Normal Public Library—Board of Trustees
Monthly Meeting Agenda

May 17, 2023 at 6 p.m.
Normal Public Library Community Room

1. Review of the Agenda: Corrections or Additions
2. Work Session On Abatement Project (1-1.5 hours)
    1. Presentation by Studio GC and McKee Environmental (15 min)
    2. Abatement Scope (20-30 min)
    3. Renovation Scope (20-30 min)
3. President's Report
4. Public Comment
5. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
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 19, 2023
    B. Approval of Normal Public Library Expenditures for Payment as of May 10, 2023
    C. Approval of the Normal Public Library's 2023 Illinois Public Library Annual Report
    D. Approval of the Board Meeting Schedule

8. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
9. NEW BUSINESS
    A. Election of Board Officers (Action)
10. UNFINISHED BUSINESS
11. Suggested Items for the Next Agenda
12. Board Comments and Concerns
13. Next Meeting Date: June 21, 2023
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 19, 2023

Oath of Office: Town Clerk Angie Huonker to administer the oath of office to trustee Amy Ersland, Dylan Hile-Broad, Terry Lindberg

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, April 19, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnell, Vice President, Jd Davis, Secretary, Amy Ersland, acting secretary, Erin Ripley-Gataric, Lynda Lane, Terry Lindberg, Dylan Hile-Broad

Members Absent: NA

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

Community Members Present: NA

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb recognized and thanked Jd Davis for her six years of service on the Board of Trustees. Ms. Robb thanked NPL staff for their hard work. Ms. Lane spoke on her experience attending the Civic Engagement Awards Ceremony at Illinois State University where community members were awarded for advancing the core values of civic engagement on and off campus, which recognized Laura Golaszewski for co-hosting the International Day of Peace with ISU's Department of Health Sciences in September 2022, Lyndsey Carney for Partners in Reading, John Fischer as director and the entire staff of the NPL.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
   Foundation: No report.

   Library Advocacy: No report.

   Library Planning: No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report. Ms. Trunnell commented that RAILS is seeking new board members.

6. **OMNIBUS VOTE AGENDA**
   A. **Approval of the Minutes of the Regular Board Meeting of March 15, 2023**
   B. **Report to Receive and File Normal Public Library Expenditures for Payment, including $146,189.23 for two payrolls and $60,048.78 for expenditures as of April 12, 2023.**

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

   Motion passed 8-0.

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

8. **NEW BUSINESS**
   A. **Insurance Renewal (Action)**
      Ms. Lane moved to approve the insurance package for 2023-2024 as presented. Ms. Trunnell seconded.
      Motion passed 8-0.
   B. **Abatement Project Update (Discussion)**
      Mr. Fischer provided the Board further updates on abatement/renovation following a meeting with Brad McKee of McKee Environmental and Darren Schretter of Studio GC. Ms. Robb suggested a special board meeting with Board trustees, Mr. McKee, Mr. Schretter and Town of Normal staff in attendance. The Board gave feedback on potential meeting times.
   C. **Decennial Committees on Local Government Efficiency Act, Public Act 102-1088 (Action)**
      Mr. Fischer has confirmed that because the Library does not levy a tax, it is exempt from the requirements. The Board gave their feedback.
      Mr. Lindberg moved to suspend action on item indefinitely. Ms. Lane seconded.
      Motion passed 8-0.
   D. **Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale**
      The Board opted to remain in open session regarding Item D: Land Acquisition and Land Sale rather than enter Executive Session.
      The Board reviewed the contract regarding the lease of the Fell Street lot. A new contract is expected to be presented in May or June for continued lease of the lot.

9. **UNFINISHED BUSINESS**
   None
10. **Suggested Items for Next Agenda**
11. **Board Comments and Concerns**
12. **Next Meeting Date:** May 17, 2023
13. **Adjournment**
    Ms. Robb adjourned the meeting at 6:54 pm.

_____   _____
Secretary   Date

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Library Fund

Vendor Name	Payment Description	Transaction Amount
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	213.00
US BANK/P-CARD	$10 Gift Card for Winter	60.00
US BANK/P-CARD	$10 Gift Certificates for	60.00
US BANK/P-CARD	$5 Gift Card for Staff Wi	25.00
US BANK/P-CARD	Gift Cards for Winter Rea	50.00
US BANK/P-CARD	Summer Reading - Prizes f	1,295.65
US BANK/P-CARD	Supplies for 1000 Books b	894.81
Library Fund	**- Total**	**2,598.46**

Library Fund   Library   Administration

Vendor Name	Payment Description	Transaction Amount
A.R.M. SOLUTIONS, INC.	PI FPO PAYMENT	169.93
ACE HARDWARE	CEMENT ROOF WT/DRY-MAINT.	29.95
ALERT SIGNAL & CONTROL CO	YEARLY MONITOR 5/23-5/24	293.00
AMERENIP	ENERGY USAGE	924.75
B & B AWARDS AND RECOGNITION	NAME PLATE - DYLAN HILE-B	7.88
B & B AWARDS AND RECOGNITION	NAME PLATE FOR JOHN F. &	31.50
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,475.84
BAKER & TAYLOR COMPANIES	ADULT BOOKS-CIRCULATON	342.28
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	125.96
BAKER & TAYLOR COMPANIES	CHILDEN'S BOOKS	202.59
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	15.08
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,352.20
BAKER & TAYLOR COMPANIES	YA BOOKS FOR CIRCULATION	119.88
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	144.17
BAKER & TAYLOR COMPANIES	YOUNG ADULT TEEN BOOKS	476.91
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	86.56
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS-ADULT	122.06
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES/CATALOGUE-4	185.58
BLACKSTONE PUBLISHING	AUDIOBOOKS (5)	134.55
BRODART COMPANY	CHILDREN'S BOOKS	31.12
CENGAGE LEARNING INC	ADULT BOOKS-BASIC 8 PLAN	188.93
CENGAGE LEARNING INC	ADULT BOOKS-CHRISTIAN ROM	124.45
CENGAGE LEARNING INC	ADULT BOOKS-CORE 8 PLAN	108.71
CENGAGE LEARNING INC	ADULT BOOKS-WHEELER WEST2	41.23
CENGAGE LEARNING INC	APR AMISH FICTION 3 PLAN	72.72
CENGAGE LEARNING INC	LARGE PRINT BASIC 8 PLAN	28.49

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Vendor Name	Payment Description	Transaction Amount
CENGAGE LEARNING INC	LARGE PRINT DIST-6 PLAN	164.22
CENGAGE LEARNING INC	LARGE PRINT DIST.PLAN6(6)	140.25
CENGAGE LEARNING INC	MARCH CORE 8 PLAN (2)	52.48
CENTER POINT LARGE PRINT	ADULT BOOKS	70.50
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	191.76
CHIEF CITY MECHANICAL INC	LABOR/MAT.NEW DRINK FTN.	2,575.00
CHIEF CITY MECHANICAL INC	LABOR/MATER.MEN'S RESTRM	108.00
CIRBN, LLC	INTERNET SERVICE-MAY23	76.08
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION SERVS 3/31	50.00
DIVERSIFIED MECHANICAL INC	HEATING/COOLING SYSTEM	712.10
EBSCO SUBSCRIPTION SERVICES	PRICE INCREASE-2 MAGAZINE	68.20
EBSCO SUBSCRIPTION SERVICES	PRICE INCREASE-MAGAZINES	454.70
EBSCO SUBSCRIPTION SERVICES	SW-CONSUMER REPORTS RENEW	2,628.00
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H W WILSON CO	ADULT BOOKS	432.50
ILLINOIS HEARTLAND LIBRARY SYSTEM	PUBLIC ACCESS SW-DATABASE	2,050.75
INTERSTATE ALL BATTERY CENTER	COMPUTER BACKUP BATTERY	34.30
INTERSTATE ALL BATTERY CENTER	HSL 1079 IB 12 9 SLA 250	68.60
Jennifer Williams	BOOK:HURRICANES,CYPRESS T	10.00
JUNIOR LIBRARY GUILD	CHILDREN'S BOOKS	184.00
KANOPY INC	DIGITAL CONTENT	425.00
Kristi Cates	SUPPLIES FOR PROGRAM:TAKE	28.73
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-PROGRAMS	280.58
Laura Golaszewski	REIMB.LAURA FOR PAYING FO	30.00
LIBRARY MARKET	CONTRACTUAL SERVS-WEBSITE	3,200.00
MENARDS	SUPPLIES	57.82
MENARDS	SUPPLIES-PROPERTY MAINT.	30.03
MIDLAND PAPER	PAPER SUPPLIES	390.43
MIDWEST TAPE	DIGITAL CONTENT ITEMS	5,594.60
MILLER JANITOR SUPPLY	TOWEL/TOILET PAPER CASE	143.78
MILLER JANITOR SUPPLY	TOWELS/TP/HAND SOAP	293.00
NEW YORK TIMES COMPANY	PUBLIC ACCESS SOFTWARE	2,303.60
NICOR GAS	ENERGY USAGE	1,551.59
ORKIN EXTERMINATING CO	CANINE BED BUG DETECT.SRV	1,375.00
OVERDRIVE, INC	DIGITAL CONTENT	1,100.71
OVERDRIVE, INC	DIGITAL CONTENT AUDIO BKS	145.39
OVERDRIVE, INC	DIGITAL CONTENT E AUDIOBK	999.35
OVERDRIVE, INC	DIGITAL CONTENT EAUDIO BK	293.83

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Vendor Name	Payment Description	Transaction Amount
OVERDRIVE, INC	DIGITAL CONTENT EBOOK	47.62
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	599.15
OVERDRIVE, INC	DIGITAL CONTENT-E AUDIOBK	396.18
PANTAGRAPH	PI FPO PAYMENT	888.00
PEORIA PUBLIC LIBRARY	DAMAGED BOOK FEE/QUEST FO	21.99
PIP PRINTING	WELCOME BROCHURES-ENG/SPA	1,600.42
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (12)	684.88
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (13)	716.12
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (6)	371.19
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (7)	427.43
QUILL CORPORATION	SUPPLS-PAPER,TAPE,PADS	440.84
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	6,429.62
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS (6)	113.22
Rhiannon Shoults	CUBBY STORAGE FOR KIDS	429.00
Rhiannon Shoults	FLOOR TILES FOR KIDS TO P	179.00
Rhiannon Shoults	MATERIALS:TEACHING EASEL	429.00
Rhiannon Shoults	SHIPPING ITEMS TO LIBRARY	135.69
Rhiannon Shoults	SMARTPHONES (2)FOR GAMES	39.98
RON SMITH PRINTING CO INC	ACTIVITY GUIDES-SUMMER	2,103.75
RON SMITH PRINTING CO INC	READ TO GROW STICKERS	138.00
SAMS CLUB	MISC.LIBRARY SUPPLIES	206.21
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS-4	72.80
TEE JAY CENTRAL INC	SRVS PERFORMED N ENTRANCE	178.30
TODAYS BUSINESS SOLUTIONS TBS INC	QUARTERLY PUBLIC FAX FEES	48.60
UNIQUE MANAGEMENT SERVICES INC	APRIL PLACEMENTS (10)	107.50
US BANK/P-CARD	2023 ALA Annual Conferenc	265.00
US BANK/P-CARD	60gallon Clear Trash Bags	120.64
US BANK/P-CARD	ACDC Adapter Charger for	9.89
US BANK/P-CARD	Adult Books - GENERATION	59.90
US BANK/P-CARD	Advertising - Normal Publ	250.00
US BANK/P-CARD	Apple Magic Mouse (1)	63.99
US BANK/P-CARD	Asbestos Removal and Clea	1,912.90
US BANK/P-CARD	Batteries for laptop (2)	46.99
US BANK/P-CARD	Board Member Materials -	90.00
US BANK/P-CARD	BOOMWHACKERS BWBP BACKPAC	38.46
US BANK/P-CARD	Canva Subscription for Em	477.60
US BANK/P-CARD	Diaper Pail Liners	76.91
US BANK/P-CARD	Disinfecting Wipes 4 Refi	95.72

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	Faucet Aerators	46.33
US BANK/P-CARD	Foam Hand Soap Refill 120	121.46
US BANK/P-CARD	Latex Gloves	159.80
US BANK/P-CARD	Library of Things Supplie	39.98
US BANK/P-CARD	MacBook Docking Station	119.99
US BANK/P-CARD	Maker Academy Plane Kits	46.97
US BANK/P-CARD	Mold and Lead Paint Remov	62.50
US BANK/P-CARD	Napkins for Recipe Rotiss	5.29
US BANK/P-CARD	New DVD Rel. - ALICE DARL	51.84
US BANK/P-CARD	New DVD Rel. - CONFESS- F	53.88
US BANK/P-CARD	New DVD Rel. - DAN BROWN'	24.99
US BANK/P-CARD	New DVD Rel. - DEVIL'S PE	37.98
US BANK/P-CARD	New DVD Rel. - GASLIT (2	39.90
US BANK/P-CARD	New DVD Rel. - HIGH HEAT	14.49
US BANK/P-CARD	New DVD Rel. - LEFT BEHIN	23.98
US BANK/P-CARD	New DVD Rel. - LIVING (2	48.32
US BANK/P-CARD	New DVD Rel. - LOT OF NOT	27.98
US BANK/P-CARD	New DVD Rel. - LULLABY (	17.99
US BANK/P-CARD	New DVD Rel. - MISSING (	53.88
US BANK/P-CARD	New DVD Rel. - PLANE (3)	59.88
US BANK/P-CARD	New DVD Rel. - THE SON (	59.84
US BANK/P-CARD	New DVD Rel. - THE WHALE	25.92
US BANK/P-CARD	New DVD Rel. - WEAPON (2	27.98
US BANK/P-CARD	New TV Series - THE GOOD	33.99
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - Adult Books	19.95
US BANK/P-CARD	Patron Req. - Children's	27.98
US BANK/P-CARD	Patron Req. - TV Series -	26.82
US BANK/P-CARD	Patron Req. DVD - LOVE-CH	19.99
US BANK/P-CARD	Patron Req. Music CD - SZ	29.91
US BANK/P-CARD	Photo Prints for Gallery	16.39
US BANK/P-CARD	Playstation 4 Game - GARF	24.99
US BANK/P-CARD	Playstation 5 Game - CONS	49.99
US BANK/P-CARD	Playstation 5 Game - ICE	29.99
US BANK/P-CARD	Playstation 5 Game - LEGO	19.99
US BANK/P-CARD	Podcast Hosting Service -	15.00
US BANK/P-CARD	Projector - BenQ TH685P 1	699.00
US BANK/P-CARD	Receipt Printer - STAR MI	228.69

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	Refreshments for a Meetin	29.50
US BANK/P-CARD	Refund - Projector Ret.	-779.00
US BANK/P-CARD	Refund for Ret. - DVD - A	-38.88
US BANK/P-CARD	Refund for Switch Game -	-40.53
US BANK/P-CARD	Refund for Tax charged	-10.49
US BANK/P-CARD	Renewal - Annual Data Pla	1,680.00
US BANK/P-CARD	Replacement games	143.46
US BANK/P-CARD	Sanitary Disposal Bags	34.70
US BANK/P-CARD	Sanitary Disposal Bags (4	40.74
US BANK/P-CARD	Soundbar	59.39
US BANK/P-CARD	Staff Scheduling Software	520.00
US BANK/P-CARD	Stand-Up Desk Converters	399.98
US BANK/P-CARD	Supplies	69.99
US BANK/P-CARD	Supplies - Air Filters	20.90
US BANK/P-CARD	Supplies - Copy Paper	79.98
US BANK/P-CARD	Supplies - Elmer's Glue S	31.04
US BANK/P-CARD	Supplies - Paper Plates	21.35
US BANK/P-CARD	Supplies - Rotary Rack Pa	942.97
US BANK/P-CARD	Supplies for April Adult	130.43
US BANK/P-CARD	Supplies for DIY Adult pr	257.98
US BANK/P-CARD	Supplies for Library of T	54.96
US BANK/P-CARD	Supplies for Partners in	8.90
US BANK/P-CARD	Supplies for Pins and Nee	51.49
US BANK/P-CARD	Supplies for Recipe Rotis	106.38
US BANK/P-CARD	Supplies for Young Author	23.99
US BANK/P-CARD	Switch Game - GARFIELD LA	24.99
US BANK/P-CARD	Switch Game - LOL SURPRIS	29.98
US BANK/P-CARD	Switch Game - PAW PATROL	24.48
US BANK/P-CARD	Switch Game - PERSONA (1	44.50
US BANK/P-CARD	Switch Game - PJ MASKS-HE	19.99
US BANK/P-CARD	Switch Game - SPATOON 3	48.24
US BANK/P-CARD	Switch Game - THE ADDAMS	19.99
US BANK/P-CARD	Switch Game - YUM YUM COO	29.83
US BANK/P-CARD	Van Wash	5.00
US BANK/P-CARD	Wireless Mouse - Keyboard	49.39
VAN GUNDY AGENCY	RENEWAL-DIRECTRS,OFFICERS	7,983.00
VAN GUNDY AGENCY	RENEWL-CYBER/PRIVACY LIAB	6,198.00
VAN GUNDY AGENCY	WORKERS COMPENSATION PLCY	8,959.00

Report to Receive and File Town of Normal Expenditures for Payment as of 04/12/2023-05/10/2023

Vendor Name	Payment Description	Transaction Amount
VERIZON WIRELESS	ACCT.#880398978-00001/LIN	890.21
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.30
VERIZON WIRELESS	WIRELESS PHONES-APR23	295.56
WALMART COMMUNITY BRC	DVD'S/SUPPLS PROGRAMS	632.04
WALMART COMMUNITY BRC	SPECIAL PROGRAMS	184.29
WATTS COPY SYSTEMS, INC.	B/W,COLOR IMAGES	541.21
WATTS COPY SYSTEMS, INC.	IMAGES 8452/8453	320.05
WILCOX ELECTRIC & SERVICE INC	LIGHTS CHANGED TO LED	413.76
Library Fund **Library** **Administration** **- Total**		**92,617.49**
Overall - Total		**95,215.95**

Director's Report
May 17, 2023

1. **Monthly Financial Report**
    Revenue: The complete April 2023 operating numbers were unavailable at the time of this writing, and currently show revenue down 3.64%.
    Expenses: A report showing expenses totaling $95,215.95 from April 12, 2023 to May 10, 2023 is included in this packet (a portion of our annual insurance renewal included in those payments). Two payrolls (April 14 and 28) totaled $158,148.07.

2. **Circulation**
    Total circulation for April was 64,655, up 9.5% from April 2022.

3. **FY2023-FY2028 Budget**
    We are processing final payments for FY2023 and preparing for the upcoming audit with both the library and the Normal Public Library Foundation.

4. **Insurance Renewal**
    Through Board action, our insurance has been renewed through Van Gundy for 2023-2024. Selective is our primary carrier with Beazley providing Commercial Cyber and Privacy Liability. I have already started a conversation with LIRA and other libraries who are clients of LIRA.

5. **Air Monitoring Results/Asbestos Update**
    A Summary Letter Report with Background TEM Air Monitoring Results for Original 1972 Building was provided to staff following collection of air samples on April 28. On file at the library is that report from McKee Environmental which reported no asbestos structures detected for the five TEM Air Samples collected. This was done in an effort to assure staff and public that the facility is safe for occupancy. Related: two separate cleanings of areas of our facility were completed by M and O Environmental in April due to the discovery of fireproofing that had delaminated.

6. **Illinois Public Library Annual Report (IPLAR)**
    The FY2023 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. This annual item is on the omnibus agenda.

7. **2023 Summer Reading Challenge: Find Your Voice**
    Our annual Summer Reading Challenge, Find Your Voice, will begin June 1 with the kick-off party from 4-7 pm! Please visit https://www.normalpl.org/summerreading for all the details on this community embraced program and the wonderful activities planned by library staff.

8. **Professional Development**
    I have applied to attend Directors University in August, 2023. This is a three day program offered through the Illinois Library Association using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA). Directors University is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System. If accepted, there is a $200 enrollment fee.

NORMAL PUBLIC LIBRARY

Revenue & Expense Report

Account: All

Fiscal Year: FY2022-23

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Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	**4,153,862.00**	**4,153,862.00**	**4,127,197.22**	**99.36%**	**4,283,011.18**	**-3.64%**
31110-Property Tax	3,935,164.00	3,935,164.00	3,792,556.40	96.38%	3,837,594.14	-1.17%
31530-State Replacement Revenue	101,000.00	101,000.00	231,451.77	229.16%	299,426.63	-22.70%
33260-State Grants	77,433.00	77,433.00	78,535.60	101.42%	93,641.81	-16.13%
34720-Photocopy Fees	2,000.00	2,000.00	5,889.65	294.48%	6,100.76	-3.46%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	5,274.10	-49.49%
38210-Investment Income	34,365.00	34,365.00	11,507.30	33.49%	37,889.00	-69.63%
38530-Donations	200.00	200.00	1,080.00	540.00%	2,915.00	-62.95%
38910-Miscellaneous	200.00	200.00	3,512.57	1756.29%	169.74	1969.38%
222-Library Replacement Fund	**96,978.00**	**96,978.00**	**38,729.00**	**39.94%**	**59,123.91**	**-34.50%**
38210-Investment Income	19,362.00	19,362.00	6,389.00	33.00%	21,295.91	-70.00%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	37,828.00	-14.51%
223-Library Special Reserve	**9,563.00**	**9,563.00**	**2,393.43**	**25.03%**	**7,842.53**	**-69.48%**
38210-Investment Income	7,063.00	7,063.00	2,393.43	33.89%	7,842.53	-69.48%
38910-Miscellaneous	2,500.00	2,500.00				
Total	**4,260,403.00**	**4,260,403.00**	**4,168,319.65**	**97.84%**	**4,349,977.62**	**-4.18%**

NORMAL PUBLIC LIBRARY

Revenue & Expense Report

Account: All

Fiscal Year: FY2022-23

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Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	**4,158,400.00**	**4,164,462.00**	**1,890,909.62**	**195,856.84**	**2,086,766.46**	**2,077,695.54**	**4,635,154.87**	**49.89%**
10-Administration	4,158,400.00	4,164,462.00	1,890,909.62	195,856.84	2,086,766.46	2,077,695.54	4,635,154.87	49.89%
222-Library Replacement Fund	**396,225.00**	**396,225.00**	**71,097.96**	**0.00**	**71,097.96**	**325,127.04**	**71,517.63**	**82.06%**
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	71,517.63	82.06%
223-Library Special Reserve	**300,000.00**	**300,000.00**	**10,847.50**	**0.00**	**10,847.50**	**289,152.50**	**177,928.14**	**96.38%**
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	177,928.14	96.38%
Total	**4,854,625.00**	**4,860,687.00**	**1,972,855.08**	**195,856.84**	**2,168,711.92**	**2,691,975.08**	**4,884,600.64**	**55.38%**

Budget to Actual Expenditures

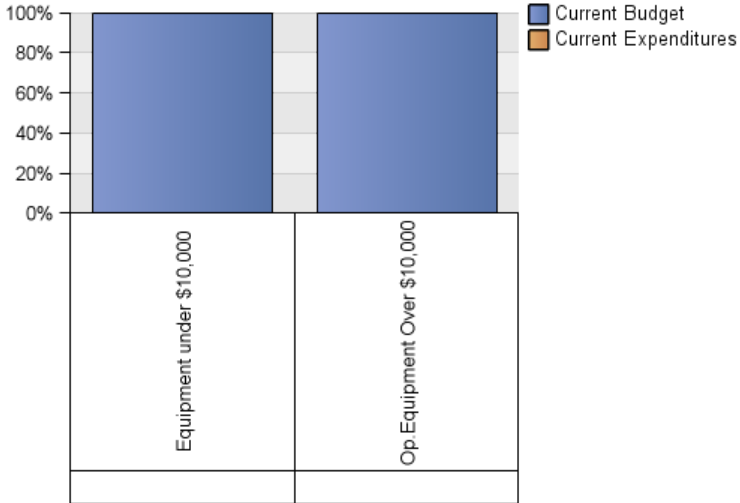| Library | - Administration | (Library Fund |) | |
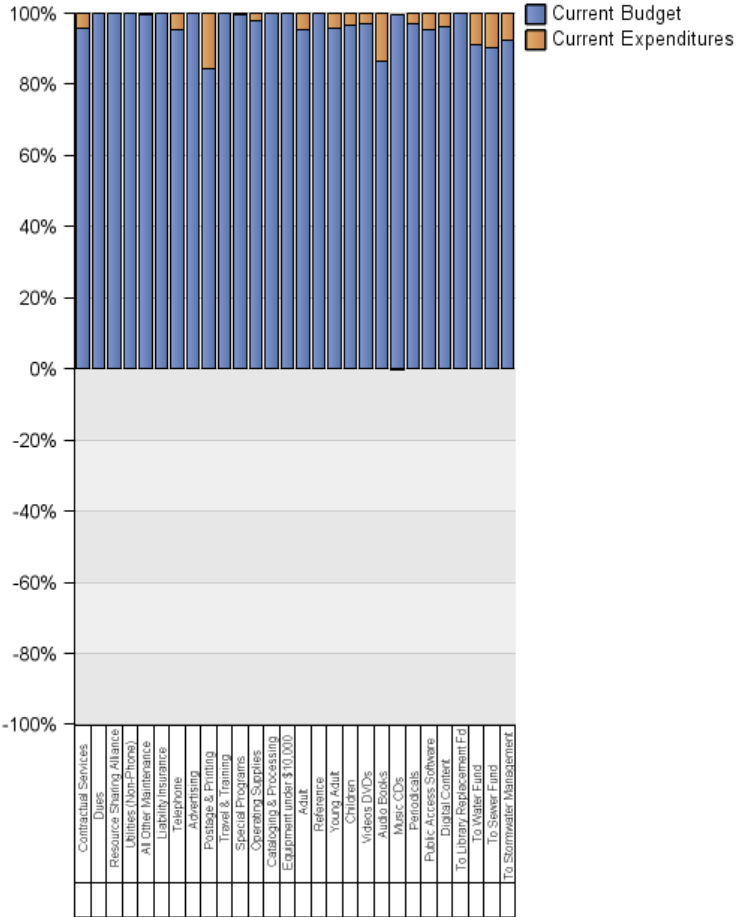
					Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	*Current Budget*	*Variance*	Original Budget	% Remaining	*Exp + Enc*
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services			$5,758.40	$0.00	$30,441.60	*$133,515.00*	*$97,315.00*	$133,515.00	73%	*$36,200.00*
			221-9010-455.20-20	Dues			$0.00	$0.00	$0.00	*$5,970.00*	*$5,970.00*	$5,970.00	100%	*$0.00*
			221-9010-455.24-10	Resource Sharing Alliance			$0.00	$0.00	$0.00	*$70,850.00*	*$70,850.00*	$70,850.00	100%	*$0.00*
			221-9010-455.25-10	Utilities (Non-Phone)			$0.00	$0.00	$0.00	*$93,000.00*	*$93,000.00*	$93,000.00	100%	*$0.00*
			221-9010-455.25-60	All Other Maintenance			$381.51	$0.00	$17,319.82	*$73,000.00*	*$55,298.67*	$73,000.00	76%	*$17,701.33*
			221-9010-455.30-10	Liability Insurance			$0.00	$0.00	$0.00	*$49,917.00*	*$49,917.00*	$48,609.00	100%	*$0.00*
			221-9010-455.30-15	Telephone			$499.56	$0.00	$6,804.44	*$10,197.00*	*$2,893.00*	$10,197.00	28%	*$7,304.00*
			221-9010-455.30-20	Advertising			$0.00	$0.00	$0.00	*$15,000.00*	*$15,000.00*	$15,000.00	100%	*$0.00*
			221-9010-455.30-25	Postage & Printing			$3,881.55	$0.00	$15,835.83	*$21,218.00*	*$1,500.62*	$21,218.00	7%	*$19,717.38*
			221-9010-455.30-35	Travel & Training			$0.00	$0.00	$0.00	*$12,485.00*	*$12,485.00*	$12,485.00	100%	*$0.00*
			221-	Special			$89.57	$0.00	$4,510.43	*$15,000.00*	*$10,400.00*	$15,000.00	69%	*$4,600.00*

Account	Description							%	
221-9010-455.30-40	Special Programs	$89.57	$0.00	$4,510.43	$15,000.00	$10,400.00	$15,000.00	69%	$4,600.00
221-9010-455.35-10	Operating Supplies	$1,345.32	$0.00	$29,432.63	$65,000.00	$34,222.05	$65,000.00	53%	$30,777.95
221-9010-455.35-15	Cataloging & Processing	$0.00	$0.00	$0.00	$15,914.00	$15,914.00	$15,914.00	100%	$0.00
221-9010-455.35-80	Equipment under $10,000	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	$1,000.00	100%	$0.00
221-9010-455.36-10	Adult	$4,584.77	$0.00	$63,395.14	$96,870.00	$28,890.09	$96,870.00	30%	$67,979.91
221-9010-455.36-15	Reference	$0.00	$0.00	$0.00	$6,000.00	$6,000.00	$6,000.00	100%	$0.00
221-9010-455.36-20	Young Adult	$621.08	$0.00	$12,128.92	$13,911.00	$1,161.00	$13,911.00	8%	$12,750.00
221-9010-455.36-25	Children	$3,419.26	$0.00	$56,724.20	$92,742.00	$32,598.54	$92,742.00	35%	$60,143.46
221-9010-455.37-15	Videos DVDs	$531.18	$0.00	$6,905.28	$16,974.00	$9,537.54	$16,974.00	56%	$7,436.46
221-9010-455.37-20	Audio Books	$2,334.17	$0.00	$9,165.83	$15,000.00	$3,500.00	$15,000.00	23%	$11,500.00
221-9010-455.37-30	Music CDs	($10.62)	$0.00	$0.00	$4,500.00	$4,510.62	$4,500.00	100%	($10.62)
221-9010-455.38-10	Periodicals	$522.90	$0.00	$12,500.00	$18,030.00	$5,007.10	$18,030.00	28%	$13,022.90
221-9010-455.38-20	Public Access Software	$4,678.75	$0.00	$38,449.25	$93,500.00	$50,372.00	$90,872.00	54%	$43,128.00
221-9010-455.39-10	Digital Content	$3,462.72	$0.00	$59,037.28	$92,982.00	$30,482.00	$92,982.00	33%	$62,500.00
221-9010-455.92-22	To Library Replacement Fd	$0.00	$0.00	$0.00	$97,398.00	$97,398.00	$97,398.00	100%	$0.00
221-9010-455.95-02	To Water Fund	$245.57	$0.00	$0.00	$2,500.00	$2,254.43	$2,500.00	90%	$245.57
221-9010-455.95-07	To Sewer Fund	$65.65	$0.00	$0.00	$600.00	$534.35	$600.00	89%	$65.65
221-9010-455.95-10	To Stormwater Management	$50.60	$0.00	$0.00	$610.00	$559.40	$610.00	92%	$50.60
Summary		**32,461.94**	**0.00**	**497,267.65**	**1,133,683.00**	**603,953.41**	**1,129,747.00**	**0.53**	**529,729.59**

Budget to Actual Expenditures

Library   - Administration   (Library Replacement Fund

■ Current Budget
■ Current Expenditures

Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	*Current Budget*	*Variance*	Original Budget	% Remaining	*Exp + Enc*
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under $10,000	$0.00	$0.00	$0.00	*$54,280.00*	*$54,280.00*	$54,280.00	100%	*$0.00*
			222-9010-455.75-10	Op.Equipment Over $10,000	$0.00	$0.00	$0.00	*$35,000.00*	*$35,000.00*	$35,000.00	100%	*$0.00*
			Summary		**0.00**	**0.00**	**0.00**	**89,280.00**	**89,280.00**	**89,280.00**	**1.00**	**0.00**

Budget to Actual Expenditures

Library   - Administration   (Library Special Reserve)
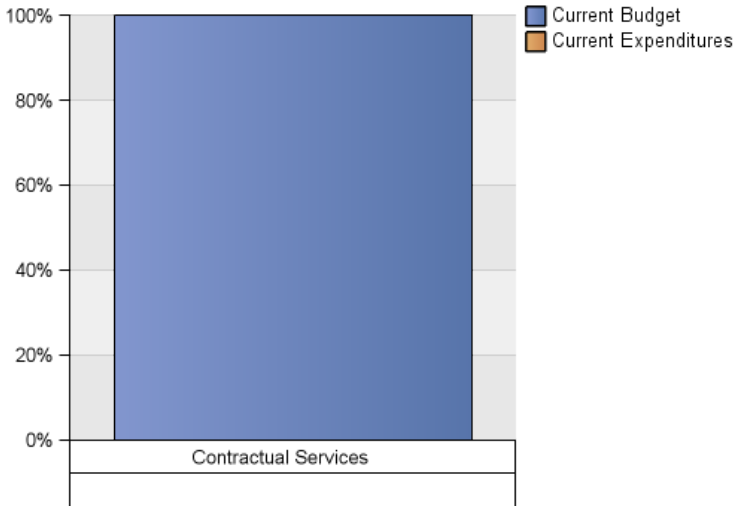
- Current Budget
- Current Expenditures

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	*$201,000.00*	*$201,000.00*	$1,000.00	100%	*$0.00*
			Summary		**0.00**	**0.00**	**0.00**	**201,000.00**	**201,000.00**	**1,000.00**	**1.00**	**0.00**

NPL Circulation Statistics

April 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
Juvenile						
Books	26,142	33,306	37,176	26,142	33,306	37,176
Videos	133	186	354	133	186	354
Audios	918	1,074	1,382	918	1,074	1,382
Magazines	0	49	30	0	49	30
Other	28	58	63	28	58	63
Juvenile - Total	27,221	34,673	39,005	27,221	34,673	39,005
Teen						
Books	1,321	1,279	1,307	1,321	1,279	1,307
Audios	8	1	0	8	1	0
Magazines	0	0	6	0	0	6
Teen - Total	1,329	1,280	1,313	1,329	1,280	1,313
Adult						
Books	9,401	11,259	11,685	9,401	11,259	11,685
Videos	2,568	3,849	4,012	2,568	3,849	4,012
Audios	1,076	1,396	1,171	1,076	1,396	1,171
Magazines	219	195	244	219	195	244
Other	426	1,122	1,289	426	1,122	1,289
Adult - Total	13,690	17,821	18,401	13,690	17,821	18,401
Digital Content						
eAudiobooks	1,530	1,782	2,552	1,530	1,782	2,552
eBooks	2,460	2,538	2,983	2,460	2,538	2,983
Magazines	158	128	102	158	128	102
Music	24	49	31	24	49	31
Streaming Video	638	242	250	638	242	250
Content Passes*		15	18		15	18
Digital Content - Total*	4,810	4,754	5,936	4,810	4,754	5,936
Total Circulation*	47,050	58,528	64,655	47,050	58,528	64,655

* Content Passes counted differently beginning January 2022

NPL Collection Holdings

April 2023

	Beginning Total	Ending Total	Current Month Added (+)	Current Month Change	Year to Date Added (+)	Year to Date Change
Juvenile						
Books	81,383	81,269	421	-535	421	-535
Videos	955	953	0	-2	0	-2
Audios	2,374	2,387	16	-3	16	-3
Magazines	191	207	17	-1	17	-1
Other	122	126	0	4	0	4
Juvenile - Total	**85,025**	**84,942**	**454**	**-537**	**454**	**-537**
Teen						
Books	4,920	4,991	75	-4	75	-4
Audios	35	35	0	0	0	0
Magazines	24	25	1	0	1	0
Teen - Total	**4,979**	**5,051**	**76**	**-4**	**76**	**-4**
Adult						
Books	56,113	56,197	273	-189	273	-189
Videos	16,378	16,435	62	-5	62	-5
Audios	11,662	11,664	4	-2	4	-2
Magazines	1,453	1,550	121	-24	121	-24
Other	2,217	2,227	18	-8	18	-8
Adult - Total	**87,823**	**88,073**	**478**	**-228**	**478**	**-228**
Total Collection	177,827	178,066	1,008	-769	1,008	-769

NPL Digital Content by Month

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

	12.22	1.23	2.23	3.23	4.23	
eRead Illinois						
eAudiobooks	295	329	286	274	252	
eBooks	240	297	255	240	248	
eRead Illinois Total	535	626	541	514	500	
Freading	7	9	4	1	1	
Hoopla						
eAudiobooks	1,106	1,308	1,356	1,450	1,382	
eBooks	708	842	765	793	754	
Movies/TV	129	136	152	158	99	
Music	41	37	42	44	31	
Hoopla Total	1,984	2,323	2,315	2,445	2,266	
Kanopy						
Individual Titles Plays	71	74	79	92	79	
Plays Through Passes	62	75	96	106	72	
Kanopy Total Videos Played	133	149	175	198	151	
OverDrive						
eAudio	765	871	786	973	918	
eBooks	1,793	2,098	1,954	2,140	1,980	
Magazines	127	107	118	140	102	
OverDrive Total	2,685	3,076	2,858	3,253	3,000	
Total Downloads or Uses						
eAudiobooks	2,166	2,508	2,428	2,697	2,552	
eBooks	2,748	3,246	2,978	3,174	2,983	
Magazines	127	107	118	140	102	
Music	41	37	42	44	31	
Streaming Video	262	285	327	356	250	
Hoopla 7-day BingePasses	8	7	8	6	13	
Kanopy Passes	2	2	4	6	1	
OverDrive 7-Day Passes	3	6	3	4	4	
Total Passes	13	15	15	16	18	

NPL Monthly Statistics

April 2023

Library Card Registration

	Registration - Fiscal Year 2024					
	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	28,379	153	-2	28,530	25,719	23,338
Teen	3,741	2	-26	3,717	3,162	2,775
Juvenile	9,674	19	-63	9,630	8,444	7,438
Total	41,794	174	-91	41,877	37,325	33,551

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	17,543	17,543		
Year to Date Total		17,543	13,517	7,807

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,289	3,289	3,020	2,868
Loaned	2,745	2,745	3,166	2,813
Reciprocal borrowing	18,790	18,790	13,214	9,435

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	875	729	50	875
Public Laptops	41	34	49	41
Totals	916	763	50	916

normalpl.org Site Statistics

April 2023

	Annual Totals Year to Date			April		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
Views & Sessions						
Pageviews	24,756	39,158	32,898	24,756	39,158	32,898
Sessions	13,387	17,020	10,985	13,387	17,020	10,985

Top Viewed Pages	FY 2024
/	14,602
/events/upcoming	2,581
/events/month	1,132
/learning-resources	676
/event/asian-heritage-celebration-0	491
/employment	470
/events/month/2023/05	414
/download-stream	267
/event/tiny-chefs-0	251
/books	233

Usage by Device	FY 2024
Desktop	52.3%
Mobile	45.7%
Tablet	2.0%

Top Viewed Pages	April 2023
/	14,602
/events/upcoming	2,581
/events/month	1,132
/learning-resources	676
/event/asian-heritage-celebration-0	491
/employment	470
/events/month/2023/05	414
/download-stream	267
/event/tiny-chefs-0	251
/books	233

Usage by Device	Apr 2023
Desktop	52.3%
Mobile	45.7%
Tablet	2.0%

FY 2024 Meeting Dates

June 21, 2023
July 19, 2023
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023

January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)   2023
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.	
1.5a 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.	
1.6a 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
1.23a 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	
1.25a 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?	

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		

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?
	206 WEST COLLEGE		

NORMAL P.L.	AVENUE				

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	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NORMAL P.L.	3,222	52	183,806	0	0

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]	04/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	03/31/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report [1]	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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 - 5.13)

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

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

Report the most current information available.

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

First Member

5.5 Name	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	
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	
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	
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	
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	
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, located in our children's area, provides a private, quiet space for patrons who need such a space for a brief time. It is available on a first come, first served basis and features adjustable lighting, a couch, a mobile divider which can be used as a privacy screen, a child-size table with animal chairs, puzzles, fidget/sensory toys and wiggle seats. Weighted blankets are available at the Children's Information 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	2
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	758

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				1		

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$120,000	0	$0
Structural repairs (walls, foundations, etc.)	1	$75,000	0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning	1	$30,000	0	$0
Electrical systems other than alarms	1	$10,000	0	$0
Plumbing systems			0	$0
Egress systems (doors, stairs, etc.)	1	$15,000	0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement	1	$300,000	0	$0
Security measures	1	$45,000	0	$0
Energy conservation	1	$5,000	0	$0
Repair of sidewalks, curbing, parking areas	1	$15,000	0	$0
Accessibility measures	1	$35,000	0	$0
Technology upgrading	1	$25,000	0	$0
New building construction (construction of a new facility)	1	$36,720,000	0	$0
Building additions (adding square feet to existing facility)			0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling		$0	0	$0
Structural repairs (walls, foundations, etc.)	0	$0	0	$0
Roof repair/replacement	0	$0	0	$0
Heating/ventilation/air conditioning	0	$0	0	$0
Electrical systems other than alarms	0	$0	0	$0
Plumbing systems	0	$0	0	$0
Egress systems (doors, stairs, etc.)	0	$0	0	$0
Fire protection (detectors, alarms, etc.)	0	$0	0	$0
Asbestos abatement	0	$0	0	$0
Security measures	0	$0	0	$0
Energy conservation	0	$0	0	$0
Repair of sidewalks, curbing, parking areas	0	$0	0	$0
Accessibility measures	0	$0	0	$0
Technology upgrading	0	$0	0	$0
New building construction (construction of a new facility)	0	$0	0	$0

Building additions (adding square feet to existing facility)	0	$0	0	$0

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
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	The operating fund has a balance of $3,345,269.18 and is intended to serve as cash flow until the next receipt of property taxes. The replacement fund has a balance of $2,025,597 and is intended to provide for the planned replacement of equipment. The special reserve fund has a balance of $3,028,752 and is intended to provide for improvement of the library through expert studies and/or consultants, purchase of real estate for library buildings, construction of a new facility, or the remodel, repair, improvement, or addition to the existing facility.

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

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)	$3,897,482
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.)	$3,962,164

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 of 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	$391,475
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]	$469,260

Federal Government

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

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

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received	$42,102

8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	$42,102

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	$1,790
8.14 Other receipts intended to be used for operating expenditures	$67,042
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$68,832
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]	$4,477,676

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? [2]	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds [3]	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? [4]	$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: [5]	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] [6]	$1,818,443
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	$544,498
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	$2,362,941

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]	$142,296
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	$162,989
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	$55,602
10.3b Please provide an explanation of the other types of material expenditures.	**DVDs, audio books, music CDs, video games, board games**
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$360,887

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]	$452,440
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	$3,176,268

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]	$71,098

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	10	10	$449.09	400.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Children's Librarian	Children\'s Services	$34.67	40.00
	Children's Librarian	Children\'s Services	$42.88	40.00
	Children's Librarian	Children\'s Services	$42.88	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
	Library Director	Library Director	$67.57	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	10.00

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have

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

Summary	1	1	1	$38.27	
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	
	Circulation Supervisor	Circulation	Less than a Bachelor's degree	$38.27	

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]	11.00

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	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]	35.35

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	2	2	2	80.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week
	Librarian	Other Type of Librarian	Master's Degree (ALA accredited)	40.00
	Librarian	Adult Services	Master's Degree (ALA accredited)	40.00

Newly Created Librarian Positions

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

Summary				
	13.34 Position Title	**13.35 Primary Work Area**	**13.36 Education Level**	**13.37 Total Hours/Week**

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**

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]	**183,806**
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)	151	9,170	6	1,113
Children (6-11)	73	[7]4,041	23	4,140
Young Adults (12-18)	96	2,322	0	0
Adults (19 and older)	257	2,665	17	2,121
General Interest	47	5,172	20	8,969
Total	624	23,370	66	16,343

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	458	14,095
Synchronous In-Person Offsite Program Sessions	142	8,885
Synchronous Virtual Program Sessions	24	390
Total	624	23,370

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	3
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	158

Special Programming

~~Special Programming~~

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

REGISTERED USERS (16.1 - 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	22,201
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]	22,201
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	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]	142,416
17.2 Current Print Serial Subscriptions	144
17.3 Total Print Materials (17.1+17.2)	142,560
17.4 E-books Held at end of the fiscal year [PLS 451]	75,158
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	14,071
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	29,649
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	17,333
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	3,236
17.6c Other Circulating Physical Items [PLS 462]	2,339
17.6d Total Physical Items in Collection [PLS 461]	176,159

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]	19
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	35

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 [8]	271,787
18.2 Number of young adult materials loaned	23,375
18.3 Number of children's materials loaned [PLS 551]	483,418
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	778,580

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	608,607
18.6 Videos/DVDs- Physical	52,666
18.7 Audios (include music)- Physical	31,943
18.8 Magazines/Periodicals- Physical	4,149
18.9 Other Items- Physical [PLS 561]	16,001
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	713,366
18.11 Use of Electronic Materials [PLS 552]	65,214
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	778,580

18.13 Successful Retrieval of Electronic Information [PLS 554]	55,258
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	120,472
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	833,838
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	37,509
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	38,918

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] [9]	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 [10]	1,611

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	150
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]	**10,125**
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] [11]	**146,751**
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?	No
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]	**415,581** --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	**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.) [12]	**$9,579**
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year? [13]	**1,416.00**
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?	**We were able to offer study rooms to our community for the very first time thanks to staff efforts in securing grant funding. This addition also accompanied workforce development programming through the fiscal year.**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	**-1No Comments**

COVID-19 QUESTIONS

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

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) 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	**John Fischer**	
President	**Beth Robb**	
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], 3.4 Brian Chase resigned June 2022 (*0-2023-05-03*)

[2], 8.18a Confirmed this choice with Town of Normal Finance Director, Andrew Huhn 5/4/2023 (*0-2023-05-04*)

[3], 8.18b Confirmed this choice with Town of Normal Finance Director, Andrew Huhn 5/4/2023 (*0-2023-05-04*)

[4], 8.19 Confirmed this choice with Town of Normal Finance Director, Andrew Huhn 5/4/2023 (*0-2023-05-04*)

[5], 8.21 Confirmed this choice with Town of Normal Finance Director, Andrew Huhn 5/4/2023 (*0-2023-05-04*)

[6], 9.1 FT, PT salaries, overtime (*0-2023-05-04*)

[7], [PLS 612] Librarians have increased programming for this age group and increased our promotion of these programs. (*0-2023-05-05*)

[8], 18.1 from JW (*0-2023-05-08*)

[9], 19.1 Library staff have recalculated the number of reference transactions in a typical week. (*0-2023-05-05*)

[10], 19.2 based on weekly estimate (*0-2023-05-05*)

[11], 21.6 Recalculated figure based on typical week (*0-2023-05-08*)

[12], 23.1 from 23 travel and training budge line (*0-2023-05-05*)

[13], 23.3 Actual count from management (*0-2023-05-05*)