

September 10, 2024

Board Packet



ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR BOARD MEETING
Tuesday, September 10, 2024, at
4:00 pm

Illinois Prairie District Public Library
Spring Bay Branch Library
411 Illinois Street
Spring Bay, IL. 61611

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. Discussion and Approval of Levy Ordinance 24-4
6. Discussion and Approval of Germantown Hills sidewalk repair
7. Discussion and Approval of Benson masonry work
8. Policy review: Public Library Trustee Ethics
9. Policy review: Authority to Spend
10. Discussion of Washburn Branch Property
11. Discussion of Germantown Hills branch Solar Project
12. Director's Remarks
13. Comments to guide future agendas.
14. Adjournment

The next regular meeting will be Tuesday, October 8, 2024,
at 4pm at the Benson Branch
420 E. Front Street
Benson, IL. 61516

ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, August 13, 2024, at

4:00 pm

Illinois Prairie District Public Library

Roanoke Branch

123 E. Broad Street

Roanoke, IL. 61561

1.Call to order and roll call. Present, J. Zobrist, M. Coker, E. Rainville, J. Weddle, A. Hicks, D. Smith present. Absent H. Booker and C. Kaufman

2.Minutes of the last regular meeting, J. Weddle made a motion to approve and second by E. Rainville. All in favor, motion passed.

Special Decennial meeting minutes, motion to accept by E. Rainville and second by J. Weddle. All in favor, motion passed.

3.Public comments None

4.Treasurer's Report – approval of bills and requisitions, motion to approve by J. Weddle and second by M. Coker. All in favor, motion passed.

5.Discussion of Germantown Hills branch Solar Project, presentation by Shannon from Straight Up Solar

6.Approval of Website Vendor, M. Coker to approve website vendor and second by E. Rainville. All in favor, motion passed.

7.Discussion and Approval of FY 25 Non-Resident Fee, Motion to approve Non-Resident Fee to \$202 by M. Coker and second by C. Kaufman. All in favor, motion passed.

8.Discussion and Approval of Budget Ordinance 24-2., Motion to approve the Budget Ordinance 24-2 by C. Kaufman and second by J. Weddle. All in favor, motion passed.

9.Discussion and Approval of Working Cash Ordinance 24-3. Motion to abolish previous working cash fund by J. Weddle and second J. Zobrist. All in favor, motion passed. Motion to approve Working Cash Ordinance 24-3 by C. Kaufman and second by M. Coker. All in favor, motion passed.

10.Approval of Secretary's audit for FY 2023-2024, Approval by J. Weddle and second by E. Rainville.

11.Discussion and Approval of Group Health Insurance, Motion by M. Coker to approve current group health plan and second by C. Kaufman. All in favor, motion passed.

12.Discussion of Washburn Branch Property, conversation has started with the Washburn Board

13.Discussion and Approval of 3D Printer Policy, M. Coker motion to approve 3D Printer Policy and second by J. Weddle. All in favor, motion passed.

14.Director's Remarks, shared door counts and facility updates, new resources available through EBSCO and the State of Illinois, website to be updated to reflect.

15.Comments to guide future agendas

16. Adjournment, motion to adjourn by J. Weddle and second by E. Rainville. All in favor, meeting adjourned.

Illinois Prairie District Public Library

09/10/24

Check Register

Accrual Basis

September 2024

	<u>Sep 24</u>
AmazonBusiness	1,725.34
Ameren Illinois	2,465.34
Amy Mientus	80.40
Baker & Taylor	2,502.19
Blue Cross Blue Shield of Illinois	5,762.48
Caterpillar Trail Public Water District	40.15
Cengage Learning, Inc.	404.85
Chronicle Media, LLC	277.00
CLA Services Inc	581.00
ComEd	148.82
Commerce Bank - Commercial Cards	2,133.09
Dawn Smith	257.08
Dewberry Architects, Inc.	402.20
Donna Forbis	67.94
Doug Cupples	1,345.00
Force Masonry Construction	2,347.50
Fritch Heating & Cooling, Inc.	339.00
GFL Environmental	92.60
Gordon, Stockman & Waugh, P.C.	9,250.00
Heartland Internet, Inc.	49.95
Heyl Royster	524.00
Hoopla	3,065.01
i3 Broadband	484.51
Interactive Sciences, Inc.	500.00
Jacobs Brothers Commercial Cleaning LLC	1,205.00
John Bockler	650.00
K-Com Technologies Inc	375.00
Kanopy Inc	33.00
Kimberly Scurlock	38.86
Kirby Foods Metamora	66.08
Kreiling Roofing Co., Inc.	509.16
Lindsey Baldrige	15.28
Mark Roth Installations Inc	3,575.00
Mediacom	566.70
Midwest Tape	795.34
MTCO	357.74
Nena Hardware Peoria	19.75
Orkin	796.97
Pam Kingham	466.99
Playaway Products LLC	3,991.30
Purity Plus Water Systems	101.90
Rebecca Deitrick	80.40
Roanoke Water-Sewer Department	50.55
Samantha Huber	166.46
Staples - Dallas	120.64
Synergetic Technologies	2,768.20
Terry's Window Cleaning, Inc.	195.00
Total Package Landscape Works, LLC	2,310.00
Village of Germantown Hills	45.03
Village of Metamora	51.33
Village of Washburn	182.33
Xerox Financial Services	874.53
Zobrist Scheirer Insurance Agency, Inc.	5,627.00
TOTAL	<u>60,880.99</u>

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

	Aug 24	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	0.00	81,250.00	-81,250.00	0.0%
31100 · Property Tax - Audit	0.00	2,084.00	-2,084.00	0.0%
31200 · Property Tax - IMRF	0.00	2,500.00	-2,500.00	0.0%
31300 · Property Tax - Social Security	0.00	2,916.00	-2,916.00	0.0%
31400 · Property Tax - Tort/Liability	0.00	17,400.00	-17,400.00	0.0%
31500 · Property Tax - Bldg/Maintenance	0.00	10,834.00	-10,834.00	0.0%
31600 · Property Tax - Working Cash	0.00	27,084.00	-27,084.00	0.0%
32000 · State Corporate Replacement Tax	7,415.69	1,250.00	6,165.69	593.3%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	449.15	1,200.00	-750.85	37.4%
38000 · Donations	100.00	750.00	-650.00	13.3%
38400 · Interest Income - Per Capita	193.04	84.00	109.04	229.8%
38500 · Interest Income - General	4,928.49	125.00	4,803.49	3,942.8%
38600 · Interest Income - Audit	0.00	5.00	-5.00	0.0%
38700 · Interest Income - IMRF	0.00	5.00	-5.00	0.0%
38800 · Interest Income - Social Sec	0.00	5.00	-5.00	0.0%
38900 · Interest Income - Tort/Liab	6,672.38	125.00	6,547.38	5,337.9%
39000 · Interest Income - Spec Reserve	885.16	125.00	760.16	708.1%
39191 · Interest Income - Bldg/Maint	592.71	125.00	467.71	474.2%
39200 · Interest Income - Working Cash	4,482.05	125.00	4,357.05	3,585.6%
39300 · Interest Income - Gift	1,760.79	125.00	1,635.79	1,408.6%
39400 · Interest Income - Certificates	0.00	125.00	-125.00	0.0%
39500 · Miscellaneous Income	0.00	0.00	0.00	0.0%
39600 · Interest Income - Ded Gift	0.00	0.00	0.00	0.0%
39700 · Rent Income	600.00	0.00	600.00	100.0%
Total Income	28,079.46	149,742.00	-121,662.54	18.8%
Expense				
40100 · Salaries	42,177.96	40,000.00	2,177.96	105.4%
40500 · Hospital Insurance	4,961.05	6,666.67	-1,705.62	74.4%
40600 · Staff Education	2,268.94	1,250.00	1,018.94	181.5%
41000 · Books - Adult	1,649.23	2,291.00	-641.77	72.0%
41100 · Books - Children	1,555.37	2,292.00	-736.63	67.9%
41300 · Periodicals	136.99	834.00	-697.01	16.4%
41500 · Audio - Visual	0.00	500.00	-500.00	0.0%
41600 · Video / DVD Tapes	146.96	584.00	-437.04	25.2%
41700 · Electronic Materials	7,699.20	4,834.00	2,865.20	159.3%
41800 · RSA Online	29,241.00	2,666.00	26,575.00	1,096.8%
42000 · Online Computer Library Center	8,628.48	834.00	7,794.48	1,034.6%
42100 · Office Supplies	1,149.97	1,250.00	-100.03	92.0%
42400 · Mileage and Expenses	1,480.57	1,250.00	230.57	118.4%
44200 · Computer Repair	0.00	416.00	-416.00	0.0%
44360 · Building - Metamora	0.00	0.00	0.00	0.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	3,744.23	2,500.00	1,244.23	149.8%
44900 · Gift & Donation Expense	12,450.00			
44999 · Capital Outlay	7,000.00	0.00	7,000.00	100.0%
45000 · Rent	191.45	225.00	-33.55	85.1%
45100 · Gas and Electric	3,476.28	3,334.00	142.28	104.3%
45200 · Water and Sewer	290.41	284.00	6.41	102.3%
45300 · Telephone	484.51	666.00	-181.49	72.7%
45600 · Internet	974.39	1,084.00	-109.61	89.9%
47000 · Building Equipment/Furniture	0.00	2,084.00	-2,084.00	0.0%
47100 · Contingencies	0.00	4,166.00	-4,166.00	0.0%
47200 · Computer Equipment	0.00	834.00	-834.00	0.0%
48900 · Miscellaneous Expenses	0.00	4,166.00	-4,166.00	0.0%
49000 · Per Capita	4,474.29	1,500.00	2,974.29	298.3%
52200 · Audit	0.00	2,084.00	-2,084.00	0.0%
60400 · IMRF Employer	1,330.18	2,500.00	-1,169.82	53.2%
70300 · Social Security Employer	2,602.67	2,334.00	268.67	111.5%
70400 · Medicare Employer	608.70	584.00	24.70	104.2%
72300 · Insurance	0.00	20,559.00	-20,559.00	0.0%
72400 · Legal	2,141.00	0.00	2,141.00	100.0%

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09/10/24

Accrual Basis

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

	<u>Aug 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	9,704.43	10,834.00	-1,129.57	89.6%
72600 · Professional Fees	806.00	834.00	-28.00	96.6%
Total Expense	<u>151,374.26</u>	<u>126,239.67</u>	<u>25,134.59</u>	<u>119.9%</u>
Net Income	<u>-123,294.80</u>	<u>23,502.33</u>	<u>-146,797.13</u>	<u>-524.6%</u>

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
 July 2024 through June 2025

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income				
31000 · Property Tax - General	522,359.46	975,000.00	-452,640.54	53.6%
31100 · Property Tax - Audit	73,839.06	25,000.00	48,839.06	295.4%
31200 · Property Tax - IMRF	36,200.28	30,000.00	6,200.28	120.7%
31300 · Property Tax - Social Security	36,206.48	35,000.00	1,206.48	103.4%
31400 · Property Tax - Tort/Liability	1,663.57	208,800.00	-207,136.43	0.8%
31500 · Property Tax - Bldg/Maintenance	69,647.41	130,000.00	-60,352.59	53.6%
31600 · Property Tax - Working Cash	174,119.94	325,000.00	-150,880.06	53.6%
32000 · State Corporate Replacement Tax	11,300.64	15,000.00	-3,699.36	75.3%
33000 · Per Capita Grant	0.00	18,000.00	-18,000.00	0.0%
34000 · Fines and Fees	1,406.08	14,400.00	-12,993.92	9.8%
38000 · Donations	1,100.00	9,000.00	-7,900.00	12.2%
38400 · Interest Income - Per Capita	318.74	1,000.00	-681.26	31.9%
38500 · Interest Income - General	8,533.39	1,500.00	7,033.39	568.9%
38600 · Interest Income - Audit	0.00	50.00	-50.00	0.0%
38700 · Interest Income - IMRF	0.00	50.00	-50.00	0.0%
38800 · Interest Income - Social Sec	0.00	50.00	-50.00	0.0%
38900 · Interest Income - Tort/Liab	13,283.69	1,500.00	11,783.69	885.6%
39000 · Interest Income - Spec Reserve	1,835.94	1,500.00	335.94	122.4%
39191 · Interest Income - Bldg/Maint	1,061.09	1,500.00	-438.91	70.7%
39200 · Interest Income - Working Cash	8,491.49	1,500.00	6,991.49	566.1%
39300 · Interest Income - Gift	3,578.16	1,500.00	2,078.16	238.5%
39400 · Interest Income - Certificates	0.00	1,500.00	-1,500.00	0.0%
39500 · Miscellaneous Income	740.44	0.00	740.44	100.0%
39600 · Interest Income - Ded Gift	0.00	0.00	0.00	0.0%
39700 · Rent Income	1,800.00	0.00	1,800.00	100.0%
Total Income	967,485.86	1,796,850.00	-829,364.14	53.8%
Expense				
40100 · Salaries	80,453.67	480,000.00	-399,546.33	16.8%
40500 · Hospital Insurance	16,203.35	80,000.00	-63,796.65	20.3%
40600 · Staff Education	2,645.65	15,000.00	-12,354.35	17.6%
41000 · Books - Adult	7,144.61	27,500.00	-20,355.39	26.0%
41100 · Books - Children	7,968.74	27,500.00	-19,531.26	29.0%
41300 · Periodicals	446.25	10,000.00	-9,553.75	4.5%
41500 · Audio - Visual	1,338.86	6,000.00	-4,661.14	22.3%
41600 · Video / DVD Tapes	1,110.23	7,000.00	-5,889.77	15.9%
41700 · Electronic Materials	20,413.70	58,000.00	-37,586.30	35.2%
41800 · RSA Online	29,241.00	32,000.00	-2,759.00	91.4%
42000 · Online Computer Library Center	8,628.48	10,000.00	-1,371.52	86.3%
42100 · Office Supplies	2,849.12	15,000.00	-12,150.88	19.0%
42400 · Mileage and Expenses	3,749.88	15,000.00	-11,250.12	25.0%
44200 · Computer Repair	0.00	5,000.00	-5,000.00	0.0%
44360 · Building - Metamora	402.20	0.00	402.20	100.0%
44380 · Building - Spring Bay	0.00	0.00	0.00	0.0%
44800 · Programming / PR	7,389.17	30,000.00	-22,610.83	24.6%
44900 · Gift & Donation Expense	12,450.00			
44999 · Capital Outlay	34,722.01	0.00	34,722.01	100.0%
45000 · Rent	565.23	2,700.00	-2,134.77	20.9%
45100 · Gas and Electric	8,004.54	40,000.00	-31,995.46	20.0%
45200 · Water and Sewer	660.88	3,400.00	-2,739.12	19.4%
45300 · Telephone	1,452.23	8,000.00	-6,547.77	18.2%
45600 · Internet	2,923.17	13,000.00	-10,076.83	22.5%
47000 · Building Equipment/Furniture	1,364.47	25,000.00	-23,635.53	5.5%
47100 · Contingencies	0.00	50,000.00	-50,000.00	0.0%
47200 · Computer Equipment	0.00	10,000.00	-10,000.00	0.0%
48900 · Miscellaneous Expenses	0.00	50,000.00	-50,000.00	0.0%
49000 · Per Capita	4,474.29	18,000.00	-13,525.71	24.9%
52200 · Audit	9,250.00	25,000.00	-15,750.00	37.0%
60400 · IMRF Employer	2,675.05	30,000.00	-27,324.95	8.9%
70300 · Social Security Employer	4,963.32	28,000.00	-23,036.68	17.7%
70400 · Medicare Employer	1,160.82	7,000.00	-5,839.18	16.6%
72300 · Insurance	0.00	246,700.00	-246,700.00	0.0%
72400 · Legal	9,009.00	0.00	9,009.00	100.0%

8:35 AM

09/10/24

Accrual Basis

Illinois Prairie District Public Library
Income & Expense Budget vs. Actual
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	41,443.95	130,000.00	-88,556.05	31.9%
72600 · Professional Fees	2,175.50	10,000.00	-7,824.50	21.8%
Total Expense	<u>327,279.37</u>	<u>1,514,800.00</u>	<u>-1,187,520.63</u>	<u>21.6%</u>
Net Income	<u>640,206.49</u>	<u>282,050.00</u>	<u>358,156.49</u>	<u>227.0%</u>

Illinois Prairie District Public Library
Profit & Loss
August 2024

	<u>Aug 24</u>
Income	
32000 · State Corporate Replacement Tax	7,415.69
34000 · Fines and Fees	449.15
38000 · Donations	100.00
38400 · Interest Income - Per Capita	193.04
38500 · Interest Income - General	4,928.49
38900 · Interest Income - Tort/Liab	6,672.38
39000 · Interest Income - Spec Reserve	885.16
39191 · Interest Income - Bldg/Maint	592.71
39200 · Interest Income - Working Cash	4,482.05
39300 · Interest Income - Gift	1,760.79
39700 · Rent Income	600.00
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Total Income	28,079.46
Expense	
40100 · Salaries	42,177.96
40500 · Hospital Insurance	4,961.05
40600 · Staff Education	2,268.94
41000 · Books - Adult	1,649.23
41100 · Books - Children	1,555.37
41300 · Periodicals	136.99
41600 · Video / DVD Tapes	146.96
41700 · Electronic Materials	7,699.20
41800 · RSA Online	29,241.00
42000 · Online Computer Library Center	8,628.48
42100 · Office Supplies	1,149.97
42400 · Mileage and Expenses	1,480.57
44800 · Programming / PR	3,744.23
44900 · Gift & Donation Expense	12,450.00
44999 · Capital Outlay	7,000.00
45000 · Rent	191.45
45100 · Gas and Electric	3,476.28
45200 · Water and Sewer	290.41
45300 · Telephone	484.51
45600 · Internet	974.39
49000 · Per Capita	4,474.29
60400 · IMRF Employer	1,330.18
70300 · Social Security Employer	2,602.67
70400 · Medicare Employer	608.70
72400 · Legal	2,141.00
72500 · Maintenance	9,704.43
72600 · Professional Fees	806.00
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Total Expense	151,374.26
Net Income	<hr/> -123,294.80 <hr/>

Illinois Prairie District Public Library

Profit & Loss

09/10/24

July 2024 through June 2025

Cash Basis

	<u>Jul '24 - Jun 25</u>
Income	
31000 · Property Tax - General	522,359.46
31100 · Property Tax - Audit	73,839.06
31200 · Property Tax - IMRF	36,200.28
31300 · Property Tax - Social Security	36,206.48
31400 · Property Tax - Tort/Liability	1,663.57
31500 · Property Tax - Bldg/Maintenance	69,647.41
31600 · Property Tax - Working Cash	174,119.94
32000 · State Corporate Replacement Tax	11,300.64
34000 · Fines and Fees	1,406.08
38000 · Donations	1,100.00
38400 · Interest Income - Per Capita	318.74
38500 · Interest Income - General	8,533.39
38900 · Interest Income - Tort/Liab	13,283.69
39000 · Interest Income - Spec Reserve	1,835.94
39191 · Interest Income - Bldg/Maint	1,061.09
39200 · Interest Income - Working Cash	8,491.49
39300 · Interest Income - Gift	3,578.16
39500 · Miscellaneous Income	740.44
39700 · Rent Income	1,800.00
Total Income	967,485.86
Expense	
40100 · Salaries	80,453.67
40500 · Hospital Insurance	16,203.35
40600 · Staff Education	2,645.65
41000 · Books - Adult	7,144.61
41100 · Books - Children	7,968.74
41300 · Periodicals	446.25
41500 · Audio - Visual	1,338.86
41600 · Video / DVD Tapes	1,110.23
41700 · Electronic Materials	20,413.70
41800 · RSA Online	29,241.00
42000 · Online Computer Library Center	8,628.48
42100 · Office Supplies	2,849.12
42400 · Mileage and Expenses	3,749.88
44360 · Building - Metamora	402.20
44800 · Programming / PR	7,389.17
44900 · Gift & Donation Expense	12,450.00
44999 · Capital Outlay	34,722.01
45000 · Rent	565.23
45100 · Gas and Electric	8,004.54
45200 · Water and Sewer	660.88
45300 · Telephone	1,452.23
45600 · Internet	2,923.17
47000 · Building Equipment/Furniture	1,364.47
49000 · Per Capita	4,474.29
52200 · Audit	9,250.00
60400 · IMRF Employer	2,675.05
70300 · Social Security Employer	4,963.32
70400 · Medicare Employer	1,160.82
72400 · Legal	9,009.00
72500 · Maintenance	41,443.95
72600 · Professional Fees	2,175.50
Total Expense	327,279.37
Net Income	640,206.49

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

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10200 · Checking Account	70,758.36
10800 · Petty Cash Checking Account	555.56
11400 · Savings Account	421,325.43
Total Checking/Savings	492,639.35
Other Current Assets	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	158,935.70
10400 · Per Capita Fund	42,490.92
10500 · Certificates	124,115.22
10600 · General Operating Fund	1,272,332.83
10700 · Special Reserve Fund	185,493.94
10900 · US Treasury Bond 207050144	248,707.85
11000 · Working Cash Fund	1,059,786.05
11100 · Gift Fund	387,727.01
11200 · Building Maintenance Fund	153,335.67
11300 · Tort Liability Fund	1,469,355.48
11500 · Dedicated Gift Fund	6.97
Total Other Current Assets	5,102,455.43
Total Current Assets	5,595,094.78
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
Total Fixed Assets	3,657,395.38
TOTAL ASSETS	9,252,490.16
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	1,964,271.50
Net Income	698,230.75
Total Equity	9,252,490.16
TOTAL LIABILITIES & EQUITY	9,252,490.16

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 7-1-2024	\$ 981,696.19	\$ 99,578.03	\$ 6.97	\$ 704,192.98	\$ 385,241.60	\$ 42,297.88	\$ 208,755.79	\$ 1,461,459.53	\$ 881,184.06	\$ 421,325.43	\$ 124,115.22
Transfer Online	\$ (767,790.38)	\$ 69,647.41		\$ 522,359.46				\$ 1,663.57	\$ 174,119.94		
Accounts Payable	\$ (104,525.29)										
First Payroll	\$ (17,134.18)										
Payroll Taxes	\$ (5,552.90)										
Fines & Fees (Met)	\$ 144.66										
Fines & Fees	\$ 304.49										
Miscellaneous Income											
Obits											
Donations	\$ 100.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (15,904.22)										
Payroll Taxes	\$ (5,170.58)										
IMRF	\$ (2,467.01)										
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer to/from Bldg/Maint		\$ (16,482.48)		\$ 16,482.48							
Transfer to/from Tort/Liab				\$ 440.00				\$ (440.00)			
Property Taxes											
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to/from Special Reserve				\$ 24,147.01			\$ (24,147.01)				
Transfer to W/C											
Transfer to Petty Cash	\$ (600.00)										
State Corp Replacement Tax	\$ 6,691.07				\$ 724.62						
Rebates/Refunds	\$ 148.92										
Interest	\$ 217.59	\$ 592.71		\$ 4,710.90	\$ 1,760.79	\$ 193.04	\$ 885.16	\$ 6,672.38	\$ 4,482.05		
Balance 7-31-2024	\$ 70,758.36	\$ 153,335.67	\$ 6.97	\$ 1,272,332.83	\$ 387,727.01	\$ 42,490.92	\$ 185,493.94	\$ 1,469,355.48	\$ 1,059,786.05	\$ 421,325.43	\$ 124,115.22

ESTIMATE





Force Masonry Construction
 711 N 2nd Street
 Pekin, IL 61554
 (309) 642-5332



Sales Representative
 Ross Kempf
 (309) 423-2201
 ross@forcemasonry.net



IL Prairie District Public Library
Job #6447 - Germantown Hills Branch
509 Woodland Knolls Dr
Germantown Hills, IL 61548

Estimate #	7218
Date	8/29/2024

Item	Description	Amount
pressure wash and sealant application	Hot pressure wash the approximately 2400 sq ft of concrete at the entrance to the building in an attempt to remove the existing staining. * AT THIS TIME THE OVERLAY PROCESS WOULD NEED TO TAKE PLACE PRIOR TO PROCEEDING WITH THE SEALANT APPLICATION *. Apply a concrete sealant to the roughly 2400 sq ft area to inhibit further deterioration.	\$4,875.00
04 Concrete	Labor and material included: 1. Set up equipment * involves use of the Hot Pressure washing machine 2. Pressure wash the concrete * includes the use of the surface scrubber * includes roughly 2400 sq ft at the front of the building 3. Apply Sealant * involves using a salt blocking concrete sealant 4. Tear down equipment 5. Clean up jobsite	\$4,875.00
<div style="display: flex; justify-content: space-around;">    </div>		
<div style="display: flex; justify-content: center;">  </div>		
Concrete overlay	Apply an overlay to the roughly 192 sq ft of slightly deteriorated/pitted concrete pads.	\$2,950.00

Item	Description	Amount
04 Concrete	Labor and material included: 1. Set up equipment 2. Prep substrate * may include using an application of SCR 3. Apply overlay * involves the use of "SureBroom" overlay product 4. Tear down equipment 5. Clean up jobsite	\$2,950.00
		
Force Responsibilities	Force masonry construction is not responsible for damage to or replacement of any vegetation	\$0.00
Customer Responsibilities	Customer was made aware of the benefits of caulking all the control joints.	\$0.00

****There will be a 3% processing fee for all electronic payments****

Sub Total	\$7,825.00
Total	\$7,825.00

S P E C I A L I N S T R U C T I O N S

When you would like to proceed please do the following:

1. Let me know which option(s) you would like to move forward with and I will revise the estimate to reflect that decision
2. Pay the 30% deposit to get scheduled as soon as possible
3. Pay the remaining balance on the day the job is completed

NOTICE OF CANCELLATION

YOU, THE CONSUMER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE **THIRD BUSINESS DAY** AFTER THE DATE OF THIS TRANSACTION. CLICK THE LINK BELOW FOR THE NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT

NOTICE OF CANCELLATION

IF YOU CANCEL ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR TRANSACTION WILL BE RETURNED WITHIN 10 BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE.

TERMS AND CONDITIONS

If your estimate involves excavation as part of the foundation work being discussed. We just want to take some time to share all the information we can with you about what is involved and the extent that your yard will be disrupted. Each job is unique, and no one can predict the weather so please

remember these are just examples. We will take every precaution and work with you as much as **possible, but this will be very disruptive** to your landscape. It will require additional maintenance, by you, over the next couple years, depending on the soil type, weather, etc... We do not pack the area that is excavated, but there will always be natural settling that will occur with time and rainfall. It is important that the grade is maintained until it is established and that may take a few years. This maintenance is not part of the estimate. We will return the landscape to the best possible shape after the job is complete. This process is affected by the weather. Freezing temperatures will cause dirt to clump and freeze; rains will create mud and most likely leave ruts. You will need to plan for additional landscape work. We will not be replacing any of the existing landscaping. Our focus is to correct your foundation issue and replace the dirt with the proper grade at the time of the repair. We also need to have ample room for equipment, installation of foundation repair products, and dirt piles. This usually requires about 25'-30' out from the house/structure.

Our repair will NOT include the following:

- Anything below the cement floor or items buried in the cement that is in the area Force Masonry/Basements needs to remove with a jackhammer may be damaged. Cement removal without damage may not be possible in these scenarios. Force Masonry/Basements will not be responsible for plumbing or electrical repairs.
- Repairs to existing plumbing that are found in need of repair or replacement. For example, some older cast lead pipe/water lines to the street.
- Private Utility Lines - Client is responsible for marking private utility lines such as satellite dish cables, etc. (Homes in rural areas, the electric line that runs from the pole to your home is considered private, so, therefore, the Client must make the contractor aware of the location.) If damage to any of these lines in an area that was not marked occurs, Client is responsible for those repairs. The foundation repair technician will not excavate if the area is not clearly marked.
- Moving personal property out of the work area. Force Masonry/Basements will not move or put back appliances.
- Removal of flooring, tack strips (carpet, tile, etc.) and baseboard/trim.
- Force Masonry/Basements shall have no obligation to perform any work that may disturb, threaten to disturb, or require Force Masonry/Basements, its employees, or subcontractors to come in contact with hazardous substances (as defined by applicable federal, state and local law) existing on the site or brought onto the site by anyone other than Force Masonry/Basements, its employees or subcontractors. If, during performance of the work, Force Masonry/Basements encounters any material located on the Site that Force Masonry/Basements believes to be a hazardous substance, Force Masonry/Basements may immediately cease all portions of the work that may disturb or threaten to disturb such hazardous substances, or which could endanger Force Masonry/Basement's employees or subcontractors. To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Force Masonry/Basements, its consultants, agents, employees, subcontractors, or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work in areas in which hazardous substances are present.

Terms: Payment is due upon completion of the work

Payment: A 30% non-refundable deposit is due before Force Masonry/Basements can apply for any permit(s) and add your project to the schedule. The deposit will be applied to the final Invoice. Client understands that they will be charged \$30.00 for all checks returned non-sufficient funds. Please be prepared to give payment to the foundation repair technician on the final day of work. Upon completion, the Foreman will have all paperwork, warranties, and will review details of the system installed.

Default: If the account is not paid in full to the Foreman prior to their leaving on the last day, there will be a one-time 3% late fee charge that will become immediately due and payable as compensation for administrative costs. The unpaid balance due shall bear interest at the interest rate of 18% per annum from the date such installment became due and payable.

ESTIMATE

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Sales Representative
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 ross@forcemasonry.net



IL Prairie District Public Library
Job #6446 - Benson Branch
420 Front St
Benson, IL 61516

Estimate #	7207
Date	8/27/2024

Item	Description	Amount
Brick veneer repair	Tuck point approximately 140 linear feet of deteriorated joints on the, front upper painted, brick facade. Take apart and rebuild the roughly 3 sq ft section of brick work on the SE corner	\$6,845.00
05 Masonry	Labor and material included: 1. Set up equipment * includes the use of a pull behind lift * includes a scaffold set up 2. Grind out joints * includes grinding roughly 1/2" deep * involves cleaning out joints to insure proper bond with new mortar 3. Tuck points joints * includes using type N mortar * involves round jointing to improve watershed and seal up joints correctly 4. Rebuild corner * includes the exterior wythe, of the approximately 3 sq ft area, on the SE corner * includes using the existing brick and if needed, brick to match as close as possible * includes back to the existing design 5. Tear down equipment 6. Clean up jobsite * WE CANNOT GUARANTEE A PERFECT MORTAR COLOR OR BRICK MATCH *	\$6,845.00

Item	Description	Amount
		
		

****There will be a 3% processing fee for all electronic payments****

Sub Total	\$6,845.00
Total	\$6,845.00

SPECIAL INSTRUCTIONS

When you would like to proceed please do the following:

1. Let me know and I will send the estimate for electronic signature
2. Pay the 30% deposit to get scheduled for as soon as possible
3. Pay the remaining balance on the day the job is completed

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- Private Utility Lines - Client is responsible for marking private utility lines such as satellite dish cables, etc. (Homes in rural areas, the electric line that runs from the pole to your home is considered private, so, therefore, the Client must make the contractor aware of the location.) If damage to any of these lines in an area that was not marked occurs, Client is responsible for those repairs. The foundation repair technician will not excavate if the area is not clearly marked.
- Moving personal property out of the work area. Force Masonry/Basements will not move or put back appliances.
- Removal of flooring, tack strips (carpet, tile, etc.) and baseboard/trim.
- Force Masonry/Basements shall have no obligation to perform any work that may disturb, threaten to disturb, or require Force Masonry/Basements, its employees, or subcontractors to come in contact with hazardous substances (as defined by applicable federal, state and local law) existing on the site or brought onto the site by anyone other than Force Masonry/Basements, its employees or subcontractors. If, during performance of the work, Force Masonry/Basements encounters any material located on the Site that Force Masonry/Basements believes to be a hazardous substance, Force Masonry/Basements may immediately cease all portions of the work that may disturb or threaten to disturb such hazardous substances, or which could endanger Force Masonry/Basement's employees or subcontractors. To the fullest extent permitted by law, Client shall indemnify, defend and hold harmless Force Masonry/Basements, its consultants, agents, employees, subcontractors, or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work in areas in which hazardous substances are present.

Terms: Payment is due upon completion of the work

Payment: A 30% non-refundable deposit is due before Force Masonry/Basements can apply for any permit(s) and add your project to the schedule. The deposit will be applied to the final Invoice. Client understands that they will be charged \$30.00 for all checks returned non-sufficient funds. Please be prepared to give payment to the foundation repair technician on the final day of work. Upon completion, the Foreman will have all paperwork, warranties, and will review details of the system installed.

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Garneau Construction Proposal

Benson Library Branch - 420 Front St. Benson, IL

4/3/24

The following proposal outlines the masonry repair to be performed at 420 Front St. – Benson, IL

Tuckpointing

Tuckpointing is the removal of old deteriorated mortar and replacement with new mortar, sealing a wall from further water damage. All joints will be ground out to a depth of at least ½ of an inch. Grinding the joints increases the new mortar's bond strength. This will drastically increase the durability of the repairs.

The joints will be thoroughly cleaned of dust and debris before repointing. ASTM specified Type N mortar will be used to repoint the joints. This mortar has maximum flexural strength as well as excellent weather resistance.

Labor and Materials: \$5100

Items not included

The customer must supply water and electricity for the operations listed above.

After three months, if Garneau Construction has not started work on this project, the material costs are subject to review and revision due to increases or decreases in the price of materials.

This job has been priced at prevailing wage using Garneau Construction's highly trained employees. Any prevailing wage requirements are the customer's responsibility. These requirements will increase the bid amounts.

Garneau Construction is fully insured for Workman's Compensation and Liability. Proof of insurance will gladly be provided. Feel free to call with any questions.

Thank you for the opportunity to bid on these repairs. I look forward to working with you on this exciting project.



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012

AUTHORITY TO SPEND

PURCHASES IN EXCESS OF \$25,000:

Purchases for supplies or work involving an expenditure in excess of \$25,000 shall be left to the lowest responsible bidder, after due advertisement, except where funds are expended in an emergency and such expenditure is approved by majority of the board. All such contracts shall be executed in the name of the District and based upon approved District specifications.

PURCHASES IN THE AMOUNT OF \$10,000 to \$25,000:

Except where funds are expended in an emergency, requests for all purchases for supplies, materials, or work, the estimated cost of which is in excess of \$10,000, shall be submitted to the Board for approval.

PURCHASES IN THE AMOUNT OF \$5,000 to \$10,000:

The Director shall have authority to purchase supplies, materials, or work, with approval of the Board President. Should the Director be unable to contact the President, the purchase may be made by the Director if the approval of the Vice President of the board is obtained. Should the Director be unable to contact either the President or the Vice President, the purchase may be made with the approval of any Board member.

PURCHASES OF LESS THAN \$5,000:

The Director shall have authority to purchase supplies, materials, or work in an amount not exceeding \$5,000 in each instance. Staff expenditures shall be pre-approved by the Director.

EXCEPTIONS TO BIDDING PROCESS:

The aforementioned bidding requirements shall not apply to purchases which by their nature are not adapted to award by competitive bidding, such as:

- 1: Contracts for utility service such as water, light, heat or telephone.
- 2: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

Adopted: December 5, 2017

Director's Remarks for September 10, 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.

- *Permanent ramp: The village board are exploring streetscapes in other municipalities for ideas.*
- *The giant Light Brite is back in the Metamora children's area.*

ENGAGE

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

INCREASE awareness through creative marketing and communication.

REACH more community members through outreach activities and strategic partnerships.

- *We attended six back to school nights.*
- *Sam had story times at Once Upon a Time and Little Oaks.*
- *Sam is also in communication with the schools about setting up times for classroom visits.*

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.

- *Story Time is back after an end of summer reading hiatus.*

ADDITIONALLY

- The audit is underway. Andrew will most likely present and be available for questions at the November meeting.
- The RAILS Renegade Reference group held their meeting at the Metamora branch this month and was given a tour of the renovated space.
- Nels last day is September 26th. Her farewell open house is from 2pm until 5 pm that same day.

August Door Count (FY2024-2025)

Benson: 112 (222)

GHills: 3,361 (7,030)

Metamora: 1,876 (4,096)

Roanoke: 509 (904)

SBay: 614 (1,200)

Washburn: 191 (493)

Wi-fi Usage

August: 365(745)

Electronic Resources

	OD Ebooks	OD Audio	OD Mags	Kanopy	Axis 360	
July	583	474	383	18	265	
August	471	469	321	29	225	
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	1,054	943	704	47	490	

HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	335	884	9	34	47	31
August	297	899	15	26	40	32
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	632	1,783	24	60	87	63

Annual culmulative Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Overdrive	Total
July	87	1302	1566	447	156	161	57	1034	4810
August	63	1183	1412	379	141	142	56	924	4300
September									0
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
Total	150	2485	2978	826	297	303	113	1958	9110

Annual Juvenile Circulation

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn	Tumble	Total
July	144	1901	3310	1003	148	156	57	6719
August	90	1545	2800	708	96	122	56	5417
September								0
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
Total	234	3446	6110	1711	244	278	113	12136

YA YOUNG ADULT

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	6	87	114	42	3	10
August	2	76	110	26	2	5
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	8	163	224	68	5	15

PATRON INTERNET USE

	Benson	Germantown	Metamora	Roanoke	Spring Bay	Washburn
July	0	167	111	42	8	21
August	0	179	80	34	8	17
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	0	346	191	76	16	38

August 2024 Program Overview

AUGUST									
DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
SPECIAL PROGRAMS									
8/2/2024	Summer Reading Prize Party - GH	0	0	0	476	Gen Int	Y	Sync On-Site	476
8/5/2024	Book Bingo - W (21 books given out)	8	0	10	0	Gen Int	N	Sync On-Site	18
8/6/2024	Book Bingo - M	0	0	0	0	Gen Int	N	Sync On-Site	0
8/8/2024	Book Bingo - SB (21 books given out)	10	0	8	0	Gen Int	N	Sync On-Site	18
8/8/2024	Create with Cricut Classes - M	0	1	5	0	Gen Int	N	Sync On-Site	6
8/9/2024	Book Bingo - GH	0	0	3	0	Gen Int	N	Sync On-Site	3
8/12/2024	2024 Read, Eat, Play Library Road Trip - B	0	0	1	0	Gen Int	Y	Self Directed	1
8/12/2024	2024 Read, Eat, Play Library Road Trip - GH	0	0	0	8	Gen Int	Y	Self Directed	8
8/12/2024	2024 Read, Eat, Play Library Road Trip - M	0	0	0	7	Gen Int	Y	Self Directed	7
8/12/2024	2024 Read, Eat, Play Library Road Trip - R	0	0	0	4	Gen Int	Y	Self Directed	4
8/12/2024	2024 Read, Eat, Play Library Road Trip - SB	0	0	0	3	Gen Int	Y	Self Directed	3
8/12/2024	2024 Read, Eat, Play Library Road Trip - W	0	0	0	6	Gen Int	Y	Self Directed	6
8/15/2024	Create with Cricut Classes - M	0	1	4	0	Gen Int	N	Sync On-Site	5
8/17/2024	Where to Start: Declutter Your Home & Finances - GH	0	0	6	0	Adults	N	Sync On-Site	6
8/22/2024	Create with Cricut Classes - M	0	1	6	0	Gen Int	N	Sync On-Site	7
8/29/2024	Create with Cricut Classes - M	0	0	6	0	Gen Int	N	Sync On-Site	6
CHILDREN'S PROGRAMS									
<i>Note: Baby Bookworms and Story Time did not meet in August</i>									
8/1-31/24	Scavenger Hunt - B	6	0	2	0	Children 0-5	Y	Self Directed	8
8/1-31/24	Scavenger Hunt - GH	23	0	0	0	Children 0-5	Y	Self Directed	23
8/1-31/24	Scavenger Hunt - M	21	1	2	0	Children 0-5	Y	Self Directed	24
8/1-31/24	Scavenger Hunt - R	21	0	4	0	Children 0-5	Y	Self Directed	25
8/1-31/24	Scavenger Hunt - SB	8	0	3	0	Children 0-5	Y	Self Directed	11
8/1-31/24	Scavenger Hunt - W	16	1	0	0	Children 0-5	Y	Self Directed	17
OUTREACH									
8/12/2024	Once Upon a Time Story Time	10	0	2	0	Children 0-5	Y	Sync Off-Site	12
8/12/2024	MGS Back To School Night	0	0	0	0	Children 6-11	Y	Sync Off-Site	0
8/12/2024	GTH Middle Back to School Night	0	0	0	73	Children 6-11	Y	Sync Off-Site	73
8/13/2024	GTH Elementary Back to School Night	0	0	0	86	Children 6-11	Y	Sync Off-Site	86
8/13/2024	Washburn K-3 Meet Your Teacher	0	0	0	79	Children 6-11	Y	Sync Off-Site	79
8/13/2024	Washburn 4-12 Meet Your Teacher	0	0	0	83	YA 12-18	Y	Sync Off-Site	83
8/14/2024	MTHS Freshman Orientation Night	0	0	0	24	YA 12-18	Y	Sync Off-Site	24
8/20/2024	Little Oaks Preschool Story Time	30	0	5	0	Children 0-5	N	Sync Off-Site	35
8/26/2024	Once Upon a Time Story Time	6	0	2	0	Children 0-5	N	Sync Off-Site	8
8/1-31/24	Take & Make Kits	0	0	0	220	Children 0-5	Y	Self Directed	220

August 2024 Program Breakdown

DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
RECURRING PROGRAMS									
8/1/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
8/3/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
8/5/2024	Spring Bay Bookies - SB	0	0	12	0	Adults 19+	N	Sync On-Site	12
8/6/2024	The Papercrafter's Workshop - SB	0	0	4	0	Adults 19+	N	Sync On-Site	4
8/6/2024	LEGO Club - M	3	0	0	0	Children 6-11	Y	Self Directed	3
8/7/2024	Knit & Stitch Group - GH	0	0	12	0	Adults 19+	N	Sync On-Site	12
8/7/2024	Wits Workout - GH	0	0	0	0	Adults 19+	N	Sync On-Site	0
8/8/2024	Popcorn Night - SB	14	0	9	0	Gen Int	Y	Self Directed	23
8/8/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
8/9/2024	How to Library: Using Your Online Library Account - GH	0	0	1	0	Gen Int	N	Sync On-Site	1
8/10/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
8/10/2024	Peoria Poetry Club - GH	0	0	17	0	Adults 19+	N	Sync On-Site	17
8/13/2024	Book Buzz Book Club - GH	0	0	11	0	Adults 19+	N	Sync On-Site	11
8/13/2024	LEGO Club - M	3	0	0	0	Children 6-11	Y	Self Directed	3
8/14/2024	Knit & Stitch Group - GH	0	0	9	0	Adults 19+	N	Sync On-Site	9
8/15/2024	LEGO Club - W	2	0	2	0	Children 6-11	Y	Self Directed	4
8/17/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
8/20/2024	The Papercrafter's Workshop - SB	0	0	1	0	Adults 19+	N	Sync On-Site	1
8/20/2024	LEGO Club - M	6	0	0	0	Children 6-11	Y	Self Directed	6
8/21/2024	Knit & Stitch Group - GH	0	0	12	0	Adults 19+	N	Sync On-Site	12
8/21/2024	Wits Workout - GH	0	0	0	0	Adults 19+	N	Sync On-Site	0
8/22/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
8/23/2024	Digging Deeper Into Your Roots - GH	0	0	1	0	Adults 19+	N	Sync On-Site	1
8/24/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
8/27/2024	LEGO Club - M	1	0	0	0	Children 6-11	Y	Self Directed	1
8/28/2024	Knit & Stitch Group - GH	0	0	11	0	Adults 19+	N	Sync On-Site	11
8/28/2024	How to Library: E-Books and Audiobooks - M	0	0	1	0	Gen Int	N	Sync On-Site	1
8/29/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
8/31/2024	LEGO Club - R	3	0	1	0	Children 6-11	Y	Self Directed	4
BEANSTACK READING CHALLENGES									
8/1-31/24	1K Books Before Kindergarten	43	0	0	0	Children 0-5	Y	Self Directed	43
8/1-31/24	2024 Annual Challenge - The Great Escape	36	13	38	0	Gen Int	Y	Self Directed	87
8/1-31/24	2024 Smokey Bear Challenge	21	2	7	0	Gen Int	Y	Self Directed	30

August 2024 Program Breakdown

DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
IN-HOUSE ACTIVITIES									
8/1-31/24	Children's Computers - GH	0	0	0	123	Children 6-11	Y	Self Directed	123
8/1-31/24	Children's Computers - M	0	0	0	99	Children 6-11	Y	Self Directed	99
8/1-31/24	Coloring Pages	0	0	0	59	Gen Int	Y	Self Directed	59
8/1-31/24	Jigsaw Puzzle - B	1	0	0	25	Gen Int	Y	Self Directed	26
8/1-31/24	Jigsaw Puzzle - GH	0	0	0	3	Gen Int	Y	Self Directed	3
8/1-31/24	Jigsaw Puzzle - SB	0	0	0	17	Gen Int	Y	Self Directed	17
8/1-31/24	Jigsaw Puzzle - W	0	0	0	34	Gen Int	Y	Self Directed	34
8/1-31/24	LEGO - Benson	0	0	0	14	Gen Int	Y	Self Directed	14
8/1-31/24	Play Space - GH Train Table	0	0	0	128	Children 0-5	Y	Self Directed	128
8/1-31/24	Play Space - M - Kitchen	0	0	0	100	Children 0-5	Y	Self Directed	100
8/1-31/24	Play Space - R - Kitchen	0	0	0	49	Children 6-11	Y	Self Directed	49
8/1-31/24	Play Table - M - Game Table	0	0	0	182	Children 6-11	Y	Self Directed	182
8/1-31/24	Play Table - R - Light Table	0	0	0	49	Children 6-11	Y	Self Directed	49
8/1-31/24	Take & Make Kits - B	0	0	0	8	Children 0-5	Y	Self Directed	8
8/1-31/24	Take & Make Kits - GH	0	0	0	58	Children 0-5	Y	Self Directed	58
8/1-31/24	Take & Make Kits - M	0	0	0	63	Children 0-5	Y	Self Directed	63
8/1-31/24	Take & Make Kits - R	0	0	0	27	Children 0-5	Y	Self Directed	27
8/1-31/24	Take & Make Kits - SB	0	0	0	10	Children 0-5	Y	Self Directed	10
8/1-31/24	Take & Make Kits - W	0	0	0	18	Children 0-5	Y	Self Directed	18
									0
EMAIL NEWSLETTER									
									0
8/6/2024	Newsletter #260	0	0	0	4482	Gen Int	Y	Asyn Virtual	4482
8/11/2024	Newsletter #260	0	0	0	1	Gen Int	Y	Asyn Virtual	1
8/13/2024	Newsletter #261	0	0	0	4519	Gen Int	Y	Asyn Virtual	4519
8/19/2024	Newsletter #261	0	0	0	5	Gen Int	Y	Asyn Virtual	5
8/20/2024	Newsletter #262	0	0	0	4508	Gen Int	Y	Asyn Virtual	4508
8/27/2024	Newsletter #263	0	0	0	4501	Gen Int	Y	Asyn Virtual	4501

August 2024 Program Overview

Synchronous Programs	IPLAR Age Group	Programs/ Sessions	Attendance/Vi ews	Passive Programs	Passive Participants	Support Services		Space Usage	
	Children 0-5	3	55	1	12	Patron Tech Support	119	GH - Meeting Room	1
	Children 6-11	4	238	4	238	Reference Questions	483	GH - Study A	20
	YA 12-18	2	107	2	107	Website Visits	3935	GH - Study B	15
	Adults 19+	12	90	0	0			M - Meeting Room A/B	2
	General Interest (mixed)	11	541	1	476			M - Study A	1
Total	32	1031	8	833			M - Study B	1	
							R - Meeting Room	10	
							R - Study Room	1	

Self Directed, Asynchronous Programs	IPLAR Age Group	Programs/ Activities	Participants/Vi ews
	Children 0-5	16	783
	Children 6-11	19	523
	YA 12-18	0	0
	Adults 19+	0	0
	General Interest (mixed)	15	322
Total	50	1628	

Makerspace Usage	
GH - Cricut Station	0
M - Cricut Station	4
M - Bambu 3D Printer	0

All Program Totals	Synchronous In Person, On Site	24	637
	Synchronous In Person, Off Site	9	400
	Synchronous Virtual Sessions	0	0
	Synchronous Total	33	1037
	Self Directed Programs	50	1628
	Asynchronous Virtual Programs - Archived	6	18016
Asynchronous Total	56	19644	
All Programs Total	89	20681	

ILLINOIS PRAIRIE DISTRICT PUBLIC

Remit To:
 WGLT-Normal
 WGLT
 Illinois State University
 Campus Box 8910
 Normal, IL 61790-8910
 Phone: (309) 438-2255

Invoice:	911-00007-0000
E-Invoice:	911-7-0
Station:	WCBU
EI Code:	249535
Invoice Date:	8/16/2024
Total Due:	\$0.00
Amt Paid:	

----- 8 <-- Detach and return with payment. --> 8 -----

ILLINOIS PRAIRIE DISTRICT PUBLIC
 LIBRARY
 208 E. PARTRIDGE ST.
 METAMORA, IL 61548

**ILLINOIS PRAIRIE DISTRICT
 PUBLIC LIBRARY**

PO #:
 Agy Code:
 Est#:
 Product: See Detailed
 Buyer: DONNA FORBIS

Invoice#:	911-00007-0000
EI Code:	249535
Date:	8/16/2024
Contract:	911-00007
Total Due:	\$0.00

Salesrep: Corporate Support Director WCBU Description: Declutter Workshop - On-Air (\$400)

INVOICE SUMMARY				
Station	Type	Qty	Gross	Total
WCBU	Spots	20	\$0.00	\$0.00

INVOICE DETAIL

WCBU

SPOT DETAILS

Date	Len	ISCI/Copy Desc:					Line Desc: Contract Spots		Qty	Rate	Total
Tue 8/13/2024	20	06:50AM	07:50AM	10:59AM	03:19PM	06:29PM		5	\$0.00	\$0.00	
Wed 8/14/2024	20	05:59AM	08:20AM	12:59PM	03:49PM	06:29PM		5	\$0.00	\$0.00	
Thu 8/15/2024	20	06:20AM	08:20AM	11:59AM	03:19PM	06:19PM		5	\$0.00	\$0.00	
Fri 8/16/2024	20	06:20AM	08:20AM	11:23AM	03:29PM	06:19PM		5	\$0.00	\$0.00	
WCBU SPOT TOTALS:								20		\$0.00	

****NOTE: PAYMENTS ARE APPLIED TO OLDEST OPEN INVOICE.

Your CHECK NUMBER is shown under our INVOICE NUMBER with a dash (-) and a digit added indicating what order the payment was applied to Invoices, if more than one. Example: Your Check Number XXXXX -1, XXXXX -2 means your check was applied to two Invoices.

Monthly Marketing Report

August 2024

Ad Spend: We ran twenty (20) paid advertising spots on WCBU radio to promote the Decluttering program in Germantown Hills. These spots were part of our annual contract.

Coverage: We had three listings of upcoming events in the *Woodford County Journal* in August. A story on the Decluttering program ran in the *Woodford County Journal* on August 8, 2024.

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

IPDPL Website: Performance overview for August 2024

- 3,935 visits to our website
- 1,143 visitors
- 857 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 184 clicks on the link to the RSA online catalog
- 194 clicks on the link to the library Calendar of Events
- 45 clicks on digital book links (eBooks, audiobooks, and streaming books read online)
- 21 Database links used 173 times
- 24 clicks on the IPDPL Beanstack link
- 11 clicks on social media links (Facebook, Instagram, YouTube)
- 15 clicks on the Explore More Illinois link

Ordinance No. 24 - 4

ORDINANCE LEVYING AND ASSESSING TAX FOR ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY OF THE COUNTIES OF WOODFORD AND MARSHALL,
STATE OF ILLINOIS FOR THE FISCAL YEAR BEGINNING
THE 1st DAY OF JULY, 2024 AND ENDING
THE 30th DAY OF JUNE, 2025

WHEREAS, the President and Board of Trustees of the Illinois Prairie District Public Library, in the Counties of Woodford and Marshall, State of Illinois, did on the 13th day of August, 2024 pass the Annual Budget and Appropriation Ordinance (Ordinance No. 24-2) for said Library District for the fiscal year commencing on July 1, 2024 and ending June 30, 2025; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

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 total sum of ONE MILLION SEVEN HUNDRED TWENTY-EIGHT THOUSAND EIGHT HUNDRED DOLLARS (\$1,728,800.00) composed as follows: The sum of NINE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$975,000.00), being the amount deemed required for the necessary corporate purposes of Illinois Prairie District Public Library, Woodford and Marshall Counties, Illinois; the sum of THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00), being required for the payment of employer contributions of Illinois Prairie District Public Library to the Social Security Fund; the sum of THIRTY THOUSAND DOLLARS (\$30,000.00), being required for the payment of employer contributions of Illinois Prairie District Public Library to the Illinois Municipal Retirement Fund; the sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), being required for the payment of the professional opinion of an accountant and other auditing expenses from an Audit Fund; the sum of TWO HUNDRED EIGHT THOUSAND EIGHT HUNDRED DOLLARS (\$208,800.00) for the purpose of payments of premiums due for the purchase of liability insurance, property damage (fire) insurance, workers' compensation insurance, unemployment compensation insurance, risk management and loss control, and legal fees for defending or otherwise protecting itself against liability from a Liability Fund; the sum of ONE HUNDRED THIRTY THOUSAND DOLLARS (\$130,000.00), being required for the maintenance, repairs and alterations of library buildings and equipment from a Maintenance Fund; the sum of THREE HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$325,000.00), being required for a Working Cash Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2024 and ending June 30, 2025 and the Board of Trustees of the Illinois Prairie District Public Library having on the 13th day of

August, 2024 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2024 and ending June 30, 2025 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Illinois Prairie District Public Library.

Section 2: The Secretary of the Board of Trustees of the Illinois Prairie District Public Library is hereby directed to file a duly certified copy of this Ordinance with the County Clerks of Woodford and Marshall Counties, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2024; and said County Clerks are hereby authorized and directed to extend the said tax so levied by this Ordinance, according to law, against all taxable property within the Illinois Prairie District Public Library. The Secretary of Illinois Prairie District Public Library shall also file on or before the last Tuesday of December 2024, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Illinois Prairie District Public Library where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Illinois Prairie District Public Library and approved by the President thereof this 10th day of September, 2024.

BOARD OF TRUSTEES, ILLINOIS PRAIRIE
DISTRICT PUBLIC LIBRARY

By: _____
Its President

ATTEST:

Secretary

STATE OF ILLINOIS)
)
 COUNTY OF WOODFORD) SS

CERTIFICATE OF LEVY

I, _____, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Illinois Prairie District Public Library in the Counties of Woodford and Marshall, State of Illinois; that attached hereto is a true and correct copy of the Tax Levy Ordinance No. 24- 4 as passed by the Board of Trustees of said Library District at our meeting held on the 10th day of September, 2024; and that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof.

I further certify that annexed hereto as a part of said Tax Levy Ordinance No. 24-4 is a correct copy of the Annual Budget and Appropriation Ordinance No. 24-2 as passed by the Board of Trustees of said Library District at a meeting thereof held on the 13th day of August, 2024; that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof; and that thereafter said Annual Budget and Appropriation Ordinance was printed and published in a public secular newspaper with general circulation in said Library District.

I further certify that the Illinois Prairie District Public Library requires the sum of \$1,728,800.00 as is more fully shown in said Tax Levy Ordinance No. 24-4 and the Annual Budget and Appropriation Ordinance to be levied on the taxable property in said District for the year 2024.

I further certify that said Ordinances have not been amended or repealed but remain in full force and effect at this time.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Illinois Prairie District Public Library, at Metamora, Illinois, this 10th day of September 2024.

 Secretary, Illinois Prairie
 District Public Library

TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of the ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY and as such presiding officer,
Legal Name of Taxing District

I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

CHECK ONE OF THE CHOICES BELOW

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

Certificate applies to the 2024 levy.

Date: _____

Presiding Officer: _____

Signature