. Attendance total: 24 (15 Children, 9 Adults).

The Magic of Joel Shoemaker: June 12, Germantown Hills. Summer Reading Badge Program. Joel came back for a visit to present his comedic magic show. Lots of kids got to participate during the show, and after the show he demonstrated a simple card trick and distributed the materials and instructions to build this trick from scratch using common household items. Attendance total: 95 (50 Children, 15 Teens, 30 Adults).

Be a Sphero Hero: June 14, Germantown Hills. Summer Reading Badge Program. This program was presented by the Livingston, McLean, and Woodford Counties 4H office. Participants learned some computer programming basics using Sphero robotic balls. This program will be repeated in Roanoke in July. Attendance total: 20 (13 Children, 3 Teens, 4 Adults).

Saturday Morning Sing-Along – The Little Mermaid: June 17, Germantown Hills. Summer Reading Badge Program. The “sing-along” version of Disney’s *The Little Mermaid* (with lyrics appearing onscreen) was shown, and a special Sebastian, the Crab headband Take & Make kit was distributed. Attendance total: 1 Adult.

Primate Plushie Palooza: June 19, Germantown Hills. Summer Reading Badge Program. Participants made a stuffed monkey with a chattering voice module inside. Attendance total: 22 (12 Children, 2 Teens, 8 Adults).

Find Your Voice Break-In Bags: June 19 – July 15, All IPDPL branches. Summer Reading Badge Program. A Break-In Bag formatted to the summer reading theme was created for a limited-time run from mid-June through mid-July. As a result, the metrics for this program will be presented twice, accounting for metrics from each month. In June, the bags were available at all branches except Metamora, as the first day the bags were available coincided with the closure of Metamora. Participation total: 54. Participation by branch: B = 0, GH = 25, M = 0, R = 19, SB = 3, W = 7.

Braiding Sweetgrass and the Honorable Harvest: A Conversation with Robin Wall Kimmerer: June 21, Live on Zoom. This was the final Illinois Libraries Present event for this season. IPDPL had 7 patrons registered for this event. 4 patrons attended live. All 7 registrants received a link to the recorded presentation after the fact for asynchronous viewing.

IPDPL at Old Settlers’ Days: June 21 – 24, Metamora. As part of our information campaign surrounding the Metamora renovation, we had a tent at Old Settlers’ Days that included information regarding the renovation, architectural renderings of what the finished space might look like, and informational takeaways about the location and hours of the temporary branch. We also hosted a shredded book contest featuring a shredded copy of *Little Women*. 57 entries were received, 40 of which were correct, making the entrant eligible for the drawing. Alex Mogul was the winner of the contest, and she was awarded a \$25 Barnes & Noble gift card. Attendance total: 477 people visited the tent over the 4 days.

State District 105 Traveling Office Hours: June 22, Roanoke. Dennis Tipsword held the first of a series of drop-in opportunities at various locations throughout the 105th Illinois legislative district. An attendance total is not available.

Benson Sesquicentennial Celebration: June 23 – 24, Benson. Benson marked 150 years as a village this year, and IPDPL helped celebrate. We created a special coloring page derived from a photograph of the branch, hosted a shredded book contest, and had some unique photo booth signs made to be used during the anniversary weekend. We also had a special Take & Make kit available only in Benson and only for the 2 days of the celebration. The shredded book for the contest was *Are You There, God? It’s Me, Margaret*. 17 entries were received, 15 of which were correct. Megan Koehler won the \$100 Yoder’s Market gift certificate. Attendance total: 181 patrons visited during the 2 days of the Sesquicentennial celebrations and 31 special Take & Make kits were distributed.

Jason Kollum Comedy Juggling & Variety Show: June 26, Germantown Hills. Summer Reading Badge Program. Jason brought his unique juggling program to IPDPL. He was very funny, and several kids were chosen to participate in the presentation. At the end of the program, Jason demonstrated and taught the kids how to balance peacock feathers. Attendance total: 86 (52 Children, 8 Teens, 26 Adults).

Book Bingo: June 28, Germantown Hills. Participants played Bingo to win books that have been donated to the library. Approximately 35 books were given out. Attendance total: 19 (10 Children, 2 Teens, 7 Adults).

Beanstack

1,000 Books Before Kindergarten ongoing challenge: We added 15 new registrations in June. We had 55 active readers in June, logging 1,963 books for 92 badges. We had one challenge completion in June.

2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 55 new readers added in June. 105 readers made at least one log entry during the month. Readers logged 112,904 minutes (1,881.73 hours) of reading in June, earning 443 badges. We had 1 challenge completion in June.

Due to the onset of the summer reading program, there are no monthly challenges for June or July.

Summer Reading 2023

Readers in our annual summer reading program began logging their reading on June 1. An active reader is one who has made at least one reading log entry during the reporting period. Badges are earned for incremental reading goals and for activity participation. Each reading challenge has 10 reading progress badges available and a maximum of 30 activity badges available to each reader. Metrics for the program through the end of June:

Avid Readers – Reading Goal: 50 hrs.

Month	New Registrations	Active Readers	Challenge Completions	Activities Completed	Badges Earned	Books/Minutes Read
May	95	N/A	N/A	N/A	95	N/A
June	119	168	13	295	1,090	248,641 min (4,143.57 hrs)

Casual Readers – Reading Goal: 25 hrs.

Month	New Registrations	Active Readers	Challenge Completions	Activities Completed	Badges Earned	Books/Minutes Read
May	139	N/A	N/A	N/A	139	N/A
June	140	210	11	389	1,247	130,058 mins (2,167.63 hrs)

Read-to-Me Readers – Reading Goal: 50 books

Month	New Registrations	Active Readers	Challenge Completions	Activities Completed	Badges Earned	Books/Minutes Read
May	98	N/A	N/A	N/A	98	N/A
June	110	185	26	362	1,441	5,497 books

Readers have until the end of 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. Updated month-by-month metrics will be available at the August board meeting, and a full summer reading report will be available in September.

Children's Programming

Weekly children's programs are held outdoors (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. In June, we moved several sessions back indoors due to the poor air quality related to the Canadian wildfires.

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 June: GH = 40 (23 children, 17 adults), M = 26 (14 children, 12 adults).

Story Time: Story Time meets 6 times per week, once at each branch. In June, there were 4 sessions held at each branch. Totals for June: B = 14 (10 children, 4 adults); GH = 48 (30 children, 1 teen, 17 adults); M = 19 (11 children, 8 adults); R = 43 (30 children, 13 adults); SB = 42 (29 children, 13 adults); W = 7 (4 children, 3 adults).

Class Visits: There were four class visits in June, two to Little Oaks Daycare and two to Once Upon a Time Day Care.

- 6/19 – Once Upon a Time – Children (7 – 12) – Total attendance: 13 (10 Children, 3 Adults)
- 6/26 – Once Upon a Time – Children (7 – 12) – Total attendance: 10 (7 Children, 3 Adults)
- 6/29 – Little Oaks – Toddlers (2 – 6) – Total attendance: 30 (26 Children, 4 Adults)
- 6/30 – Little Oaks – Children (7 – 12) – Total attendance: 20 (18 Children, 2 Adults)

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 5 times for private functions, however, two of those reservations were declined because the potential use was not in keeping with the updated Meeting Room Policy. Study Room A was reserved 13 times, and Study Room B was reserved 11 times. The Cricut Maker Station was reserved 5 times. The children's computers in Germantown Hills were used 161 times in June.

Roanoke: The Meeting Room was reserved 5 times for private functions. The Study Room was not used in May.

Recurring Programs

Book Buzz Book Club: June 13, Germantown Hills. The book for June was *Moloka'i*, by Alan Brennert. 10 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 169, M = 98, R = 118.

Coloring Pages: Three branches (Benson, Roanoke, and Washburn) distributed coloring pages in June. A total of 57 pages were distributed between the branches.

Email Newsletter: 16,912 Wowbrary email newsletters were sent to 4,210 active users.

General Reference Questions: 282 reference questions were answered in June.

Germantown Hills Garden Club: June 12, Germantown Hills. IPDPL entered a new partnership with the Germantown Hills Garden Club in June. GHGC requested the library be the permanent meeting place for the Club. An agreement was made like the one we have with the Peoria Poetry Club, where the library will host and promote the meetings, but the programming for the events will fall entirely on the Club. The June Garden Club meeting had 10 in attendance.

Jigsaw Puzzles: June puzzle counts: B = 36, M = 23, SB = 8.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 41 knitters attend in June. Weekly breakdown: 6/7 = 8; 6/14 = 9; 6/21 = 13; 6/28 = 11.

LEGO Clubs: LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 53, M = 9, R = 2, W = 0.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 119 times in June.

Peoria Poetry Club: June 10, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 10 people at the June meeting.

Popcorn Night: June 8, Spring Bay. 13 bags of popcorn were handed out.

The Scrapbooker's Workshop: This group met 2 times in June, and a total of 7 adults attended. In July, this program will be rebranded as "The Papercrafter's Workshop" to appeal to a wider creative audience beyond only those who scrapbook.

Spring Bay Bookies: June 5, Spring Bay. The book for April was *Dune*, by Frank Herbert. There were 10 people in attendance.

Take & Make Kits: Take & Make kits are on hiatus during the summer reading program. They will return in the fall.

Teen Advisory Board: June 20, Germantown Hills. The TAB met this month to "taste-test" snacks from Taiwan. Snacks were from a subscription service by Universal Yums. Each snack box included several snacks, a game, and a booklet with puzzles, information, and Taiwanese trivia. 3 teens and 2 adults attended the June meeting.

Monthly Marketing Report

June 2023

Ad Spend: Since March, IPDPL has been participating in the publication of Construction Beauty Magazine, publishing a paid article six times per year. The May/June issue focused on IPDPL’s involvement with the Central Illinois Reads project. All articles can be read with a free digital subscription at <https://www.constructionbeauty.com/>.

Coverage: We had two listings of upcoming events in the Woodford County Journal in June.

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

Social Media: Ongoing analytics are included below.

Facebook

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
June 2023	30	1	↑ 30.4%	6,528	↑ 19.7%	1,570	↑ 47%	17	↓ 26.1%	1,810

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

Age	Women	Men
18 – 24	0.9%	0.3%
25 – 34	13.0%	2.8%
34 – 44	30.5%	4.1%
45 – 54	17.8%	2.7%
55 – 64	10.8%	1.4%
65 +	13.0%	2.7%

Germantown Hills, IL	21.2%
Metamora, IL	21.1%
Peoria, IL	8.5%
Roanoke, IL	4.8%
Washington, IL	3.5%
East Peoria, IL	3.1%
Washburn, IL	3%
Eureka, IL	1.6%
Spring Bay, IL	1.5%
Benson, IL	1%

Instagram

Instagram Page Performance

Month	Posts	Stories	vs. Previous Month	Page Reach¹	vs. Previous Month	Profile Visits²	vs. Previous Period	New Followers	vs. Previous Month³	Total Followers
April - May 2023	15	1	N/A	46	↑ 100%	63	↑ 100%	77	Not Available	77
June 2023	9	1	↓ 35.7%	45	↑ 2.3%	23	↓ 48.9%	15		92

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%
June 2023	464	9.8	4,368	4%

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

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

YouTube Audience

Month	Returning Viewers ¹	Unique Viewers ²	Subscribers ³
January 2023	29	442	0
February 2023	14	326	-1
March 2023	19	401	+6
April 2023	14	319	0
May 2023	19	442	-1
June 2023	18	265	-1

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

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

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

IPDPL Website: Performance overview for June 2023

- 3,357 visits to our website
- 1,235 visitors
- 840 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 283 clicks on the link to the library Calendar of Events
- 265 clicks on the IPDPL Beanstack link
- 188 clicks on the link to the RSA online catalog
- 12 Database links used 130 times
- 55 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 10 clicks on the Explore More Illinois link
- 5 clicks on social media links (Facebook, Instagram, YouTube)