

August 8, 2023

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, August 8, 2023, at
4:00 pm

**Illinois Prairie District Public Library
Roanoke Branch Library
123 E. Broad Street
Roanoke, IL 61561**

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
6. Discussion and Approval of Budget Ordinance 23-2
7. Discussion and Approval of Meeting day change in By Laws
8. Discussion/Review/Approval of Closed Minutes
9. Discussion and Approval of 2023/2024 Strategic Marketing Plan
10. Director's Remarks
11. Comments to guide future agendas.
12. Adjournment

The next regular meeting will be Tuesday, September 12, at 4pm
at the
Spring Bay Branch Library 411 Illinois Street,
Spring Bay, IL 61611

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, J. Zobrist, E. Rainville, A. Hicks, D. Smith, C. Kaufman, J. Weddle, and M. Coker present. H. Booker, absent.

2.Minutes of the last regular meeting, Motion made to approve minutes with change to include J. Zobrist as present at last meeting. Motion second by C. Kaufman. All in favor, motion approved.

3.Public comments, none.

4.Treasurer's Report – approval of bills and requisitions, Motion to approve by E. Rainville and second by J. Weddle. All in favor, motion approved.

5.Metamora Branch Project-

A. Bid Discussion and Approval, Motion to award bid to Diamond Design & Construction and obtain the cost to unit price #2, by E. Rainville and second by M. Coker. All in favor, motion approved.

B. IGA Discussion and Approval, C. Kaufman made a motion to approve the Intergovernmental Agreement for Easement. Motion second by M. Coker. All in favor, motion approved.

6.Discussion and Approval of Maintenance Ordinance 23-1, Motion to Approve by C. Kaufman and second by E. Rainville. All in favor, motion passed.

7.Discussion and Approval of Employee Bonus Policy, C. Kaufman motion to approve and second by E. Rainville. All in favor, motion passed.

8.Director's Remarks

- Metamora has moved to temporary location.
- Old Settlers allowed for a lot of family engagement.
- Summer reading program continues through end of July.

9.Comments to guide future agendas. None

10.Adjournment, M.Coker made a motion to adjourn and second by E. Rainville. All in favor, meeting concluded at 5:33 pm

Illinois Prairie District Public Library

08/07/23

Check Register

Accrual Basis

August 2023

	<u>Aug 23</u>
Aflac	287.87
AmazonBusiness	2,838.12
Ameren Illinois	2,650.55
Amy Mientus	34.06
Association for Rural & Small Libraries	20.00
Baker & Taylor	1,377.74
Benson Water Department	107.00
Bestsellers Audio, LLC	486.81
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	35.60
Cengage Learning, Inc.	406.34
Chronicle Media, LLC	56.00
CLA Services Inc	525.00
ComEd	158.03
Commerce Bank - Commercial Cards	688.00
Daniel E O'Brien MD LLC	4,000.00
Dawn Smith	1,600.00
Dearborn National Life Insurance Company	39.75
Dewberry Architects, Inc.	22,084.30
Donna Forbis	180.39
Doug Cupples	1,330.00
Gatehouse Media Illinois Holdings Inc	280.00
GFL Environmental	83.80
Gordon, Stockman & Waugh, P.C.	12,690.00
Heartland Internet, Inc.	49.95
Heyl Royster	800.00
Hoopla	2,305.02
IHLS-OCLC	8,438.62
iREAD	78.06
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Kanopy Inc	54.00
Koener Electric, Inc.	909.59
Mango Languages	200.00
Mediacom	506.70
Midwest Tape	349.31
MTCO	238.93
Nena Hardware Peoria	2.06
Nicor Gas	53.51
Orkin	129.99
Pam Kingham	382.52
Purity Plus Water Systems	50.95
Rebecca Deitrick	58.95
RK Dixon - IA	5,691.60
Roanoke Water-Sewer Department	44.71
Samantha Huber	164.27
Simple Signs & Screenprinting	187.74
Staples	417.13
Terry's Window Cleaning, Inc.	133.00
The Library Store, Inc.	184.92
The Metamora-Germantown Hills Rotary Club	317.00
Thompson Electronics Company	620.00
Tumbleweed Press, Inc.	1,200.00
Vickie Paluska	18.50
Village of Germantown Hills	44.84
Village of Metamora	98.21
Village of Washburn	191.45
VoiceSpring	492.17
Xerox Financial Services	908.31
Zoobean Inc	1,053.00
TOTAL	<u>84,823.08</u>

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

08/07/23

July 2023

Accrual Basis

	Jul 23	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	452,770.71	75,966.67	376,804.04	596.0%
31100 · Property Tax - Audit	13,882.61	2,083.33	11,799.28	666.4%
31200 · Property Tax - IMRF	32,814.21	5,179.17	27,635.04	633.6%
31300 · Property Tax - Social Security	32,814.21	5,208.33	27,605.88	630.0%
31400 · Property Tax - Tort/Liability	82,981.68	8,750.00	74,231.68	948.4%
31500 · Property Tax - Bldg/Maintenance	60,579.44	10,125.00	50,454.44	598.3%
31600 · Property Tax - Working Cash	150,503.24	25,320.83	125,182.41	594.4%
32000 · State Corporate Replacement Tax	33,140.60	1,250.00	31,890.60	2,651.2%
33000 · Per Capita Grant	31,684.48	1,500.00	30,184.48	2,112.3%
34000 · Fines and Fees	644.36	1,200.00	-555.64	53.7%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	5.06	8.34	-3.28	60.7%
38500 · Interest Income - General	2,376.42	250.00	2,126.42	950.6%
38900 · Interest Income - Tort/Liab	3,989.40	250.00	3,739.40	1,595.8%
39000 · Interest Income - Spec Reserve	6,638.34	50.00	6,588.34	13,276.7%
39191 · Interest Income - Bldg/Maint	422.91	50.00	372.91	845.8%
39200 · Interest Income - Working Cash	2,569.59	333.00	2,236.59	771.6%
39300 · Interest Income - Gift	1,546.48	83.00	1,463.48	1,863.2%
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	0.00	0.00	0.00	0.0%
Total Income	909,363.74	139,107.67	770,256.07	653.7%
Expense				
40100 · Salaries	35,223.91	39,870.00	-4,646.09	88.3%
40500 · Hospital Insurance	4,855.71	9,500.00	-4,644.29	51.1%
40600 · Staff Education	379.04	1,250.00	-870.96	30.3%
41000 · Books - Adult	1,922.49	2,292.00	-369.51	83.9%
41100 · Books - Children	752.99	2,292.00	-1,539.01	32.9%
41300 · Periodicals	134.99	834.00	-699.01	16.2%
41500 · Audio - Visual	221.85	1,000.00	-778.15	22.2%
41600 · Video / DVD Tapes	518.72	666.66	-147.94	77.8%
41700 · Electronic Materials	11,720.59	4,166.66	7,553.93	281.3%
41800 · RSA Online	28,389.00	2,416.66	25,972.34	1,174.7%
42000 · Online Computer Library Center	0.00	916.66	-916.66	0.0%
42100 · Office Supplies	674.82	1,250.00	-575.18	54.0%
42400 · Mileage and Expenses	1,389.14	1,250.00	139.14	111.1%
44200 · Computer Repair	0.00	666.66	-666.66	0.0%
44360 · Building - Metamora	16,670.35	114,583.34	-97,912.99	14.5%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	1,599.37	2,500.00	-900.63	64.0%
45000 · Rent	4,191.45	166.67	4,024.78	2,514.8%
45100 · Gas and Electric	2,719.56	4,000.00	-1,280.44	68.0%
45200 · Water and Sewer	126.60	250.00	-123.40	50.6%
45300 · Telephone	491.72	750.00	-258.28	65.6%
45600 · Internet	914.39	1,000.00	-85.61	91.4%
47000 · Building Equipment/Furniture	0.00	2,000.00	-2,000.00	0.0%
47100 · Contingencies	0.00	1,250.00	-1,250.00	0.0%
47200 · Computer Equipment	-452.90	833.33	-1,286.23	-54.3%
48900 · Miscellaneous Expenses	0.00	1,250.00	-1,250.00	0.0%
49000 · Per Capita	0.00	0.00	0.00	0.0%
52200 · Audit	0.00	2,083.34	-2,083.34	0.0%
60400 · IMRF Employer	-973.53	5,179.16	-6,152.69	-18.8%
70300 · Social Security Employer	2,171.46	4,221.14	-2,049.68	51.4%
70400 · Medicare Employer	507.81	987.20	-479.39	51.4%
72300 · Insurance	0.00	8,750.00	-8,750.00	0.0%
72400 · Legal	414.26	583.34	-169.08	71.0%
72500 · Maintenance	7,563.68	10,125.00	-2,561.32	74.7%

4:52 PM

08/07/23

Accrual Basis

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

	<u>Jul 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	719.50	833.34	-113.84	86.3%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>122,846.97</u>	<u>229,717.16</u>	<u>-106,870.19</u>	<u>53.5%</u>
Net Income	<u>786,516.77</u>	<u>-90,609.49</u>	<u>877,126.26</u>	<u>-868.0%</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
 July 2023 through June 2024

08/07/23

Accrual Basis

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	452,770.71	911,600.00	-458,829.29	49.7%
31100 · Property Tax - Audit	13,882.61	25,000.00	-11,117.39	55.5%
31200 · Property Tax - IMRF	32,814.21	62,150.00	-29,335.79	52.8%
31300 · Property Tax - Social Security	32,814.21	62,500.00	-29,685.79	52.5%
31400 · Property Tax - Tort/Liability	82,981.68	105,000.00	-22,018.32	79.0%
31500 · Property Tax - Bldg/Maintenance	60,579.44	121,500.00	-60,920.56	49.9%
31600 · Property Tax - Working Cash	150,503.24	303,850.00	-153,346.76	49.5%
32000 · State Corporate Replacement Tax	33,140.60	15,000.00	18,140.60	220.9%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	918.16	14,400.00	-13,481.84	6.4%
38000 · Donations	0.00	15,000.00	-15,000.00	0.0%
38400 · Interest Income - Per Capita	5.06	100.00	-94.94	5.1%
38500 · Interest Income - General	2,376.42	3,000.00	-623.58	79.2%
38900 · Interest Income - Tort/Liab	3,989.40	3,000.00	989.40	133.0%
39000 · Interest Income - Spec Reserve	6,638.34	600.00	6,038.34	1,106.4%
39191 · Interest Income - Bldg/Maint	422.91	600.00	-177.09	70.5%
39200 · Interest Income - Working Cash	2,569.59	4,000.00	-1,430.41	64.2%
39300 · Interest Income - Gift	1,546.48	1,000.00	546.48	154.6%
39400 · Interest Income - Certificates	0.00	3,000.00	-3,000.00	0.0%
39500 · Miscellaneous Income	141.67	0.00	141.67	100.0%
39700 · Rent Income	1,200.00	0.00	1,200.00	100.0%
Total Income	910,979.21	1,669,300.00	-758,320.79	54.6%
Expense				
40100 · Salaries	54,417.89	478,450.00	-424,032.11	11.4%
40500 · Hospital Insurance	10,197.52	114,000.00	-103,802.48	8.9%
40600 · Staff Education	2,600.37	15,000.00	-12,399.63	17.3%
41000 · Books - Adult	3,723.46	27,504.00	-23,780.54	13.5%
41100 · Books - Children	3,241.34	27,496.00	-24,254.66	11.8%
41300 · Periodicals	134.99	10,000.00	-9,865.01	1.3%
41500 · Audio - Visual	708.66	12,000.00	-11,291.34	5.9%
41600 · Video / DVD Tapes	868.03	8,000.00	-7,131.97	10.9%
41700 · Electronic Materials	15,479.61	50,000.00	-34,520.39	31.0%
41800 · RSA Online	28,389.00	29,000.00	-611.00	97.9%
42000 · Online Computer Library Center	8,438.62	11,000.00	-2,561.38	76.7%
42100 · Office Supplies	1,450.10	15,000.00	-13,549.90	9.7%
42400 · Mileage and Expenses	2,128.01	15,000.00	-12,871.99	14.2%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44360 · Building - Metamora	38,754.65	1,375,000.00	-1,336,245.35	2.8%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	3,085.79	30,000.00	-26,914.21	10.3%
45000 · Rent	8,382.90	2,000.00	6,382.90	419.1%
45100 · Gas and Electric	5,581.65	48,000.00	-42,418.35	11.6%
45200 · Water and Sewer	456.96	3,000.00	-2,543.04	15.2%
45300 · Telephone	983.89	9,000.00	-8,016.11	10.9%
45600 · Internet	1,709.97	12,000.00	-10,290.03	14.2%
47000 · Building Equipment/Furniture	0.00	24,000.00	-24,000.00	0.0%
47100 · Contingencies	0.00	15,000.00	-15,000.00	0.0%
47200 · Computer Equipment	-452.90	10,000.00	-10,452.90	-4.5%
48900 · Miscellaneous Expenses	0.00	15,000.00	-15,000.00	0.0%
49000 · Per Capita	0.00	0.00	0.00	0.0%
52200 · Audit	12,690.00	25,000.00	-12,310.00	50.8%
60400 · IMRF Employer	-973.53	62,150.00	-63,123.53	-1.6%
70300 · Social Security Employer	3,355.27	50,653.60	-47,298.33	6.6%
70400 · Medicare Employer	784.67	11,846.40	-11,061.73	6.6%
72300 · Insurance	0.00	105,000.00	-105,000.00	0.0%
72400 · Legal	2,170.26	7,000.00	-4,829.74	31.0%
72500 · Maintenance	16,772.43	121,500.00	-104,727.57	13.8%

5:00 PM

08/07/23

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	1,337.50	10,000.00	-8,662.50	13.4%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>226,417.11</u>	<u>2,756,600.00</u>	<u>-2,530,182.89</u>	<u>8.2%</u>
Net Income	<u>684,562.10</u>	<u>-1,087,300.00</u>	<u>1,771,862.10</u>	<u>-63.0%</u>

Illinois Prairie District Public Library

Profit & Loss

08/07/23

July 2023

Cash Basis

	<u>Jul 23</u>
Income	
31000 · Property Tax - General	452,770.71
31100 · Property Tax - Audit	13,882.61
31200 · Property Tax - IMRF	32,814.21
31300 · Property Tax - Social Security	32,814.21
31400 · Property Tax - Tort/Liability	82,981.68
31500 · Property Tax - Bldg/Maintenance	60,579.44
31600 · Property Tax - Working Cash	150,503.24
32000 · State Corporate Replacement Tax	33,140.60
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	644.36
38400 · Interest Income - Per Capita	5.06
38500 · Interest Income - General	2,376.42
38900 · Interest Income - Tort/Liab	3,989.40
39000 · Interest Income - Spec Reserve	6,638.34
39191 · Interest Income - Bldg/Maint	422.91
39200 · Interest Income - Working Cash	2,569.59
39300 · Interest Income - Gift	1,546.48
Total Income	<u>909,363.74</u>
Expense	
40100 · Salaries	35,223.91
40500 · Hospital Insurance	4,855.71
40600 · Staff Education	379.04
41000 · Books - Adult	1,922.49
41100 · Books - Children	752.99
41300 · Periodicals	134.99
41500 · Audio - Visual	221.85
41600 · Video / DVD Tapes	518.72
41700 · Electronic Materials	11,720.59
41800 · RSA Online	28,389.00
42100 · Office Supplies	674.82
42400 · Mileage and Expenses	1,389.14
44360 · Building - Metamora	16,670.35
44800 · Programming / PR	1,599.37
45000 · Rent	4,191.45
45100 · Gas and Electric	2,719.56
45200 · Water and Sewer	126.60
45300 · Telephone	491.72
45600 · Internet	914.39
47200 · Computer Equipment	-452.90
60400 · IMRF Employer	-973.53
70300 · Social Security Employer	2,171.46
70400 · Medicare Employer	507.81
72400 · Legal	414.26
72500 · Maintenance	7,563.68
72600 · Professional Fees	719.50
Total Expense	<u>122,846.97</u>
Net Income	<u><u>786,516.77</u></u>

Illinois Prairie District Public Library

Profit & Loss

08/07/23

July 2023 through June 2024

Cash Basis

	<u>Jul '23 - Jun 24</u>
Income	
31000 · Property Tax - General	452,770.71
31100 · Property Tax - Audit	13,882.61
31200 · Property Tax - IMRF	32,814.21
31300 · Property Tax - Social Security	32,814.21
31400 · Property Tax - Tort/Liability	82,981.68
31500 · Property Tax - Bldg/Maintenance	60,579.44
31600 · Property Tax - Working Cash	150,503.24
32000 · State Corporate Replacement Tax	33,140.60
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	918.16
38400 · Interest Income - Per Capita	5.06
38500 · Interest Income - General	2,376.42
38900 · Interest Income - Tort/Liab	3,989.40
39000 · Interest Income - Spec Reserve	6,638.34
39191 · Interest Income - Bldg/Maint	422.91
39200 · Interest Income - Working Cash	2,569.59
39300 · Interest Income - Gift	1,546.48
39500 · Miscellaneous Income	141.67
39700 · Rent Income	1,200.00
Total Income	<u>910,979.21</u>
Expense	
40100 · Salaries	54,417.89
40500 · Hospital Insurance	10,197.52
40600 · Staff Education	2,600.37
41000 · Books - Adult	3,723.46
41100 · Books - Children	3,241.34
41300 · Periodicals	134.99
41500 · Audio - Visual	708.66
41600 · Video / DVD Tapes	868.03
41700 · Electronic Materials	15,479.61
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	1,450.10
42400 · Mileage and Expenses	2,128.01
44360 · Building - Metamora	38,754.65
44800 · Programming / PR	3,085.79
45000 · Rent	8,382.90
45100 · Gas and Electric	5,581.65
45200 · Water and Sewer	456.96
45300 · Telephone	983.89
45600 · Internet	1,709.97
47200 · Computer Equipment	-452.90
52200 · Audit	12,690.00
60400 · IMRF Employer	-973.53
70300 · Social Security Employer	3,355.27
70400 · Medicare Employer	784.67
72400 · Legal	2,170.26
72500 · Maintenance	16,772.43
72600 · Professional Fees	1,337.50
Total Expense	<u>226,417.11</u>
Net Income	<u><u>684,562.10</u></u>

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

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	837,544.11
10800 · Petty Cash Checking Account	1,568.45
11400 · Savings Account	9,689.06
	848,801.62
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	159,061.89
10400 · Per Capita Fund	31,759.07
10500 · Certificates	1,197,242.50
10600 · General Operating Fund	485,851.88
10700 · Special Reserve Fund	1,472,636.86
10900 · US Treasury Bond 207050144	249,164.13
11000 · Working Cash Fund	572,315.93
11100 · Gift Fund	342,454.88
11200 · Building Maintenance Fund	90,390.88
11300 · Tort Liability Fund	886,709.44
11500 · Dedicated Gift Fund	6.96
	5,487,762.21
Total Current Assets	6,336,563.83
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 ASSETS	9,993,959.21
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	2,617,454.53
Net Income	786,516.77
	9,993,959.21
TOTAL LIABILITIES & EQUITY	9,993,959.21

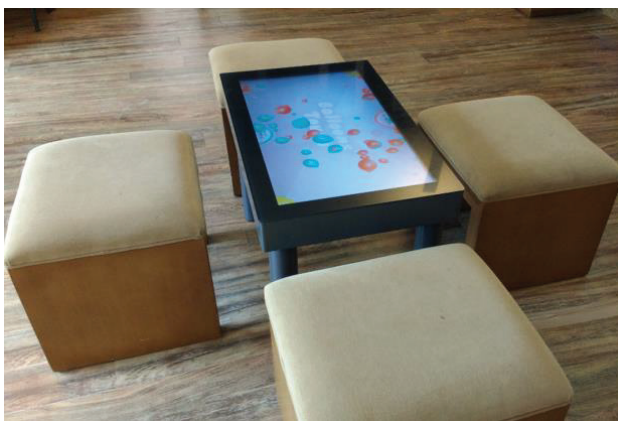
Bank Accounts

	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 7-1-2023	\$ 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
Transfer Online	\$ (984.79)										
Accounts Payable	\$ (89,262.85)										
First Payroll	\$ (13,293.97)										
Payroll Taxes	\$ (4,293.65)										
Fines & Fees (Met)	\$ 421.69										
Fines & Fees	\$ 222.67										
Miscellaneous Income											
Obits											
Donations											
Rent											
July - December eCommerce											
Second Payroll	\$ (14,184.72)										
Payroll Taxes	\$ (4,636.19)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Per Capita Grant					\$ 31,684.48						
Transfer from Bldg/Maint		\$ (11,916.60)		\$ 11,916.60							
Transfer to/from Tort/Liab				\$ 5,773.75				\$ (5,773.75)			
Property Taxes	\$ 826,346.10										
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer from Spec Reserve				\$ 18,526.60				\$ (18,526.60)			
Transfer to Per Capita					\$ (31,684.48)	\$ 31,684.48					
Transfer to Petty Cash											
State Corp Replacement Tax	\$ 27,137.92				\$ 6,002.68						
Rebates/Refunds	\$ 501.28										
Interest	\$ 246.98	\$ 422.91		\$ 2,129.44	\$ 1,546.48	\$ 5.06	\$ 6,638.34	\$ 3,989.40	\$ 2,569.59	\$ 579.47	
Balance 7-31-2023	\$ 837,544.11	\$ 90,390.88	\$ 6.96	\$ 485,851.88	\$ 342,454.88	\$ 31,759.07	\$ 1,472,636.86	\$ 886,709.44	\$ 572,315.93	\$ 9,689.06	\$ 1,197,242.50



PLAY Interactive Touch Tables. Fun and games for patrons of all ages!

PLAY Touch Tables offer a custom branded experience that brings patrons of all ages together to enjoy multi-player, multi-touch games.



PLAY Touch Table

- Multi-player, multi-touch table for children and adults.
- Customized with your logo.
- Waterproof, shockproof and a 3-year warranty.

Starting at only \$6,100 (plus shipping) with 8 games that you choose.

BRANDED TOUCH SCREEN

We custom brand the touch screen with your library and/or donor logo. Unique sponsorship opportunity for loyal donors.

ALA SPECIAL

Order by August 31 and get 4 additional games of your choosing at no cost (\$400 value), for a total of 12 games!



library ideas®

www.libraryideas.com
info@libraryideas.com



after-mouse.com



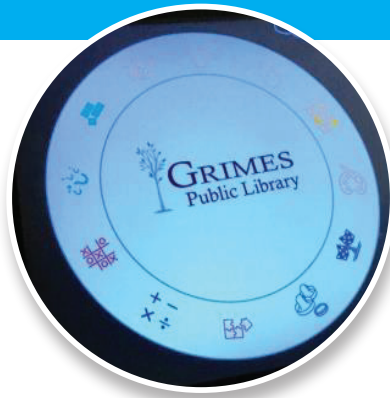
Innovative Libraries Launch Touch Tables.

Enhance your patron experience with PLAY Touch Tables



EDUCATIONAL CONTENT

Patrons of all ages enjoy the educational, easy-to-use multi-player games on PLAY touch tables.



OPTIMAL BRAND PLACEMENT

Each touch table is customized to your library putting your logo front and center.



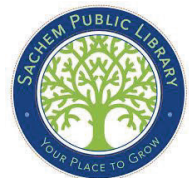
OFFLINE ENTERTAINMENT

Touch tables offer entertainment anywhere, even without an internet connection.

GAMES RECOMMENDED FOR LIBRARIES

- Air Hockey'Touch
- Balloons'Touch
- Match'Touch
- Numbers'Touch
- Paint'Touch
- Planet'Touch
- Pong'Touch
- Quiz'Touch
- Race'Touch
- Shapes'Touch
- Snap'Touch
- Words'Touch
- Tic Tac Toe'Touch
- Curling'Touch
- Domino'Touch
- Puzzle'Touch
- Shuffle'Touch
- Sudoku'Touch

CURRENT LIBRARY CUSTOMERS



And many more...

"The kids love it — they all say it's 'cool.' Every time I pass through the children's area it is being used. I've seen groups of children, as well as a parent and child playing... Staff love it. The children love it. And the parents also seem to enjoy it. I'm very glad we added this to our interactive play-learning activities in our children's area!"

— Library Manager, Kingsport Public Library

"Our PLAY touch table has been a hit from day one. Kids of all ages flock to it and are able to navigate the games all on their own. Our staff love the PLAY table too as it is the most hands off technology in the Library. No shutting it down at night, running updates, or troubleshooting cords or sound. Definitely a good investment.."

— Head of Youth Services, Grimes Public Library



library ideas® www.libraryideas.com
info@libraryideas.com



after-mouse.com



PLAY: The Interactive Table

Screen

- Screen 32-inch (diagonal) LED-backlit with IPS technology resolution of 1920x1080 pixels with plug responsible for millions of colors
- Brightness 500 cd / m2 Viewing angle 178 ° / 178°

Technology

- Multitouch Capacitive Touch projected 30 points
- 5ms response time
- Tempered glass coating 7 mm thick antireflection (IK 10)
- Palm rejection

Processor

- Skylake 6400 Intel Core i5 Quad Core 2.7 GHz
- (Turbo Boost up to 3.3 GHz) with 6 MB cache

Memory

- 8GB-in memory DDR4 5DRAM 2133 MHz

Storage

- 128 GB PCIe flash storage

Graphic Processor

- GPU Intel HD Graphics 530

Options

- Configurable with Intel Core i7 6700K Skylake Quad Core 3.4 GHz
- (Turbo Boost up to 4 GHz) with 8 MB cache
- Custom color RAL (outside of black and white)

Power Supply

- **Voltage:** 100 to 240 VAC
- **Frequency:** 50 to 60 Hz, single phase
- **Consumption:** 150 W

3 Year Warranty (return to factory)

Connections and Expansions

- Headphone jack
- Four USB 3 ports (compatible with USB 2) 2 HDMI video outputs:
 - Supports 1080p at 60hz
 - Support 4K resolution of 4096 x 2160 in 30Hz
 - Gigabit Ethernet 10/100/ I/OOBASE T (RJ-45 connector)



| MULTI-TOUCHES SCREEN



| OUTDOOR LIGHTING COMPATIBILITY



| FULLY PLANE SURFACE



| WATER PROOF



| CONNECTIVITY:
BLUETOOTH
ETHERNET – WIFI



Wireless and Bluetooth

- Wi Fi 802.11ac connectivity
- IEEE 802.11a / b / g / n
- Intel Smart Connect Technology
- Intel Wireless Display technology: wireless broadcast on a large screen size remote in Full HD
- Bluetooth wireless technology 4.0

Dimensions and Weight (L x W x H)

- Table: 32 x 20 x 22 in.
- Table with packaging: 45.3 x 29.2 x 12.2 in.



library ideas® www.libraryideas.com
info@libraryideas.com



after-mouse.com



ORDINANCE 23 - 2

ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL
YEAR BEGINNING THE 1ST DAY OF JULY, 2023 AND ENDING
THE 30TH DAY OF JUNE 2024

WHEREAS, The Board of Trustees of the Illinois Prairie District Public Library, of the Counties of Woodford and Marshall, State of Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Public Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on August 8, 2023, notice of which was given at least thirty (30) days prior thereto by publishing notice thereof in a newspaper of general circulation in the Illinois Prairie District Public Library; and

WHEREAS, all other legal requirements have been complied with by the Board of Trustees of Illinois Prairie District Public Library;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY, IN THE COUNTIES OF WOODFORD AND MARSHALL, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows; to-wit:

FOR CORPORATE PURPOSES [75 ILCS 16/35-5]:

- | | |
|---|--------------|
| 1. For salaries (Librarians and staff) | \$478,450.00 |
| 2. For employee benefits (hospital insurance) | \$114,000.00 |
| 3. For library materials | |
| a. books | \$ 55,000.00 |
| b. periodicals/serials | \$ 10,000.00 |
| c. audio - visual | \$ 12,000.00 |
| d. videos/DVDs | \$ 8,000.00 |
| e. electronic materials | \$ 50,000.00 |
| | \$135,000.00 |
| 4. For utilities | |
| a. Gas and electric | \$ 48,000.00 |
| b. Water and sewer | \$ 3,000.00 |

	c. Telephone	\$ 9,000.00	
	d. Internet	\$ 12,000.00	
			\$ 72,000.00
5.	For mileage and expenses		\$ 15,000.00
6.	For staff and board development		\$ 15,000.00
7.	For library supplies		\$ 15,000.00
8.	For building rentals		\$ 2,000.00
9.	For OCLC catalog costs		\$ 11,000.00
10.	For Computer repair		\$ 8,000.00
11.	For equipment		\$ 24,000.00
12.	For professional fees		\$ 10,000.00
13.	For Computer equipment maintenance		\$ 10,000.00
14.	For RSA Online membership		\$ 29,000.00
15.	For Programming & Public Relations		\$ 30,000.00
16.	For miscellaneous expenses		\$ 15,000.00
17.	For contingencies		\$ <u>15,000.00</u>
		TOTAL	\$999,450.00
<u>FOR SOCIAL SECURITY FUND PURPOSES [40 ILCS 5/21-110; 21-110.1]:</u>			
1.	Social Security & Medicare		\$ <u>62,500.00</u>
		TOTAL	\$ 62,500.00
<u>FOR ILL. MUNICIPAL RETIREMENT PURPOSES [40 ILCS 5/7-105; 7-171]:</u>			
1.	Illinois Municipal retirement fund		\$ <u>62,150.00</u>
		TOTAL	\$ 62,150.00
<u>FOR AUDIT PURPOSES [75 ILCS 16/30-45 and 50 ILCS 310/9]:</u>			
1.	Contractual Services-Audit		\$ <u>25,000.00</u>
		TOTAL	\$ 25,000.00
<u>FOR LIABILITY, WORKERS' COMPENSATION AND UNEMPLOYMENT INSURANCE,</u> <u>[745 ILCS 10/9-107]:</u>			
1.	Insurance (including public liability; property damage (fire);		

workers' compensation; unemployment compensation; & treasurer's bond)	\$ 55,000.00
2. Risk Management/Loss Control programs	\$ 50,000.00
3. Legal and Professional fees	\$ 7,000.00
4. Contingency	\$ <u>10,000.00</u>
TOTAL	\$122,000.00

FOR BUILDING MAINTENANCE FUND: [75 ILCS 16/35-5]:

1. Building Maintenance Costs:	
a. general maintenance	\$ 60,000.00
b. custodians	\$ 26,000.00
	\$ 86,000.00
2. Building remodeling and repairs	\$ 10,000.00
3. Contractual Services	\$ 15,500.00
4. Contingency	\$ <u>10,000.00</u>
TOTAL	\$121,500.00

FOR SPECIAL RESERVE FUND [75 ILCS 16/40-50]:

1. Metamora Branch Renovation Project	\$950,000.00
2. Furnishings and equipment	\$400,000.00
3. Contingency	\$ <u>25,000.00</u>
TOTAL	\$1,375,000.00

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/35-35]:

1. For Working Cash Fund	\$ <u>1,119,850.00</u>
TOTAL	\$1,119,850.00

Section 2:Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2023	\$ 9,150.00
Special Reserve Fund	\$1,375,000.00
Self Insurance reserve Fund	\$ 17,000.00

Working Cash Fund	\$ 816,000.00
Miscellaneous gifts and donations	\$ 15,000.00
Income of interest	\$ 15,300.00
Special purpose grants	\$ 18,000.00
Corporate personal property replacement taxes	\$ 15,000.00
Photocopy, cards, fax, and miscellaneous	\$ 14,400.00
Tax for General Corporate Library purposes	\$ 911,600.00
Tax for Social Security purposes	\$ 62,500.00
Tax for Ill. Municipal Retirement purposes	\$ 62,150.00
Tax for Audit purposes	\$ 25,000.00
Tax for Liability and Insurance	\$ 105,000.00
Tax for Working Cash Fund	\$ 303,850.00
Tax for Maintenance purposes	\$ <u>121,500.00</u>
Expected cash on hand June 30, 2024	\$ 0

Section 3: Any unexpended balances in the General Library Fund, and Maintenance Fund appropriations may be deposited into the Special Reserve Fund pursuant to a plan in accordance with Article 40 of Chapter 75, Illinois Compiled Statutes.

Section 4: The Secretary of the Illinois Prairie District Public Library is hereby authorized and directed to have this Ordinance published at least once in a newspaper of general circulation within this library district.

Section 5: This Ordinance shall be in full force and effect from and after its approval and publication as provided by law.

Passed by the Board of Trustees of the Illinois Prairie District Public Library and approved by the President thereof this 8th day of August, 2023.

BOARD OF TRUSTEES OF ILLINOIS
PRAIRIE DISTRICT PUBLIC LIBRARY

By: _____
Its President

ATTEST:

Secretary

BY-LAWS
OF THE
ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY

GOVERNMENT OF THE LIBRARY

The Library shall be governed by a Board of seven elected Trustees, with staggered six year terms, acting in accordance with the library laws of the State of Illinois applying to Public Library Districts.

Trustees shall be elected by the registered voters residing within the district in accordance with the library laws of the State of Illinois.

The Board of Trustees shall carry the legal and financial responsibility for the library, formulating policies and arranging for financial support.

The Board of Trustees shall appoint a Library Administrator who, as the technical expert, will have full responsibility for programs, services, book selection and personnel management.

The Library Administrator and the bookkeeper have the authority to make bank deposits and transfers from one account to another account with prior Board approval.

The Library Administrator shall be responsible for recommending policies and for bringing to the attention of the Board the desirability of formulating policies.

The Library Administrator shall not independently change or fail to follow established policy. Library regulations shall be made for the good of the whole district; they shall not be changed except after due consideration of the Board of Trustees; they shall not be changed merely for the benefit of individuals or of a minority group.

The Board of Trustees shall not engage in direct management.

The Board of Trustees subscribes and adheres to the "American Library Association Ethics Statement for Public Library Trustees."

ARTICLE I - NAME

This institution shall be known as "The Illinois Prairie District Public Library".

ARTICLE II - OFFICERS

The officers of the Board shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Assistant Secretary
6. Assistant Treasurer
7. Building Superintendent
8. Ethics Officer
9. FOIA Officer, typically the Library Administrator
10. OMA Designee(s)

SECTION 1 - DUTIES OF THE PRESIDENT

The President shall:

1. Preside at all meetings of the Board.
2. Appoint all standing committees.
3. Have general supervision of all matters pertaining to the Library, except as otherwise provided by law or by these by-laws, or by action of the Board.
4. Be an ex-officio, voting member of all committees.

SECTION 2 - DUTIES OF THE VICE-PRESIDENT

The Vice-President shall:

1. In the absence of the President, preside over all regular and special meetings.
2. Generally assist the President in the performance of his or her duties.

SECTION 3 - DUTIES OF THE SECRETARY

The Secretary shall:

1. Give due notice of all meetings.
2. Keep a faithful record of the proceedings of the Board, with staff assistance.
3. Issue such vouchers as may be ordered by the Board.
4. Handle all correspondence except where the Board instructs otherwise.

SECTION 4 - DUTIES OF THE TREASURER

The Treasurer shall, with assistance of staff:

1. Have charge of special Library funds and income outside of the appropriation, and shall report at each meeting on the state of these funds.
2. Keep a record of receipts and disbursements of all Library funds.

ARTICLE III - COMMITTEES

1. There shall be any number of ad hoc committees of the Board to be used as needed. Committees may include, for example, the following:

1. A committee on finance, consisting of three members.
2. A committee on books, consisting of two of the members of the Board of Trustees and the Library Administrator.
3. A committee on building and grounds which shall consist of at least three members of the Board.

SECTION 1 - DUTIES OF THE COMMITTEE ON FINANCE

The committee on finance shall:

1. Have general supervision of all monies belonging to the Library.
2. Audit the books, accounts, vouchers and records of the Treasurer annually and make a report of same to the Board.
3. Prepare and present to the Board at the annual meeting in each year a statement for the annual budget, and means for increasing the income of the Library.

SECTION 2 - DUTIES OF THE COMMITTEE ON BOOKS

1. The committee on books shall have charge of investigating and recommending action on:
 1. The selection, purchase and binding of all books and periodicals.
 2. The organization of work in the Library and reading rooms.
 3. Other details of the management of the Library.
2. The committee on books shall verify the Library Administrator's inventory of books.

SECTION 3 - DUTIES OF THE COMMITTEE ON BUILDINGS AND GROUNDS

The committee on buildings and grounds shall have charge of investigating and recommending action on matters relating to the repair, alteration, furnishings, heating, lighting and sanitation of the buildings and care of the grounds.

ARTICLE IV - GIFTS

1. All gifts to the library, of either monies or securities, if accepted by the library will be consistent with any expressed restrictions or limits set by the donor, shall be deposited in such bank as may be designated by the Board and shall be subject to vouchers signed by

officers of the Board in the same as vouchers are drawn against the appropriated funds of the Board in the regular course of business.

2. All gifts of property, other than monies or securities, shall be held or disposed of as may be directed by the Board.

ARTICLE V - AMENDMENTS

These by-laws may be amended by a majority vote of the members of the Board at any regular meeting, provided notice of the proposed amendment and of the language thereof, has been given at the last preceding regular meeting.

ARTICLE VI - BONDING OF OFFICERS AND EMPLOYEES

The officers and employees of the Library Board shall be required to furnish such bond as the Board may deem advisable for proper protection. The Treasurer shall give bond for the amount of 50% of the total annual library taxes collected by the District. The Library District shall pay the premium on such required bonds.

ARTICLE VII - SIGNERS OF REGULAR CHECKS

Any member of the Board of Trustees may sign regular checks. Two signatures are required for each check.

ARTICLE VIII - MEETINGS

REGULAR MEETINGS.

The regular meeting of the Board of Library Trustees of the Illinois Prairie District Public Library shall be on the **Second** Tuesday of each month. The meeting shall be at the Library's main office or headquarters at 4 o'clock, unless otherwise stated in the meeting notices. The meetings shall be open to the public and noticed in advance. At the beginning of each fiscal year the Board shall, by ordinance, specify regular meeting dates and times. The Secretary of the Board, with assistance from staff, shall then (1) provide for the local newspaper the schedule of regular meetings of the board for the ensuing fiscal year, and (2) post the schedule of meetings in the library, at all branch locations and on the library's website. All notices shall have the dates, times and places of such meetings.

SPECIAL MEETINGS.

Special meetings shall be held at any time when called by the President or Secretary or by any three trustees of the board, provided that notice with the agenda of the special meeting is given at least 48 hours in advance, except in the case of a bona fide emergency, to Board members and to any news medium which has filed an annual request for notice under the Open Meetings Act; no business except that stated in the notice and agenda shall be transacted. Notice and agenda shall be posted 48 hours in advance on the front door of the library, at all branch locations and on the library's website, except in the case of a bona fide emergency.

QUORUM.

A quorum at any meeting shall consist of 4 Board members.

AGENDA.

The agenda and/or information packet for the meetings will be distributed to the Board by the Library Administrator at least one week prior to meetings. Any Board member wishing to discuss an item will contact the Library Administrator in sufficient time, at least 48 hours prior to the meeting, to have the item placed on the agenda. Any Board member who is unable to attend a meeting will contact the library to indicate that he or she will be absent. Due to the fact that a quorum is required for each meeting, this contact should be made, via phone or e-mail, as far in advance as possible.

MEETINGS AND TELEPHONE CONFERENCING.

The fullest participation and attendance in all Board meetings should be achieved whenever possible; and the use of telephone conferencing for meeting attendance and voting requirements, at least in some governmental meetings, may be permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone conferencing for its meetings, as more specifically set out in this policy, may enhance and further the public's business as conducted by the Board of Trustees as follows:

Section 1. All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record-keeping or minutes of each meeting, the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.

Section 2. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the Board members in attendance and any staff or guests will be able to hear any input, vote or discussion of the teleconference and that any other location where the Board conducts regular business shall have similar speaker-phone capabilities for use by Board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

Section 3. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all Board members attending for quorum or voting purposes are in fact an authorized Board member with the right to speak and vote.

Section 4. As soon as it becomes apparent to the Board that a meeting will require telephone conferencing, all subsequent notices of the meeting shall indicate that one or more Board members will or may be attending by telephone connection, and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.

Section 5. No Board members attending meetings by telephone conference can be counted for quorum purposes and shall only be entitled to vote if they are not physically present due to personal illness or disability; are absent due to employment purposes or library business, or are unable to attend because of family or other emergencies.

Section 6. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to circumstances beyond their control.

Section 7. The meeting minutes shall indicate those Board members who attend by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

PUBLIC COMMENT GUIDELINES

The agendas of all regular and special meetings of the Board of Trustees of the Illinois Prairie District Public Library shall contain an item called "Public Comments." This item will be placed near the top of the agenda and before any action items. "Public Comments" is the time during the Board meeting when any member of the public or library employees may speak for five (5) minutes on any topic. The speaker must first be recognized by the Board President. The total time allotted for Public Comments shall not exceed thirty (30) minutes at any given meeting.

Those who want to speak during the Public Comments period should sign in with the Board Secretary with their names before the meeting comes to order. The Secretary will note in the minutes the names of those who spoke during the Public Comments period.

Each speaker must identify himself by name. Each speaker is encouraged to be brief.

The Board President, or a trustee he designates, shall act as timekeeper for each speaker. The timekeeper will stop the speaker at the end of the allotted time.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

This policy shall not apply to meetings specifically designed to solicit public comment such as at a public hearing.

Petitions or written correspondence to the Board shall be presented at the next regularly scheduled Board meeting.

DIVISION OF RESPONSIBILITY BETWEEN BOARD AND LIBRARIAN

Under the Illinois Public Library Law (75 ILCS 16) the Board of Trustees is, among other functions, empowered to formulate "reasonable rules and regulations in order to render the use of the library of the greatest benefit to the greatest number" and to "appoint a competent librarian and necessary assistants, to fix their compensation, to remove such appointees, and to retain professional consultants as needed." Thus, in defining and delineating the division of responsibility between the Board and the librarian, the Board recognizes that the ultimate responsibility to the community to provide "the greatest benefit to the greatest number" rests with the Board. Policy determination is the Board's power and duty. Management is the Library Administrator's responsibility, for which he or she is responsible to the Board. The division and sharing of these responsibilities fall into various categories.

GOALS AND OBJECTIVES FOR THE LIBRARY

Board responsibility.

It shall be the duty of the Board to determine the goals and objectives of the library and the methods of meeting them, to review the goals and objectives annually, and to evaluate progress.

Library Administrator responsibility.

The Library Administrator shall provide assistance and direction in setting goals and objectives and in determining means of evaluation.

Joint responsibility.

The Board shall relate the library and its program to the community and its needs through systematic study of the community and through systematic analysis of library service with the assistance of the Library Administrator, who shall participate fully and prepare regular reports on current progress and future needs.

WRITTEN POLICIES

Board responsibility.

The Board shall determine and adopt written policies to govern operation, use and programs of the library and shall adopt by-laws for Board procedures.

Library Administrator responsibility.

The Library Administrator shall recommend needed policies to the Board and supply samples and sources of information. The Library Administrator shall carry out the policies as adopted by the Board with recommendations and materials for study, and administer the library within the framework of the library's goals, objectives, policies and budget.

Joint responsibility.

Both the Board and the Library Administrator shall be familiar with local, state, and national laws which affect libraries and play an active role in initiating and supporting beneficial library legislation; shall participate fully in the library system and make use of the consultants of the Illinois State Library; shall attend regional, state and national library association meetings and workshops when possible and join appropriate organizations working for improved libraries and shall study library publications.

GOVERNANCE

Board responsibility.

The Board shall cooperate with other local government officials, keeping in mind the special legal responsibilities of a library board. Board members shall attend all Board meetings and committee meetings to which they are assigned and shall carry out all special assignments promptly.

Library Administrator responsibility.

The Library Administrator shall prepare all needed library reports to the government, the system, and the Illinois State Library and shall provide copies to the Board. The Library Administrator shall attend all Board and committee meetings except those meetings or parts of meetings in which the Library Administrator's salary and tenure are discussed.

FINANCE

Board responsibility.

The Board shall keep aware of the financial status of the library.

Library Administrator responsibility.

The Library Administrator shall provide a report of budget status and expenditure at each Board meeting. The Library Administrator shall supply facts and figures to the Board to aid in interpreting the library's financial need.

Joint responsibility.

The Library Administrator shall prepare two annual budgets in consultation with staff and Board; first, the appropriation ordinance form which anticipates the needs for the coming year; and, second, an operating budget, once the available revenues are determined. The Board shall work with the

Library Administrator to formulate these budgets, adequate to carry out the library's goals and objectives, within any limitations of the state law.

BUDGET PRESENTATION

Library Administrator responsibility.

The Library Administrator shall assist the Board in cooperating with other libraries, and shall call the Board's attention to ways of stretching the budget.

Joint responsibility.

The Library Administrator shall work with the Board in interpreting budget and financial needs to public officials and the public. The Board and the Library Administrator shall see that complete and accurate records concerning finances, personnel, property inventory, and annual reports are on file at the library.

The Library Administrator subscribes and adheres to the "American Library Association Statement of Professional Ethics."

Revised: 4/3/2018

Revised: 8/8/2023



Strategic Marketing Plan FY23-24

Table of Contents

Executive Summary.....	3
Goals and Objectives.....	4
Internal Campaign.....	4
Market Research.....	4
Target Audience.....	5
Promotion Methods and Activities.....	5
Measurement and Evaluation.....	6
Areas of Responsibility.....	6
Cost Analysis.....	8
Appendix A: SOAR Analysis.....	9
Appendix B: Environmental Scan.....	13

Executive Summary

Illinois Prairie District Public Library, formed in 1950, is a rural library district comprised of six branches in eight townships with a total population of 21,481, 2,600 of which are active library cardholders. Branch locations include Benson, Germantown Hills, Metamora, Roanoke, Spring Bay, and Washburn. Our most recent reported numbers indicate our branches are open a total of 7,176 hours, some of which are concurrent given we have six branches. During these hours of operation, we had 58,888 total visits, circulated 114,749 items, and had 326,091 program participants. Recent new building projects and renovations in Germantown Hills and Roanoke have spurred increased activity at those branch locations. A complete renovation of the Metamora branch will be completed in early 2024 fulfilling one goal of our strategic plan performed by Amanda Standerfer of Fast Forward Libraries in conjunction with a team of IPDPL staff and patrons. This will also help generate excitement in this area of the district.

Our strengths as a district include our dedicated staff who are willing to learn and care about the communities they serve. This leads to the great personalized service most patrons experience when they visit our facilities. The regular patrons are strong supporters of the library and utilize the services we have to offer. We also have a strong interlibrary loan service that supplements our collection which is spread out among six buildings.

We have many opportunities, some of which occurred because of stagnation and ultimately decreased usage which surfaced from a lack of programming and modern facilities and awareness of progress over the last decade. As a result, many residents have either forgotten about the library or do not know a branch exists in their town or are unaware of the benefits beyond books a library card brings. In addition, further education about the district itself and its organization needs to be addressed.

Vision: Growing a vibrant, engaged, learning focused community.

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

To help meet our mission and vision, all staff will be involved in this marketing endeavor. The major players in planning and instructing staff on implementation will involve the director, youth services librarian, and the marketing and events coordinator. The activities to improve our messaging will focus on community outreach, promotional materials that reach all residents, and a renewed relationship with the schools. Most of these activities address all segments of users: non-users, expired users, inactive users, and active users. The board of directors will help with approval of expenditures and being vocal supporters and advocates of the library and its activities. A Friends of the Library Group will be formed with the help of the library director and board. It will take a team effort to move towards meeting the goals and objectives laid out in our strategic plan.

Goals and Objectives

Illinois Prairie District Public Library has three main goals:

1. Create a sense of belonging in our comfortable, inclusive spaces.
 - a. Complete a building project for the Metamora Branch.
 - b. Evolve branches to become essential community hubs.
2. Be widely known and highly regarded for the value we add to the community.
 - a. Increase awareness through creative marketing and communication.
 - b. Reach more community members through outreach activities and strategic partnerships.
3. Encourage and support a culture of learning across a lifetime.
 - a. Create strong connections with families to establish lifelong library habits grounded in the joy of reading.
 - b. Design experiential learning opportunities that also highlight library resources.

These goals are centered around our vision of growing a vibrant, engaged, learning-focused community.

Internal Campaign

Our goals can only be achieved by a collaborative team effort. These goals should be all staff members' goals and criteria based on them will be used during evaluations. Quarterly staff meetings will focus on directives to achieve said goals with marketing brainstorming sessions to create a sense of ownership over the outcomes. The director will use the staff intranet to regularly post details of events and strategies for implementing them. When rolling out any new program or promotion a meeting of the "Vision Team" will take place to ensure all staff are aware of the details and ready for questions that will arise. The Vision Team is comprised of branch managers, the administrative assistant, the marketing and program coordinator, and the youth services librarian. A detailed description of marketing endeavors will be reported to the board of directors to ensure their participation in reaching our goals.

Market Research

Our community has a variety of users and non-users of the library. Users consist of leisure readers, entertainment seekers, students studying, parents of preschoolers, the technology driven, those seeking companionship, and students researching. Non-users represent those who do not know there is a library in town, residents unaware the library has more than books to offer, and those who have had a bad prior experience. From speaking with users and non-users alike it is clear there is still a lack of understanding of our branches and how we are connected as a singular entity as well as the increase in programming and outreach that has occurred over the last decade.

Our competition takes many forms including other local libraires with better reputations such as Fondulac, Washington, and Eureka. Our residents, users, and non-users compare our hours, programs, collections, and building atmosphere to theirs. Our leadership and philosophy have changed over the years, but there are lingering effects from a not so stellar reputation. Our library also faces competition from a large segment of families active in sports, band, and other school activities that keep their lives busy and the library as an afterthought.

Target Audience

The focus of this plan is on delivering our message to the non-users, expired users, current inactive users, and active users of the library district. The population of Illinois Prairie District Public Library is 21,481 of which 7,139 have library cards with 4,278 of them being unexpired. The data also shows of the 4,278 cardholders, around half, or 2,601 have used their card in the last six months. We have identified three reasons residents of the district do not have cards: lack of awareness of the library district itself, lack of knowledge about the library district services, programs, and products, and past card holders dissatisfied with aspects of our service or facilities. We need to reach expired users and inactive users to incentivize their return through education of the benefits and services afforded them through their library card. Lastly, continued marketing of the value and benefits to active users cannot be diminished by the efforts made to the other target segments.

Promotion Methods and Activities

Activity	Non-Users	Expired Users	Inactive Users	Active Users	Time Frame
Initiate Creation of Friends Group	X	X	X	X	Sept. 2023
Refer a Friend	X	X	X	X	Sept. 2023
Back to School Nights	X	X	X	X	Aug. 2023
Library Tours	X	X	X	X	May 2024
Strengthen Existing Programs			X	X	Ongoing
Community Events	X	X	X	X	Ongoing
Vendor Fairs	X	X	X	X	Ongoing
Classroom Visits	X	X	X	X	Ongoing
Fliers in Area Businesses	X	X	X	X	Ongoing
Paper Calendar	X	X	X	X	Oct. 2023
New Paper Pamphlet	X	X			Aug. 2023
Mass Mailing	X	X	X	X	Early 2024
Email Newsletter		X	X	X	Weekly

Utilize Niche Academy			X	X	Ongoing
Optimize Social Media Campaign	X	X	X	X	Ongoing
Redesign Website			X	X	May 2024
Resource Instruction Classes			X	X	Ongoing
Traveling Exhibits	X	X	X	X	Semi-Annual
Metamora Branch Renovation	X	X	X	X	Early 2024 Completion
Metamora Open House	X	X	X	X	Early 2024
Update Branches	X	X	X	X	Ongoing

The presented activities will begin in August 2023 with the design of a pamphlet for new patrons with our available resources and attendance at Back to School Nights at our local schools. The Refer a Friend program kicks off in September during Library Card Sign-Up Month and will continue through the year. Many other activities are ongoing. The mass mailing will occur in conjunction with the completion of the Metamora branch renovation and Open House.

Measurement and Evaluation

There are several metrics to use for analyzing the progress of this plan. A count of active, current, and expired users will show if we have increased awareness of the library district and engaged users. We can also use patron visits, program attendance, database usage, and circulation statistics to measure the impact of our campaign efforts. Community feedback is essential as well to analyze if our messaging is working as expected. Surveys and focus groups will be utilized to measure this component.

In September of 2024, one year from implementation, we would like to see the number of current users increase by a third to 5,682. Database statistics should also rise by the same percentage. We should see survey results that express more positive views of the library district with questions asking about knowledge of services and benefits garnering answers that show awareness of said items. We would also like to see a vibrant Friends of the Library group established by this point in the plan.

Areas of Responsibility

Board of Directors:

- Approval of major expenditures.
- Support the library district's vision and mission.

- Actively market the library district and its resources.
- Be an advocate for the library district.

Director:

- Delegation of plan
- Encourages staff participation.
- Monitoring of metrics
- Attends Community Meetings
- Attends Vendor and Community Events
- Coordinates with Youth Services on Back to School Nights
- Coordinates with Marketing and Events on Promotional Calendar
- Coordinates with Marketing and Events on mass mail campaign.
- Research website options
- Liaison with Friends of the Library group
- Informs board of trustees of progress

All Staff

- Marketing library
- “Selling” events, programs, and resources.
- Learn about Reader’s Advisory
- Understanding of resources (ex. Libby, Hoopla, Novelist) and tools (ex. Library Calendar; Beanstack)

Youth Services Librarian

- Coordinate with Director on Back to School Nights
- Classroom visits
- Library tours
- Coordinate with Marketing and Events on Resource instruction classes
- Attend community meetings.
- Attend vendor and community events.

Marketing and Events Coordinator

- Coordinates Refer a Friend program.
- Optimizes social media presence.
- Updates Email newsletter
- Designs New Patron Pamphlet
- Coordinates with Director on Promotional Calendar
- Attends Vendor, Community, and Back to School Night events.
- Creates program promotional materials.
- Schedules traveling exhibits.
- Coordinates with Director on mass mailing campaign.
- Coordinates with Youth Services Librarian on Resource instruction classes.
- Manages online calendar.

Cost Analysis

The combined programming and marketing budget is \$25,000. This does not include the staff's salary or mileage to events which come out of different line items in the budget. Expenses will include printing, postage, program costs, website design, and promotional materials. The Refer a Friend Program requires an initial \$1,200. for the purchase of tote bags with logo and branch locations. A mass mailing campaign could cost around \$10,000. These are the highest projected costs besides investigating an overhaul of the website. Programming will consist of a smaller number of our more popular events focusing on the activities in this plan, which will help keep the budget manageable and enable the team to focus on marketing.

SOAR Notes

Strengths

*What are we good at?
What are we known for?*

- So much!!
- Adapting
- Making resources available
- Serve at different areas, good coverage
- Personal touch
- Responsive
- Build relationships with patrons
- Good relationships with schools
- Constant improvements
- New materials and technology
- Access to “old” materials too
- Our supply of books
- ILL
- Movies
- Free
- Staff
- Social place for people to gather
- Connecting people to books in different ways
- Easy to get along with
- Go above and beyond
- Bringing new programs – even if Benson doesn’t use, the other libraries do, but it’s good for all of us
- Like Joel’s leadership, deals with Board members well, looks to the future
- Homeschool support
- Computers
- WiFi

Opportunities

*What issues do we need to address?
What do our patrons need?*

- Metamora branch
- Ahead of the game on some things
- Keeping connected with patrons, build on this
- Washburn branch
- Land at Georgetown and Spring Bay
- More people in the library
- Get more people interested in reading, watching movies, see what we have
- How do we reach people?
- Will work with the community to get what they want – you like a certain magazine, we’ll get it.
- People don’t know what we have to offer, don’t stop by to see
- People don’t read!
- People don’t know what is available
- People who can’t get out, quarantined, get materials to them, home delivery
- Kids activities, Family game night
- Seniors coffee, puzzles
- Ready for things to open up and use the library like they used to
- Kids miss story time, can’t play with toys
- Kids coming in after school for computers
- More programs, especially with kids
- Get more teens in – would love to do this
- Book Club – want to start it again
- Do more with the school, located nearby, have a school library, but would like more kids to come in
- More communication with the school

- Reading material – ILL
- Above and beyond – Customer service, really try to help out and teach them how to use the library
- Help with technology, teaching
- Social gathering place for the community
- Hang out, relax, welcoming
- Greet patrons when they come in
- Study rooms
- Safe place, get out of the house
- Community center, meeting room
- Person to talk to
- Technology assistance
- Homeschool families, resources
- Lot of connection, foster relationships
- Build relationships, know about lives of the patrons
- Be involved and supportive
- Getting to know patrons
- Helping patrons with books, technology, information, connection
- People like to talk
- ILL
- Programs before COVID – kids loved them, read to dogs, robots
- Asking for school help
- Parents needs help with online learning
- Need help with reports, need books
- Know all the books – great readers advisory – they have read all the books!
- Helping patrons
- Being friendly
- Knowing our patrons
- One-on-one

- Getting them in the door!
- Girl scout recruiter comes in, so kids will come see her
- Kids don't even know about the library
- One teen comes to use the computer
- Some teens look for help with school work
- Visual and technology upgrades
- Put lawn care, snow removal, and cleaning out for bid each year, it saves money
- Community room
- Areas to sit and relax
- Study rooms
- Kids play area
- A community hub in each of our communities – many don't have places or events for people to gather
- More books
- City fixing issues with the building
- Right now to get back in the building



*a project of Standerfer Consulting
Amanda E. Standerfer

amanda@standerferconsulting.com
www.fastforwardlibraries.com

<ul style="list-style-type: none"> • Finding people the items they want • Good relationships with patrons • A consistent presence in the community • Can nearly always get the materials I am looking for and they are clean and in good shape • Helping and knowledge • Knowing people and their literary tastes • Knowing our patrons and their needs 	
<p style="text-align: center;"><u>Aspirations</u> <i>What do we aspire to do?</i> <i>What would make us stronger?</i></p> <ul style="list-style-type: none"> • Everyone to be become a reader! • How to get information out to people? • Awareness • Lifelong learner • Community of readers • People in the library • Figure out what attracts people, coffee and donuts on Saturday • Connect to the schools more • Gathering place • Place to be, safe • Larger gathering room • Book club • Monday Movie 	<p style="text-align: center;"><u>Results</u> <i>What do we hope to achieve?</i> <i>How will we know we are successful?</i></p> <ul style="list-style-type: none"> • People more here • Door counts • Get jobs • More education • Personal development • Self esteem • Make people more happy • Everyone would get to know each other • Benson fest • Parties at the legion for the kids • Make people familiar with each other • You are paying taxes – so use it!! • People will value the library



- Educate and broaden the cultural awareness of patrons
- Small, farming community, people don't share very much
- Since the community is not very diverse, the library has a role in expanding awareness of the larger world
- Be included in some of the Board things, ordinances, so they could help people – Village Board
- More coordination with Village Board – and School
- People would be excited about the library if they knew they were there – more people know about the library
- Word-of-mouth marketing very important
- Help people find information
- Make reading enjoyable
- More one-on-one
- Children programs
- Continue to provide stellar service and programs
- Knowledge
- Bring in more patrons and foster a love of reading in young ones
- Help when needed
- Hours to help several

- Increase people using the library
- Increase circulation
- People will think of the library first
- Value the library
- Less stress
- Positive for the community
- Attract people to town
- More tolerant, appreciative, understanding society
- Fostering goodwill
- Breaking down barriers between groups
- Kids want to come to the library
- People see the opportunities for them
- Meeting people where they are, expand and grow
- Lots of people at the library
- Turn people away
- Enjoy reading!
- People know to come get recommendations
- Connect with more people – reach out to more people!
- Well rounded, literate citizens
- Word of mouth
- Numbers of people using our library and services
- Getting more residents will show our success by having a building they want to come to and materials that they want
- Increase in patron smiles
- Good services, knowing the patrons
- Getting more YA and younger patrons



*a project of Standerfer Consulting
Amanda E. Standerfer

amanda@standerferconsulting.com
www.fastforwardlibraries.com

Appendix B

Environmental Scan Notes

<u>Political</u>	<u>Economic</u>	<u>Social</u>
<ul style="list-style-type: none"> • So much uncertainty • New presidency • State government • Extremism • COVID-19 relief • Government entity challenge • Trump • President Biden’s agenda, initiatives • Hopefully Biden will help • Divisive • Division • Unrest • Patrons with vast political views • Change • COVID is a health issue – not a political issue • Staff are sounding boards – just let people talk • Not a lot of centrists • Not open to meet in the middle • Different opinions • Division • Too much problems • Local government wants us to help them, won’t help library • For the people 	<ul style="list-style-type: none"> • Population shift in IL • Taxes • Unemployment • Census • Minimum wage • COVID impact on businesses • Impacts jobs • How to fill out forms for unemployment • People come to the library for things that will help them • Library saves people money • Struggling because of pandemic • Lots of different economic situation • Area is very supportive of local businesses • People looking for jobs • Been rough in the community • With things being closed and restrictions, strain on local businesses • Big flood in the community • People appreciate that they can get books and not have to buy things • Hard time • Small businesses closing • Looking for jobs, come to library for help with resumes • Economy is not doing well • Many small businesses are struggling, closing • Some patrons have lost their jobs • Share 	<ul style="list-style-type: none"> • Census • Lack of social life • Isolation • Local economies changing • Transient population • Population uncertainty • Students, school impact • Fear • People can’t get together, can’t see neighbors • Can’t have family parties • Hardship of not being together • Isolates people • Not as many children coming in • Families helping families • Neighbors help each other • Stress because of isolation, not healthy • Some families are keeping kids away from others • Things starting to get better, but no quite there yet • Lot of polarization me vs you • Insular thinking • Kids struggling – they have not been able to do sports, all summer activities cancelled • Not all the kids in school, or not at the same time • Not as much interaction People reaching out more because so isolated • Coming to library to see a friendly face • Feel safe



*a project of Standerfer Consulting
Amanda E. Standerfer

amanda@standerferconsulting.com
www.fastforwardlibraries.com

		<ul style="list-style-type: none"> • Parents are keeping kids in more – not coming in as much • Feel like many come in to visit • Too caught up in division • Ease up on COVID restrictions • Smile
<p style="text-align: center;"><u>Technological</u></p> <ul style="list-style-type: none"> • Zoom • Fatigue on device • Disparities in tech access • Lifestyle changes because of tech • Security • AI • Privacy • Zoom! • Vaccine • Lots of technology, increase because of virtual meetings • Hotspots are popular • Coming to library to get help with technology • Most people have some sort of access • Increase in computer usage • Free WiFi • QAnon 5G myth • Blessing to have technology we have, meetings school • Resistance to certain technology because of this myth • Technology challenge for older people, helping people with Zoom and apps • Then people feel socially isolated 	<p style="text-align: center;"><u>Legal</u></p> <ul style="list-style-type: none"> • Privacy • Copyright • Federal funding for libraries • State government funding • Especially for infrastructure and technology • Need this support, can't squeeze residents • Town Board – division • Want to clean up the area, vehicles and clutter on property • Some people don't want to follow the rules, one person just does it without support of the Board • Copyright 	<p style="text-align: center;"><u>Library Sector</u></p> <ul style="list-style-type: none"> • Making materials and services available to the public • Programming, virtual • Constant shifting • Budget! • CDs going away • People looking to us for materials they can't get elsewhere • Libraries are wonderful! • Marketing for the library, get more people in • Reach more people, have a puzzle to get people in • Social aspect • People don't want to come out in the weather and COVID • Benson is more laid back <p>People in the community don't like change</p> <ul style="list-style-type: none"> • Some libraries closed • We opened earlier than some • People became more appreciative of the library • Homeschoolers use the library a lot, so they missed it



*a project of Standerfer Consulting
 Amanda E. Standerfer

amanda@standerferconsulting.com
 www.fastforwardlibraries.com

<ul style="list-style-type: none"> • Moving too fast • Hard to keep up – change quickly • Computer help – how to get to where they want to be, printing • Keeping up, new changes • Patrons don't use computer, ask us to put holds on • Computer focused • Bigger need for technology due to remote learning and working from home • Smart thinking, smart doing 		<ul style="list-style-type: none"> • Library is not just a place to get books, Library of Things • Community center • People love the community room • The only space like this in the community • Neutral ground • So much going online – will people still want libraries • Students using technology more • Split – physical book vs eBook • People ordering books ILL • Belief of not relevant, outdated • A++++
---	--	---



*a project of Standerfer Consulting
 Amanda E. Standerfer

amanda@standerferconsulting.com
 www.fastforwardlibraries.com



Libraries Need Friends:

A Toolkit to Create Friends Groups or to
Revitalize the One You Have

Sally Gardener Reed, Executive Director, United for Libraries

© United for Libraries: The Association of Library Trustees, Advocates, Friends and Foundations. This toolkit has been developed as a benefit for personal and group members. If you wish to reproduce and/or redistribute significant portions or the entire toolkit to non-members, the charge is \$5 per copy distributed and/or reproduced made payable to:

United for Libraries
109 S. 13th Street, Suite 117B
Philadelphia, PA 19107

Toll Free: (800) 545-2433, ext. 2161
Direct Dial: (312) 280-2161
Fax: (215) 545-3821
Web site: www.ala.org/united
E-mail: united@ala.org

If small portions of this toolkit are reproduced and redistributed, please credit United for Libraries in writing. Thank you.

Revised August 2012

TABLE OF CONTENTS

Introduction	iv
How Do Libraries Benefit from Friends Groups?	1
Making the Decision to Start a Friends Group	2
Getting Started	3
Development of a Core Group (Executive Board).....	3
The Formal Operating Agreement.....	4
Establishing the Friends' Mission, Purpose, and Structure.....	5
Establishment of Bylaws and 501(c)(3) Status.....	6
Going Live: Bringing Members Into Your New Friends Group	8
Dues and “Deliverables”.....	8
Membership Recruitment.....	9
Revitalizing Your Friends Group	11
Looking Back.....	11
Looking Forward.....	12
Designing a Membership Campaign.....	13
Conclusion	14
Appendix A – Recommended Additional Reading	15
Appendix B – Sample Memorandum of Understanding	16

INTRODUCTION

Libraries need Friends – it's just that simple. In fact, across America many public libraries were established through the efforts of community members who understood the value of libraries to their communities and also understood that libraries needed community support to survive. Did you know that a criterion for securing a Carnegie grant was a demonstrated commitment by members of the community to raise additional funds and support for a new library? This concept hasn't changed over the course of the past 150 years – what has changed, however, is that academic and school libraries are also beginning to understand the value of Friends and many academic and school Friends groups are thriving on campus.

If you don't have a Friends group for your library or if you are a library supporter interested in spearheading an effort to create a Friends group for your library – you've come to the right place. This special toolkit will help with the establishment of Friends groups of all types. If you already have a Friends group and are interested in increasing its membership and/or its level of activity -- read on. The second half of this toolkit will address the *Revitalization of Existing Friends Groups*.

HOW DO LIBRARIES BENEFIT FROM FRIENDS GROUPS?

How do libraries benefit from Friends groups? They benefit by the expansion of their resources to serve the public. Friends extend a library's capacity through dollar gifts, volunteer and program support, and through advocacy. Few libraries are in a position to turn away help from their supporters – in fact, even if a library were so well heeled that additional funding wasn't needed, libraries without a well developed group of Friends will find the going tough when they need to bring in additional precious funds in an increasingly competitive environment, when they need a new building, or when they need to grow their collections and services. Additionally, any library that seeks grant funding will find themselves in a much more competitive position for those grants if they can show that they receive tangible support from the very people who use and benefit from the library.

Politically, Friends are very important and effective for libraries of all types. Friends are advocates by default! Friends wouldn't be giving their time, energy and financial support to an entity they're not willing to fight for – that entity is the library. When the case needs to be made for your library, the group most able to step up to the plate is the Friends of the Library.

Every day across America, Friends are making a difference for the libraries they serve. Think about the most successful library you know and look behind the curtains. There you will almost inevitably find Friends working behind the scenes, at city hall, with the school or academic administration, and in the public at large making sure that their library is strong, relevant, and well funded!

MAKING THE DECISION TO START A FRIENDS GROUP

Though Friends groups play a wide variety of roles for their libraries, it is important in starting a Friends group that the library administration, the academic administration (if school or college), the trustees (if public), and potential Friends are in agreement about what the expectations for a Friends groups are. The library may need a Friends group, initially, for a very specific purpose such as passing a bond issue, embarking on a capital campaign, or starting a library foundation. If this very specific need is driving the first time creation of a Friends group for your library, your plans for targeting members will be in alignment with this goal. In other words, you'll be looking for key members who have marketing experience, fund raising experience, or foundation experience.

Many Friends groups of long standing initially had their roots in a very special need such as those mentioned above. Most, however, grew out of library supporters' desire to do something "tangible" for the library that means so much to them. Or, they come about because a library is slipping in its services – demands continue to increase while budgets decline. Visionary library administrators who understand both the tangible and intangible benefits of a library support group initiate the establishment of some groups themselves.

Because Friends groups tend to prioritize their roles for serving the library and focus most on their highest priorities, it's a good idea when working to establish a new Friends group that the library and the new Friends work together to decide what is needed most. What will be the Friends' mission? Think about the following possibilities:

- Fundraising
- Library promotion and marketing
- Advocacy
- Immediate need such as a new building or a major budget increase
- Creation of a library foundation
- Creation of a strong library volunteer force

Of course most Friends groups do all of these things to varying degrees based on the current need. However, without thinking about all these goals, the recruitment of members to the new Friends group won't be as effective because you won't be able to be as clear about what you are trying to accomplish as you are when you've thought about these roles and given them some priority.

GETTING STARTED

Creating a Friends group will take some time, energy and expertise. It's a good idea to do what is necessary to do it right the first time rather than rush into it, make costly mistakes, and spend months or years to come trying to convince those who may have been turned off by a haphazard approach to join the Friends group once you do have your house in order.

Here are some of the issues that will have to be addressed as you start up a new Friends group:

- Development of a core (executive) group of Friends members who will actually be doing most of the administrative work and strategic planning.
- Development of written operating agreement between Friends and Library administration outlining respective roles and authority.
- Establishment of purpose and determining priorities for service
- Development of an implementation structure that includes such committees or task forces that will help the group accomplish its yearly goals.
- Development of Organizational bylaws and establishment as a 501(c)(3) organization for the purpose of accepting tax-deductible contributions.
- Development of a dues structure.
- Development of a recruitment campaign.

Addressing the above list of objectives may seem daunting but these constitute important structural elements for a successful Friends groups. Taken one at a time, each of these components is readily achievable and addressing each of them will ensure that your new group gets off on the right foot.

Development of a Core Group (Executive Board)

A new Friends group will be established by a core group of library supporters who may well become the group's first executive board. Because there is a good deal of "up front" work to do before a membership campaign is kicked-off, it makes sense that the work is shared among a small but hard working group with a real desire to see success.

If you are a library administrator wanting to start a Friends group for your library, you would be wise to turn to those in your community or on campus who are known for their support of your library and for their ability to get things done. If you are a library patron or supporter who knows a Friends group can work to help the library increase and/or improve its services, let the library administrator know and ask him or her to join you (or offer a library staff liaison) as you work to develop a Friends group.

Set a meeting including five to ten supporters who are willing and able to bring a group to life. Go over the list of objectives above and begin to brainstorm how and who will accomplish them. Some of the objectives can be done simultaneously and some will have to be done sequentially. For example, it's obvious that the core group will have to be established before a broad-based recruitment campaign begins. The objectives listed above are ordered in a relatively sequential order and it might be best to tackle each in the order presented. For example, you can't qualify for 501(c)(3) status until you have identified your organization's structure and developed your bylaws.

The most common way a new and somewhat taxing initiative fails is from lack of sustained momentum. That's why it's important to involve those people who you know will commit for the long term as members of the core committee. It's also important to schedule bi-weekly or monthly meetings until your core group is ready to launch its first membership campaign. What you are attempting to do is important, remember that and remind your group

of that so their level of commitment stays high.

The Formal Operating Agreement Between the Friends and the Library

What? Do we really need to get it in writing, after all the Friends and the Library both have the same ultimate goal in mind – improving and enhancing the library’s service? While it’s true that you undoubtedly are focused on the same goal, how that goal is best accomplished can be and often is the road to ruin for many Friends and Libraries. The Friends, for example, may see early childhood learning as the most important public library service – and the library itself may even agree! However, that case may have been well made to the city administration and well funded whereas the library’s program budget is non-existent and the library is desperate to create programs for teenagers. Where will the Friends money go? To picture books or teen programs? Who decides?

The academic library may be in serious need of a marketing campaign to raise its profile and cache on campus but the Friends have been most successful and most interested in raising money for new computers. Should the Friends continue down their traditional path that has been so successful or channel their resources into a new, professional marketing campaign? Again, who decides?

Nothing has doomed the relationship between Friends and the Library more than misunderstandings about how the money and the time of the Friends group will be spent. Of course the best working arrangement is to ensure that both Friends and Library continue to keep one another in the loop. A Friends executive board member should always attend Trustee or Library governance meetings and library director or his/her designee should attend Friends executive board meetings. In addition, Friends should always be invited to participate in a library’s planning process. Nothing will get the Friends and the Library on the same page better than working together to design a strategic plan. When that happens, the Friends’ goals will be in alignment with those of the library greatly reducing any conflicts about how resources will be employed.

To ensure that Friends and the Library have a solid foundation for all future funding and advocacy initiatives, it’s a good idea to work out how and who will make decisions regarding the Friends efforts. The ideal agreement will involve a spirit of mutual input into the final decision. In the end, the library administration has, by policy and position, the ultimate authority to accept or reject any gift to the library.

The goal in an operating agreement should be that all Friends’ gifts (of money, time, or talent) meet exactly the highest needs of the library. An agreement that requires negotiation for all gifts offered and requested is best. In other words, the agreement might state that the Friends will work with library administration once each year in determining goals for fundraising, advocacy, and volunteer services. A model that is highly typical and works well is for the Library to submit a wish list to the Friends in priority order with strong justification for the request. The Friends may of course determine what areas of the wish list they want to support. If the once a year joint planning session has taken place, there should be no surprises in either the Library’s request or the Friends’ priorities for funding. Considerations for the operating agreement should include:

- How will the Friends be incorporated into the library’s planning process?
- Are Friends authorized to spend their funds on organizations, agencies, programs or projects that are not directly linked to the library and, if so, under what conditions? This will be included in the mission and bylaws of the Friends group, and it is good to be clear about this upfront, since money spent for other purposes can be a point of contention between the library and the Friends.

- What support will the Library give the Friends in terms of publicity, mailings, labor for the book sale, space for the book sale, office space, office staff support, etc.
- Will the Friends engage in advocacy campaigns on behalf of the library and, if so, who will be involved in the design and message of those campaigns?
- What role and authority will the Friends have for developing and implementing programs?

A sample Memorandum of Understanding is available at the United for Libraries' website. Click on "Friends Groups" and then "Organizational Tools."

Establishing the Friends' Mission, Purpose and Structure

Establishing a mission and articulating the purpose of your Friends group is an excellent way to focus your group on the roles you feel are most important and it will help you develop a useful structure. In addition, knowing and articulating your key mission will help you recruit the people with the talents you need most to serve on task forces and in other leadership roles. The purpose of your group will depend on the groups' interests and the library's need. If you are forming a Friends group for the first time, it is likely that there is some imminent need that you wish to address right away. This should be reflected in your mission but the mission should not be so narrowly defined that once an immediate need is met, the mission of the Friends isn't as relevant to meeting future needs as it should be.

If you are establishing a Friends group because the library has been chronically under-funded to such a degree that services are inadequate and you want to form a group to pass a special tax levy or create an advocacy campaign aimed at the administration, the role of advocates should be included in the mission. However, this role is best articulated generally and there should be room for other enterprises. In other words, the groups' mission might be to work to ensure adequate funds for the library through advocacy, fund raising, and promotion. Once you've been successful in achieving your initial objective (you've passed the levy or the administration has increased the library's budget), your group is now positioned to continue its good work in other ways – such as establishing a foundation, raising additional money for collections, or supporting a library marketing campaign for example. In general, most Friends groups work to achieve the following objectives:

- Provide direct additional financial assistance for needs not normally covered in the library's operating budget.
- Advocate for the library at the local level for increased financial support by the library's parent institution or the community.
- Encourage gifts.
- Raise money or pass bond issues for building and other capital projects.
- Provide volunteer services to the library.
- Increase community or campus awareness about the library.

The way in which any of these or other objectives are achieved will be determined by the group at large along with input from the library's administration and governance. The most effective way to accomplish goals is to set up a structure within the Friends organization so that focused work can be accomplished. In today's world of busy volunteers, the most effective structure will be one that is project oriented and where work is accomplished by task forces. (See United for Libraries Toolkit, "Tapping Into the Biggest and Most Active Volunteers in Town – The Baby Boomers" for in-depth information on setting up this type of organizational structure.)

The executive board should be designed to function as a strategic leadership team. Instead of meeting every month to listen to committee reports, this group should meet (maybe only quarterly) to determine its goals for the coming year (what activities it wants to accomplish) and setting up task forces to accomplish these goals. Such task forces might include, for example:

- Membership Drive
- Friends Promotion
- Library Promotion Campaign
- Friends Promotion Campaign
- Book sale
- Fundraising
- Author Program

Special committees can be assigned for Nominations and perhaps, Newsletter.

The charges for these task forces will mostly be self-evident but in contrast to committees, they have a very specific goal, a timeline for accomplishing that goal, and clear instructions for what is needed, understanding of what resources will be available to them, and a liaison from the executive leadership team who will provide support and be a conduit for the state of progress to the leadership team.

Because task forces work for a specific purpose and within a specific time frame, they can be very attractive to today's busy volunteer – the volunteer who doesn't want a yearlong (or longer) commitment, doesn't want to sit through meetings, but does want to contribute. Keep this in mind because you will find that it is often easier to get volunteers with specially needed expertise when you can promise them an end to their commitment!

Establishment of Bylaws and 501(c)(3) Status

Before you go “live” with a membership drive, it's important to establish your Friends as a 501(c)(3) organization. The 501(c)(3) status means that your organization is non-profit and, therefore, tax exempt -- which means your group can accept tax-deductible contributions. It's not that difficult to get this status but in order to ensure that you cover your legal bases (on both the state and federal levels) it is best to either hire an attorney, prevail upon your institution's attorney, or see if you can find an attorney within your library “family” and try to get pro bono assistance.

There will be some restrictions with the 501(c)(3) status such as a limit on advocacy. This doesn't mean you can't engage in capital campaigns or public awareness campaigns but it does mean that you will be restricted as to how much of your group's income can be spent on “lobbying” (See United for Libraries Fact Sheet #24, “Limits on Lobbying”). Much of what the Friends do in promoting the library, however, is “educational” – i.e. informing the community or administration about the value of libraries. Very often an advocacy campaign will include much that is simply “educational” in nature and funds spent in this manner are completely legitimate.

One criterion that will be required for your 501(c)(3) status is that you have established Bylaws for your organization. These bylaws should include:

- Name of the Friends group and its headquarters (which might be the library itself).
- Mission statement.
- Who will be served by your organization?
- Governing body, including:
 - o Titles of officers.

- Terms of office.
- How officers are selected.
- Appointment and duties of standing committees.
- Provisions for special or ad hoc committees.
- Meetings:
 - Time, place, and frequency of meetings.
 - Method for calling regular and special meetings.
 - Attendance requirements.
 - Quorum requirements.
 - Order of business.
- Procedures for amending bylaws.
- Parliamentary authority.
- Dissolution clause (detailing what will happen to the group's assets if it should dissolve.
- Date of adoption.

Be sure to check the requirements for your 501(c)(3) status before adopting your bylaws, as the IRS requires that certain items be included. To get an excellent overview of what will be required to establish your Friends as a nonprofit organization go to <http://www.nolo.com> and in the search window at the bottom of the lower left hand side of the first webpage, type in “nonprofit organizations.” Next, click on “How to form a nonprofit organization.” In addition to this excellent overview online, Nolo Press has a number of publications addressing the legal requirements for nonprofits.

GOING LIVE: BRINGING MEMBERS INTO YOUR NEW FRIENDS GROUP

Once you've completed all the groundwork involved in establishing a Friends group, it will be time to "grow" your group. Initially you have probably worked with a fairly small core group of committed volunteers but to ensure that your group is successful over the long haul, you'll want to include as many members of the library community and others who have a stake in the library's success as possible. You'll have to determine a number of things to wage an effective membership campaign. Among them will be:

- Dues.
- Deliverables (what will members get in return).
- Membership approach and supporting materials such as brochures.
- Promotion.
- Follow-up.

Dues and "Deliverables"

Before you start your membership campaign, you will have to figure out what you want your membership dues to be and what members will get in return, in other words the "deliverables." This information will be incorporated in the brochure and other membership promotion materials. What you ask for dues and what you return as deliverables could well depend on the priorities of your organization. For example, if this Friends group is being developed to establish a strong and united voice to employ on behalf of the library's budget, you may want to start dues at \$5. This way everyone who wants to join can and you will get a lot more names in your database. If you offer several levels of membership, you will probably find that the vast majority of people join at the higher level but again, you've ensured all voices can be counted.

Obviously, if raising money is your goal, you might well want to start memberships at a much higher rate, say \$35 and graduate the levels up to as much as \$200 a year if you think that is attainable. One effective way to persuade folks to join at higher levels is to graduate the benefits they will receive accordingly. For example, you might want to offer just receipt of the newsletter at the bottom level of membership and offer such incentives as "First Night" tickets for the annual book sale for higher level givers and perhaps an invitation to an annual author event or formal dinner at the highest level.

Only you know what you are trying to accomplish and only you can determine at what levels you are likely to strike a balance between ensuring broad based participation and bringing in a fair amount of revenue – certainly at least enough revenue to cover the cost of membership benefits (including the newsletter).

In addition to annual membership dues, you might want to consider a "life time" membership, or in the case of a new group, a "founding" membership. This will help in two ways. First, the category option itself might inspire a potential member to make a significant gift towards your effort – more (startup) money for your group. Secondly, you will know from the response you get to this option which members have both the wherewithal and the love of your cause to make a major gift. This is valuable information. Be sure to consider cultivating such members for future slots on your executive committee and for a role with the Foundation if your library has one or if your Friends group plans to establish one.

Membership Recruitment

You've done all your homework. You have an active and committed executive board. You have established your mission and have worked with the library staff and trustees to develop an operating agreement. You are now a 501(c)(3) organization. You know how you want to structure the group and you have determined what you will charge for membership. The time has come to bring on as many community members as possible. The membership campaign begins. This would be a perfect job for a membership task force!

The most effective way to get members on board is to promote, promote, promote. Develop a brochure that is distributed at the front desk of the library and all its branches. Include in the brochure a list of the membership categories along with what they'll receive in return for their contribution, a location to send their check, a phone number where the prospective member can get more information, and a list of committees that the Friends will be establishing. Include a space where new members can opt to become more engaged in the group by joining one of the named committees and be sure you are ready to follow up with that new member. If your group is typical, most new members will simply show their support by writing a check and wish for nothing more than to receive a monthly newsletter. Others, however, will see this as an opportunity for community volunteer work and will be delighted to join a committee. Those that do become actively engaged will evolve into a larger core group of Friends from whom you will get most of your volunteer support and future officers. It's important to keep these more active new members engaged and nurtured.

Be sure you let your prospective members know what they will get for their membership. They will get a better library for one thing and you should press that point home. Most people will welcome the opportunity to provide additional support to the library via the Friends and will want nothing more. Others will want that opportunity to be involved via task force assignment and ultimately a chance to be an officer. Many will look forward to a newsletter once a month to let them know what's new. Still others will be attracted to knowing ahead of time about library book sales and have an opportunity to attend a "sneak preview night." All these are the "deliverables" that your core group has determined prior to the membership launch.

Work with the library staff to encourage them to give the brochure out to every patron at the check-out desk. If you are supporting an academic Friends group, work with your development office to see if there is a list of parents or alumni you can use to solicit membership from those who have a stake in the library even if they aren't students. Be sure, as well, to solicit both membership and involvement among the faculty.

Think of places outside the library where you are likely to attract new members with your brochure. How about doctors' offices, grocery stores, the student center and cafeteria, local bookstores? The brochure that you develop may be very simple and inexpensive at first. As time goes by and your membership grows, you may decide to make your promotional materials more polished with a Friends logo and a professionally designed layout. For now, however, the important thing is to get the opportunity for joining to as many outlets as possible.

Another good way to promote membership is to write a press release about the importance of library support through Friends. Make the press release compelling enough that it is likely to be published. For example, start out with a proclamation that the "new" Friends of Johnson Library" are embarking on a community or campus-wide membership campaign. Let the readers know why. What prompted you to start a Friends group in the first place? Was it a need for a better budget, a new building, more books and programs? Whatever caused your core group to establish a Friends group should be reiterated along with a strong pitch for the reason why it is so important. Be sure to include contact information, the range of dues members are asked to pay, and the opportunities members will have to be engaged in the organization – in other words the task forces you will be trying to fill.

Many Friends groups increase their membership ranks by hosting programs that will attract members of their community. An author program, for example, will no doubt be popular. Another perfect opportunity to pull together a task force. Think about asking a local author do a program on how to get published. If you provide the author with an opportunity to sell books and you promise lots of promotion about the program, you are likely to get a local writer to do it for free. Use this program (and all public programs your group sponsors) as an opportunity to promote membership in the Friends. Be sure you have a lot of brochures and encourage folks to join on the spot.

Be sure that everyone involved in the core group assists in extending your reach to members by promoting your Friends group at every opportunity. The members of your core group are likely involved in other civic or social organizations as are the Trustees. Be sure they are asked to take a quantity of membership brochures to meetings of these groups. You can help motivate this core group by setting a challenge. Ask that each member of the executive board bring in a minimum of 10 new members. After a defined length of time, honor that executive member who has brought in the most new members by taking her or him to lunch – the rest of you have to pay!

Let your imaginations go in deciding how you will encourage members in your new Friends group. With some ingenuity and a little work, you'll be surprised how many people in your community or on campus are willing to support the library through the Friends.

REVITALIZING YOUR FRIENDS GROUP

It often seems that sustaining and growing Friends groups can be even harder than establishing such a group in the first place. Over the years you may find your general membership stagnant or even dropping. You may come to realize that the work for programs, book-sales, and other activities is always performed by the same small group of people – and they're not getting any younger! You may find it more and more difficult to bring in new officers and new “worker bees” to keep the Friends group active and vital. It's time to come up with a way to revitalize your group.

Understanding what went wrong or why interest in your group has waned will help you to develop an action plan for renewed membership and activity. It's important for the core group of active members (including some who have been around for a long time) to take time out to look back over your organization's history. You might plan a mini-retreat at someone's home to begin to assess where your group has been as a basis for brainstorming ways to bring your group to new levels of membership and activity. You should include in an agenda the following issues and areas for discussion:

- Why was the group initially established?
- What have been the “golden” years of your organization when membership and activity was high?
 - Are there characteristics about your group that were different then than now?
 - Is the library's need different now than then?
 - Are the members different now – for example were they mostly housewives then, were they mostly women, were they younger in general, were they more active as volunteers for the group?
 - For academic or school groups were the members mostly students? Parents? Alumni? Faculty?
- Who are the potential members today?
- How can the Friends be more responsive to the changing characteristics of potential members?
- How can the current needs of the Library be used to make a compelling case for membership?
- What is your greatest need from membership – is it funding or is it a need to attract more volunteers to assist Friends with their activities, or both?
- Is the dues structure right for today's potential members?
- How can a renewed membership campaign be designed to attract new members in today's environment?

Looking Back

The fact that you are interested in revitalizing your group means that there were better days in years past. The first order of business should be a discussion about what was unique about the organization, the library's needs, and/or the membership make-up during the best years of your Friends group. It is possible that your group was originally formed to meet a well defined and compelling need – like fundraising for a new library or library addition. It's possible that the “type” of members you had in the past are not as available as they once were – women at home, for example, or parents of students who had time to assist and were easy to contact.

Clearly, our environment has changed. Many of the first Baby Boomers are beginning to retire and many more are still working. But one thing this group has in common is that they comprise the largest cohort of volunteers in America today. That's right! And

you thought it was the over 70 crowd. Not so but as mentioned earlier, these active volunteers are busy. They are looking for opportunities to be involved in projects that have a beginning and an end. They want to be involved in task forces not committees!

Understanding how the environment for your membership has changed over the years will go a long way in helping you design programs and a campaign to bring in members who are likely to be entirely different than members you've had in the past. In addition, if your group was formed and active because the library had a well defined and pressing need that has since been met, you will want to discuss ways in which to promote the *new* and equally compelling needs of the library. For example, a new building requires a bigger budget, more staff, more computers, and more materials. Friends groups can reposition their publicity to promote membership to address these needs, either through fund-raising or advocacy or both.

One danger in looking back at "the good old days" may be a temptation by some to try to hang on to what worked then. Sometimes groups begin to fail because the leadership wants to hold on to old programs and ideas that used to work rather than evaluating *why* they worked then and *why* they may be less effective now. The environment is constantly changing, it's important for your Friends group to key into the realities of a new environment and analyze those changes to direct your thinking about new programs, initiatives, and promotion techniques.

Looking Forward

Now that you've evaluated how your environment has changed and come up with reasonable explanations about why membership and activity in your group is dropping, it's time to look ahead at how you bring in new members, new membership revenue, and new volunteers who will help support and promote the Friends.

It's a good idea to consider just who is likely to become a Friend as well as who should be targeted for membership. You should also determine what you need new members for. If it's to increase your revenues through dues, or if you are looking for a larger database of supporters to whom you can write for special programs or initiatives, you might want to focus your appeal on the importance of their contributions to the well being of the library. If your primary goal is to raise funds and increase your database of library supporters, you will want to focus on the importance of additional funding and support for the library. In the academic environment, this kind of drive can reach well beyond students and faculty to include parents of students who are excellent candidates for financial support and advocacy when the need arises.

Most groups, however, are interested in revitalizing their Friends groups because they see a dramatic decline in the numbers of people who will volunteer to support Friends activities and to be active on its various committees. Sure, you want and need dues revenue, but more than that, you need members who are engaged in the group and who are willing to put in time as well as money. (See United for Libraries toolkit, "Tapping into the Biggest and Most Active Volunteers in Town – The Baby Boomers!") Because younger volunteers (think Gen X and Y as well as high school students) want the same sort of opportunities as the Baby Boomers, you may want to find special projects that would appeal to them and reach out for their volunteer support.

If you are revitalizing an academic or school Friends group you will no doubt consider students as wonderful volunteers. A reduced rate for membership will help attract some and there are other incentives as well. Students are often looking for opportunities to engage in meaningful volunteer work so if you can promote fun volunteer opportunities, you may have good success. Don't forget about specially targeting local parents, faculty and staff. They are often willing to become more active to support the library and can also be recruited into officer positions (as can students!).

Designing a Membership Campaign

Much of what you do to develop a new group is the same for revitalizing your group and increasing your membership. (See *Going Live*, *Dues and Deliverables*, and *Membership Recruitment* above). You will want to develop a marketing and membership promotion campaign that includes development of a (new) brochure and lots of local publicity about your renewed efforts.

In order to get more active participation in your group, be sure that your membership brochure includes categories that a new member can check to become more involved. For example, in addition to the usual information in a membership brochure such as category and dues, name and address; be sure to list committee options. A few sentences such as ***Our Friends Group Needs You! Please let us know if you would be interested in helping in the following areas:***

- Programs
- Book sale
- Membership
- Marketing and Promotion of Library
- Library Volunteer

Be sure you ask for a contact phone number and be ***extra*** sure someone in your core group is prepared to follow up with these new recruits immediately! Nothing will lower your credibility and create ill will faster than failing to contact someone who has offered to help.

New active members will instill your group with new ideas and new life. It's important to involve them right away and it's important to give serious consideration to any ideas they come up with. It is so easy for long-time members to dismiss new ideas out of hand because they've been tried unsuccessfully in the past or even because they've never been tried! If your group is serious about expanding your ranks and including new leadership, you must be prepared to let go of some of your old ways and experiment with some new ideas.

Very often a well established group has difficulty in recruiting new members because they are perceived by the community as a closed organization – in other words that the officers are always the same and the programs and book sales are always the same. You can say that you are interested in new membership or you can show that you are by handing the reins over to someone new to try something new.

CONCLUSION

In any case, whether establishing a new group or revitalizing an existing group, the most important ingredient for membership is promotion and follow through. Your goal should be to ensure that every single person in your library community knows that there is an effort underway to increase support to the library through Friends membership. Every member in your community should be invited to join and once they do, they should hear back from your organization right away thanking them for their participation.

Libraries need Friends – your efforts are important. Good Luck!

Appendix A

Recommended Additional Reading

Books:

- 101+ Great Ideas for Libraries and Friends* by Sally Gardner Reed, Beth Nawalinski, and Alex Peterson
- Even More Great Ideas for Libraries and Friends* by Sally Gardner Reed and Beth Nawalinski

Toolkits (available to United for Libraries members in the Friends & Foundations Zone):

- Tapping Into the Biggest and Most Active Volunteers in Town – The Baby Boomers!*
- School Media Center Friends Groups: A Prescription for Success*
- Friends and Libraries Working Effectively Together*
- Incorporating and Tax Exempting Procedures for Friends of Libraries*
- Expanded Model Friends' Cooperative Network*

Fact Sheets for Friends and Foundations (available on the United for Libraries website):

- #1 Starting a Friends Group
- #4 Starting an Academic Friends Group
- #6 Friends of a School Library or Media Center
- #7 Revitalizing Your Friends
- #10 Role of the Friends Board
- #11 Role of the Trustees
- #14 Board Development
- #18 Getting and Keeping Members

Appendix B

Sample Memorandum of Understanding Between Friends and Libraries

The following will constitute an operating agreement between the Friends of the Anytown Public Library (Friends) and the Anytown Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Anytown Public Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

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 is complete.*
- *Diamond Construction has begun work on the Remodel portion of the project.*
- *Discussion of furniture selection for the remodel is underway.*

ENGAGE

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

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships

- *Sam is going to replace me as the representative for IPDLP at the Kiwanis meetings.*
- *Mural on the side of the Metamora branch? Similar to Eli's only library themed.*
- *The Metamora Branch is selling Circus Tickets for the Kiwanis Club.*

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 has wrapped up and we will have statistics at the September meeting.*
- *Sam contacted all the local schools in the library district to ask if we could be part of their back-to-school nights.*

ADDITIONALLY

- **We have an opening for Circulation Assistant at the Washburn Branch.**
- **The FY audit is complete, and Andrew will present at the September meeting.**

July Door Count (FY2023-2024)

Benson: 211 (211)

GHills: 3,629 (3,629)

Metamora: 1,107 (1,107)

Roanoke: 683 (683)

SBay: 542 (542)

Washburn: 207 (207)

Wi-fi Usage

July: 584 (584)

Electronic
Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Axis 360
July	532	362	35	40	214
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Total	532	362	35	40	214

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	226	669	2	26	50	12
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	226	669	2	26	50	12

[New Laws Amend Illinois Prevailing Wage Act](#)

Wednesday, August 02, 2023 [Julie Tappendorf](#)

There were a number of changes to the Illinois Prevailing Wage Act this session affecting government contracting that local governments should be aware of. We've summarized some of these amendments below, which will take effect on January 1, 2024, except for PA 103-188 which became effective June 30, 2023:

[PA 103-48 \(HB 3491\)](#) - This amendment to the Prevailing Wage Act provides a right of action to workers employed by a contractor or subcontractor who is paid less than the prevailing wage rates for the work performed on a project covered by the Act.

[PA 103-188 \(HB 3351\)](#) - This law extends the Prevailing Wage Act requirements to projects that are undertaken pursuant to an incentive program or initiative described in the Illinois Power Agency Renewable Energy Resources Fund and Illinois Solar for All Program, except for residential buildings or houses of worship. Effective June 30, 2023

[PA 103-327 \(HB 2845\)](#) - This new law amends the Prevailing Wage Act to add the removal, hauling, transportation, and disposal of biosolids, lime sludge, and lime residue from a water treatment plant or facility.

[PA 103-346 \(HB 3370\)](#) - This new law amends the Prevailing Wage Act to add power washing to remove paint or other coatings, oils or grease, corrosion, or debris from a surface, or to prepare a surface for a coating to the Act.

[PA 103-347 \(HB 3400\)](#) - This new law amends the Prevailing Wage Act to add new reporting requirements that include reporting demographic information of workers on public work projects, to include gender, race, and ethnicity broken down by the following categories: (1) type of trade; (2) whether the worker is a journey worker or apprentice; and (3) total work hours performed.

[PA 103-359 \(HB 3792\)](#) - This new law amends the Prevailing Wage Act to add projects involving fixtures or permanent attachments to light poles owned by a public body with an exception for work performed by employees of the public body.

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)

June 2022 (FY 21-22) Door Counts

Benson – 202 (1,507)

Spring Bay – 604 (4,752)

Washburn – 505 (3,417)

Roanoke – 647 (5,285)

Metamora – 1,592 (15,751)

Germantown Hills – 3,527 (28,176)

WiFi Usage

June - 580 (4,967)

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	86	1319	929	459	159	117	77	846	3992
August									0
September									0
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	86	1319	929	459	159	117	77	846	3992

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	200	2388	1611	970	116	81	77	5443
August								0
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	200	2388	1611	970	116	81	77	5443

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	1	123	146	55	0	2
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	1	123	146	55	0	2

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	0	256	32	22	4	13
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	0	256	32	22	4	13

Monthly Marketing Report

July 2023

Ad Spend: We ran a total of 30 on-air spots on WCBU in July, announcing the opening of the Metamora temporary location.

Coverage: We had three listings of upcoming events in the Woodford County Journal in July.

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

Social Media: Ongoing analytics are included below.

Facebook

Facebook Page Performance

Month	Posts	vs. Previous Month	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	↓ 7.1%	N/A		1,799	↓ 55.7%	737	↑ 28.4%	17	↑ 54.5%	Not available
February 2023	28	↑ 21.7%	N/A		3,113	↑ 90.7%	651	↓ 1.5%	14	0%	1,722
March 2023 ³	33	0%	N/A		3,968	↑ 26.4%	671	↓ 8.6%	36	↑ 140%	1,761
April 2023	23	↓ 30.3%	N/A		2,663	↓ 32.9%	591	↓ 11.5%	14	↓ 61.1%	1,773
May 2023	23	0%	1	↑ 100%	5,452	↑ 104.7%	1,068	↑ 79.8%	23	↑ 64.3%	1,792
June 2023	30	↑ 30.4%	1	0%	6,528	↑ 19.7%	1,570	↑ 47%	17	↓ 26.1%	1,810
July 2023	29	↓ 3.3%	3	↑ 100%	5,514	↓ 15.5%	1,103	↓ 29.7%	13	↓ 23.5%	1,819

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

<u>IPDPL Facebook Page Followers by Gender and Age</u>		
<u>Age</u>	<u>Women</u>	<u>Men</u>
18 – 24	1.0%	0.3%
25 – 34	12.9%	2.8%
34 – 44	30.4%	4.1%
45 – 54	17.9%	2.6%
55 – 64	10.8%	1.4%
65 +	13.1%	2.7%

Facebook Page Followers by Top Cities	
Metamora, IL	21.8%
Germantown Hills, IL	20.9%
Peoria, IL	8.3%
Roanoke, IL	4.6%
Washington, IL	3.7%
East Peoria, IL	3.0%
Washburn, IL	3.0%
Eureka, IL	1.5%
Spring Bay, IL	1.4%
Pekin, IL	1.2%

Instagram

Instagram Page Performance

Month	Posts	vs. Previous Month	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	N/A	1	N/A	46	↑ 100%	63	↑ 100%	77	Not Available	77
June 2023	9	↓ 35.7%	1	↓ 35.7%	45	↑ 2.3%	23	↓ 48.9%	15	Not Available	92
July 2023	16	↑ 77.8%	4	↑ 300%	85	↑ 88.9%	22	↓ 4.3%	18	↑ 63.6%	105

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%
July 2023	384	7.5	3,076	4.7%

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

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

YouTube Audience

Month	Returning 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
July 2023	3	253	0

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

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

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

IPDPL Website: Performance overview for July 2023

- 3,042 visits to our website
- 1,104 visitors
- 679 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 170 clicks on the link to the library Calendar of Events
- 165 clicks on the link to the RSA online catalog
- 144 clicks on the IPDPL Beanstack link
- 10 Database links used 141 times
- 37 clicks on digital resource links (eBooks, audiobooks, and streaming books read online)
- 9 clicks on the Explore More Illinois link
- 4 clicks on social media links (Facebook, Instagram, YouTube)

Monthly Programming

July 2023

Special Programs

Zoo 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 zoo animals make hidden throughout the branch. 66 entries were returned, and one winner was selected from each branch. Branch participation totals: B = 14, GH = 9, M = 9, R = 18, SB = 4, W = 12.

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. These metrics are for July participation only. See the previous month's report for June counts. Participation total: 74. Participation by branch: B = 7, GH = 9, M = 30, R = 22, SB = 2, W = 4.

Book Bingo: July 7, Germantown Hills. Participants played Bingo to win books that have been donated to the library. Approximately 55 books and DVDs were given out. Attendance total: 11 (5 Children, 1 Teen, 5 Adults).

Be a Sphero Hero: July 10, Roanoke. 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. Attendance total: 6 (2 Children, 4 Adults).

Voices From the Forest: July 12, Germantown Hills. Summer Reading Badge Program. This program was presented by Forest Park Nature Center. Participants learned about identifying animals by the sounds they make. Attendance total: 23 (12 Children, 2 Teens, 9 Adults).

Find Your Voice & The Beads of Secrecy: July 13, Germantown Hills. 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. Attendance total: 3 (1 Child, 2 Adults).

The Language of the Flowers: July 14, Roanoke. Summer Reading Badge Program. This program was presented by the Livingston, McLean, and Woodford Counties 4H office. Participants learned how different flowers conveyed different meanings, then created their own "message" bouquets with silk flowers. Attendance total: 9 (3 Children, 1 Teen, 5 Adults).

Touch a Truck: July 17, Germantown Hills. Summer Reading Badge Program. This event was presented by Ameren Illinois. Ameren brought a 67-foot bucket truck. Participants were able to inspect different parts of the truck, honk the two horns, and ask questions about the work Ameren does. Ameren handed out plastic hard hats, pencils, and coloring books, and donated 6 stainless steel drink tumblers for door prizes. Attendance total: 57 (a separate count of children/teens/adults was not made).

Art in the Library: July 19 & 26, Washburn. Rosemary Baker is leading a 4-week art education program for children and teens, ages 11 and up. There will be two more sessions in August. Attendance totals for July: 3 teens, 1 adult.

Carle Health Wellmobile: July 21, Roanoke. Bi-monthly regular visit by the Carle Health Wellmobile. Illinois Eye Center did not attend. Participants were able to get basic vitals tests taken (pulse oximetry, cholesterol and blood glucose levels, heart rate, and blood pressure). Attendance total: 6 Adults

Croakin' Plushie Palooza: July 21, Roanoke. Summer Reading Badge Program. Participants got to make a stuffed animal frog with a croaking voice module inside. Attendance total: 29 (18 Children, 1 Teen, 10 Adults).

Saturday Morning Sing-Along – Encanto: July 22, Germantown Hills. Summer Reading Badge Program. The “sing-along” version of Disney’s *Encanto* (with lyrics appearing onscreen) was shown, and a special Butterfly Magnet Take & Make kit was distributed. Attendance total: 6 (3 Children, 3 Adults).

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).

Teen Zine Drop-In Workshop: July 24 – 26, Germantown Hills. Participants were able to create their own original zine and “publish” it using the library’s copier. Attendance totals: 3 (1 Teen, 2 Adults).

Beanstack

1,000 Books Before Kindergarten ongoing challenge: We added 2 new registrations in July. We had 53 active readers in July, logging 1,505 books for 44 badges. We had no challenge completions in July.

2023 Adventure 365 year-long challenge: Readers are challenged to log 10,000 minutes during the year. There were 12 new readers added in July. 97 readers made at least one log entry during the month. Readers logged 133,506 minutes (2,225.10 hours) of reading in July, earning 380 badges. We had 4 challenge completions in July.

Due to 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 month of July:

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)

July	14	155	62	218	945	235,220 (3,920.33 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.)
July	17	157	106	236	1,110	120,122 (2,002.03 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
July	6	154	99	244	954	3,645 books

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.

Baby Bookworms: Baby Bookworms meet twice a week, once at Germantown Hills and once at Metamora. There were 3 sessions in Germantown Hills and 4 sessions in Metamora. Participant totals for July: GH = 34 (21 children, 13 adults), M = 21 (11 children, 10 adults).

Story Time: Story Time meets 6 times per week, once at each branch. Totals for June: B = 16 (12 children, 4 adults); GH = 28 (18 children, 10 adults); M = 22 (14 children, 8 adults); R = 22 (15 children, 7 adults); SB = 14 (9 children, 5 adults); W = 0.

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

- 7/10 – Once Upon a Time – Children (7 – 12) – Total attendance: 12 (10 Children, 2 Adults)
- 7/13 – Little Oaks – Toddlers (2 – 6) – Total attendance: 37 (33 Children, 4 Adults)
- 7/24 – Once Upon a Time – Children (7 – 12) – Total attendance: 8 (7 Children, 1 Adults)

Library Spaces Usage

Germantown Hills: The Meeting Room was reserved 3 times for private functions. Study Room A was reserved 18 times, and Study Room B was reserved 13 times. The Cricut Maker Station was reserved 5 times. The children’s computers in Germantown Hills were used 137 times in July.

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

Recurring Programs

Book Buzz Book Club: July 11, Germantown Hills. The books for July were *The Hate U Give*, by Angie Thomas and *And Tango Makes Three* by Peter Parnell and Justin Richardson. Titles were chosen to reflect books that have been frequently challenged or banned around the country. 13 people attended.

Children's Play Spaces: Tracking engagement with toy kitchens and train tables. G = 143, M = 10, R = 91.

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: 16,838 Wowbrary email newsletters were sent to 4,193 active users.

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

Germantown Hills Garden Club: July 10, Germantown Hills. The Garden Club met in the library parking lot on this day, but then caravanned to an off-site meeting location.

Jigsaw Puzzles: July puzzle counts: B = 35, M = 0, SB = 9.

Knit & Stitch Group: This group meets each Wednesday morning in the Germantown Hills community room. They had a total of 27 knitters attend in July. Weekly breakdown: 7/12 = 8; 7/19 = 10; 7/26 = 9.

LEGO Clubs: LEGO play times are available in four branches daily, weekly, or monthly, depending upon the branch. B = 28, M = 0, R = 0, W = 3.

The Papercrafter's Workshop: This group met 2 times in July, and a total of 7 adults attended.

Patron Tech Support: All six branches are now tracking this metric. Staff provided patron tech support 92 times in July.

Peoria Poetry Club: July 8, Germantown Hills. This group hosts an open-to-the-public monthly meeting in the Germantown Hills community room. There were 10 people at the July meeting.

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

Spring Bay Bookies: July 6, Spring Bay. The book for April was *The Wartime Sisters* by Lynda Cohen. There were 10 people in attendance.

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

Teen Advisory Board: July 18, Germantown Hills. The TAB met this month to do string art. 1 teen and 2 adults attended the June meeting.