



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
April 29, 2020 at 5:30 PM**

Location: Online via Zoom, and streaming via YouTube. See link under Meeting Information at <https://www.normalpl.org/about-us/board-trustees>.

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

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at comment@normalpl.org prior to 6:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. New Business
 - A. COVID-19 Plan (Discussion)
 - B. Illinois Public Library Annual Report (Action)
 - C. Abuse and Molestation Policy (Action)
 - D. Insurance Renewal (Action)
 - E. COLA (Action)
 - F. Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: May 27, 2020 (Regular Meeting)
12. Adjournment

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
February 26th, 2020**

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, February 26, 2020. The meeting convened at 5:32 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: None.

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, and John Fischer, Adult Services and Circulation Manager.

Community Members Present: N/A

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the January 29, 2020 meeting. Mr. Rogal seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$54,977.92 and two payrolls of \$159,597.56. Ms. Trunnell seconded. Motion carried 7-0.

President's Report:

Thank you to the staff, and especially Jeanne Moonan, who is retiring at the end of this month after 38 years.

Public Comment: None

Library Director's Report:

Mr. Chase also thanked Ms. Moonan for her decades of service, for being a good friend and colleague, and for being a great asset to the Town of Normal. The group discussed the Yule Ball and any free/low cost promotions that exist. He talked over the items listed in the Director's Report.

Foundation Report: Peter Pearson will be here on March 10th to meet with the Foundation Board to talk about engaging individual and corporate donors. He will meet with Pam Reece, Library staff members, and others during the day. He will meet with NPL Board members that night.

New Business

Approval of Bidder for West Roof Replacement (Action)

Mr. Lindberg moved to waive the provision for five years of continuous business under the same name, and accept the bid from Wyman Roofing and Sheet Metal for the replacement of the west roof for \$107,500.00. Ms. Lewis seconded. Motion passed 7-0.

Van Purchase (Action)

Mr. Chase stated that the Library, with the growing focus on outreach, is in need of a second van. The new V/R equipment is stored in oversized cases, which necessitates a larger vehicle. The Library is working through a State Joint Purchasing Agreement to procure the best pricing. Once purchased, the Library will outfit the van to be able to secure items inside, and put graphics on the outside to promote the Library.

Van Gundy provided an insurance quote for the new vehicle. Coverage will go into effect upon delivery.

Ms. Lewis moved to approve the purchase of the van at a cost of \$26,885 .00 via the State Joint Purchasing Agreement from Morrow Brothers Ford in Greenfield, IL. Mr. Rogal seconded. Motion passed 7-0.

2019 Annual Report (Discussion)

Mr. Chase thanked his staff for a productive year. Outreach has grown well, increasing the visibility of the Library throughout the Town. Mr. Ray asked about noting the physical count of patrons coming through the door each year, and Mr. Chase will look to include the number in the report. Mr. Chase is particularly proud of 1000 Books before Kindergarten which showed great success this year. The report is included in the Board packet.

Executive Session: Section 2(c)(1) Personnel (Action)

The Board went into Executive Session at 6:52pm. Ms. Trunnell moved, Ms. Lewis seconded.

Roll Call:

Jess Ray - Present

Terry Lindberg - Present

Jim Rogal - Present

Jd Davis - Present

Katelyn Trunnell - Present

Erin Ripley-Gataric - Present

Pam Lewis – Present

Mr. Chase joined the Board at 7:20pm for the session to receive his annual review.

The Board left Executive Session at 7:48pm.

Unfinished Business

N/A

Next meeting agenda

Executive Session: Section 2(c)(1) Personnel (Action)

Adjournment

Meeting adjourned at 7:50 pm.

Secretary

Date

**The March 25, 2020 meeting of the Board of Trustees of Normal Public Library
was cancelled due to COVID-19.**

Town of Normal Expenditures to be approved for Payments
Between Feb 20, 2020 and Apr 22, 2020

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	87.00
PETER D. PEARSON	CONSULTING HOURS 12 X \$18	2,250.00
PETER D. PEARSON	HOTEL EXPENSE FOR 2 DAYS	274.50
PETER D. PEARSON	MEALS	45.10
PETER D. PEARSON	TRANSPORTATION	87.26
US BANK/P-CARD	Advertising for an event	20.00
US BANK/P-CARD	Advertising on Facebook F	45.11
US BANK/P-CARD	Billboard Advertising for	220.00
US BANK/P-CARD	Chamber Connection Ad Feb	125.00
US BANK/P-CARD	Crafts Supplies for YULE	155.82
US BANK/P-CARD	Event Promotion for Yule	250.00
US BANK/P-CARD	Food for NPL Foundation m	36.49
US BANK/P-CARD	Fundraising meetings with	181.70
US BANK/P-CARD	inkjet iron-on sheets for	71.88
US BANK/P-CARD	LIFE SIZE CARDBOARD CUTOU	39.95
US BANK/P-CARD	More craft items for Yule	92.54
US BANK/P-CARD	supplies for craft projec	8.55
WALMART COMMUNITY BRC	INV.#003015 - INK FOR INK	12.97
WALMART COMMUNITY BRC	INV.#006746 - INK FOR INK	54.88
WALMART COMMUNITY BRC	INV.#009483 - SUPPLIES FO	215.64
Library Fund	- Total	4,274.39

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	DOOR STOP,LIGHT BULBS/LIB	23.82
AUTOMATIC FIRE SPRINKLER, LLC	TEST & INSPECTION/ANNUAL	803.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,460.87
BAKER & TAYLOR COMPANIES	ADULT FICTION	77.65
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	254.47
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	2,786.96
BAKER & TAYLOR COMPANIES	Y/A GRAPHIC NOVELS	33.75
BAKER & TAYLOR COMPANIES	YA FICTION BOOKS	139.96
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	593.62
BAKER & TAYLOR COMPANIES	YOUNG ADULT CATS BOOKS	122.04
BAKER & TAYLOR CONTINUATION	CONTINUATION ACCOUNT	24.92
BAKER & TAYLOR CONTINUATION	CONTINUATION ACCT.	109.71
BILL'S KEY & LOCK SHOP	KEY TAGS	12.55

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BOUND TO STAY BOUND BOOKS INC	CHILDRENS BOOKS	1,382.51
BRODART COMPANY	ADULT BOOK	13.19
BRODART COMPANY	BLANK CATEGORY CARDS	581.25
BRODART COMPANY	DVD PAK W/STRIP & PKT	787.50
BRODART COMPANY	JUST A FOLD II COVER UP	131.81
CAPSTONE	PEBBLEGO RENEWAL/2020-21	1,299.00
CENGAGE LEARNING INC	ADULT BOOKS-CHOICE PLAN 2	47.23
CENGAGE LEARNING INC	BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	BIOGRAPHY BOOKS	50.23
CENGAGE LEARNING INC	BOOKS-DISTRIBUTION	67.49
CENGAGE LEARNING INC	CHRISTIAN FICTION	122.95
CENGAGE LEARNING INC	CHRISTIAN FICTION 4 PLAN	98.21
CENGAGE LEARNING INC	CHRISTIAN ROMANCE BOOKS	117.70
CENGAGE LEARNING INC	CORE 8 PLAN	183.68
CENGAGE LEARNING INC	FEB LG-PRINT DIST 6 PLAN	61.48
CENGAGE LEARNING INC	LARGE PRINT MYSTERY	146.19
CENGAGE LEARNING INC	MARCH BASIC 8 PLAN	178.43
CENGAGE LEARNING INC	MARCH MYSTERY 6 PLAN	173.18
CENGAGE LEARNING INC	MYSTERY SAMPLER-BOOKS	67.47
CENGAGE LEARNING INC	PEER PICKS-BOOKS	47.23
CENGAGE LEARNING INC	REVIEWERS CHOICE 2-MARCH	47.23
CENGAGE LEARNING INC	WHEELER HARDCOVER	135.70
CENGAGE LEARNING INC	WHEELER HARDCOVER 5 PLAN	79.47
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	317.48
CHICAGO TRIBUNE	CHICAGO TRIBUNE RENEWAL T	172.12
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
CIRBN, LLC	MONTHLY INTERNET SERVICE	76.08
COMCAST CORPORATION	ACCT.# 8771 20 330 009120	34.56
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
COMMUNICATION REVOLVING FUND	COMMUNICATIONS CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	4,283.00
DIVERSIFIED MECHANICAL INC	CLEAN CONDENSERS	186.88
DIVERSIFIED MECHANICAL INC	TEMPERATURE CONTROL	712.10
ELM USA INC	OFFICE SUPPLIES	310.50
FINDAWAY WORLD LLC	RECORDED BOOKS-AUDIO	1,143.58
FRONTIER	PHONE SERVICE MONTHLY - L	255.84
HEARTLAND PARKING INC	SNOW & ICE REMOVAL	159.00
HEARTLAND PARKING INC	SNOW & SALT REMOVAL	245.00

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HEARTLAND PARKING INC	SNOW REMOVAL	159.00
HEARTLAND PARKING INC	SNOW REMOVAL 3-14-20	60.00
ILLINOIS STATE UNIVERSITY	STUDENT RACHEL 1/16-5/15	3,740.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	103.00
JOURNAL STAR	RENEWAL JOURNAL STAR FOR	420.75
JUNIOR LIBRARY GUILD	RELIGIOUS BOOKS-ELEM	176.04
JUNIOR LIBRARY GUILD	YA SUBSCRIPTION-1 YEAR	2,608.90
Karen McClure	REIMB. GAS MILEAGE TO E.	38.29
KROGER-INDY CUSTOMER CHARGES	2 TICKETS	53.89
KROGER-INDY CUSTOMER CHARGES	MISC SUPPLIES/LIB	233.39
LE PRINT EXPRESS	SPRING ACTIVITY GUIDES	1,498.14
LIBRARY IDEAS,LLC	CHILDRENS AV	725.10
LIBRARY MARKET	ANNUAL SUBSCRIPTION/MAINT	1,600.00
MENARDS	BATTERIES/FLASHLGH/LYSOL	44.50
MENARDS	MISC SUPPLIES	63.27
MENARDS	RETURN CREDIT/BATTERIES	-13.99
MENARDS	SPONGES/BATTERIES/GERM-X	53.81
MENARDS	TOWELS/BLEACH	111.87
MIDLAND PAPER	PAPER	1,501.56
MIDWEST TAPE	ADVANCE DIGITAL PAYMENT	30,000.00
MIDWEST TAPE	AUDIO BOOKS	67.95
MIDWEST TAPE	MUSIC CDS	67.95
MILLER JANITOR SUPPLY	CLEANING SUPPLIES	103.55
MILLER JANITOR SUPPLY	NITRILE GLOVES	1,410.00
MILLER JANITOR SUPPLY	TOILET PAPER/ROLL TOWEL	161.80
MILLER JANITOR SUPPLY	TP,ROLL TOWELS,HAND SOAP	377.64
MORNINGSTAR INC	SUBSCRIPTION RENEWAL-2020	2,583.00
NEOPOST USA INC	POSTAGE METER RENTAL/NPL	85.51
NICOR GAS	ENERGY USAGE	2,541.87
PIP PRINTING	36X36 POSTER	70.04
PURITAN SPRINGS WATER	WATER SERVICE-NPL	22.67
PURITAN SPRINGS WATER	WATER SERVICE/NPL	60.54
RANDOM HOUSE, INC.	AUDIO FOR CHILDREN	911.20
RECORDED BOOKS LLC	CHILDREN'S AUDIO BOOKS	247.67
RECORDED BOOKS LLC	CLASSIC CD	108.20
RECORDED BOOKS LLC	RBDIGITAL 1 YEAR UNLIMTD	5,000.00
SAMS CLUB	MISC SUPPLIES/LIB	174.68
SCHOLASTIC LIBRARY PUBLISHING	CHILDRENS BOOKS	301.55

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
SHERI BRUNN	REIMB. TO SHERI B FOR GIN	12.86
ULVERSCROFT LARGE PRINT BOOKS	S/ORDER LP ADULT BOOKS	96.72
UNIQUE MANAGEMENT SERVICES INC	3-13-20 PLACEMENTS	26.85
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-24	196.90
UNIVERSITY OF ILLINOIS	CHILDREN'S BOOKS	738.00
UPTOWN PARTNERS BUSINESS ASSOC.	UPTOWN PARTNERS 2020 BRON	100.00
US BANK/P-CARD	2012 Dodge Grand Caravan	248.00
US BANK/P-CARD	3D Printer for Library Se	279.89
US BANK/P-CARD	3D Printer/Tech/ Library	798.37
US BANK/P-CARD	5 Public mobile hotspots	600.00
US BANK/P-CARD	Adobe Cloud -Annual Subsc	254.87
US BANK/P-CARD	Adobe Cloud Tax Refund	-14.99
US BANK/P-CARD	ADULT BOOK -Patron Req. -	21.09
US BANK/P-CARD	Adult Books - Patron Req.	13.99
US BANK/P-CARD	Adult Books (4) - GINGERB	56.14
US BANK/P-CARD	AFP Membership Renewal -	320.00
US BANK/P-CARD	ALGA Membership Dues - Em	150.00
US BANK/P-CARD	Air Fare - ALGA Conferenc	235.96
US BANK/P-CARD	Air fare cancellation PLA	-451.40
US BANK/P-CARD	ALA Trustee Membership Du	122.00
US BANK/P-CARD	Android Adapter for Makey	7.99
US BANK/P-CARD	AUX cable cord	13.28
US BANK/P-CARD	AWARD WINNER - DVD - PARA	53.97
US BANK/P-CARD	Case for new outreach iPa	35.99
US BANK/P-CARD	Central IL AFP Training i	25.00
US BANK/P-CARD	Children's Program Suppli	147.60
US BANK/P-CARD	Children's Supplies	109.40
US BANK/P-CARD	Classic Clue Repl. Card N	7.99
US BANK/P-CARD	Classification Web Subscr	325.00
US BANK/P-CARD	Crafts Supplies for Child	10.99
US BANK/P-CARD	Credit - Ret. a PS4 game	-15.83
US BANK/P-CARD	Credit For Air Fare Cance	-1,354.20
US BANK/P-CARD	Credit for Cancellation -	-875.00
US BANK/P-CARD	Credit for Ret. Game - FO	-29.88
US BANK/P-CARD	Disinfectant wipes	98.49
US BANK/P-CARD	DVD Repl. - MURDER SHE WR	10.43
US BANK/P-CARD	DVD Repl. - MY OWN PRIVAT	22.99
US BANK/P-CARD	February Board Packets ma	9.80

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Food Supply for Staff Win	11.71
US BANK/P-CARD	For Adult event: Espresso	11.06
US BANK/P-CARD	Fuel for the Rental Car -	34.33
US BANK/P-CARD	Game - DRAGON QUEST BUILD	49.99
US BANK/P-CARD	Game Repl. - NEW SUPER MA	38.95
US BANK/P-CARD	Games - NINTENDO SWITCH	29.99
US BANK/P-CARD	Games - NINTENDO SWITCH -	682.11
US BANK/P-CARD	Games - PS4 - CRASH BANDI	29.99
US BANK/P-CARD	Games - PS4 - CRAYOLA SCO	11.99
US BANK/P-CARD	Games - PS4 - DRAGON BALL	50.00
US BANK/P-CARD	Games - PS4 - FORTNITE DA	19.79
US BANK/P-CARD	Games - PS4 - MADDEN NFL	37.49
US BANK/P-CARD	Games - PS4 - NBA 2K20 (1	28.50
US BANK/P-CARD	Games - PS4 - STRANDED SA	29.99
US BANK/P-CARD	Games - PS4 - SUPER STREE	12.99
US BANK/P-CARD	Games - XBOX ONE - CHILDR	29.99
US BANK/P-CARD	Games - XBOX ONE - CRAYOL	16.99
US BANK/P-CARD	Games - XBOX ONE - DRAGON	49.94
US BANK/P-CARD	Games - XBOX ONE - FIFA 2	25.00
US BANK/P-CARD	Games - XBOX ONE - FORTNI	29.88
US BANK/P-CARD	Games - XBOX ONE - MADDEN	37.49
US BANK/P-CARD	Games - XBOX ONE - NBA 2K	28.50
US BANK/P-CARD	Games - XBOX ONE - PLANTS	19.99
US BANK/P-CARD	Games - XBOX ONE - STAR W	39.99
US BANK/P-CARD	Games - XBOX ONE - STRAND	29.99
US BANK/P-CARD	Garbage bags(Pack of 500)	77.82
US BANK/P-CARD	Hand Soap	134.16
US BANK/P-CARD	Hand soap and recycling b	75.47
US BANK/P-CARD	ILA Personal Membership 2	250.00
US BANK/P-CARD	ILA:Illinois Library Laws	30.00
US BANK/P-CARD	INSTITUTIONAL MEMBERSHIP	300.00
US BANK/P-CARD	Kleenex -case 48 boxes	53.38
US BANK/P-CARD	kleenex /48 boxes/case	63.99
US BANK/P-CARD	Latex Gloves	65.99
US BANK/P-CARD	Lightbulbs & lightbulbs r	140.00
US BANK/P-CARD	Membership for Randi Sutt	275.00
US BANK/P-CARD	Memorial Book - THE CAT E	25.63
US BANK/P-CARD	Monitor Riser Stand Desk	39.99

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Monthly fee for podcastin	15.00
US BANK/P-CARD	Music CD Repl. - PORTRAIT	9.84
US BANK/P-CARD	Music Repl. - LES MISERAB	9.48
US BANK/P-CARD	New DVD Rel. - FROZEN 2	79.84
US BANK/P-CARD	New DVD Rel. - MRS LOWR	13.99
US BANK/P-CARD	New DVD Rel. - ADDAMS FAM	143.68
US BANK/P-CARD	New DVD Rel. - AFTER CLAS	13.29
US BANK/P-CARD	New DVD Rel. - AFTER WE L	22.58
US BANK/P-CARD	New DVD Rel. - AGE OUT (2	26.58
US BANK/P-CARD	New DVD Rel. - ANA (4)	53.16
US BANK/P-CARD	New DVD Rel. - Award Nomi	71.96
US BANK/P-CARD	New DVD Rel. - BLACK AND	107.94
US BANK/P-CARD	New DVD Rel. - BOMBSHELL	119.68
US BANK/P-CARD	New DVD Rel. - BURNING KE	22.58
US BANK/P-CARD	New DVD Rel. - CAVE (1)	19.98
US BANK/P-CARD	New DVD Rel. - CHARLIE'S	71.84
US BANK/P-CARD	New DVD Rel. - COLEWELL	11.99
US BANK/P-CARD	New DVD Rel. - COLOR OUT	55.96
US BANK/P-CARD	New DVD Rel. - COUNTDOWN	71.84
US BANK/P-CARD	New DVD Rel. - DARK WATER	107.76
US BANK/P-CARD	New DVD Rel. - FOR SAMA	17.99
US BANK/P-CARD	New DVD Rel. - HARRIET (143.68
US BANK/P-CARD	New DVD Rel. - HONEYLAND	19.98
US BANK/P-CARD	New DVD Rel. - I SEE YOU	38.97
US BANK/P-CARD	New DVD Rel. - INHERIT TH	41.97
US BANK/P-CARD	New DVD Rel. - JAY AND SI	55.96
US BANK/P-CARD	New DVD Rel. - KNIVES OUT	119.92
US BANK/P-CARD	New DVD Rel. - MAIDEN (1	17.89
US BANK/P-CARD	New DVD Rel. - MOTHER OF	14.98
US BANK/P-CARD	New DVD Rel. - NORM OF NO	58.92
US BANK/P-CARD	New DVD Rel. - PARASITE	35.98
US BANK/P-CARD	New DVD Rel. - PLAYMOBIL:	59.96
US BANK/P-CARD	New DVD Rel. - QUEEN & SL	71.84
US BANK/P-CARD	New DVD Rel. - ROMA (1)	21.99
US BANK/P-CARD	New DVD Rel. - SECRET OF	19.29
US BANK/P-CARD	New DVD Rel. - SOUVENIR (12.69
US BANK/P-CARD	New DVD Rel. - SPRINTER	39.98
US BANK/P-CARD	New DVD Rel. - TERMINATOR	143.68

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US BANK/P-CARD	New DVD Rel. - THE AFFAIR	27.99
US BANK/P-CARD	New DVD Rel. - THE INVENT	16.01
US BANK/P-CARD	New DVD Rel. - THE MERGER	17.99
US BANK/P-CARD	New DVD Rel. - UNCUT GEMS	89.76
US BANK/P-CARD	New DVD Rel. - VC ANDREWS	59.97
US BANK/P-CARD	New DVD Rel. - VILLAINS (41.97
US BANK/P-CARD	New DVD Rel. - ZOMBIELAND	71.96
US BANK/P-CARD	New Foreign Movie Rel DVD	15.94
US BANK/P-CARD	New Game Rel. - SPARKLITE	34.94
US BANK/P-CARD	New Movie Rel. - FRANKIE	66.24
US BANK/P-CARD	New Music Rel. - 1917 SOU	11.98
US BANK/P-CARD	New Music Rel. - 2020 GRA	9.99
US BANK/P-CARD	New Music Rel. - BON IVER	12.69
US BANK/P-CARD	New Music Rel. - Carly Pe	11.99
US BANK/P-CARD	New Music Rel. - CHANGES	12.94
US BANK/P-CARD	New Music Rel. - DIVINELY	9.99
US BANK/P-CARD	New Music Rel. - FERAL RO	11.66
US BANK/P-CARD	New Music Rel. - HIGH ROA	11.96
US BANK/P-CARD	New Music Rel. - JOKER SO	12.98
US BANK/P-CARD	New Music Rel. - KEEP ON	11.69
US BANK/P-CARD	New Music Rel. - LITTLE W	11.98
US BANK/P-CARD	New Music Rel. - MUSIC TO	12.94
US BANK/P-CARD	New Music Rel. - NOW THAT	9.99
US BANK/P-CARD	New Music Rel. - THIS LAN	12.98
US BANK/P-CARD	New Music Rel. - TRAUMA b	11.66
US BANK/P-CARD	New Music Rel. - TREAT MY	11.61
US BANK/P-CARD	New Music Rel. - VENOM &	13.59
US BANK/P-CARD	New Music Rel. - WALLS by	9.99
US BANK/P-CARD	New Music Rel. - WHILE I'	12.18
US BANK/P-CARD	New Rel. Game - GS2 GAMES	19.99
US BANK/P-CARD	New Rel. Music CD - RARE	11.89
US BANK/P-CARD	New TV Rel. DVD - WHEN CA	27.98
US BANK/P-CARD	New TV Season - Ballers S	10.61
US BANK/P-CARD	New TV Series - BLAKE MYS	25.47
US BANK/P-CARD	New TV Series - MY LIFE I	42.99
US BANK/P-CARD	New TV Series - VEEP S.6	9.99
US BANK/P-CARD	New TV Series - VEEP S.7	17.99
US BANK/P-CARD	New TV Series DVD - TITAN	16.99

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Nitrile gloves & membersh	49.98
US BANK/P-CARD	Office supplies	9.99
US BANK/P-CARD	Office supplies for 3-D p	31.99
US BANK/P-CARD	Office supplies: sharpies	19.93
US BANK/P-CARD	Outreach iPad & case per	389.98
US BANK/P-CARD	Partners in Reading App H	255.94
US BANK/P-CARD	Patron Req. - CD - SEPARA	9.48
US BANK/P-CARD	Patron Req. Music CD - HA	19.55
US BANK/P-CARD	Patron Req. New TVSeries	17.99
US BANK/P-CARD	Patron services: 3-D prin	99.96
US BANK/P-CARD	Patron Services: Charging	37.95
US BANK/P-CARD	Postage for Mailing Board	7.80
US BANK/P-CARD	Powder-Free nitrile glove	59.00
US BANK/P-CARD	Pre-Sale Reservation For	40.00
US BANK/P-CARD	Program Supplies for Chil	33.00
US BANK/P-CARD	Program Supplies for Prog	123.00
US BANK/P-CARD	Puppets for Discovery Roo	98.95
US BANK/P-CARD	Readers Choice Award Regi	20.00
US BANK/P-CARD	Recorder for NPL Board ex	87.97
US BANK/P-CARD	Recycle Bags	26.99
US BANK/P-CARD	Recycle Trash Bags	53.98
US BANK/P-CARD	Refund --Hand Soap	-38.59
US BANK/P-CARD	Renewal of New York Times	1,234.95
US BANK/P-CARD	Renewal software subscrip	315.00
US BANK/P-CARD	Rental Car for traveling	73.50
US BANK/P-CARD	Repl. DVD - MAYO CLINIC W	8.99
US BANK/P-CARD	Repl. DVD - STRANGER IN T	15.97
US BANK/P-CARD	Repl. DVD - TOP GUN (2)	9.98
US BANK/P-CARD	Repl. Game - DONKEY KONG	51.76
US BANK/P-CARD	Repl. Game - DRAGON BALL	29.99
US BANK/P-CARD	Repl. Game - MARIO KART 8	53.90
US BANK/P-CARD	Repl. Game - NBA JAM - PS	23.95
US BANK/P-CARD	Repl. Game - SID MEIER'S	19.93
US BANK/P-CARD	Repl. Game - SUPER MARIO	53.90
US BANK/P-CARD	Repl. Game - THE LEGEND O	98.46
US BANK/P-CARD	Repl. Game - UBISOFT MARI	30.79
US BANK/P-CARD	Repl./Hold DVD - BOY IN T	21.98
US BANK/P-CARD	Returned: Microphone purc	-22.99

Town of Normal Expenditures to be approved for Payments
Between Feb 20, 2020 and Apr 22, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Returned: Outreach iPad c	-29.99
US BANK/P-CARD	SD memory card for camera	12.99
US BANK/P-CARD	Supplies for 3-D printer	25.99
US BANK/P-CARD	Supplies for luncheon on	15.00
US BANK/P-CARD	Syndication for the podic	15.00
US BANK/P-CARD	Tablet Wipes	39.95
US BANK/P-CARD	TV Season DVD - NO PASSPO	20.99
US BANK/P-CARD	TV Series DVD - NO PASSPO	34.99
US BANK/P-CARD	Vacuum Bags- Style Z	19.74
US BANK/P-CARD	Vacuum Belts- 10 pk.	8.49
US BANK/P-CARD	Vacuum cleaner bags	21.99
US BANK/P-CARD	Wall Calendars for patron	341.18
VERIZON WIRELESS - PA	ACCT# 880398978-00001	802.14
WALMART COMMUNITY BRC	FEB STMT - MISC SUPPLIES	1,110.20
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	809.99
WATTS COPY SYSTEMS, INC.	COPY MACHINES-SVC&REPAIR	398.32
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES	227.09
WATTS COPY SYSTEMS, INC.	IMAGING CHRGR-R5608	142.75
WATTS COPY SYSTEMS, INC.	IMAGING CHRGR-R5774	447.53
WESTON WOODS	CHILDRENS AUDIOBOOK	18.95
WESTON WOODS	CHILDRES AUDIOBOOKS	304.40
WILCOX ELECTRIC & SERVICE INC	12 FLOOR OUTLETS/2 BALLST	680.55
WILCOX ELECTRIC & SERVICE INC	ELECTRICAL REPAIR 3/4/20	192.69
WILCOX ELECTRIC & SERVICE INC	REPL BALLASTS/FL 2, BSMNT	959.74
WILCOX ELECTRIC & SERVICE INC	REPLACE BALLASTS	292.14
Library Fund	Library Administration - Total	97,409.38

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
APPLE INC	MB PRO FOR INTERN	2,548.00
STUDIO GC INC.	DESIGN/DEVELOPMENT SERVS	6,825.00
STUDIO GC INC.	REPLACE ROOF PROJECT	1,365.00
Library Replacement Fund	Library Administration - Total	10,738.00
Overall - Total		112,421.77

Director's Report
April 29, 2020

1. Monthly Financial Report

Revenue: The March operating revenues are up 0.84% compared to this time last year.

Expenses: A report showing expenses from February 20 to April 22 is included in this packet.

2. Circulation

Circulation was down from March 2019 by 27,951 transactions, a decrease of 48%. YTD circulation is down by 53,247, a decrease of 7.6%. Note: Normal Public Library was closed from March 13 – March 31 due to COVID-19.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

The ceramic tile is scheduled to arrive in mid-June. Demolition and construction will begin in early May.

5. West Roof

The west roof project began on April 24.

6. Outreach vehicle

Our Ford Transit Connect arrived on March 13. We look forward to expanding outreach.

7. Sensory App

We have a small team of staff working on the sensory app. Development is delayed at the moment.

8. Cost of Living Adjustment

On March 16 the Town Council approved a 0.3% cost of living adjustment for classified employees. Included in this packet is the report provided to the Council. The same adjustment is on the agenda for your consideration tonight. The library has traditionally maintained the same salary schedule as the Town.

9. Illinois Public Library Annual Report

We are seeking Board approval to file the FY2020 IPLAR as presented. Kudos to Tori, John and Jennifer for their assistance in preparing this report.

10. Six Month Review of Executive Session Minutes

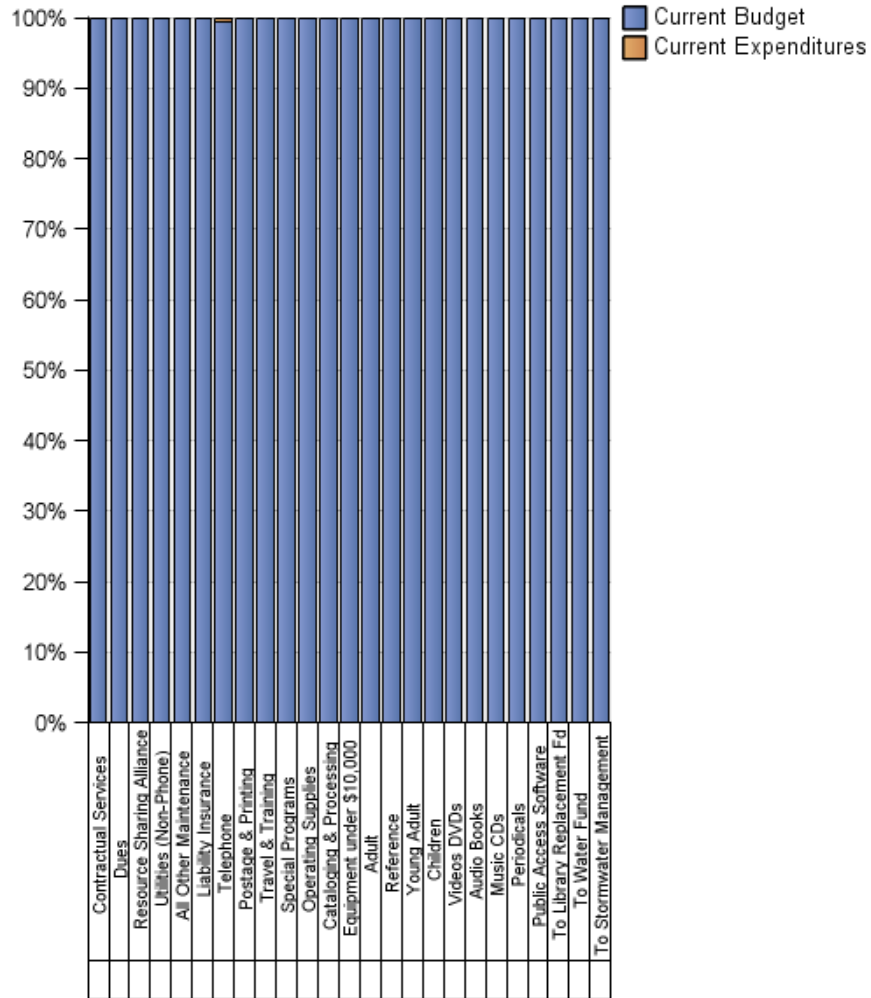
Due to cancellation of the March 25 Board of Trustees meeting, the Board needs to complete the six-month review of executive session minutes.

11. Annual Insurance Renewal / Abuse and Molestation Policy

Van Gundy has prepared the insurance renewal effective May 1, 2020. Related to this renewal, we need to put in place an Abuse and Molestation Policy.

Budget to Actual Expenditures

Library - Administration (Library Fund)

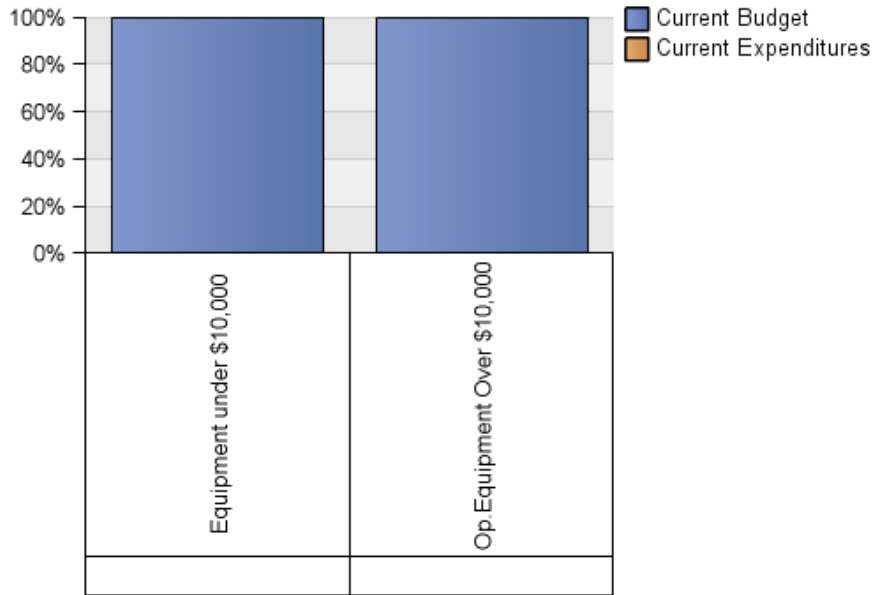


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$113,540.00	\$113,540.00	\$113,540.00	100%	\$0.00
			221-9010-455.20-20	Dues	\$0.00	\$0.00	\$0.00	\$5,463.00	\$5,463.00	\$5,463.00	100%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$65,701.00	\$65,701.00	\$65,701.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$45,200.00	\$45,200.00	\$45,200.00	100%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$0.00	\$0.00	\$68,361.00	\$68,361.00	\$68,361.00	100%	\$0.00

221-9010-455.30-10	Liability Insurance	\$0.00	\$0.00	\$0.00	\$35,271.00	\$35,271.00	\$35,271.00	100%	\$0.00
221-9010-455.30-15	Telephone	\$76.08	\$0.00	\$600.00	\$12,459.00	\$11,782.92	\$12,459.00	95%	\$676.08
221-9010-455.30-25	Postage & Printing	\$0.00	\$0.00	\$0.00	\$25,363.00	\$25,363.00	\$25,363.00	100%	\$0.00
221-9010-455.30-35	Travel & Training	\$0.00	\$0.00	\$0.00	\$16,458.00	\$16,458.00	\$16,458.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$0.00	\$0.00	\$8,098.00	\$8,098.00	\$8,098.00	100%	\$0.00
221-9010-455.35-10	Operating Supplies	\$0.00	\$0.00	\$0.00	\$43,906.00	\$43,906.00	\$43,906.00	100%	\$0.00
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$18,405.00	\$18,405.00	\$18,405.00	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	\$0.00	\$0.00	\$0.00	\$100,786.00	\$100,786.00	\$100,786.00	100%	\$0.00
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	\$0.00	\$0.00	\$0.00	\$12,731.00	\$12,731.00	\$12,731.00	100%	\$0.00
221-9010-455.36-25	Children	\$0.00	\$0.00	\$0.00	\$84,872.00	\$84,872.00	\$84,872.00	100%	\$0.00
221-9010-455.37-15	Videos DVDs	\$0.00	\$0.00	\$0.00	\$42,436.00	\$42,436.00	\$42,436.00	100%	\$0.00
221-9010-455.37-20	Audio Books	\$0.00	\$0.00	\$0.00	\$45,619.00	\$45,619.00	\$45,619.00	100%	\$0.00
221-9010-455.37-30	Music CDs	\$0.00	\$0.00	\$0.00	\$6,365.00	\$6,365.00	\$6,365.00	100%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$0.00	\$0.00	\$16,500.00	\$16,500.00	\$16,500.00	100%	\$0.00
221-9010-455.38-20	Public Access Software	\$0.00	\$0.00	\$0.00	\$138,915.00	\$138,915.00	\$138,915.00	100%	\$0.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$65,461.00	\$65,461.00	\$65,461.00	100%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$0.00	\$0.00	\$3,172.00	\$3,172.00	\$3,172.00	100%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$0.00	\$0.00	\$773.00	\$773.00	\$773.00	100%	\$0.00
Summary		76.08	0.00	401,795.00	982,855.00	580,983.92	982,855.00	0.59	401,871.08

Budget to Actual Expenditures

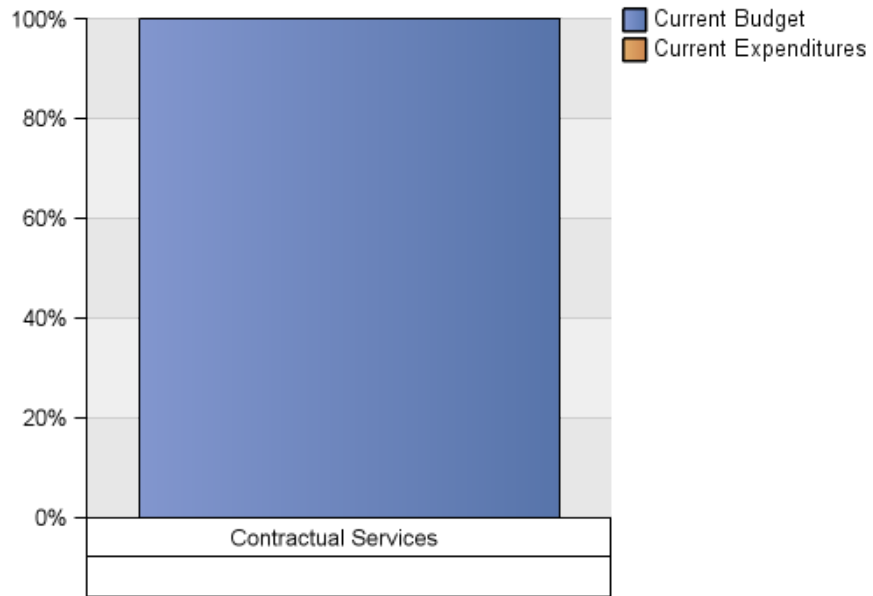
Library - Administration (Library Replacement Fund)



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	\$140,830.00	\$140,830.00	\$140,830.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$201,000.00	\$201,000.00	\$201,000.00	100%	\$0.00
			Summary		0.00	0.00	0.00	341,830.00	341,830.00	341,830.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
Summary					0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1.00	0.00

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of March 31, 2020

		As of March 31, 2020	As of March 31, 2019	Net Change
221	Library Fund	\$ 2,824,589.08	\$ 3,456,484.55	\$ (631,895.47)
222	Library Replacement Fund	\$ 2,187,836.95	\$ 2,104,722.90	\$ 83,114.05
223	Library Reserve Fund	\$ 1,230,680.13	\$ -	\$ 1,230,680.13
	Totals	<u>\$ 5,012,426.03</u>	<u>\$ 5,561,207.45</u>	<u>\$ (548,781.42)</u>

Town of Normal
 Current Cash Equivalents and Investments Subsidiary Ledger
 As of March 31, 2020

Fund Name	Fd #	Investment Type	Security Number	Purchased Date	Due Date	Stated Yield	Actual Yield	Amount Paid	Face Value	Market Price	Market Value
Normal Library Fund	221	IMET Liquidating Trust	20175-901					\$42,690.13	\$42,690.13	56.100%	\$23,949.16
	221	US Bank Commercial Paper				0.20%	0.20%	\$0.00	\$0.00	100.000%	\$0.00
Normal Library Fund	221	US Bank Money Market Account	105991370				0.04%	\$39,288.12	\$39,288.12	100.000%	\$39,288.12
Normal Library Fund	221	US Bank Investment Managed Account	105991370				1.85%	\$2,914,473.65	\$2,915,809.48	102.592%	\$2,991,382.31
								<u>\$2,996,451.90</u>	<u>\$2,997,787.73</u>		<u>\$3,054,619.59</u>
Library Equipment Replacement Fund	222	IMET Liquidating Trust	20175-901					\$9,488.13	\$9,488.13	56.100%	\$5,322.84
Library Equipment Replacement Fund	222	US Bank Money Market Account	105991370				0.04%	\$22,286.30	\$22,286.30	100.000%	\$22,286.30
Library Equipment Replacement Fund	222	US Bank Investment Managed Account	105991370				1.85%	\$1,043,084.40	\$1,043,562.51	102.592%	\$1,070,609.88
								<u>\$1,074,858.83</u>	<u>\$1,075,336.94</u>		<u>\$1,098,219.02</u>
								\$4,071,310.73	\$4,073,124.67		\$4,152,838.61

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of March 31, 2020

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,117,196	\$ 4,765,843	\$ 822	\$ 350,531	\$ 3,785,234	6.85
Library Fund Total	5,117,196	4,765,843	822	350,531	3,785,234	6.85
						-
LIBRARY REPLACEMENT FUND 222						
Administration	511,126	304,050	27,235	179,841	8,100	35.19
Library Replacement Fund Total	511,126	304,050	27,235	179,841	8,100	35.19
						-
LIBRARY SPECIAL REVENUE FUND 223						
Administration	156,713	7,205	-	149,508	-	95.40
Library Special Revenue Fund Total	156,713	7,205	-	149,508	-	95.40
						-
Total For All Funds	\$ 5,785,035	\$ 5,077,098	\$ 28,057	\$ 679,880	\$ 3,793,334	11.75

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o March 31, 2020

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 3,900,560	99.92	\$ 3,894,641	0.15
State Replacement Taxes	127,100	137,529	108.21	103,255	33.19
State Library Aid	65,621	65,621	100.00	65,621	-
Fees	38,000	34,955	91.99	40,995	(14.74)
Fines	15,000	15,030	100.20	15,674	(4.11)
Investment Income	51,000	52,949	103.82	51,533	2.75
Contributions & Donations	725	2,550	351.72	2,278	11.93
Miscellaneous Revenue	200	1,283	641.75	1,325	(3.15)
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,201,446	4,210,477	100.21	4,175,322	0.84
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	23,195	115.97	20,169	15.00
Miscellaneous Revenue	-	-	-	-	-
Transfers	323,799	323,799	100.00	394,113	(17.84)
Library Replacement Fund Total	343,799	346,994	100.93	414,282	(16.24)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	1,766	88.31	-	100.00
Miscellaneous Revenue	50,000	50,000	-	-	100.00
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,238,119	1,237,885	99.98	-	100.00
Total For All Funds	\$ 5,783,364	\$ 5,795,356	\$ 301	\$ 4,589,605	26.27

FEBRUARY 2020
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	FEBRUARY	YTD	FEBRUARY	YTD	FEBRUARY	YTD
Juvenile - Fiction	10,520	121,713	10,856	128,658	10,333	124,808
Nonfiction	4,712	45,805	4,858	47,504	4,529	45,458
Paperbacks	12,961	154,394	13,638	160,349	12,899	159,168
Magazines	28	472	47	578	68	516
Juvenile - AV	816	9,640	723	9,527	621	8,306
Juvenile - Other	99	461	29	293	24	221
Juvenile - Total	29,136	332,485	30,151	346,909	28,474	338,477
Teen - Fiction	948	13,167	1,011	14,536	959	13,909
Paperbacks	81	1,297	114	1,521	109	1,762
Magazines	1	11	2	40	-	27
Teen - Total	1,030	14,475	1,127	16,097	1,068	15,698
Adult - Fiction	3,924	44,180	3,867	48,676	3,867	46,948
Nonfiction	3,104	33,753	3,255	35,646	3,058	38,413
Paperbacks	676	7,799	608	9,431	796	10,676
L.P. paperbacks	70	1,642	179	1,272	78	762
Large Print	1,538	18,490	1,780	20,725	1,505	19,157
Magazines	322	3,750	256	4,316	249	4,598
Other	712	7,718	676	7,581	613	7,817
Adult - Total	10,346	117,332	10,621	127,647	10,166	128,371
DVD	2,784	32,200	3,309	39,091	3,136	42,450
CD	971	11,165	1,136	11,557	870	14,176
Books on CD	678	8,606	748	10,146	846	11,665
MP3	47	526	60	956	52	991
Streaming Video	201	1,850	108	1,240	53	766
Downloadable Music	541	6,569	576	8,454	775	8,325
eAudiobooks	1,967	20,875	1,395	13,876	957	8,749
eBooks	2,807	31,590	2,444	24,275	1,902	18,062
Zinio eMagazines	-	1,081	86	752	52	622
Playaways	322	3,859	306	4,198	316	3,984
Software/Hardware	62	875	126	1,118	65	969
Video Games	345	4,109	366	3,977	272	3,384
AV - Total	10,725	123,305	10,660	119,640	9,296	114,143
Subtotal - Circulation	51,237	587,597	52,559	610,293	49,004	596,689
<Add deposits: 1500>	1,500	16,500	1,500	16,500	1,500	16,500
<Add in-library use: 1100>	1,100	12,100	1,100	12,100	1,100	12,100
Total Circ	53,837	616,197	55,159	638,893	51,604	625,289

FEBRUARY 2020

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,451	28,562	213	102	2,131	1,798
Nonfiction	19,968	20,103	141	6	1,314	686
Paperbacks	33,158	33,362	292	88	3,461	3,172
Magazines	176	185	9	-	139	165
Juvenile - AV	2,533	2,532	-	1	346	187
Juvenile - Other	126	126	-	-	1	(35)
Juvenile - YTD Total	84,412	84,870	655	197	7,392	5,973

Teen - Fiction	5,213	5,236	24	1	598	645
Paperbacks	898	899	1	-	4	126
Magazines	89	90	1	-	24	-
YTD Total	6,200	6,225	26	1	626	771

Adult - Fiction	22,030	22,176	157	11	1,589	1,655
Nonfiction	21,227	21,314	97	10	1,273	1,706
Paperbacks	7,292	6,646	45	691	441	727
LP paperbacks	783	793	10	-	58	12
Large Print	9,053	8,724	111	440	687	1,206
Magazines	3,091	3,197	131	25	1,673	1,074
Other	1,265	1,283	18	-	158	12
YTD Total	64,741	64,133	569	1,177	5,879	6,392

DVD	18,147	18,096	186	237	1,598	989
CD	8,634	8,652	18	-	195	1,686
Books on CD	5,697	5,700	4	1	152	410
MP3	812	811	-	1	2	159
Playaways	1,970	1,973	35	32	232	120
Software/Hardware	48	48	-	-	-	-
eContent	-	-	-	-	696	9,968
Video Games	711	713	2	-	72	4
YTD AV Total	36,019	35,993	245	271	2,947	13,336

Total Collection	191,372	191,221	1,495	1,646	16,844	26,472
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FEBRUARY 2020

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	34,006	199	14	34,191
Teen	3,393	2	-	3,395
Juvenile	8,660	16	-	8,676
Total	46,059	217	14	46,262

2020 YTD	2019 YTD	2018 YTD
34,191	31,340	28,224
3,395	3,049	1,650
8,676	7,545	6,599
46,262	41,934	36,473

Patron Count	
Patron Count: Month	19,263
Offsite programs (est)	-
Previous Month YTD	250,219

269,482	253,638	254,769
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Interlibrary Loan and System Holds		
	FEBRUARY 2020	Previous Month YTD
Borrowed/Rec'd	1,621	13,601
Loaned/Sent	1,531	15,346
Reciprocal borrowing	16,788	174,519

15,222	12,810	10,905
16,877	13,369	11,155
191,307	205,092	213,810

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	209	181	52
Adult	1,409	1,186	51
Public Laptop	143	178	75
TOTALS	1,761	1,545	178

YTD Uses
3,385
17,111
1,568
22,539

MARCH 2020
 Monthly Statistics

Normal Public Library
 Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	MARCH	YTD	MARCH	YTD	MARCH	YTD
Juvenile - Fiction	4,528	126,241	11,050	139,708	12,435	137,243
Nonfiction	2,279	48,084	5,154	52,658	5,207	50,665
Paperbacks	5,201	159,595	14,500	174,849	15,644	174,812
Magazines	7	479	71	649	42	558
Juvenile - AV	377	10,017	891	10,418	801	9,107
Juvenile - Other	24	485	32	325	29	250
Juvenile - Total	12,416	344,901	31,698	378,607	34,158	372,635
Teen - Fiction	451	13,618	1,138	15,674	1,283	15,192
Paperbacks	5	1,302	95	1,616	141	1,903
Magazines	-	11	1	41	2	29
Teen - Total	456	14,931	1,234	17,331	1,426	17,124
Adult - Fiction	1,874	46,054	4,086	52,762	4,233	51,181
Nonfiction	1,620	35,373	3,512	39,158	3,484	41,897
Paperbacks	320	8,119	763	10,194	879	11,555
L.P. paperbacks	-	1,642	183	1,455	88	850
Large Print	1,051	19,541	1,598	22,323	1,833	20,990
Magazines	115	3,865	369	4,685	352	4,950
Other	378	8,096	702	8,283	774	8,591
Adult - Total	5,358	122,690	11,213	138,860	11,643	140,014
DVD	1,316	33,516	3,754	42,845	3,998	46,448
CD	351	11,516	979	12,536	1,272	15,448
Books on CD	255	8,861	786	10,932	1,022	12,687
MP3	22	548	80	1,036	95	1,086
Streaming Video	259	2,109	151	1,391	74	840
Downloadable Music	702	7,271	606	9,060	707	9,032
eAudiobooks	2,335	23,210	1,807	15,683	1,051	9,800
eBooks	3,854	35,444	2,624	26,899	2,010	20,072
Zinio eMagazines	275	1,356	16	768	31	653
Playaways	167	4,026	332	4,530	365	4,349
Software/Hardware	-	875	112	1,230	145	1,114
Video Games	124	4,233	449	4,426	301	3,685
AV - Total	9,660	132,965	11,696	131,336	11,071	125,214
Subtotal - Circulation	27,890	615,487	55,841	666,134	58,298	654,987
<Add deposits: 1500>	1,500	16,500	1,500	18,000	1,500	18,000
<Add in-library use: 1100>	1,100	12,100	1,100	13,200	1,100	13,200
Total Circ	30,490	644,087	58,441	697,334	60,898	686,187

MARCH 2020

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,562	28,663	133	32	2,264	1,830
Nonfiction	20,103	20,126	32	9	1,346	695
Paperbacks	33,362	33,324	58	96	3,519	3,268
Magazines	185	194	9	-	148	165
Juvenile - AV	2,532	2,528	-	4	346	191
Juvenile - Other	126	126	-	-	1	(35)
Juvenile - YTD Total	84,870	84,961	232	141	7,624	6,114

Teen - Fiction	5,236	5,221	48	63	646	708
Paperbacks	899	899	-	-	4	126
Magazines	90	90	-	-	24	-
YTD Total	6,225	6,210	48	63	674	834

Adult - Fiction	22,176	22,238	73	11	1,662	1,666
Nonfiction	21,314	21,316	45	43	1,318	1,749
Paperbacks	6,646	6,671	26	1	467	728
LP paperbacks	793	803	10	-	68	12
Large Print	8,724	8,703	3	24	690	1,230
Magazines	3,197	3,257	61	1	1,734	1,075
Other	1,283	1,293	5	(5)	163	7
YTD Total	64,133	64,281	223	75	6,102	6,467

DVD	18,096	17,772	63	387	1,661	1,376
CD	8,652	8,656	5	1	200	1,687
Books on CD	5,700	5,705	5	-	157	410
MP3	811	811	-	-	2	159
Playaways	1,973	1,966	5	12	237	132
Software/Hardware	48	48	-	-	-	-
eContent	-	-	-	-	696	9,968
Video Games	713	713	-	-	72	4
YTD AV Total	35,993	35,671	78	400	3,025	13,736

Total Collection	191,221	191,123	581	679	17,425	27,151
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MARCH 2020

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	34,191	120	(23)	34,334
Teen	3,395	26	2	3,419
Juvenile	8,676	89	5	8,760
Total	46,262	235	(16)	46,513

2020 YTD	2019 YTD	2018 YTD
34,334	31,518	28,484
3,419	3,055	1,659
8,760	7,569	6,641
46,513	42,142	36,784

Patron Count	
Patron Count: Month	12,524
Offsite programs (est)	-
Previous Month YTD	269,482

282,006	276,207	280,350
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Interlibrary Loan and System Holds		
	MARCH 2020	Previous Month YTD
Borrowed/Rec'd	859	15,222
Loaned/Sent	758	16,877
Reciprocal borrowing	8,309	191,307

16,081	14,105	12,102
17,635	14,439	12,487
199,616	223,650	235,225

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	90	16	41
Adult	648	538	50
Public Laptop	49	54	66
TOTALS	787	608	50

YTD Uses
3,475
17,759
1,617
23,326

NORMAL PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLSC 151, PLSC 701]	30498
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0382
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Normal Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	206 West College Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Normal
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61761
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	206 West College Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Normal
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61761
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	(309) 452-1757
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	(309) 452-5312
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.normalpl.org

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

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

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	McLean
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	52,497
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

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

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

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

SERVICE OUTLETS (2.1 - 2.14)

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

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

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	04/01/2019
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	03/31/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Brian Chase
3.5 Telephone Number of Person Preparing Report	309-433-3499
3.6 FAX Number	309-452-5312
3.7 E-Mail Address	bchase@normalpl.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date	4.5 Passed	4.6 Effective Date	4.7 Referendum ballot

Type	referendum type?	(mm/dd/year)	or Failed?	(mm/dd/year)	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

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

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
5.4 IF NO, please explain	

First Member

5.5 Name	Jess Ray
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-454-1397
5.9 E-mail Address	jray@normalpl.org
5.10 Home Address	1502 Estate Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Second member

Second member

5.5 Name	Walter (Terry) Lindberg
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2021
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

Third member

5.5 Name	Jessica (Jd) Davis
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-310-2797
5.9 E-mail Address	jdavis@normalpl.org
5.10 Home Address	403 Marian Ave.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fourth member

5.5 Name	Katelyn Trunnell
5.6 Trustee Position	Treasurer
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	409 Greenbriar Dr. #4
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fifth member

5.5 Name	Pam Lewis
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	309-452-2080
5.9 E-mail Address	plewis@normalpl.org
5.10 Home Address	1627 Gregory
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Sixth 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

Seventh member

5.5 Name	Jim Rogal
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	217-622-9752
5.9 E-mail Address	jrogal@normalpl.org
5.10 Home Address	1625 Ensign Dr.
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 (6.1-6.4)

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

6.1a Total square footage of the main library building [PLSC 711]	44,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Our Wellness Room, located in our children's area, provides a private, quiet space for patrons who need such a space for a brief time. It is available on a first come, first served basis and features adjustable lighting, a couch, a mobile divider which can be used as a privacy screen, a child-size table with animal chairs, puzzles, fidget/sensory toys and wobble seats. Weighted blankets are available at the Children's Information Desk.
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	687
6.4a Total Number of Study Rooms	0
6.4b Total number of times study room(s) used by the public during the fiscal year	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.)?	\$10,500,000
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.	Operating fund has a balance of \$2,637,151.29 and is intended to serve as cash flow until next receipt of property taxes. Replacement fund has a balance of \$2,174,674.33

and is intended to provide for the planned replacement of equipment. Special reserve fund has a balance of \$1,230,680.13 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
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,900,560
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.)	\$3,845,800

State Government

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

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

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

8.2 Per capita grant	\$65,621
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$138,596
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$204,217

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	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

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

8.13 Monetary Gifts and Donations	\$2,550
8.14 Other receipts intended to be used for operating expenditures	\$93,872
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$96,422
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,201,199
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Safeguarding of Library Funds

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

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

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

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

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,125,844
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$609,563
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,735,407

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$174,387
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$168,491
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$49,358
10.3b Please provide an explanation of the other types of material expenditures.	Music CDs, DVDs, video games, audio books
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$392,236

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,721,060
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$4,848,703

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$50,000
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$50,000

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]	\$27,235
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	13	13	\$547.86	520.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	¹ Children's Librarian	Children's Services	\$30.27	40.00
	Children's Librarian	Children's Services	\$35.98	40.00
	Children's Librarian	Children's Services	\$35.98	40.00
	Teen Librarian	Young Adult Services	\$36.88	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$39.92	40.00
	Cataloging Librarian	Cataloging	\$32.60	40.00
	Circulation Supervisor	Circulation	\$39.14	40.00
	Community Engagement Manager	Other Type of Librarian	\$36.88	40.00
	Technical Services Manager	Collection Development Acquisitions	\$49.35	40.00
	Adult Services & Circulation Manger	Adult Services	\$49.35	40.00
	Children's Services Manager	Children's Services	\$49.35	40.00
	Children's Librarian	Children's Services	\$39.92	40.00
	Library Director	Library Director	\$72.24	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	13.00
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Group A hidden group hours**Group B**

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

Summary				\$0.00	0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

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	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

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

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

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,248
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,248
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	50
14.3 Total annual visits/attendance in the library [PLSC 501]	282,006

PROGRAMS & ATTENDANCE (15.1 - 15.17)**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, 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.

Note: 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.

Passive Programs:

A passive program 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, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, 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.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	532	26,032	25	2,349
Young Adult	144	2,129	3	500
Other	159	6,181	103	1,145
Total	835	34,342	131	3,994

15.17a Did the library provide any special programming for patrons on the autism spectrum?

Yes

15.17b Please describe the programming provided.

Autism Resources Open House for children and families to learn about library offerings, how to use library resources, get library cards, meet staff and tour the Wellness Room. Sensory-Friendly After Hours and Storytime events provided opportunities to enjoy the library's resources and a sensory-friendly storytime (stories, songs, visual schedule, sensory activities and sensory toys) in a calmer, more accessible atmosphere. Representatives from local organizations who specialize in providing resources for those with special needs served as partners in these events. Additionally, we offered Sensory Friendly Storytimes for Unit 5 students; Autism Cafe (social hours for ages 18 and older, occurring monthly); and Contra dancing.

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 Users Cards	46,513
16.2a Total Number of Unexpired Non-resident Users Cards	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	46,513
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

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

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

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

17.1 Print Materials [PLSC 450]	151,417
17.2 Current Print Serial Subscriptions [PLSC 460]	186
17.3 Total Print Materials (17.1+17.2)	151,603
17.4 E-books Held at end of the fiscal year [PLSC 451]	465,067
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	19,652
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	464,481
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	17,786
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	47,326

Electronic Collections

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

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may

not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

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

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

17.7 Local/Other Cooperative agreements [PLSC 456]	28
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	41

USE OF RESOURCES (18.1 - 18.17)

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

18.1 Number of adult materials loaned	284,255
18.2 Number of young adult materials loaned	14,931
18.3 Number of children's materials loaned [PLSC 551]	344,901
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	644,087

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	488,169
18.6 Videos/DVDs- Physical	33,516
18.7 Audios (include music)- Physical	34,420
18.8 Magazines/Periodicals- Physical	4,355
18.9 Other Items- Physical	13,689
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	574,149
18.11 Use of Electronic Materials [PLSC 552]	41,532
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	117,688
18.13 Successful Retrieval of Electronic Information [PLSC 554]	59,267
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	100,799
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	674,948
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	17,635
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	16,081

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1 Total Annual Reference Transactions [PLSC 502]	37,500
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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	4,316
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AUTOMATION (20.1 - 20.5)

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

20.1 Total number of ALL computers in the library ²	172
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) ³	88
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 [PLSC 650] ⁴	83
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	23,326
21.6 Wireless Sessions Per Year [PLSC 652] ⁵	
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	195,602 --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Utilizing 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.)	\$9,522
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	3,834.00
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?	Normal Public Library was closed from March 14 - March 31 due to Covid-19.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1 No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

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

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

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

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

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

¹, 13.4 Retired on February 29, 2020; no active search being conducted; interim manager in place (0-2020-04-15)

², 20.1 136 computers, 36 tablets (0-2020-04-13)

³, 20.2 62 computers, 26 tablets (0-2020-04-13)

⁴, 21.4 57 computers, 26 tablets (0-2020-04-13)

⁵, 21.6 Not currently tracked (0-2020-04-13)

**2020-2021
INSURANCE SUMMARY
PREPARED FOR:**

**NORMAL PUBLIC LIBRARY
206 W. COLLEGE AVENUE
NORMAL, IL 61761**

Presented By:

Agent: David D. McGrew
Van Gundy Agency, Inc.
Phone: (309)452-1156
dmcgrew@vangundy.com



Premium Summary

	<u>2020</u>	<u>2019</u>
Commercial Package Policy	\$19,213	14,289
(umbrella now included in pkg)		2,519
Workers' Compensation	7,952	8,057
D&O (\$2M)/ EPLI (\$2M)	7,248	6,998
Cyber Policy	2,380	2,380
TOTALS:	\$36,793	\$34,243

Commercial Package Policy 5/1/2020 to 5/1/2021

Property:

\$1,000 Deductible, 90% Coinsurance, Special Form, Replacement Cost, Earthquake, Equipment Breakdown, Building Glass, Water/Sewer Backup, Elite Pac Property Extension

Location: 206 W. College Ave, Normal, IL 61761

Building: \$10,758,236

Business Personal Property: \$3,476,693

Furniture & Fixtures: \$1,141,146

Business Income & Extra Expense: *Actual Loss Sustained*

Building (Shed): \$6,085

General Liability Including Elite Pac GL Extension

Liability extended to parking lot at 108 N Fell Ave, Normal

General Aggregate	\$2,000,000
Products Completed Ops. Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage	\$1,000,000
Medical Payments	\$ 5,000

Abuse or Molestation Liability:

Each Occurrence	\$1,000,000
Aggregate Limit	\$2,000,000
No Deductible Applies	

Business Automobile: 2012 Dodge Grand Caravan
2019 Ford Transit Cargo Van

Bodily Injury & Property Damage	\$1,000,000
Medical Payments	\$ 5,000
Uninsured/Underinsured	\$1,000,000
Comprehensive/\$500 Deductible	Actual Cash Value
Collision/\$1000 Deductible	Actual Cash Value
Hired and Non-Owned Auto	\$1,000,000
Elite Pac Auto Extension	

Electronic Data Processing:

\$500 Deductible

Equipment Hardware Owned \$150,000

Media 25,000

Extra Expense 5,000

Scheduled Fine Arts 5,860

Lego Exhibit (Incl Breakage)

Unscheduled Fine Arts 25,000

Commercial Umbrella included with Package Policy

\$5,000,000 Each Occurrence / \$5,000,000 Aggregate Limit

Workers' Compensation 5/1/2020 to 5/1/2021

\$100,000 BI Each Accident

\$500,000 BI by Disease- Policy Limit

\$100,000 BI by Disease- Each Employee

Code: 8810 (Public Library Employees & Clerical)

Estimated Payroll: \$1,871,467

Code: 9101 (Public Library Custodial Employees)

Estimated Payroll: \$67,375

Code 7380 (Drivers)

Estimated Payroll: \$16,895

Code 8742 (Salespersons)

Estimated Payroll: \$16,328

D&O/EPLI (Mgmt Liability) 5/29/2020 to 5/29/2021

Directors & Officers Liability \$2,000,000 Aggregate

Employment Practices Liability \$2,000,000 Aggregate

\$10,000 Deductible Per Claim

TOWN COUNCIL ACTION REPORT

March 12, 2020

Resolution Approving a Salary Schedule Adjustment for Classified Employees to Reflect a Cost of Living Adjustment

PREPARED BY: Eric Hanson, Assistant City Manager

REVIEWED BY: Pamela S. Reece, City Manager
Andrew Huhn, Director of Finance

BUDGET IMPACT: For FY2020-21, the budget reflects staff estimates a 0.5% COLA in April and a 2.0% in October, for a total budget impact of \$417,000. The actual April COLA is 0.3% which is below staff's estimate of 0.5%. The total cost of the 0.3% COLA is \$83,000.

STAFF RECOMMENDATION: Approval

ATTACHMENTS: Proposed Resolution

BACKGROUND

Section 18.1-3D of the Personnel Code specifies that:

On April 1 of each year, the salary level then specified for each step in the salary administration program and all regular employees then current salary shall be adjusted up or down by the net percentage change in the cost of living computed for the six-month period of time commencing July 1 and ending December 31st of the preceding calendar year..."

In determining the cost of living adjustment, the Town uses the Consumer Price Index-Urban Consumers (CPI-U). This index is calculated by the U.S. Department of Labor, Bureau of Labor Statistics.

DISCUSSION/ANALYSIS

The consumer price index for all urban consumers was 256.974 in December 2019. The June 2019 index was 256.143. This is a six-month increase in the CPI-U of 0.3%.

Recent cost of living adjustments for classified positions have been as follows:

April 2017	0.20%
October 2017	1.46%
April 2018	0.64%
October 2018	2.22%
April 2019	0.00%
October 2019	2.00%

Council approval is necessary to remain compliant with Section 18.1-3D of the Town Personnel Code. Staff recommends that the Town's salary schedule for classified employees be amended to reflect the 0.3% cost of living adjustment effective April 1, 2020. The proposed adjustment affects 245 employees.

RESOLUTION NO. _____

A RESOLUTION APPROVING A SALARY SCHEDULE ADJUSTMENT FOR CLASSIFIED EMPLOYEES TO REFLECT A COST OF LIVING ADJUSTMENT

WHEREAS, The Town of Normal is a Home Rule unit of local government with authority to legislate in matters concerning its local government and affairs; and

WHEREAS, Section 18.1-3D of the Personnel Code specifies that, “on April 1 of each year, the salary level then specified for each step in the salary administration program and all regular employees then current salary shall be adjusted up or down by the net percentage change in the cost of living computed for the six month period of time commencing July 1 and ending December 31”; and

WHEREAS, The CPI-U is used to determine the net change in the cost of living; and

WHEREAS, For the six-month period beginning July 1, 2019 and ending December 30, 2019, the CPI-U increased 0.3%; and

WHEREAS, Council approval is necessary for the Town to remain compliant with Section 18.1-3-D, and it is in the best interests of the Town to adjust the Town’s salary schedule for classified employees to reflect the cost-of-living adjustment.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL, ILLINOIS:

SECTION 1. That the Town’s salary schedule for classified employees is amended to reflect the 0.3% cost-of-living adjustment indicated by the six-month increase in the CPI-U.

SECTION 2. That the amendment to the Town’s salary schedule for classified employees becomes effective April 1, 2020.

Adopted this ____ day of _____, 2020.

APPROVED:

President of the Board of Trustees of the Town of Normal, Illinois

ATTEST:

Town Clerk

(seal)