



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
April 24, 2019 at 5:00 PM**

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

5:00 pm - Oath of Office for Newly Elected 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
6. Library Director's Report
7. Foundation Report

8. New Business
 - A. Election of Board Officers (Action)
 - B. Board Meeting Schedule (Action)
 - C. Introduction of Newly Elected Trustees (Discussion)
 - D. Illinois Public Library Annual Report (Action)
 - E. Insurance Renewal (Action)
 - F. 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 29, 2019 (tentative)
12. Adjournment

The Board of Trustees of Normal Public Library may attend the McLean County Chamber of Commerce "State of the County" program, which will take place at 7:00 am on April 30 at the McLean County Museum of History, 200 North Main Street, Bloomington, IL 61701.

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
March 27, 2019**

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, March 27, 2019. The meeting convened at 5:00 pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Joel Studebaker, Shawn Woodson, Treasurer, and Katelyn Trunnell.

Mr. Studebaker arrived at 5:04pm.

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

Review of the Agenda: Jim Rogal, Erin Ripley-Gataric, Derek Beigh (Pantagraph)

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

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$39,862.95 and one payroll be paid for \$158,376.43. Ms. Lewis seconded. Motion carried 6-0.

President's Report:

Mr. Ray reminded the group that the Statement of Economic Interest is due, and noted that the Per Capita grant received approval. April 5th is the preview date for the Foundation book sale, with subsequent dates through the weekend. Thanks to the staff for all the wonderful work that they do.

Public Comment: None

Library Director's Report:

Mr. Chase stated that the Live and Learn grant was a unanimously approved project for funding. We will officially hear within a few weeks, and a check will arrive late summer/early Fall. We requested \$50,000. The letter was received for the Per Capita grant, with the check arriving later. The Library is looking at more ways for resource sharing; i.e., making music cds and audio books available to loan out to other libraries. Find More Illinois is one of these way, and the back of the Board package shows a map of service areas. Green indicates our area, and white is the underserved areas. Rails created the project to tie together the consortiums to allow for sharing between the different systems. Mr. Chase noted that it is still early days for this project, but it's a good thing. Bloomington Public Library has not yet joined. Patrons can borrow from Normal, then the Consortium, then Find More Illinois. This opens up a lot of libraries, and more opportunities for materials. Mr. Chase then thanked Mr. Studebaker and Mr. Woodson for their service to the Library Board, as it was their last meeting.

Foundation Report:

Author of the *Unwanted* series, Lisa McMann, is coming to NPL in late April. Several events are planned, with tickets already on sale for the April 26th event. There will be free events around the same time. Information is on the website. The Foundation book sale was noted again.

New Business:

COLA discussion

- The Board discussed this at a previous meeting. Mr. Stuebaker would like the Board to continue to consider a flat COLA increase, stating that percentage increases are disproportionate between full-time and part-time workers. This method would involve taking the full pool of money and dividing it up by hours worked.

Celebration of Service for Mr. Stuebaker and Mr. Woodson. The Board of Trustees thanked Mr. Stuebaker and Mr. Woodson for their service to Normal Public Library.

Unfinished Business: None

Next meeting agenda

- Elections will occur before the meeting, and so new members will be introduced.

Executive Session

Ms. Lewis moved to enter executive session for six-month review and approval of executive session minutes [Section 2(c)(21)] and for the annual performance review of the library director [Section 2(c)(1)]. Mr. Woodson seconded; motion passed 7-0.

Executive Session ended at 5:53 pm.

Mr. Lindberg moved to adjourn the meeting, and Mr. Woodson seconded; motion passed 7-0. Meeting adjourned at 5:55 pm.

Town of Normal Expenditures to be approved for Payments
Between Mar 21, 2019 and Apr 17, 2019

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	57.00
US BANK/P-CARD	Food for Foundation Meeti	50.17
WALMART COMMUNITY BRC	NASA GRANT PROGRAM - RAND	65.85
Library Fund	- Total	173.02

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AUTOMATIC FIRE SPRINKLER, LLC	SPRINKLER INSPECTION&TEST	800.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,294.66
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	2,275.64
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	256.21
BARNES & NOBLE INC	CHILDREN BOOKS	970.43
BOUND TO STAY BOUND BOOKS INC	CHILDRENS BOOKS	2,521.50
BRAINFUSE INC	ONLINE VETERAN SERVICES	800.00
BRODART COMPANY	ADULT BOOKS	26.18
BRODART COMPANY	PAPERBACK BOOKS	26.18
CENGAGE LEARNING INC	DEC MYSTERTY SAMPLER 3PLN	67.47
CENGAGE LEARNING INC	DEC PEER PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	LARGE PRINT BOOKS DIST 6	67.49
CENGAGE LEARNING INC	LARGE PRINT DIST 6 PLAN	90.74
CENGAGE LEARNING INC	MAR WHEELER HRDCVR 5 PLAN	85.47
CENGAGE LEARNING INC	MARCH BASIC 8 PLAN	196.43
CENGAGE LEARNING INC	MARCH CHRISTIAN ROMANCE	47.23
CENGAGE LEARNING INC	MARCH CORE 8 PLAN	83.97
CENGAGE LEARNING INC	MARCH MYSTERY 6 PLAN	145.44
CENGAGE LEARNING INC	MARCH MYSTREY SAMPLER 3PN	67.47
CENGAGE LEARNING INC	MARCH PEER PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	MARCH WHEELER HRDCVR 5PLN	29.24
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	383.48
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,145.59
CRAIG HUMPHREY	REIMB. TO CRAIG H./DISINF	60.00
DEMCO INC	ANNUAL RENEWAL	3,497.00
DEX YP	ADVERTISING CHARGE	34.15
DIVERSIFIED MECHANICAL INC	A/C REPAIRS	332.60
ELM USA INC	YELLOW, GREEN, RED PAPER	309.95

Town of Normal Expenditures to be approved for Payments
Between Mar 21, 2019 and Apr 17, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FASTSIGNS	PARKING LOT SIGNS/NPL	250.58
FINDAWAY WORLD LLC	PLAYAWAYS	1,827.19
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H W WILSON CO	CORE COLLECTION	432.50
HARLAN VANCE COMPANY	TEXT GLOVES	1,733.60
HR SOURCE	MEMBERSHIP DUES	1,040.00
JOURNAL STAR	ACCT.# 0042 0001045244	316.75
KONE INC	ELEVATOR REPAIRS	476.53
KROGER-INDY CUSTOMER CHARGES	MAR STMT/MISC SUPPLIES	1,750.38
LE PRINT EXPRESS	BROCHURES/NPL	233.61
LE PRINT EXPRESS	SPRING ACTIVITY GUIDE	1,638.39
LINKEDIN CORPORATION	ANNUAL SUBSCRIPTION	12,075.00
MENARDS	MISC SUPPLIES	17.21
MENARDS	WIRE BASKET,SLATWALL	244.86
MIDWEST TAPE	ADVANCE DIGITAL	5,000.00
MIDWEST TAPE	CREDIT	-14.99
MIDWEST TAPE	DVDS	330.85
MIDWEST TAPE	MUSIC CDS	287.79
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	337.84
MORNINGSTAR INC	ANNUAL RENEWAL	2,508.00
NICOR GAS	ENERGY USAGE	739.43
ORKIN EXTERMINATING CO	PEST CONTROL/BED BUGS	500.00
PERMACARD	PERMACARD CARDS KEY TAG	2,205.28
PRODUCT LLC	OFFICE LAYOUTS	2,500.00
PURITAN SPRINGS WATER	WATER SERVICE/NPL	61.39
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	448.75
RANDOM HOUSE, INC.	AUDIO BOOKS	55.50
RANDOM HOUSE, INC.	CHILDREN AV	75.00
RECORDED BOOKS LLC	CD'S	1,743.89
SAM LEMAN INC	OIL CHANGE	40.18
SAMS CLUB	MISC SUPPLIES	184.51
SAMS CLUB	VIDEO GAME	54.98
Silvia Schuh	SUPPLIES FOR PROGRAM: ART	30.24
SMILE MAKERS	BACKPACK PULL SAMPLER	491.94
STATE JOURNAL REGISTER	ACCT.# 10748995 - RENEWAL	417.11
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UPTOWN PARTNERS BUSINESS ASSOC.	BRONZE MEMBERSHIP	100.00
US BANK/P-CARD	2019 IL Youth Services In	150.00

Town of Normal Expenditures to be approved for Payments
Between Mar 21, 2019 and Apr 17, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	2019 Membership dues rene	250.00
US BANK/P-CARD	Academy Award Winner Titl	52.71
US BANK/P-CARD	Adult Book - Unnecessary	11.99
US BANK/P-CARD	AFP membership renewal	290.00
US BANK/P-CARD	Antibacterial Handwash 12	47.20
US BANK/P-CARD	Board Packets for Februar	10.15
US BANK/P-CARD	Bubbler Repl. Kit for Wat	25.01
US BANK/P-CARD	Can Liners 56 Gallons 100	41.94
US BANK/P-CARD	Cell phone case for Brian	56.96
US BANK/P-CARD	Cell Phone Case for Galax	12.99
US BANK/P-CARD	Credit Card Reciept	76.70
US BANK/P-CARD	Disinfectant Wipes	89.75
US BANK/P-CARD	for adult events/ FINDMAG	8.79
US BANK/P-CARD	Foreign Language Movie -	21.49
US BANK/P-CARD	Foreign Movie Title - HAP	28.94
US BANK/P-CARD	Foreign Movie Title - MAN	33.98
US BANK/P-CARD	Foreign Movie Title - TEJ	14.99
US BANK/P-CARD	Gas for Library Van	19.00
US BANK/P-CARD	Laura G. central IL - AFP	25.00
US BANK/P-CARD	License for Fonts - for E	98.95
US BANK/P-CARD	Light Bulb/Screw Base (1)	7.49
US BANK/P-CARD	Light Bulbs	13.99
US BANK/P-CARD	Light Bulbs - Eiko Screw	4.58
US BANK/P-CARD	Light Bulbs - LED 12356	50.85
US BANK/P-CARD	Light Bulbs 1 Pack of 4	17.79
US BANK/P-CARD	Light Bulbs LED 12620/LED	40.35
US BANK/P-CARD	New DVD Rel. - BAG OF MAR	19.99
US BANK/P-CARD	New Rel. DVD - DON'T GO (33.94
US BANK/P-CARD	New Rel. DVD - FAR FROM T	19.89
US BANK/P-CARD	New Rel. DVD - FREE SOLO	55.77
US BANK/P-CARD	New Rel. DVD - FRONT RUNN	93.35
US BANK/P-CARD	New Rel. DVD - ICE DRAGON	27.94
US BANK/P-CARD	New Rel. DVD - MARY QUEEN	188.90
US BANK/P-CARD	New Rel. DVD - VENGEANCE:	65.32
US BANK/P-CARD	New Rel. DVDs - GREEN BOO	215.88
US BANK/P-CARD	New Rel. Game - Dragons:	119.86
US BANK/P-CARD	New Rel. Game - Kingdom o	54.34
US BANK/P-CARD	New Rel. Music CD - Every	13.98

Town of Normal Expenditures to be approved for Payments
Between Mar 21, 2019 and Apr 17, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New Rel. Music CD - Now T	29.96
US BANK/P-CARD	New Rel. Music CD - Swimm	10.49
US BANK/P-CARD	New York Times renewal Se	1,118.00
US BANK/P-CARD	Patron Req. Music CD - No	11.99
US BANK/P-CARD	Patron Req. New Rel. Game	53.75
US BANK/P-CARD	Posting for Children's Li	100.00
US BANK/P-CARD	Refund for Event - Librar	-50.00
US BANK/P-CARD	Repl. DVDs - PETER PAN (2	57.36
US BANK/P-CARD	Repl. Music CD - NOW Disn	11.89
US BANK/P-CARD	Ret. Game - KINGDOM HEART	-54.34
US BANK/P-CARD	SHRM conference	275.45
US BANK/P-CARD	slatwall shelves for adul	10.15
US BANK/P-CARD	Speakers & Cases for iPad	77.96
US BANK/P-CARD	Studio Tour @ La Mas for	45.00
US BANK/P-CARD	Supplies for STEAM CLUB	20.24
US BANK/P-CARD	T-Vinyl PU heat transfer	80.94
US BANK/P-CARD	Tronex Powder Free Gloves	48.39
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	872.60
WALMART COMMUNITY BRC	CRAFT SUPPLIES	131.27
WALMART COMMUNITY BRC	DVDS	2,370.92
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	569.87
Library Fund	Library Administration - Total	68,394.35
Overall - Total		68,567.37

Director's Report

April 24, 2019

1. Monthly Financial Report

Revenue: The March revenues are up 0.43% compared to this time last year.

Expenses: An expenditures report as of April 17 is included in this packet.

2. Circulation

Circulation was down from March 2018 by 2,457 transactions, a decrease of 6.9%. YTD circulation is up 11,147 transactions, an increase of 1.6%.

3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

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

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

5. Illinois Public Library Annual Report (IPLAR)

We are seeking your approval of the IPLAR for FY2019. This report must be filed within 60 days of the end of our fiscal year.

6. Expanded Resource Sharing and Find More Illinois

Music CDs and audio books (all formats) are now available for interlibrary loan, both to and from NPL. We are planning for the launch of Find More Illinois, which will “expand resource sharing and facilitate discovery and interlibrary loan for Illinois libraries and their patrons” through a “single discovery interface that draws from the online catalogs of participating libraries.”

7. Explore More Illinois

The Explore More Illinois program launched on April 1. Explore More Illinois is a cultural pass program that allows Illinois public library cardholders access to discounts at museums, zoos, arts centers, historical societies, park districts, recreational facilities and other attractions. This service is free to all Illinois public libraries who choose to participate.

8. Insurance Renewal

We are seeking your approval of the enclosed insurance proposal through Van Gundy. We most recently completed an RFP for our insurance in 2016. Not included in the renewal is cyberliability coverage, which can be added for \$2,280 annually per the recommendation of Van Gundy.

9. Congratulations to Newly Elected Trustees

Congratulations to Erin Ripley-Gataric, Jim Rogal, Katelyn Trunnell, Jd Davis and Terry Lindberg on their recent election to the Board of Trustees of Normal Public Library!

10. Election of Officers

Following an election, the Board of Trustees must elect officers. Per the NPL Bylaws, these positions are President, Vice President, Secretary and Treasurer.

11. Meeting Schedule

The newly elected Board of Trustees must approve a meeting schedule. Typically the Board has met on the last Wednesday of each month, with the exception of holidays. If this continued until the next election, the proposed meeting schedule would be:

May 29, 2019

June 26, 2019

July 31, 2019

August 28, 2019

September 25, 2019

October 30, 2019

November 20, 2019 [one week early]

December 18, 2019 [one week early]

January 29, 2020

February 26, 2020

March 25, 2020

April 29, 2020

May 27, 2020

June 24, 2020

July 29, 2020

August 26, 2020

September 30, 2020

October 28, 2020

November 18 [one week early]

December 30, 2020 [could move to December 16]

January 27, 2021

February 24, 2021

March 31, 2021

April 28, 2021

12. Partners in Technology Article

Kudos to Lyndsey Carney and Danny Rice for their Partners in Technology article (attached) in the current issue of the Illinois Library Association's monthly publication, the ILA Reporter. This initiative grew out of the American Library Association "Libraries Ready to Code" grant, and continues to impact our local youth in a very positive way.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of March 31, 2019

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,894,641	\$ 3,894,641	100.00	\$ 3,904,167	(0.24)
State Replacement Taxes	106,400	103,255	97.04	117,692	(12.27)
State Library Aid	65,621	65,621	100.00	-	100.00
Fees	37,962	40,995	107.99	60,252	(31.96)
Fines	18,000	15,674	87.08	19,925	(21.34)
Investment Income	45,790	51,533	112.54	40,903	25.99
Contributions & Donations	795	2,278	286.57	6,785	(66.42)
Miscellaneous Revenue	1,356	1,325	97.73	75	1,666.95
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	7,602	(100.00)
Library Fund Total	4,176,565	4,175,322	99.97	4,157,401	0.43
LIBRARY REPLACEMENT FUND 222					
Investment Income	16,890	20,169	119.42	14,579	38.35
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	394,113	394,113	100.00	397,712	(0.90)
Library Replacement Fund Total	411,003	414,282	100.80	412,291	0.48
Total For All Funds	\$ 4,587,568	\$ 4,589,605	100.04	\$ 4,569,692	0.44

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of March 31, 2019

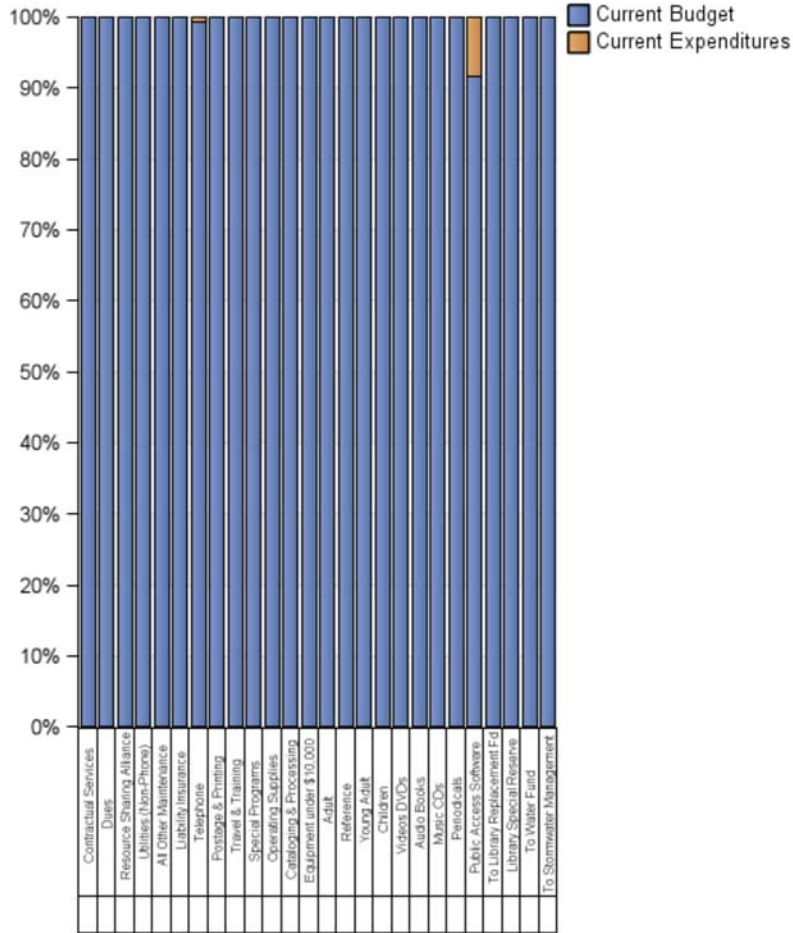
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,149,971	\$ 3,785,234	\$ 4,150	\$ 360,587	\$ 3,671,685	8.69
Library Fund Total	4,149,971	3,785,234	4,150	360,587	3,671,685	8.69
LIBRARY REPLACEMENT FUND 222						-
Administration	190,213	8,100	4,023	178,090	329,874	93.63
Library Replacement Fund Total	190,213	8,100	4,023	178,090	329,874	93.63
Total For All Funds	\$ 4,340,184	\$ 3,793,334	\$ 8,173	\$ 538,677	\$ 4,001,559	12.41

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of March 31, 2019

	As of March 31, 2019	As of March 31, 2018	Net Change
221 Library Fund	\$ 3,456,484.55	\$ 3,221,657.76	\$ 234,826.79
222 Library Replacement Fund	\$ 2,104,722.90	\$ 1,545,205.07	\$ 559,517.83
Totals	\$ 5,561,207.45	\$ 4,766,862.83	\$ 794,344.62

Budget to Actual Expenditures

Library - Administration (Library Fund)

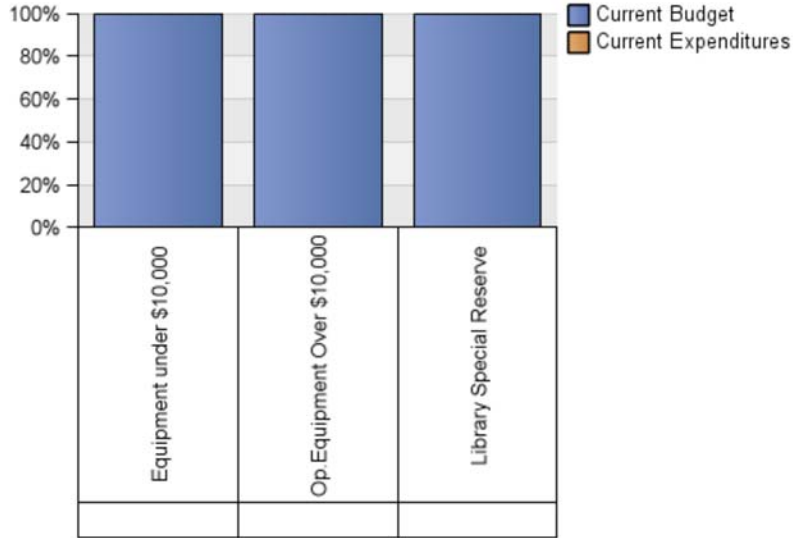


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$110,233.00	\$110,233.00	\$110,233.00	100%	\$0.00
			221-9010-455.20-20	Dues	\$0.00	\$0.00	\$0.00	\$5,305.00	\$5,305.00	\$5,305.00	100%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$63,174.00	\$63,174.00	\$63,174.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$48,100.00	\$48,100.00	\$48,100.00	100%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$0.00	\$0.00	\$66,327.00	\$66,327.00	\$66,327.00	100%	\$0.00

221-9010-455.30-10	Liability Insurance	\$0.00	\$0.00	\$0.00	\$36,006.00	\$36,006.00	\$36,006.00	100%	\$0.00
221-9010-455.30-15	Telephone	\$76.08	\$0.00	\$924.00	\$12,096.00	\$11,095.92	\$12,096.00	92%	\$1,000.08
221-9010-455.30-25	Postage & Printing	\$0.00	\$0.00	\$0.00	\$24,624.00	\$24,624.00	\$24,624.00	100%	\$0.00
221-9010-455.30-35	Travel & Training	\$0.00	\$0.00	\$0.00	\$25,833.00	\$25,833.00	\$25,833.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$0.00	\$0.00	\$7,862.00	\$7,862.00	\$7,862.00	100%	\$0.00
221-9010-455.35-10	Operating Supplies	\$0.00	\$0.00	\$0.00	\$42,628.00	\$42,628.00	\$42,628.00	100%	\$0.00
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$17,869.00	\$17,869.00	\$17,869.00	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	\$97,850.00	\$97,850.00	\$97,850.00	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	\$12,360.00	\$12,360.00	\$12,360.00	100%	\$0.00
221-9010-455.36-25	Children	\$0.00	\$0.00	\$0.00	\$82,400.00	\$82,400.00	\$82,400.00	100%	\$0.00
221-9010-455.37-15	Videos DVDs	\$0.00	\$0.00	\$0.00	\$41,200.00	\$41,200.00	\$41,200.00	100%	\$0.00
221-9010-455.37-20	Audio Books	\$0.00	\$0.00	\$0.00	\$44,290.00	\$44,290.00	\$44,290.00	100%	\$0.00
221-9010-455.37-30	Music CDs	\$0.00	\$0.00	\$0.00	\$6,180.00	\$6,180.00	\$6,180.00	100%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$0.00	\$0.00	\$16,019.00	\$16,019.00	\$16,019.00	100%	\$0.00
221-9010-455.38-20	Public Access Software	\$12,075.00	\$0.00	\$0.00	\$132,300.00	\$120,225.00	\$132,300.00	91%	\$12,075.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$155,697.00	\$155,697.00	\$155,697.00	100%	\$0.00
221-9010-455.92-23	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$955,201.00	\$955,201.00	\$955,201.00	100%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$0.00	\$0.00	\$3,080.00	\$3,080.00	\$3,080.00	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		12,151.08	0.00	5,924.00	2,014,407.00	1,996,331.92	2,014,407.00	0.99	18,075.08

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	\$121,150.00	\$121,150.00	\$121,150.00	100%	\$0.00
			222-9010-455.75-10	Op.Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	100%	\$0.00
			222-9010-455.92-23	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$230,918.00	\$230,918.00	\$230,918.00	100%	\$0.00
			Summary		0.00	0.00	0.00	477,068.00	477,068.00	477,068.00	1.00	0.00

MARCH 2019
 Monthly Statistics

Normal Public Library
 Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	MARCH	YTD	MARCH	YTD	MARCH	YTD
Juvenile - Fiction	11,050	139,708	12,435	137,243	11,916	132,136
Nonfiction	5,154	52,658	5,207	50,665	5,426	48,851
Paperbacks	14,500	174,849	15,644	174,812	15,423	174,026
Magazines	71	649	42	558	40	775
Juvenile - AV	891	10,418	801	9,107	791	8,928
Juvenile - Other	32	325	29	250	9	152
Juvenile - Total	31,698	378,607	34,158	372,635	33,605	364,868
Teen - Fiction	1,138	15,674	1,283	15,192	1,299	14,996
Paperbacks	95	1,616	141	1,903	173	3,285
Magazines	1	41	2	29	20	33
Teen - Total	1,234	17,331	1,426	17,124	1,492	18,314
Adult - Fiction	4,086	52,762	4,233	51,181	4,096	50,361
Nonfiction	3,512	39,158	3,484	41,897	3,878	45,561
Paperbacks	763	10,194	879	11,555	1,041	12,956
L.P. paperbacks	183	1,455	88	850	52	609
Large Print	1,598	22,323	1,833	20,990	1,708	22,946
Magazines	369	4,685	352	4,950	420	4,928
Other	702	8,283	774	8,591	820	9,174
Adult - Total	11,213	138,860	11,643	140,014	12,015	146,535
DVD	3,754	42,845	3,998	46,448	4,152	50,066
CD	979	12,536	1,272	15,448	1,643	21,170
Books on CD	786	10,932	1,022	12,687	1,236	14,268
MP3	80	1,036	95	1,086	67	916
Streaming Video	151	1,391	74	840	93	945
Downloadable Music	606	9,060	707	9,032	746	10,240
eAudiobooks	1,807	15,683	1,051	9,800	616	6,700
eBooks	2,624	26,899	2,010	20,072	1,508	17,706
Zinio eMagazines	16	768	31	653	73	796
Playaways	332	4,530	365	4,349	313	4,381
Software/Hardware	112	1,230	145	1,114	30	166
Video Games	449	4,426	301	3,685	355	4,207
AV - Total	11,696	131,336	11,071	125,214	10,832	131,561
Subtotal - Circulation	55,841	666,134	58,298	654,987	57,944	661,278
<Add deposits: 1500>	1,500	18,000	1,500	18,000	1,500	18,000
<Add in-library use: 1100>	1,100	13,200	1,100	13,200	1,100	13,200
Total Circ	58,441	697,334	60,898	686,187	60,544	692,478

MARCH 2019

Normal Public Library

Monthly Statistics	Registration - FY 2018-2019			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	31,340	314	136	31,518
Teen	3,049	17	11	3,055
Juvenile	7,545	55	31	7,569
Total	41,934	386	178	42,142

2019 YTD	2018 YTD	2017 YTD
31,518	28,484	25,037
3,055	1,659	1,494
7,569	6,641	4,452
42,142	36,784	30,983

Patron Count	
Patron Count: Month	22,569
Offsite programs (est)	-
Previous Month YTD	253,638

276,207	280,350	283,491
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Interlibrary Loan and System Holds		
	MARCH 2019	Previous Month YTD
Borrowed/Rec'd	1,295	12,810
Loaned	1,070	13,369
Reciprocal borrowing	18,558	205,092

14,105	12,102	10,697
14,439	12,487	13,243
223,650	235,225	235,520

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	474	419	53
Adult	1,680	1,393	50
Public Laptop	118	139	71
Quick-Use	101	15	9
TOTALS	2,373	1,966	50

YTD Uses
4,616
19,987
1,929
1,111
27,643

MARCH 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2018-2019

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,470	28,229	173	414	2,371	1,924
Nonfiction	19,324	19,475	137	(14)	1,193	495
Paperbacks	32,975	33,073	248	150	3,865	3,351
Magazines	202	211	9	-	161	188
Juvenile - AV	2,382	2,373	-	9	225	70
Juvenile - Other	85	90	6	1	12	1
Juvenile - YTD Total	83,438	83,451	573	560	7,827	6,029

Teen - Fiction	5,437	5,283	77	231	620	684
Paperbacks	1,022	1,021	-	1	18	24
Magazines	64	66	2	-	35	39
YTD Total	6,523	6,370	79	232	673	747

Adult - Fiction	23,093	22,242	153	1,004	1,836	2,409
Nonfiction	22,082	21,746	143	479	1,394	1,923
Paperbacks	7,180	6,932	41	289	586	1,384
LP paperbacks	732	747	15	-	64	8
Large Print	9,497	9,243	57	311	775	1,145
Magazines	2,559	2,598	177	138	1,912	2,049
Other	1,135	1,137	2	-	80	49
YTD Total	66,278	64,645	588	2,221	6,647	8,967

DVD	17,334	17,487	157	4	1,998	366
CD	10,120	10,143	23	-	219	54
Books on CD	6,400	5,958	2	444	211	524
MP3	978	968	-	10	14	195
Playaways	1,842	1,861	19	-	289	87
Software/Hardware	48	48	-	-	3	1
eContent	9,139	9,272	133	-	3,795	194
Video Games	645	645	-	-	98	25
YTD AV Total	46,506	46,382	334	458	6,627	1,446

Total Collection	202,745	200,848	1,574	3,471	21,774	17,189
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ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2019

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]	00
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?	No

Contract for 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.net) 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?	
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]	04/01/2018
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	03/31/2019
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 (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

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

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

5.5 Name	Walter (Terry) Lindberg
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2019
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)	04/2019
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	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

Fifth member

5.5 Name	Shawn Woodson
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	309-846-8262
5.9 E-mail Address	swoodson@normalpl.org
5.10 Home Address	1306 Courtland Ave.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Sixth member

5.5 Name	
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	Joel Studebaker
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	309-434-9450
5.9 E-mail Address	jstudebaker@normalpl.org
5.10 Home Address	106 W. Shelbourne Dr., Apt. 6
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Seventh member

5.5 Name	Katelyn Trunnell
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	04/2019
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

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	457
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

Capital Needs Assessment

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

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	0	0	0	2	0	0

Type of Work Needed

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$250,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$25,000	0	\$0
Roof repair/replacement	1	\$173,000	0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)	1	\$10,000	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$3,000	0	\$0
Asbestos abatement			0	\$0
Security measures	1	\$30,000	0	\$0
Energy conservation				

	1	\$60,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$30,000	0	\$0
Accessibility measures	1	\$150,000	0	\$0
Technology upgrading		\$110,000	0	\$0
New building construction (construction of a new facility)	1	\$35,000,000	0	\$0
Building additions (adding square feet to existing facility)			0	\$0

Type of Work in Progress

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

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

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$10,480,925
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 \$3,287,983 and is intended to serve as cash flow until next receipt of property taxes. A portion of this reserve will be used to fund a special reserve fund recently created by the NPL Board of Trustees. Replacement fund has a balance of \$1,864,108 and is intended to provide for the planned replacement of equipment.

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)(6), 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)**\$3,894,641****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.)**\$3,870,800**

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.net).

8.2 Per capita grant	\$65,621
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$103,255
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]	\$168,876

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.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$1,000
8.11 If Other, please specify	NASA@MyLibrary grant (Phase 2)
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$1,000

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	\$2,278
8.14 Other receipts intended to be used for operating expenditures	\$111,005
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$113,283
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]	\$4,177,800
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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	
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]	\$2,045,531
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$597,913
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]	\$2,643,444

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]	\$187,807
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$118,403
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$70,228
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, video games, audio books

10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$376,438
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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]	\$817,164
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,837,046

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

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

Capital Expenditures

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

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

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$0
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PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	12	12	\$496.33	480.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Children's Librarian	Children's Services	\$39.02	40.00
	Children's Librarian	Children's Services	\$33.62	40.00
	Children's Librarian	Children's Services	\$33.62	40.00
	Teen Librarian	Young Adult Services	\$34.31	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$39.02	40.00
	Cataloger	Cataloging	\$30.33	40.00
	Community Engagement Manager	Other Type of Librarian	\$34.31	40.00
	Circulation Supervisor	Circulation	\$36.77	40.00
	Adult Services and Circulation Manager	Adult Services	\$48.24	40.00
	Children's Services Manager	Children's Services	\$48.24	40.00
	Technical Services Manager	Cataloging	\$48.24	40.00
	Library Director	Library Director	\$70.61	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	12.00
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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					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	
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13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	12.00
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Group C	
This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.	
13.13 Total hours worked in a typical week by all Group C employees	320.00
13.14 Minimum hourly rate actually paid	\$27.60
13.15 Maximum hourly rate actually paid	\$42.94
13.16 Total FTE Group C employees (13.13 / 40)	8.00

Group D	
This category includes full-time and part-time pages or shelvers.	
13.17 Total hours worked in a typical week by all Group D employees	700.00
13.18 Minimum hourly rate actually paid	\$10.00
13.19 Maximum hourly rate actually paid	\$14.83
13.20 Total FTE Group D employees (13.17 / 40)	17.50

Group E	
This category includes full-time and part-time building maintenance, security or plant operation employees.	
13.21 Total hours worked in a typical week by all Group E employees	59.00
13.22 Minimum hourly rate actually paid	\$13.90
13.23 Maximum hourly rate actually paid	\$28.89
13.24 Total FTE Group E employees (13.21 / 40)	1.48
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	26.98
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	38.98

Librarian Vacancies							
Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.							
Summary	1	1	1	40.00	3	\$51,037.00	\$81,162.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Children's Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	3	\$51,037.00	\$81,162.00

Newly Created Librarian Positions						
Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.						
Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	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]	3,436
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]	3,436
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	276,207

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	558	27,861	1	580
Young Adult	106	2,032	2	383
Other	206	4,892	4	49
Total	870	34,785	7	1,012
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 Story Hour for Unit 5 students (included stories, songs, visual schedule, sensory activities and sensory toys); Autism Cafe (social hour for ages 18 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	42,142
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]	42,142
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]	147,991
17.2 Current Print Serial Subscriptions [PLSC 460]	171
17.3 Total Print Materials (17.1+17.2)	148,162
17.4 E-books Held at end of the fiscal year [PLSC 451]	357,958
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	21,130
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	394,098
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	17,487
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	47,835

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]	32
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	45

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	301,394
18.2 Number of young adult materials loaned	17,331
18.3 Number of children's materials loaned [PLSC 551]	378,609
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	697,334

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	541,597
18.6 Videos/DVDs- Physical	42,845
18.7 Audios (include music)- Physical	38,418
18.8 Magazines/Periodicals- Physical	5,375
18.9 Other Items- Physical	14,262
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	642,497
18.11 Use of Electronic Materials [PLSC 552]	38,934
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	681,431
18.13 Successful Retrieval of Electronic Information [PLSC 554]	56,745
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	95,679
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	738,176
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	14,439
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	14,105

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]	37,200
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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	4,328
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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	172
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	95
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$76
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	90
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	27,643
21.6 Wireless Sessions Per Year [PLSC 652]	-1 Unknown
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]	195,968

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 Town of Normal

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$12,557
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,751.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

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

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.net).

2019-20 Insurance Summary

Prepared for:

**NORMAL PUBLIC LIBRARY
206 W COLLEGE AVE
NORMAL, IL 61761**

Presented By:

**David D. McGrew
Van Gundy Agency, Inc.
(309)452-1156**

dmcgrew@vangundy.com



Commercial Package Policy

May 1, 2019 – May 1, 2020

PROPERTY

206 W. College Ave., Normal, IL

Building	\$10,475,000
Business Personal Property	\$3,385,290
Furniture & Fixtures	\$1,111,145
Business Income/Extra Expense	Actual Loss Sustained
Building (Shed)	\$5,925

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

GENERAL LIABILITY

Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Products-Completed Ops Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Damage to Premises Rented to You	\$100,000
Medical Expense	\$5,000

Includes Elite Pac GL Extension

Abuse or Molestation Liability (No Deductible Applies)

Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000

COMMERCIAL AUTO

Bodily Injury & Property Damage	\$1,000,000
Medical Payments	\$5,000
Uninsured/Underinsured Liability	\$1,000,000
Comprehensive (\$500 Deductible)	Actual Cash Value
Collision (\$1,000 Deductible)	Actual Cash Value
Hired & Non Owned Auto	\$1,000,000

Business Automobile: 2012 Dodge Grand Caravan

Includes Elite Pac Auto Extension

ELECTRONIC DATA PROCESSING

Equipment/Hardware Owned	\$150,000 (\$500 deductible)
Media	\$25,000
Extra Expense	\$5,000

FINE ARTS

Lego Exhibit (Incl Breakage)	\$5,860
Unscheduled Fine Arts	\$25,000

Umbrella Liability Policy

May 1, 2017 – May 1, 2020

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

Workers Compensation Policy

May 1, 2019 – May 1, 2020

Bodily Injury by Accident	\$100,000
Bodily Injury by Disease Policy Limit	\$500,000
Bodily Injury by Disease	\$100,000

	Payroll
Code 8810 (Public Library Employees & Clerical)	\$1,871,467
Code 9101 (Public Library Custodial Employees)	\$67,375
Code 7380 (Drivers)	\$16,895
Code 8742 (Salespersons)	\$16,328

Experience Modification: 0.93

Management Liability Policy

May 29, 2019 – May 29, 2020

<u>Coverage</u>	<u>Aggregate Limit</u>	<u>Deductible</u>
Directors & Officers Liability Coverage	\$2,000,000	\$10,000
Employment Practices Liability Coverage	\$1,000,000	\$10,000

PREMIUM SUMMARY

<u>Policy Term</u>	<u>Company</u>	<u>Coverage</u>	<u>2018 Premium</u>	<u>2019 Premium</u>
5/1/2019-20	Selective Insurance	Package	\$13,472	\$14,289
5/1/2017-20	Cincinnati Insurance	Umbrella	\$2,519	\$2,519
5/1/2019-20	Selective Insurance	Workers' Compensation	\$8,763	\$8,057
5/29/2019-20	Selective Insurance	Management Liability	\$6,956	<i>\$7,165</i>
		TOTALS	\$31,710	\$32,030

Premium for 2019 Management Liability is Estimated



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

April 18, 2019

Mr. Brian Chase, Library Director
Normal Public Library
206 West College Avenue
Normal, Illinois 61761-2576

Dear Mr. Chase:

I am pleased to inform you that a Live & Learn Construction Grant in the amount of \$50,000.00 has been awarded to the Normal Public Library. My office is fortunate to have the opportunity to assist your library with this important infrastructure improvement project.

Within the next few weeks, you will be receiving the contract documentation for this grant from the Illinois State Library with instructions on how to proceed.

Congratulations and thank you for all you do to provide the best possible service to your patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Jess Ray, Normal Public Library Board President
Grant File #19-SCP-104

JW:isl

Partners in Technology: Growing Technology Skills and Creating Learners of the Future

At the Normal Public Library you are sure to hear small voices reading and playing, but you might also see robots zooming across pathways, DIY computer and tablet kits being built, or kids who are experiencing new lands through virtual reality. These are the tell tale signs that our technology mentor program Partners in Technology is in full swing. This new, innovative program enables our public (and even our staff members) to reevaluate the role public libraries play as a bridge connecting children and teens with cutting edge technological resources.

Our library has been fortunate enough to be able to offer a bevy of successful technology programs in the past, from classroom-style drop-in programs to larger hands-on events, but our patrons wanted more. More technology resources, more classes led by tech professionals, more robust programming that covers a wide array of tech fields and keeps pace with the ever-changing landscape of modern devices. In response to this desire we submitted a grant proposal to join the American Library Association (ALA) and Google in their Libraries Ready to Code initiative. Through a lengthy submission process we were accepted as one of thirty libraries nationwide that would start programs, create content, develop strategies, and collaborate with other libraries, professionals, and educators to devise recurring programs that lay a strong technological foundation on which young minds can build.

As a jumping off point our library was awarded a \$25,000 grant to develop a program or programs that would highlight computer science and computational thinking skills. Modeled after an established NPL reading program, Partners in Reading, we decided to start Partners in Technology. The Partners in Technology program pairs children and teens wishing to learn computer science and computational thinking concepts with local technology professionals, hobbyists, and college students studying in technology fields. Pairs meet for 60 minutes each week over an 8-week season and work on projects that marry the child's interest and the mentor's expertise. Our pilot season in January 2018 was conducted with 14 pairs of technology professionals and students, but has since grown with our current season consisting of 25 pairs.

In the past, we have provided technology programming for the beginner user, but now we have a program specifically designed to help children and teens reach beyond the basics and see themselves as programmers and designers of future technologies. As a bonus, since this program takes place at the library and is free to all participants it encourages access and sparks imagination in all children, no matter their economic situation. Children and teens then get to take their projects a step further with one-on-one expert instruction and ample time to experiment with the technology of their choice. These recurring learning experiences have already created computational learners and creators, as well as social connections that will last beyond the end of the program and benefit both student and mentor for years to come.



I mention the mentors in this context because we heard from the majority of our adult mentors that they learned as much as the students did. By design, this program invites mentors to view tech resources through their partners' eyes and approach them as new learners themselves. We also learned that many of our mentors had never visited our library before, and that they were surprised to find a public library with "such a twenty-first century approach" to tech literacy. Our mentors were clearly positively impacted by the Partners in Technology pilot program, as many of them returned in January 2019 for our current season.

There have been challenges, including small numbers of mentor registration, having more children interested than mentors available, and mentors that were confused about how to get started. However, our team of librarians has risen to meet these different challenges through collaborating, brainstorming, and thinking outside the proverbial box. One such change was the choice to allow college students to become mentors instead of limiting participation solely to tech professionals. This not only saw a significant rise in mentor registration, but also gives children and teens real-life examples of the people who are studying fields that they may have not considered or even heard of until that point. When one mentor explained that they were studying cybersecurity, their partner responded, "I didn't even know you could do that!"

We also heard from a few mentors that they felt stuck after a few weeks with their partner. To combat this, we have developed some example learning tracts for teams to explore. These are available online and provide resources to free or open-source programs that allow students to track their progress from week to week. These learning tracts are used as a starting place for our mentors, who will then provide context or give real-world examples of how this lesson can be applied in a broader sense. Our ultimate goal is to provide a program that is continually evolving and growing to meet the needs of our participants.

The Libraries Ready to Code project and the Partners in Technology program allowed us to re-think our role as a technology resource, provided a way for us to meet a desire of our community, helped us reach out to professionals in our community, and gave us a sustainably growing program. Participating in the Libraries Ready to Code project and developing the Partners in Technology program has gifted our community with technology resources, access, and a mentorship program that is truly unique. Partners in Technology will continue to grow, creating lasting relationships and technology professionals of the future. And, just maybe, create a new generation of library users who are not surprised that their local library has modern, innovative resources. **ILA**