



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
May 29, 2019 at 5:30 PM**

Location: Normal Public Library - Board Room | 206 W. College Ave., Normal, IL 61761

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Library Director's Report
7. Foundation Report

8. New Business
 - A. Nonresident Fee (Action)
 - B. Parking Lot Policy (Action)
 - C. Library Card Policy (Action)
 - D. History of Social Services at NPL (Discussion)

9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: June 26, 2019
12. Adjournment

The Board of Trustees of Normal Public Library may attend the McLean County Chamber of Commerce "State of the State" program, which will take place at 7:00 am on June 18 at the Illinois State University Hancock Stadium Club, 211 North Main Street, Normal, IL 61761.

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

**Minutes of the Board of Trustees
Normal Public Library
April 24, 2019**

Five newly elected members of the Board of Trustees – Erin Ripley-Gataric, Jim Rogal, Katelyn Trunnell, Jd Davis and Terry Lindberg - were sworn in by Angie Huonker, City Clerk for the Town of Normal.

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Board Room of the Normal Public Library, Normal, Illinois on Wednesday, April 24, 2019. The meeting convened at 5:00 pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

Members Absent: Pam Lewis

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, Tori Melican, Children's Services Manager, and Laura Golaszewski, Community Engagement Manager.

Review of the Agenda: No changes or corrections

Approval of Minutes: Mr. Lindberg moved to approve the minutes of the March 27, 2019 meeting. Ms. Davis seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$68,567.37 and one payroll be paid for \$161,088.45. Ms. Trunnell seconded. Motion carried 6-0.

President's Report:

Mr. Ray welcomed the new Board members, gave congratulations to all the elected members, and thank you's to the staff of the Library.

Public Comment: None

Library Director's Report:

Mr. Chase shared congratulations to all, and welcome to the new Board members. He informed the Board that Jane Chinchowski will be joining the Library as the Children's librarian. The Library was awarded the construction grant, and the funds should arrive in the fall. The Illinois Public Library Annual Report is in the packet; Mr. Chase will ask the Board for approval and authorization later in the meeting.

Ms. Trunnell asked about the restroom construction, and whether it would shut down the Library. It may close an entrance for a few days but the Library overall will stay open. Mr. Lindberg noted that the Board will discuss the allocation of matching funds at future meetings.

Foundation Report: The Lisa McMann events are Friday/Saturday, April 26/27. Several sponsors have donated a total of \$3,000, and Hyatt donated rooms to the author.

New Business

Election of Board officers: President, Vice President, Secretary, Treasurer

Mr. Lindberg nominated Mr. Ray for President. Motion passed 6-0.

Mr. Ray nominated Mr. Lindberg for Vice President. Motion passed 6-0.

Ms. Trunnell nominated Ms. Davis for Secretary. Motion passed 6-0.

Ms. Davis nominated Ms. Trunnell for Treasurer. Motion passed 6-0.

Meeting Schedule

A suggestion was made to move the December 2020 meeting from December 30 to December 16.

A suggestion was made to move the time of the meetings to 5:30pm instead of 5:00pm.

Ms. Ripley-Gataric moved to hold the meetings at 5:30pm in the Normal Public Library Board room with exceptions posted. Mr. Rogal seconded. Motion passed 6-0.

Introduction of the newly inducted Trustees

The Board introduced themselves to each other.

Illinois Public Library Annual Report (Action)

Ms. Ripley-Gataric asked about what constitutes a Book Mobile. Mr. Chase answered that it is not the mobile book stops that the Library provides, but more of a vehicle that is stocked and can move from one place to another.

Ms. Trunnell asked about reflecting the new members of the Board. Mr. Chase explained that the report details the year ending March 30th, which would not include the new members.

Mr. Rogal moved to approve the report as presented and give Mr. Chase the approval to submit the report. Ms. Ripley-Gataric seconded. Motion passed 6-0.

Insurance Renewal (Action)

Currently the Library does not have cyber liability coverage. Risks exist, data breaches happen, and this type of policy brings better coverage to the uncertainty. The current insurance provider, Van Gundy, feels that the Beazley Breach Response provides the right coverage for the Library. Option #8 was suggested, and \$2280 would be the premium. Usually when a breach happens, it involves a large cost to fix. Current coverage is very minimal. The Town is covered for this, and we are connected to the Town through cables but not covered by their insurance. Mr. Chase stated that Van Gundy has provided excellent service, and trusts their recommendation of Beazley.

Mr. Lindberg moved to approve the Insurance Renewal with Van Gundy including the cyber liability coverage with Beazley Breach Response, which would make the total for all coverages \$34,310. Ms. Davis seconded. Motion passed 6-0.

Unfinished Business: None

Next meeting agenda

- History of social services at NPL

Executive Session

Ms. Davis called for Executive Session at 6:07pm, and Mr. Ray seconded; motion passed 6-0.

Leave executive session at 6:14pm.

Ms. Davis moved to approve the Executive Session Minutes: Section 2(c)(21) from March 27, 2019. Mr. Ray seconded. The motion passed 6-0.

Adjournment

Mr. Lindberg moved to adjourn the meeting, and Mr. Ray seconded; motion passed 6-0. Meeting adjourned at 6:32 pm.

Town of Normal Expenditures to be approved for Payments
Between Apr 18, 2019 and May 22, 2019

Library Fund

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|--------------------------------|----------------------------|---------------------------|
| ILLINOIS DEPARTMENT OF REVENUE | SALES TAX PAYMENT | 236.00 |
| US BANK/P-CARD | Software for NPL Foundati | 50.00 |
| Library Fund | - Total | 286.00 |

Library Fund Library Administration

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|------------------------------|----------------------------|---------------------------|
| BAKER & TAYLOR COMPANIES | ADULT BOOKS | 1,960.60 |
| BAKER & TAYLOR COMPANIES | CHILDRENS BOOKS | 3,023.89 |
| BAKER & TAYLOR COMPANIES | YA ADULT BOOKS | 10.20 |
| BAKER & TAYLOR COMPANIES | YA BOOKS | 547.36 |
| BAKER & TAYLOR COMPANIES | YA GRAPHIC NOVELS | 10.84 |
| BAKER & TAYLOR CONTINUATION | TRAVEL GUIDES | 343.34 |
| BLACKSTONE PUBLISHING | ADULT BOOKS | 45.88 |
| BRIAN CHASE | REIMB. FOR MILEAGE - SHRM | 489.52 |
| BRIAN CHASE | REIMB. TO BRIAN C. MILEAG | 92.18 |
| BRODART COMPANY | DVD PAK W/STRIP & PKT | 1,260.00 |
| BRODART COMPANY | PAPER BACK BOOKS | 14.59 |
| CENGAGE LEARNING INC | APR LARGE PRINT DIST 6PLN | 23.25 |
| CENGAGE LEARNING INC | APRIL BASIC 8 PLAN | 128.20 |
| CENGAGE LEARNING INC | APRIL BIOGRAPHY 2 PLAN | 50.23 |
| CENGAGE LEARNING INC | APRIL CHRISTAIN ROMANCE 2 | 71.22 |
| CENGAGE LEARNING INC | APRIL CHRISTIAN FICTION 4 | 173.93 |
| CENGAGE LEARNING INC | APRIL CORE 8 PLAN | 261.65 |
| CENGAGE LEARNING INC | APRIL LARGE PRINT DIST 6 | 54.74 |
| CENGAGE LEARNING INC | APRIL MYSTERY 6 PLAN | 145.44 |
| CENGAGE LEARNING INC | APRIL MYSTREY SAMPLER 3PN | 67.47 |
| CENGAGE LEARNING INC | APRIL PEER PICKS 2 PLAN | 47.23 |
| CENGAGE LEARNING INC | APRIL REVIEWERS CHOICE 2 | 47.23 |
| CENGAGE LEARNING INC | APRIL WHEELER HRDCVR 5PLA | 27.74 |
| CENGAGE LEARNING INC | APRIL WHEELER HRDCVR 5PLN | 134.95 |
| CENTER POINT LARGE PRINT | LARGE PRINT BOOKS | 318.24 |
| CHICAGO TRIBUNE | RENEWAL THROUGH 10/02/19- | 355.85 |
| CHIEF CITY MECHANICAL INC | RESTROOM REPAIRS | 399.00 |
| CIRBN, LLC | INTRANET SERVICES | 76.08 |
| COMMUNICATION REVOLVING FUND | COMMUNICATION CHARGE | 50.00 |
| CRAIG HUMPHREY | REIMB. TO CRAIG FOR MOP C | 7.60 |
| DENNY'S DOUGHNUTS & BAKERY | DOUGHNUTS & ROLLS | 29.00 |

Town of Normal Expenditures to be approved for Payments
Between Apr 18, 2019 and May 22, 2019

| Vendor Name | Payment Description | Transaction Amount |
|-----------------------------------|----------------------------|---------------------------|
| DIVERSIFIED MECHANICAL INC | TEMP CONTROL BILLING | 712.10 |
| ELM USA INC | BLACK PADS | 139.95 |
| Emily Klay | BAGGAGE CHECK -TO/FROM | 50.00 |
| Emily Klay | LODGING FOR CONFERENCE - | 1,031.86 |
| Emily Klay | MEALS DURING 5 DAYS-CONF | 154.19 |
| Emily Klay | TRANSPORTATION -TO/FROM H | 109.06 |
| ENVISION WARE INC | RFIDTAG RECTANGULAR LABEL | 1,243.00 |
| FINDAWAY WORLD LLC | PLAYAWAYS | 2,423.32 |
| FRONTIER | PHONE SERVICE MONTHLY - L | 127.92 |
| ILLINOIS SHAKESPEARE FESTIVAL | 2019 SEASON PROGRAM AD | 300.00 |
| INTERSTATE ALL BATTERY CENTER | BATTERIES | 50.80 |
| JOHN FISCHER | REIMB. TO JOHN F. MILEAGE | 37.12 |
| LE PRINT EXPRESS | BUSINESS CARDS | 816.93 |
| LE PRINT EXPRESS | GROW BROCHURES | 276.20 |
| LIBRARY IDEAS,LLC | FREEGALL MUSIC SUBSCRIPTO | 7,200.00 |
| MCLEAN CO CHAMBER OF COMMERCE | MCLEAN COUNTY CHAMBER/MEM | 519.00 |
| MIDLAND PAPER | COPY PAPER | 1,420.86 |
| MIDWEST TAPE | DVD | 5.99 |
| MIDWEST TAPE | DVD'S | 79.46 |
| MILLER JANITOR SUPPLY | PAPER TOWELS,HAND SOAP | 333.88 |
| MUSIC SHOPPE INC | MUSIC PROGRAMMING | 96.32 |
| NICOR GAS | ENERGY USAGE | 497.61 |
| PURITAN SPRINGS WATER | WATER SERVICE/NPL | 54.04 |
| QUILL CORPORATION | OFFICE SUPPLIES | 445.61 |
| RAINBOW BOOK COMPANY | CHILDRENS BOOKS | 4,320.98 |
| RANDOM HOUSE, INC. | AUDIOBOOKS | 2,120.25 |
| RECORDED BOOKS LLC | AUDIOBOOKS | 532.40 |
| RECORDED BOOKS LLC | CDS | 7.95 |
| RECORDED BOOKS LLC | INDIEFLIX MULTI ACCESS | 500.00 |
| TODAYS BUSINESS SOLUTIONS TBS INC | ANNUAL SERVICE AGREEMENT | 1,790.00 |
| TWIN CITY AWARDS | WOODGRAIN PLASTIC AWARDS | 40.00 |
| ULVERSCROFT LARGE PRINT BOOKS | LARGE PRINT BOOKS | 94.44 |
| UNIQUE MANAGEMENT SERVICES INC | 14 PLACEMENTS | 125.30 |
| UNIQUE MANAGEMENT SERVICES INC | 23 PLACEMENTS | 205.85 |
| US BANK/P-CARD | Adult Book - PALACES FOR | 19.04 |
| US BANK/P-CARD | Advertising For an author | 4.40 |
| US BANK/P-CARD | Advertising for Author Ev | 110.00 |
| US BANK/P-CARD | Advertising Program | 50.00 |

Town of Normal Expenditures to be approved for Payments
Between Apr 18, 2019 and May 22, 2019

| Vendor Name | Payment Description | Transaction Amount |
|--------------------|----------------------------|---------------------------|
| US BANK/P-CARD | Art Gallery Equipment - R | 43.95 |
| US BANK/P-CARD | Board Packets mailed | 8.05 |
| US BANK/P-CARD | Central IL AFP Meeting fo | 25.00 |
| US BANK/P-CARD | Childrens program supplie | 24.95 |
| US BANK/P-CARD | Childrens programs suppli | 19.00 |
| US BANK/P-CARD | Childrens Supplies - 1 mi | 43.93 |
| US BANK/P-CARD | Credit for Water Fountain | -17.96 |
| US BANK/P-CARD | Food for Book Sale Volunt | 177.28 |
| US BANK/P-CARD | Frames for Trustee Certif | 5.99 |
| US BANK/P-CARD | Game Repl. LEGO MARVEL'S | 19.25 |
| US BANK/P-CARD | Games - PS4/SWITCH/Xbox O | 1,614.83 |
| US BANK/P-CARD | Graphic Design Software S | 358.20 |
| US BANK/P-CARD | Lodging for Conference 4/ | 713.41 |
| US BANK/P-CARD | New DVD Rel. - MARY POPPI | 258.33 |
| US BANK/P-CARD | New DVD Release - THEN CA | 25.92 |
| US BANK/P-CARD | New Music Rel. - WHEN WE | 11.97 |
| US BANK/P-CARD | New Rel. DVD - A DOG'S WA | 89.80 |
| US BANK/P-CARD | New Rel. DVD - AGAINST TH | 23.98 |
| US BANK/P-CARD | New Rel. DVD - BEING ROSE | 79.96 |
| US BANK/P-CARD | New Rel. DVD - BERLIN | 51.84 |
| US BANK/P-CARD | New Rel. DVD - HOLMES AND | 143.68 |
| US BANK/P-CARD | New Rel. DVD - LITTLE MIS | 19.99 |
| US BANK/P-CARD | New Rel. DVD - MIRAI (4) | 67.96 |
| US BANK/P-CARD | New Rel. DVD - SPIDER-MAN | 215.52 |
| US BANK/P-CARD | New Rel. DVD - WELCOME TO | 159.92 |
| US BANK/P-CARD | New Rel. Foreign DVD - A | 11.99 |
| US BANK/P-CARD | New Rel. TV Series - RAY | 24.99 |
| US BANK/P-CARD | Office Supplies | 126.26 |
| US BANK/P-CARD | Online Scheduling 12 mont | 315.00 |
| US BANK/P-CARD | Patron Req. DVD - HUSH< H | 13.46 |
| US BANK/P-CARD | Patron Req. DVD - MY BRIL | 37.27 |
| US BANK/P-CARD | Patron Req. TV Series - F | 87.99 |
| US BANK/P-CARD | Patron Request TV Series | 98.98 |
| US BANK/P-CARD | Registration Renewal for | 10.00 |
| US BANK/P-CARD | Repl TV Series - DOCTOR W | 27.99 |
| US BANK/P-CARD | Ret. Lightbulb - Wrong Ki | -10.95 |
| US BANK/P-CARD | Ret. Samsung Phone Case | -12.99 |
| US BANK/P-CARD | Rubbermaid Commercial Lad | 593.86 |

Town of Normal Expenditures to be approved for Payments
Between Apr 18, 2019 and May 22, 2019

| Vendor Name | Payment Description | Transaction Amount |
|-------------------------------|--------------------------------|---------------------------|
| US BANK/P-CARD | Snacks for Book Sale Volu | 23.97 |
| US BANK/P-CARD | Staff Development Trainin | 206.00 |
| US BANK/P-CARD | Supplies - Bubble Machine | 71.96 |
| US BANK/P-CARD | Table Covers | 86.41 |
| US BANK/P-CARD | Toner Cartridge for HP Cy | 54.99 |
| US BANK/P-CARD | TV Series - LEGION Season | 29.99 |
| US BANK/P-CARD | TV Series - THE INDIAN DO | 121.73 |
| US BANK/P-CARD | Webinar for Randi - MAKIN | 64.50 |
| US BANK/P-CARD | Webinar Registration Fee | 79.00 |
| US BANK/P-CARD | Zucker Feather - For Stor | 26.00 |
| VAN GUNDY AGENCY | ANNUAL INSTALLMENT | 2,519.00 |
| VAN GUNDY AGENCY | POLICY RENEWAL | 22,346.00 |
| WALMART COMMUNITY BRC | DVDS | 1,579.92 |
| WALMART COMMUNITY BRC | MISC SUPPLIES | 20.50 |
| WATTS COPY SYSTEMS, INC. | BLACK & WHITE COPIES | 620.83 |
| WILCOX ELECTRIC & SERVICE INC | ELECTRIC PANEL REPAIRS | 1,171.12 |
| Library Fund | Library Administration - Total | 72,843.80 |
| Overall - Total | | 73,129.80 |

Director's Report May 29, 2019

1. Monthly Financial Report

Revenue: The April revenues are down 52.98% compared to this time last year due to the FY2017 Per Capita Grant check being received early last fiscal year.

Expenses: An expenditures report as of May 22 is included in this packet.

2. Circulation

Circulation was down from April 2018 by 1,612 transactions, a decrease of 2.9%. The monthly circulation represents the YTD circulation due to April being the first month of our new fiscal year.

3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

4. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]

We were awarded a \$50,000 Live and Learn Construction Grant to partially fund new accessible restrooms on the main floor. I anticipate this work will take place in fall 2019.

5. Illinois Public Library Annual Report (IPLAR)

The FY2019 IPLAR has been submitted.

6. Nonresident Fee

On an annual basis, Illinois libraries must indicate if they will or will not participate in the nonresident card program, and, if so, what the fee will be for a nonresident card. This fee indicates the cost for an individual who lives in an area unserved by public libraries to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{service population}} = \$ \frac{\quad}{\text{capita}}$$

Then: \$/capita X average family size = cost of family card

For Normal Public Library:

$$\frac{\$3,894,641}{52,497} = \frac{\$74.19}{\text{capita}}$$

$$\$74.19 \times 2.45 = \underline{\underline{\$181.77}}$$

Assuming we wish to continue offering nonresident cards for the coming year, I recommend the cost be set at **\$182.00.**

From the RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."

7. Policy Review Schedule

We continue to discuss the schedule for review of all policies. Until that schedule is finalized, we plan to review at least two policies at each board meeting.

8. Parking Lot Policy

We continue to see vehicles parked in the leased lot when prior to our opening. To enable us to remove vehicles as necessary, we seek your approval of the newly created Parking Lot Policy. Many thanks to Jason Querciagrossa, Deputy Corporation Counsel for the Town of Normal, for his work on this policy. A draft is included in this packet.

9. Library Card Policy

We seek to update the Library Card Policy so that we may take an additional step in attempting to recover library materials. A draft is included in this packet.

10. Summer Reading for All Ages

Our Summer Reading Program runs from May 29 to August 5. The theme for this year is "Showtime @ Your Library." Please see our website and the new summer activity guide for the schedule of great programs. Many thanks to our wonderful staff for all of their hard work and preparations, and to our sponsors for their generous contributions of prizes.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of April 30, 2019

| | Current Budget | YTD Revenues | % of Current Budget | Last Years Actual | % Change From Last Year |
|---------------------------------------|---------------------|------------------|------------------------|----------------------|----------------------------|
| LIBRARY FUND 221 | | | | | |
| Property Tax | \$ 3,870,800 | \$ - | - | \$ - | - |
| State Replacement Taxes | 100,100 | 25,529 | 25.50 | 23,511 | 8.58 |
| State Library Aid | 40,000 | - | - | 40,761 | (100.00) |
| Fees | 33,000 | 3,623 | 10.98 | 4,381 | (17.31) |
| Fines | 18,000 | 1,289 | 7.16 | 1,548 | (16.76) |
| Investment Income | 46,500 | 3,647 | 7.84 | 2,629 | 38.71 |
| Contributions & Donations | 200 | 50 | 25.00 | - | 100.00 |
| Miscellaneous Revenue | 200 | 110 | 55.03 | - | 100.00 |
| Transfers | - | - | 100.00 | - | - |
| Sale of Assets | 6,000 | - | - | - | - |
| Library Fund Total | 4,114,800 | 34,247 | 0.83 | 72,830 | (52.98) |
| LIBRARY REPLACEMENT FUND 222 | | | | | |
| Investment Income | 17,160 | 1,921 | 11.19 | 1,058 | 81.56 |
| Miscellaneous Revenue | - | - | 100.00 | - | - |
| Transfers | 155,697 | 12,975 | 8.33 | 17,000 | (23.68) |
| Library Replacement Fund Total | 172,857 | 14,896 | 8.62 | 18,058 | (17.51) |
| Total For All Funds | \$ 4,287,657 | \$ 49,142 | 1.15 | \$ 90,888 | (45.93) |

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of April 30, 2019

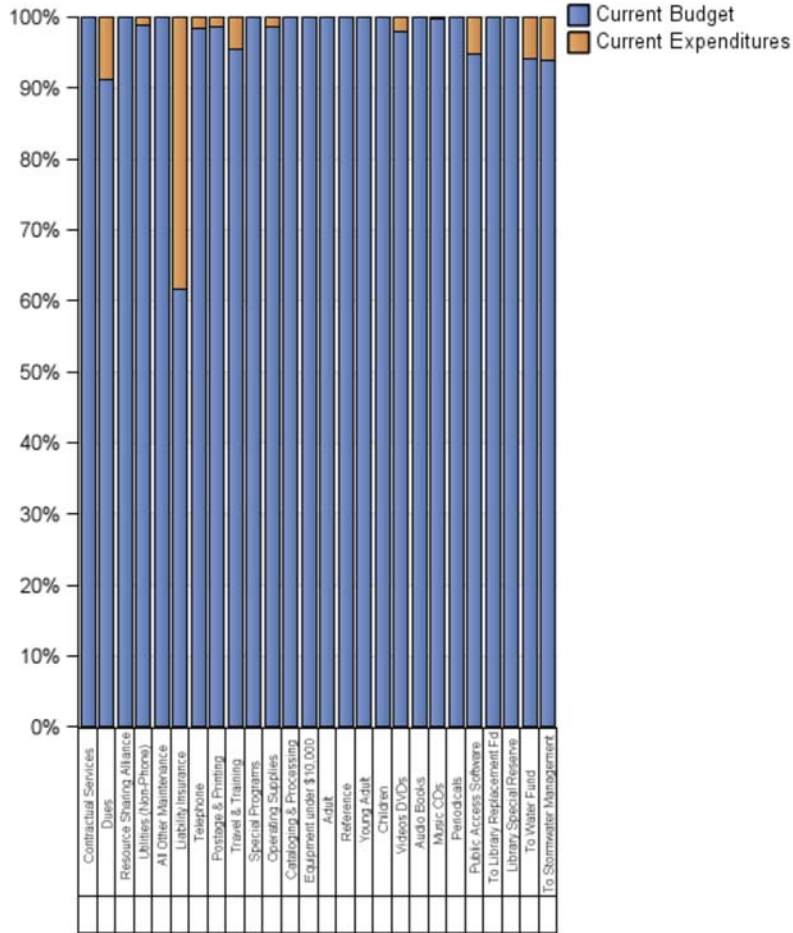
| | Current Budget | YTD Expenses | Encumbered | Balance | Last Years Actual | % Remaining |
|--------------------------------|-------------------|-----------------|------------|--------------|----------------------|-------------|
| LIBRARY FUND 221 | | | | | | |
| Administration | \$ 5,064,858 | \$ 1,091,272 | \$ 415,419 | \$ 3,558,167 | \$ 161,088 | 70.25 |
| Library Fund Total | 5,064,858 | 1,091,272 | 415,419 | 3,558,167 | 161,088 | 70.25 |
| LIBRARY REPLACEMENT FUND 222 | | | | | | |
| Administration | 477,068 | 230,918 | (4,023) | 250,173 | - | 52.44 |
| Library Replacement Fund Total | 477,068 | 230,918 | (4,023) | 250,173 | - | 52.44 |
| Total For All Funds | \$ 5,541,926 | \$ 1,322,190 | \$ 411,396 | \$ 3,808,340 | \$ 161,088 | 68.72 |

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of April 30, 2019

| | As of April 30, 2019 | As of March 31, 2018 | Net Change |
|------------------------------|-------------------------|-------------------------|-------------------|
| 221 Library Fund | \$ 2,251,508.61 | \$ 3,456,484.55 | \$ (1,204,975.94) |
| 222 Library Replacement Fund | \$ 1,888,348.55 | \$ 2,104,722.90 | \$ (216,374.35) |
| Totals | \$ 4,139,857.16 | \$ 5,561,207.45 | \$ (1,421,350.29) |

Budget to Actual Expenditures

Library - Administration (Library Fund)

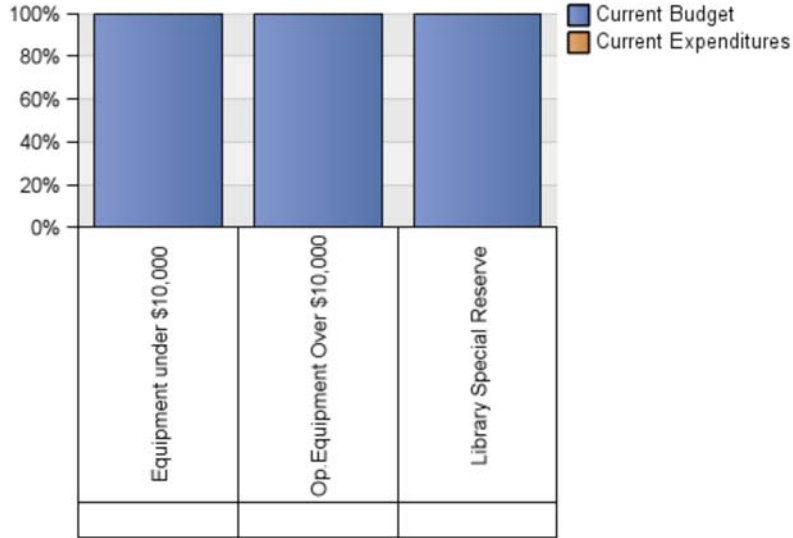


| Expenditure Fiscal Year | | | | | Current Expenditures | Year to Date Expenditures | Current Encumbered Amount | Current Budget | Variance | Original Budget | % Remaining | Exp + Enc |
|-------------------------|---------|----------------|------------------------------------|---------------------------|----------------------|---------------------------|---------------------------|----------------|-------------|-----------------|-------------|-------------|
| Library Fund | Library | Administration | 221-9010-455.20-10 | Contractual Services | \$125.30 | \$1,000.89 | \$23,859.75 | \$110,343.00 | \$85,357.06 | \$110,233.00 | 77% | \$23,985.05 |
| | | | 221-9010-455.20-20 | Dues | \$519.00 | \$0.00 | \$0.00 | \$5,305.00 | \$4,786.00 | \$5,305.00 | 90% | \$519.00 |
| | | | 221-9010-455.24-10 | Resource Sharing Alliance | \$0.00 | \$0.00 | \$0.00 | \$63,174.00 | \$63,174.00 | \$63,174.00 | 100% | \$0.00 |
| | | | 221-9010-455.25-10 | Utilities (Non-Phone) | \$497.61 | \$0.00 | \$0.00 | \$48,100.00 | \$47,602.39 | \$48,100.00 | 99% | \$497.61 |
| | | | 221-9010-455.25-60 | All Other Maintenance | \$39.85 | \$387.92 | \$22,911.28 | \$66,327.00 | \$42,987.95 | \$66,327.00 | 65% | \$22,951.13 |

| | | | | | | | | | |
|------------------------------------|---------------------------|------------------|-------------------|-------------------|---------------------|-------------------|---------------------|-------------|-------------------|
| 221-9010-455.30-10 | Liability Insurance | \$22,346.00 | \$0.00 | \$7,654.00 | \$36,006.00 | \$6,006.00 | \$36,006.00 | 17% | \$30,000.00 |
| 221-9010-455.30-15 | Telephone | \$204.00 | \$126.08 | \$1,397.92 | \$12,096.00 | \$10,368.00 | \$12,096.00 | 86% | \$1,601.92 |
| 221-9010-455.30-25 | Postage & Printing | \$350.00 | \$0.00 | \$16,750.00 | \$24,624.00 | \$7,524.00 | \$24,624.00 | 31% | \$17,100.00 |
| 221-9010-455.30-35 | Travel & Training | \$1,217.21 | \$1,895.96 | \$0.00 | \$25,833.00 | \$22,719.83 | \$25,833.00 | 88% | \$1,217.21 |
| 221-9010-455.30-40 | Special Programs | \$0.00 | \$0.00 | \$0.00 | \$7,862.00 | \$7,862.00 | \$7,862.00 | 100% | \$0.00 |
| 221-9010-455.35-10 | Operating Supplies | \$600.74 | \$2,800.17 | \$21,593.75 | \$42,628.00 | \$17,633.34 | \$42,628.00 | 41% | \$22,194.49 |
| 221-9010-455.35-15 | Cataloging & Processing | \$0.00 | \$2,503.00 | \$10,740.00 | \$17,869.00 | \$4,626.00 | \$17,869.00 | 26% | \$10,740.00 |
| 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 | \$29.04 | \$3,490.56 | \$59,554.44 | \$97,850.00 | \$34,775.96 | \$97,850.00 | 36% | \$59,583.48 |
| 221-9010-455.36-15 | Reference | \$0.00 | \$343.34 | \$5,631.66 | \$6,000.00 | \$25.00 | \$6,000.00 | 0% | \$5,631.66 |
| 221-9010-455.36-20 | Young Adult | \$0.00 | \$568.40 | \$9,031.60 | \$12,360.00 | \$2,760.00 | \$12,360.00 | 22% | \$9,031.60 |
| 221-9010-455.36-25 | Children | \$0.00 | \$1,323.13 | \$75,967.43 | \$85,591.00 | \$8,300.44 | \$82,400.00 | 10% | \$75,967.43 |
| 221-9010-455.37-15 | Videos DVDs | \$835.86 | \$931.29 | \$28,068.71 | \$41,200.00 | \$11,364.14 | \$41,200.00 | 28% | \$28,904.57 |
| 221-9010-455.37-20 | Audio Books | \$0.00 | \$3,227.05 | \$32,518.83 | \$44,290.00 | \$8,544.12 | \$44,290.00 | 19% | \$32,518.83 |
| 221-9010-455.37-30 | Music CDs | \$11.97 | \$0.00 | \$0.00 | \$6,180.00 | \$6,168.03 | \$6,180.00 | 100% | \$11.97 |
| 221-9010-455.38-10 | Periodicals | \$0.00 | \$355.85 | \$12,400.00 | \$16,019.00 | \$3,263.15 | \$16,019.00 | 20% | \$12,400.00 |
| 221-9010-455.38-20 | Public Access Software | \$7,200.00 | \$12,575.00 | \$1,961.18 | \$132,300.00 | \$110,563.82 | \$132,300.00 | 84% | \$9,161.18 |
| 221-9010-455.92-22 | To Library Replacement Fd | \$0.00 | \$12,974.75 | \$0.00 | \$155,697.00 | \$142,722.25 | \$155,697.00 | 92% | \$0.00 |
| 221-9010-455.92-23 | Library Special Reserve | \$0.00 | \$955,201.00 | \$0.00 | \$955,201.00 | \$0.00 | \$955,201.00 | 0% | \$0.00 |
| 221-9010-455.95-02 | To Water Fund | \$192.59 | \$0.00 | \$0.00 | \$3,080.00 | \$2,887.41 | \$3,080.00 | 94% | \$192.59 |
| 221-9010-455.95-10 | To Stormwater Management | \$50.60 | \$0.00 | \$0.00 | \$773.00 | \$722.40 | \$773.00 | 93% | \$50.60 |
| Summary | | 34,219.77 | 999,704.39 | 398,640.55 | 2,017,708.00 | 585,143.29 | 2,014,407.00 | 0.29 | 432,860.32 |

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year

| | | | | Current Expenditures | Year to Date Expenditures | Current Encumbered Amount | Current Budget | Variance | Original Budget | % Remaining | Exp + Enc | |
|--------------------------|---------|----------------|------------------------------------|----------------------------|---------------------------|---------------------------|----------------|-------------------|-------------------|-------------------|-------------|-------------|
| Library Replacement Fund | Library | Administration | 222-9010-455.35-80 | Equipment under \$10,000 | \$0.00 | \$0.00 | \$0.00 | \$255,490.00 | \$255,490.00 | \$121,150.00 | 100% | \$0.00 |
| | | | 222-9010-455.75-10 | Op.Equipment Over \$10,000 | \$0.00 | \$0.00 | \$0.00 | \$169,023.00 | \$169,023.00 | \$125,000.00 | 100% | \$0.00 |
| | | | 222-9010-455.92-23 | Library Special Reserve | \$0.00 | \$230,918.00 | \$0.00 | \$230,918.00 | \$0.00 | \$230,918.00 | 0% | \$0.00 |
| | | | Summary | | 0.00 | 230,918.00 | 0.00 | 655,431.00 | 424,513.00 | 477,068.00 | 0.65 | 0.00 |

APRIL 2019
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

| | FY 2019-2020 | | FY 2018-2019 | | FY 2017-2018 | |
|----------------------------|--------------|--------|--------------|--------|--------------|--------|
| | APRIL | YTD | APRIL | YTD | APRIL | YTD |
| Juvenile - Fiction | 10,306 | 10,306 | 11,576 | 11,576 | 10,821 | 10,821 |
| Nonfiction | 4,131 | 4,131 | 4,530 | 4,530 | 4,573 | 4,573 |
| Paperbacks | 13,308 | 13,308 | 14,155 | 14,155 | 13,794 | 13,794 |
| Magazines | 46 | 46 | 46 | 46 | 62 | 62 |
| Juvenile - AV | 776 | 776 | 760 | 760 | 671 | 671 |
| Juvenile - Other | 39 | 39 | 23 | 23 | 16 | 16 |
| Juvenile - Total | 28,606 | 28,606 | 31,090 | 31,090 | 29,937 | 29,937 |
| | | | | | | |
| Teen - Fiction | 1,071 | 1,071 | 1,085 | 1,085 | 1,025 | 1,025 |
| Paperbacks | 152 | 152 | 126 | 126 | 135 | 135 |
| Magazines | - | - | 6 | 6 | 1 | 1 |
| Teen - Total | 1,223 | 1,223 | 1,217 | 1,217 | 1,161 | 1,161 |
| | | | | | | |
| Adult - Fiction | 4,038 | 4,038 | 4,106 | 4,106 | 3,901 | 3,901 |
| Nonfiction | 3,340 | 3,340 | 3,574 | 3,574 | 3,467 | 3,467 |
| Paperbacks | 825 | 825 | 877 | 877 | 851 | 851 |
| L.P. paperbacks | 211 | 211 | 88 | 88 | 73 | 73 |
| Large Print | 1,857 | 1,857 | 1,713 | 1,713 | 1,543 | 1,543 |
| Magazines | 360 | 360 | 310 | 310 | 475 | 475 |
| Other | 684 | 684 | 668 | 668 | 721 | 721 |
| Adult - Total | 11,315 | 11,315 | 11,336 | 11,336 | 11,031 | 11,031 |
| | | | | | | |
| DVD | 3,284 | 3,284 | 3,476 | 3,476 | 4,118 | 4,118 |
| CD | 842 | 842 | 1,170 | 1,170 | 1,239 | 1,239 |
| Books on CD | 800 | 800 | 926 | 926 | 1,098 | 1,098 |
| MP3 | 71 | 71 | 96 | 96 | 61 | 61 |
| Streaming Video | 133 | 133 | 75 | 75 | 75 | 75 |
| Downloadable Music | 671 | 671 | 778 | 778 | 834 | 834 |
| eAudiobooks | 1,841 | 1,841 | 903 | 903 | 679 | 679 |
| eBooks | 2,502 | 2,502 | 1,837 | 1,837 | 1,202 | 1,202 |
| Zinio eMagazines | 66 | 66 | 61 | 61 | 73 | 73 |
| Playaways | 305 | 305 | 364 | 364 | 304 | 304 |
| Software/Hardware | 81 | 81 | 129 | 129 | 70 | 70 |
| Video Games | 371 | 371 | 265 | 265 | 319 | 319 |
| AV - Total | 10,967 | 10,967 | 10,080 | 10,080 | 10,072 | 10,072 |
| Subtotal - Circulation | 52,111 | 52,111 | 53,723 | 53,723 | 52,201 | 52,201 |
| <Add deposits: 1500> | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| <Add in-library use: 1100> | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 |
| Total Circ | 54,711 | 54,711 | 56,323 | 56,323 | 54,801 | 54,801 |

MARCH 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

| | Beginning Total | Ending Total | Current Month | | YTD | |
|-----------------------------|-----------------|---------------|---------------|---------------|------------|---------------|
| | | | Added (+) | Withdrawn (-) | Added (+) | Withdrawn (-) |
| Juvenile - Fiction | 28,229 | 28,421 | 197 | 5 | 197 | 5 |
| Nonfiction | 19,475 | 19,545 | 75 | 5 | 75 | 5 |
| Paperbacks | 33,073 | 33,305 | 306 | 74 | 306 | 74 |
| Magazines | 211 | 229 | 19 | 1 | 19 | 1 |
| Juvenile - AV | 2,373 | 2,437 | 65 | 1 | 65 | 1 |
| Juvenile - Other | 90 | 90 | - | - | - | - |
| Juvenile - YTD Total | 83,451 | 84,027 | 662 | 86 | 662 | 86 |

| | | | | | | |
|------------------|--------------|--------------|-----------|----------|-----------|----------|
| Teen - Fiction | 5,283 | 5,350 | 72 | 5 | 72 | 5 |
| Paperbacks | 1,021 | 1,022 | - | (1) | - | (1) |
| Magazines | 66 | 69 | 3 | - | 3 | - |
| YTD Total | 6,370 | 6,441 | 75 | 4 | 75 | 4 |

| | | | | | | |
|------------------|---------------|---------------|------------|-----------|------------|-----------|
| Adult - Fiction | 22,242 | 22,458 | 218 | 2 | 218 | 2 |
| Nonfiction | 21,746 | 21,840 | 99 | 5 | 99 | 5 |
| Paperbacks | 6,932 | 6,964 | 36 | 4 | 36 | 4 |
| LP paperbacks | 747 | 750 | 3 | - | 3 | - |
| Large Print | 9,243 | 9,318 | 76 | 1 | 76 | 1 |
| Magazines | 2,598 | 2,751 | 164 | 11 | 164 | 11 |
| Other | 1,137 | 1,137 | - | - | - | - |
| YTD Total | 64,645 | 65,218 | 596 | 23 | 596 | 23 |

| | | | | | | |
|---------------------|---------------|---------------|------------|-----------|------------|-----------|
| DVD | 17,487 | 17,689 | 202 | - | 202 | - |
| CD | 10,143 | 10,144 | 1 | - | 1 | - |
| Books on CD | 5,958 | 5,980 | 23 | 1 | 23 | 1 |
| MP3 | 968 | 880 | - | 88 | - | 88 |
| Playaways | 1,861 | 1,899 | 38 | - | 38 | - |
| Software/Hardware | 48 | 48 | - | - | - | - |
| eContent | 9,272 | 9,444 | 172 | - | 172 | - |
| Video Games | 645 | 661 | 17 | 1 | 17 | 1 |
| YTD AV Total | 46,382 | 46,745 | 453 | 90 | 453 | 90 |

| | | | | | | |
|-------------------------|----------------|----------------|--------------|------------|--------------|------------|
| Total Collection | 200,848 | 202,431 | 1,786 | 203 | 1,786 | 203 |
|-------------------------|----------------|----------------|--------------|------------|--------------|------------|

APRIL 2019

Normal Public Library

| Monthly Statistics | Registration - FY 2019-2020 | | | |
|--------------------|-----------------------------|------------|-----------|--------------------|
| | Beginning count (YTD) | Registered | Purged | Cards in force YTD |
| Adult | 31,518 | 245 | 22 | 31,741 |
| Teen | 3,055 | 73 | 1 | 3,127 |
| Juvenile | 7,569 | 241 | 6 | 7,804 |
| | | | | |
| Total | 42,142 | 559 | 29 | 42,672 |

| 2020 YTD | 2019 YTD | 2018 YTD |
|---------------|---------------|---------------|
| 31,741 | 28,745 | 25,256 |
| 3,127 | 1,655 | 1,503 |
| 7,804 | 6,657 | 4,779 |
| | | |
| 42,672 | 37,057 | 31,538 |

| Patron Count | |
|------------------------|--------|
| Patron Count: Month | 30,430 |
| Offsite programs (est) | - |
| Previous Month YTD | - |

| | | |
|--------|--------|--------|
| 30,430 | 23,926 | 24,728 |
|--------|--------|--------|

| Interlibrary Loan and System Holds | | |
|------------------------------------|------------|--------------------|
| | APRIL 2019 | Previous Month YTD |
| Borrowed/Rec'd | 1,257 | - |
| Loaned | 1,481 | - |
| Reciprocal borrowing | 17,212 | - |

| | | |
|--------|--------|--------|
| 1,257 | 1,055 | 701 |
| 1,481 | 1,192 | 984 |
| 17,212 | 19,815 | 19,904 |

| Public PC Area | Total Uses | Total Time (hrs) | Average Session (min) |
|----------------|--------------|------------------|-----------------------|
| Children | 425 | 387 | 55 |
| Adult | 1,649 | 1,288 | 47 |
| Public Laptop | 141 | 185 | 79 |
| Quick-Use | 88 | 10 | 7 |
| TOTALS | 2,303 | 1,870 | 49 |

| YTD Uses |
|--------------|
| 425 |
| 1,649 |
| 141 |
| 88 |
| 2,303 |

Parking Lot Policy

Normal Public Library

Policy Statement

The Normal Public Library (hereinafter the “Library”) endeavors to create a welcoming environment both inside the building and in the parking lots and Library grounds. Use of Library parking lots must conform to applicable laws, regulations, and the Rules of Conduct for Library Users Policy (hereinafter the “Rules of Conduct”). Library parking lots are intended for the use of the customers of the Library.

Purpose

To establish the policy and procedures to address behavior or activities in library parking lots that violate laws, regulations, or Library Rules of Conduct and to provide for the removal of vehicles from Library parking lots when vehicles present a hazard, violate regulations, appear to be abandoned, or when individuals within vehicles in Library parking lots engage in illegal activity or violate the Library Rules of Conduct.

Definitions

For purposes of this Policy, the following terms shall be defined as follows:

Library Parking Lots. Library parking lots refers to any parking lots owned or leased by the Library.

Library Patrons. Library Patrons means those people actively utilizing the Library’s services, materials, and/or facilities during Operating Hours.

Operating Hours. Operating Hours means the following times, excluding holidays and days when the Library closes early:

- a. From 9:00 a.m. to 9:00 p.m. of each day from Monday through Thursday;
- b. From 9:00 a.m. to 5:00 p.m. of each day Friday and Saturday;
- c. From 1:00 p.m. to 5:00 p.m. Sunday;

Operating Hours shall include times other than those listed above when the Library is open to the public, such as for special events.

Policy

Persons on Library property, including parking lots and grounds, must conform to the Library Rules of Conduct, laws, and regulations, and policies.

Library parking lots are reserved for the sole and exclusive use of Library Patrons during Operating Hours, unless prior approval is obtained from the Library Director. Vehicle parking in the Library parking lots during Operating Hours by persons other than Library Patrons is prohibited. Vehicle parking in the Library parking lots outside Operating Hours is prohibited.

Vehicles parked in the Library parking lots shall park within the demarcated parking spaces and shall not obstruct or impede the use of the parking lots or the flow of traffic therein.

Vehicles that present a hazard or safety risk, violate this or any other Library Policy, appear to be abandoned, or interfere with the normal operation of the Library will be immediately removed from Library parking lots.

Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors within the Library parking lots and grounds.

In addition to the removal of vehicles as authorized above, failure to comply with this Policy may result in the loss of a vehicle owner or operator's Library privileges, including barring said owner or operator, temporarily or permanently, from use of the Library.

Removal Procedure

The Library Director, or his/her designee, may cause any vehicle parked in violation of this Policy to be towed from the Library premises. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

Approved by the Board of Trustees of Normal Public Library on May 29, 2019.

(720 ILCS 5/16-3) (from Ch. 38, par. 16-3)

Sec. 16-3. Theft of labor or services or use of property.

(a) A person commits theft when he or she knowingly obtains the temporary use of property, labor or services of another which are available only for hire, by means of threat or deception or knowing that such use is without the consent of the person providing the property, labor or services. For the purposes of this subsection, library material is available for hire.

(b) A person commits theft when after (1) renting or leasing a motor vehicle, (2) obtaining a motor vehicle through a "driveaway" service mode of transportation, (3) renting or leasing equipment exceeding \$500 in value including tools, construction or industry equipment, and such items as linens, tableware, tents, tables, chairs and other equipment specially rented for a party or special event, or (4) renting or leasing any other type of personal property exceeding \$500 in value, under an agreement in writing which provides for the return of the vehicle, equipment, or other personal property to a particular place at a particular time, he or she without good cause knowingly fails to return the vehicle, equipment, or other personal property to that place within the time specified, and is thereafter served or sent a written demand mailed to the last known address, made by certified mail return receipt requested, to return the vehicle, equipment, or other personal property within 3 days from the mailing of the written demand, and who without good cause knowingly fails to return the vehicle, equipment, or any other personal property to any place of business of the lessor within the return period. The trier of fact may infer evidence that the person is without good cause if the person signs the agreement with a name or address other than his or her own.

(c) A person commits theft when he or she borrows from a library facility library material which has an aggregate value of \$50 or more pursuant to an agreement with or procedure established by the library facility for the return of such library material, and knowingly without good cause fails to return the library material so borrowed in accordance with such agreement or procedure, and further knowingly without good cause fails to return such library material within 30 days after receiving written notice by certified mail from the library facility demanding the return of such library material.

(d) Sentence.

A person convicted of theft under subsection (a) is guilty of a Class A misdemeanor, except that the theft of library material where the aggregate value exceeds \$300 is a Class 3 felony. A person convicted of theft under subsection (b) of this Section is guilty of a Class 4 felony. A person convicted of theft under subsection (c) is guilty of a petty offense for which the offender may be fined an amount not to exceed \$500 and shall be ordered to reimburse the library for postage costs, attorney's fees, and actual replacement costs of the materials not returned, except that theft under subsection (c) where the aggregate value exceeds \$300 is a Class 3 felony. In addition to any other penalty imposed, the court may order a person convicted under this Section to make restitution to the victim of the offense.

For the purpose of sentencing on theft of library material, separate transactions totalling more than \$300 within a 90-day period shall constitute a single offense.

(Source: P.A. 99-534, eff. 1-1-17.)

Library Card Policy

Normal Public Library

Free library cards are available to all residents of and/or property owners in the Town of Normal. Individuals must present photo identification and verification of their current address. Acceptable forms of photo identification and proof of address include driver's license, state ID, passport or green card. Other acceptable proof of address include utility bill, signed lease agreement, personalized checks, proof of property ownership in the Town of Normal, postmarked mail (within last 30 days), and proof of current residency in a residence hall.

Agreement

Individuals who wish to create an account for their own use, or for the use of a dependent, must digitally sign the Normal Public Library Card Agreement, which states:

"I agree to obey all the rules and regulations of the Normal Public Library, to pay promptly all fines and fees charged against me for the damage or loss of library materials, and give immediate notice of any change of address."

Parental Permissions

Parental or legal guardian permission is required before children under age 18 may obtain a Normal Public Library card. By signing this agreement, parents or legal guardians agree they are fully responsible for

- Their child's access to and use of library materials and computers
- Access to online resources
- All fines and fees"

Minors

A parent or legal guardian's signature is required for anyone under the age of eighteen to acquire a library card. By digitally signing the Normal Public Library Card Agreement, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred and children's access of content in any form.

Responsibilities

Cardholders agree to obey all the rules and regulations of Normal Public Library, to pay promptly all fines and fees charged to the account, and to provide immediate notice to library staff of any change of address and/or contact information.

Library staff are authorized to bill cardholders for lost, missing and/or damaged items, and to contract with a collection agency to collect on delinquent accounts. Items with a missing or damaged piece will be charged full replacement cost. All lost, missing, and/or damaged items will be billed a full replacement cost plus a processing fee. Accounts with an aggregate outstanding balance of \$50 or more, including those for which an adult has signed for a minor, not resolved via the collections process will be reported to the Normal Police Department and pursued via (720 ILCS 5/16-3).

An individual may use only her or his library card (user ID) for computer access. Use of a library card (or user ID) other than one's own is prohibited.

Organizations and Businesses

Organizations and businesses located within the corporate limits of the Town of Normal may obtain a free library card for users authorized by the organization or business. The organization or business must sign a registration form to acknowledge that they are liable and financially responsible for all transactions charged to each library card it has authorized, including, but not limited to, charges for overdue, lost, or damaged materials. Accounts for organizations and businesses must be approved by library management.

Nonresidents

Nonresidents living in areas unserved by a public library may purchase a non-resident library card at the public library located within the non-resident's school district (per State of Illinois guidelines). Non-residents must present acceptable photo identification (see above) and verification of address. The non-resident fee will be calculated annually.

Residents of areas served by a public library - such as Bloomington - must first establish an account at her or his home public library prior to creating an account at Normal Public Library.

Resource Sharing Alliance

Normal Public Library is a member of the Resource Sharing Alliance. Normal Public Library's card holders may use their cards at any other public library within the Resource Sharing Alliance, including those in Hudson, Towanda, Carlock, Danvers, and Heyworth. Library card holders from any of the other public libraries in the Resource Sharing Alliance may also use their library cards at the Normal Public Library.

Lost Cards

Lost or stolen library cards must be reported immediately to library staff. There is a minimal charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

Approved by the Board of Trustees of Normal Public Library on March 24, 2010; Amended January 28, 2015; August 26, 2015; May 29, 2019.