

# October 8, 2024

## Board Packet



**ILLINOIS PRAIRIE**  
DISTRICT PUBLIC LIBRARY  
Where Knowledge Grows



ILLINOIS PRAIRIE DISTRICT PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR BOARD MEETING

Tuesday, October 8, 2024, at  
4:00 pm

**Illinois Prairie District Public Library  
Benson Branch Library  
420 E Front St.  
Benson, IL 61516**

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 the FY24 Receipts & Disbursements
6. Discussion and Approval of Building Liability Insurance
7. Discussion and Approval of Staff Benefits
8. Discussion and Approval of closed minutes
9. Discussion of Washburn Branch Property
10. Discussion of Germantown Hills branch Solar Project
11. Director's Remarks
12. Comments to guide future agendas.
13. Adjournment

The next regular meeting will be Tuesday, November 12, 2024,  
at 4pm at the Metamora Branch Library  
208 E. Partridge St.  
Metamora, IL 61548

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. J. Weddle, E. Rainville, C. Kaufman, M. Coker, A. Hicks, D. Smith, and H. Booker, present. Meeting called to order at 4pm. Absent J. Zobrist.
2. Minutes of the last regular meeting, C. Kaufman made a motion to accept minutes and second by E. Rainville. 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 C. Kaufman. All in favor, motion passed.
5. Discussion and Approval of Levy Ordinance 24-4, motion to approve by J. Weddle and second E. Rainville. All in favor, motion passed.
6. Discussion and Approval of Germantown Hills sidewalk repair, motion to approve the repairs by M. Coker and second by E. Rainville. All in favor, motion passed.
7. Discussion and Approval of Benson masonry work, motion to approve masonry work completed by Force, by C. Kaufman and second by E. Rainville. All in favor, motion passed.
8. Policy review: Public Library Trustee Ethics, reviewed.
9. Policy review: Authority to Spend, reviewed.
10. Discussion of Washburn Branch Property, continue communications with Village Board.
11. Discussion of Germantown Hills branch Solar Project, discussed gathering more information
12. Director's Remarks, shared door counts, programs, and facility updates.
13. Comments to guide future agendas.
14. Adjournment, motion to adjourn by C. Kaufman and second by M. Coker. All in favor, meeting adjourned.

## Illinois Prairie District Public Library

10/07/24

## Check Register

Accrual Basis

October 2024

	<u>Oct 24</u>
Aflac	287.87
AmazonBusiness	2,239.37
Ameren Illinois	2,099.40
Auto-Owners Insurance	23,518.45
Baker & Taylor	2,319.99
Blue Cross Blue Shield of Illinois	6,324.13
Caterpillar Trail Public Water District	36.14
Cengage Learning, Inc.	352.37
CLA Services Inc	581.00
ComEd	137.51
Commerce Bank	1,356.28
Dawn Smith	106.73
Donna Forbis	10.72
Force Masonry Construction	2,053.50
Fritch Heating & Cooling, Inc.	811.23
GFL Environmental	92.21
Heartland Internet, Inc.	49.95
Hoopla	3,073.38
i3 Broadband	484.51
Jacobs Brothers Commercial Cleaning LLC	1,205.00
Jessica Wear	169.38
K & T Disposal Inc	90.00
Kanopy Inc	44.00
Kimberly Scurlock	61.64
Kirby Foods Metamora	52.64
Koener Electric, Inc.	215.00
Lindsey Baldrige	7.64
Mediacom	566.70
Midwest Tape	212.15
MTCO	357.74
Nicor Gas	44.28
Orkin	630.96
Pam Kingham	433.49
Playaway Products LLC	130.98
ProQuest LLC	2,577.74
Purity Plus Water Systems	101.90
RK Dixon - IL	477.60
Roanoke Water-Sewer Department	50.55
Samantha Huber	366.00
Staples - Dallas	163.77
Synergetic Technologies	2,768.20
Terry's Window Cleaning, Inc.	195.00
The Metamora-Germantown Hills Rotary Club	260.00
Village of Germantown Hills	45.03
Village of Metamora	51.33
Village of Washburn	182.33
<b>TOTAL</b>	<b><u>57,395.79</u></b>

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

	Sep 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
31000 · Property Tax - General	360,327.52	81,250.00	279,077.52	443.5%
31100 · Property Tax - Audit	10,089.15	2,084.00	8,005.15	484.1%
31200 · Property Tax - IMRF	24,982.64	2,500.00	22,482.64	999.3%
31300 · Property Tax - Social Security	24,982.64	2,916.00	22,066.64	856.7%
31400 · Property Tax - Tort/Liability	42,038.38	17,400.00	24,638.38	241.6%
31500 · Property Tax - Bldg/Maintenance	48,043.32	10,834.00	37,209.32	443.4%
31600 · Property Tax - Working Cash	120,108.94	27,084.00	93,024.94	443.5%
32000 · State Corporate Replacement Tax	0.00	1,250.00	-1,250.00	0.0%
33000 · Per Capita Grant	0.00	1,500.00	-1,500.00	0.0%
34000 · Fines and Fees	516.29	1,200.00	-683.71	43.0%
38000 · Donations	1,000.00	750.00	250.00	133.3%
38400 · Interest Income - Per Capita	169.27	84.00	85.27	201.5%
38500 · Interest Income - General	5,351.69	125.00	5,226.69	4,281.4%
38600 · Interest Income - Audit	0.00	4.00	-4.00	0.0%
38700 · Interest Income - IMRF	0.00	4.00	-4.00	0.0%
38800 · Interest Income - Social Sec	0.00	4.00	-4.00	0.0%
38900 · Interest Income - Tort/Liab	6,307.52	125.00	6,182.52	5,046.0%
39000 · Interest Income - Spec Reserve	776.19	125.00	651.19	621.0%
39191 · Interest Income - Bldg/Maint	630.01	125.00	505.01	504.0%
39200 · Interest Income - Working Cash	4,554.03	125.00	4,429.03	3,643.2%
39300 · Interest Income - Gift	1,666.07	125.00	1,541.07	1,332.9%
39400 · Interest Income - Certificates	0.00	125.00	-125.00	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	600.00	0.00	600.00	100.0%
<b>Total Income</b>	<b>652,884.10</b>	<b>149,739.00</b>	<b>503,145.10</b>	<b>436.0%</b>
<b>Expense</b>				
40100 · Salaries	39,009.79	40,000.00	-990.21	97.5%
40500 · Hospital Insurance	5,334.73	6,666.67	-1,331.94	80.0%
40600 · Staff Education	266.85	1,250.00	-983.15	21.3%
41000 · Books - Adult	2,907.04	2,291.00	616.04	126.9%
41100 · Books - Children	4,703.94	2,292.00	2,411.94	205.2%
41300 · Periodicals	0.00	834.00	-834.00	0.0%
41500 · Audio - Visual	243.96	500.00	-256.04	48.8%
41600 · Video / DVD Tapes	795.34	584.00	211.34	136.2%
41700 · Electronic Materials	3,522.53	4,834.00	-1,311.47	72.9%
41800 · RSA Online	0.00	2,666.00	-2,666.00	0.0%
42000 · Online Computer Library Center	0.00	834.00	-834.00	0.0%
42100 · Office Supplies	314.96	1,250.00	-935.04	25.2%
42400 · Mileage and Expenses	1,139.65	1,250.00	-110.35	91.2%
44200 · Computer Repair	0.00	416.00	-416.00	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	1,571.81	2,500.00	-928.19	62.9%
44999 · Capital Outlay	3,575.00	0.00	3,575.00	100.0%
45000 · Rent	182.33	225.00	-42.67	81.0%
45100 · Gas and Electric	2,614.16	3,334.00	-719.84	78.4%
45200 · Water and Sewer	187.06	284.00	-96.94	65.9%
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	0.00	1,500.00	-1,500.00	0.0%
52200 · Audit	9,250.00	2,084.00	7,166.00	443.9%
60400 · IMRF Employer	1,681.44	2,500.00	-818.56	67.3%
70300 · Social Security Employer	2,406.21	2,334.00	72.21	103.1%
70400 · Medicare Employer	562.74	584.00	-21.26	96.4%
72300 · Insurance	0.00	20,559.00	-20,559.00	0.0%
72400 · Legal	6,428.00	0.00	6,428.00	100.0%

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10/07/24

Accrual Basis

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

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	<u>Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	16,131.57	10,834.00	5,297.57	148.9%
72600 · Professional Fees	816.00	834.00	-18.00	97.8%
<b>Total Expense</b>	<u>105,506.21</u>	<u>126,239.67</u>	<u>-20,733.46</u>	<u>83.6%</u>
<b>Net Income</b>	<u><b>547,377.89</b></u>	<u><b>23,499.33</b></u>	<u><b>523,878.56</b></u>	<u><b>2,329.3%</b></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
<b>Income</b>				
31000 · Property Tax - General	882,686.98	975,000.00	-92,313.02	90.5%
31100 · Property Tax - Audit	83,928.21	25,000.00	58,928.21	335.7%
31200 · Property Tax - IMRF	61,182.92	30,000.00	31,182.92	203.9%
31300 · Property Tax - Social Security	61,189.12	35,000.00	26,189.12	174.8%
31400 · Property Tax - Tort/Liability	43,701.95	208,800.00	-165,098.05	20.9%
31500 · Property Tax - Bldg/Maintenance	117,690.73	130,000.00	-12,309.27	90.5%
31600 · Property Tax - Working Cash	294,228.88	325,000.00	-30,771.12	90.5%
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	488.01	1,000.00	-511.99	48.8%
38500 · Interest Income - General	13,885.08	1,500.00	12,385.08	925.7%
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	19,591.21	1,500.00	18,091.21	1,306.1%
39000 · Interest Income - Spec Reserve	2,612.13	1,500.00	1,112.13	174.1%
39191 · Interest Income - Bldg/Maint	1,691.10	1,500.00	191.10	112.7%
39200 · Interest Income - Working Cash	13,045.52	1,500.00	11,545.52	869.7%
39300 · Interest Income - Gift	5,244.23	1,500.00	3,744.23	349.6%
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%
<b>Total Income</b>	<b>1,617,513.23</b>	<b>1,796,850.00</b>	<b>-179,336.77</b>	<b>90.0%</b>
<b>Expense</b>				
40100 · Salaries	119,463.46	480,000.00	-360,536.54	24.9%
40500 · Hospital Insurance	22,387.60	80,000.00	-57,612.40	28.0%
40600 · Staff Education	2,934.49	15,000.00	-12,065.51	19.6%
41000 · Books - Adult	9,856.87	27,500.00	-17,643.13	35.8%
41100 · Books - Children	10,075.26	27,500.00	-17,424.74	36.6%
41300 · Periodicals	446.25	10,000.00	-9,553.75	4.5%
41500 · Audio - Visual	2,091.55	6,000.00	-3,908.45	34.9%
41600 · Video / DVD Tapes	1,322.38	7,000.00	-5,677.62	18.9%
41700 · Electronic Materials	26,108.82	58,000.00	-31,891.18	45.0%
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	3,227.83	15,000.00	-11,772.17	21.5%
42400 · Mileage and Expenses	4,883.62	15,000.00	-10,116.38	32.6%
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	7,963.51	30,000.00	-22,036.49	26.5%
44900 · Gift & Donation Expense	12,450.00			
44999 · Capital Outlay	34,722.01	0.00	34,722.01	100.0%
45000 · Rent	747.56	2,700.00	-1,952.44	27.7%
45100 · Gas and Electric	10,285.73	40,000.00	-29,714.27	25.7%
45200 · Water and Sewer	843.93	3,400.00	-2,556.07	24.8%
45300 · Telephone	1,936.74	8,000.00	-6,063.26	24.2%
45600 · Internet	3,897.56	13,000.00	-9,102.44	30.0%
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	4,356.49	30,000.00	-25,643.51	14.5%
70300 · Social Security Employer	7,369.53	28,000.00	-20,630.47	26.3%
70400 · Medicare Employer	1,723.56	7,000.00	-5,276.44	24.6%
72300 · Insurance	23,518.45	246,700.00	-223,181.55	9.5%
72400 · Legal	9,009.00	0.00	9,009.00	100.0%

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10/07/24

Accrual Basis

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

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	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
72500 · Maintenance	51,326.24	130,000.00	-78,673.76	39.5%
72600 · Professional Fees	2,991.50	10,000.00	-7,008.50	29.9%
<b>Total Expense</b>	<u>429,300.38</u>	<u>1,514,800.00</u>	<u>-1,085,499.62</u>	<u>28.3%</u>
<b>Net Income</b>	<u><b>1,188,212.85</b></u>	<u><b>282,050.00</b></u>	<u><b>906,162.85</b></u>	<u><b>421.3%</b></u>



Illinois Prairie District Public Library  
**Profit & Loss**  
September 2024

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	<u>Sep 24</u>
<b>Income</b>	
31000 · Property Tax - General	360,327.52
31100 · Property Tax - Audit	10,089.15
31200 · Property Tax - IMRF	24,982.64
31300 · Property Tax - Social Security	24,982.64
31400 · Property Tax - Tort/Liability	42,038.38
31500 · Property Tax - Bldg/Maintenance	48,043.32
31600 · Property Tax - Working Cash	120,108.94
34000 · Fines and Fees	516.29
38000 · Donations	1,000.00
38400 · Interest Income - Per Capita	169.27
38500 · Interest Income - General	5,351.69
38900 · Interest Income - Tort/Liab	6,307.52
39000 · Interest Income - Spec Reserve	776.19
39191 · Interest Income - Bldg/Maint	630.01
39200 · Interest Income - Working Cash	4,554.03
39300 · Interest Income - Gift	1,666.07
39500 · Miscellaneous Income	740.44
39700 · Rent Income	600.00
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<b>Total Income</b>	652,884.10
<b>Expense</b>	
40100 · Salaries	39,009.79
40500 · Hospital Insurance	5,334.73
40600 · Staff Education	266.85
41000 · Books - Adult	2,907.04
41100 · Books - Children	4,703.94
41500 · Audio - Visual	243.96
41600 · Video / DVD Tapes	795.34
41700 · Electronic Materials	3,522.53
42100 · Office Supplies	314.96
42400 · Mileage and Expenses	1,139.65
44360 · Building - Metamora	402.20
44800 · Programming / PR	1,571.81
44999 · Capital Outlay	3,575.00
45000 · Rent	182.33
45100 · Gas and Electric	2,614.16
45200 · Water and Sewer	187.06
45300 · Telephone	484.51
45600 · Internet	974.39
52200 · Audit	9,250.00
60400 · IMRF Employer	1,681.44
70300 · Social Security Employer	2,406.21
70400 · Medicare Employer	562.74
72400 · Legal	6,428.00
72500 · Maintenance	16,131.57
72600 · Professional Fees	816.00
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<b>Total Expense</b>	105,506.21
<b>Net Income</b>	<hr/> <b>547,377.89</b> <hr/>

**Illinois Prairie District Public Library**  
**Profit & Loss**  
 July 2024 through June 2025

	Jul '24 - Jun 25
<b>Income</b>	
31000 · Property Tax - General	882,686.98
31100 · Property Tax - Audit	83,928.21
31200 · Property Tax - IMRF	61,182.92
31300 · Property Tax - Social Security	61,189.12
31400 · Property Tax - Tort/Liability	43,701.95
31500 · Property Tax - Bldg/Maintenance	117,690.73
31600 · Property Tax - Working Cash	294,228.88
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	488.01
38500 · Interest Income - General	13,885.08
38900 · Interest Income - Tort/Liab	19,591.21
39000 · Interest Income - Spec Reserve	2,612.13
39191 · Interest Income - Bldg/Maint	1,691.10
39200 · Interest Income - Working Cash	13,045.52
39300 · Interest Income - Gift	5,244.23
39500 · Miscellaneous Income	740.44
39700 · Rent Income	1,800.00
	1,617,513.23
<b>Total Income</b>	
<b>Expense</b>	
40100 · Salaries	119,463.46
40500 · Hospital Insurance	22,387.60
40600 · Staff Education	2,934.49
41000 · Books - Adult	9,856.87
41100 · Books - Children	10,075.26
41300 · Periodicals	446.25
41500 · Audio - Visual	2,091.55
41600 · Video / DVD Tapes	1,322.38
41700 · Electronic Materials	26,108.82
41800 · RSA Online	29,241.00
42000 · Online Computer Library Center	8,628.48
42100 · Office Supplies	3,227.83
42400 · Mileage and Expenses	4,883.62
44360 · Building - Metamora	402.20
44800 · Programming / PR	7,963.51
44900 · Gift & Donation Expense	12,450.00
44999 · Capital Outlay	34,722.01
45000 · Rent	747.56
45100 · Gas and Electric	10,285.73
45200 · Water and Sewer	843.93
45300 · Telephone	1,936.74
45600 · Internet	3,897.56
47000 · Building Equipment/Furniture	1,364.47
49000 · Per Capita	4,474.29
52200 · Audit	9,250.00
60400 · IMRF Employer	4,356.49
70300 · Social Security Employer	7,369.53
70400 · Medicare Employer	1,723.56
72300 · Insurance	23,518.45
72400 · Legal	9,009.00
72500 · Maintenance	51,326.24
72600 · Professional Fees	2,991.50
	429,300.38
<b>Total Expense</b>	
<b>Net Income</b>	<b>1,188,212.85</b>

**Illinois Prairie District Public Library**  
**Balance Sheet**  
 As of September 30, 2024

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10200 · Checking Account	698,340.05
10800 · Petty Cash Checking Account	995.00
11400 · Savings Account	421,325.43
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<b>Total Checking/Savings</b>	1,120,660.48
<b>Other Current Assets</b>	
10100 · Cash on Hand	167.79
10300 · US Treasury Bond 207050143	158,935.70
10400 · Per Capita Fund	38,185.90
10500 · Certificates	124,115.22
10600 · General Operating Fund	1,200,906.22
10700 · Special Reserve Fund	179,270.13
10900 · US Treasury Bond 207050144	248,707.85
11000 · Working Cash Fund	1,064,340.08
11100 · Gift Fund	389,393.08
11200 · Building Maintenance Fund	144,261.25
11300 · Tort Liability Fund	1,473,522.00
11500 · Dedicated Gift Fund	6.97
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<b>Total Other Current Assets</b>	5,021,812.19
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<b>Total Current Assets</b>	6,142,472.67
<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
	<hr/>
<b>Total Fixed Assets</b>	3,657,395.38
	<hr/>
<b>TOTAL ASSETS</b>	<b>9,799,868.05</b>
	<hr/> <hr/>
<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	1,964,271.50
Net Income	1,245,608.64
	<hr/>
<b>Total Equity</b>	9,799,868.05
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,799,868.05</b>
	<hr/> <hr/>

## 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 9-1-2024	\$ 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
Transfer Online	\$ 100,000.00			\$ (100,000.00)							
Accounts Payable	\$ (62,766.09)										
First Payroll	\$ (15,830.15)										
Payroll Taxes	\$ (5,080.37)										
Fines & Fees (Met)	\$ 165.65										
Fines & Fees	\$ 350.64										
Miscellaneous Income	\$ 740.44										
Obits											
Donations	\$ 1,000.00										
Rent	\$ 600.00										
July - December eCommerce											
Second Payroll	\$ (14,797.13)										
Payroll Taxes	\$ (4,725.85)										
IMRF	\$ (2,746.06)										
Interest - CEFCU (200)											
Interest - CEFCU (201)											
Prop Tax Interest											
Interest - Commerce Bank											
Interest - Busey Bank											
Certificate Interest											
Transfer to/from Bldg/Maint		\$ (9,704.43)		\$ 9,704.43							
Transfer to/from Tort/Liab				\$ 2,141.00				\$ (2,141.00)			
Property Taxes	\$ 630,572.59										
Transfer to Bldg/Maint											
Transfer to Gen Operating											
Transfer to/from Special Reserve				\$ 7,000.00			\$ (7,000.00)				
Transfer to/from Per Capita				\$ 4,474.29		\$ (4,474.29)					
Transfer to Petty Cash											
State Corp Replacement Tax											
Rebates/Refunds											
Interest	\$ 98.02	\$ 630.01		\$ 5,253.67	\$ 1,666.07	\$ 169.27	\$ 776.19	\$ 6,307.52	\$ 4,554.03		
Balance 9-30-2024	\$ 698,340.05	\$ 144,261.25	\$ 6.97	\$ 1,200,906.22	\$ 389,393.08	\$ 38,185.90	\$ 179,270.13	\$ 1,473,522.00	\$ 1,064,340.08	\$ 421,325.43	\$ 124,115.22

# Annual Report of Receipts and Disbursements

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

Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

## **Receipts: July 1, 2023, through June 30, 2024**

Real Estate Taxes \$1,512,505  
Donations \$8,957  
Replacement Tax \$25,056  
State Grants \$64,212  
Fines & Fees \$4,230  
Rental Income \$6,600  
Interest \$261,856  
Miscellaneous \$1,138

## **Disbursements: July 1, 2023, through June 30, 2024**

Salaries, Salary Range: Under \$25,000: Adami, D., Babitzke, N., Baer, A., Baldrige, L., Curry, J., Deitrick, R., Doty, A., Frawley, L., Fritz, D., Gilles, L., Hatcher, A., Kamm, A., Kingham, P., Kolb, J., Lankston, M., Moore, L., Paluska, V., Rusk, C., Scheirer, D., Schertz, B., Steffen, S., Wear, J., Zulz, M.

\$25,000 to \$49,999: Forbis, D., Huber, S., Mientus, A., Scurlock, K.,

\$50,000 to \$74,999: Smith, D.

## **Expenses: July 1, 2023, through June 30, 2024**

Salaries \$424,949  
Benefits \$56,501  
Maintenance \$115,010  
Library Materials \$77,119  
Utilities \$54,596  
Mileage & Expense \$24,128  
Supplies \$38,626  
Building Rentals \$34,215  
OCLC \$8,439  
RSA \$28,389  
Retirement \$51,442  
Insurance \$33,402  
Professional Fees \$35,387  
Staff Education \$10,045  
Programming/PR \$23,840  
Miscellaneous \$20  
Capital Outlay \$1,488,177

## **Disbursements to Vendors (\$2,500 minimum): July 1, 2023, through June 30, 2024**

Amazon \$22,286  
Ameren \$31,110  
Auto-Owners \$38,925  
Baker & Taylor \$17,870  
Bestsellers Audio, LLC \$3,070  
Blue Cross Blue Shield \$62,869  
Cengage \$4,342  
CLA \$6,300

Commerce Bank \$27,020  
Daniel E O'Brien MD \$32,000  
Dawn Smith \$4,728  
DEM \$93,000  
DEMCO \$14,019  
Dewberry Architects, Inc \$91,800  
Diamond Design & Construction Inc \$976,593  
Doug Cupples \$9,549  
EBSCO \$4,451  
Federal Companies \$34,217  
Fritch Heating & Cooling, Inc. \$3,420  
Gordon, Stockman & Waugh, P.C. \$12,690  
Henricksen and Company, Inc \$195,875  
Heyl Royster \$4,600  
Hoopla \$29,157  
Ideal Environmental Engineering, Inc. \$32,794  
IHLS-OCLC \$8,438.62  
IMRF \$27,765  
Jacob Brothers Commercial Cleaning LLC \$14,710  
Library Ideas \$6,585  
Mediacom \$6,200  
Midwest Tape \$4,342  
MTCO \$3,752  
Nate Baranowski \$8,000  
NewsBank \$7,869  
Orkin \$4,473  
Palisade Technology Solutions \$14,785  
Pam Kingham \$5,670  
Playaway Products LLC \$3,730  
RAILS \$7,964  
RK Dixon \$45,243  
RSA NFP \$30,821  
Samantha Huber \$2,574  
Synergetic Technologies \$3,673  
The Penworthy Company LLC \$8,681  
VoiceSpring \$4,965  
World Book, Inc \$2,742  
Xerox Financial Services \$10,471  
Zendavor Signs & Graphics Inc \$3,147  
Zobrist Scheirer Insurance Agency, Inc \$5,372

Prepared by: \_\_\_\_\_  
Director, Illinois Prairie District Public Library

Certified by: \_\_\_\_\_  
Treasurer, Illinois Prairie District Public Library

## Director's Remarks for October 8, 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.

- *We are looking for a home for the sled in the Washburn branch museum.*
- *The bushes on the side of the Roanoke building that were crowding the sidewalk have been removed.*

### **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.

- *Visited 8<sup>th</sup> grade classrooms at Metamora and Germantown Hills grade schools.*
- *Attended Roanoke-Benson open houses (both campuses.)*
- *Attended St. Mary's teacher institute.*
- *Attended Germantown Hills Family Reading Night.*

### **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.

- *How to Ebook and How to Library classes offered to highlight our audiobook collection and catalog.*
- *Strawbees Studio was offered at several branches to feature an item from our Makerspace.*

### **ADDITIONALLY**

- Donna Adami's last day and open house is October 24<sup>th</sup>. She has been with us since October of 2000.
- I attended several outreach events including Meet Your Heroes and the Snyder Village Benefit.
- We are hiring Benson and Washburn.
- We had a staff meeting last week to review the summer reading program and to discuss upcoming programming.
- IPDPL checkouts now have automatic renewals.
- Spring Bay has evidence of termites which will be remediated on the October 9<sup>th</sup>.

**September Door Count (FY2024-2025)**

Benson: 114 (336)

GHills: 2,517 (9,547)

Metamora: 1,236 (5,332)

Roanoke: 550 (1,454)

SBay: 588 (1,788)

Washburn: 265 (758)

**Wi-fi Usage**

September:350(1,095)

Electronic Resources						
	OD Ebooks	OD Audio	OD Mags	Kanopy	Axis 360	
July	583	474	383	18	265	
August	471	469	321	29	225	
September	507	391	323	40	225	
Total	1,561	1,334	1,027	87	715	
HOOPLA	Ebooks	Audio	Binge	Music	Movies	Television
July	335	884	9	34	47	31
August	297	899	15	26	40	32
September	336	840	15	18	50	11
Total	968	2,623	39	78	137	74



### 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	71	1069	1242	362	138	121	20	889	3912
October									0
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
<b>Total</b>	<b>221</b>	<b>3554</b>	<b>4220</b>	<b>1188</b>	<b>435</b>	<b>424</b>	<b>133</b>	<b>2847</b>	<b>13022</b>

### 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	98	1380	2533	492	149	168	20	4840
October								0
November								0
December								0
January								0
February								0
March								0
April								0
May								0
June								0
<b>Total</b>	<b>332</b>	<b>4826</b>	<b>8643</b>	<b>2203</b>	<b>393</b>	<b>446</b>	<b>133</b>	<b>16976</b>

### 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	2	54	139	32	0	3
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>10</b>	<b>217</b>	<b>363</b>	<b>100</b>	<b>5</b>	<b>18</b>

PATRON INTERNET USE

	<b>Benson</b>	<b>Germantown</b>	<b>Metamora</b>	<b>Roanoke</b>	<b>Spring Bay</b>	<b>Washburn</b>
July	0	167	111	42	8	21
August	0	179	80	34	8	17
September	0	178	90	29	4	10
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>0</b>	<b>524</b>	<b>281</b>	<b>105</b>	<b>20</b>	<b>48</b>



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# MEMORANDUM

**To:** Monica Harris, RAILS Executive Director  
Joe Filapek, RAILS Associate Executive Director

**From:** Julie Tappendorf  
Eugene Bolotnikov

**Subject:** Decreased Treasurer Bond and Insurance Requirements in Library Laws

**Date:** September 18, 2024

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On June 7, 2024, Governor Pritzker signed HB 4951 into law as [Public Act 103-592](#) (“**P.A. 103-592**”). The law became effective on July 1, 2024. P.A. 103-592 amended provisions contained in the Public Library District Act of 1991 and the Illinois Local Library Act to reduce the amount of the treasurer bond or insurance policies/instruments that library treasurers must provide to their library boards. We have provided some information about the new law and its impacts in the memorandum.

## **I. Previous Treasurer Bond/Insurance Requirements**

Before P.A. 103-592 was signed into law, state law required a library treasurer to provide a bond in the amount of not less than 50% of the total funds received by the library in the prior fiscal year.<sup>1</sup> As an alternative to a library treasurer providing a bond, state law allowed a library treasurer to secure an insurance policy or other insurance instrument that would provide the library with coverage similar to what a bond would cover in an amount at least equal to 50% of the average amount of the library's operating fund from the prior three fiscal years.

## **II. P.A. 103-592 Changes to Treasurer Bond/Insurance Requirements**

P.A. 103-592 made two significant changes to the two library statutes.

First, it reduced the required bond amount to not less than 10% of the total funds received by that library in the prior fiscal year from the previously required 50%.<sup>2</sup>

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<sup>1</sup> The Library System Act had a similar requirement, except that the required bond must be not less than 50% of the system's area and per capita grant for the prior year.

<sup>2</sup> The statute also amended the Library Systems Act to reduce the amount of the bond for a library systems treasurer to not less than 10% of the system's area and per capita grant for the prior year.

ANCEL GLINK

September 18, 2024

Page 2

Second, it reduced the amount of insurance required if a library chooses the alternative coverage in lieu of providing a bond to not less than 10% of the average amount of the library's operating fund from the prior three fiscal years from the previously required 50%.<sup>3</sup>

### **III. P.A. 103-592 Impact on RAILS and Member Libraries**

RAILS member libraries should see some cost-savings from the statutory change as the cost to purchase a treasurer's bond or insurance should decrease because of the reduced required amount of bond or alternative insurance coverage.

If a library treasurer currently in office has already provided the required bond or insurance in the coverage amounts required before P.A. 103-592 took effect (i.e., at least 50%), that bond or insurance remains valid because it exceeds the new reduced 10% bond or insurance coverage requirement.

### **IV. Conclusion**

We encourage RAILS member libraries to consult with their legal counsel if they have any questions about the impact this new law has on their library. In addition, RAILS members might consider reaching out to the provider of their current treasurer's bond/insurance to discuss making changes to the amount of treasurer coverage at the renewal date since the new law will not automatically change your current coverage. Finally, it is important to understand that if you carry crime or D&O insurance coverage through an insurance provider or risk pool, that coverage probably does not cover the statutory treasurer bond requirement discussed in this memorandum, so we recommend you consult with your insurance or risk pool representative if you are not sure if you have the appropriate treasurer coverage.

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<sup>3</sup> Similar to above, the statute also reduced the Library Systems Act insurance amount to 10%.

## RSA FY24 Annual Report

2 September 2024

**Mission:** Uniting member libraries to increase access to information and materials through resource sharing.

**Vision:** Engaged, effective, and efficient resource sharing to empower strong libraries.

**Strategic Direction:** Relevant ongoing directions from RSA's expired Strategic Plan for 2019-2023:

- **Member Engagement:** RSA members understand engagement options and maximize engagement opportunities.
  - Informing and engaging members is a primary importance to RSA's overall success. At the heart of this engagement is communication with members about the availability of services and increased access for members regardless of location. Supporting peer coaching and leadership opportunities will be critical to increasing engagement.
- **Organizational Effectiveness:** RSA offers options for membership that suit the needs of our diverse membership and promote RSA self-sustainability
  - Members highly value their partnership with RSA. Increased communication to encourage participation and standardization will improve efficiency for all levels of membership.
- **Operating Efficiency:** RSA maintains the staff and internal operations to support member needs aligned with our financial resources.
  - RSA staff is integral to the work we do with our members on behalf of their communities. Members indicate a strong desire for more online and in-library training. New training models will allow for better member access, involving both technology and member facilities to alleviate geographic disparities.

**Guiding Principles:** Areas of focus while converting to a fully independent RSA:

- As directed by RAILS, fully convert RSA into an independent organization. Phase One was the governance transition completed on 1 July 2024, Phase Two is ongoing, reading RSA for directly employ our support staff on 1 July 2025. Phase Three involves moving all IT and daily operations fully to RSA owned and operated equipment, contracts, and services.
- Fully engaging with all RSA members – Direct in-person or remote meetings to re-establish system setup, cataloging site visits, in-person and online training, Membership Chats, and an internal goal of visiting every member at least once every other year.
- Enhance member-to-member collaboration, interactions, mentoring, and collaboration.
- Update the system with online circulation options, updated patron interfaces, simplified and streamlined training and operational processes, new reporting options, and a continual search for additional functionality that makes sense for our consortia. Ensure we maintain an automation system that works for libraries of all types and sizes.
- Start planning for a library automation industry Request of Information (RFI) process to gauge the ability of other vendors to fulfill RSA's complex automation needs. The RFI process is expected to be run in early 2026 with a potential competition between vendors for a new automation system depending on the outcome of the RFI process.
- Continued fiscal responsibility and stewardship of RSA member dollars.

**Membership Makeup as of 1 July 2024**

**Number of Members: 135**

Total Count of Automated Member Buildings: 175

- Public Libraries: 96 + Branches: 19
- School Libraries: 34 + Branches: 21
- Academic Libraries: 3
- Special Libraries: 2

**RSA Public Library Population Served Counts:**

- Under 2,000 served: 34 – smallest library serves 596 people
- 2,001 to 4,000 served: 25
- 4,001 to 10,000 served: 21
- 10,001+ served: 16 - largest library serves 113,150 people

**RSA Non-Public Library Student Enrollment or User Counts:**

- 1 to 200 students: 10 – smallest enrollment is 107
- 201 to 500 students: 14
- 501 to 1,000 students: 11
- 1,001+ students: 4 – largest enrollment is 1,519

**RSA Support Staff Breakout**

**Executive Staff**

Kendal Orrison – Executive Director  
Antony Deter – Assistant Director  
Open position – Business Manager

**Cataloging and Database Staff**

Erica Laughlin – Cataloging and Database Supervisor  
Rhonda Bierman - Cataloging and Database Coordinator  
Jennifer Choate - Cataloging and Database Coordinator  
Erin Roberts - Cataloging and Database Coordinator  
Lisa Schemensky - Cataloging and Database Coordinator

**Operations Staff**

James Campbell – System Supervisor  
Tony Hahn – Member Services User Experience Coordinator  
Patty Kweram - Member Services Coordinator  
Sara Naslund - Member Services Coordinator

### Training and Engagement

	FY24	FY23	Change +/-
Sessions Attendees	804	657	22.3%
Sessions Hours	306	157	94.9%
Total Contact Hours	2,684	1,990	34.8%
Training Events	41	54	-24.1%
Site Visits	57	3	1900.0%
Meetings	26	13	100.0%
YouTube Views	2,824	1,459	93.6%
YouTube Hours Watched	344.8	199.3	73.0%

### RSA-Wide Statistics

	FY24	FY23
<b>Record Counts:</b>		
Total Titles	<b>1,066,626</b>	1,085,655
<i>Title Records (non-Brief)</i>	1,011,941	1,018,856
<i>Brief Title Records</i>	54,685	66,799
Items	<b>4,277,018</b>	4,435,322
<i>Public Items</i>	3,681,916	n/a
<i>Non-Public Items</i>	595,102	n/a
Users	<b>301,087</b>	322,501
<i>Public Users</i>	254,364	n/a
<i>Non-Public Users</i>	46,723	n/a
<b>Circulation Counts:</b>		
Total Checkouts, Renewals, & Mark Item Used	<b>4,567,453</b>	4,785,776
<i>Public Circ</i>	4,274,010	4,450,237
<i>Non-Public Circ</i>	293,443	335,539
Public Library Reciprocal Checkouts & Renewals	<b>682,501</b>	742,842
<i>RCIP by RSA Patrons in Other RSA Libraries</i>	368,646	379,673
<i>RCIP by Patrons with RCIP User Profiles</i>	313,855	363,169
Intra-RSA ILL (member to member loans)	<b>633,909</b>	644,294
<i>Public ILL</i>	578,842	584,410
<i>Non-Public ILL</i>	10,209	11,357
<i>RSA Staff holds &amp; various system maintenance tasks</i>	44,858	48,527
Outside RSA ILL (D1500 Checkouts Only)	<b>14,461</b>	13,296
Mark Item Used	<b>754,030</b>	681,607
<i>Public</i>	621,260	558,990
<i>Non-Public</i>	132,770	122,617
<b>Checkouts VS Renewals:</b>		
Checkouts	<b>3,445,283</b>	3,567,149
Renewals	<b>1,138,472</b>	1,227,997
Patron Renewals in RSACat/RSACat Mobile	<b>582,446</b>	466,204

**Holds Counts:**

Holds Placed	<b>611,875</b>	610,985
<i>Public via RSACat &amp; RSACat Mobile</i>	379,308	n/a
<i>Public via Workflows</i>	211,573	n/a
<i>Non-Public via RSACat/Mobile</i>	9,356	n/a
<i>Non-Public via Workflows</i>	11,638	n/a
Holds Filled	<b>569,144</b>	517,488
<i>Public Filled</i>	548,064	n/a
<i>Non-Public Filled</i>	21,050	n/a
Hold Canceled	<b>55,235</b>	56,488
Hold Expired	<b>1,670</b>	1,572
Holds filled by other library's Items	<b>407,230</b>	379,390

**Cataloging**

	<b>FY24</b>	FY23
Items Added	<b>228,837</b>	232,586
Items Deleted (estimated)	<b>387,000</b>	319,000
RSA Cataloger Brief Records Upgraded	<b>4,054</b>	2,956
RSA Cataloger Original Records Created	<b>295</b>	300
RSA Backlog Cataloging Requests Closed	<b>3,284</b>	n/a
WorkFlows Cataloging Accounts Created	<b>60</b>	51
WorkFlows Cataloging Parameters Created	<b>113</b>	63

**Help Desk**

	<b>FY24</b>	FY23
Tickets Opened	<b>7,799</b>	5,822
Tickets Closed	<b>7,635</b>	5,822

Total tickets opened since go live on 12 Dec 2021 – 36,911



## September 2024 Programming

Synchronous Programs	IPLAR Age Group	Programs/ Sessions	Attendance/ Views	Passive Programs	Passive Participants	Support Services		Space Usage	
	Children 0-5	35	316	0	0	Patron Tech Support	113	GH - Meeting Room	4
	Children 6-11	5	76	2	67	Reference Questions	454	GH - Study A	8
	YA 12-18	2	177	0	0	Website Visits	5758	GH - Study B	3
	Adults 19+	15	128	6	49			M - Meeting Room A/B	4
	General Interest (mixed)	6	197	4	196			M - Study A	1
<b>Total</b>	<b>63</b>	<b>894</b>	<b>12</b>	<b>312</b>			M - Study B	3	
							R - Meeting Room	10	
							R - Study Room	2	

Self Directed, Asynchronous Programs	IPLAR Age Group	Programs/ Activities	Participants/ Views
	Children 0-5	16	496
	Children 6-11	17	320
	YA 12-18	0	0
	Adults 19+	0	0
	General Interest (mixed)	9	241
<b>Total</b>	<b>42</b>	<b>1057</b>	

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

All Program Totals	Synchronous In Person, On Site	45	477
	Synchronous In Person, Off Site	18	417
	Synchronous Virtual Sessions	0	0
	<b>Synchronous Total</b>	<b>63</b>	<b>894</b>
	Self Directed Programs	42	1057
	Asynchronous Virtual Programs - Archived	4	17917
	<b>Asynchronous Total</b>	<b>46</b>	<b>18974</b>
<b>All Programs Total</b>	<b>109</b>	<b>19868</b>	

SEPTEMBER									
DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
<b>SPECIAL PROGRAMS</b>									
9/9/2024	Germantown Hills Garden Club	0	1	13	0	Adults 19+	N	Sync On-Site	14
9/9/2024	Movie Night - B	16	0	7	0	Children 6-11	Y	Sync On-Site	23
9/17/2024	Strawbees Studio - R	0	0	0	0	Children 6-11	N	Sync On-Site	0
9/18/2024	Heavenly Hydrangeas	0	0	7	0	Adults 19+	N	Sync On-Site	7
9/19/2024	Strawbees Studio - M	1	0	1	0	Children 6-11	N	Sync On-Site	2
9/26/2024	Retirement Open House for Nel Babitzke	7	0	35	0	Gen Int	Y	Sync On-Site	42



## September 2024 Programming

DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
<b>OUTREACH</b>									
9/4/2024	Germantown Hills Grade School - 8th Grade	0	87	4	0	YA 12-18	N	Sync On-Site	91
9/4/2024	Little Oaks Career Day	30	0	4	0	Children 0-5	N	Sync Off-Site	34
9/9/2024	Once Upon a Time Story Time	6	0	2	0	Children 0-5	N	Sync Off-Site	8
9/23/2024	Once Upon a Time Story Time	7	0	1	0	Children 0-5	N	Sync Off-Site	8
9/24/2024	Little Oaks Preschool Story Time	32	0	5	0	Children 0-5	N	Sync Off-Site	37
9/26/2024	GH Grade School Family Reading Night	0	0	0	44	Children 6-11	Y	Sync Off-Site	44
9/26/2024	Roanoke-Benson High and Sowers Open House	0	0	0	91	Gen Int	Y	Sync Off-Site	91
9/26/2024	Roanoke-Benson Jr High Open House	0	0	0	55	Gen Int	Y	Sync Off-Site	55
9/27/2024	Little Oaks School Aged STEM	6	0	1	0	Children 6-11	N	Sync Off-Site	7
9/27/2024	MGS 8th Grade Visit	80	0	6	0	YA 12-18	N	Sync Off-Site	86
9/27/2024	St Mary's Teacher Institute	0	0	14	0	Adults 19+	N	Sync Off-Site	14
9/1-30/24	Take & Make Kits	0	0	0	0	Children 0-5	Y	Self Directed	0
<b>RECURRING PROGRAMS</b>									
9/3/2024	LEGO Club - M	4	0	0	0	Children 6-11	Y	Self Directed	4
9/3/2024	The Papercrafter's Workshop	0	0	3	0	Adults 19+	Y	Sync On-Site	3
9/4/2024	Knit & Stitch Group	0	0	10	0	Adults 19+	Y	Sync On-Site	10
9/4/2024	Wits Workout	0	0	0	0	Adults 19+	N	Sync On-Site	0
9/5/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
9/7/2024	LEGO Club - R	0	0	0	3	Children 6-11	Y	Self Directed	3
9/9/2024	Spring Bay Bookies	13	0	0	0	Adults 19+	N	Sync On-Site	13
9/10/2024	Book Buzz Book Club	0	0	10	0	Adults 19+	N	Sync On-Site	10
9/10/2024	LEGO Club - M	5	0	0	0	Children 6-11	Y	Self Directed	5
9/11/2024	Knit & Stitch Group	0	0	8	0	Adults 19+	Y	Sync On-Site	8
9/12/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
9/12/2024	Popcorn Night	0	0	8	0	Gen Int	Y	Sync On-Site	8
9/13/2024	How to Library: E-Books and Audiobooks - GH	0	0	1	0	Gen Int	N	Sync On-Site	1
9/14/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
9/14/2024	Peoria Poetry Club	0	0	16	0	Adults 19+	N	Sync On-Site	16
9/17/2024	LEGO Club - M	2	0	0	0	Children 6-11	Y	Self Directed	2
9/17/2024	The Papercrafter's Workshop	0	0	5	0	Adults 19+	Y	Sync On-Site	5
9/18/2024	Knit & Stitch Group	0	0	11	0	Adults 19+	Y	Sync On-Site	11
9/18/2024	Wits Workout: The Best Medicine	0	0	1	0	Adults 19+	N	Sync On-Site	1
9/19/2024	LEGO Club - W	0	0	0	0	Children 6-11	Y	Self Directed	0
9/21/2024	LEGO Club - R	0	0	0	2	Children 6-11	Y	Self Directed	2
9/24/2024	LEGO Club - M	1	0	0	0	Children 6-11	Y	Self Directed	1
9/25/2024	How to Library: Let Me Entertain You - M	0	0	0	0	Gen Int	N	Sync On-Site	0
9/25/2024	Knit & Stitch Group	0	0	12	0	Adults 19+	Y	Sync On-Site	12

## September 2024 Programming

DATE	NAME OF PROGRAM	Juvenile	YA	Adult	Gen Int	IPLAR Age Grp	Passive Y/N?	IPLAR Prog Type	All Att by Prog
9/26/2024	LEGO Club - W Digging Deeper Into Your Roots: Researching	2	0	1	0	Children 6-11	Y	Self Directed	3
9/27/2024	Online	0	0	4	0	Adults 19+	N	Sync On-Site	4
9/28/2024	LEGO Club - R	0	0	0	0	Children 6-11	Y	Self Directed	0
<b>BEANSTACK READING CHALLENGES</b>									
9/1-30/24	1K Books Before Kindergarten	13	0	0	0	Children 0-5	Y	Self Directed	13
9/1-30/24	2024 Annual Challenge - The Great Escape	13	5	16	0	Gen Int	Y	Self Directed	34
9/1-30/24	2024 Back to School	14	5	14	0	Gen Int	Y	Self Directed	33
<b>IN-HOUSE ACTIVITIES</b>									
9/1-30/24	Children's Computers - GH				73	Children 6-11	Y	Self Directed	73
9/1-30/24	Children's Computers - M				67	Children 6-11	Y	Self Directed	67
9/1-30/24	Coloring Pages				64	Gen Int	Y	Self Directed	64
9/1-30/24	Jigsaw Puzzle - B				27	Gen Int	Y	Self Directed	27
9/1-30/24	Jigsaw Puzzle - GH				4	Gen Int	Y	Self Directed	4
9/1-30/24	Jigsaw Puzzle - M				12	Gen Int	Y	Self Directed	12
9/1-30/24	Jigsaw Puzzle - SB				18	Gen Int	Y	Self Directed	18
9/1-30/24	Jigsaw Puzzle - W				34	Gen Int	Y	Self Directed	34
9/1-30/24	LEGO - Benson				15	Gen Int	Y	Self Directed	15
9/1-30/24	Play Space - GH Train Table				91	Children 0-5	Y	Self Directed	91
9/1-30/24	Play Space - M - Kitchen				97	Children 0-5	Y	Self Directed	97
9/1-30/24	Play Space - R - Kitchen				48	Children 6-11	Y	Self Directed	48
9/1-30/24	Play Table - M - Game Table				102	Children 6-11	Y	Self Directed	102
9/1-30/24	Play Table - R - Light Table				10	Children 6-11	Y	Self Directed	10
9/1-30/24	Take & Make Kits - B				4	Children 0-5	Y	Self Directed	4
9/1-30/24	Take & Make Kits - GH				60	Children 0-5	Y	Self Directed	60
9/1-30/24	Take & Make Kits - M				67	Children 0-5	Y	Self Directed	67
9/1-30/24	Take & Make Kits - R				46	Children 0-5	Y	Self Directed	46
9/1-30/24	Take & Make Kits - SB				12	Children 0-5	Y	Self Directed	12
9/1-30/24	Take & Make Kits - W				14	Children 0-5	Y	Self Directed	14
<b>EMAIL NEWSLETTER</b>									
9/3/2024	Newsletter #264	0	0	0	4494	Gen Int	Y	Asyn Virtual	4494
9/10/2024	Newsletter #265	0	0	0	4485	Gen Int	Y	Asyn Virtual	4485
9/17/2024	Newsletter #266	0	0	0	4474	Gen Int	Y	Asyn Virtual	4474
9/24/2024	Newsletter #267	0	0	0	4464	Gen Int	Y	Asyn Virtual	4464

## Monthly Marketing Report

### September 2024

**Ad Spend:** We ran one Facebook ad from August 27 – September 4, promoting the return of our Children’s Story Time programs (Baby Bookworms and Story Time). The ad was seen 2,551 times across 1,050 accounts from a target audience of Parents within a 10-mile radius of Metamora or a 10-mile radius of Roanoke. The total cost for this campaign was \$14.99 (paid in 2 separate installments – one at the end of August and the other at the end of September).

**Coverage:** We had four listings of upcoming events in the *Woodford County Journal* in September. A story on the Happy Hacks program ran in the *Woodford County Journal* on September 10, 2024.

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

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

- 3,178 visits to our website
- 1,606 visitors
- 852 visits referred by a search engine (Google, Bing, Yahoo, etc.)
- 145 clicks on the link to the RSA online catalog
- 161 clicks on the link to the library Calendar of Events
- 60 clicks on digital book links (eBooks, audiobooks, and streaming books read online)
- 32 Database links used 199 times
- 12 clicks on the IPDPL Beanstack link
- 5 clicks on social media links (Facebook, Instagram, YouTube)
- 10 clicks on the Explore More Illinois link

*Note: A portion of the increased traffic to our website may be related to the website redevelopment project.*