

Heyworth Public Library District

119 E. Main Street | P.O. Box 469, Heyworth, IL 61745

Ph. (309)473-2313

September 14, 2021

All citizens are invited to the Heyworth Public Library District Board meetings. Regular meetings are held at 7:00 p.m. on the second Tuesday of each month. There is no December meeting.

- A. Call to order – 7:00 p.m.
- B. Roll Call of Trustees
- C. Correspondence, Communications, and Public Comments
- D. Budget & Appropriation Hearing FY 21/22 (Ordinance 21-4)
- E. Secretary's Report, Kira Stevens
 - a. Read and approve minutes of previous month's board meeting.
- F. Treasurer's Report, Michael Lamb
 - a. Status of Funds
 - b. Approval of Payables and Transfers
- G. President's Report, Dennis Lawyer
- H. Reports from Trustees
 - a. Kathy Clesson
 - b. Tami Koch, Vice-President
 - c. Amy Roehrig
 - d. Lisa Shaffer
- I. Committee Reports
- J. Librarian's Report, Lori Urban
 - a. Circulation and discussion of data and statistics of library usage
 - b. Gifts/Memorials
 - c. Other Items of Interest
- K. Old Business (Action Items)
 - a. Review the Illinois Freedom of Information Act
 - b. Review Conduct Ordinance 14-5

- c. Review Unattended Children Policy
 - d. Review Patron Confidentiality Ordinance 11-6
- L. New Business (Discussion Items)
 - a. Discuss upcoming Levy Ordinance 21-8
- M. Adjournment
 - a. Next Meeting, Tuesday, October 12, 2021.

Heyworth Public Library District
119 E. Main Street | PO Box 469
Heyworth, IL 61745
(309) 473-2313

September 14, 2021

Public Hearing: An Ordinance Approving and Adopting the Annual Budget and Appropriations for Library Purposes in the Heyworth Public Library District, in Randolph and Downs Township, McLean Co., Illinois, for the Fiscal Year 2021-2022 (ORDINANCE 21-4).

-President Dennis Lawyer declared the public hearing open and read the following statement: ---

*PUBLIC HEARING ON PROPOSED ANNUAL BUDGET AND APPROPRIATIONS
FOR THE HEYWORTH PUBLIC LIBRARY DISTRICT*

Section 1. This is a public hearing on "An Ordinance Approving and Adopting the Annual Budget and Appropriations for Library Purposes for the Fiscal Year Beginning July 1, 2021 and ending June 30, 2022 (ORDINANCE 21-4).

Section 2. In accordance with Illinois Statutes, the Library District published a "Legal Notice" of public hearing on Thursday, August 5, 2021. This notice was published in the Heyworth Buzz.

Section 3. The Ordinance in tentative form was available for public inspection for at least thirty (30) days prior to this hearing at the circulation desk during regular Library hours.

Section 4. If there is any person who desires to present testimony to the taxing district, represented by this Board of Library Trustees, please step forward at this time.

-President Lawyer invited comments from the audience (if any)

-President Lawyer declared the public hearing closed.

4. Adjournment

-Motion from board member to approve Ord. 21-4.

First
Second

-Roll Call Vote:

-Adjournment of hearing | time: _____

(Go onto Secretary's Minutes.)

**MINUTES OF THE AUGUST 2021
HPLD BOARD MEETING
Presented September 14, 2021**

The Heyworth Public Library Board of Trustees met August 10, 2021, at the library. Attending the meeting were Director Lori Urban and board members Dennis Lawyer (president), Kira Stevens (secretary), Tami Koch (vice president), Kathy Clesson, Amy Roehrig and Lisa Shaffer. Absent was Michael Lamb (treasurer).

CORRESPONDENCE | PUBLIC COMMENTS

There were no public comments. A letter was received from CEFCU notifying the board two certificates of deposit will mature in September.

SECRETARY'S REPORT

K.Stevens provided a report of the minutes of the July 2021 meeting which were approved and filed for audit.

TREASURER'S REPORT

On behalf of M.Lamb, D. Lawyer provided the treasurer's report for August 2021. There were no out of ordinary expenses or transfers. D.Lawyer moved to accept payables, account balances and transactions as presented; A.Roehrig seconded, and the motion passed unanimously. A.Roehrig moved to approve all fund transfers as presented; L.Shaffer seconded, and the motion passed unanimously.

D. Lawyer also reported that the treasurer will allow the CEFCU CDs to roll over.

PRESIDENT'S REPORT

None

TRUSTEE REPORTS

L.Shaffer reported the free little library was closed due to flooding at Centennial Park and will be closed until further notice due to safety issues at the park.

COMMITTEE REPORTS

The secretary's audit committee reported they conducted an audit of the secretary's minutes and found no discrepancies.

LIBRARIAN'S REPORT

L.Urban made her report. See attached for monthly circulation summaries and the report. She also summarized chapters 11 (youth and young adult services) and 12 (technology) of the Serving Our Public 4.0 requirement for the state per capita grant.

OLD BUSINESS | ACTION ITEMS

The board discussed the FY 21-22 budget. L.Urban reminded the board the budget and appropriations hearing will be conducted at the next regular meeting. K.Stevens moved to approve the budget as presented with changes to four line items in the General Fund which allows for an increase in the contingency line item. T.Koch seconded, and the motion passed unanimously.

K.Clesson moved to approve the updated disaster plan. L.Shaffer seconded, and the motion passed unanimously.

NEW BUSINESS | ACTION ITEMS

For the next meeting, the board will review the Illinois Freedom of Information Act, Conduct Ordinance 14-5, the Unattended Children Policy, and Patron Confidentiality Ordinance 11-6. Levy Ordinance 21-8 will also be discussed.

MEETING ADJOURNED 8:14 pm

The next meeting will be held September 14, 2021.

Kira Stevens
Board Secretary
Heyworth Public Library District

- MINUTES approved on this date: _____
- MINUTES approved with amendments stapled to this copy on this date: _____

Treasurer's Report
September 14, 2021

FY 21/22

Account Balances – August:

| | Beginning | Ending |
|-----------------------------------|---------------------|---------------------|
| General – Checking | \$ 9,186.26 | \$ 8,485.48 |
| General – Money Market | 75,678.50 | 57,396.68 |
| Gift – CD | 51,684.04 | 51,753.83 |
| Gift – Money Market | 19,795.47 | 19,816.30 |
| Passbook | 11,666.57 | 11,744.07 |
| Petty Cash | 81.60 | 90.35 |
| Insurance Fund | 46,469.20 | 46,362.17 |
| Social Security Fund | 18,960.42 | 18,327.35 |
| Special Reserve Fund | 146,474.76 | 146,580.49 |
| | \$379,996.82 | \$360,556.72 |
| Petty Cash Deposit Income: | \$ 109.69 | \$ 89.00 |

Notable or Out-of-Ordinary Expenses Per Fund:

General Fund

| | | | |
|------------|---------|--|------------|
| Check 8807 | 8/30/21 | Anderson Electric (LED Conversion) | \$5,775.00 |
| Check 8808 | 8/30/21 | Midwest Tape (hoopla advance payment) | \$1,000.00 |
| Check 8811 | 8/30/21 | Kavanagh, S, S, W, F, P.C. (legal advice for B & A) | \$400.00 |

Motion to accept last month's Payables, Account Balances, and Transactions:

First
Second

Transfers:

General Fund – Checking

| | | |
|---------|---------------------------------|-------------|
| 8/11/21 | Mid-month transfer for bills | \$6,000.00 |
| 8/26/21 | End of month transfer for bills | \$13,000.00 |

General Fund – Money Market

| | | |
|---------|--|----------|
| 8/11/21 | Reimbursement of Social Security (8/13/21 payroll) | \$572.61 |
| 8/26/21 | Reimbursement of Social Security (8/31/21 payroll) | \$61.57 |

Motion to accept Transfers:

First
Second

Items of Interest: None
Submitted by Michael Lamb
Board of Trustees, Treasurer

3:25 PM

09/09/21

Cash Basis

Heyworth Public Library District
Account Balances
 July through August 2021

| | Jul 21 | Aug 21 |
|---|-------------------|-------------------|
| 10000-1 · General Operating Fund | | |
| 10100-1 · Checking (383) | | |
| 10125-1 · Checking - General | 9,186.26 | 8,485.48 |
| 10175-6 · Checking - Social Security | 0.00 | 0.00 |
| 10180-7 · Checking - Medicare | 0.00 | 0.00 |
| Total 10100-1 · Checking (383) | 9,186.26 | 8,485.48 |
| 10200-1 · Money Market (092) | | |
| 10225-1 · Money Market - General | 67,913.84 | 49,632.02 |
| 10250-5 · Money Market - Audit | 7,764.66 | 7,764.66 |
| 10280-7 · Money Market - Medicare | 0.00 | 0.00 |
| Total 10200-1 · Money Market (092) | 75,678.50 | 57,396.68 |
| 10300-1 · Passbook (316) | 11,666.57 | 11,744.07 |
| 10400-1 · Petty Cash | 81.60 | 90.35 |
| 10500-4 · Gift Account | | |
| 10525-4 · Gift - CEFCU CD (201) | 51,684.04 | 51,753.83 |
| 10550-4 · Gift - FSB Money Market (323) | 19,795.47 | 19,816.30 |
| Total 10500-4 · Gift Account | 71,479.51 | 71,570.13 |
| Total 10000-1 · General Operating Fund | 168,092.44 | 149,286.71 |
| 10000-2 · Insurance Levy Fund | | |
| 10100-2 · Money Market (558) | 46,469.20 | 46,362.17 |
| Total 10000-2 · Insurance Levy Fund | 46,469.20 | 46,362.17 |
| 10000-3 · Special Reserve Fund | | |
| 10100-3 · CEFCU Savings (000) - Current | 5.04 | 5.04 |
| 10200-3 · CEFCU CD (200) | 15,250.60 | 15,271.19 |
| 10300-3 · CEFCU CD (202) | 0.00 | 0.00 |
| 10400-3 · CEFCU CD (203) | 46,297.39 | 46,375.25 |
| 10500-3 · Money Market FSB (160) | 84,921.73 | 84,929.01 |
| Total 10000-3 · Special Reserve Fund | 146,474.76 | 146,580.49 |
| 10000-6 · Social Security Fund | | |
| 10100-6 · Money Market (058) | 18,960.42 | 18,327.35 |
| Total 10000-6 · Social Security Fund | 18,960.42 | 18,327.35 |
| 13000-1 · General Fund - Due From | 0.00 | 0.00 |
| 13000-2 · Insurance Fund - Due From | 0.00 | 0.00 |
| 13000-4 · Gift Fund - Due From | 0.00 | 0.00 |
| 13000-6 · Social Security Fund - Due From | 0.00 | 0.00 |
| TOTAL | 379,996.82 | 360,556.72 |

12:28 PM

09/08/21

Cash Basis

Heyworth Public Library District
Administrative and General Operating Fund
As of August 31, 2021

| Date | Num | Name | Memo | Paid Amount | Balance |
|---|------|--|---|-------------------|------------------|
| 10000-1 · General Operating Fund | | | | | 84,864.76 |
| 10100-1 · Checking (383) | | | | | 9,186.26 |
| 10125-1 · Checking - General | | | | | 9,186.26 |
| 08/11/2021 | | | mid-month bills; payroll | 6,000.00 | 15,186.26 |
| 08/13/2021 | EFT | Illinois Department of Employment Sec... | 1405824 | -7.73 | 15,178.53 |
| 08/13/2021 | EFT | Illinois Dept. of Revenue | state w/h - 8/13/21 payroll | -343.55 | 14,834.98 |
| 08/13/2021 | EFT | US Treasurer | federal w/h, soc sec, med - 8/13/21 payroll | -1,023.16 | 13,811.82 |
| 08/13/2021 | EFT | US Treasurer | soc sec (employer) - 8/13/21 payroll | -572.61 | 13,239.21 |
| 08/13/2021 | 8800 | CIRBN | monthly internet | -188.80 | 13,050.41 |
| 08/13/2021 | 8801 | Baker & Taylor | L0385622 | -1,351.50 | 11,698.91 |
| 08/13/2021 | 8802 | Heyworth Water Dept. | Acct 670 | -51.52 | 11,647.39 |
| 08/13/2021 | 8803 | RICOH | Inv 5062539681 | -303.74 | 11,343.65 |
| 08/13/2021 | 8804 | First State Bank of Bloomington Visa | CPN 001534069 | -155.84 | 11,187.81 |
| 08/13/2021 | 8805 | Midwest Tape | Inv 500750848 | -23.24 | 11,164.57 |
| 08/13/2021 | EFT | Alice Gray | Pay period: July 2021 | -241.91 | 10,922.66 |
| 08/13/2021 | EFT | Jacque Stengel | Pay period: July 2021 | -2,165.13 | 8,757.53 |
| 08/13/2021 | EFT | Lori Urban | Pay period: July 2021 | -2,924.78 | 5,832.75 |
| 08/13/2021 | EFT | Kathy Dabney | Pay period: 7/25/21 - 8/8/21 | -270.20 | 5,562.55 |
| 08/13/2021 | EFT | Sherrie Geosling | Pay period: 7/25/21 - 8/8/21 | -169.56 | 5,392.99 |
| 08/13/2021 | EFT | Hjerpe & Tennison CPAS, LLC | Pay period: 7/25/21 - 8/8/21 | -64.00 | 5,328.99 |
| 08/13/2021 | EFT | Amy Law | Pay period: 7/25/21 - 8/8/21 | -127.51 | 5,201.48 |
| 08/13/2021 | EFT | Ariana J. South | Pay period: 7/25/21 - 8/8/21 | -127.52 | 5,073.96 |
| 08/13/2021 | EFT | TAMMY S. THOMPSON | Pay period: 7/25/21 - 8/8/21 | -91.68 | 4,982.28 |
| 08/23/2021 | EFT | Ameren IL | 4632080330 | -454.60 | 4,527.68 |
| 08/26/2021 | | | end of month bills | 13,000.00 | 17,527.68 |
| 08/30/2021 | EFT | Illinois Department of Employment Sec... | 1405824 | -5.43 | 17,522.25 |
| 08/30/2021 | EFT | Illinois Dept. of Revenue | state w/h - 8/30/21 payroll | -29.19 | 17,493.06 |
| 08/30/2021 | EFT | US Treasurer | federal w/h, soc sec, med - 8/30/21 payroll | -61.57 | 17,431.49 |
| 08/30/2021 | EFT | US Treasurer | soc sec - 8/30/21 payroll | -61.57 | 17,369.92 |
| 08/30/2021 | EFT | Frontier | monthly phone/fax | -170.33 | 17,199.59 |
| 08/30/2021 | 8806 | Midwest Tape | | -297.67 | 16,901.92 |
| 08/30/2021 | 8807 | Anderson Electric | Invoice 92433 | -5,775.00 | 11,126.92 |
| 08/30/2021 | 8808 | Midwest Tape | hoopla advance digital payment (# 50064... | -1,000.00 | 10,126.92 |
| 08/30/2021 | 8809 | the Heyworth Buzz | budget hearing notice | -70.00 | 10,056.92 |
| 08/30/2021 | 8810 | Findaway World LLC | | -99.98 | 9,956.94 |
| 08/30/2021 | 8811 | Kavanagh, S,S,W,F, P.C. | Statement 12809.0010 | -400.00 | 9,556.94 |
| 08/30/2021 | 8812 | OverDrive | Inv 01894CP21306683 | -88.69 | 9,468.25 |
| 08/30/2021 | 8813 | Riordan Brothers Lawncare, LLC | Inv 443 | -210.00 | 9,258.25 |
| 08/30/2021 | EFT | Kathy Dabney | Pay period: 08/09/2021 to 08/24/2021 | -160.02 | 9,098.23 |
| 08/30/2021 | EFT | Sherrie Geosling | Pay period: 08/09/2021 to 08/24/2021 | -107.38 | 8,990.85 |
| 08/30/2021 | EFT | Hjerpe & Tennison CPAS, LLC | 08/30/2021 payroll processing | -58.75 | 8,932.10 |
| 08/30/2021 | EFT | Amy Law | Pay period: 08/09/2021 to 08/24/2021 | -99.91 | 8,832.19 |
| 08/30/2021 | EFT | Ariana J. South | Pay period: 08/09/2021 to 08/24/2021 | -223.69 | 8,608.50 |
| 08/30/2021 | EFT | TAMMY S. THOMPSON | Pay period: 08/09/2021 to 08/24/2021 | -123.02 | 8,485.48 |
| Total 10125-1 · Checking - General | | | | -700.78 | 8,485.48 |
| Total 10100-1 · Checking (383) | | | | -700.78 | 8,485.48 |
| 10200-1 · Money Market (092) | | | | | 75,678.50 |
| 10225-1 · Money Market - General | | | | | 67,913.84 |
| 08/11/2021 | | | Funds Transfer | 572.61 | 68,486.45 |
| 08/11/2021 | | | mid-month bills; payroll | -6,000.00 | 62,486.45 |
| 08/13/2021 | | | Personal Prop Repl Tax - collection prd: J... | 78.00 | 62,564.45 |
| 08/26/2021 | | | end of month bills | -13,000.00 | 49,564.45 |
| 08/26/2021 | | | Social Security (employer) - 8/30/21 payroll | 61.57 | 49,626.02 |
| 08/31/2021 | | | Interest | 6.00 | 49,632.02 |
| Total 10225-1 · Money Market - General | | | | -18,281.82 | 49,632.02 |
| 10250-5 · Money Market - Audit | | | | | 7,764.66 |
| Total 10250-5 · Money Market - Audit | | | | | 7,764.66 |
| Total 10200-1 · Money Market (092) | | | | -18,281.82 | 57,396.68 |
| Total 10000-1 · General Operating Fund | | | | -18,982.60 | 65,882.16 |
| TOTAL | | | | -18,982.60 | 65,882.16 |

Heyworth Public Library District
Credit Card Activities for All Vendors
August 2021

| <u>Name</u> | <u>Type</u> | <u>Date</u> | <u>Memo</u> | <u>Amount</u> |
|-------------------------|--------------------|-------------|-----------------------------|-----------------------|
| Aug 21 | | | | |
| Amazon Capital Services | Credit Card Charge | 08/13/2021 | printer paper, packing tape | -49.63 |
| Amazon Capital Services | Credit Card Charge | 08/13/2021 | replacement of damaged book | -19.02 |
| Amazon Capital Services | Credit Card Charge | 08/13/2021 | programs; replace lost book | -55.70 |
| Dollar General | Credit Card Charge | 08/13/2021 | program supplies | -16.50 |
| Zoom | Credit Card Charge | 08/13/2021 | monthly charge | -14.99 |
| Aug 21 | | | | <u><u>-155.84</u></u> |

12:51 PM

09/08/21

Cash Basis

Heyworth Public Library District

Library Fund

As of August 31, 2021

| Date | Memo | Paid Amount | Balance |
|---|--------------------------------|--------------|------------------|
| 10000-1 · General Operating Fund | | | 11,748.17 |
| 10300-1 · Passbook (316) | | | 11,666.57 |
| 08/05/2021 | weekly deposit of OTC receipts | 11.60 | 11,678.17 |
| 08/11/2021 | weekly deposit of OTC receipts | 6.10 | 11,684.27 |
| 08/18/2021 | weekly deposit of OTC receipts | 42.70 | 11,726.97 |
| 08/26/2021 | weekly deposit of OTC receipts | 17.10 | 11,744.07 |
| Total 10300-1 · Passbook (316) | | 77.50 | 11,744.07 |
| 10400-1 · Petty Cash | | | 81.60 |
| 08/03/2021 | Deposit | 6.80 | 88.40 |
| 08/05/2021 | weekly deposit of OTC receipts | -11.60 | 76.80 |
| 08/10/2021 | Deposit | 6.10 | 82.90 |
| 08/11/2021 | weekly deposit of OTC receipts | -6.10 | 76.80 |
| 08/11/2021 | ILL - PA | -2.75 | 74.05 |
| 08/17/2021 | Deposit | 45.45 | 119.50 |
| 08/18/2021 | weekly deposit of OTC receipts | -42.70 | 76.80 |
| 08/24/2021 | Deposit | 17.10 | 93.90 |
| 08/26/2021 | weekly deposit of OTC receipts | -17.10 | 76.80 |
| 08/31/2021 | Deposit | 13.55 | 90.35 |
| Total 10400-1 · Petty Cash | | 8.75 | 90.35 |
| Total 10000-1 · General Operating Fund | | 86.25 | 11,834.42 |
| TOTAL | | 86.25 | 11,834.42 |

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09/08/21
Cash Basis

Heyworth Public Library District
Petty Cash Summary
August 2021

| | <u>Aug 21</u> |
|--|---------------------|
| Income | |
| 44000-1 · Other Types of Income | |
| 44150-1 · Copier | 84.10 |
| 44250-1 · Fax | 2.50 |
| 44500-1 · Lost Patron Cards | 2.00 |
| 44550-1 · Miscellaneous Revenue | 0.40 |
| Total 44000-1 · Other Types of Income | <u>89.00</u> |
| Total Income | 89.00 |
| Expense | |
| 55000-1 · Operations | |
| 55400-1 · Supplies and Misc. | |
| 55430-1 · Postage, Mailing Service | |
| 55450-1 · Postage - Petty Cash | 2.75 |
| Total 55430-1 · Postage, Mailing Service | <u>2.75</u> |
| Total 55400-1 · Supplies and Misc. | <u>2.75</u> |
| Total 55000-1 · Operations | <u>2.75</u> |
| Total Expense | <u>2.75</u> |
| Net Income | <u><u>86.25</u></u> |

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09/08/21
Cash Basis

Heyworth Public Library District
Gifts Summary
August 2021

| | <u>Aug 21</u> |
|--|---------------------|
| Income | |
| 41000 · Investments | |
| 41000-1 · Interest - Corporate Account | |
| 41300-4 · Interest-Gift Accounts | 70.97 |
| Total 41000-1 · Interest - Corporate Account | <u>70.97</u> |
| Total 41000 · Investments | 70.97 |
| 42000-4 · Gift Income | |
| 42200-4 · Donations | |
| 42225-4 · Miscellaneous (OTC) | 19.65 |
| Total 42200-4 · Donations | <u>19.65</u> |
| Total 42000-4 · Gift Income | <u>19.65</u> |
| Total Income | 90.62 |
| Expense | <u>0.00</u> |
| Net Income | <u><u>90.62</u></u> |

12:37 PM

09/08/21

Cash Basis

**Heyworth Public Library District
Social Security Fund
As of August 31, 2021**

| Date | Num | Name | Memo | Account | Paid Amount | Balance | |
|--------------------------------------|-----|------|----------------------------------|------------------------------|-------------|----------------|------------------|
| 10000-6 · Social Security Fund | | | | | | 18,960.42 | |
| 10100-6 · Money Market (058) | | | | | | 18,960.42 | |
| 08/11/2021 | | | Social Security (employer) - ... | 10100-6 · Money Market (058) | -572.61 | 18,387.81 | |
| 08/26/2021 | | | Social Security (employer) - ... | 10100-6 · Money Market (058) | -61.57 | 18,326.24 | |
| 08/31/2021 | | | Interest | 10100-6 · Money Market (058) | 1.11 | 18,327.35 | |
| Total 10100-6 · Money Market (058) | | | | | | -633.07 | 18,327.35 |
| Total 10000-6 · Social Security Fund | | | | | | -633.07 | 18,327.35 |
| TOTAL | | | | | | -633.07 | 18,327.35 |

12:39 PM

09/08/21

Cash Basis

**Heyworth Public Library District
Insurance Levy Fund
As of August 31, 2021**

| Date | Num | Name | Memo | Paid Amount | Balance | |
|-------------------------------------|------|-----------------------------|---------------|-------------|----------------|------------------|
| 10000-2 · Insurance Levy Fund | | | | | 46,469.20 | |
| 10100-2 · Money Market (558) | | | | | 46,469.20 | |
| 08/13/2021 | 1126 | Orkin | Acct 32203556 | -56.00 | 46,413.20 | |
| 08/30/2021 | 1127 | GETZ Fire Equipment Company | Inv 803853 | -55.00 | 46,358.20 | |
| 08/30/2021 | | | Interest | 3.97 | 46,362.17 | |
| Total 10100-2 · Money Market (558) | | | | | -107.03 | 46,362.17 |
| Total 10000-2 · Insurance Levy Fund | | | | | -107.03 | 46,362.17 |
| TOTAL | | | | | -107.03 | 46,362.17 |

Heyworth Public Library District Account Balances

Comparison of Last Fiscal Year with This Fiscal Year to Date

| | Jul '20 - Jun 21 | Jul - Aug 21 |
|---|-------------------|-------------------|
| 10000-1 · General Operating Fund | | |
| 10100-1 · Checking (383) | | |
| 10125-1 · Checking - General | 9,853.29 | 8,485.48 |
| Total 10100-1 · Checking (383) | 9,853.29 | 8,485.48 |
| 10200-1 · Money Market (092) | | |
| 10225-1 · Money Market - General | 132,585.89 | 49,632.02 |
| 10250-5 · Money Market - Audit | 7,764.66 | 7,764.66 |
| Total 10200-1 · Money Market (092) | 140,350.55 | 57,396.68 |
| 10300-1 · Passbook (316) | 11,570.05 | 11,744.07 |
| 10400-1 · Petty Cash | 94.24 | 90.35 |
| 10500-4 · Gift Account | | |
| 10525-4 · Gift - CEFCU CD (201) | 51,616.59 | 51,753.83 |
| 10550-4 · Gift - FSB Money Market (323) | 19,913.84 | 19,816.30 |
| Total 10500-4 · Gift Account | 71,530.43 | 71,570.13 |
| Total 10000-1 · General Operating Fund | 233,398.56 | 149,286.71 |
| 10000-2 · Insurance Levy Fund | | |
| 10100-2 · Money Market (558) | 50,407.65 | 46,362.17 |
| Total 10000-2 · Insurance Levy Fund | 50,407.65 | 46,362.17 |
| 10000-3 · Special Reserve Fund | | |
| 10100-3 · CEFCU Savings (000) - Current | 5.04 | 5.04 |
| 10200-3 · CEFCU CD (200) | 15,230.70 | 15,271.19 |
| 10400-3 · CEFCU CD (203) | 46,222.16 | 46,375.25 |
| 10500-3 · Money Market FSB (160) | 32,173.00 | 84,929.01 |
| Total 10000-3 · Special Reserve Fund | 93,630.90 | 146,580.49 |
| 10000-6 · Social Security Fund | | |
| 10100-6 · Money Market (058) | 19,556.75 | 18,327.35 |
| Total 10000-6 · Social Security Fund | 19,556.75 | 18,327.35 |
| TOTAL | 396,993.86 | 360,556.72 |

Librarian's Report September 14, 2021

Library Business:

- hoopla went live on August 17. As of September 9, there were 24 users and 25 checkouts.
- Face coverings are required for patrons over 2 years, in compliance with Governor Pritzker's mandate, beginning August 30.
- Arts/crafts are offered one afternoon a month to children who are being homeschooled.
- The library will participate in Market on Main, Sunday, September 19.
- The Per Capita Grant award of \$8,121.35 was received September 1.
- A conversation with Phil Lenzini took place on August 16 about naming an "auditing official" to comply with a new Whistleblower and Anti-retaliation law that went into effect on July 1.
- A staff meeting will take place Tuesday morning, September 21. Training will take place along with a safety talk by Eric Jones, Heyworth police officer.
- A timeline for the budget and levy process is attached.

Grounds and Maintenance:

- Brick Technologies – Phone equipment, router, and wireless access points were installed September 8; the remainder of work will be completed in the near future.
- Shelving – The Library Store called with an update that the manufacturer is running behind schedule. The original delivery date of September 6 will not be met. No new date was given.

Serving Our Public 4.0 Review (Per Capita):

Review Chapter 13

- Are any standards not met? What steps, if any, do we want to take next calendar year?

Upcoming Programs:

- Children:
 - Family Storytime – Thursdays (September 16 – October 28)
 - Little Bricks & Big Ideas (LEGOs) – 2nd Wednesdays (September – May)
 - DIY Storytime
- Teens:
 - Adventure Book Club – 4th Thursdays
- Adult
 - Books, Tea, and Conversation – 1st Thursdays
 - Senior Information and Assistance – 4th Wednesdays
 - Social Security Planning 101 (The Institute for Financial Education) – Monday, October 18, 6:30 p.m.

Heyworth Public Library District

Librarian's Report

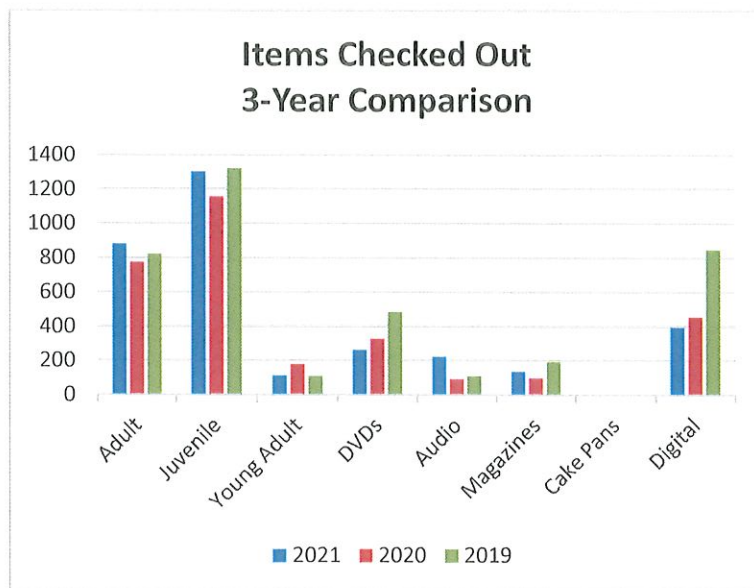
September 14, 2021

August 2021

Total Items Checked Out: 3332

Days Open: 26

Average Checkouts Per Day: 128



Gifts, Memorials, Donations

\$19.65 Miscellaneous Receipts through Petty Cash (book sale, misc. donations)

Benefits Summary (Vacation and Discretionary Time)

Lori Urban (2021-22)

Hired as Assistant Librarian 7/1/13; Hired as Director 7/10/19

| | | | |
|------------|---------|----------------|---------|
| Vacation: | 14 days | Discretionary: | 10 days |
| Used: | 3 days | Used: | 0 days |
| Remaining: | 11 days | Remaining: | 10 days |

Carry over for emergencies only: 11 days 6 hrs.

Jacque Stengel (2021-22)

Hired as Assistant Librarian 8/19/19

| | | | |
|------------|---------|----------------|-----------------|
| Vacation: | 10 days | Discretionary: | 8 days |
| Used: | 0 days | Used: | 3 days 3.50 hr. |
| Remaining: | 10 days | Remaining: | 4 days 3.00 hr. |

Carry over for emergencies only: 1 days 2.00 hrs.

Library Statistics Report
August 2021 Usage

| | Aug-21 | Cumulative Total for FY 2021-22 | Aug-20 | Aug-19 | Aug-18 | Aug-17 |
|---|--------|---------------------------------------|--------|--------|--------|--------|
| Days library is open during month | 26 | 52 | 21 | 27 | 27 | 27 |
| Average checkout per day | 128 | | 147 | 144 | 105 | 119 |
| Total new patrons cards | 26 | 46 | 16 | 19 | 20 | 26 |
| Total purchased non-resident cards (\$95) | 0 | 0 | 0 | 0 | 0 | 0 |
| Total number of patron cards | 2069 | | 2040 | 2148 | 2156 | 2266 |
| Adult Books | 883 | 1666 | 775 | 823 | 679 | 773 |
| Juv Books | 1304 | 3387 | 1158 | 1323 | 1165 | 1414 |
| Teen Books | 115 | 256 | 179 | 111 | 103 | 128 |
| Total books checked out | 2302 | 5309 | 2112 | 2257 | 1947 | 2315 |
| Videos/DVDs | 264 | 633 | 328 | 486 | 237 | 234 |
| Audios/include music CD's | 225 | 403 | 93 | 110 | 79 | 112 |
| Magazines/Periodicals | 139 | 246 | 100 | 195 | 194 | 214 |
| Other formats/cake pans | 4 | 9 | 1 | 4 | 5 | 4 |
| Total physical items checked out | 2934 | 6600 | 2634 | 3052 | 2462 | 2879 |
| Electronic Material ² | 398 | 769 | 455 | 849 | 366 | 329 |
| Total items checked out | 3332 | 0 | 3089 | 3901 | 2828 | 3208 |
| eMusic checked out (do not have at this time) | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of adult materials loaned. | 1756 | 3434 | 1712 | 2368 | 1500 | 1556 |
| Number of YA materials loaned. | 140 | 312 | 198 | 151 | 125 | 158 |
| Number of children's materials loaned. | 1436 | 3623 | 1179 | 1382 | 1203 | 1494 |
| total | 3332 | 7369 | 3089 | 3901 | 2828 | 3208 |
| RSA/RAILS lending/sent out (IPLAR 18.16-B2) | 344 | 615 | 370 | 360 | 8 | 283 |
| RSA/RAILS borrowing/sent here (IPLAR 18.17-A2) | 435 | 809 | 448 | 288 | 5 | 232 |
| ILL World Share lending/sent out | 7 | 13 | 5 | 7 | 8 | 18 |
| ILL World Share borrowing/sent here | 1 | 3 | 2 | 1 | 5 | 5 |
| Reciprocal borrowing ¹ | 139 | 385 | 95 | 143 | 106 | 161 |
| Website page loads | 1430 | 2540 | 1073 | 1051 | 1122 | 1374 |
| Public access computer usage* | 30 | 55 | 17 | 57 | 79 | 85 |
| Programs held - Children's | 0 | 11 | 0 | 2 | 0 | 1 |
| Programs held - Teen | 0 | 1 | 0 | 1 | 1 | 1 |
| Programs held - Adult | 1 | 2 | 1 | 1 | 1 | 0 |
| Total programs held | 1 | 14 | 1 | 4 | 2 | 2 |
| Program attendance - Children's | 0 | 284 | 0 | 37 | 0 | 187 |
| Program attendance -Teen | 0 | 8 | 0 | 6 | 3 | 2 |
| Program attendance - Adult | 4 | 13 | 4 | 4 | 5 | 0 |
| Total program attendance | 4 | 305 | 4 | 47 | 8 | 189 |
| began Feb 17, 2017 | | | | | | |
| Passive Programs held - Children's | 1 | 4 | 0 | 0 | 0 | 1 |
| Passive Programs held - Teen | 0 | 1 | 0 | 0 | 0 | 1 |
| Passive Programs held - Adult | 0 | 1 | 0 | 0 | 0 | 0 |
| Total passive programs held | 1 | 6 | 0 | 0 | 0 | 2 |
| Passive Program attendance - Children's | 8 | 177 | 0 | 0 | 0 | 39 |
| Passive Program attendance -Teen | 0 | 26 | 0 | 0 | 0 | 21 |
| Passive Program attendance - Adult | 0 | 95 | 0 | 0 | 0 | 0 |
| Total passive program attendance | 8 | 298 | 0 | 0 | 0 | 60 |
| One-on One Tutorials (IPLAR 19.2) | 2 | 5 | 4 | 16 | 18 | 1 |
| Monthly visits/attendance in the library ³ | 1693 | 4568 | 1064 | 2069 | 1960 | 3833 |
| Volunteer hours given | 7.58 | 31.54 | 1.75 | 0 | 0 | 0 |
| Reference Questions | 54 | 102 | 77 | 59 | 78 | 135 |
| Meeting Room Use | 4 | 8 | 1 | 2 | 6 | 7 |
| Total collection number | 29257 | | 30232 | 29688 | 29315 | 28451 |

¹Number of items physically borrowed by patrons of other libraries

²Includes Libby, by Overdrive, axis360, and hoopla (hoopla added August 2021)

Timeline for Budget and Appropriation Ordinance, Levy Ordinance,
And Property Tax Distribution
FY 21/22

September 14, 2021

Must adopt B & A for FY 21/22 by the
4th Tuesday of September

- Adopt Tentative B & A and
publish hearing notice 30 days
before approval.
- File certified copy of B & A with
county clerk within 30 days.

November 9, 2021

Must adopt Levy for FY 21/22 by the
1st Tuesday of December

- The levy incorporates the B & A
ordinance.
- File certified copy of levy with
county clerk by last Tuesday in
December.

The levy passed in the fall will be collected the following spring and fall.

- Levy funds are collected based on a calendar year. Our fiscal year is different.
- We typically receive 7 distributions. Monies from the FY 21/22 levy will be collected:
 - FY 21/22
 - May 27, 2022
 - June 4, 2022
 - June 16, 2022
 - FY 22/23
 - August 27, 2022
 - September 9, 2022
 - September 18, 2022
 - November 13, 2022

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.

TAX YEAR EVA FIGURES FROM 2020

REV. 7/29/21

Figuring Gen Fund levy amount: Last years Rate Setting EVA 103500573.00 x .25% 0.25% \$ 258,751.43

Figuring Audit Fund levy amount: Last years total Extension 103500573.00 x 0.005% 0.005% \$ 5,175.03
 Max amount Audit Fund Levy that can be asked for: 5,175.03

Figuring 105% for total levied \$ 203,006.04 x 105% 105% \$ 213,156.34
 total allowable amount to be asked among all levies 213,156.34

| | Last Year figures | Phil Lenzini figures* Proposed 2021-22 levies | |
|--------------------------|-------------------|--|---|
| 2020-21 levies | | | |
| General Fund | \$ 190,999.96 | \$ 201,150.00 | Up to .25% of Rate Setting EVA of previous year *The General Fund estimate figure will always be adjusted down if you over ask, but no one will come to library to say you could of asked for more. You are estimating your EVA will be going up based on past years. If you think your EVA will have a drastic change we should seek the county in making determinations if they can give any. |
| Social Security/Medicare | \$ 1,003.96 | \$ 1,000.00 | No limit/Need enough to sustain it's own bank account |
| Insurance Levy | \$ 9,998.16 | \$ 10,000.00 | No limit/This can be as much as we want to become self insured and use for safety equipment/purchases. |
| Audit Levy | \$ 1,003.96 | \$ 1,000.00 | .005% of Rate Setting EVA of previous year |
| | \$ 203,006.04 | \$ 213,150.00 | This amount cannot be more than 105% the total of last year without having a black border notice and holding a hearing. |

Figuring Gen Fund levy amount: Last years Rate Setting EVA 103500573.00 x .25% 0.25% \$ 258,751.43

Figuring Audit Fund levy amount: Max amount Audit Fund Levy that can be asked for: 103500573.00 x 0.005% 0.005% \$ 5,175.03

Figuring 105% for total levied: Last years total Extension 203,006.04 x 105% total allowable amount to be asked among all levies 222,900.63

109.800%

| | Last Year figures | Proposed 2021-22 levies | |
|--------------------------|-------------------|-------------------------|---|
| 2020-21 levies | | | |
| General Fund | \$ 190,999.96 | \$ 210,900.00 | Up to .25% of Rate Setting EVA of previous year *The General Fund estimate figure will always be adjusted down if you over ask, but no one will come to library to say you could of asked for more. You are estimating your EVA will be going up based on past years. If you think your EVA will have a drastic change we should seek the county in making determinations if they can give any. |
| Social Security/Medicare | \$ 1,003.96 | \$ 1,000.00 | No limit/Need enough to sustain it's own bank account |
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| Audit Levy | \$ 1,003.96 | \$ 1,000.00 | .005% of Rate Setting EVA of previous year |
| | \$ 203,006.04 | \$ 222,900.00 | This amount cannot be more than 105% the total of last year without having a black border notice and holding a hearing. |