



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

**May 15, 2024 at 6 p.m.
Town of Normal, City Hall, Multi-Purpose Room 409**

1. Review of the Agenda: Corrections or Additions
2. President’s Report
3. Public Comment
4. Presentation and Q and A, Trevor Smith (LIRA)
5. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]
6. Library Director’s Report
7. 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 17, 2024
 - B. Approval of Normal Public Library Expenditures for Payment as of May 8, 2024
8. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
9. NEW BUSINESS
 - A. Approval of Liability Insurance Proposal (Action)
 - B. Approval of an IGA Establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance (Action)
 - C. IPLAR Approval (Action)
10. UNFINISHED BUSINESS
11. Suggested Items for the Next Agenda
12. Board Comments and Concerns
13. Next Meeting Date: June 19, 2024
14. 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 state otherwise.

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

Minutes of the Board of Trustees

Normal Public Library

April 17, 2024

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Multi-Purpose Room 409, City Hall, Normal, Illinois on Wednesday, April 17, 2024. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Dylan Hile-Broad, Terry Lindberg

Members Absent: Amy Ersland

Library Staff Present: John Fischer, Library Director, Jennifer Williams

Community Members Present:

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** None
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

Foundation: No meeting. Committee met with Pat Grogg.

Library Advocacy: None

Library Planning: Meeting scheduled for April 26, 2024.

Capital Project Committee: None

5. **Library Director's Report:** Mr. Fischer discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
 - A. Approval of the Minutes of the Regular Board Meeting of March 20, 2024
 - B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$171,326.89 for two payrolls, and \$96,436.85 for expenditures as of April 10, 2024.
 - C. Approval of Board Meeting Schedule 2024-2025

Ms. Lane moved to approve all items on the Omnibus Agenda. Ms. Trunnell 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. Liability Insurance Renewal (Action)
Action postponed.
- B. IGA establishing Resource sharing Alliance and Authorizing Membership in Resource Sharing Alliance (Discussion)
- C. Project Update

9. **UNFINISHED BUSINESS**

None

10. **Suggested Items for Next Agenda**

- A. Approval IPLAR Report
- B. Liability Insurance Renewal (Action)
- C. Resource Sharing Alliance Membership (Action)

11. **Board Comments and Concerns**

12. **Next Meeting Date:** May 15, 2024 at Uptown Station, Fourth Floor conference room

13. **Adjournment**

Ms. Robb adjourned the meeting at 6:52 pm.

Secretary

Date

Director's Report
May 15, 2024

1. Monthly Financial Report

Revenue: The April operating revenues were down 3.9% compared to this time last year.

Expenses: A report showing expenses totaling \$81,093.28 from April 11 to May 8, 2024 is included in this packet. Two payrolls (April 12 and 26) totaled \$180,183.82.

2. Circulation

Total circulation for April was 38,436. Total circulation for April 2023 was 64,655.

3. Personnel

We have successfully hired a new office associate from a pool of over 60 candidates. Our new staff member will begin May 31. We will be interviewing candidates for our new librarian position in the next two-three weeks.

4. Staff Development Day

Thanks to support from our trustees, staff had a successful Staff Development Day on Friday, April 19. The library was closed to the public for this purpose.

5. Capital Project Update

A timeline for furniture selection has been established. Our abatement is on schedule. Staff met on Thursday, May 9 with Studio GC, McKee Environmental, the general contractor, and sub contractor Midway to make some decisions on work moving forward.

6. Liability Insurance

On the agenda for action is a proposal for Liability Insurance. The library's coverage through Selective was cancelled effective May 26.

7. Resource Sharing Alliance IGA

On the agenda for action is the Intergovernmental Agreement for the Resource Sharing Alliance, due in June 2024. Staff are seeking approval of this agreement.

8. IPLAR, Illinois Public Library Annual Report

The FY2024 IPLAR is included in this packet. We are seeking your approval and authorization to submit the report on behalf of the Normal Public Library Board President and Secretary.

9. 2024 Summer Reading Challenge: Read, Renew, Repeat

Our annual Summer Reading Challenge will run June 3 - July 31. From iRead: *Designed for all ages, our summer reading program will feature the idea of conservation. Conservation as a movement focuses on protecting species from extinction, maintaining and restoring habitats, enhancing ecosystem services, and protecting biological diversity. Read, Renew, Repeat makes for a wonderfully diversified summer reading program that encourages reading as a restorative method of self-improvement and self-preservation.* Our kick-off party is scheduled for June 3 at Uptown Circle from 5 - 7 pm. Summer Reading is sponsored by the Normal Public Library Foundation.



Revenue & Expense Report

Account

Fiscal Year

APM

April - Period 13

All

FY2023-24

0

13

Revenue

YTD Revenue Pivot

YTD Revenue Bar Chart

Revenue Transaction Log

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	4,439,097.00	4,420,649.00	4,306,149.05	97.41%	4,482,071.32	-3.93%
31110-Property Tax	3,962,164.00	3,962,164.00	3,945,185.32	99.57%	3,897,482.01	1.22%
31530-State Replacement Revenue	357,600.00	300,100.00	210,397.39	70.11%	391,475.75	-46.26%
33260-State Grants	77,433.00	90,185.00	86,573.58	96.00%	116,883.01	-25.93%
34720-Photocopy Fees	2,000.00	8,400.00	7,336.72	87.34%	8,977.80	-18.28%
34750-Replacements Books/AV	3,500.00	4,800.00	4,281.79	89.20%	8,334.91	-48.63%
38210-Investment Income	36,000.00	50,000.00	48,459.64	96.92%	53,577.67	-9.55%
38530-Donations	200.00	1,000.00	796.85	79.69%	1,790.00	-55.48%
38910-Miscellaneous	200.00	4,000.00	3,117.76	77.94%	3,550.17	-12.18%
222-Library Replacement Fund	117,698.00	117,698.00	88,411.38	75.12%	107,521.50	-17.77%
38210-Investment Income	20,300.00	20,300.00	23,536.38	115.94%	29,905.50	-21.30%
39192-Transfer From	97,398.00	97,398.00	64,875.00	66.61%	77,616.00	-16.42%
223-Library Special Reserve	9,900.00	34,500.00	19,194.93	55.64%	15,212.73	26.18%
38210-Investment Income	7,400.00	32,000.00	19,194.93	59.98%	15,212.73	26.18%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,566,695.00	4,572,847.00	4,413,755.36	96.52%	4,604,805.55	-4.15%



Revenue & Expense Report

Account

Fiscal Year

APM

April - Period 13

All

FY2023-24

0

13

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	4,362,783.00	4,937,989.00	2,673,017.88	200,751.87	2,873,769.75	2,064,219.25	3,390,856.33	41.80%
10-Administration	4,362,783.00	4,937,989.00	2,673,017.88	200,751.87	2,873,769.75	2,064,219.25	3,390,856.33	41.80%
222-Library Replacement Fund	89,280.00	1,729,280.00	19,583.31	0.00	19,583.31	1,709,696.69	71,097.96	98.87%
10-Administration	89,280.00	1,729,280.00	19,583.31	0.00	19,583.31	1,709,696.69	71,097.96	98.87%
223-Library Special Reserve	1,000.00	1,835,600.00	3,610.00	72,211.03	75,821.03	1,759,778.97	39,321.65	95.87%
10-Administration	1,000.00	1,835,600.00	3,610.00	72,211.03	75,821.03	1,759,778.97	39,321.65	95.87%
Total	4,453,063.00	8,502,869.00	2,696,211.19	272,962.90	2,969,174.09	5,533,694.91	3,501,275.94	65.08%

Report to Receive and File Town of Normal Expenditures for Payment as of 04/11/2024-05/08/2024

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	367.00
US BANK/P-CARD	GIFT CARD \$20 & \$5 - ADUL	25.00
US BANK/P-CARD	SUMMER READING PRIZES	2,000.51
Library Fund	- Total	2,392.51

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	YRLY MONITORING 5/24-5/25	293.00
AMERENIP	FEB 24 UTILITIES	1,051.59
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,183.73
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,359.50
BAKER & TAYLOR COMPANIES	YA BOOKS	288.97
BAKER & TAYLOR COMPANIES	YOUNG ADULT	12.23
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	24.47
BAKER & TAYLOR CONTINUATION	CONT LEARNING - TRAVEL	316.19
BAKER & TAYLOR CONTINUATION	NONFICTION -CONT LEARNING	111.24
BILL'S KEY & LOCK SHOP	3 KEYS	11.04
BILL'S KEY & LOCK SHOP	EXTERIOR KEYS	138.00
BLACKSTONE PUBLISHING	AUDIO DISCS	72.29
BLICK ART MATERIALS LLC	ART SUPPLIES - PAINT	304.37
BUSEY BANK	MO 2/MAY 2024 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	879.75
CENTER POINT LARGE PRINT	ADULT BOOKS	239.01
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
CIRBN, LLC	NPL FIBER RELOCATION	4,122.00
DEMCO INC	ARCHIVE FOLDERS	196.77
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 3/31	50.00
DIVERSIFIED MECHANICAL INC	PREV MAINT 4/1-6/30/24	712.10
FRONTIER	PI RECEIPTS	127.92
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	3/14-3/18 SERVICES	620.00
ILLINOIS HEARTLAND LIBRARY SYSTEM	PUB ACCESS SOFTWARE RENWL	2,137.90
KANOPY INC	DIGITAL CONTENT	398.00
LS MECHANICAL LLC	2/20 PLUMBING SERVICE	438.52
MENARDS	CABLES & BATTERIES	171.18
MENARDS	MODULAR PLUGS/CHIME	64.95
MENARDS	RESTROOM GRAB BAR	35.98
MENARDS	RETURN	-24.65

Report to Receive and File Town of Normal Expenditures for Payment as of 04/11/2024-05/08/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MENARDS	SINK REPAIR PARTS	31.20
MENARDS	TOILET TISSUE	20.36
MENARDS	VALVE/BULB/FAUCET	84.64
MENARDS	VALVE/FAUCET SUPPLY LINE	22.44
MENARDS	WAGON & WATER	165.60
MIDWEST TAPE	DIGITAL CONTENT	6,802.84
MIDWEST TAPE	MARCH DIGITAL CONTENT	7,248.73
NICOR GAS	MAR 24 UTILITIES	912.90
OVERDRIVE, INC	DIGITAL CONTENT	2,521.26
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	746.13
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	54.14
PLAYAWAY PRODUCTS LLC	CHILDREN'S VOX BOOKS	675.32
PRESIDIO NETWORKED SOLUTIONS	NPL ACTIVE DIRECTRY MERGE	3,634.00
QUADIENT, INC.	METER RENT/RATE MAINT	60.00
RON SMITH PRINTING CO INC	ACTIVITY GUIDE PRINT -MAY	572.00
RON SMITH PRINTING CO INC	MONTHLY ACTIVITY GUIDE	528.00
UNIQUE MANAGEMENT SERVICES INC	3/1-3/29/24 PLACEMENTS	86.00
US BANK/P-CARD	2024 PLA CONFERENCE - COF	4.00
US BANK/P-CARD	2024 PLA CONFERENCE - MEA	202.02
US BANK/P-CARD	2024 PLA CONFERENCE - PAR	91.00
US BANK/P-CARD	22.2 QT. PLASTIC STORAGE	64.67
US BANK/P-CARD	60 GALLON CLEAR TRASH BAG	37.08
US BANK/P-CARD	AIR PURIFIER REPL. FILTER	67.39
US BANK/P-CARD	CANVA SUBSCRIPTION RENEW	477.60
US BANK/P-CARD	CAT6 CAT5E GIGABIT PATCH	142.90
US BANK/P-CARD	CHICAGO TRIBUNE RENEWAL -	34.20
US BANK/P-CARD	CLASS - DIY STRATEGIC PLA	200.00
US BANK/P-CARD	COFFEE	4.88
US BANK/P-CARD	CREDIT - LIDS RETURNED	-6.86
US BANK/P-CARD	CREDIT - PAINT RETURNED	-26.96
US BANK/P-CARD	DELL LAPTOP CHARGER 65W A	22.00
US BANK/P-CARD	FACIAL TISSUE BOXES FOAM	310.70
US BANK/P-CARD	FLOOR MARKING TAPE (1)	204.56
US BANK/P-CARD	FOLD UP DOORSTOP WEDGE PA	79.80
US BANK/P-CARD	FOOD - EMPLOYEE APPRECIAT	127.98
US BANK/P-CARD	FOR DISCOVERY ROOM - 1 -	160.00
US BANK/P-CARD	FOR DISCOVERY ROOM - PUZZ	481.80
US BANK/P-CARD	FOR DISCOVERY ROOM - SENS	396.84

Report to Receive and File Town of Normal Expenditures for Payment as of 04/11/2024-05/08/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FOREIGN AFFAIRS RENEWAL 1	44.95
US BANK/P-CARD	GAMES FOR YOUTH SERVICES	197.47
US BANK/P-CARD	GIFT CARD \$20 (2) - TRIVI	40.00
US BANK/P-CARD	HEAVY DUTY COLLAPSIBLE ST	23.99
US BANK/P-CARD	JUMBO TOILET PAPER 12 ROL	79.98
US BANK/P-CARD	LITE CAT6A 10G ETHERNET C	260.60
US BANK/P-CARD	NEW DVD RELEASE - INSIDE	24.98
US BANK/P-CARD	NEW DVD RELEASE-WHICH BRI	102.24
US BANK/P-CARD	NEW DVD RELEASES - CULT K	35.96
US BANK/P-CARD	NEW DVD RELEASES- FREUD'S	95.91
US BANK/P-CARD	NEW DVD RELEASES-LANCASTE	20.99
US BANK/P-CARD	NINTENDO SWITCH GAMES - (224.14
US BANK/P-CARD	OFFICE SUPPLIES - BUBBLE	75.58
US BANK/P-CARD	OFFICE SUPPLIES - MONTHLY	14.64
US BANK/P-CARD	OFFICE SUPPLIES - PAPER T	25.13
US BANK/P-CARD	ONLINE SCHEDULING - RENE	1,100.00
US BANK/P-CARD	OUTREACH SUPPLIES	36.55
US BANK/P-CARD	PAPER TOWELS FOAMING HA	185.11
US BANK/P-CARD	PATRON REQ. - ADULT BOOK	80.94
US BANK/P-CARD	PATRON REQUESTS - ADULT B	47.97
US BANK/P-CARD	PODCAST HOSTING SERVICE	15.00
US BANK/P-CARD	PORTABLE BUBBLES MACHINE	31.49
US BANK/P-CARD	PORTABLE EXTERNAL HARD DR	76.99
US BANK/P-CARD	PREMIUM ROAST K-CUP 24 BX	11.87
US BANK/P-CARD	PRETEND PLAY FOOD SET - D	28.19
US BANK/P-CARD	PUPPETS (12) - CHILDREN'S	232.88
US BANK/P-CARD	SUPPLIES - COFFEE CUPS WI	30.89
US BANK/P-CARD	SUPPLIES - DISC CLEANING	3.94
US BANK/P-CARD	SUPPLIES - ELMER'S GLUE S	14.69
US BANK/P-CARD	SUPPLIES - GIANT DIE TRAY	150.00
US BANK/P-CARD	SUPPLIES - STEAM CLUB - 6	14.71
US BANK/P-CARD	SUPPLIES FOR CODE CLUB -	15.86
US BANK/P-CARD	SUPPLIES FOR DISCOVERY RO	324.56
US BANK/P-CARD	SUPPLIES FOR MAKER ACADEM	39.80
US BANK/P-CARD	SUPPLIES FOR OUTDOOR PROG	114.41
US BANK/P-CARD	SUPPLIES FOR PAPER CRAFTI	33.67
US BANK/P-CARD	SUPPLIES FOR PROGRAM - CA	53.62
US BANK/P-CARD	SUPPLIES FOR PROGRAM - PI	110.43

Report to Receive and File Town of Normal Expenditures for Payment as of 04/11/2024-05/08/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	SUPPLIES FOR PROGRAM - TA	21.53
US BANK/P-CARD	SUPPLIES FOR STEAM CLUB -	49.26
US BANK/P-CARD	SUPPLIES- 3PCS PLASTIC ST	37.65
US BANK/P-CARD	SUPPLIES-FOLDABLE CART (2	377.76
US BANK/P-CARD	TV RELEASE - ALL CREATURE	27.07
VERIZON WIRELESS	NPL PHONE 2/29-3/28/24	247.00
WALMART COMMUNITY BRC	CHILDREN'S PEEP THIS CONT	70.56
WALMART COMMUNITY BRC	DVDS	228.48
WALMART COMMUNITY BRC	SPECIAL PROGRAMS SUPPLIES	42.14
WALMART COMMUNITY BRC	STAFF DAY BREAKFAST/SNACK	112.90
WATTS COPY SYSTEMS, INC.	METER READ	120.36
YWCA OF MCLEAN COUNTY	IMPLICIT BIAS CLASS	200.00
Library Fund	Library Administration - Total	53,208.13

Library Replacement Fund Library Administration

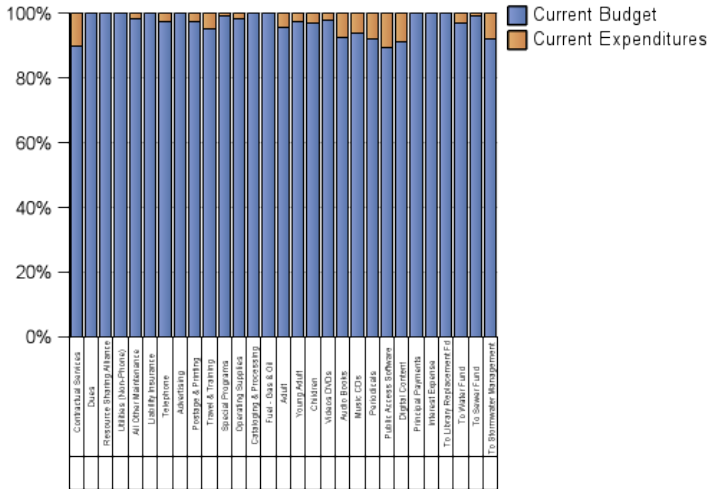
<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
SCIENTEL SOLUTIONS LLC	WIRELESS APS& 5YR SUPPORT	7,702.83
US BANK/P-CARD	175W COMPACT INVERTER & P	337.00
US BANK/P-CARD	SMART USB RAPID CHARGER	67.80
Library Replacement Fund Library	Administration - Total	8,107.63

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCKEE ENVIRONMENTAL INC	11/23-3/24 ASBESTOS CONST	17,425.00
US BANK/P-CARD	CREDIT - RETURNED SILICA	-39.99
Library Special Reserve Library	Administration - Total	17,385.01
Overall - Total		81,093.28

Budget to Actual Expenditures

Library - Administration (Library Fund)



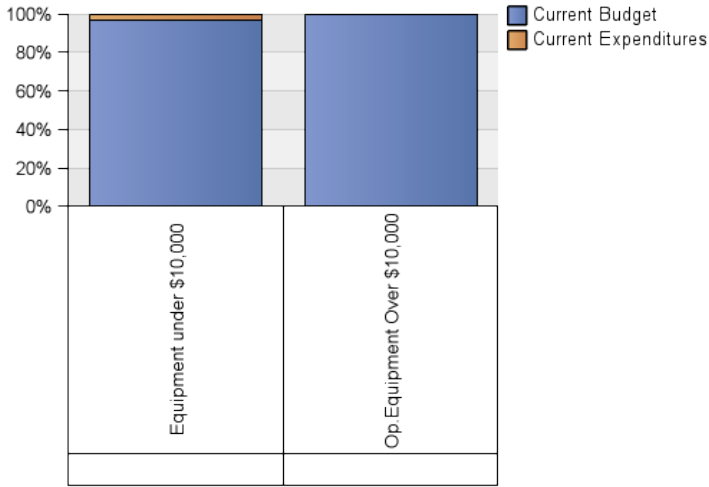
Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
			221-9010-455.20-10	Contractual Services	\$14,341.98	\$0.00	\$70,388.02	\$131,000.00	\$46,270.00	\$131,000.00	35%	\$84,730.00
			221-9010-455.20-20	Dues	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$7,000.00	100%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$72,800.00	\$72,800.00	\$72,800.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$72,000.00	\$72,000.00	\$72,000.00	100%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$1,036.51	\$0.00	\$4,515.24	\$58,200.00	\$52,648.25	\$58,200.00	90%	\$5,551.75
			221-9010-455.30-10	Liability Insurance	\$0.00	\$0.00	\$0.00	\$51,150.00	\$51,150.00	\$51,150.00	100%	\$0.00
			221-9010-455.30-15	Telephone	\$280.08	\$0.00	\$6,656.00	\$10,197.00	\$3,260.92	\$10,197.00	32%	\$6,936.08
			221-9010-455.30-20	Advertising	\$0.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$16,000.00	100%	\$0.00
			221-9010-455.30-25	Postage & Printing	\$632.00	\$0.00	\$19,268.00	\$23,600.00	\$3,700.00	\$23,600.00	16%	\$19,900.00
			221-9010-455.30-35	Travel & Training	\$731.45	\$0.00	\$0.00	\$14,200.00	\$13,468.55	\$14,200.00	95%	\$731.45
			221-9010-455.30-40	Special Programs	\$125.73	\$0.00	\$3,157.86	\$20,000.00	\$16,716.41	\$20,000.00	84%	\$3,283.59
			221-9010-455.35-10	Operating Supplies	\$760.39	\$0.00	\$15,303.23	\$49,000.00	\$32,936.38	\$49,000.00	67%	\$16,063.62
			221-9010-455.35-15	Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.35-50	Fuel - Gas & Oil	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455.36-10	Adult	\$3,941.77	\$0.00	\$65,704.17	\$85,000.00	\$15,354.06	\$85,000.00	18%	\$69,645.94

May 8, 2024	221-9010-455.36-20	Young Adult	\$301.20	\$0.00	\$9,948.80	\$12,000.00	\$1,750.00	\$12,000.00	15%	\$10,250.00
	221-9010-455.36-25	Children	\$2,189.05	\$0.00	\$60,486.36	\$70,000.00	\$7,324.59	\$70,000.00	10%	\$62,675.41
	221-9010-455.37-15	Videos DVDs	\$291.00	\$0.00	\$6,384.28	\$15,000.00	\$8,324.72	\$15,000.00	55%	\$6,675.28
	221-9010-455.37-20	Audio Books	\$818.42	\$0.00	\$9,181.58	\$10,000.00	\$0.00	\$10,000.00	0%	\$10,000.00
	221-9010-455.37-30	Music CDs	\$224.14	\$0.00	\$0.00	\$3,500.00	\$3,275.86	\$3,500.00	94%	\$224.14
	221-9010-455.38-10	Periodicals	\$1,116.00	\$0.00	\$9,716.00	\$13,000.00	\$2,168.00	\$13,000.00	17%	\$10,832.00
	221-9010-455.38-20	Public Access Software	\$10,704.90	\$0.00	\$40,419.10	\$93,000.00	\$41,876.00	\$93,000.00	45%	\$51,124.00
	221-9010-455.39-10	Digital Content	\$9,250.62	\$0.00	\$88,749.38	\$98,000.00	\$0.00	\$98,000.00	0%	\$98,000.00
	221-9010-455.81-10	Principal Payments	\$0.00	\$0.00	\$0.00	\$170,000.00	\$170,000.00	\$170,000.00	100%	\$0.00
	221-9010-455.82-10	Interest Expense	\$0.00	\$0.00	\$0.00	\$71,000.00	\$71,000.00	\$71,000.00	100%	\$0.00
	221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$222,000.00	\$222,000.00	\$222,000.00	100%	\$0.00
	221-9010-455.95-02	To Water Fund	\$70.69	\$0.00	\$0.00	\$2,500.00	\$2,429.31	\$2,500.00	97%	\$70.69
	221-9010-455.95-07	To Sewer Fund	\$4.34	\$0.00	\$0.00	\$600.00	\$595.66	\$600.00	99%	\$4.34
	221-9010-455.95-10	To Stormwater Management	\$50.60	\$0.00	\$0.00	\$610.00	\$559.40	\$610.00	92%	\$50.60
	Summary			46,870.87	0.00	544,215.12	1,407,357.00	816,271.01	1,407,357.00	0.58

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Budget to Actual Expenditures

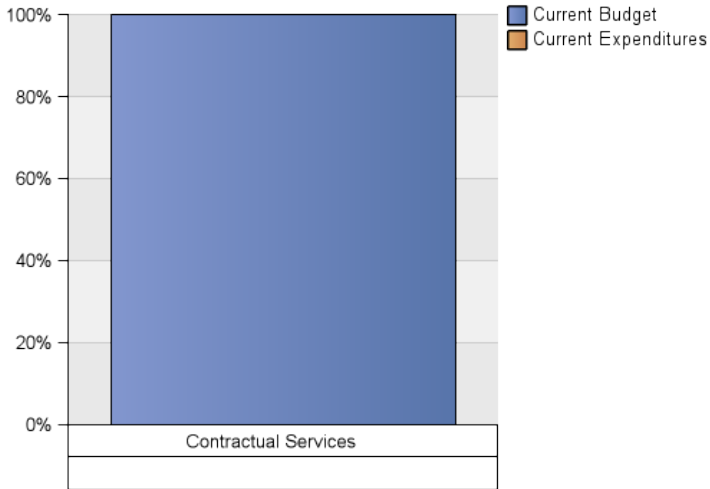
Library - Administration (Library Replacement Fund)



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	\$337.00	\$0.00	\$0.00	\$11,000.00	\$10,663.00	\$11,000.00	97%	\$337.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$211,000.00	\$211,000.00	\$211,000.00	100%	\$0.00
			Summary		337.00	0.00	0.00	222,000.00	221,663.00	222,000.00	1.00	337.00

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	\$5,506,801.00	\$5,506,801.00	\$5,506,801.00	100%	\$0.00
Summary					0.00	0.00	0.00	5,506,801.00	5,506,801.00	5,506,801.00	1.00	0.00

NPL Circulation Statistics



April 2024

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2022	2023	2024
Juvenile						
Books	33,306	37,176	19,193	33,306	37,176	19,193
Videos	186	354	85	186	354	85
Audios	1,074	1,382	492	1,074	1,382	492
Magazines	49	30	23	49	30	23
Other	58	63	33	58	63	33
Juvenile - Total	34,673	39,005	19,826	34,673	39,005	19,826
Teen						
Books	1,279	1,307	828	1,279	1,307	828
Audios	1	0	4	1	0	4
Magazines	0	6	0	0	6	0
Teen - Total	1,280	1,313	832	1,280	1,313	832
Adult						
Books	11,259	11,685	7,179	11,259	11,685	7,179
Videos	3,849	4,012	1,842	3,849	4,012	1,842
Audios	1,396	1,171	595	1,396	1,171	595
Magazines	195	244	109	195	244	109
Other	1,122	1,289	784	1,122	1,289	784
Adult - Total	17,821	18,401	10,509	17,821	18,401	10,509
Digital Content						
eAudiobooks	1,782	2,552	3,263	1,782	2,552	3,263
eBooks	2,538	2,983	3,340	2,538	2,983	3,340
Magazines	128	102	310	128	102	310
Music	49	31	56	49	31	56
Streaming Video	242	250	277	242	250	277
Content Passes	15	18	23	15	18	23
Digital Content - Total	4,754	5,936	7,269	4,754	5,936	7,269
Total Circulation	58,528	64,655	38,436	58,528	64,655	38,436

NPL Collection Holdings



April 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	80,475	80,139	484	-820	484	-820
Videos	978	974	0	-4	0	-4
Audios	1,993	2,004	13	-2	13	-2
Magazines	201	222	21	0	21	0
Other	103	103	0	0	0	0
Juvenile - Total	83,750	83,442	518	-826	518	-826
Teen						
Books	4,448	4,499	54	-3	54	-3
Audios	30	30	0	0	0	0
Magazines	18	19	1	0	1	0
Teen - Total	4,496	4,548	55	-3	55	-3
Adult						
Books	53,725	53,971	384	-138	384	-138
Videos	16,071	15,625	37	-483	37	-483
Audios	9,750	9,755	6	-1	6	-1
Magazines	1,367	1,385	112	-94	112	-94
Other	2,135	2,142	7	0	7	0
Adult - Total	83,048	82,878	546	-716	546	-716
Total Collection	171,294	170,868	1,119	-1,545	1,119	-1,545

NPL Digital Content by Month



Tracks the number of downloads or uses by month for our different digital content platforms.

	12.23	1.24	2.24	3.24	4.24	
eRead Illinois						
eAudiobooks	280	306	256	277	242	
eBooks	271	285	253	271	247	
eRead Illinois Total	551	591	509	548	489	
Freeding	4	5	1	2	1	
Hoopla						
eAudiobooks	1,528	1,748	1,724	1,964	1,846	
eBooks	825	988	956	921	875	
Movies/TV	101	116	135	151	115	
Music	38	27	48	42	56	
Hoopla Total	2,492	2,879	2,863	3,078	2,892	
Kanopy						
Individual Titles Plays	109	128	99	74	162	
Plays Through Passes	156	215	0	1	0	
Kanopy Total Videos Played	265	343	99	269	162	
OverDrive						
eAudio	1193	1268	1269	1,314	1,175	
eBooks	2,157	2,435	2,210	2,272	2,217	
Magazines	505	547	580	521	310	
OverDrive Total	3,855	4,250	4,059	4,107	3,702	
Total Downloads or Uses						
eAudiobooks	3,001	3,322	3,249	3,555	3,263	
eBooks	3,257	3,713	3,420	3,466	3,340	
Magazines	505	547	580	521	310	
Music	38	27	48	42	56	
Streaming Video	366	459	234	420	277	
Hoopla 7-day BingePasses	37	23	21	23	18	
Kanopy Passes	1	2	0	0	0	
OverDrive 7-Day Passes	6	4	15	6	5	
Total Passes	44	29	36	30	23	

NPL Monthly Statistics

April 2024



Library Card Registration

Registration - Fiscal Year 2025

	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	21,884	142	-101	21,925	28,530	25,719
Teen	2,544	1	-16	2,529	3,717	3,162
Juvenile	8,250	5	-27	8,228	9,630	8,444
Total	32,678	148	-144	32,682	41,877	37,325

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	1,400	1,400	17,543	13,517

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	2,977	2,977	3,289	3,020
Loaned	2,323	2,323	2,745	3,166
Reciprocal borrowing	7,623	7,623	18,790	13,214

Public PCs – Unavailable in April 2024

normalpl.org Site Statistics



April 2024

	Annual Totals Year to Date			April		
	FY 2023	FY 2024	FY 2025	2022	2023	2024
Views & Sessions						
Pageviews	39,158	32,898	28,392	39,158	32,898	28,392
Sessions	17,020	10,985	15,164	17,020	10,985	15,164

Top Viewed Pages	FY 2025
/	12,668
/events/upcoming	1,688
/planning	920
/events/month	879
/learning-resources	605
/employment	556
/download-stream	350
/events/month/2024/05	346
/borrow	239
/books	229

Usage by Device	FY 2025
Desktop	43.0%
Mobile	55.2%
Tablet	1.8%

Top Viewed Pages	April 2024
/	12,668
/events/upcoming	1,688
/planning	920
/events/month	879
/learning-resources	605
/employment	556
/download-stream	350
/events/month/2024/05	346
/borrow	239
/books	229

Usage by Device	Apr 2024
Desktop	43.0%
Mobile	55.2%
Tablet	1.8%



Normal Public Library Trustee Action Report

May 15, 2024

Approval of the Library's Participation in the Libraries of Illinois Risk Agency Insurance Program, Waiving the Formal Bidding Process

Prepared by: John Fischer

Reviewed by: NA

Staff Recommendation: Approval of Policy Proposal with Cyber Option #2

Attachments:

Formal Proposal of Insurance from LIRA (May 26-December 31, 2024)

Community Impact

To maintain continued operations for the Library it is important for the Library to keep coverage for the protection of its property and personnel. This program also promotes valuable risk management, highlighting our greatest threats and potential opportunities, allowing our library to become stronger. Effective risk management will benefit our library in a variety of ways.

Budget Impact

Allocated funds in the Library's operating budget is a total sum of \$51,150 to cover the premium costs \$25,365 associated with the Library's participation in the LIRA program through December 2024. The renewal costs for the 2025 calendar year will require a mid fiscal year budget adjustment. Overall, there is an estimated savings on the cost to the library to effectively improve its liability insurance coverage.

Background

Current carrier Selective canceled the library's policy effective May 26, 2024. The director received valuable input regarding the positive attributes of joining LIRA from multiple libraries in Illinois.

Strategic Alignment

Priorities 1-4

Proposal of Insurance

Libraries of Illinois Risk Agency

Normal Public Library

Effective Date: May 26, 2024

Program Effective: December 31, 2023 – December 31, 2024

THE FOLLOWING PROPOSAL OF INSURANCE IS PRESENTED BY:

Marcus Henthorn, CLCS

National Sales Director, Program Administration

**Risk Program Administrators a division of
Arthur J. Gallagher Risk Management Services, Inc.**

2850 Golf Road

Rolling Meadows, IL 60008-4050

Marcus_Henthorn@rpadmin.com

Trevor Smith

Assistant Program Director

**Risk Program Administrators a division of
Arthur J. Gallagher Risk Management Services, Inc.**

2850 Golf Road

Rolling Meadows, IL 60008-4050

Trevor_Smith@rpadmin.com

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Service Team

Marcus Henthorn has primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

Name/Title	Phone/ Alt. Phone	Email	Role
Michael McHugh Area Senior Executive Vice President	630.285.4373	michael_mchugh@rpadmin.com	Management
Marcus Henthorn, CLCS National Sales Director, Program Administration	630.694.5152	marcus_henthorn@rpadmin.com	Producer
Trevor Smith Assistant Program Director	630.694.5436	trevor_smith@rpadmin.com	Producer
Ali Sulita, CISR Client Service Manager	630.438.1633	ali_sulita@rpadmin.com	Account Manager
Lillian Wagner Client Service Manager	630.647.3162	lillian_wagner@rpadmin.com	Client Service Manager

Risk Program Administrators

Main Office Phone Number: 630.773.3800

Executive Summary

On December 31, 2023, LIRA celebrated its 10th year of service to Illinois Libraries. We are truly honored to have the opportunity to be of service to all of our members.

As discussed at our Mid-Year meeting in July, the state of the insurance marketplace continues to deteriorate for certain lines of coverage. We continue to see rate increases on property, excess liability and cyber liability.

A few of the main reasons why rates continue to rise as result of reinsurance issues are as follows:

- There has been a substantial increase in the number of large weather related loss events within the United States. When Hurricane Ida (2021) and Ian (2022) made landfall, they caused upwards of \$150 Billion in damages to the Southeast and Northeastern United States. In the Midwest, carriers continue to adjust their models to reflect severe convective storm losses. This means carriers have to go find additional reinsurance to protect themselves. Those costs on average are increasing over 50%.
- Inflation and costs of construction have caused insurers to mandate inflationary increases to ensure undervalued properties are not a concern. Carriers are scrutinizing client's statements of values based on construction costs showing unprecedented increases (2021 ended with costs up on average almost 20%). For LIRA's renewal, we were able to get our insuring partners to agree to an inflationary increase of 6%.
- Interest Rates remain near historical lows, causing insurance companies to constrict their risk appetite in the marketplace. Carriers remain intensely focused on underwriting discipline, ensuring they get the correct information from risks which will enable those carriers to secure the right terms and pricing on certain lines of coverage that historically have not performed from an underwriting standpoint.

The pace of changes in the property marketplace continues to accelerate. Carriers are saying this continues to be the most dynamic property marketplace since 2001. Loss trends continue to outpace pricing models and as a result, we have seen continuous rate increases due to their difficulty in obtaining reinsurance at a reasonable cost.

According to the National Oceanic and Atmospheric Administration, the 2023 season saw 15 separate billion-dollar weather and climate disasters across all regions. Hurricanes and Wildfires were not the only weather related events causing havoc in the marketplace. The Midwest experienced billion dollar losses due to major storms during the summer months. The 1980-2021

annual average is 7.7 disaster events per year. The annual average for the most recent 5 years (2017-2021) is 17.8 events. This has caused many carriers to reevaluate and make changes to their convective storm modeling and their rates for wind & hail exposures.

Not only are property carriers increasing prices, they also are making changes in coverage terms and conditions. These changes are increasing deductibles, shrinking sub-limits and requiring additional COPE information.

The casualty marketplace continues to see the effects of “Social Inflation”. The frequency of large judgements increases in litigation financing and an empowered plaintiff has continued to challenge the industry. On the Auto Liability, losses continue to rise as new technologies make vehicles more expensive to repair. This has caused carriers to raise rates despite a drop in claim frequency due to the COVID-19 pandemic. We are now seeing frequency back on the rise as employers are welcoming their employees back to in-person work.

In regards to LIRA’s package reinsurer, Ambridge, our total insurable values increased by 6.2% and our vehicle exposures decreased by 2.4% from 92 to 90 vehicles. This was a nominal increase to the premium rate and a modest increase to the loss fund. Based on market conditions, we were very happy to receive these terms.

In 2020, due to past years of claims reaching our full loss fund limit and minimal returns in surplus, the executive committee voted to increase our self-insured retention levels on all lines. Our largest change was on the property with an increase from a \$50,000 Self Insured Retention (SIR) to \$400,000. The remaining SIR’s included in other lines (Liability and Crime) within the package went from \$50,000 to \$100,000. The major reason of doing this was to drive down renewal costs and to bet on ourselves for the chance to retain more variable cost within the loss fund. As we move into 2023, we have experienced a great year controlling our losses in 2022 with over \$500,000 remaining in the loss fund for 2022 and just under \$350,000 in our loss fund remaining from 2021. We can put a healthy amount of surplus funds aside for the options of surplus return and investment into additional resources and risk management controls, like Monnit Water Detection Systems.

In regards to the excess property renewal, we approached the marketplace to see competitive options outside of our incumbent carrier, Travelers. Due to the catastrophic flood loss that occurred in 2020, Travelers has continued to push for rate increases during this hard market in hopes to recuperate their loss payout. Chubb has become new player within the public sector market and came in very competitive even with our exposures rising by over 6%, including additional flood and earthquake coverage enhancements. We are very pleased with the renewal rates we secured in spite of the continuing hardening marketplace conditions.

As we have been driving home the past couple years, cyber claims have been exponentially increasing in both frequency and severity. The impact and the uncertainty has left insurers with no choice but to strengthen their underwriting requirements to issue quotes. Cyber carriers have restricted their scope of coverage, limits of liability, and have increased their rates for just about every client in the marketplace looking for cyber coverage. They are less willing to cover reinsurance costs and in many cases are pushing for cost sharing with insureds.

As we have said numerous times during the past year, the best way to combat these increases is by being proactive as to the controls needing to be in place. Minimum cyber loss control measures to be put in place this year includes:

- Multi Factor Authentication (MFA)
 - For All Staff Email
 - For Administrative Access (users with additional access to servers/critical data)
 - For Cloud Deployments

Additional controls below are expected to become requirements for full coverage limits:

- Weekly Backup of Data & Systems stored in an offsite location (Disconnected from Main Network & Encrypted)
- Endpoint Detection & Response (EDR)
- Annual Phishing Training for Staff & Quarterly Exercises
- Regular Updating of software patches/fixes including Anti-Virus software and Firewalls
- Business Continuity Plan
- Active System Monitoring

Public entities with the above controls and protocols in this marketplace are seeing a softening market within cyber from previous years, with premium increases in the 0-20% range. Those without are seeing increases beginning at 25% with some coverages excluded, or in a worst case scenario, terms not being offered at all.

For LIRA's Cyber renewal, we are very pleased with the work Risk Placement Services was able to do as to getting us a very competitive quote coming in roughly flat from year to year. LIRA will continue to be able to offer all members Cyber protection this year but members will need to implement the controls expressed above for next year for confident renewal projections.

In regards to LIRA's crisis response coverage, Gallagher Crisis Protect, the Executive Committee had discussed the option of decreasing the aggregate retention from \$5M to \$3M but the renewal increase for expiring terms or the premium change was not enough for LIRA to move to a smaller aggregate. The Executive Committee has decided to keep the aggregate limit at the expiring \$5,000,000.

LIRA's boiler and machinery carrier, Chubb Insurance Company, will be staying on the program for the 23-24 policy year. Chubb has been a long term strategic partner for the pool.

LIRA's ancillary lines of coverage such as Gallagher Crisis protect and Volunteer Accident, are seeing competitive renewal terms from a coverage and pricing standpoint.

In spite of some unfavorable lines of coverage due to market trends, LIRA's 2023-2024 renewal pricing, coverages, limits and deductibles remain highly competitive. We continue to be approached by libraries who find LIRA very attractive from a coverage and risk management perspective. As we have seen during these past few years of a hard market, LIRA offers distinct security, stability, and protection from the standard marketplace. LIRA continues to be the only cooperative in Illinois that insures libraries only in the risk management community.

As we embark from the COVID era and return to some form of normalcy in our lives and workplaces, we want to thank you and your staff for your time and dedication that each of you brought to your districts and staff during the past two years.

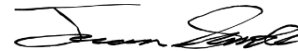
Your LIRA Team,



Michael J. McHugh
Area Senior Executive
Vice President



Marcus Henthorn
Area Executive
Vice President



Trevor Smith
Account
Executive

The RPA Team Approach

WHY RISK PROGRAM ADMINISTRATORS/A DIVISION OF ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.?

- Knowledge and experience of LIRA exposures, business practices, and expectations.
- An in-depth understanding of LIRA operations.
- National experience and expertise in library accounts.
- Personalized approach to client service.
- Focused resources in claims management and risk control services with oversight from the nation's largest pool broker and administrators.
- A network of national resources developing products and services designed to meet the changing risk management needs of LIRA operations.
- Clarity of purpose...we understand our dual obligation of protecting the tangible assets as well as the reputation of LIRA.
- Our role extends throughout the year and does not end with placement of your program. Gallagher will continue to monitor and direct activities required to delivering your policies, ensuring their accuracy, and coordinating insurer services.

Here is a summary of administration functions we will perform for LIRA:

Gallagher Administration

- Prepare and distribute agenda and minutes for Executive Committee and Full Board meetings. Promptly respond to member inquires and summarize as needed to Executive Board.
- Oversee vendors partners, including:
 - Accounting
 - Claims management
 - Actuarial Management
 - Budgeting
 - Regulatory issues
 - Legal Providers
 - Safety and loss control
 - All other vendors and service provider management as needed
- Review and audit claims files as needed
- Maintain a set of records for the Cooperative and its Members.
- Manage all creative, including hosting and maintain cooperative website, brand, marketing materials.
- Allocate costs by Member as approved by the Executive Board for renewals.
- Present renewal program to Membership at LIRA's annual meeting.
- Execute the placement of coverage with broker as instructed by the Executive Board.
- Arrange for, prepare, and distribute Binders evidencing coverage to all Members.
- Issue Auto ID cards and Certificates of Insurance as needed and requested by all Members.
- Review accuracy of policies and request endorsements as necessary.
- Formulate a marketing strategy based upon the state of the insurance marketplace and at the direction of the Executive Board.
- Gather renewal information from all Members and compile on a Cooperative basis.
- Produce comprehensive pool wide data for submissions by line of coverage

Provide the Executive Board with complete pricing and coverage results and give recommendation for placement.

- Prepare and distribute Member and Cooperative invoices.
- Provide Members a Summary of Coverage in force.
- Implement loss control and grant programs focused on loss reductions, including the setup of process, procedure and rollout and measurement of success.
- Promote LIRA to Illinois libraries as directed by the Executive Board.
- Provide Executive Board with pertinent information on changes in the insurance marketplace, applicable regulations, and other areas which could affect the LIRA program.

The goal of the Risk Program Administrators/Gallagher Account Management Team/Illinois ARM Team is to reduce the long-term cost of LIRA's risk. The combined strength of our personnel and approach to delivering broker/consulting services sets us apart from our competition. This involves:

BROKERAGE SERVICES

- In-depth Analysis of risk financing opportunities
- Take advantage of competitive market condition to
- Evaluate appropriateness of SIRs/Deductible levels
- Improve coverage
- Negotiate multi-year policies
- Explore profit sharing opportunities
- Maximize contractual risk transfer opportunities
- Third-Party contract guidelines and review
- Effective administration of insurance portfolio
- Take full advantage of carrier claim and loss control services
- Maintain partnership relationships with key markets
- Annual meetings with underwriters
- Personal interaction with carrier claims and loss control personnel
- Be accessible to LIRA Executive Board and each Member.
- Special exposure handling (i.e., Builders Risk, Bonds, Individual Crime placements; etc.)
- Produce comprehensive underwriting data and criteria for coverage areas outside the core package program.
- Formally present coverage submissions to select markets as required. Provide the Executive Board with status reports.
- Consult with LIRA to formulate a marketing strategy that focuses on delivering the most cost-effective risk management strategy and structure given the current market conditions.
- Summarize the results of executing the market strategy developed with LIRA and present a formal proposal within the proposed time frames.
- Inform LIRA of various industry publications, reviews, and meetings.
- Set up and maintain efficient record keeping system.
- Present analysis of the completed renewal process.
- Provide consultation to LIRA on special exposures, interpretations of existing coverage, and on the desirability and/or feasibility of any and all potential program changes.
- Maintain consistent contact and familiarity with all underwriters actively involved with the account. Present coverage questions to underwriters on behalf of LIRA.

- Periodically evaluate insurance marketplace trends and fluctuations to enable implementation of prospective strategies.

CLAIMS MANAGEMENT SERVICES

- Coordinate the claims management program:
- Review loss runs and loss data from the claims administrator. Analyze claim trends and convey significant trends to the risk management department. When necessary, request claim report alterations, special loss analysis, and special excess carrier reports.
- Maintain contact with the claims administrator. Follow the progress of claim management activities. Keep current with major loss developments. Participate in helping to resolve any problems or conflicts. Facilitate requests to the claims administrator.
- Monitor the quality of claims administration through discussions with the claims administrator and LIRA. Assist LIRA in obtaining settlement from insurers for losses that penetrate excess insurance layers.

LOSS CONTROL SERVICES

- Coordinate the loss prevention program:
- Monitor loss reports prepared by the claims administrator to assist in identifying the most frequent and costly causes of loss to LIRA.
- Monitor loss prevention efforts by underwriters and the loss control consultant on behalf of LIRA. Monitor underwriter's loss control services.

Program Structure

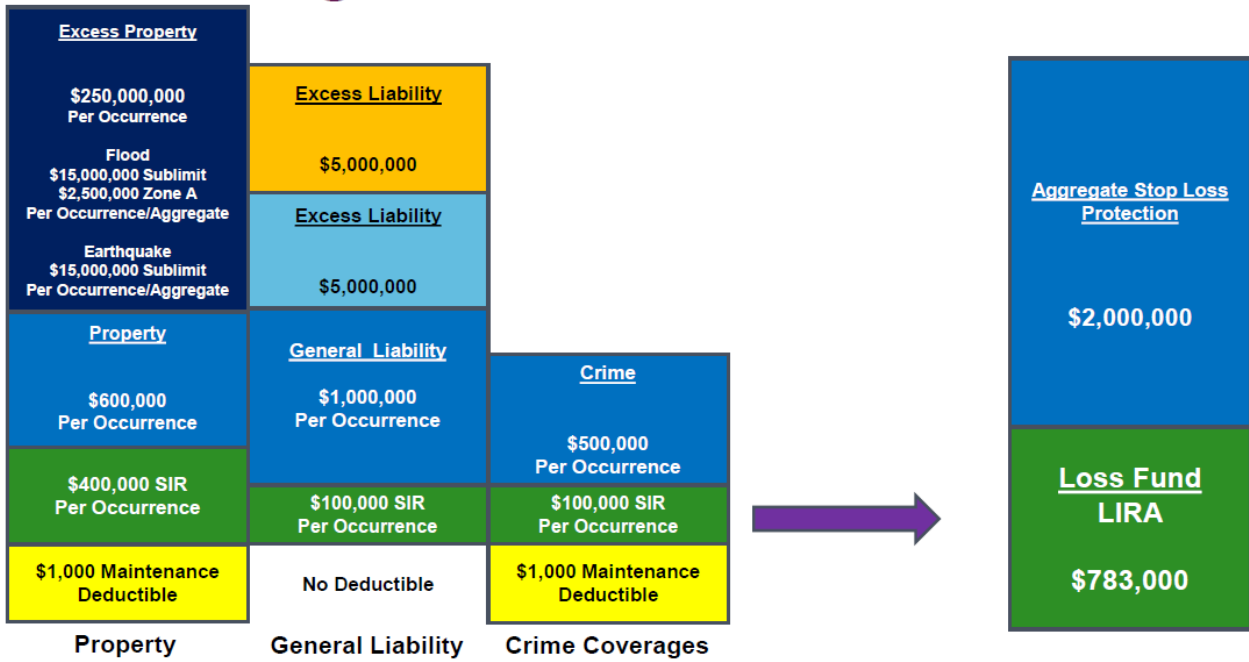
Statistical Information – Normal Public Library

Property/Casualty Exposure	
Total Property Values	2023-2024
Building Value	\$11,800,904
Contents Value	\$5,072,067
Mobile Equipment	\$0
EDP Equipment	\$454,547
EDP Media	\$0
Extra Expense	\$0
Fine Arts	\$4,860
Accounts Receivables	\$1,317
Valuable Papers	\$0
Auto Physical Damage	\$50,100
Miscellaneous Property	\$0
Total Insured Value	\$17,383,795
Vehicles	2
Book Mobiles	0
Total Vehicles	2

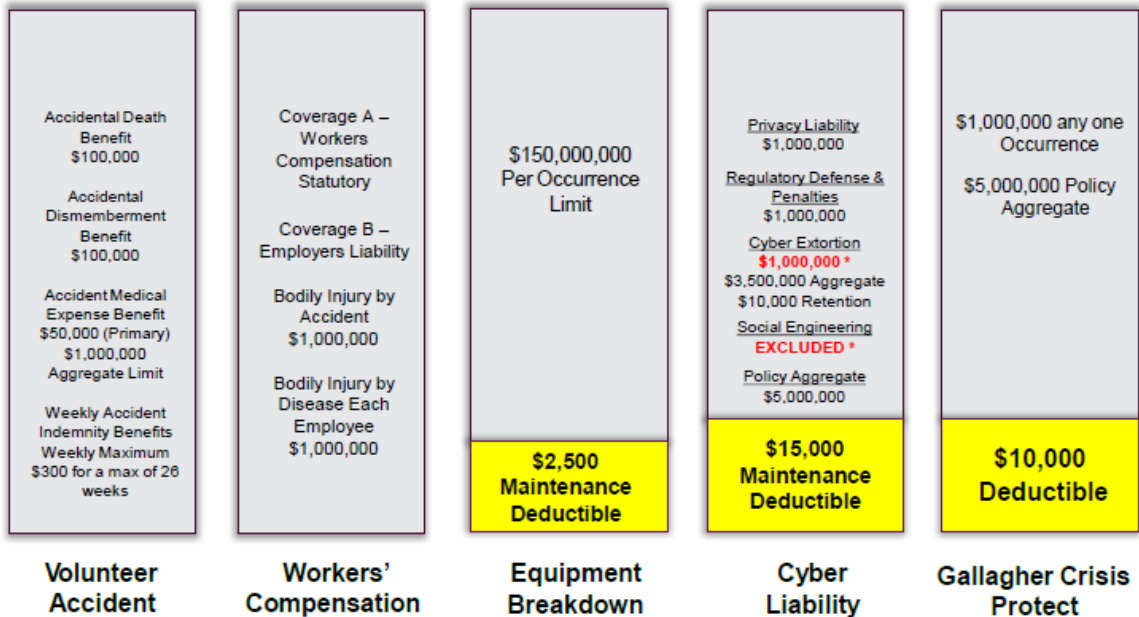
Workers' Compensation Exposure	
	2023-2024
Clerical 8810	62
Payroll	\$1,871,467
Drivers 7380	0
Payroll	\$16,895
All Other Employees 9101	7
Payroll	\$67,375
SALESPERSONS OR COLLECTORS 8742	1
Payroll	416,328
Total Employees	70
Total Payroll	\$1,972,065

Program Highlights

2023-2024 Program Structure



2023-2024 First Dollar Policies



Program Details

Coverage: Excess Property
Carrier: Federal Insurance Company
Policy Period: December 31, 2023 – December 31, 2024

Coverage:

Location Details	Subject of Insurance	Limit Type	Amount	Basis
	The Loss Limit of Insurance applies to each occurrence (as defined); and for all premises coverages – Loss Limit of Insurance:	Limit	\$250,000,000	(Blanket PD: Building, Personal Property & EDP Property)
	Premises Coverages – Blanket Limits:			
Blanket.# 1	Building, Personal Property & EDP Property on Premises	Limit	\$250,000,000	
Blanket.# 2	Extra Expense	Limit	\$30,000,000	
Blanket.# 3	Accounts Receivable on Premises	Limit	\$10,000,000	
Blanket.# 4	Fine Arts on Premises	Limit	\$6,652,178	
Blanket.# 5	Valuable Papers on Premises	Limit	\$10,000,000	
	Premises Coverages:			
	Ordinance or Law or Green Standards	Limit	\$5,000,000	
	Earthquake W/EQSL Sublimit:			
	Policy Annual Aggregate Limit	Limit	\$15,000,000	
	Premises Annual Aggregate Limit	Limit	\$15,000,000	
	Per Occurrence Limit	Limit	\$15,000,000	
	Flood:			
	Policy Annual Aggregate Limit	Limit	\$15,000,000	
	Flood – (Inundation, Back-up and Mud Flow Included)			

Coverage:

Location Details	Subject of Insurance	Limit Type	Amount	Basis
	Premises Annual Aggregate Limit	Limit	\$15,000,000	
	Per Occurrence Limit Flood – (Inundation, Back-up and Mud Flow Included) – PER Flood Schedule (Flood Zone)	Limit	\$15,000,000	
	Premises Annual Aggregate Limit	Limit	\$2,500,000	
	Per Occurrence Limit	Limit	\$2,500,000	

Deductibles/Self-Insured Retention

Type	Coverage	Amount	Additional Info
Deductible	The information shown above applies to: all premises coverages; all additional coverages; and debris removal coverage,		and all premises, unless corresponding specific information is shown as applicable to a specific premises or coverage
Deductible	Deductible: applies to PD, and All Perils including Flood and Earthquake	\$1,000,000	
Deductible	Earthquake W/EQSL Sublimit:		
Deductible	Property Damage Per Premises/Per Occurrence Dollar Deductible	\$1,000,000	
Deductible	Flood – (Inundation, Back-up and Mud Flow Included)		
Deductible	Per Occurrence Dollar Deductible	\$1,000,000	
Deductible	Per Occurrence Dollar Deductible	\$1,000,000	
Deductible	Mobile Communication Property – Minimum Deductible	\$3,500	

Additional Coverage:

Description	Limit Type	Amount
The information shown above applies to: all premises coverages; all additional coverages; and debris removal coverage, and all premises, unless corresponding specific information is shown as applicable to a specific premises or coverage.		
Extended Period:		365 Days
Additional Coverages – Specific Limits:		
Books – Periodicals	Limit	\$12,500,000
Ocean Cargo – Goods In Transit	Limit	\$50,000



Additional Coverage:

Description	Limit Type	Amount
Blanket limit applies to: Accounts Receivable, Electronic Data Processing Property, Fine Arts, Leasehold Interest – Bonus Payment, Prepaid Rent, Sublease Profit, Tenants' Lease Interest, Leasehold Interest – Undamaged Tenant's Improvements & Betterments, Non-Owned Detached Trailers, Outdoor Trees, Shrubs, Plants or Lawns, Pair and Set, Personal Property of Employees, Public Safety Service Charges, Research and Development Property, Valuable Papers	Limit	\$500,000
Additional Property Coverages:		
Any other location for:		
Accounts Receivable	Limit	\$75,000
Building Components	Limit	\$75,000
EDP Property	Limit	\$75,000
Fine Arts	Limit	\$75,000
Personal Property	Limit	\$75,000
R&D Property	Limit	\$75,000
Valuable Papers	Limit	\$75,000
Debris Removal 25% of direct damage loss, plus:		
Premises Shown in the Declarations	Limit	\$500,000
Any Other Location	Limit	\$50,000
In Transit	Limit	\$50,000
Deferred Payments	Limit	\$50,000
Exhibition, Fair or Trade Show:		
EDP Property	Limit	\$75,000
Fine Arts	Limit	\$75,000
Personal Property	Limit	\$75,000
Extra Expense	Limit	\$250,000
Fungus Cleanup or Removal	Limit	\$50,000
Installation:		
Any Job Site	Limit	\$50,000
In Transit	Limit	\$50,000
In Transit for:		
Accounts Receivable	Limit	\$50,000
Building Components	Limit	\$50,000
EDP Property	Limit	\$50,000
Fine Arts	Limit	\$50,000
Personal Property	Limit	\$50,000

Additional Coverage:

Description	Limit Type	Amount
Valuable Papers	Limit	\$50,000
Loss of Master Key	Limit	\$25,000
Loss Prevention Expenses	Limit	\$25,000
Mobile Communication Property	Limit	\$25,000
Money & Securities:		
On Premises	Limit	\$25,000
Off Premises	Limit	\$25,000
Pollutant Cleanup or Removal	Limit	\$50,000
Processing Water	Limit	\$25,000
Preparation of Loss Fees	Limit	\$25,000
Newly Acquired Premises or Newly Acquired or Constructed Property for 180 days:		
Building	Limit	\$5,000,000
Personal Property	Limit	\$2,500,000
Personal Property at Existing Premises	Limit	\$100,000
EDP Equipment	Limit	\$2,500,000
Electronic Data	Limit	\$250,000
Communication Property	Limit	\$250,000
Fine Arts	Limit	\$50,000
Sublimit for Books	Sublimit	\$10,000,000
Sublimit for Valuable Papers	Sublimit	\$10,000,000
Sublimit for Accounts Receivable	Sublimit	\$10,000,000
Fine Arts	Limit	\$6,652,178
Ordinance or Law	Limit	\$500,000
Spoilage	Limit	\$500,000
Unintentional Errors or Omissions	Limit	\$1,000,000
Mobile Equipment		\$2,500,000

Valuations:

Description	Limitations
Replacement Cost	Cost of Replacement at any Location, Personal Property of Others, Business Personal Property You Lease and Personal Property of Employees, Research and Development Property if repaired, replaced or reproduced, 24 Months to Decide to Repair or Replace
Actual Cash Value (ACV)	Tenants' I & B when not replaced, per CMQ V3, Coverage on Premise only
Selling Price	Finished Stock and Sold Personal Property

Perils Covered:

Type	Description
Special Form Perils	Applies

Endorsements include, but are not limited to:

Description
Additional Peril Comb EQ/EQSL Limit/Deductible/WP – 80-02-1361 03-19
Additional Peril-Flood Limit/Deductible or WP Per Occurrence – 80-02-1428 03-19
Property Declarations – 80-02-0005 01-18
Fungus Cleanup or Removal Premises Coverage Amended – 80-02-0177 02-22
Property Supplementary Declarations – 80-02-0220 01-15
Building And Personal Property – 80-02-1000 03-19
Extra Expense – 80-02-1018 03-19
Property/Bi Conditions & Definitions – 80-02-1097 03-19
Limits of Insurance – Loss Limit of Insurance – 80-02-1634 07-03
Cap On Certified Terrorism Losses (All Premises) – 80-02-1658 01-15
Illinois Mandatory Amended Conditions – 80-02-1776 09-05
Vacancy Condition Added – 80-02-5188 06-05
Ocean Cargo Coverage Added – 80-02-5407 03-19
IL – Important Notice – 99-10-0874 04-07
Important Notice-NY Location Inspections – 99-10-0996 04-18
How To Report A Loss – 80-02-9001 06-98
Common Policy Conditions – 80-02-9090 06-05
IL Mandatory Cancellation & When We Do Not Renew – 80-02-9763 10-06
Condition – Civil Unions or Domestic Partnerships – 80-02-9790 03-12
Insuring Agreement – 80-02-9800 12-08
Notice To Policyholders-TRIPRA – 99-10-0732 01-15

Endorsements include, but are not limited to:

Description
Important Notice – OFAC – 99-10-0792 09-04
Illinois Policy Information Notice – 99-10-0838 05-05
AOD Policyholder Notice – 99-10-0872 06-07

Exclusions include, but are not limited to:

Description
Total, Electric, Arcing, Mechanical Breakdown, Steam Boiler Exclusion – 80-02-1380 03-19
Malicious Programming Exclusion Added – 80-02-0045 03-20
Virus, Bacteria or Microorganism Exclusion Added – 80-02-2208 07-20

Program Details

Coverage: Equipment Breakdown
Carrier: Federal Insurance Company
Policy Period: December 31, 2023 – December 31, 2024

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

Coinsurance or Agreed Amount:

Description	Agreed Amount	Coinsurance %
Coinsurance	N/A	N/A

Coverage:

Description	Limit Type	Amount
Blanket Limit – (Property Damage; Business Income with Extra Expense – Extended Period – Unlimited)	Limit	\$150,000,000

Deductibles:

Type	Coverage	Amount
Deductible	Property Damage	\$2,500
Deductible	Business Income	12 Hours
Deductible	Ammonia Contamination	Included with Property Damage
Deductible	Spoilage- Scheduled Location, Utility Owned Equipment	Included with Property Damage
Deductible	Dependent Business Premises	Included in Business Income
Deductible	Loss of Utilities	12 Hours

Additional Coverage:

Description	Limit Type	Amount
Premises Level Additional Coverage: Unless a specific premise(s) is shown in this letter, the applicable limit of insurance shown below is the most we will pay over all premises for each occurrence.		
Blanket Ammonia Contamination – Property Damage	Limit	\$1,000,000
Debris Removal	Limit	25% of the Property Damage loss subject to the Property Damage Limit plus \$500,000.

Additional Coverage:

Description	Limit Type	Amount
Blanket Electronic Data	Limit	\$2,500,000 plus p/o \$250,000 Blanket Limit Shown Below
Blanket Expediting Expenses	Limit	\$2,500,000 plus p/o \$250,000 Blanket Limit Shown Below
Blanket Fungus Cleanup or Removal	Limit	\$250,000
Blanket Ingress And Egress	Limit	\$100,000
Blanket Loss of Utilities	Limit	\$10,000,000
Pair And Set	Limit	\$50,000
Pollutant Cleanup or Removal – Property Damage	Limit	\$250,000
Pollutant Cleanup or Removal – Business Income	Limit	\$250,000
Public Safety Service Charges	Limit	p/o \$250,000 Blanket Limit Shown Below
Blanket Spoilage – Scheduled Locations	Limit	\$5,000,000 plus p/o \$250,000 Blanket Limit Shown Below
Blanket Spoilage – Utility Owned Equipment	Limit	\$5,000,000 plus p/o \$250,000 Blanket Limit Shown Below
Blanket Water Damage	Limit	\$10,000,000 plus p/o \$250,000 Blanket Limit Shown Below
Policy Level Additional Coverage:		
Dependent Business Premises	Limit	\$2,500,000
Off Premises Property Damage	Limit	\$500,000
Preparation of Loss Fees – Property Damage	Limit	\$250,000
Preparation of Loss Fees – Business Income	Limit	\$250,000
Unintentional Errors or Omissions Property Damage	Limit	\$1,000,000
Blanket Limit of Insurance – (Limit of Insurance shown below applies to the coverages outlined and may be apportioned to any one or combination of the coverages at the time of loss. This Blanket Limit of Insurance applies separately at each premise outlined in the Declarations and is subject to the Property Deductible specified in the Declarations. Separate specific Limits of Insurance may be purchased for any of these coverages. If purchased, the blanket limit of insurance will apply in addition to the specific limit at the time of the loss.):	Limit	\$250,000
-Electronic Data; Expediting Expenses; Public Safety Service Charge; Spoilage-Utility Owned Equipment; Water Damage		
Additional Features:		
Alternative Power Generating Systems		Included in Business Income With Extra Expense

Additional Coverage:

Description	Limit Type	Amount
Alternative Water Systems		Included in Business Income With Extra Expense
Brands And Labels		Included in Property Damage
Civil Authority		Included – 30 Days
Diagnostic Equipment		Included
Elevators, escalators, conveyors & hoist equipment		Included
Enhanced Safety Valuation		25% of the Loss Amount to Repair or Replace Subject to Property Damage Limit.
Existing Green Standards		Included
Extended Warranties Valuation		Included
Hazardous Substances		Property contaminated by a hazardous substance is not subject to special hazardous substances limitation.
Joint Loss Agreement		Included
Newly Acquired Premises – 180 Days		Included
Ordinance or Law Valuation		Included
Summary of Features and Benefits:		
Business Income Extended Period of Indemnity		Unlimited or up to the number of days shown in the declarations
Electronic Data Process Equipment and Media		Included
Extra Expenses		Included, No Deductible Applicable Unless Specifically Endorsed.
Fungus Cleanup or Removal – including mildew, mold or other fungi	Limit	\$50,000. (30 Consecutive Days)
Medical Diagnostic and Treatment Equipment		Included
Sewer backup, surface water, mud flow, mud slide, inundation		Included
Solely Supplying Utility Owned Equipment- Business Income		Included
Testing- including electrical, hydrostatic, gas pressure or performance		Included

Valuations:

Description	Limitations
Replacement Cost	Applies
Selling Price	Manufactured Stock and Sold Personal Property



Endorsements include, but are not limited to:

Description
How to Report a Loss – 43-02-0450 (Rev. 4-11)
Premium Summary – 43-02-0976 (Rev. 4-21)
Schedule of Forms – 43-02-0455 (Rev. 4-11)
Insuring Agreement – 43-02-0742 (Rev. 4-11)
Supplementary Declarations – Property – 43-02-0778 (Rev. 3-17)
Property Damage – 43-02-0783 (Rev. 2-13)
Business Income With Extra Expense – 43-02-0784 (Rev. 2-13)
Property/Business Income Conditions And Definitions – 43-02-0785 (Ed. 4-11)
Supplementary Declarations – Business Income – 43-02-0786 (Ed. 4-11)
Limits of Insurance Ammonia Contamination – 43-02-0962 (Ed. 3-17)
Special Waiting Period Provision Added – 43-02-0947 (Ed. 4-15)
Named Insured Endorsement – 43-02-0473 (Rev. 4-11)
Ammonia Contamination Property Damage – 43-02-0962 (Ed. 3-17)
Cap On Certified Terrorism Losses OR – 43-02-0675 (Rev. 1-15)

Exclusions include, but are not limited to:

Description
Exclusion of Certified Acts of Terrorism (return signed form) – 43-02-0678 (Rev. 1-15)

Program Details

Coverage: Cyber and Professional Liability OPTION #1
Carrier: Cowbell Cyber Insurance Co.
Policy Period: December 31, 2023 – December 31, 2024

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Cyber Liability	Claims-Made	Full Prior Acts	

Defense Limitations:

Coverage Type	Defense Cost Dollar Limit	Defense Limit	Defense Cost Type/ Comments
	Applies		Defense Within Limits

COVERAGES

First Party Expense	Limit per Claim	Aggregate Limit	Deductible
Cowbell Breach Fund	\$1,000,000	\$5,000,000	\$10,000
Data Restoration	\$1,000,000	\$5,000,000	\$10,000
Extortion Costs	\$1,000,000	\$5,000,000	\$10,000
Business Impersonation Costs	\$1,000,000	\$5,000,000	\$10,000
Reputational Harm Expense	\$1,000,000	\$5,000,000	12 Hours
First Party Loss			
Business Interruption Loss	\$1,000,000	\$5,000,000	12 Hours
Contingent Business Interruption Loss	\$1,000,000	\$5,000,000	12 Hours
System Failure Business Interruption Loss	\$1,000,000	\$5,000,000	12 Hours
System Failure Contingent Business Interruption Loss	\$1,000,000	\$5,000,000	12 Hours
Cyber Crime Loss	\$250,000	250,000	\$10,000
Bricking Costs	\$1,000,000	\$1,000,000	\$10,000
Criminal Reward Costs	\$100,000	\$100,000	
Liability Expense			
Liability Costs	\$1,000,000	\$5,000,000	\$10,000
PCI Costs	\$1,000,000	\$5,000,000	\$10,000
Regulatory Costs	\$1,000,000	\$5,000,000	\$10,000
Coverage Endorsements			
Utility Fraud Attack Endorsement	\$100,000	\$100,000	\$10,000



Form: Ransomware Sub-limit Endorsement MANU LIRA 02

- A. The following limit and deductible apply to the **Insurer’s** obligation to pay or reimburse the **Insured** for **Claims, First Party Expense, First Party Loss, and Liability Expense** for a **Cyber Event** based upon, arising from or attributable to a **Ransom Event** (collectively, the “**Ransom Event Limit**”):

<i>Coverage</i>	<i>Each Claim Limit of Liability</i>	<i>Deductible / Waiting Period</i>
Ransom Event	\$250,000	\$25,000

This **Ransom Event Limit** only applies if any of the **Named Insured, Member** and any **Subsidiary** does not have Multi-Factor Authentication enabled and functioning on any email, remote access, or privileged/administrator account. The **Ransom Event Limit** is part of the Aggregate Limit of Liability as stated in Item 3. of the Declarations of this Policy.

Claims-Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within 30 days of the expiration date. The cost of this extended reporting period is 100% of the annual premium and is fully earned. The extended reporting period extends only to those claims-made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days to Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

Description
Claim:
1. A Written Demand for Money, Services, Non-Monetary Relief or Injunctive Relief;
2. A Written Request for Mediation or Arbitration, Including any Appeal Therefore;
3. A Request to Toll or Waive an Applicable Statute of Limitations; Or
4. With Respect to the Privacy Regulatory Insuring Agreement Only, A Regulatory Action
A Claim Will be Deemed Made on the Earliest Date a Member of Management Receives Notice of Such Claim. Multiple Claims Arising from the Same, Continuing, or Series of Related or Repeated Acts, Errors or Omissions Will be Considered a Single Claim for the Purposes of This Policy, Irrespective of the Number of Claimants or Insureds Involved in the Claim. All Such Claims Will be Deemed to Have Been Made at the Time of the First Such Claim.

Incident or Claim Reporting Provision:

Reporting Condition Type
Report all potential claims immediately to the carrier.



Endorsements include, but are not limited to:

Ransomware Sub-limit Endorsement MANU LIRA 02
Illinois Surplus Lines Notice
Cyber Terrorism Amendatory Endorsement
Notice to Policyholders - OFAC

Subjectivities to Bind:

Description
-incident response plan being created (Cowbell can assist with this creation) within 60 days
-Verify vendor/supplier bank accounts before adding to accounts payable systems.
-Cowbell Application signed and dated within 30 days of the effective date
-Agreements with third-party service providers require levels of security commensurate with the organization's information security standard

Program Details

Coverage: Cyber and Professional Liability OPTION #2

Carrier: Cowbell Cyber Insurance Co.

Policy Period: December 31, 2023 – December 31, 2024

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Cyber Liability	Claims-Made	Full Prior Acts	



COVERAGES - PRIME 250

LIABILITY EXPENSE	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
✓ Liability Costs	\$2,000,000	\$10,000	-	Full Prior Acts
✓ PCI Costs	\$2,000,000	\$10,000	-	Full Prior Acts
✓ Regulatory Costs	\$2,000,000	\$10,000	-	Full Prior Acts

FIRST PARTY EXPENSE	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
✓ Cowbell Breach Fund	\$2,000,000	\$10,000	-	-
✓ Data Restoration Costs	\$2,000,000	\$10,000	-	-
✓ Extortion Costs	\$2,000,000	\$10,000	-	-
✓ Business Impersonation Costs	\$2,000,000	\$10,000	-	-
✓ Reputational Harm Expense	\$1,000,000	-	12 Hours	05/26/2024

FIRST PARTY LOSS	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
✓ Business Interruption Loss	\$2,000,000	\$10,000	8 Hours	-
✓ Contingent Business Interruption Loss	\$2,000,000	\$10,000	8 Hours	-
✓ System Failure	\$2,000,000	\$10,000	8 Hours	-
✓ Contingent System Failure	\$2,000,000	\$10,000	8 Hours	-
✓ Cyber Crime Loss	\$250,000	\$10,000	-	-
✓ Bricking Costs	\$2,000,000	\$10,000	-	-
✓ Criminal Reward Costs	\$100,000	-	-	-





ENDORSEMENTS - PRIME 250

COVERAGE ENDORSEMENTS	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
California Consumer Privacy Act	\$2,000,000	\$10,000	-	Full Prior Acts
General Data Protection Regulation	\$2,000,000	\$10,000	-	Full Prior Acts
Utility Fraud Attack	\$100,000	\$10,000	-	-
Cryptojacking	\$100,000	\$25,000	-	-
Contingent Bodily Injury & Property Damage	\$250,000	\$25,000		05/26/2024
Additional Cowbell Breach Fund Costs Endorsement	\$2,000,000	-	-	-

AMENDATORY ENDORSEMENTS

BIPA Exclusion Endorsement
War Exclusion Endorsement
Amended Cyber Event Amendatory Endorsement
Amend Cooperation Clause
80.0%
Blanket Additional Insured

Subjectivities to Bind:

Description
-incident response plan being created (Cowbell can assist with this creation) within 60 days
-Verify vendor/supplier bank accounts before adding to accounts payable systems.
-Cowbell Application signed and dated within 30 days of the effective date
-Agreements with third-party service providers require levels of security commensurate with the organization's information security standard



Program Details

Coverage: Ambridge Package
Carrier: Lloyd's Syndicate 2987
Policy Period: December 31, 2023 – December 31, 2024

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
General Liability	Occurrence	N/A	Not Applicable
Employee Benefits Liability	Occurrence	N/A	Not Applicable
Errors & Omissions	Claims-Made		
Employment Practices Liability	Claims-Made		
Sexual Harassment Liability	Claims-Made		
Sexual Abuse Liability	Claims-Made	12/31/2020	
Crime			

Coverage:

Description	Limit Type	Amount	Basis
Loss Fund	Limit	\$702,500	
Excess Loss Fund Protection Annual Aggregate Limit	Limit	\$2,000,000	
Schedule of Specific Excess Limits of Insurance:			
Coverage Section I Property:			
- All Coverages Under Section I Combined Subject to the Following Sublimits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section I Property Specific Excess Limit of Insurance Above:	Limit	\$600,000	Each Occurrence
Automobile Physical Damage Only	Sublimit	\$1,000,000	
Flood and Surface Water	Sublimit	\$600,000	Per Occurrence
Flood and Surface Water	Sublimit	\$600,000	Annual Aggregate
Earthquake	Sublimit	\$600,000	
Earthquake	Sublimit	\$600,000	Annual Aggregate
Named Windstorm	Sublimit	\$600,000	
Data Processing	Sublimit	\$600,000	



Coverage:

Description	Limit Type	Amount	Basis
Valuable Papers	Sublimit	\$600,000	
Fine Arts	Sublimit	\$600,000	
Accounts Receivable	Sublimit	\$600,000	
Mobile Equipment	Sublimit	\$600,000	
Extra Expense	Sublimit	\$600,000	
Transit	Sublimit	\$600,000	
Business Interruption	Sublimit	\$600,000	
Newly Acquired Property Reporting Limit as Provided in Coverage Section I Conditions, Automatic Acquisition Clause	Sublimit	\$1,000,000	
Coverage Section II General Liability:			
- All Coverages Under Coverage Section II Combined	Limit	\$1,000,000	Each Occurrence
- All Coverages Under Coverage Section II Combined	Limit	\$3,000,000	Annual Aggregate*
Subject to the Following Sublimits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section II General Liability Specific Excess Limit of Insurance and Annual Aggregate Limit Above:			
Sexual Harassment Liability	Sublimit	\$1,000,000	
Sexual Harassment Liability	Sublimit	\$3,000,000	Annual Aggregate*
Damage to Premises Rented to the Insured	Sublimit	\$1,000,000	Ground up any One Occurrence
Coverage Section III Automobile Liability:			
- All Coverages Under Coverage Section III Combined	Limit	\$1,000,000	Each Occurrence
Subject to the Following Sublimits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section III Automobile Liability Specific Excess Limit of Insurance and Annual Aggregate Limit Above:			
Uninsured Motorists/Underinsured Motorists	Sublimit	\$1,000,000	Ground up any One Occurrence
Garagekeepers Legal Liability	Sublimit	\$250,000	Ground up any One Occurrence
Coverage Section IV Errors and Omissions Liability:			
All Coverages Under Coverage Section IV Combined	Limit	\$1,000,000	Each Claim
All Coverages Under Coverage Section IV Combined	Limit	\$2,000,000	Annual Aggregate*
Subject to the Following Sublimits/Annual Aggregates Which are Part of, And not in Addition to, The Coverage Section IV Errors and Omissions Liability – Specific Excess Limit of Insurance and Annual Aggregate Limit Above:			
Errors & Omissions	Sublimit	\$1,000,000	

Coverage:

Description	Limit Type	Amount	Basis
Errors & Omissions	Sublimit	\$2,000,000	Annual Aggregate*
Employment Practices Liability	Sublimit	\$1,000,000	
Employment Practices Liability	Sublimit	\$2,000,000	Annual Aggregate*
Sexual Harassment Liability	Sublimit	\$1,000,000	
Sexual Harassment Liability	Sublimit	\$2,000,000	Annual Aggregate*
Coverage Section VI Employee Benefits Liability:			
Specific Excess Limit of Insurance	Limit	\$1,000,000	Each Claim
Specific Excess Limit of Insurance	Limit	\$3,000,000	Annual Aggregate*
Coverage Section VII Crime:			
Money and Securities	Limit	\$500,000	Each Occurrence
Forgery or Alteration	Limit	\$500,000	Each Occurrence
Employee Dishonesty	Limit	\$500,000	Each Occurrence
Computer Theft	Limit	\$500,000	Each Occurrence
Computer Funds Transfer Fraud	Limit	\$500,000	Per Occurrence
Coverage Section X Sexual Abuse Liability:			
Specific Excess Limit of Insurance	Limit	\$1,000,000	Each Claim
Specific Excess Limit of Insurance	Limit	\$1,000,000	Annual Aggregate

Deductibles/Self-Insured Retention

Type	Coverage	Amount
Self-Insured Retention	Section I. Property Unless Listed Below – Each Occurrence or Claim	\$400,000
Self-Insured Retention	- Automobile Physical Damage – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Flood and Surface Water (Per Building as Respects Physical Damage to Personal Property Located Within the Building) – Each Occurrence or Claim	\$400,000
Self-Insured Retention	- Earthquake – Each Occurrence or Claim	\$400,000
Self-Insured Retention	- Named Windstorm – Each Occurrence or Claim	\$400,000
Self-Insured Retention	Section II. General Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Sexual Harassment Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	Section III. Automobile Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	Section IV. Errors and Omissions Liability:	

Deductibles/Self-Insured Retention

Type	Coverage	Amount
Self-Insured Retention	- Unless Listed Below – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Errors & Omissions – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Employment Practices Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Sexual Harassment Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	Section VI. Employee Benefits Liability – Each Occurrence or Claim	\$100,000
Self-Insured Retention	Section VII. Crime:	
Self-Insured Retention	- Money and Securities – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Forgery or Alteration – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Employee Dishonesty – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Computer Theft – Each Occurrence or Claim	\$100,000
Self-Insured Retention	- Computer Funds Transfer Fraud	\$100,000
Self-Insured Retention	Section X. Sexual Abuse Liability – Each Occurrence or Claim	\$100,000
Deductible	Maintenance Deductible:	
Deductible	Section I. Property Unless Listed Below	\$1,000
Deductible	- Automobile Physical Damage	\$1,000
Deductible	- Flood and Surface Water	\$1,000
Deductible	- Earthquake	\$1,000
Deductible	- Named Windstorm	\$1,000
Deductible	Section VII. Crime:	
Deductible	- Money and Securities	\$1,000
Deductible	- Forgery or Alteration	\$1,000
Deductible	- Employee Dishonesty	\$1,000
Deductible	- Computer Theft	\$1,000

Claims-Made Coverage:

Should you elect to change carriers (if a new retroactive date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within 30 days of the expiration date. The cost of this extended reporting period is TBD% of the annual premium and is fully earned. The extended reporting period extends only to those claims-made during the extended reporting period for wrongful acts that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days to Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

Description
Any Written Demand for Money

Incident or Claim Reporting Provision:

Reporting Condition Type	Description
	Report all claims and incidents to carrier as soon as possible.

Additional Coverage:

Description	Limit Type	Amount	Basis
Section VI Employee Benefits Liability Extension:			
Fiduciary Claim Coverage	Sublimit	\$100,000	Ground Up Per Occurrence
Fiduciary Claim Coverage	Sublimit	\$100,000	Annual Aggregate Per Member

Perils Covered:

Type	Description
Special Form Perils	Applies

Endorsements include, but are not limited to:

Description
TRIA Purchased/Not Purchased (TBD)
Schedule of Members
Section IV – Schedule of Retroactive Dates
Section VI – Occurrence Basis
Coverage Section VI Employee Benefits Liability Extension – Fiduciary Claim Coverage
Coverage Section VII Crime – Funds Transfer Fraud Coverage Extension
Procedures for Third Party Claims Administrators – PENP5044042021
GPC Notification of Claims, Occurrences or Suits
Coverage Section X Sexual Abuse Liability – Prior Coverage Retroactive Dave
Security Schedule
Coverage Section I Property- Flood Zone A V Coverage Extension

Exclusions include, but are not limited to:

Description
Communicable Disease Exclusion

Binding Requirements:

Description
Subject to:
- Signed Surplus Lines Tax Filing/Reinsurance Confirmation Form (Surplus Lines Broker Name, Agency, Full Address and Broker License Number Must Accompany all Binder Requests)
- Signed Illinois Uninsured Motorists Coverage and Underinsured Motorists Coverage Selection/Rejection Forms Must be Received by Underwriters Within 30 Days of Binding
- Signed TRIA Form Must Accompany all Binder Requests
- Receipt of Claims Contact Confirmation Form

Other Significant Terms and Conditions/Restrictions:

Description
Territorial Limits: Worldwide as More Fully Defined in the Attached Wording and Applicable Forms and Endorsements
Law: State of IL
Jurisdiction: United States of America
Service of Suit: Illinois Corporation Service Company. 801 Adlai Stevenson Drive, Springfield, IL 62703
*Annual Aggregates are Per Member
Security Schedule:
- Syndicate BRT 2987: 75 %
- Syndicate KII 1618: 25 %
Gallagher Bassett is the Appointed Third Party Administrator
As Respects Coverage Section X Sexual Abuse, The Retroactive Date Shown in the Schedule of Specific Excess Limits of Insurance is Deleted and Replaced with What is Shown on Endorsement no. 3 for Each Member but Only as Respects Claims of Sexual Abuse Committed by any past, Present or Future Officials, Board or Commission Members, Trustees, Directors, Officers, Employees, or Volunteer Workers of the Named Insured Against an Insured, Which is Otherwise Covered Under Coverage Section X Sexual Abuse

Program Details

Coverage: Gallagher Crisis Protection (GCP)
Carrier: Underwriters at Lloyd's, London
Policy Period: December 31, 2023 – December 31, 2024
Form Number: Gallagher Crisis Protect

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Gallagher Crisis Protection (GCP)			

Coverage:

Description	Limit Type	Amount
In the aggregate in respect of damage and/or financial loss resulting from an insured event(s) including sublimits in the aggregate as shown in appendix 1 and 2.	Limit	\$5,000,000
Tower 1: any one occurrence limited to	Limit	\$1,000,000
Tower 2		15% of Tower 1 any one claim (See Appendix 1)
Tower 3		See Appendix 1

Deductibles/Self-Insured Retention

Type	Coverage	Amount
Deductible	Any one occurrence in respect of the insured event(s) of an act of terrorism and/or sabotage and/or vicious attack.	\$10,000
Deductible	Any one occurrence in respect of the insured event civil commotion	\$50,000
Deductible	In respect of threat from the insured event(s) of an act of terrorism and/or sabotage and/or vicious attack.	2 hours
Deductible	In respect of deprivation	12 hours
Deductible	Any one occurrence in respect of vehicles relating to demolition, restitution and rebuild.	\$2,500
Deductible	In respect of sexual assault contained within assault this policy is to sit excess of any coverage recoverable via a workers' compensation policy, general liability policy, or local tort always subject – any one occurrence	\$500,000



Endorsements include, but are not limited to:

Description

Wording: Gallagher Crisis Protect

Other Significant Terms and Conditions/Restrictions:

Description

Coverage:

Tower 1: Act of Terrorism, Civil Commotion, Sabotage, Vicious Attack and additional insured events as (First Party) detailed on page 5.

Tower 2: Judgement, Settlements & Defense Costs and additional insured events as detailed on (Third Party) page 5.

Tower 3: Detention, Disappearance, Extortion, Hijack, Hostage and Kidnap and additional insured Consultant Costs) events as detailed on page 5.

25% co-insurance in respect of demolition, restitution and rebuild.

Nil in respect of all other insured event(s) unless stated elsewhere within this policy

Additional Value: Up to 5% of total GCP premium could be used for pre incident services

How to Proceed

Please ensure the cover meets your client's requirements, paying particular attention to the limits and excesses, exclusions, warranties and conditions.

Should any changes be required and/or information corrected, please contact us as soon as possible, as failure do so could mean that your client's insurance is voided, or lead to the insurer not paying all or part of your claim.

To proceed with cover you will need to inform us, in writing of:

- 1) Your acceptance of the quotation (outlining option chosen)
- 2) Satisfactory responses to any aforementioned subjectivities

Should you have any further questions, or would like to discuss your quotation further please contact us.

Program Details

Coverage: Accidental Death & Dismemberment
Carrier: Starr Indemnity & Liability Company
Policy Period: December 31, 2023 – December 31, 2024

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Accidental Death & Dismemberment			

Coverage:

Description	Limit Type	Amount
Accidental Death and Dismemberment Benefit		
Covered Person Principal Sum/Amount of Insurance:	Limit	\$100,000
Loss Period:		365 days from the date of the Covered Accident
Accidental Medical and Dental Expense Benefit		
Total Benefit Maximum for all Accident Medical and Dental	Limit	\$50,000
Loss Period (first Covered Expenses must be incurred within):		90 days after the Covered Accident
Benefit Period:		1 Year after the Covered Accident
Coinsurance		100% of Usual and Customary Charges

Deductibles/Self-Insured Retention

Type	Coverage	Amount
Deductible	Accidental Medical and Dental Expense Benefit	\$0

Other Significant Terms and Conditions/Restrictions:

Description
Premium for addition of new entities: \$300 for entities with 100 volunteers or less \$600 for entities with over 100 volunteers
Terms of Payment: Primary



Program Details

Coverage: Excess Liability \$5M xs Primary
Carrier: Hudson Excess Insurance Company
Policy Period: December 31, 2023 – December 31, 2024
Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Excess Liability	Occurrence	N/A	Not Applicable

Coverage:

Description	Limit Type	Amount
Each Occurrence Limit	Limit	\$5,000,000
Aggregate Limit, where applicable	Limit	\$5,000,000

Underlying Coverage	Description	Limit	Carrier Name
General Liability	Each Occurrence	\$1,000,000	Lloyd's of London
General Liability	Annual Aggregate	\$3,000,000	Lloyd's of London
Sexual Harassment Liability	Per Occurrence	\$1,000,000	Lloyd's of London
Sexual Harassment Liability	Annual Aggregate	\$3,000,000	Lloyd's of London
Sexual Abuse Liability	Per Occurrence	\$1,000,000	Lloyd's of London
Sexual Abuse Liability	Annual Aggregate	\$1,000,000	Lloyd's of London
Auto Liability	Each Occurrence	\$1,000,000	Lloyd's of London
Public Officials Liability	Each Claim	\$1,000,000	Lloyd's of London
Public Officials Liability	Aggregate	\$2,000,000	Lloyd's of London
Errors & Omissions	Each Claim	\$1,000,000	Lloyd's of London
Errors & Omissions	Annual Aggregate	\$2,000,000	Lloyd's of London
Employment Practice Liability	Each Claim	\$1,000,000	Lloyd's of London
Employment Practice Liability	Annual Aggregate	\$2,000,000	Lloyd's of London
Sexual Harassment Liability	Each Claim	\$1,000,000	Lloyd's of London
Sexual Harassment Liability	Annual Aggregate	\$2,000,000	Lloyd's of London
Sexual Abuse Liability	Each Claim	\$1,000,000	Lloyd's of London
Sexual Abuse Liability	Annual Aggregate	\$2,000,000	Lloyd's of London
Employee Benefit Liability	Each Occurrence	\$1,000,000	Lloyd's of London
Employee Benefit Liability	Aggregate	\$3,000,000	Lloyd's of London



Endorsements include, but are not limited to:

Description
Excess Public Entity Liability Declarations – PE 00 01 01 16(01-16)
Schedule of Forms and Endorsements – PE 00 04 01 16(01-16)
Schedule of Underlying Insurance – PE 00 03 01 16(01-16)
Claim Reporting – CLAIM REPORTING 06 20
Excess Public Entity Liability – PE 00 02 04 17(04-17)
Service of Suit – HX SS 05 07 09 (07-09)
Surplus Lines Notification – SLIL2017 (10-17)
U.S. Treasury DEPT. (“OFAC”) – IL P 001 01 04 (01-04)
Signature Page – HS00 01 01 16(01-16)
Privacy Policy Disclosure Notice – HX 00 01 07 12(07-12)
Cap On Losses From Certified Acts of Terrorism (if Terrorism elected) – HB21 30 01 15(01-15)

Exclusions include, but are not limited to:

Description
Workers' Compensation, Auto No Fault, Uninsured/Underinsured Motorists, Disability, and Unemployment Compensation Laws
Pollution (Hostile Fire Exception)
Asbestos
Physical Damage to Property in Insured's Care, Custody, or Control
Auto First-party Coverage
Pollution (Auto)
Products Recall
Employment-Related Practices Exclusion
Total Pollution Exclusion
Professional Liability Exclusion
Retained Limit
Asbestos Exclusion – IX 21 08 07 09 (07-09)
Exclusion – Access or Disclosure of Confidential or Personal Information and Data-Related Liability – PE 00 05 05 16(05-16)
Exclusion – Communicable Disease – PE 00 18 03 20
Exclusion – Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) – PE 00 12 08 19
Exclusion of Certified Acts of Terrorism (if Terrorism elected) – HB21 33 01 15(01-15)
Exclusion of Punitive Damages Related to a Certified Act of Terrorism (if Terrorism elected) – HB21 36 01 15 (01-15)
Fungi or Bacteria Exclusion – IX 21 05 07 09 (07-09)
Lead Exclusion – 1X21 13 07 09 (07-09)

Program Details

Coverage: Excess Liability \$5M xs \$5M
Carrier: Evanston Insurance Company
Policy Period: December 31, 2023 – December 31, 2024

Form Type:

Coverage	Form Type	Retroactive Date	Pending & Prior Date
Umbrella	Occurrence	N/A	Not Applicable

Coverage:

Description	Limit Type	Amount
Per Occurrence	Limit	\$5,000,000
Aggregate	Limit	\$5,000,000
Excess of	Limit	\$5,000,000 XS Primary

Underlying Policies:

Coverage	Description	Limit	Carrier Name	Effective Date	Expiration Date
Lead Excess	Occurrence	\$5,000,000	Hudson Excess Insurance Company	12/31/2023	12/31/2024
Lead Excess	Aggregate	\$5,000,000	Hudson Excess Insurance Company	12/31/2023	12/31/2024

Additional Coverage:

Description	Limit Type	Amount
Changes – Combined Maximum Aggregate Limit	Limit	\$12,000,000

Endorsements include, but are not limited to:

Description
Illinois Notice to Policyholders Regarding the Religious Freedom Protection and Civil Union Act – ILN 1751111
Claims Reporting Instruction – GAXS- CLM
Schedule of Forms and Endorsements – UTS-SP-2
Public Entity Excess Liability Coverage Form – GAXS – COVG – 1
Public Entity Excess Liability Schedule of Controlling Underlying Insurance – GAXS – SCHED – 1
Sexual Abuse and/or Molestation Liability Claims Made Coverage {IN/IN} – GAXS- MANU
Service of Suit – Illinois – SS IL 9/09
All applicable mandatory state endorsements. – To Follow



Exclusions include, but are not limited to:

Description
Nuclear Energy Liability Exclusion – GAXS-0001
Subsidence Exclusion – GAXS-0015
Workers Compensation and Similar Laws Exclusion – GAXS-0017
Asbestos Exclusion – GAXS – 0023
Care, Custody or Control Exclusion – GAXS-0024
Lead Contamination Exclusion – GAXS-0029
Fungi or Bacteria Exclusion – GAXS-0032
Silica or Silica Related Exclusion – GAXS-0034
Airport Liability Exclusion – GAXS-0035
Aircraft Liability Exclusion – GAXS-0037
Cyber Liability Exclusion – GAXS- 0041
Exclusion – Unmanned Aircraft – GAXS-0042
Pathogenic or Poisonous Biological or Chemical Materials Exclusion – GAXS-0043
Exclusion – Contagions, Pathogens, Virus, Bacteria or Microorganisms that Induce Physical Distress, Illness or Disease – GAXS-0050

Other Significant Terms and Conditions/Restrictions:

Description
The Terrorism Risk Insurance Act (TRIA) requires insurance companies to offer limited terrorism coverage. The endorsements MAUB 1696 – Exclusion of Certified Acts of Terrorism, MUB Terr-2 – Confirmation of Exclusion of Certified Acts of Terrorism Coverage on this quote reflect TRIA being rejected. If TRIA is accepted, MAUB 1696 and MUB Terr-2 will be removed and the following endorsements will apply: MAUB 1292 · Cap on Losses from Certified Acts of Terrorism, MAUB 1697 Exclusion of Punitive Damages Related to a Certified Act of Terrorism and MUB Terr-1 Confirmation of Certified Acts of Terrorism Coverage. Where required by law, titles and terms of TRIA will be state specific

Program Details

Coverage: Workers Compensation
Carrier: Hartford Insurance Company
Policy Period: December 31, 2023 – December 31, 2024

Coverage:

Description	Limit Type	Amount
Coverage A - Workers' Compensation	Statutory	
Employers' Liability Limits Bodily Injury by Accident	\$1,000,000	Each Accident
Employers' Liability Limits Bodily Injury by Disease	\$1,000,000	Per Employee
Employers' Liability Limits Bodily Injury by Disease	\$1,000,000	Policy Limit

States:

Description	State
States Excluded	OH, ND, WA, WY

Endorsements include, but are not limited to:

Description
Broad Form All States Except Monopolistic (ND, OH, WA, WY)

Exclusions include, but are not limited to:

Longshore & Harbor Workers' Act
Stop Gap Coverage

Premium Summary

The estimated program cost for the options are outlined in the following table:

Property Casualty - Fixed Costs	Recommended Carrier	2023-24 LIRA Renewal	2023-24 Pro Rated Premiums
Package (includes Property, General Liability, Public Officials Legal Liability, Automobile Liability and Physical Damage, Inland Marine, EDP, Crime)	Brit Global	\$5,710	\$3,415
Excess Property	Chubb	\$7,002	\$4,187
Boiler & Machinery	Chubb	\$407	\$243
Excess Liability - \$5,000,000 xs \$1,000,000 - Hudson	CRC	\$1,554	\$929
Excess Liability - \$5,000,000 xs \$5,000,000 –Markel	CRC	\$1,116	\$667
AD&D	Starr Indemnity	\$300	\$179
Cyber/Identity Theft (Option #1 \$1,000,000)	Cowbell	\$1,282	\$766
Cyber/Identity Theft (Option #2 \$2,000,000)	Cowbell	\$3,855	\$2,310
Crisis Protect	Lloyd's	\$2,102	\$1,258
Arthur J. Gallagher Risk Management Services Inc.	N/A	\$3,408	\$2,038
GB Claims Administration Fee	N/A	\$874	\$572
Gallagher Bassett Services, Inc. Loss Control Fee	N/A	\$1,000	\$1,000
ILA Fee	N/A	\$250	\$250
Ops Fee	N/A	\$747	\$447
Total Fixed Costs		\$25,752	\$15,951

Property Casualty - Variable Cost		2023-24 LIRA Renewal	2023-24 Pro Rated Premiums
Loss Fund	N/A	\$5,000	\$2,990
Total Variable Cost		\$5,000	\$2,990

Workers' Compensation	Recommended	2023-24 LIRA Renewal	2023-24 Pro Rated Premiums
*Workers' Compensation:	Hartford	\$8,033	\$4,880
Total Workers' Compensation		\$8,033	\$4,880

2023-2024 Renewal Results (Cyber Option #1)	\$38,785	\$23,821
2023-2024 Renewal Results (Cyber Option #2)	\$41,358	\$25,365

Gallagher is responsible for the placement of the following lines of coverage: Package, Equipment Breakdown, Excess Property, Excess Liability \$5M Excess Primary, Excess Liability \$5M Excess \$5M, Cyber Liability, Accidental Death and Dismemberment, Gallagher Crisis Protect, Workers Compensation and Employers Liability.

Carrier Ratings and Admitted Status

Proposed Insurance Companies	A.M. Best's Rating & Financial Size Category *	Admitted/Non-Admitted **
Cowbell Cyber, Inc.	A+ XV	Non-Admitted
Evanston Insurance Company	A XV	Non-Admitted
Federal Insurance Company	A++ XV	Admitted
Hudson Insurance Company	A- u VIII	Non-Admitted
Lloyd's Syndicate 2987	A XV	Non-Admitted
Starr Indemnity & Liability Company	A XV	Admitted
Underwriters at Lloyd's, London	A XV	Non-Admitted
Hartford Insurance Companies	A XV	Admitted

* Gallagher companies use A.M. Best rated insurers and the rating listed above was verified on the date the proposal document was created.

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A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. Best's Credit Ratings™ are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings™ and Guide to Best's Credit Ratings, visit the A.M. Best website at <http://www.ambest.com/ratings>.

** If coverage placed with a non-admitted carrier, it is doing business in the state as a surplus lines or non-admitted carrier, and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund.

Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Proposal Disclosures

Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

Proposal Disclaimer

IMPORTANT: The proposal and/or any executive summaries outline certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. The insurance policies themselves must be read to fully understand the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract of insurance. Policy forms will be made available upon request. We make no warranties with respect to policy limits or coverage considerations of the carrier.

Compensation Disclosure

1. Gallagher Companies are primarily compensated from the usual and customary commissions, fees or, where permitted, a combination of both, for brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary based on market conditions and the insurance product placed for the client.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies that provide for additional compensation if certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company, not on an individual policy basis. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. If you do not wish to have your commercial insurance placement included in consideration for additional compensation, contact your producer or service team for an Opt-out form.
3. Gallagher Companies may receive investment income on fiduciary funds temporarily held by them, or from obtaining or generating premium finance quotes, unless prohibited by law.
4. Gallagher Companies may also access or have an ownership interest in other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace some of which may earn and retain customary brokerage commission and fees for their work.

If you have specific questions about any compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third-parties, please contact Gallagher via e-mail at Compensation_Complaints@ajg.com or by regular mail at:

Chief Compliance Officer
Gallagher Global Brokerage
Arthur J. Gallagher & Co.
2850 Golf Road
Rolling Meadows, IL 60008

TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

TRIPRA is set to expire on December 31, 2027. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2027. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.



Property Estimator Disclaimer

These property values were obtained using a desktop Property Estimator software operated by non-appraisal professionals. These property values represent general estimates which are not to be considered a certified appraisal. These property values include generalities and assumptions that may produce inaccurate values for specific structures.

Confidentiality Statement

We consider as confidential any information presented by Risk Program Administrators in response to your “request for proposal,” as well as subsequent verbal and written communications between our organizations. We ask that other brokers not have access to our material and that information presented in this proposal be shared only with those who have a need to know within your company. We make our commitment to you that information already received from you, and additional to follow, will be treated with the same high level of respect and confidentiality.

Terms and Conditions

It is important that we clearly outline the nature of our mutual relationship. The following terms and conditions (these “Terms”) govern your relationship with Gallagher unless you have separately entered into a written services agreement with Gallagher relative to the policies and services outlined in this Proposal, in which case that services agreement will govern and control with respect to any conflicts with these Terms. These Terms will become effective upon your execution of the Client Authorization to Bind Coverage (the “CAB”) included in this Proposal and shall survive for the duration of your relationship with Gallagher relative to the policies placed pursuant to the CAB or otherwise at your request.

Services

Gallagher will represent and assist you in all discussions and transactions with insurance companies relating to the lines of insurance coverage set forth in the CAB and any other lines of insurance coverage with which you request Gallagher’s assistance. Gallagher will consult with you regarding any matters involving these or other coverages for which you have engaged Gallagher. You have the sole discretion for approving any insurance policies placed, as well as all other material decisions involving your risk management, risk transfer and/or loss prevention needs.

Although you are responsible for notifying applicable insurance companies directly in connection with any claims, demands, suits, notices of potential claims or any other matters as required by the terms and conditions of your policies, Gallagher will assist you in determining applicable claim reporting requirements.

Treatment of Information

Gallagher understands the need to protect the confidentiality and security of your confidential and sensitive information and strives to comply with applicable data privacy and security laws. Your confidential and sensitive information will be protected by Gallagher and only used to perform services for you; provided that Gallagher may disclose and transfer your information to our affiliates, agents or vendors that have a need to know such information in connection with the provision of such services (including insurance markets, as necessary, for marketing, quoting, placing and/or servicing insurance coverages). We may also disclose such information as required by applicable data protection laws or the order of any court or tribunal, subject to our providing you with prior notice as permitted by law.

We will (i) implement appropriate administrative, physical and technical safeguards to protect personal information; (ii) timely report security incidents involving personal information to affected parties and/or regulatory bodies; (iii) create and maintain required policies and procedures; and (iv) comply with data subjects’ rights, as applicable. To the extent applicable under associated data protection laws, you are a “business” or “controller” and Gallagher is a “service provider” or “data processor.” You will ensure that any information provided to Gallagher has been provided with any required notices and that you have obtained all required consents, if any and where required, or are otherwise authorized to transfer all information to Gallagher and enable Gallagher to process the information for the purposes described in this Proposal and as set forth in Gallagher’s Privacy Policy located at <https://www.ajg.com/privacy-policy/>. Gallagher may update its Privacy Policy from time to time and any updates will be posted to such site.

Dispute Resolution

Gallagher does not expect that it will ever have a formal dispute with any of its clients. However, in the event that one should arise, we should each strive to achieve a fair, expedient and efficient resolution and we would like to clearly outline the resolution process.

- A. If the parties have a dispute regarding Gallagher’s services or the relationship governed by this Proposal (“Dispute”), each party agrees to resolve that Dispute by mediation. If mediation fails to resolve the Dispute, you and Gallagher agree to binding arbitration. Each party waives all rights to commence litigation in court to resolve a Dispute, and specifically waives all rights to pursue relief by class action or mass action in court or through arbitration. However, the parties do not waive the ability to seek a court order of injunction in aid of the mediation and arbitration required by these Terms.

- B. The party asserting a Dispute must provide a written notice (“Notice”) of the claim to the other party and to the American Arbitration Association (“AAA”) in accordance with its Commercial Arbitration Rules and Mediation Procedures. All Dispute resolutions will take place in Chicago, IL, unless you and Gallagher agree to another location. The parties will equally divide all costs of the mediation and arbitration proceedings and will each pay their own attorneys’ fees. All matters will be before a neutral, impartial and disinterested mediator or arbitrator(s) that have at least 20 years’ experience in commercial and insurance coverage disputes.
- C. Mediation will occur within sixty (60) days of filing the Notice with the AAA. Mediation results will be reduced to a memorandum of understanding signed by you, Gallagher and the mediator. A Dispute that is not resolved in mediation will commence to binding arbitration. For Disputes in excess of \$500,000, either party may elect to have the Dispute heard by a panel of three (3) arbitrators. The award of the arbitrator(s) must be accompanied by a reasoned opinion prepared and signed by the arbitrator(s). Except as may be required by law, neither you, Gallagher, nor a mediator or arbitrator may disclose the existence, content or results of any Dispute or its dispute resolution proceeding without the prior written consent of both you and Gallagher.

Electronic Delivery

In lieu of receiving documents in paper format, you agree, to the fullest extent permitted by law, to accept electronic delivery of any documents that Gallagher may be required to deliver to you (including, but not limited to, insurance policies and endorsements, account statements and all other agreements, forms and communications) in connection with services provided by Gallagher. Electronic delivery of a document to you may be made via electronic mail or by other electronic means, including posting documents to a secure website.

Miscellaneous Terms

Gallagher is engaged to perform services as an independent contractor and not as your employee or agent, and Gallagher will not be operating in a fiduciary capacity.

Where applicable, insurance coverage placements and other services may require the payment of federal excise taxes, surplus lines taxes, stamping or other fees to the Internal Revenue Service, various State(s) departments of revenue, state regulators, boards or associations. In such cases, you will be responsible for the payment of the taxes and/or fees, which Gallagher will separately identify on related invoices.

The Proposal and these Terms are governed by the laws of the State of Illinois, without regard to its conflict of law rules.

If an arbitrator/court of competent jurisdiction determines that any provision of these Terms is void or unenforceable, that provision will be severed, and the arbitrator/court will replace it with a valid and enforceable provision that most closely approximates the original intent, and the remainder of these Terms will remain in effect.

Except to the extent in conflict with a services agreement that you may enter into with Gallagher, these Terms and the remainder of the Proposal constitute the entire agreement between you and Gallagher with respect to the subject matter of the Proposal, and supersede all prior negotiations, agreements and understandings as to such matters.

Pool Funding Disclaimer

Arthur J. Gallagher & Co. does not provide actuarial services or actuarial estimates of losses. If the excess insurer or reinsurer that provides excess coverage calculates a loss fund for the pool, it is our recommendation that the pool fully fund that amount. Further, it is our recommendation that the pool contract with an appropriately certified actuary to provide recommendations for overall pool funding, surplus and reserve funds.

Pool Assessability Disclaimer

The LIRA, Libraries of Illinois Risk Agency pool pays for up to \$50,000 of each property claim and \$50,000 of each liability claim from the pooled (or joint) loss fund. Money for the pooled (or joint) loss fund comes from members' annual contributions or premiums. Article IX, Section D of the pool's bylaws state that the pool allows assessments. Members may be assessed for additional premium if the LIRA, Libraries of Illinois Risk Agency Board determines that additional funds are needed to pay pool claims and expenses. It is important that members understand that LIRA, Libraries of Illinois Risk Agency pool is not an insurance company; the pool operates as a cooperative risk sharing organization.

Client Signature Requirements

Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal dated April 29, 2024, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

	Coverage/Carrier
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	LIRA Property/Casualty Program
	Includes: Property, Liability, Public Officials Liability, Crime, Equipment Breakdown, Excess Property, Excess Liability, Cyber (\$1M), Gallagher Crisis Protect, and Volunteer Accident
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	LIRA Property/Casualty Program
	Includes: Property, Liability, Public Officials Liability, Crime, Equipment Breakdown, Excess Property, Excess Liability, Cyber (\$2M), Gallagher Crisis Protect, and Volunteer Accident
<input type="checkbox"/> Accept <input type="checkbox"/> Reject	Workers Compensation
	Hartford Insurance Companies

Additional Recommended Coverages

Gallagher recommends that you purchase the following additional coverages for which you have exposure. By checking the box(es) below, you are requesting that Gallagher provide you with a Proposal for this coverage. By not requesting a Proposal for this coverage, you assume the risk of any uncovered loss.

Coverage Amendments and Notes:

Exposures and Values

You confirm the payroll, values, schedules, and any other information pertaining to your operations, and submitted to the underwriters, were compiled from information provided by you. If no updates were provided to Gallagher, the values, exposures and operations used were based on the expiring policies. You acknowledge it is your responsibility to notify Gallagher of any material change in your operations or exposures.

Additional Terms and Disclosures

Gallagher is not an expert in all aspects of your business. Gallagher's Proposals for insurance are based upon the information concerning your business that was provided to Gallagher by you. Gallagher expects the information you provide is true, correct and complete in all material respects. Gallagher assumes no



responsibility to independently investigate the risks that may be facing your business, but rather have relied upon the information you provide to Gallagher in making our insurance Proposals.

Gallagher's liability to you arising from any of Gallagher's acts or omissions will not exceed \$20 million in the aggregate. The parties each will only be liable for actual damages incurred by the other party, and will not be liable for any indirect, special, exemplary, consequential, reliance or punitive damages. No claim or cause of action, regardless of form (tort, contract, statutory, or otherwise), arising out of, relating to or in any way connected with the Proposal, any of Gallagher's services or your relationship with Gallagher may be brought by either party any later than two (2) years after the accrual of the claim or cause of action.

Gallagher has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

You have read, understand and agree that the information contained in the Proposal and all documents attached to and incorporated into the Proposal, is correct and has been disclosed to you prior to authorizing Gallagher to bind coverage and/or provide services to you. By signing below, or authorizing Gallagher to bind your insurance coverage through email when allowed, you acknowledge you have reviewed and agree with terms, conditions and disclosures contained in the Proposal.

By:

Print Name (Specify Title)

Company

Signature

Date:

Appendix

Claims Reporting By Policy

Immediately Report all claims.

Reporting to Gallagher or Assistance in Reporting

- ◆ General Liability, Crime, Auto, D&O & Property
 - Email: LIRA@tnwinc.com
 - Phone: 833.620.5472

Direct Reporting

- ◆ Equipment Breakdown
 - Federal Insurance Company
 - Phone#: 800.252.4670
 - Fax#: 1.800.300.2538
 - Email: acecrs-claims@chubb.com
 - Website: <https://www.chubb.com/us-en/claims/commercial-claims.aspx>
- ◆ Cyber and Professional Liability
 - Cowbell Cyber Insurance Company
 - Phone# 1-866-633-8666
 - Email: claims@cowbellcyber.ai
- ◆ Gallagher Crisis Protect (GCP)
 - Underwriters Lloyd's at London
 - Phone# McCord Phone#: 402.514.6100/F/U Jessica Schere: jschere@mccordclaims.com
402.51.6100 ext. 6201
 - Email: claims@mccordclaims.com
 - Website: <https://www.intlxs.com/>
- ◆ Accidental Death and Dismemberment
 - Starr Indemnity & Liability Company
 - Phone# 855 782.7725 f/u ph#: 855 498.2379
 - Fax# 646.786.3950
 - Email: claims@starrcompanies.com
 - Website: <https://www.starrcompanies.com/clientservices/reportclaim>



Normal Public Library Trustee Action Report

Approval of IGA establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance (MAY 2024)

Prepared by: John Fischer

Reviewed by: Phil Lenzini

Staff Recommendation: Approval

Attachments:

IGA establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance

Fee Structure

Community Impact

Provides consistent access to services, collections, and resources through our shared catalog and Integrated Library System with minimal impact on library staff and budget.

Budget Impact

Minimal (new fee schedule attached), Our member fee for FY 24 was \$64,212.00

Proposed fees for next four fiscal years:

FY25— \$66,138.00

FY26— \$66,799.38

FY27— \$67,460.76

FY28— \$68,122.14

FY29— \$68,783.52

Background

Resource Sharing Alliance, a Not for Profit, is a consortium formed by libraries in central and west central Illinois that share a common library automation system. RSA facilitates sharing of materials among its member libraries providing patrons with access to materials from almost 200 different library branches. RSA covers over 13,500 square miles of Illinois. RSA is currently supported by the RAILS library system and member libraries.

-more-



Details from the RSA Support website:

In 2019, RAILS formally requested that the RSA Board of Directors should “...begin planning for the funding and employment of its own staff, following a model similar to the efforts undertaken by PrairieCat and SWAN to discontinue the use of RAILS for hiring, payroll, benefits administrations, and other employment-related services.” On 12 November 2020 RAILS updated the request in the LLSAP Support Grant award letter adding a timeline to complete the process between July 2024 to July 2026.

The RSA Board of Directors examined all possible methods of moving staff out of RAILS. Options explored included disbanding RSA entirely, merging with other consortia inside and outside of RAILS, partnering with other consortia for staffing services, contracting with RSA member libraries, and even moving existing RSA support staff into SirsiDynix Corp. as part of our overall contract with them. In the end, the Board selected the best option of converting our governance structure from a 501c3 Not for Profit to an Illinois Intergovernmental Instrumentality (III) to match how all other automation consortia in RAILS are organized. Having the same governance type as the other RAILS consortia will help position RSA for better staff retention and ongoing alignment with models and LLSAP funding and support from RAILS. After RSA has finished this process, we will still receive the LLSAP support grant as we do now. The difference is that the money will come directly to RSA rather than paying RAILS for staffing costs.

Strategic Alignment
Priorities 1-4



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

**INTERGOVERNMENTAL AGREEMENT
ESTABLISHING RESOURCE SHARING ALLIANCE AND
AUTHORIZING MEMBERSHIP IN RESOURCE SHARING ALLIANCE (“RSA”)**

WHEREAS, each of the entities listed on Exhibit A to this Intergovernmental Agreement establishing Resource Sharing Alliance and Authorizing Membership in Resource Sharing Alliance (“RSA”) (hereinafter “Agreement”) is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1, et seq., a school district established pursuant to state statute, an academic institution, or another entity with a library; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/1, et seq., and to the respective statutes pursuant to which each of the public libraries, library districts, school districts and academics are established, the Governing Body (collectively known as “Member Libraries”) of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services, and the other entities with a library have the authority to contract for library services; and

WHEREAS, the entities which are signatories to this Agreement wish to cooperate jointly and mutually among themselves via their support of RSA to provide cost-effective and efficient sharing of library materials among Member Libraries through an integrated, multi-functional library automation system and use their collective financial resources to achieve economies of scale. RSA also provides members other library related automation activities, aggregates resource sharing opportunities, and serves as a gateway to other electronic databases as appropriate.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by at least 51% of the entities listed on Exhibit A, the entity whose signature is set forth below hereby agrees as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.

2. Establishment of RSA. There is hereby created and established an intergovernmental entity to be known as the Resource Sharing Alliance (“RSA”), which shall be the entity formed to carry out the joint and cooperative undertakings of this Agreement and there shall be a conversion of Resource Sharing Alliance NFP into RSA as of 12 a.m. July 1, 2024 and all of Resource Sharing Alliance NFP’s rights, privileges, immunities, powers,

and purposes shall remain in RSA with all property, assets and liabilities of Resource Sharing Alliance NFP continuing as the property, assets and liabilities of RSA.

3. Members. RSA shall be composed of each of the entities which are signatories to this Agreement, each of which shall be designated a "Member" of RSA.

4. Board of Directors. The affairs of RSA shall be conducted by a Board of Directors ("Board"), which shall be composed of representatives of the Member Libraries. The bylaws contain information on the Board of Directors' composition, officers, elections, meetings, duties, operation, and voting Board voting procedures.

5. Powers and Duties of RSA. RSA may exercise any power, privilege, or authority, consistent with this Agreement, including but not limited to the following:

- A. To administer the integrated library automation system ("ILS").
- B. To adopt bylaws consistent with law and with this Agreement to govern its operation, which bylaws may include, among other things, provisions dealing with election of officers, meetings, voting, operational services, budgeting, assessment of fees and other policies.
- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of RSA.
- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To hold title to the ILS, except for any equipment held solely by a Member.
- F. To collect payments and assessments from Members.
- G. To carry out such other activities as are necessarily implied or required to carry out the purposes of this Agreement and the ILS.

6. Bylaws. The Members of RSA shall adopt bylaws consistent with law and with this Agreement to govern its operation, which bylaws may include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt

and expenditure funds, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To accept and follow the RSA bylaws, including but not limited to the responsibilities of Member Libraries as set forth in the bylaws. To comply with such other reasonable rules and regulations as may be established by RSA as well as all policies of RSA, as amended.
- B. To appropriate or budget annually its liabilities for participation in RSA and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer, or independent contractor of RSA in any matter relating to the purpose and powers of RSA.
- D. To make RSA membership fee payments within 60 calendar days of the invoice date. The Member is solely responsible for telecommunications costs, local equipment, supplies, and other non-RSA provided costs. In the event that a Member fails to meet any of its financial obligations, the Board of Directors may suspend participation of the Member and terminate ILS system services to the Member, including denial of access of the Member's computers to the database, until the Member makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from RSA, and shall be subject to the provisions of Section 12, with specific recognition of the continuing obligation of the Member to make payments, among any other payments due at the time of withdrawal, to the end of the RSA fiscal year in which the withdrawal occurs.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in RSA.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Policy and applicable RSA Loan Policy.

- H. To take responsibility for purchasing and maintaining all equipment and telecommunication services necessary for access/connectivity to the RSA system. All such equipment must be compatible with RSA's system following the vendor's and RSA's guidelines.
- I. To make all reasonable efforts to use the integrated library system responsibly by adhering to procedures and standards of RSA. To allow staff to participate in all required training programs.
- J. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- K. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- L. To serve, if called, on the RSA Board of Directors and share in the decision-making process to enhance and expand RSA.
- M. To participate in Membership Groups, ad-hock committees and task forces as needed.
- N. Use of the ILS. The Members will jointly determine the use of the ILS. RSA does not warrant or guarantee the ILS, nor shall RSA be liable for any damages resulting from the malfunction of the ILS.

8. LIMITATION OF LIABILITY/DAMAGES.

- A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.
- B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER RSA NOR ITS OFFICERS, BOARD OF DIRECTORS' MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO

REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

- C. NO PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, BOARD OF DIRECTORS' MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.
- D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED. ANY SUCH ACTION SHALL BE LITIGATED IN THE 10th CIRCUIT COURT OF TAZWELL COUNTY, ILLINOIS (AND IN NO OTHER STATE OR FEDERAL COURT) AND THE PARTIES HERETO CONSENT TO THE JURISDICTION OF THE SAID CIRCUIT COURT OF TAZWELL COUNTY.
- E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY RSA.
- F. THE TERMS AND CONDITIONS IN THIS SECTION 8 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

9. Liability of RSA, Its Employees and RSA Board Members.

- A. The members of the RSA Board and employees of RSA shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of RSA funds or failure to invest. They may participate in indemnification and self-insurance programs. No RSA Board member or employee shall be liable for any action taken or omitted by any other RSA Board member or employee. No member of the RSA Board shall be required to give a bond or other security to

guarantee the faithful performance of the Board member's duties hereunder, except as required by this Agreement or by law.

- B. The liability of RSA, its employees and RSA Board members is limited solely to the proceeds of payments of the Members.
- C. If any claim or action not covered by insurance is instituted against a RSA Board member or employee of RSA allegedly arising out of an act or omission occurring within the scope of his or her duties or authority, RSA shall at the request of the Board member or employee:
 - 1. appear and defend against the claim or action; and
 - 2. pay or indemnify the RSA Board member or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
 - 3. pay or indemnify the RSA Board member or employee for a compromise or settlement of such claim or action providing the settlement is approved by the RSA Board.
- D. The term "RSA Board member or employee" shall include current and former RSA Board members and employees. This indemnification provision shall not apply if the RSA Board finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the RSA Board will be determined after an investigation of the facts.
- E. Moreover, all Members shall indemnify and hold harmless RSA, RSA Board members, employees, and agents for any actions that it may take or fail to take, and such indemnity shall include, to the extent not indemnified under the provisions of this Section 9, all losses, costs, expenses, damages and claims of whatever kind and nature, including reasonable attorneys' fees and defense costs.

10. Amendments. The Board of Directors may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of RSA Members.

11. Termination. This Agreement shall continue unless and until RSA dissolves or there is a termination of membership as set forth in the bylaws.

12. Withdrawal from RSA.

- A. The Member's obligations and rights upon withdrawal are set forth in the bylaws.
- B. Withdrawing RSA Member shall continue to pay all usual and customary RSA charges until its withdrawal date.
- C. Withdrawing RSA Member shall not receive a refund of any RSA funds.
- D. Withdrawing RSA Member is responsible for any and all vendor charges related to withdrawal from RSA. Withdrawing RSA Member shall reimburse RSA for all such costs incurred by RSA.
- E. RSA shall provide withdrawing RSA Member with the services and data needed for withdrawal. Libraries who are not members of OCLC will not receive a MARC record export, only a shelf list of their items. RSA shall not charge for its services related to withdrawal unless staff overtime is required. If possible, RSA will provide withdrawing RSA Member with advance notice of the need for such overtime and an estimate of such charges.
- F. Within 30 days after its withdrawal date, the former RSA Member will provide RSA with written certification that it has uninstalled all local ILS software provided by RSA and needed for the RSA system and destroyed or returned all related documentation and software media.

13. Waiver. The waiver by any Member signing this Agreement or by RSA of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

14. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

15. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

16. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to:

Resource Sharing Alliance
715 Sabrina Drive
East Peoria, Illinois, 61611

Attention: Executive Director

And to: Insert address and contact for Member

17. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

18. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

19. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

20. Effective Date. This Agreement shall become effective and binding upon and inure to the benefit of the Members signing this Agreement, and their respective successors and assigns, as of the date of execution by 51% or more of the Libraries listed on Exhibit A. For any Member who executes the Agreement after July 1, 2024, the Effective Date shall be the first day of the calendar month next following the month in which the Member has duly approved and executed this Agreement or a substantially similar agreement.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Governing Body, has caused this Agreement to be duly executed.

Name of Member: _____

BY: _____

(print name and title of representative authorized to execute this Agreement)

ATTEST:

BY: _____

(print name and title)

APPROVED THIS ____ DAY OF _____, 2024.



Normal Public Library Trustee Action Report

May 15, 2024

Approval of the 2024 IPLAR

Prepared by: Jennifer Williams, Laura Golaszewski, Rhiannon Shoults, Enoch Kindseth, and John Fischer

Reviewed by: John Fischer

Staff Recommendation: Approval of the 2024 IPLAR

Attachments:

2024 IPLAR

Community Impact

To maintain continued reporting of library statistics to the Illinois State Library, participating in an annual survey by the Institute of Museum and Library Services.

Budget Impact

No significant budget impact.

Background

From the Illinois State Library: *The Illinois State Library is the agency legally required to compile, preserve and publish public library statistical information [15 ILCS 320/7(m)]. The State Library participates in the national Public Libraries Survey (PLS), which is administered annually by the Institute of Museum and Library Services (IMLS). Data submitted to the PLS goes through a vetting process to ensure accuracy. Preliminary data is returned to the states annually, but is not considered finalized until published by IMLS. Not all data elements collected through the IPLAR are reported as part of the PLS.*

Strategic Alignment

Priorities 1-4

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2024
 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 # [PLS 151, PLS 701]	30498
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0382
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Normal Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	206 West College Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Normal
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	61761
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 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 [PLS 158]	Normal
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	61761
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 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	John Fischer
1.15 Title	Director
1.16 Library Director's E-mail	jfischer@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? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 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	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	

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 FSCS public library definition? [PLS 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 [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 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		No

ISL Control Number

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

Street Address

Location	2.6a Street Address [PLS 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		No

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 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 [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 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 [PLS 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 [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet

NORMAL P.L. 3,222	52	221,615
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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) [PLS 206]	04/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	03/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	John Fischer
3.5 Telephone Number of Person Preparing Report	309-433-3488
3.6 FAX Number	309-452-5312
3.7 E-Mail Address	jfischer@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
4.1b How many referenda was your library involved in?	

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	-1Not Applicable
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
5.4 IF NO, please explain	

First Member

5.5 Name	Beth Robb
5.6 Trustee Position	President

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

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	Dylan Hile-Broad
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	309-838-0755
5.9 E-mail Address	dylan@normalpl.org
5.10 Home Address	906 Beech St
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	Secretary
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	Terry Lindberg
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	309-287-5857
5.9 E-mail Address	tlindberg@normalpl.org
5.10 Home Address	1617 Ensign Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Sixth member

5.5 Name	Lynda Lane
5.6 Trustee Position	Other
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 Ersland
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
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 and two study rooms provide a private, quiet space for patrons who need such a space for a brief time. It is available to all patrons and feature adjustable lighting, seating, and some with fidget/sensory toys and wiggle seats. Weighted blankets are available at our service desk.
6.2 Total Number of Meeting Rooms	4
6.2b Total number of times meeting room(s) used by the public during the fiscal year ¹	192
6.3 Total Number of Study Rooms	2
6.3b Total number of times study room(s) used by the public during the fiscal year	1,832

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.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
	The operating fund has a balance of \$3,360,684.42 and is intended to serve as cash flow until the next receipt of property taxes. The replacement fund has a balance of \$473,603.98 and is intended to provide for the planned replacement of equipment. The special reserve fund has a balance of \$5,360,243.11 and is

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. ²	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. FY25 the library is under contract for asbestos abatement and facility renovation.
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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.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

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.

8.1 Local government [PLS 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)	\$3,945,185
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.]?	No
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.)	\$4,203,164

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).

8.2 Per capita grant	\$77,785
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$311,038
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) [PLS 301]	\$388,823

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	\$9,163
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$9,163

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	\$821
8.14 Other receipts intended to be used for operating expenditures ³	\$139,872
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$140,693
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) [PLS 304]	\$4,483,864
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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	-1Have 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 [PLS 350]	\$2,191,731
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$623,777
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$2,815,508

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.) [PLS 353]	\$166,307
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$187,554
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$23,437
10.3b Please list the types of materials purchased in 10.3a	DVDs, audio books, music CDs, video games, board games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$377,298

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.) [PLS 357]	\$426,302
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,619,108

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) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 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]	\$76,720
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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	12	12	\$515.41	480.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Children's Librarian	Children's Services	\$42.88	40.00
	Children's Librarian	Children's Services	\$34.67	40.00
	Children's Librarian	Children's Services	\$28.05	40.00
	Teen Librarian	Young Adult Services	\$43.74	40.00
	Cataloging Librarian	Cataloging	\$33.83	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$39.23	40.00
	Programming and Youth Services Manager	Children's Services	\$46.16	40.00
	Patron Experience Manager	Adult Services	\$46.16	40.00

Technical Services Manager	Collection Development Acquisitions	\$51.97	40.00
Director	Library Director	\$67.57	40.00
Outreach Librarian	Children's Services	\$42.88	40.00
Business and Technology Librarian	Adult Services	\$38.27	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250] ⁴	12.00
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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	1	1	1	\$38.27	40.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
Circulation Supervisor	Circulation	Less than a Bachelor's degree	\$38.27	40.00	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	1.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	13.00

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	322.00
13.14 Minimum hourly rate actually paid	\$23.30
13.15 Maximum hourly rate actually paid	\$51.07
13.16 Total FTE Group C employees (13.13 / 40)	8.05

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	603.00
13.18 Minimum hourly rate actually paid	\$15.00
13.19 Maximum hourly rate actually paid	\$18.00
13.20 Total FTE Group D employees (13.17 / 40)	15.08

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	49.00
13.22 Minimum hourly rate actually paid	\$16.00
13.23 Maximum hourly rate actually paid	\$21.99
13.24 Total FTE Group E employees (13.21 / 40)	1.23
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	24.35
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	37.35

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					
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.	

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					
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	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
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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

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 [PLS 501]	221,615
14.1a Library Visits Reporting Method [PLS 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)	194	8,757	2	411
Children (6-11)	146	8,101	17	2,057
Young Adults (12-18)	111	2,581	0	0
Adults (19 and older)	345	4,273	16	1,759
General Interest	40	5,662	10	6,334
Total	836	29,374	45	10,561

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	638	19,641
Synchronous In-Person Offsite Program Sessions	190	9,554
Synchronous Virtual Program Sessions	8	179
Total	836	29,374

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	1
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	32

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
15.39b Please describe the programming provided.	

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	17,642
16.2a Total Number of Unexpired Non-resident Cards	0
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) [PLS 503]	17,642
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

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 [PLS 450]	138,648
17.2 Current Print Serial Subscriptions	134
17.3 Total Print Materials (17.1+17.2)	138,782
17.4 E-books Held at end of the fiscal year [PLS 451]	97,552
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	11,773
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	51,844
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	17,049
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	2,533
17.6c Other Circulating Physical Items [PLS 462]	2,238
17.6d Total Physical Items in Collection [PLS 461]	169,708

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 [PLS 456]	20
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	36

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.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	282,309
18.2 Number of young adult materials loaned	25,245
18.3 Number of children's materials loaned [PLS 551]	474,108
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	781,662

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	598,973
18.6 Videos/DVDs- Physical	52,274
18.7 Audios (include music)- Physical	27,901
18.8 Magazines/Periodicals- Physical	3,584
18.9 Other Items- Physical [PLS 561]	16,219
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	698,951
18.11 Use of Electronic Materials [PLS 552]	82,711
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	781,662
18.13 Successful Retrieval of Electronic Information [PLS 554]	70,908
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	153,619
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	852,570
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	35,872
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	41,104

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 [PLS 502] ⁵	28,630
19.1a Reference Transactions Reporting Method [PLS 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 ⁶	1,611
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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	130
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	NA
21.3 What is the monthly cost of the library's internet access?	\$76
21.4 Number of Internet Computers Available for Public Use [PLS 650]	16
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	11,090
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	150,000
21.6a Reporting Method for Wireless Sessions [PLS 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 [PLS 653]	456,720 --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
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Normal Public Library partners with local resources for telecommunications and internet access. We utilize CIRBN and VOIP through the 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.)	\$10,528
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	1,561.00
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?	-1No 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?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

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

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.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not 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, 6.2b Previous year, the rooms were closed to public. (0-2024-05-07)
- ², 7.9 End of year trial balances FY24 (0-2024-05-09)
- ³, 8.14 Higher investment income over last FY (0-2024-05-09)
- ⁴, 13.5 previously open positions were filled in fy24 (0-2024-05-09)
- ⁵, 19.1 Annual estimate based on weekly counts. (0-2024-05-07)
- ⁶, 19.2 Annual estimate based on weekly counts. (0-2024-05-07)