

March 12, 2024

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, March 12, 2024, at
4:00 pm

**Illinois Prairie District Public Library
Germantown Hills Branch
509 Woodland Knolls Rd.
Germantown Hills IL 61548**

1. Call to order and roll call.
2. Minutes of the last regular meeting, committee meeting, and special meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Metamora Branch Project
6. Discussion and Approval of April Board Meeting date change
7. Discussion and Approval of closure for April 8, 2024
8. Discussion and Review of Closed minutes
9. Review of Employee Handbook
10. Discussion and Approval of Copy/Fax Fees
11. Director's Remarks
12. Comments to guide future agendas.
13. Adjournment

The next regular meeting will be Tuesday, April 9, 2024,
at 4pm at the Germantown Hills Branch Library
509 Woodland Knolls Road
Germantown Hills, IL. 61548

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, February 13, 2024, at
4:00 pm

**Illinois Prairie District Public Library
Germantown Hills Branch
509 Woodland Knolls Rd.
Germantown Hills IL 61548**

1. Call to order and roll call. Meeting was called to order at 4 p.m. Present E. Rainville, J. Weddle, D. Smith, A. Hicks, M.Coker, J. Zobrist, C. Kaufman, and H. Booker.
2. Minutes of the last regular meeting, motion to approve E. Rainville and second by C. Kaufman. All in favor, motion passed.
3. Public comments, none
4. Treasurer's Report – approval of bills and requisitions, motion to approve with the exception of the check payable to Diamond Construction by C. Kaufman and second by J. Weddle. All in favor motion passed.
5. Metamora Branch Project, delays to project.
6. Discussion and Approval of Granting a Permanent Easement to the Village of Germantown Hills, Motion to approve easement by J. Weddle and second by M. Coker. All in favor, motion passed.
7. Discussion and Approval of Adopting the ALA's Library Bill of Rights, Motion to accept ALA Library Bills of Rights by C. Kaufman and second by E. Rainville. All in favor, motion passed.
8. Director's Remarks, shared an update on circulation and door counts, contact made regarding mural for Metamora.
9. Comments to guide future agendas.
10. Adjournment, motion to adjourn by M. Coker and second by E. Rainville. All in favor, meeting adjourned at 5:07 pm

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL DECENNIAL COMMITTEE BOARD MEETING

Tuesday, February 13, 2024, at
3:30 pm

Illinois Prairie District Public Library
Germantown Hills Branch
509 Woodland Knolls Rd.
Germantown Hills IL 61548

1. Call to order and roll call. Meeting was called to order at 3:32 p.m. Present E. Rainville, J. Weddle, D. Smith, A. Hicks, J. Zobrist, D. Deeb, C. Kaufman, and Katie Garber.

2. Discussion and Approval of Committee Report- Motion to approve format of committee report by J. Weddle and seconded by E. Rainville. All in favor, motion passed.

10. Adjournment, motion to adjourn by E. Rainville and second by J. Weddle. All in favor, meeting adjourned at 3:44 pm.

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, February 29, 2024, at
4:00 pm

**Illinois Prairie District Public Library
Metamora Branch (Temp Location)
900 W. Mt. Vernon
Metamora, IL 61548**

1. Call to order and roll call. Meeting was called to order at 4 p.m. Present J. Weddle, D. Smith, A. Hicks, M.Coker, J. Zobrist, and C. Kaufman.

3. Public comments, none

4. Metamora Branch Project – Discussion and approval of bill. M. Coker made a motion to move forward with the January pay application to Diamond Construction and motion second by J. Weddle. All in favor. Motion passed.

10. Adjournment, motion to adjourn by M. Coker and second by J. Zobrist. All in favor, meeting adjourned at 4:12 pm

Illinois Prairie District Public Library

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Check Register

Accrual Basis

March 2024

	<u>Mar 24</u>
Alexandra Kamm	27.07
AmazonBusiness	1,109.87
Ameren Illinois	3,549.61
America Baer	7.64
Amy Mientus	102.18
Baker & Taylor	2,152.50
Blue Cross Blue Shield of Illinois	5,243.71
Caterpillar Trail Public Water District	36.50
Cengage Learning, Inc.	366.61
CLA Services Inc	525.00
ComEd	75.44
Commerce Bank - Commercial Cards	1,939.55
Daniel E O'Brien MD LLC	4,000.00
Dawn Smith	250.51
DEMCO	3,005.00
Dewberry Architects, Inc.	2,645.40
Donna Forbis	9.65
Federal Companies	2,564.00
Fritch Heating & Cooling, Inc.	432.43
Getz Fire Equipment	140.00
GFL Environmental	92.99
GT Services	120.00
Heartland Internet, Inc.	49.95
Heyl Royster	320.00
Hoopla	2,572.66
Jacobs Brothers Commercial Cleaning LLC	1,245.00
Kanopy Inc	21.00
Kimberly Scurlock	23.79
Kirby Foods Metamora	34.18
Linda Moore	7.71
Mediacom	506.70
Metamora Area Business Association	75.00
Midwest Tape	227.89
MTCO	294.24
Nel Babitzke	7.71
Nicor Gas	346.14
Orkin	336.97
Pam Kingham	475.03
Purity Plus Water Systems	101.90
Rebecca Deitrick	48.24
RK Dixon - IA	3,187.10
Roanoke Water-Sewer Department	49.71
Samantha Huber	243.08
Sandra Steffen	32.16
The Library Store, Inc.	292.02
Total Package Landscape Works, LLC	60.00
Village of Germantown Hills	44.84
Village of Metamora	99.66
Village of Washburn	182.33
VoiceSpring	499.37
Xerox Financial Services	874.53
Zoobean Inc	1,105.65
TOTAL	<u>41,760.22</u>

Illinois Prairie District Public Library
Balance Sheet
 As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	17,737.58
10800 · Petty Cash Checking Account	667.15
11400 · Savings Account	418,134.19
	436,538.92
Total Checking/Savings	
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	158,935.70
10400 · Per Capita Fund	22,113.08
10500 · Certificates	555,476.66
10600 · General Operating Fund	747,015.83
10700 · Special Reserve Fund	598,273.66
10900 · US Treasury Bond 207050144	248,707.85
11000 · Working Cash Fund	861,463.89
11100 · Gift Fund	364,625.06
11200 · Building Maintenance Fund	149,880.33
11300 · Tort Liability Fund	1,175,540.42
11500 · Dedicated Gift Fund	6.97
	4,882,207.24
Total Other Current Assets	
Total Current Assets	5,318,746.16
Fixed Assets	
12000 · Benson Furniture and Fixtures	46,630.36
12100 · GT Hills Furniture and Fixtures	348,987.61
12200 · Metamora Furniture and Fixtures	183,058.32
12300 · Roanoke Furniture and Fixtures	28,811.34
12400 · SB Furniture and Fixtures	29,667.12
12500 · Washburn Furniture and Fixtures	22,643.30
12900 · Accumulated Depreciation F&F	-516,566.11
13000 · Benson Building	58,059.94
13100 · GT Hills Building	1,943,395.89
13110 · GT Hills Land	385,023.00
13200 · Metamora Building	161,831.10
13300 · Roanoke Building	1,176,952.58
13400 · SB Building	187,234.80
13900 · Accumulated Depreciation Bldgs	-585,003.72
14000 · Library Materials	494,804.93
14900 · Acc Depreciation Lib Materials	-308,135.08
	3,657,395.38
Total Fixed Assets	
TOTAL ASSETS	8,976,141.54
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	2,617,449.53
Net Income	-231,295.90
	8,976,141.54
Total Equity	
TOTAL LIABILITIES & EQUITY	8,976,141.54

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	0.00	75,966.67	-75,966.67	0.0%
31100 · Property Tax - Audit	0.00	2,083.33	-2,083.33	0.0%
31200 · Property Tax - IMRF	0.00	5,179.17	-5,179.17	0.0%
31300 · Property Tax - Social Security	0.00	5,208.33	-5,208.33	0.0%
31400 · Property Tax - Tort/Liability	0.00	8,750.00	-8,750.00	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	10,125.00	-10,125.00	0.0%
31600 · Property Tax - Working Cash	0.00	25,320.83	-25,320.83	0.0%
32000 · State Corporate Replacement Tax	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	216.99	1,200.00	-983.01	18.1%
38000 · Donations	0.00	1,250.00	-1,250.00	0.0%
38400 · Interest Income - Per Capita	94.50	8.33	86.17	1,134.5%
38500 · Interest Income - General	3,446.66	250.00	3,196.66	1,378.7%
38900 · Interest Income - Tort/Liab	5,024.73	250.00	4,774.73	2,009.9%
39000 · Interest Income - Spec Reserve	2,810.44	50.00	2,760.44	5,620.9%
39191 · Interest Income - Bldg/Maint	644.35	50.00	594.35	1,288.7%
39200 · Interest Income - Working Cash	3,680.92	333.00	3,347.92	1,105.4%
39300 · Interest Income - Gift	1,557.98	83.00	1,474.98	1,877.1%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39500 · Miscellaneous Income	218.97	0.00	218.97	100.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	18,295.54	139,107.66	-120,812.12	13.2%
Expense				
40100 · Salaries	38,022.97	39,871.00	-1,848.03	95.4%
40500 · Hospital Insurance	4,841.80	9,500.00	-4,658.20	51.0%
40600 · Staff Education	277.53	1,250.00	-972.47	22.2%
41000 · Books - Adult	1,488.40	2,292.00	-803.60	64.9%
41100 · Books - Children	1,189.33	2,291.00	-1,101.67	51.9%
41300 · Periodicals	0.00	833.00	-833.00	0.0%
41500 · Audio - Visual	366.74	1,000.00	-633.26	36.7%
41600 · Video / DVD Tapes	644.64	666.67	-22.03	96.7%
41700 · Electronic Materials	4,596.67	4,166.67	430.00	110.3%
41800 · RSA Online	0.00	2,416.67	-2,416.67	0.0%
42000 · Online Computer Library Center	0.00	916.67	-916.67	0.0%
42100 · Office Supplies	497.96	1,250.00	-752.04	39.8%
42400 · Mileage and Expenses	1,019.30	1,250.00	-230.70	81.5%
44200 · Computer Repair	0.00	666.67	-666.67	0.0%
44360 · Building - Metamora	0.00	114,583.33	-114,583.33	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	344.72	2,500.00	-2,155.28	13.8%
44999 · Capital Outlay	163,139.09			
45000 · Rent	182.33	166.67	15.66	109.4%
45100 · Gas and Electric	4,370.51	4,000.00	370.51	109.3%
45200 · Water and Sewer	230.71	250.00	-19.29	92.3%
45300 · Telephone	499.37	750.00	-250.63	66.6%
45600 · Internet	850.89	1,000.00	-149.11	85.1%
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	0.00	833.33	-833.33	0.0%
48900 · Miscellaneous Expenses	0.00	1,250.00	-1,250.00	0.0%
49000 · Per Capita	4,929.83			
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	-1,032.85	5,179.17	-6,212.02	-19.9%
70300 · Social Security Employer	2,345.00	4,221.13	-1,876.13	55.6%
70400 · Medicare Employer	548.42	987.20	-438.78	55.6%
72300 · Insurance	50.00	8,750.00	-8,700.00	0.6%
72400 · Legal	5,606.37	583.33	5,023.04	961.1%

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Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	12,954.57	10,125.00	2,829.57	127.9%
72600 · Professional Fees	743.00	833.33	-90.33	89.2%
Total Expense	<u>248,707.30</u>	<u>229,716.17</u>	<u>18,991.13</u>	<u>108.3%</u>
Net Income	<u><u>-230,411.76</u></u>	<u><u>-90,608.51</u></u>	<u><u>-139,803.25</u></u>	<u><u>254.3%</u></u>

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	798,419.94	911,600.00	-113,180.06	87.6%
31100 · Property Tax - Audit	24,479.39	25,000.00	-520.61	97.9%
31200 · Property Tax - IMRF	57,864.45	62,150.00	-4,285.55	93.1%
31300 · Property Tax - Social Security	57,864.45	62,500.00	-4,635.55	92.6%
31400 · Property Tax - Tort/Liability	146,330.41	105,000.00	41,330.41	139.4%
31500 · Property Tax - Bldg/Maintenance	106,825.68	121,500.00	-14,674.32	87.9%
31600 · Property Tax - Working Cash	265,398.97	303,850.00	-38,451.03	87.3%
32000 · State Corporate Replacement Tax	72,227.69	15,000.00	57,227.69	481.5%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	3,095.92	14,400.00	-11,304.08	21.5%
38000 · Donations	8,103.07	15,000.00	-6,896.93	54.0%
38400 · Interest Income - Per Capita	764.53	100.00	664.53	764.5%
38500 · Interest Income - General	36,786.91	3,000.00	33,786.91	1,226.2%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	36,957.00	3,000.00	33,957.00	1,231.9%
39000 · Interest Income - Spec Reserve	42,399.12	600.00	41,799.12	7,066.5%
39191 · Interest Income - Bldg/Maint	4,862.02	600.00	4,262.02	810.3%
39200 · Interest Income - Working Cash	27,308.44	4,000.00	23,308.44	682.7%
39300 · Interest Income - Gift	12,814.84	1,000.00	11,814.84	1,281.5%
39400 · Interest Income - Certificates	4,032.62	3,000.00	1,032.62	134.4%
39500 · Miscellaneous Income	434.23	0.00	434.23	100.0%
39600 · Interest Income - Ded Gift	0.01			
39700 · Rent Income	4,800.00	0.00	4,800.00	100.0%
Total Income	1,743,559.74	1,669,300.00	74,259.74	104.4%
Expense				
40100 · Salaries	290,662.67	478,450.00	-187,787.33	60.8%
40500 · Hospital Insurance	46,219.62	114,000.00	-67,780.38	40.5%
40600 · Staff Education	8,612.14	15,000.00	-6,387.86	57.4%
41000 · Books - Adult	17,418.28	27,504.00	-10,085.72	63.3%
41100 · Books - Children	14,962.81	27,496.00	-12,533.19	54.4%
41300 · Periodicals	1,113.98	10,000.00	-8,886.02	11.1%
41500 · Audio - Visual	3,170.24	12,000.00	-8,829.76	26.4%
41600 · Video / DVD Tapes	3,721.00	8,000.00	-4,279.00	46.5%
41700 · Electronic Materials	44,697.20	50,000.00	-5,302.80	89.4%
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	8,851.63	15,000.00	-6,148.37	59.0%
42400 · Mileage and Expenses	10,042.40	15,000.00	-4,957.60	66.9%
44200 · Computer Repair	0.00	8,000.00	-8,000.00	0.0%
44360 · Building - Metamora	39,754.65	1,375,000.00	-1,335,245.35	2.9%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	16,399.20	30,000.00	-13,600.80	54.7%
44999 · Capital Outlay	1,227,657.68			
45000 · Rent	1,668.33	2,000.00	-331.67	83.4%
45100 · Gas and Electric	27,267.17	48,000.00	-20,732.83	56.8%
45200 · Water and Sewer	2,326.25	3,000.00	-673.75	77.5%
45300 · Telephone	4,465.44	9,000.00	-4,534.56	49.6%
45600 · Internet	7,666.20	12,000.00	-4,333.80	63.9%
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	1,221.22	10,000.00	-8,778.78	12.2%
48900 · Miscellaneous Expenses	20.00	15,000.00	-14,980.00	0.1%
49000 · Per Capita	20,204.20	0.00	20,204.20	100.0%
52200 · Audit	12,690.00	25,000.00	-12,310.00	50.8%
60400 · IMRF Employer	11,265.30	62,150.00	-50,884.70	18.1%
70300 · Social Security Employer	18,030.16	50,653.60	-32,623.44	35.6%
70400 · Medicare Employer	4,216.79	11,846.40	-7,629.61	35.6%
72300 · Insurance	45,052.02	105,000.00	-59,947.98	42.9%
72400 · Legal	11,876.13	7,000.00	4,876.13	169.7%
72500 · Maintenance	70,603.12	121,500.00	-50,896.88	58.1%

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03/11/24

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	6,465.00	10,000.00	-3,535.00	64.7%
99999 · Transfers	0.00	0.00	0.00	0.0%
Total Expense	<u>2,015,148.45</u>	<u>2,756,600.00</u>	<u>-741,451.55</u>	<u>73.1%</u>
Net Income	<u>-271,588.71</u>	<u>-1,087,300.00</u>	<u>815,711.29</u>	<u>25.0%</u>

Illinois Prairie District Public Library

Profit & Loss

February 2024

	<u>Feb 24</u>
Income	
34000 · Fines and Fees	216.99
38400 · Interest Income - Per Capita	94.50
38500 · Interest Income - General	3,446.66
38900 · Interest Income - Tort/Liab	5,024.73
39000 · Interest Income - Spec Reserve	2,810.44
39191 · Interest Income - Bldg/Maint	644.35
39200 · Interest Income - Working Cash	3,680.92
39300 · Interest Income - Gift	1,557.98
39500 · Miscellaneous Income	218.97
39700 · Rent Income	600.00
Total Income	<u>18,295.54</u>
Expense	
40100 · Salaries	38,022.97
40500 · Hospital Insurance	4,841.80
40600 · Staff Education	277.53
41000 · Books - Adult	1,488.40
41100 · Books - Children	1,189.33
41500 · Audio - Visual	366.74
41600 · Video / DVD Tapes	644.64
41700 · Electronic Materials	4,596.67
42100 · Office Supplies	497.96
42400 · Mileage and Expenses	1,019.30
44800 · Programming / PR	344.72
44999 · Capital Outlay	163,139.09
45000 · Rent	182.33
45100 · Gas and Electric	4,370.51
45200 · Water and Sewer	230.71
45300 · Telephone	499.37
45600 · Internet	850.89
49000 · Per Capita	4,929.83
60400 · IMRF Employer	-1,032.85
70300 · Social Security Employer	2,345.00
70400 · Medicare Employer	548.42
72300 · Insurance	50.00
72400 · Legal	5,606.37
72500 · Maintenance	12,954.57
72600 · Professional Fees	743.00
Total Expense	<u>248,707.30</u>
Net Income	<u><u>-230,411.76</u></u>

Illinois Prairie District Public Library
Profit & Loss
 July 2023 through June 2024

	Jul '23 - Jun 24
Income	
31000 · Property Tax - General	798,419.94
31100 · Property Tax - Audit	24,479.39
31200 · Property Tax - IMRF	57,864.45
31300 · Property Tax - Social Security	57,864.45
31400 · Property Tax - Tort/Liability	146,330.41
31500 · Property Tax - Bldg/Maintenance	106,825.68
31600 · Property Tax - Working Cash	265,398.97
32000 · State Corporate Replacement Tax	72,227.69
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	3,095.92
38000 · Donations	8,103.07
38400 · Interest Income - Per Capita	764.53
38500 · Interest Income - General	36,786.91
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	36,957.00
39000 · Interest Income - Spec Reserve	42,399.12
39191 · Interest Income - Bldg/Maint	4,862.02
39200 · Interest Income - Working Cash	27,308.44
39300 · Interest Income - Gift	12,814.84
39400 · Interest Income - Certificates	4,032.62
39500 · Miscellaneous Income	434.23
39600 · Interest Income - Ded Gift	0.01
39700 · Rent Income	4,800.00
Total Income	1,743,559.74
Expense	
40100 · Salaries	290,662.67
40500 · Hospital Insurance	46,219.62
40600 · Staff Education	8,612.14
41000 · Books - Adult	17,418.28
41100 · Books - Children	14,962.81
41300 · Periodicals	1,113.98
41500 · Audio - Visual	3,170.24
41600 · Video / DVD Tapes	3,721.00
41700 · Electronic Materials	44,697.20
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	8,851.63
42400 · Mileage and Expenses	10,042.40
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	16,399.20
44999 · Capital Outlay	1,227,657.68
45000 · Rent	1,668.33
45100 · Gas and Electric	27,267.17
45200 · Water and Sewer	2,326.25
45300 · Telephone	4,465.44
45600 · Internet	7,666.20
47200 · Computer Equipment	1,221.22
48900 · Miscellaneous Expenses	20.00
49000 · Per Capita	20,204.20
52200 · Audit	12,690.00
60400 · IMRF Employer	11,265.30
70300 · Social Security Employer	18,030.16
70400 · Medicare Employer	4,216.79
72300 · Insurance	45,052.02
72400 · Legal	11,876.13

4:23 PM

03/11/24

Cash Basis

Illinois Prairie District Public Library

Profit & Loss

July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>
72500 · Maintenance	70,603.12
72600 · Professional Fees	6,465.00
Total Expense	<u>2,015,148.45</u>
Net Income	<u><u>-271,588.71</u></u>

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 02-01-2024	\$ 15,310.42	\$ 151,448.38	\$ 6.97	\$ 846,596.59	\$ 363,067.08	\$ 22,018.58	\$ 739,229.40	\$ 1,171,545.69	\$ 857,782.97	\$ 418,134.19	\$ 555,476.66
Transfer Online	\$ 250,000.00			\$ (250,000.00)							
Accounts Payable	\$ (209,258.88)										
First Payroll	\$ (15,183.94)										
Payroll Taxes	\$ (4,890.80)										
Fines & Fees (Met)	\$ 39.98										
Fines & Fees	\$ 177.01										
Miscellaneous Income	\$ 218.97										
Obits											
Donations											
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (14,644.04)										
Payroll Taxes	\$ (4,667.14)										
IMRF											
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer to/from Special Reserve				\$ 143,766.18			\$ (143,766.18)				
Transfer to/from Tort/Liab				\$ 1,030.00				\$ (1,030.00)			
Property Taxes											
Transfer to Bldg/Maint		\$ (2,212.40)		\$ 2,212.40							
Transfer to Gen Operating											
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 36.00	\$ 644.35		\$ 3,410.66	\$ 1,557.98	\$ 94.50	\$ 2,810.44	\$ 5,024.73	\$ 3,680.92		
Balance 02-29-2024	\$ 17,737.58	\$ 149,880.33	\$ 6.97	\$ 747,015.83	\$ 364,625.06	\$ 22,113.08	\$ 598,273.66	\$ 1,175,540.42	\$ 861,463.89	\$ 418,134.19	\$ 555,476.66

Area Copy and Fax Prices

Dunlap: B&W .15; Color .50; Fax .50

Eureka: B&W .25; Color 1.00; Fax .50

Washington: B&W .10; Color .25; Fax 1.00

Fondulac: B&W .10; Color .25; Fax 1.00

Peoria Heights: B&W .10; Color .25; Fax 1.00 for the first page, .50 per page after.

Alpha Park: B&W .15; Color .30; Fax 1.00 for each of the first 10 pages and .10 for each subsequent page.

Peoria Public: B&W .10; Color .50; Fax 1.75 for the first page, 1.00 for each additional page.

Morton: B&W .10; Color .25; Fax 1.00

Director's Remarks for March 12, 2024

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.

- *The furniture has arrived and books are being delivered this Thursday.*

ENGAGE

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

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships

- *We are working a press release for the Metamora soft opening on April 1.*

ENRICH

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

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

DESIGN experiential learning opportunities that also highlight library resources.

- *We had a table at the Germantown Hills Grade School "Family Reading Night."*
- *We held a program at Snyder Village focusing on our Eread apps and how they work.*

ADDITIONALLY

- **Grand opening on April 27th ?**
- **We are taking part in the MTHS work based learning program in the fall.**
- **There is a preliminary sketch for the Metamora mural.**
- **I continue to work on weeding paperbacks, most recently at Spring Bay.**

February Door Count (FY2023-2024)

Benson: 136 (1,263)

GHills: 2,342 (20,513)

Metamora: 884 (7,417)

Roanoke: 528 (4,202)

SBay: 368 (3,958)

Washburn: 215 (1,963)

Wi-fi Usage

February: 330 (3,445)

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	86	1319	929	459	159	117	77	846	3992
August	92	1351	1044	407	143	122	10	886	4055
September	61	1161	1003	334	127	80	9	870	3645
October	72	1127	1119	389	148	135	10	958	3958
November	62	1088	989	362	157	126	8	865	3657
December	59	1116	772	296	113	104	3	980	3443
January	63	1294	954	357	188	127	76	993	4052
February	67	1031	919	383	158	131	14	960	3663
March									0
April									0
May									0
June									0
Total	562	9487	7729	2987	1193	942	207	7358	30465

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	200	2388	1611	970	116	81	77	5443
August	136	1534	1657	735	123	119	10	4314
September	86	1479	1364	563	152	90	9	3743
October	78	1579	1751	747	121	212	10	4498
November	55	1457	1506	734	154	171	8	4085
December	73	1142	974	492	105	86	3	2875
January	89	1455	1362	481	153	180	76	3796
February	74	1297	1391	592	143	174	14	3685
March								0
April								0
May								0
June								0
Total	791	12331	11616	5314	1067	1113	207	32439

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	1	123	146	55	0	2
August	4	66	131	33	1	0
September	10	75	96	41	6	1
October	4	54	115	72	3	2
November	0	85	141	27	2	3
December	4	84	125	35	5	1
January	6	68	112	27	4	2
February	2	30	91	27	3	4
March						
April						
May						
June						
Total	31	585	957	317	24	15

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	0	256	32	22	4	13
August	4	243	13	27	9	10
September	5	218	16	35	11	12
October	1	211	14	27	15	11
November	0	138	28	23	8	11
December	2	152	43	25	9	8
January	0	149	21	25	18	11
February	3	176	40	22	18	9
March						
April						
May						
June						
Total	15	1543	207	206	92	85

Monthly Programming

February 2024

Special Programs

Conversation Hearts Scavenger Hunt: February 1 - 29, all branches.

- B = 12
- GH = 22
- M = 24
- R = 45
- SB = 12
- W = 15

A Conversation with Jerry Craft: From *Mama's Boyz* to *New Kid* and Beyond: February 6, Zoom (Illinois Libraries Present).

- 3 Registered
- 0 Attended live
- Not recorded for later asynchronous viewing

Romance & Regency with *Bridgerton's* Julia Quinn: February 13, Zoom (Illinois Libraries Present).

- 6 Registered
- 0 Attended live
- Recording link sent to all registrants for later asynchronous viewing

Book Bingo: February 16, Germantown Hills

- 2 children, 1 adult

How to Library: E-books and Audiobooks: February 28, Snyder Village.

- 12 adults attended

Beanstack

1,000 Books Before Kindergarten (ages 0 – 6):

- 1 registration
- 8 active readers
- 314 books logged
- 11 badges earned
- 0 challenge completions

2024 The Great Escape year-long challenge (all ages):

- 4 registrations
- 24 active readers
- 37,750 minutes logged
- 81 badges earned
- 1 challenge completion

Cabin Fever Reliever 2024 (adult winter reading challenge):

- 11 registrations
- 55 active readers
- 407 books logged
- 121 badges earned
- 51 challenge completions
- \$75 gift card winner – Jennifer Marquette
- \$50 gift card winner – Paulette Hillyer

Children's Programming

Baby Bookworms:

- GH = 26 children, 23 adults
- M = 7 children, 5 adults

Story Time:

- B = 24 (16 children, 1 teen, 7 adults)
- GH = 30 (20 children, 10 adults)
- M = 2 (1 child, 1 adult)
- R = 26 (17 children, 9 adults)
- SB = 25 (17 children, 8 adults)
- W = 29 (19 children, 10 adults)

School Visits:

- 2/12 – Once Upon a Time Daycare (ages 0 – 5) – Total attendance: 5 (4 children, 1 adult)
- 2/15 – Little Oaks Daycare (ages 0 – 5) - Total Attendance: 39 (35 children, 4 adults) – 23 Take & Make kits distributed
- 2/16 – Little Oaks Daycare STEM program (ages 7 – 11) - Total Attendance: 12 (11 children, 1 adult)
- 2/26 – Once Upon a Time Daycare (ages 0 – 5) – Total attendance: 11 (9 children, 2 adults)

Library Spaces Usage

Germantown Hills:

- Meeting Room – 6
- Study Room A – 11
- Study Room B – 10
- Cricut Maker Station – 1

Roanoke:

- Meeting Room – 13
- Study Room – 7

Recurring Programs

Book Buzz Book Club: February 13, Germantown Hills. *Palestine: Peace, Not Apartheid*, by Jimmy Carter. 10 adults

#BookTalk Teen Book Club: February 15, Roanoke. 0 attended

Children's Play Spaces:

- G = 114
- M (Kitchen) = 32
- M (Game table) = 57
- R = 48

Coloring Pages: 91

Email Newsletter: 17,398 Wowbrary email newsletters were sent to 4,379 active users.

General Reference Questions: 554

Germantown Hills Garden Club: The Garden Club did not meet in February.

Jigsaw Puzzles:

- B = 48
- SB = 13
- W = 37

Knit & Stitch Group: Germantown Hill. 37 adults

- 2/7 – Did not meet
- 2/14 – 12
- 2/21 – 14
- 2/28 – 11

LEGO Clubs:

- B = 14
- M = 2
- R = 20
- W = 6 children, 5 adults

No Loose Threads: Washburn

- 2/7 = 0 (did not meet)
- 2/21 = 3 adults

The Paper crafter's Workshop: Spring Bay. 10 adults

- 2/6 = 5 adults
- 2/20 = 5 adults

Patron Tech Support: 122**Peoria Poetry Club:** February 10, Germantown Hills. 15 adults**Popcorn Night:** February 9, Spring Bay. 18 bags of popcorn were handed out.**Spring Bay Bookies:** February 5, Spring Bay. *The Guest List* by Lucy Foley. 13 adults**Take & Make Kits:** 172 kits distributed

- B = 9
- GH = 58
- M = 48
- R = 32
- SB = 11
- W = 14

Monthly Marketing Report

February 2024

Ad Spend: We did not spend any money on advertising in February.

Coverage: We had two listings of upcoming events in the print edition of the *Woodford County Journal* in February, and two listings in the online edition. The *Morton Courier* ran a copy of the “Date Night” press release sent in January.

Press Releases: No new press releases were sent in February

IPDPL Website: Performance overview for February 2024

- 2,897 visits to our website
- 1,019 visitors
- 647 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 220 clicks on the link to the RSA online catalog
- 126 clicks on the link to the library Calendar of Events
- 108 clicks on digital book links (eBooks, audiobooks, and streaming books read online)
- 18 Database links used 137 times
- 27 clicks on the IPDPL Beanstack link
- 4 clicks on social media links (Facebook, Instagram, YouTube)
- 5 clicks on the Explore More Illinois link