



**Normal Public Library - Board of Trustees
Monthly Meeting Agenda**

**May 18, 2022 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of April 20, 2022
 - B. Approval of Normal Public Library Expenditures for Payment as of May 11, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Illinois Public Library Annual Report
9. UNFINISHED BUSINESS
 - A. Abatement Update
 - B. Board Planning
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: June 15, 2022
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.

The Board of Trustees of Normal Public Library may attend Normal Town Council meetings, work sessions and other events, as scheduled.

**Minutes of the Board of Trustees
Normal Public Library
April 20, 2022**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, April 20, 2022. The meeting convened at 6:00 pm, President Jess Ray, presiding.

Members Present: Jess Ray, President, Katelyn Trunnell, Vice President, Jd Davis, Secretary, Erin Ripley-Gataric, Beth Robb, Lynda Lane

Members Absent: Amy Ersland

Library Staff Present: Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

Community Members Present: None

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Mr. Ray thanked the NPL staff for their hard work and the Library patrons for their continued support. The Board's thoughts are with Stephanie Adams and her family as she is in hospice.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: None.

Library Advocacy: None.

Library Planning: The subcommittee meets this Friday, April 22.

5. **Library Director's Report:** Mr. Chase talked about Stephanie Adams and her family, and the support that the Town and leadership team are providing to the staff. The Board had a conversation about future planning for the Library. Mr. Chase then discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
 - A. **Approval of the Minutes of the Regular Board Meeting of March 16, 2022**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$143,713.78 for two March payrolls, and \$88,314.53 for expenditures as of April 13, 2022**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ripley-Gataric seconded.

Motion passed 6-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
No items were removed from the Omnibus Vote Agenda.

8. NEW BUSINESS

A. Insurance Renewal

The Library utilizes the insurance services of Van Gundy. Mr. Chase provided additional materials involving the proposed cyber insurance coverage from Beazley, which increases the premium to \$6221.00 for the next year. Other companies either declined or offered much higher rates, due to the high risk of being a public domain.

Ms. Robb moved to approve both the insurance renewal of the commercial package policy through Van Gundy at a price of \$40,592.00, and the proposal for cyber coverage not to exceed \$6221.00 from a company to be determined. Ms. Trunnell seconded.

Motion passed 6-0.

B. Meeting Pod Purchase (Grant Funded)

This grant-funded purchase provides for two Snap Cab pods. Rhiannon Shoults added the pods to the proposal for the *Bouncing Back from the Pandemic* grant, which the Library was awarded. One of the pods is accessible. They are intended for patrons with varying workforce, business, and professional needs. They will be installed on the side of the Library not affected by the potential abatement project.

Ms. Trunnell moved to approve the purchase of the Snap Cab pods as presented. Ms. Lane seconded.

Motion passed 6-0.

C. Executive Session: Approval of Executive Session Minutes [Section 5 ILCS 120/2(c)(21)]

Ms. Trunnell moved to enter into Executive Session to discuss Section 5 ILCS 120/2(c)(21). Ms. Ripley-Gataric seconded.

Roll Call votes

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ermland – Absent

The Board entered into Executive Session at 6:57 pm. The Board exited Executive Session at 6:59 pm and returned to the Regular Meeting.

Ms. Davis moved to approve the Executive Session Minutes from the March 2022 meeting. Ms. Robb seconded.

Motion passed 6-0.

9. UNFINISHED BUSINESS

A. Abatement Project Update

Mr. Chase opened discussion on where the Board should direct their time and energy over the next few months. The abatement project is moving forward, but the goal is still to most effectively address the library's long-term facility needs. The Foundation is asking what they can do to assist in any way.

B. Board Planning

On hold until after the bid process is completed.

10. Suggested Items for Next Agenda

None.

11. Board Comments and Concerns

12. Next Meeting Date: May 18, 2022

13. Adjournment

Mr. Ray adjourned the meeting at 7:51 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 04/14/2022-05/11/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	180.00
US BANK/P-CARD	Adult Reading Challenge M	25.00
Library Fund	- Total	205.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	4,068.35
ALERT SIGNAL & CONTROL CO	YEARLY MONITORING 5/22-23	293.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,838.90
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,636.19
BAKER & TAYLOR COMPANIES	TEEN BOOKS-YA	47.12
BAKER & TAYLOR COMPANIES	TEEN'S BOOKS/YA	382.98
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	24.15
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS/TEENS	21.60
BAKER & TAYLOR CONTINUATION	ADULT BOOKS-3	110.61
BAKER & TAYLOR CONTINUATION	ADULT TRAVEL BOOKS	74.10
BAKER & TAYLOR CONTINUATION	ANTIQUES GUIDE/PLANET	45.47
BARNES & NOBLE INC	VERITY/RUN,ROSE RUN	57.29
BLACKSTONE PUBLISHING	AUDIOBK-MISSING PIECE-1	26.94
BottomLine PERSONAL	ACCT#460030155424# NORMAL	39.00
BRODART COMPANY	S DVD PAK W/STRIP	169.00
CENGAGE LEARNING INC	ADULT BOOKS	336.62
CENGAGE LEARNING INC	ADULT LG PRINT BOOKS-2	60.78
CENGAGE LEARNING INC	APR CHRISTIAN FICTION 4	23.99
CENGAGE LEARNING INC	APR LG PRINT DIST.6 PLAN	45.00
CENGAGE LEARNING INC	LP DISTR.PLAN-4	86.23
CENTER POINT LARGE PRINT	ADULT LARGE PRINT S/O 8	186.96
CENTER POINT LARGE PRINT	ADULT LP BOOK	23.25
CENTER POINT LARGE PRINT	ADULT LP BOOKS	186.96
CIRBN, LLC	MO. INTERNET SRVS-LIBRARY	76.08
COAST TO COAST SOLUTIONS,INC	CUSTOM STICKERS-500	161.00
COAST TO COAST SOLUTIONS,INC	MOOD SPARKLE PENCILS-750	613.26
Daynali Flores	LITERACY WORKSHOP DIA ON	100.00
DEPT OF INNOVATION & TECHNOLOGY	COMM.SRVS-IP ADDRESSES	50.00
DIVERSIFIED MECHANICAL INC	PREVENTATIVE MAINT AGRMNT	712.10
ELM USA INC	SUPPLIES FOR 3D PRINTER	1,047.99
FINDAWAY WORLD LLC	ADULT PLAYAWAY	56.24

Report to Receive and File Town of Normal Expenditures for Payment as of 04/14/2022-05/11/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FRONTIER	PHONE SERVICE MONHTLY - L	127.92
HR SOURCE	MEMBERSHIP THRU 6/30/23	1,135.00
ILLINOIS HEARTLAND LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	1,957.75
ILLINOIS LIBRARY ASSOCIATION	FOR BETH ROBB - UNTIL 4/3	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR ERIN RIPLEY-GATARIC -	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR JESS RAY - UNTIL 4/30	75.00
ILLINOIS LIBRARY ASSOCIATION	FOR LYNDA LANE -UNTIL 4/3	75.00
INGRAM LIBRARY SERVICES	ADULT BOOK-BRUJAS	15.25
INGRAM LIBRARY SERVICES	ADULT BOOK:MOTHERCOIN	15.23
INGRAM LIBRARY SERVICES	ADULT BOOKS	287.39
INGRAM LIBRARY SERVICES	ADULT BOOKS-2	20.37
INSIGHT PUBLIC SECTOR	OCULUS QUEST2-3D VIRTUAL	2,999.90
KAVANAGH,SCULLY,SUDOW,WHITE	OVER THE PHONE SERVICES	100.00
MCKEE ENVIRONMENTAL INC	ASBESTOS CONSULTING SRVS	6,000.00
MCLEAN CO CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	580.00
Megan Lopez	AT HEARTLAND COMMUNITY CO	3.51
MENARDS	LIBRARY SUPPLIES/REBATE	11.46
MENARDS	SUPPLIES-OUTDOOR YARD WRK	76.86
MENARDS	WATER-DISC CLEANER MACH.	40.32
MIDWEST EQUIPMENT II	REPAIR HANDLE/NEW LINES	53.28
MIDWEST EQUIPMENT II	SNOWBLOWER CHECK	48.00
MIDWEST TAPE	MUSIC CD	12.99
MILLER JANITOR SUPPLY	TOWELS/TP	139.00
NEWSBANK INC	PUBLIC ACCESS SOFTWARE	1,800.00
NICOR GAS	ENERGY USAGE	1,224.19
OVERDRIVE, INC	DIGITAL CONTENT	2,121.86
PIP PRINTING	NAMETAGS/BROCHURES/BCARDS	1,944.83
RUTHERFORD SUITES LLC	PARKING LOT LEASE PAYMENT	15,000.00
SAMS CLUB	SUPPLIES/SPECIAL PROGRAM	143.04
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOK	18.20
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	179.36
TODAYS BUSINESS SOLUTIONS TBS INC	FAX PROGRAM JAN-MAR22	6.96
UNIQUE MANAGEMENT SERVICES INC	11 PLACEMENTS-COLLECTION	118.25
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (9)	96.75
US BANK/P-CARD	20 Monitor Cables for Chi	144.40
US BANK/P-CARD	2022 State of McLean Coun	30.00
US BANK/P-CARD	Adobe Acrobat Pro 2020 fo	60.00
US BANK/P-CARD	Adult : Take and Make Act	107.63

Report to Receive and File Town of Normal Expenditures for Payment as of 04/14/2022-05/11/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Adult Books - HEALING CHI	28.95
US BANK/P-CARD	Adult Books - HEALTHY LIV	33.67
US BANK/P-CARD	Adult Books - SEVEN KEYS	46.92
US BANK/P-CARD	Adult Books - THE DAVID D	200.00
US BANK/P-CARD	Adult Books - THE PROOF I	21.17
US BANK/P-CARD	Adult Books - THEY'RE YOU	25.92
US BANK/P-CARD	Adult Books - WAR OF TWO	18.04
US BANK/P-CARD	Adult Craft Program: DIY	8.75
US BANK/P-CARD	Bulletin Board supplies	19.73
US BANK/P-CARD	Can Liners 56 Gal. 100-p	112.23
US BANK/P-CARD	Can Liners - 56 gal. 100-	55.44
US BANK/P-CARD	Case for Library of Thing	22.50
US BANK/P-CARD	Correct title-BOY BEHIND	13.99
US BANK/P-CARD	Crayons used for Adult Ma	27.98
US BANK/P-CARD	Disinfectant wipes 12 Can	56.87
US BANK/P-CARD	Disinfecting Wipes 75 wi	81.52
US BANK/P-CARD	Face Masks	164.67
US BANK/P-CARD	Foam Handwash Refill 120	150.37
US BANK/P-CARD	HP Printer Toner Cartridg	231.65
US BANK/P-CARD	Items to be used for Summ	534.56
US BANK/P-CARD	Lego Education SPIKE Esse	1,649.70
US BANK/P-CARD	Library of Things - Repla	46.75
US BANK/P-CARD	Live Chat Apr 2.2022	10.00
US BANK/P-CARD	Mobile Hotspot (6) / 12 m	720.00
US BANK/P-CARD	Monitor Speaker Bars (3)	33.69
US BANK/P-CARD	Nat'l Library Worker's Da	616.70
US BANK/P-CARD	New DVD Rel. - C'MON C'MO	29.98
US BANK/P-CARD	New DVD Rel. - DEATH ON T	94.95
US BANK/P-CARD	New DVD Rel. - DESPERATE	13.99
US BANK/P-CARD	New DVD Rel. - DR. DEATH	39.96
US BANK/P-CARD	New DVD Rel. - FOR THE LO	25.98
US BANK/P-CARD	New DVD Rel. - JOCKEY (2	35.98
US BANK/P-CARD	New DVD Rel. - JOHN AND T	27.98
US BANK/P-CARD	New DVD Rel. - LAST LOOKS	27.98
US BANK/P-CARD	New DVD Rel. - MASTERPIEC	29.99
US BANK/P-CARD	New DVD Rel. - NIGHTMARE	202.90
US BANK/P-CARD	New DVD Rel. - PARALLEL M	17.99
US BANK/P-CARD	New DVD Rel. - REQUIN (2	38.92

Report to Receive and File Town of Normal Expenditures for Payment as of 04/14/2022-05/11/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - SPIDER MAN	107.94
US BANK/P-CARD	New DVD Rel. - TALE OF TW	12.96
US BANK/P-CARD	New DVD Rel. - WARHUNT (13.99
US BANK/P-CARD	New DVD Rel. - WEST SIDE	79.96
US BANK/P-CARD	New Music Rel. - CRASH by	8.69
US BANK/P-CARD	New Music Rel. - FAMILIA	11.98
US BANK/P-CARD	New Music Rel. - HIGHER b	12.97
US BANK/P-CARD	New Music Rel. - HUMBLE Q	11.96
US BANK/P-CARD	New Music Rel. - NEVER LE	12.79
US BANK/P-CARD	New Music Rel. - RUN ROSE	11.29
US BANK/P-CARD	New Music Rel. - RUNNING	12.98
US BANK/P-CARD	New Music Rel. - THINGS A	12.93
US BANK/P-CARD	New Music Rel. - WET LEG	11.79
US BANK/P-CARD	New Music Rel. - WHAT ARE	11.99
US BANK/P-CARD	New Switch Game - GEAR C	39.80
US BANK/P-CARD	New TV Series Rel. - VIKI	19.96
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Play Station 5 - DEEP SIL	37.00
US BANK/P-CARD	Play Station 5 - HOA (1)	29.99
US BANK/P-CARD	Play Station 5 - HOT WHEE	39.99
US BANK/P-CARD	Play Station 5 - JURASSIC	49.94
US BANK/P-CARD	Play Station 5 - KENA: BR	49.99
US BANK/P-CARD	Play Station 5 - MARVELS	49.93
US BANK/P-CARD	Play Station 5 - PATHLESS	19.49
US BANK/P-CARD	Play Station 5 - PLANET C	31.18
US BANK/P-CARD	Play Station 5 - RATCHET	57.99
US BANK/P-CARD	Play Station 5 - SPIRIT O	20.78
US BANK/P-CARD	Play Station 5 - STAR WAR	30.02
US BANK/P-CARD	Play Station 5 - WRC 10	34.58
US BANK/P-CARD	Play Station 5 Games (6)	319.94
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage Stamps for Amy C.	58.00
US BANK/P-CARD	Program for Kids: sign an	120.00
US BANK/P-CARD	Replacement AED Child Pad	370.50
US BANK/P-CARD	Replacement markers and c	52.52
US BANK/P-CARD	Rewards used for Summer R	341.49
US BANK/P-CARD	Series of trainings on me	299.00
US BANK/P-CARD	Smart Iron On for Adult D	10.39

Report to Receive and File Town of Normal Expenditures for Payment as of 04/14/2022-05/11/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Social Media Advertising	24.20
US BANK/P-CARD	Soda and Supplies for Nat	13.95
US BANK/P-CARD	Staff Apparel - Fleece Ja	2,076.06
US BANK/P-CARD	Staff Scheduling Software	480.00
US BANK/P-CARD	Stickers for scavenger hu	10.99
US BANK/P-CARD	Subscription to Canva Pro	477.60
US BANK/P-CARD	Supplies - Pens-Lines Not	326.55
US BANK/P-CARD	Switch Game - ATARI FLASH	24.99
US BANK/P-CARD	Switch Game - HOA (1)	44.99
US BANK/P-CARD	Switch Game - HOTEL TRANS	39.99
US BANK/P-CARD	Switch Game - SNOWRUNNER	36.58
US BANK/P-CARD	Switch Game - STAR WARS J	19.99
US BANK/P-CARD	Thunderbolt Cables (7)	99.93
US BANK/P-CARD	Vaseline Intensive Care H	70.57
US BANK/P-CARD	Wireless Mouse-Keyboard C	89.08
US BANK/P-CARD	Yard Signs used for Story	389.94
VAN GUNDY AGENCY	CYBER/V26F71210301	6,221.00
VAN GUNDY AGENCY	RENEW SELECTIVE INSURANCE	23,520.00
VAN GUNDY AGENCY	WORKERS COMP/WC7252820	8,398.00
VERIZON WIRELESS	ACCT.#880398978-00001/ 6	296.52
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.42
Vespasian Warner Public Library	LOST DVD: HEART:NIGHT AT	11.00
WALMART COMMUNITY BRC	MISC.LIBRARY SUPPLIES	514.43
WATTS COPY SYSTEMS, INC.	COLOR/BW COPIES/IMAGES	229.74
Library Fund	Library Administration - Total	105,946.44
Overall - Total		106,151.44

Director's Report
May 18, 2022

1. Monthly Financial Report

Revenue: The April operating revenues were up 68.09% compared to this time last year, due primarily to earlier receipt of a portion of the State Replacement Revenue. **Expenses:** A report showing expenses totaling \$106,151.44 from April 14 to May 11 is included in this packet. Three April payrolls totaled \$229,716.29.

2. Circulation

Total circulation for April was 58,528, up 24.4% from last year.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Final bid documents are pending work by our engineers. We are aware of supply chain issues that could affect the timeline of this project, and thus plan to have materials on hand before commencing work. Late August is the earliest proposed start date for the project.

4. Budget

We are processing final payments for FY2022 and preparing for the upcoming audit.

5. COVID Update

We continue to expand offerings of services and programs.

6. Board Planning

Our Board planning session will be rescheduled to occur after the abatement bids are in.

7. Website Update

We continue to hear very positive reviews regarding the usability of our new website.

8. Uptown South Master Plan

The Town Council selected Farr and Associates to conduct the Uptown South Master Plan project. This process should include a variety of opportunities for public input.

9. Insurance Renewal

Per Board action, our insurance been renewed through Van Gundy for 2022-2023. Beazley Group was the best option for cyber liability coverage.

10. Snap Cabs

Our *Bouncing Back from the Pandemic* grant ("Skilling McLean County Residents for Successful Post-Pandemic Employment") funds the purchase of two meeting pods. The pods have been ordered and are scheduled to arrive late July and be installed early August.

11. Summer Reading Challenge

Camp NPL: Read Beyond the Beaten Path will begin June 1 with the kick-off party from 3:00 – 7:00 pm! Please visit <https://www.normalpl.org/summerreading> for all the details on this great program and the wonderful activities

12. Illinois Public Library Annual Report (IPLAR)

The FY2021 IPLAR is included in this packet. We are seeking your approval and authorization to submit the report on behalf of the NPL Board President and Secretary.

13. Stephanie Adams

Longtime NPL staff member Stephanie Adams passed away on May 9. Stephanie was a wonderful person, an amazing colleague, and a great friend. She positively impacted countless children and families during her 17-year career. We will miss her dearly.



Revenue & Expense Report

Account

All

Fiscal Year

FY2022-23

0

1

April - April

Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,153,862.00	4,153,862.00	64,962.38	1.56%	38,646.90	68.09%
31110-Property Tax	3,935,164.00	3,935,164.00				
31530-State Replacement Revenue	101,000.00	101,000.00	62,365.40	61.75%	33,922.27	83.85%
33260-State Grants	77,433.00	77,433.00				
34720-Photocopy Fees	2,000.00	2,000.00	519.55	25.98%	889.50	-41.59%
34750-Replacements Books/AV	3,500.00	3,500.00	689.63	19.70%	1,045.07	-34.01%
38210-Investment Income	34,365.00	34,365.00	1,374.77	4.00%	2,790.06	-50.73%
38530-Donations	200.00	200.00				
38910-Miscellaneous	200.00	200.00	13.03	6.52%		0.00%
222-Library Replacement Fund	96,978.00	96,978.00	774.61	0.80%	7,571.94	-89.77%
38210-Investment Income	19,362.00	19,362.00	774.61	4.00%	1,572.69	-50.75%
39192-Transfer From	77,616.00	77,616.00			5,999.25	-100.00%
223-Library Special Reserve	9,563.00	9,563.00	282.58	2.95%	575.59	-50.91%
38210-Investment Income	7,063.00	7,063.00	282.58	4.00%	575.59	-50.91%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,260,403.00	4,260,403.00	66,019.57	1.55%	46,794.43	41.08%

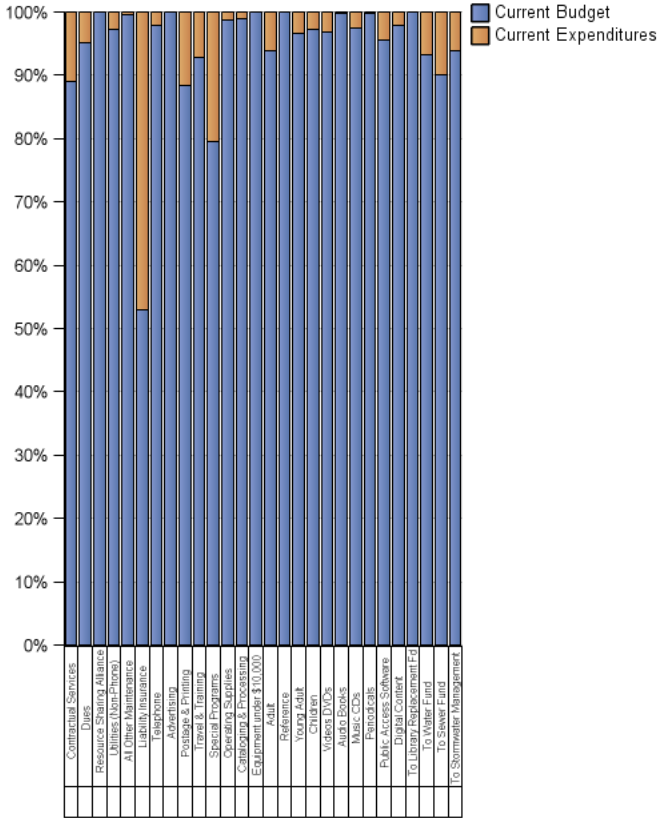
Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,158,400.00	4,158,400.00	240,425.62	407,293.84	647,719.46	3,510,680.54	232,181.39	84.42%
10-Administration	4,158,400.00	4,158,400.00	240,425.62	407,293.84	647,719.46	3,510,680.54	232,181.39	84.42%
222-Library Replacement Fund	396,225.00	396,225.00				396,225.00	0.00	100.00%
10-Administration	396,225.00	396,225.00				396,225.00	0.00	100.00%
223-Library Special Reserve	300,000.00	300,000.00				300,000.00		100.00%
10-Administration	300,000.00	300,000.00				300,000.00		100.00%
Total	4,854,625.00	4,854,625.00	240,425.62	407,293.84	647,719.46	4,206,905.54	232,181.39	86.66%

Budget to Actual Expenditures

Library - Administration (Library Fund)



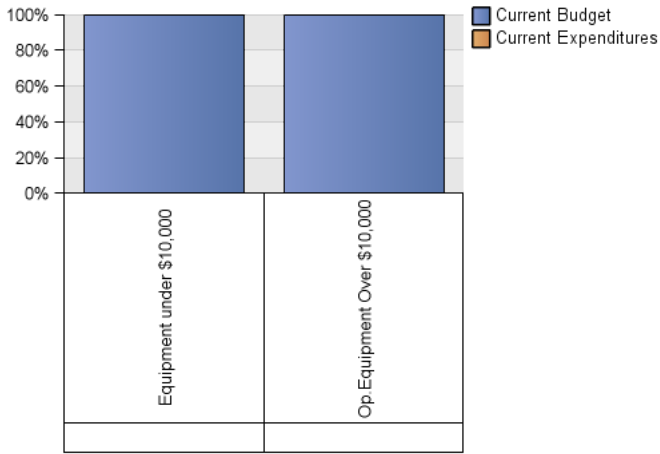
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455-20-10 Contractual Services	\$16,005.10	\$0.00	\$38,594.90	\$129,626.00	\$75,026.00	\$129,626.00	58%	\$54,600.00
			221-9010-455-20-20 Dues	\$300.00	\$0.00	\$0.00	\$5,796.00	\$5,496.00	\$5,796.00	95%	\$300.00
			221-9010-455-24-10 Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$66,890.00	\$66,890.00	\$66,890.00	100%	\$0.00
			221-9010-455-25-10 Utilities (Non-Phone)	\$1,224.19	\$0.00	\$0.00	\$42,000.00	\$40,775.81	\$42,000.00	97%	\$1,224.19
			221-9010-455-25-60 All Other Maintenance	\$267.64	\$0.00	\$16,832.36	\$72,000.00	\$54,900.00	\$72,000.00	76%	\$17,100.00
			221-9010-455-30-10 Liability Insurance	\$38,139.00	\$0.00	\$2,861.00	\$42,991.00	\$1,991.00	\$42,991.00	5%	\$41,000.00
			221-9010-455-30-15 Telephone	\$204.00	\$0.00	\$1,523.92	\$9,270.00	\$7,542.08	\$9,270.00	81%	\$1,727.92
			221-9010-455-30-20 Advertising	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455-30-25 Postage & Printing	\$2,719.09	\$0.00	\$10,980.91	\$20,600.00	\$6,900.00	\$20,600.00	33%	\$13,700.00
			221-9010-455-30-35 Travel & Training	\$933.16	\$0.00	\$0.00	\$12,240.00	\$11,306.84	\$12,240.00	92%	\$933.16
			221-9010-455-30-40 Special Programs	\$3,879.72	\$0.00	\$4,819.25	\$15,000.00	\$6,301.03	\$15,000.00	42%	\$8,698.97
			221-9010-455-35-10 Operating Supplies	\$776.33	\$0.00	\$30,270.26	\$64,000.00	\$32,953.41	\$64,000.00	51%	\$31,046.59
			221-9010-455-35-15 Cataloging & Processing	\$169.00	\$0.00	\$13,031.00	\$15,450.00	\$2,250.00	\$15,450.00	15%	\$13,200.00
			221-9010-455-35-80 Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455-36-10 Adult	\$6,227.30	\$0.00	\$60,864.33	\$94,048.00	\$26,956.37	\$94,048.00	29%	\$67,091.63
			221-9010-455-36-15 Reference	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
			221-9010-455-36-20 Young Adult	\$475.85	\$0.00	\$12,124.15	\$13,506.00	\$906.00	\$13,506.00	7%	\$12,600.00
			221-9010-455-36-25 Children	\$2,495.02	\$0.00	\$71,604.98	\$90,041.00	\$15,941.00	\$90,041.00	18%	\$74,100.00
			221-9010-455-37-15 Videos DVDs	\$552.38	\$0.00	\$8,366.32	\$16,480.00	\$7,561.30	\$16,480.00	46%	\$8,918.70
			221-9010-455-37-20 Audio Books	\$26.94	\$0.00	\$13,973.06	\$15,000.00	\$1,000.00	\$15,000.00	7%	\$14,000.00
			221-9010-455-37-30 Music CDs	\$115.75	\$0.00	\$2,187.01	\$4,500.00	\$2,197.24	\$4,500.00	49%	\$2,302.76
			221-9010-455-38-10 Periodicals	\$39.00	\$0.00	\$11,400.00	\$17,505.00	\$6,066.00	\$17,505.00	35%	\$11,439.00
				\$3,757.75	\$0.00	\$26,192.25	\$82,400.00	\$52,450.00	\$82,400.00	64%	\$29,950.00

		221-9010-455.38-20	Public Access Software								
		221-9010-455.39-10	Digital Content	\$2,121.86	\$0.00	\$10,878.14	\$96,099.00	\$83,099.00	\$96,099.00	86%	\$13,000.00
		221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$77,616.00	\$77,616.00	\$77,616.00	100%	\$0.00
		221-9010-455.95-02	To Water Fund	\$242.54	\$0.00	\$0.00	\$3,365.00	\$3,122.46	\$3,365.00	93%	\$242.54
		221-9010-455.95-07	To Sewer Fund	\$65.65	\$0.00	\$0.00	\$600.00	\$534.35	\$600.00	89%	\$65.65
		221-9010-455.95-10	To Stormwater Management	\$50.60	\$0.00	\$0.00	\$773.00	\$722.40	\$773.00	93%	\$50.60
		Summary		80,787.87	0.00	407,293.84	1,029,796.00	541,714.29	1,029,796.00	0.53	488,081.71

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

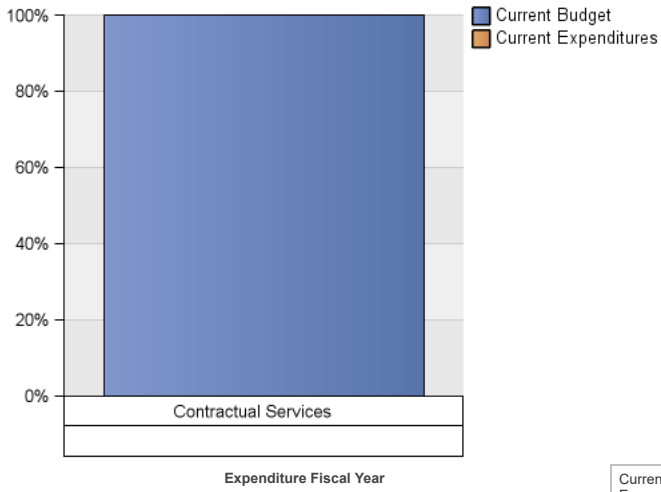


Expenditure Fiscal Year

				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$271,225.00	\$271,225.00	\$271,225.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	100%	\$0.00
			Summary		0.00	0.00	0.00	396,225.00	396,225.00	396,225.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455-20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00	\$300,000.00	100%	\$0.00
Summary					0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	1.00	0.00

NPL Circulation Statistics



April 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
Juvenile						
Books	78	26,142	33,306	78	26,142	33,306
Videos	0	133	186	0	133	186
Audios	2	918	1,074	2	918	1,074
Magazines	0	0	49	0	0	49
Other	0	28	58	0	28	58
Juvenile - Total	80	27,221	34,673	80	27,221	34,673
Teen						
Books	5	1,321	1,279	5	1,321	1,279
Audios	0	8	1	0	8	1
Magazines	0	0	0	0	0	0
Teen - Total	5	1,329	1,280	5	1,329	1,280
Adult						
Books	19	9,401	11,259	19	9,401	11,259
Videos	9	2,568	3,849	9	2,568	3,849
Audios	4	1,076	1,396	4	1,076	1,396
Magazines	1	219	195	1	219	195
Other	9	426	1,122	9	426	1,122
Adult - Total	42	13,690	17,821	42	13,690	17,821
Digital Content						
eAudiobooks*	1,639	1,530	1,782	1,639	1,530	1,782
eBooks*	3,389	2,460	2,538	3,389	2,460	2,538
Magazines	231	158	128	231	158	128
Music	665	24	49	665	24	49
Streaming Video	305	638	242	305	638	242
Content Passes**			15			15
Digital Content - Total**	6,229	4,810	4,754	6,229	4,810	4,754
Total Circulation**	6,356	47,050	58,528	6,356	47,050	58,528

* eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

** Content Passes counted differently beginning January 2022

NPL Collection Holdings



April 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	83,812	83,907	278	-183	278	-183
Videos	962	962	0	0	0	0
Audios	2,411	2,305	46	-152	46	-152
Magazines	185	204	18	1	18	1
Other	126	122	0	-4	0	-4
Juvenile - Total	87,496	87,500	342	-338	342	-338
Teen						
Books	5,177	5,240	72	-9	72	-9
Audios	38	38	0	0	0	0
Magazines	20	22	2	0	2	0
Teen - Total	5,235	5,300	74	-9	74	-9
Adult						
Books	54,894	55,191	341	-44	341	-44
Videos	15,890	15,957	73	-6	73	-6
Audios	13,874	13,923	51	-2	51	-2
Magazines	1,949	2,019	173	-103	173	-103
Other	2,116	2,127	12	-1	12	-1
Adult - Total	88,723	89,217	650	-156	650	-156
Total Collection	181,454	182,017	1,066	-503	1,066	-503

NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	12.21	1.22	2.22	3.22	4.22	
eRead Illinois						
eAudiobooks	310	316	280	289	252	
eBooks	355	406	302	325	315	
eRead Illinois Total	665	722	582	614	567	
Freeding						
	0	4	4	6	9	
Hoopla						
eAudiobooks	762	888	856	906	1004	
eBooks	399	538	609	632	664	
Movies/TV	113	88	132	145	120	
Music	31	39	34	47	49	
Hoopla Total	1,305	1,553	1,631	1,730	1,837	
Kanopy						
Individual Titles Plays	86	86	70	55	76	
Plays Through Passes	108	129	102	45	46	
Kanopy Total Videos Played	194	215	172	100	122	
OverDrive						
eAudio	548	606	480	515	526	
eBooks	1,559	1,971	1,571	1,574	1,550	
Magazines	154	160	110	135	128	
OverDrive Total	2,261	2,737	2,161	2,224	2,204	
Total Downloads or Uses						
eAudiobooks	1,620	1,810	1,616	1,710	1,782	
eBooks	2,313	2,919	2,486	2,537	2,538	
Magazines	154	160	110	135	128	
Music	31	39	34	47	49	
Streaming Video	310	303	304	245	242	
*Hoopla 7-day BingePass						
hoopla Magazines		7	2	2	6	
The Great Courses		3	0	2	0	
Curiosity Stream		0	2	0	1	
Kanopy Passes						
Kids Play	3	5	3	3	2	
Series Play (TGC)	2	3	2	1	3	
OverDrive 7-Day Passes						
The Great Courses	1	2	2	1	1	
IndieFlix	0	2	3	1	1	
Stingray Qello	2	0	1	0	1	
Craftsy	0	1	1	1	0	
Total Passes	8	23	16	11	15	

*Hoopla BingePasses were added in January 2022

NPL Monthly Statistics



April 2022

Library Card Registration

Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	25,545	190	-16	25,719	23,338	34,408
Teen	3,156	1	5	3,162	2,775	3,419
Juvenile	8,426	23	-5	8,444	7,438	8,766
Total	37,127	214	-16	37,325	33,551	46,593

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	13,517	13,517		
Offsite programs (est)		-		
Year to Date Total		13,517	7,807	0

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,020	3,020	2,868	-
Loaned	3,166	3,166	2,813	-
Reciprocal borrowing	13,214	13,214	9,435	-

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	0	0	0	0
Adult	692	493	43	692
Public Laptop	16	9	34	16
Quick-Use	-	-	-	-
Totals	708	611	43	708

*Use of Children's PCs is for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



April 2022

	Annual Totals Year to Date			April		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
Site Views over time						
Pageviews	13,750	24,756	39,158	13,750	24,756	39,158
Unique Pageviews	10,690	19,284	30,245	10,690	19,284	30,245
Sessions	6,440	13,387	17,020	6,440	13,387	17,020

Top Viewed Pages

FY 2023

/	15,901
/events/month	1,133
/events/upcoming	815
/events/month/2022/05	434
/events/upcoming?status=1	315
/employment	299
/databases	297
/event/asian-heritage-celebration	263
/events/month/2022/06	256
/learning-resources	253

Usage by Device

FY 2023

Desktop	53.0%
Mobile	44.9%
Tablet	2.1%

Top Viewed Pages

April 2022

/	15,901
/events/month	1,133
/events/upcoming	815
/events/month/2022/05	434
/events/upcoming?status=1	315
/employment	299
/databases	297
/event/asian-heritage-celebration	263
/events/month/2022/06	256
/learning-resources	253

Usage by Device

Apr 2022

Desktop	53.0%
Mobile	44.9%
Tablet	2.1%

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022

NORMAL PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30498
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0382
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Normal Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	206 West College Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Normal
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61761
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	206 West College Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Normal
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61761
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	3094521757
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	3094525312
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.normalpl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Brian Chase
1.15 Title	Director
1.16 Library Director's E-mail	bchase@normalpl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Town
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McLean
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	52,736
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORMAL P.L.	NORMAL PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NORMAL P.L.	30498	3049800

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
NORMAL P.L.	206 WEST COLLEGE AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORMAL P.L.	NORMAL		61761	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORMAL P.L.	McLean		3094521757	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORMAL P.L.	44,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NORMAL P.L.	3,104	52	132,374	0	152

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	04/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	03/31/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Brian Chase
3.5 Telephone Number of Person Preparing Report	309-433-3499
3.6 FAX Number	309-452-5312
3.7 E-Mail Address	bchase@normalpl.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
---	----

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	Jess Ray
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-846-8086
5.9 E-mail Address	jray@normalpl.org
5.10 Home Address	1502 Estate Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Second member

5.5 Name	Katelyn Trunnell
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	309-310-8034
5.9 E-mail Address	ktrunnell@normalpl.org
5.10 Home Address	1005 Sheridan Rd.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Third member

5.5 Name	Jessica (Jd) Davis
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-310-2797
5.9 E-mail Address	jdavis@normalpl.org

5.10 Home Address	403 Marian Ave.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fourth member

5.5 Name	Erin Ripley-Gataric
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	309-242-1274
5.9 E-mail Address	eripley-gataric@normalpl.org
5.10 Home Address	1311 E. Vernon Ave.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fifth member

5.5 Name	Beth Robb
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	309-454-1758
5.9 E-mail Address	brobb@normalpl.org
5.10 Home Address	1007 Broadway
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Sixth member

5.5 Name	Lynda Lane
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	309-585-1036
5.9 E-mail Address	llane@normalpl.org
5.10 Home Address	1764 Lockspur Way
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Seventh member

5.5 Name	Amy Ermland
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-738-9555
5.9 E-mail Address	aersland@normalpl.org
5.10 Home Address	1719 Taft Drive
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Our Wellness Room, located in our children's area, provides a private, quiet space for patrons who need such a space for a brief time. It is available on a first come, first served basis and features adjustable lighting, a couch, a mobile divider which can be used as a privacy screen, a child-size table with animal chairs, puzzles, fidget/sensory toys and wobble seats. Weighted blankets are available at the Children's Information Desk.
6.2 Total Number of Meeting Rooms	2
6.2b Total number of times meeting room(s) used by the public during the fiscal year	0
6.3 Total Number of Study Rooms	0
6.3b Total number of times study room(s) used by the public during the fiscal year	0

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$4,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

<p>7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?</p>	<p>Yes</p>
<p>7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.</p>	<p>Operating fund has a balance of \$2,046,744 and is intended to serve as cash flow until next receipt of property taxes. Replacement fund has a balance of \$2,033,215 and is intended to provide for the planned replacement of equipment. Special reserve fund has a balance of \$3,165,295 and is intended to provide for improvement of the library through expert studies and/or consultants, purchase of real estate for library buildings, construction of a new facility, or the remodel, repair, improvement or addition to the existing facility.</p>

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

<p>7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?</p>	<p>No</p>
--	-----------

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

<p>8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)</p>	<p>\$3,837,594</p>
<p>8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?</p>	<p>No</p>
<p>8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)</p>	<p>\$3,935,164</p>

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

<p>8.2 Per capita grant</p>	<p>\$77,433</p>
<p>8.3 Equalization aid grant</p>	<p>\$0</p>

8.4 Personal property replacement tax	\$237,061
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$314,494

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$13,204
8.11 If Other, please specify	\$10,000 Digital Network Access Grant; \$3,204 Bouncing Back from the Pandemic Grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$13,204

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$2,915
8.14 Other receipts intended to be used for operating expenditures	\$49,434
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$52,349
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,217,641
---	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,843,806
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$582,576
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,426,382

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$166,873
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$117,281
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$36,535
10.3b Please provide an explanation of the other types of material expenditures.	Music CDs, DVDs, video games, audio books
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$320,689

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$520,602
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,267,673

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital

appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$163,724
--	-----------

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	11	11	\$448.28	440.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Children's Programming Librarian	Children's Services	\$37.38	40.00
	Children's Outreach Librarian	Children's Services	\$37.38	40.00
	Teen Librarian	Young Adult Services	\$38.13	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$33.87	40.00
	Cataloging Librarian	Cataloging	\$26.94	40.00
	Public Services Librarian	Adult Services	\$28.44	40.00
	Circulation Supervisor	Circulation	\$39.67	40.00
	Community Engagement Manager	Adult Services	\$38.13	40.00
	Technical Services Manager	Collection Development Acquisitions	\$45.09	40.00
	Circulation & Adult Services Manager	Circulation	\$50.03	40.00
	Library Director	Library Director	\$73.22	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	11.00
---	--------------

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	0	0			
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	11.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	317.50
13.14 Minimum hourly rate actually paid	\$23.49
13.15 Maximum hourly rate actually paid	\$46.32
13.16 Total FTE Group C employees (13.13 / 40)	7.94

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	543.00
13.18 Minimum hourly rate actually paid	\$11.00
13.19 Maximum hourly rate actually paid	\$16.00
13.20 Total FTE Group D employees (13.17 / 40)	13.58

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	48.00
13.22 Minimum hourly rate actually paid	\$13.00
13.23 Maximum hourly rate actually paid	\$15.50
13.24 Total FTE Group E employees (13.21 / 40)	1.20
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	22.71
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	33.71

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	40.00	16	\$65,433.00	\$104,060.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Programming & Youth Services Manager	Children's Services	Master's Degree (ALA accredited)	40.00	16	\$65,433.00	\$104,060.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	3	3	3	120.00	3	3
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Public Services Librarian	Adult Services	Master's Degree (ALA accredited)	40.00	Filled	7/26/2021
	LTA - Programming & Children's Services	Children's Services	Bachelor's Degree: No library science	40.00	Filled	8/2/2021
	LTA - Support Services	Collection Development Acquisitions	Bachelor's Degree: No library science	40.00	Filled	3/28/2022

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	132,374
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	63	1,269	56	3,284
Children (6-11)	26	2,638	42	4,566
Children's Total	89	2,907	98	7,850
Young Adults (12-18)	70	1,170	9	437
Adults (19 and older)	161	2,317	27	4,241
General Interest	7	542	2	97
Total	327	6,936	136	12,625

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	83	2,639
Synchronous In-Person Offsite Program Sessions	92	3,881
Synchronous Virtual Program Sessions	221	4,747
Total	396	11,267

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	28
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	4,004

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
--	----

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	26,342
16.2a Total Number of Unexpired Non-resident Cards	10,785
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	37,127
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	143,883
17.2 Current Print Serial Subscriptions	150
17.3 Total Print Materials (17.1+17.2)	144,033
17.4 E-books Held at end of the fiscal year [PLSC 451]	67,265
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	16,323
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	30,080
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	16,852
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	3,616
17.6c Other Circulating Physical Items [PLSC 462]	2,242
17.6d Total Physical Items in Collection [PLSC 461]	179,300

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	25
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	41

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	176,242
18.2 Number of young adult materials loaned	15,697
18.3 Number of children's materials loaned [PLSC 551]	354,459
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	546,398

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	470,723
18.6 Videos/DVDs- Physical	39,021
18.7 Audios (include music)- Physical	24,205
18.8 Magazines/Periodicals- Physical	2,779
18.9 Other Items- Physical [PLSC 561]	9,670
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	546,398
18.11 Use of Electronic Materials [PLSC 552]	54,996
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	601,394
18.13 Successful Retrieval of Electronic Information [PLSC 554]	48,519
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	103,515
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	649,913
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	35,264
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	34,299

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	12,484
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	1,000
--	-------

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library ³	145
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	32
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$76
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	16
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	7,738
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Estimate Based on Typical Week(s)
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	339,160 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	Utilizing CIRBN and VOIP through Town of Normal

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$2,906
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	3,449.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.16 Library closed at 8:00 pm Monday-Thursday, rather than 9:00 pm as we did pre-COVID. Meeting rooms were not open to patrons for reservations. (0-2022-05-03)

², 612 Correct figure (0-2022-05-03)

³, 20.1 Includes tablets. (0-2022-05-12)