

# April 2, 2024

## Board Packet





ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, April 2, 2024, at  
4:00 pm

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

1. Call to order and roll call.
2. Minutes of the last regular meeting
3. Public comments
4. Treasurer's Report – approval of bills and requisitions
5. Metamora Branch Project
6. Discussion and Approval of Donation Policy
7. Director's Remarks
8. Comments to guide future agendas.
9. Adjournment

The next regular meeting will be Tuesday, May 14, 2024,  
at 4pm at the Washburn Branch Library  
102 W. Magnolia Street  
Washburn, IL. 61570

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. Meeting called to order at 4pm, J. Weddle, J. Zobrist, E. Rainville, C. Kaufman, D. Smith, A. Hicks, M. Coker, and H. Booker present.
2. Minutes of the last regular meeting, committee meeting, and special meeting  
Motion to approve regular meeting minutes, J. Weddle and second by C. Kaufman. All in favor, motion approved.  
Motion to approve committee meeting minutes by C. Kaufman and second by E. Rainville. All in favor, motion approved.  
Motion to approve special meeting minutes by J. Weddle and 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 C. Kaufman and second by E. Rainville. All in favor, motion approved.
5. Metamora Branch Project, on target to open on April 1, 2024 with grand opening at a later date.
6. Discussion and Approval of April Board Meeting date change, Motion to change board meeting for April 9 to April 2, meeting to be held at 4 pm in Metamora by M. Coker and second by C. Kaufman. All in favor, motion passed.
7. Discussion and Approval of closure for April 8, 2024, removed from agenda
8. Discussion and Review of Closed minutes, Motion to keep all closed meeting minutes closed by C. Kaufman and second by M. Coker. All in favor, motion passed.
9. Review of Employee Handbook, tabled until May meeting
10. Discussion and Approval of Copy/Fax Fees, Black and White Copies. 10 and Color Copies, .25, and all faxes, \$1, per page, effective immediately by E. Rainville and second by C. Kaufman. All in favor, motion passed
11. Director's Remarks, 2 outreach events including went to Snyder Village and GHMS family reading night, presented door counts, circulation, and marketing report.

12. Comments to guide none

13. Motion to adjourn by E. Rainville and second by C. Kaufman. All in favor, motion approved.

Adjourned at 4:46 pm

## Illinois Prairie District Public Library

04/01/24

## Check Register

Accrual Basis

April 2024

	<u>Apr 24</u>
Aflac	287.87
Alexandra Kamm	7.44
AmazonBusiness	787.48
Ameren Illinois	2,578.18
America Baer	31.62
Baker & Taylor	1,110.96
Blue Cross Blue Shield of Illinois	5,762.48
Caterpillar Trail Public Water District	36.50
Cengage Learning, Inc.	338.12
CLA Services Inc	525.00
ComEd	62.49
Commerce Bank - Commercial Cards	1,389.52
Cybrarian Corporation	1,599.65
Daisy Fritz	38.86
Dawn Smith	327.62
Dearborn National Life Insurance Company	119.25
Donna Adami	21.44
Donna Forbis	239.49
Fritch Heating & Cooling, Inc.	1,154.76
GFL Environmental	93.77
Heartland Internet, Inc.	49.95
Henricksen and Company, Inc.	85,877.89
Hoopla	2,720.57
Illinois Library Association	612.58
Jacobs Brothers Commercial Cleaning LLC	1,215.00
JoEllyn Curry	7.77
Kanopy Inc	21.00
Kimberly Scurlock	16.08
Linda Moore	15.95
Mediacom	506.70
Midwest Tape	26.24
MTCO	379.84
Nicor Gas	426.21
Palisade Technology Solutions	1,602.90
Pam Kingham	430.81
Rebecca Deitrick	48.24
RK Dixon - IA	89.10
Samantha Huber	379.43
Showcases	475.20
Terry's Window Cleaning, Inc.	195.00
The Penworthy Company LLC	2,852.48
Travco Plumbing, Inc.	272.91
Village of Metamora	49.83
Village of Washburn	182.33
VoiceSpring	499.34
<b>TOTAL</b>	<b><u>115,465.85</u></b>

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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	74,241.23	15,000.00	59,241.23	494.9%
33000 · Per Capita Grant	31,684.48	18,000.00	13,684.48	176.0%
34000 · Fines and Fees	3,176.52	14,400.00	-11,223.48	22.1%
38000 · Donations	8,203.07	15,000.00	-6,796.93	54.7%
38400 · Interest Income - Per Capita	851.37	100.00	751.37	851.4%
38500 · Interest Income - General	40,518.09	3,000.00	37,518.09	1,350.6%
38600 · Interest Income - Audit	18.43			
38700 · Interest Income - IMRF	43.57			
38800 · Interest Income - Social Sec	43.57			
38900 · Interest Income - Tort/Liab	42,334.62	3,000.00	39,334.62	1,411.2%
39000 · Interest Income - Spec Reserve	44,660.74	600.00	44,060.74	7,443.5%
39191 · Interest Income - Bldg/Maint	5,511.38	600.00	4,911.38	918.6%
39200 · Interest Income - Working Cash	31,261.49	4,000.00	27,261.49	781.5%
39300 · Interest Income - Gift	14,495.77	1,000.00	13,495.77	1,449.6%
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	5,400.00	0.00	5,400.00	100.0%
<b>Total Income</b>	<b>1,764,094.48</b>	<b>1,669,300.00</b>	<b>94,794.48</b>	<b>105.7%</b>
<b>Expense</b>				
40100 · Salaries	325,916.38	478,450.00	-152,533.62	68.1%
40500 · Hospital Insurance	50,984.36	114,000.00	-63,015.64	44.7%
40600 · Staff Education	8,627.00	15,000.00	-6,373.00	57.5%
41000 · Books - Adult	18,968.16	27,504.00	-8,535.84	69.0%
41100 · Books - Children	17,815.29	27,496.00	-9,680.71	64.8%
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	3,747.24	8,000.00	-4,252.76	46.8%
41700 · Electronic Materials	47,438.77	50,000.00	-2,561.23	94.9%
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	10,490.85	15,000.00	-4,509.15	69.9%
42400 · Mileage and Expenses	11,550.85	15,000.00	-3,449.15	77.0%
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	17,925.00	30,000.00	-12,075.00	59.8%
44999 · Capital Outlay	1,315,138.47			
45000 · Rent	1,850.66	2,000.00	-149.34	92.5%
45100 · Gas and Electric	30,334.05	48,000.00	-17,665.95	63.2%
45200 · Water and Sewer	2,412.58	3,000.00	-587.42	80.4%
45300 · Telephone	4,964.78	9,000.00	-4,035.22	55.2%
45600 · Internet	8,602.69	12,000.00	-3,397.31	71.7%
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	1,371.19	10,000.00	-8,628.81	13.7%
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	13,760.19	62,150.00	-48,389.81	22.1%
70300 · Social Security Employer	20,203.47	50,653.60	-30,450.13	39.9%
70400 · Medicare Employer	4,725.05	11,846.40	-7,121.35	39.9%
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	75,146.17	121,500.00	-46,353.83	61.8%

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04/01/24

Accrual Basis

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

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	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72600 · Professional Fees	7,208.00	10,000.00	-2,792.00	72.1%
99999 · Transfers	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>2,169,890.04</u>	<u>2,756,600.00</u>	<u>-586,709.96</u>	<u>78.7%</u>
<b>Net Income</b>	<u><b>-405,795.56</b></u>	<u><b>-1,087,300.00</b></u>	<u><b>681,504.44</b></u>	<u><b>37.3%</b></u>

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

March 2024

	Mar 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	0.00	75,966.66	-75,966.66	0.0%
31100 · Property Tax - Audit	0.00	2,083.34	-2,083.34	0.0%
31200 · Property Tax - IMRF	0.00	5,179.16	-5,179.16	0.0%
31300 · Property Tax - Social Security	0.00	5,208.34	-5,208.34	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	25,320.84	-25,320.84	0.0%
32000 · State Corporate Replacement Tax	2,013.54	1,250.00	763.54	161.1%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	667.41	1,200.00	-532.59	55.6%
38000 · Donations	200.00	1,250.00	-1,050.00	16.0%
38400 · Interest Income - Per Capita	86.84	8.33	78.51	1,042.5%
38500 · Interest Income - General	3,731.18	250.00	3,481.18	1,492.5%
38900 · Interest Income - Tort/Liab	5,377.62	250.00	5,127.62	2,151.0%
39000 · Interest Income - Spec Reserve	2,261.62	50.00	2,211.62	4,523.2%
39191 · Interest Income - Bldg/Maint	649.36	50.00	599.36	1,298.7%
39200 · Interest Income - Working Cash	3,953.05	334.00	3,619.05	1,183.5%
39300 · Interest Income - Gift	1,680.93	84.00	1,596.93	2,001.1%
39400 · Interest Income - Certificates	0.00	250.00	-250.00	0.0%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
<b>Total Income</b>	<b>21,221.55</b>	<b>139,109.67</b>	<b>-117,888.12</b>	<b>15.3%</b>
<b>Expense</b>				
40100 · Salaries	35,253.71	39,871.00	-4,617.29	88.4%
40500 · Hospital Insurance	3,838.85	9,500.00	-5,661.15	40.4%
40600 · Staff Education	280.48	1,250.00	-969.52	22.4%
41000 · Books - Adult	2,515.69	2,292.00	223.69	109.8%
41100 · Books - Children	776.35	2,291.00	-1,514.65	33.9%
41300 · Periodicals	159.99	833.00	-673.01	19.2%
41500 · Audio - Visual	0.00	1,000.00	-1,000.00	0.0%
41600 · Video / DVD Tapes	227.89	666.67	-438.78	34.2%
41700 · Electronic Materials	2,593.66	4,166.67	-1,573.01	62.2%
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	918.07	1,250.00	-331.93	73.4%
42400 · Mileage and Expenses	1,298.04	1,250.00	48.04	103.8%
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	2,513.96	2,500.00	13.96	100.6%
44999 · Capital Outlay	9,209.40			
45000 · Rent	182.33	166.66	15.67	109.4%
45100 · Gas and Electric	3,971.19	4,000.00	-28.81	99.3%
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	833.34	-833.34	0.0%
48900 · Miscellaneous Expenses	0.00	1,250.00	-1,250.00	0.0%
49000 · Per Capita	3,005.00			
52200 · Audit	0.00	2,083.33	-2,083.33	0.0%
60400 · IMRF Employer	2,494.89	5,179.17	-2,684.28	48.2%
70300 · Social Security Employer	2,173.31	4,221.13	-2,047.82	51.5%
70400 · Medicare Employer	508.26	987.20	-478.94	51.5%
72300 · Insurance	0.00	8,750.00	-8,750.00	0.0%
72400 · Legal	520.00	583.33	-63.33	89.1%



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04/01/24

Accrual Basis

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

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	<u>Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	6,270.92	10,125.00	-3,854.08	61.9%
72600 · Professional Fees	743.00	833.33	-90.33	89.2%
<b>Total Expense</b>	<u>81,035.96</u>	<u>229,716.17</u>	<u>-148,680.21</u>	<u>35.3%</u>
<b>Net Income</b>	<u><b>-59,814.41</b></u>	<u><b>-90,606.50</b></u>	<u><b>30,792.09</b></u>	<u><b>66.0%</b></u>

## Illinois Prairie District Public Library

## Profit &amp; Loss

04/01/24

July 2023 through June 2024

Cash Basis

	<u>Jul '23 - Jun 24</u>
<b>Income</b>	
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	74,241.23
33000 · Per Capita Grant	31,684.48
34000 · Fines and Fees	3,176.52
38000 · Donations	8,203.07
38400 · Interest Income - Per Capita	851.37
38500 · Interest Income - General	40,518.09
38600 · Interest Income - Audit	18.43
38700 · Interest Income - IMRF	43.57
38800 · Interest Income - Social Sec	43.57
38900 · Interest Income - Tort/Liab	42,334.62
39000 · Interest Income - Spec Reserve	44,660.74
39191 · Interest Income - Bldg/Maint	5,511.38
39200 · Interest Income - Working Cash	31,261.49
39300 · Interest Income - Gift	14,495.77
39400 · Interest Income - Certificates	4,032.62
39500 · Miscellaneous Income	434.23
39600 · Interest Income - Ded Gift	0.01
39700 · Rent Income	5,400.00
<b>Total Income</b>	<b>1,764,094.48</b>
<b>Expense</b>	
40100 · Salaries	325,916.38
40500 · Hospital Insurance	50,984.36
40600 · Staff Education	8,627.00
41000 · Books - Adult	18,968.16
41100 · Books - Children	17,815.29
41300 · Periodicals	1,113.98
41500 · Audio - Visual	3,170.24
41600 · Video / DVD Tapes	3,747.24
41700 · Electronic Materials	47,438.77
41800 · RSA Online	28,389.00
42000 · Online Computer Library Center	8,438.62
42100 · Office Supplies	10,490.85
42400 · Mileage and Expenses	11,550.85
44360 · Building - Metamora	39,754.65
44800 · Programming / PR	17,925.00
44999 · Capital Outlay	1,315,138.47
45000 · Rent	1,850.66
45100 · Gas and Electric	30,334.05
45200 · Water and Sewer	2,412.58
45300 · Telephone	4,964.78
45600 · Internet	8,602.69
47200 · Computer Equipment	1,371.19
48900 · Miscellaneous Expenses	20.00
49000 · Per Capita	20,204.20
52200 · Audit	12,690.00
60400 · IMRF Employer	13,760.19
70300 · Social Security Employer	20,203.47
70400 · Medicare Employer	4,725.05
72300 · Insurance	45,052.02
72400 · Legal	11,876.13

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# Illinois Prairie District Public Library

04/01/24

## Profit & Loss

Cash Basis

July 2023 through June 2024

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	<u>Jul '23 - Jun 24</u>
72500 · Maintenance	75,146.17
72600 · Professional Fees	<u>7,208.00</u>
<b>Total Expense</b>	<u>2,169,890.04</u>
<b>Net Income</b>	<u><u>-405,795.56</u></u>

## Illinois Prairie District Public Library

## Profit &amp; Loss

04/01/24

March 2024

Cash Basis

	<u>Mar 24</u>
<b>Income</b>	
32000 · State Corporate Replacement Tax	2,013.54
34000 · Fines and Fees	667.41
38000 · Donations	200.00
38400 · Interest Income - Per Capita	86.84
38500 · Interest Income - General	3,731.18
38900 · Interest Income - Tort/Liab	5,377.62
39000 · Interest Income - Spec Reserve	2,261.62
39191 · Interest Income - Bldg/Maint	649.36
39200 · Interest Income - Working Cash	3,953.05
39300 · Interest Income - Gift	1,680.93
39700 · Rent Income	600.00
<b>Total Income</b>	<u>21,221.55</u>
<b>Expense</b>	
40100 · Salaries	35,253.71
40500 · Hospital Insurance	3,838.85
40600 · Staff Education	280.48
41000 · Books - Adult	2,515.69
41100 · Books - Children	776.35
41300 · Periodicals	159.99
41600 · Video / DVD Tapes	227.89
41700 · Electronic Materials	2,593.66
42100 · Office Supplies	918.07
42400 · Mileage and Expenses	1,298.04
44800 · Programming / PR	2,513.96
44999 · Capital Outlay	9,209.40
45000 · Rent	182.33
45100 · Gas and Electric	3,971.19
45200 · Water and Sewer	230.71
45300 · Telephone	499.37
45600 · Internet	850.89
49000 · Per Capita	3,005.00
60400 · IMRF Employer	2,494.89
70300 · Social Security Employer	2,173.31
70400 · Medicare Employer	508.26
72400 · Legal	520.00
72500 · Maintenance	6,270.92
72600 · Professional Fees	743.00
<b>Total Expense</b>	<u>81,035.96</u>
<b>Net Income</b>	<u><u>-59,814.41</u></u>

**Illinois Prairie District Public Library**  
**Balance Sheet**  
 As of March 31, 2024

	Mar 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	37,743.37
10800 · Petty Cash Checking Account	1,124.50
11400 · Savings Account	418,134.19
	457,002.06
<b>Total Checking/Savings</b>	
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	158,935.70
10400 · Per Capita Fund	22,199.92
10500 · Certificates	555,476.66
10600 · General Operating Fund	832,415.35
10700 · Special Reserve Fund	437,396.19
10900 · US Treasury Bond 207050144	248,707.85
11000 · Working Cash Fund	865,416.94
11100 · Gift Fund	368,319.53
11200 · Building Maintenance Fund	137,575.12
11300 · Tort Liability Fund	1,175,311.67
11500 · Dedicated Gift Fund	6.97
	4,801,929.69
<b>Total Other Current Assets</b>	
<b>Total Current Assets</b>	5,258,931.75
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	<b>8,916,327.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
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	-291,110.31
	8,916,327.13
<b>Total Equity</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,916,327.13</b>

## 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 03/01/2024	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (42,537.87)										
First Payroll	\$ (13,098.20)										
Payroll Taxes	\$ (4,204.91)										
Fines & Fees (Met)	\$ 38.70										
Fines & Fees	\$ 628.71										
Miscellaneous Income											
Obits											
Donations	\$ 200.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (14,512.84)										
Payroll Taxes	\$ (4,644.60)										
IMRF	\$ (2,494.89)										
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer from Bldg/Maint		\$ (12,954.57)		\$ 12,954.57							
Transfer to/from Tort/Liab				\$ 5,606.37				\$ (5,606.37)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating				\$ 163,139.09			\$ (163,139.09)				
Transfer to Gift											
Transfer to W/C											
Transfer to Petty Cash											
State Corp Replacement Tax					\$ 2,013.54						
Rebates/Refunds											
Interest	\$ 31.69	\$ 649.36		\$ 3,699.49	\$ 1,680.93	\$ 86.84	\$ 2,261.62	\$ 5,377.62	\$ 3,953.05		
Balance 3/31/2024	\$ 37,743.37	\$ 137,575.12	\$ 6.97	\$ 832,415.35	\$ 368,319.53	\$ 22,199.92	\$ 437,396.19	\$ 1,175,311.67	\$ 865,416.94	\$ 418,134.19	\$ 555,476.66

## **COLLECTION MANAGEMENT POLICY**

### **MISSION:**

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

### **AUDIENCE:**

The residents of the Illinois Prairie District Public Library represent individuals of all ages and represent a multiplicity of racial and ethnic backgrounds, economic and educational levels, as well as physical and mental abilities. The collections should therefore mirror and support this diversity.

### **PURPOSE:**

The purpose of the Illinois Prairie District Public Library's Collection Management Policy is as follows:

- To make available books, materials and technology that will meet the educational, informational, and recreational needs of its patrons, and is done within the limitations of the current budget and availability.
- To develop a children's collection that will stimulate imagination, mental growth, and will develop an appreciation for reading.
- To anticipate the diverse interest of those within the district and to select materials accordingly.

### **TYPES OF MATERIALS:**

- Books
- Books on CD
- Compact Discs
- DVD's
- E-Books and Audiobooks
- Large Print Books
- Patron Computers
- Periodicals
- Reference Books

The authority and responsibility for the selection of library materials are delegated to the library director and, under his or her direction, to additional staff members who are qualified for this activity. No employee may be disciplined or dismissed for the selection of library materials when the selection is made in good faith and in accordance with the written policy required to be established pursuant to Illinois Library Law. Suggestions from patrons are welcome and will be considered using the same criteria as all other selections.

## **SELECTION CRITERIA:**

The Illinois Prairie District Public Library subscribes to the selection principles contained in the following:

- Library Bill of Rights (adopted and amended by the American Library Association)
- Freedom to Read Statement
- Freedom to View

Materials are selected with attention to variety, value and interest to the library patrons. In order to obtain a balanced collection, materials may be considered based on the needs and the degree of interest expressed.

In accordance with the recommendations of *Serving Our Public 4.0: Standards for Illinois Public Libraries*, the Illinois Prairie District Public Library allocates not less than 8% of its operating budget for materials for patrons every year. Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all humanity; others are selected to satisfy the informational, recreational, or educational interest of the community. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, including bestseller lists, and the advice of competent people in specific subject areas also will be used. Books may be previewed when sent from publishers on approval and when shown by sales representatives. Patrons, as well, are always welcome to recommend materials.

In order to be considered and/or included in the library collection, whether purchased or donated, all materials are influenced by the following:

- Professional judgement
- Appeal to the interest and need of the community
- Current and historical significance
- Attention of critics and review
- Price and format
- Authenticity
- Relationship to existing collection
- Patron demand
- Timeliness
- Readability
- Award winners
- Spatial constraints

The Illinois Prairie District Public Library endeavors to build a collection representing varying points of view. The choice of reading materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians.

Videos and DVDs are rated by the Motion Picture Association of America and will circulate accordingly. All other library materials will not be labeled or otherwise identified to show approval or disapproval of their contents. (See copy of LABELS AND RATING SYSTEM)



## **GIFTS, MEMORIALS AND SPECIAL COLLECTIONS:**

The library welcomes gifts of books and other materials donated with the understanding that they will be added to the collection if needed.

- All donated materials become the property of the Illinois Prairie District Public Library.
- Donated materials are not accepted if they do not meet the library's standard or are in poor physical condition.
- Donated items that are deemed not suitable for the library's collection may be handled in the following ways.
- Sold at a library book sale
- Disposed of in some other manner

The library welcomes memorials, bequests, and other monetary gifts as long as their use is not restricted by conditions that would conflict with the standard practices and policies of the library. (The library has a gift policy statement)

## **WITHDRAWAL OF MATERIALS**

### WITHDRAWAL OF MATERIALS

Weeding is done on an ongoing basis. Materials are evaluated and deselected based largely on quality, relevance, age and demand. Every effort is made to allow materials that are deselected to be sold in our branch book sales or donated. Discarding materials is a last resort, reserved mainly for items of which attempts to sale or donate have failed or items in such poor quality that they cannot be otherwise used.

With consideration for the necessity of a balanced collection, the following guidelines will generally be observed for each section of the library:

- Nonfiction Items in poor condition. Information that is outdated will be weeded.
- 000 – Generalities Annually evaluated for weeding due to rapidly changing technologies. Items that have not circulated in three years.
- 100 – Philosophy and Psychology Items that have not circulated in three years.
- 200 – Religion Information is less time sensitive; items that have not circulated in five years.
- 300 – Social Sciences Items that have not circulated in three years.
- 400 – Language Information is less time sensitive; items that have not circulated in five years.
- 500 – Science Items that have not circulated in three years. 600 – Applied Science and Technology Items that have not circulated in three years.
- 700 – Arts Information is less time sensitive; items that have not circulated in five years.
- 800 – Literature Information is less time sensitive; items that have not circulated in five years.
- 900 – History In general, information is less time sensitive; items that have not circulated in five years. Travel guides may be weeded more frequently based on demand and currency of information.
- Fiction Items in poor condition; items that haven't circulated in three years or are more than ten years old with waning circulation.
- Large Print Evaluated for weeding every three years.
- Paperbacks Evaluated for lack of quality on an ongoing basis, items not circulating for three years will be deselected. Highly circulating copies may be reordered as quality wanes and budget allows.

- Audiovisual Materials Weeded as needed on basis of condition. Items not circulated in three years will be candidates for deselection.
- Periodicals Weeded annually. Current year and one previous year will be retained.
- Newspapers We will attempt to keep an archive of local newspapers as space allows. We have microfilm of certain local newspapers. Other local papers are available on our website in various databases.

[Compiled with information from *The Weeding Handbook* by Rebecca Vnuk; ALA Editions, 2015.]

I. REVIEW/

### **RECONSIDERATION OF LIBRARY MATERIALS:**

The library's philosophy is that censorship is an individual matter. While anyone is free to reject any material which they do not approve of, one cannot use this personal right to restrict the rights of others.

Requests for review of any material in the collection may be made by completing a **Request for Reconsideration of An Item** – and submit to the Library Director.

- The request must be filled in completely.
- The complainant must be fully identified, a resident of the Illinois Prairie District Public Library, and be a registered borrower in good standing.
- The Library Director will present the complaint to the Board of Trustees. The complainant will be notified in writing of the decision reached.

The Collection Management Policy will be reviewed by the Board of Trustees on a Biennial Basis.

Revised 4/11/2013

Revised 3/6/2018

Reviewed 3/8/2022

Revised 10/11/2022

## Director's Remarks for April 2, 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 Metamora Branch Renovation is complete.*
- *A grand opening celebration is scheduled for April 27th from 10 am to 2 pm.*

### **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.

- *Donna F. held a solar eclipse program at Snyder Village.*

### **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.

- *Sam put on special spring break editions of Book Bingo at the Roanoke, Spring Bay, and Washburn branches, and STEM activities at Little Oaks.*
- *We are rotating amongst the branches the STEM and Kits which will permanently reside in the maker space.*

### **ADDITIONALLY**

**We are receiving many complements on the renovation.**

**Our staff did an amazing job getting the Metamora branch ready to open on April 1st. They worked many extra hours and days to accomplish this, and I am very appreciative.**

### **March Door Count (FY2023-2024)**

Benson: 167 (1,430)

GHills: 2,747 (23,260)

Metamora: 1,149 (8,566)

Roanoke: 562 (4,764)

SBay: 563 (4,521)

Washburn: 433 (2,396)

### **Wi-fi Usage**

March: 346 (3,791)

Electronic Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Boundless
July	532	362	35	40	214
August	562	399	93	14	198
September	505	410	77	19	227
October	475	538	146	39	213
November	499	410	192	12	189
December	631	401	249	16	192
January	614	415	221	23	203
February	538	464	265	21	156
March	591	448	291	13	220
April					
May					
June					
Total	4,947	3,847	1,569	197	1,812

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	226	669	2	26	50	12
August	258	680	6	12	33	13
September	237	588	4	13	44	15
October	371	668	8	21	27	15
November	325	645	6	24	36	15
December	290	613	6	22	38	14
January	287	699	12	35	30	31
February	295	728	4	23	26	22
March	327	735	5	26	41	36
April						
May						
June						
Total	2,616	6,025	53	202	325	173

### 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	64	1206	1014	378	149	111	18	996	3936
April									0
May									0
June									0
Total	626	10693	8743	3365	1342	1053	225	8354	34401

### 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	96	1626	1233	806	139	178	18	4096
April								0
May								0
June								0
Total	887	13957	12849	6120	1206	1291	225	36535

### 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	0	94	76	44	5	1
April						
May						
June						
Total	31	679	1033	361	29	16

PATRON INTERNET USE

	<b>Benson</b>	<b>Germantown</b>	<b>Metamora</b>	<b>Roanoke</b>	<b>Spring Bay</b>	<b>Washburn</b>
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	2	168	29	23	8	14
April						
May						
June						
<b>Total</b>	<b>17</b>	<b>1711</b>	<b>236</b>	<b>229</b>	<b>100</b>	<b>99</b>

## Monthly Programming

### March 2024

*Note: Due to the changed Board Meeting date, some participation numbers were not reported in time to be included in this report. An amended report will be provided in May.*

### Special Programs

**March Scavenger Hunt:** March 1 – 31, all branches.

- B =
- GH =
- M = 11
- R =
- SB = 11
- W = 13

**Create with Cricut Classes:** March 1, 8, 15, 22, Germantown Hills

- 3/1 = 1 Teen
- 3/8 = 3 Adults
- 3/15 = 3 Adults
- 3/22 = 2 Adults

**How to Library: E-books and Audiobooks:** March 11, Germantown Hills

- 5 Adults

**Pi Day Moon Pies:** March 14+, all branches

- 144 Moon Pies were distributed starting on March 14 (Pi Day) to advertise the Eclipse programs

**Master Gardener – Small Space Vegetable Gardening:** March 18, Germantown Hills (U of I Extension program)

- 10 Adults, 1 Teen, 2 Children

**Ruth E. Carter: Interweaving Tradition and Imagination Through Costume Design:** March 20, Zoom (Illinois Libraries Present).

- 2 Registered
- 1 Attended live
- Not recorded for later asynchronous viewing

**Make Your Own Mindfulness Kit:** March 21, Germantown Hills (U of I Extension program)

- 3 Adults

**Book Bingo – Spring Break Edition:** March 25, Washburn

- 8 Adults, 1 Teen, 9 Children
- 58 Books distributed

**Goodbye, Sunshine! Solar Eclipse Program:** March 26, Roanoke

- 8 Adults, 1 Teen, 15 Children

**Goodbye, Sunshine! Solar Eclipse Program:** March 27, Germantown Hills

- 19 Adults, 3 Teens, 18 Children

**Book Bingo – Spring Break Edition:** March 27, Roanoke

- 0 attended

**Senior Story Time:** March 28, Snyder Village

- 24 Adults

**Book Bingo – Spring Break Edition:** March 28, Spring Bay

- 3 Adults, 11 Children
- 32 Books distributed

**Book Bingo – Spring Break Edition:** March 29, Germantown Hills

- 5 Adults, 5 Children
- 23 Books distributed

**Beanstack**

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

- 0 registrations
- 9 active readers
- 810 books logged
- 22 badges earned
- 0 challenge completions

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

- 1 registration
- 25 active readers
- 17,792 minutes logged
- 73 badges earned
- 1 challenge completion

*2024 Read Across America* (March monthly reading challenge):

- 19 registrations
- 18 active readers
- 15,277 minutes logged
- 184 badges earned
- 14 challenge completions



## **Children's Programming**

### **Baby Bookworms:**

- GH = 42 children, 35 adults
- M = 12 children, 8 adults

### **Story Time:**

- B = 22 children, 2 teens, 11 adults
- GH = 22 children, 12 adults
- M = 3 children, 2 adults
- R = 22 children, 12 adults
- SB = 21 children, 11 adults
- W = 22 children, 12 adults

### **School Visits:**

- 3/6 – Germantown Hills Grade School Family Reading Night – 38 (all ages)
- 3/11 – Once Upon a Time Daycare (ages 0 – 5) – 8 children, 2 adults – 26 Take & Make kits distributed
- 3/13 – Little Oaks Daycare STEM program (ages 7 – 11) – 9 children, 1 adult
- 3/18 – Once Upon a Time Daycare (ages 0 – 5) – 5 children, 1 adult
- 3/21 – Little Oaks Daycare (ages 0 – 5) – 37 children, 4 adults – 35 Take & Make kits distributed
- 3/26 – Little Oaks Daycare School-aged Story Time (ages 7 – 11) – 6 children, 2 adults
- 3/27 – Little Oaks Daycare STEM program (ages 7 – 11) – 6 children, 2 adults

## **Library Spaces Usage**

### **Germantown Hills:**

- Meeting Room – 4
- Study Room A – 12
- Study Room B – 9
- Cricut Maker Station – 3

### **Roanoke:**

- Meeting Room – 17
- Study Room – 2

## **Recurring Programs**

**Book Buzz Book Club:** March 12, Germantown Hills. *Being Henry: The Fonz . . . and Beyond*, by Henry Winkler. 13 adults

**#BookTalk Teen Book Club:** March 14, Metamora. 0 attended

**Children's Play Spaces:**

- G = 159
- M (Kitchen) =
- M (Game table) =
- R =

**Coloring Pages: 5**

**Email Newsletter:** 17,530 Wowbrary email newsletters were sent to 4,372 active users.

**General Reference Questions: 209**

**Germantown Hills Garden Club:** The Garden Club did not meet in March.

**Jigsaw Puzzles:**

- B =
- SB = 14
- W = 40

**Knit & Stitch Group:** Germantown Hills

- 3/6 – 11 adults
- 3/13 – 12 adults
- 3/20 – 9 adults
- 3/27 – 10 adults

**LEGO Clubs:**

- B =
- M =
- R =
- W = 2 children, 1 adult

**No Loose Threads:** Washburn

- 3/6 = 0
- 3/20 = 0

**The Papercrafter's Workshop:** Spring Bay

- 3/5 = 5 adults
- 3/19 = 5 adults

**Patron Tech Support: 89**

**Peoria Poetry Club:** March 9, Germantown Hills. 21 adults

**Popcorn Night:** March 14, Spring Bay. 15 bags of popcorn were handed out.

**Spring Bay Bookies:** March 4, Spring Bay. *The Goldfinch* by Donna Tartt. 14 adults

**Take & Make Kits:** 172 kits distributed

- B =
- GH =
- M = 33
- R =
- SB = 5
- W = 9

## Monthly Marketing Report

### March 2024

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

**Coverage:** We had four listings of upcoming events in the *Woodford County Journal* in March. A story on the “Make Your Own Mindfulness Kit” program ran in the online edition. A similar story ran in the *Woodford Courier*.

**Press Releases:** No new press releases were sent in March.

### **IPDPL Website:** Performance overview for March 2024

- 2,743 visits to our website
- 1,100 visitors
- 525 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 151 clicks on the link to the RSA online catalog
- 152 clicks on the link to the library Calendar of Events
- 41 clicks on digital book links (eBooks, audiobooks, and streaming books read online)
- 20 Database links used 144 times
- 6 clicks on the IPDPL Beanstack link
- 10 clicks on social media links (Facebook, Instagram, YouTube)
- 10 clicks on the Explore More Illinois link