



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

ANNUAL MEETING AGENDA

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, February 18, 2021, immediately following the regular monthly 4:30pm meeting

Remote Meeting via Zoom

Meeting Video Link: <https://us02web.zoom.us/j/88049756296>

Meeting Phone Number: 1 312 626 6799 US

Meeting ID: 880 4975 6296

Annual Meeting

- I. **Call to order** – Samantha Carroll, President
Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely
- II. **Public comments** – Due to the pandemic mitigation efforts The Decatur Public Library’s Madden Auditorium will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Thursday February 18, 2020. The statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- III. **Participation in Non-Resident Card Program (Action)**
- IV. **Fees for Child Non-Resident Card (Action)**
- V. **Annual reports (Action)**
 - **2020 Illinois Public Library Annual Report**
 - **2020 Trustees Report to Mayor and Council**
 - **2020 City Librarian’s Report to Board**
- VI. **Election of Officers for 2021/2022 (Action)**
Slate to be determined.
- VII. **Committee and Liaison Appointments (Action)**

VI. **Adjournment**

Non-Resident Fee

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE B: CULTURAL RESOURCES
CHAPTER I: SECRETARY OF STATE
PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES
SECTION 3050.60 NON-RESIDENT FEE FORMULA

Section 3050.60 Non-Resident Fee Formula

There are three options that a public library can use to determine its non-resident fee according to the formula established by the Illinois State Library F2 [75 ILCS 5/4-7(12) and 16/30-55.60]. In subsections (a) and (b) of this Section, the non-resident fee shall be equitable and proportionate to the fee paid by residents.

General Mathematical Formula:

- 1) To determine the minimum non-resident fee, a local library should divide the library income from local property tax sources or its equivalent by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a family card. The most recent federal census information available shall be used in determining population and household size.
- 2) Library income from local property tax sources excludes State and federal funds.

$$\text{\$ } 2,828,465 / 76,122 = 37.70 \times 2.28 = \text{\$}84.72$$

Tax Bill Method

Adoption of the Average Non-Resident Fee in the System Area

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021
DECATUR PUBLIC LIBRARY

IPLAR

[Instructions](#)

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]	30221
	1.2 ISL Branch # [PLSC 151, PLSC 701]	0
	1.3a FSCS ID [PLSC 150, PLSC 700]	IL0132
	1.3b FSCS_SEQ [PLSC 700]	002
	1.4a Legal Name of Library [PLSC 152]	Decatur 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]	130 North Franklin Street	
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]	Decatur
	1.6b If the facility's city has changed, then enter the updated answer here.	
	1.7a Facility Zip [PLSC 155]	62523
	1.7b If the facility's zip code has changed, then enter the updated answer here.	

	1.8a Mailing Address [PLSC 157]	130 North Franklin Street
	1.8b If the facility's mailing address has changed, then enter the updated answer here.	
	1.9a Mailing City [PLSC 158]	Decatur
	1.9b If the facility's mailing city has changed, then enter the updated answer here.	
	1.10a Mailing Zip [PLSC 159]	62523
	1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
	1.11a Library Telephone Number [PLSC 162]	217-424-2900
	1.11b If the telephone number has changed, then enter the updated answer here.	
	1.12a Library FAX Number	2172334071

	1.12b <i>If the fax number has changed, then enter the updated answer here.</i>	
	1.13 Website	http://www.decaturlibrary.org
Library Director's Information Please enter the full name, title and e-mail address of the library director.		
	1.14 Name	Rick Meyer
	1.15 Title	City Librarian
	1.16 Library Director's E-mail	rmeyer@decaturlibrary.org
Library Information Please provide the requested information about the library type.		
	1.17a Type of library	
1.17b <i>If the library type has changed, then enter the updated answer here.</i>		
1.18 <i>Is the main library a combined public and school library?</i>		
1.19 <i>Does your library contract with another library to RECEIVE ALL your library services?</i>		

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:	<input type="text"/>
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 <i>County in which the administrative entity is located [PLSC 161]</i>	Macon
1.21b <i>If the administrative entity's county has changed, then enter the updated answer here.</i>	

<i>1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]</i>	
<i>1.22b IF YES, indicate the reason for the boundary change</i>	
<i>1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]</i>	75,407
<i>1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.</i>	
<i>1.23c Documentation of legal population change</i>	
<i>1.24 If the population has changed from the prior year's answer, then indicate the reason.</i>	
<i>1.25a This library is currently a member of what Illinois library system?</i>	
<i>1.25b If the library's system has changed, then enter the updated answer here.</i>	

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.

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

SERVICE OUTLETS (2.1 - 2.14)

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

<i>2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]</i>	0
<i>2.1b Total number of branch libraries [PLSC 210]</i>	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.	
--	---	--

Service Outlet Name			
Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
DECATUR P.L.	DECATUR PUBLIC LIBRARY		

ISL Control Number		
Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
DECATUR P.L.	30221	3022100

Street Address			
Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
DECATUR P.L.	130 NORTH FRANKLIN STREET		

Address				
Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
DECATUR P.L.	DECATUR		62523	

County & Phone				
Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
DECATUR P.L.			2174242900	

Square Feet			
Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.

DECATUR P.L.	105,329		
--------------	---------	--	--

IDs Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
DECATUR P.L.					

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]	01/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Rick Meyer
3.5 Telephone Number of Person Preparing Report	217-421-9713
3.6 FAX Number	217-233-4071
3.7 E-Mail Address	rmeyer@decaturlibrary.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?	
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	
	5.2 Total number of vacant board seats	2
	5.2b Please explain	Mayor reports difficulty finding suitable candidates. One seat has since been filled.
	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.	
	5.4 IF NO, please explain	

First Member

	5.5 Name	Samantha Carroll
	5.6 Trustee Position	
	5.7 Present Term Ends (mm/year)	06/2022
	5.8 Telephone Number	
	5.9 E-mail Address	scarroll@decaturlibrary.org
	5.10 Home Address	
	5.11 City	Decatur
	5.12 State	IL
	5.13 Zip Code	62522

Second member

	5.5 Name	Michael Sexton
	5.6 Trustee Position	
	5.7 Present Term Ends (mm/year)	06/2021
	5.8 Telephone Number	
	5.9 E-mail Address	msexton@decaturlibrary.org
	5.10 Home Address	
	5.11 City	Decatur
	5.12 State	IL
	5.13 Zip Code	62522

Third member

	5.5 Name	Sofia Xethalis
	5.6 Trustee Position	
	5.7 Present Term Ends (mm/year)	06/2022
	5.8 Telephone Number	
	5.9 E-mail Address	sxethalis@decaturlibrary.org

<i>5.10 Home Address</i>	
<i>5.11 City</i>	Decatur
<i>5.12 State</i>	IL
<i>5.13 Zip Code</i>	62521

Fourth member

<i>5.5 Name</i>	Amy Stockwell
<i>5.6 Trustee Position</i>	
<i>5.7 Present Term Ends (mm/year)</i>	06/2021
<i>5.8 Telephone Number</i>	
<i>5.9 E-mail Address</i>	astockwell@decaturlibrary.org
<i>5.10 Home Address</i>	
<i>5.11 City</i>	Decatur
<i>5.12 State</i>	IL
<i>5.13 Zip Code</i>	62522

Fifth member

<i>5.5 Name</i>	Gregg Zientara
<i>5.6 Trustee Position</i>	
<i>5.7 Present Term Ends (mm/year)</i>	06/2021
<i>5.8 Telephone Number</i>	
<i>5.9 E-mail Address</i>	gzientara@decaturlibrary.org
<i>5.10 Home Address</i>	
<i>5.11 City</i>	Decatur
<i>5.12 State</i>	IL
<i>5.13 Zip Code</i>	62521

Sixth member

<i>5.5 Name</i>	Susan Avery
<i>5.6 Trustee Position</i>	
<i>5.7 Present Term Ends (mm/year)</i>	06/2022
<i>5.8 Telephone Number</i>	
<i>5.9 E-mail Address</i>	sgentry@decaturlibrary.org
<i>5.10 Home Address</i>	
<i>5.11 City</i>	Decatur
<i>5.12 State</i>	IL
<i>5.13 Zip Code</i>	62521

Seventh member

<i>5.5 Name</i>	Karl Coleman
<i>5.6 Trustee Position</i>	
<i>5.7 Present Term Ends (mm/year)</i>	06/2023
<i>5.8 Telephone Number</i>	
<i>5.9 E-mail Address</i>	kcoleman@decaturlibrary.org

5.10 Home Address	
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

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]	140,690
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?	

<input checked="" type="checkbox"/>	
Unknown	
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	6
6.3b Total number of times meeting room(s) used by the public during the fiscal year	57

	6.4a Total Number of Study Rooms	1
	6.4b Total number of times study room(s) used by the public during the fiscal year	-1 <input checked="" type="checkbox"/> Unknown

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					1	

Type of Work Needed

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

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$13,000,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$100,000	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$100,000	0	\$0
Technology upgrading	1	\$100,000	0	\$0

New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	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	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

<i>7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?</i>	\$0
<i>7.2 During the last fiscal year, did the library acquire any real and/or personal property?</i>	

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)

<i>7.3 Purchase</i>	
<i>7.4 Legacy</i>	
<i>7.5 Gift</i>	
<i>7.6 Other</i>	
<i>7.7 Provide a general description of the property acquired.</i>	

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.

<i>7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?</i>	
<i>7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.</i>	\$1.4 million working cash. \$335k Capital or emergency. \$58k in trust for books--can only use interest. \$77k Trust for local history \$27k in donation and memorial trust

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.

<i>7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?</i>	
<i>7.11 IF YES, what is the total amount of the outstanding liabilities?</i>	

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)	\$3,393,759
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.]?	
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.)	\$3,407,293

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	\$95,153
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$316,130
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 <input checked="" type="checkbox"/> Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$411,282

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	-1 <input checked="" type="checkbox"/> Not Applicable
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	\$18,699
8.14 Other receipts intended to be used for operating expenditures	\$49,156
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$67,855
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]	\$3,872,895
--	--------------------

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?	
	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?	\$2,500,000
	8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	
	8.21 The designated custodian of the library's funds is:	

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]	\$1,582,624
--	--	--------------------

<i>9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]</i>	\$775,700
<i>9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.</i>	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,358,324

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.

<i>10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]</i>	\$182,447
<i>10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]</i>	\$156,384
<i>10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]</i>	\$33,511
<i>10.3b Please provide an explanation of the other types of material expenditures.</i>	Microforms/DVDs/CDs
<i>10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]</i>	\$372,342

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.

<i>11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]</i>	\$1,035,217
<i>11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]</i>	\$3,765,883

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.

<i>12.1a Local Government: Capital Income from Bond Sales</i>	\$0
<i>12.1b Local Government: Other</i>	\$0
<i>12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]</i>	\$0
<i>12.2 State Government [PLSC 401]</i>	\$0
<i>12.3 Federal Government [PLSC 402]</i>	\$0
<i>12.4 Other Capital Revenue [PLSC 403]</i>	\$0
<i>12.5 If Other, please specify</i>	
<i>12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]</i>	\$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.

<i>12.7 Total Capital Expenditures [PLSC 405]</i>	\$28,211
---	-----------------

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	7	7	\$214.72	280.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	City Librarian			
	\$49.52	40.00		
	Head of Programs, Resources, and Services			
	\$33.92	40.00		
	Head of Technical Services			
	\$29.50	40.00		
	Head of Archives and Special Collections			
	\$26.80	40.00		
		Librarian		
	\$24.89	40.00		
		Librarian		
	\$24.04	40.00		
		Librarian		
	\$26.05	40.00		

Group A Total

	<i>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]</i>			7.00
--	---	--	--	------

Group A hidden group hours Group B

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

Summary	10	10	10	\$229.17	360.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Assitant City Librarian				
	\$35.27	40.00			
		Librarian			
	\$21.14	40.00			
		Librarian			

\$22.12	40.00
	Library Assitant
\$22.87	40.00
	Library Assistant
\$22.87	40.00
	Library Assitant
\$19.65	20.00
	Library Assistant
\$19.65	20.00
	Library Assitant
\$22.87	40.00
	Library Assistant
\$22.87	40.00
	Library Assitant
\$19.86	40.00

Group B Total

<i>13.11 Total Group B: FTE Other Librarians (13.10/40)</i>	9.00
<i>13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]</i>	16.00

Group C

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

<i>13.13 Total hours worked in a typical week by all Group C employees</i>	465.00
<i>13.14 Minimum hourly rate actually paid</i>	\$15.51
<i>13.15 Maximum hourly rate actually paid</i>	\$35.68
<i>13.16 Total FTE Group C employees (13.13 / 40)</i>	11.63

Group D

This category includes full-time and part-time pages or shelvees.

<i>13.17 Total hours worked in a typical week by all Group D employees</i>	240.00
<i>13.18 Minimum hourly rate actually paid</i>	\$12.47
<i>13.19 Maximum hourly rate actually paid</i>	\$15.31
<i>13.20 Total FTE Group D employees (13.17 / 40)</i>	6.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

<i>13.21 Total hours worked in a typical week by all Group E employees</i>	0.00
<i>13.22 Minimum hourly rate actually paid</i>	\$0.00

13.23 Maximum hourly rate actually paid	\$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	17.63
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	33.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

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.

<i>14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]</i>	1,667
<i>14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES</i>	0
<i>14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]</i>	1,667
<i>14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]</i>	31
<i>14.3 Total annual visits/attendance in the library [PLSC 501]</i>	85,514
<i>14.3a Library Visits Reporting Method [PLSC 501a]</i>	

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	72	1,539	151	7,740
Young Adult	33	0	13	466
Other	104	1,196	24	1,400
Total	209	2,735	188	9,606
<u>15.17a</u> Did the library provide any special programming for patrons on the autism spectrum?				
<u>15.17b</u> Please describe the programming provided.				

REGISTERED USERS (16.1 - 16.4)

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

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

<i>16.1 Total Number of Unexpired Resident Users Cards</i>	16,562
<i>16.2a Total Number of Unexpired Non-resident Users Cards</i>	9
<i>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?</i>	\$501.49
<i>16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]</i>	16,571
<i>16.4 Is your library's registered user/patron file purged a minimum of one time every three years?</i>	

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](#)

<i>17.1 Print Materials [PLSC 450]</i>	203,897
<i>17.2 Current Print Serial Subscriptions [PLSC 460]</i>	303
<i>17.3 Total Print Materials (17.1+17.2)</i>	204,200
<i>17.4 E-books Held at end of the fiscal year [PLSC 451]</i>	32,786
<i>17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]</i>	14,170
<i>17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]</i>	6,454
<i>17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]</i>	10,716
<i>17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]</i>	3,318

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.

<i>17.7 Local/Other Cooperative agreements [PLSC 456]</i>	24
--	-----------

<i>17.8 State (state government or state library) [PLSC 457]</i>	16
<i>17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]</i>	40

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.

<i>18.1 Number of adult materials loaned</i>	145,040
<i>18.2 Number of young adult materials loaned</i>	5,283
<i>18.3 Number of children's materials loaned [PLSC 551]</i>	53,984
<i>18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)</i>	204,307

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](#)

<i>18.5 Books- Physical</i>	118,284
<i>18.6 Videos/DVDs- Physical</i>	28,714
<i>18.7 Audios (include music)- Physical</i>	7,322
<i>18.8 Magazines/Periodicals- Physical</i>	3,083
<i>18.9 Other Items- Physical</i>	1,577
<i>18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]</i>	158,980
<i>18.11 Use of Electronic Materials [PLSC 552]</i>	45,327
<i>18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]</i>	204,307
<i>18.13 Successful Retrieval of Electronic Information [PLSC 554]</i>	39,210
<i>18.14 Electronic Content Use (18.11+18.13) [PLSC 555]</i>	84,537
<i>18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]</i>	243,517
<i>18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]</i>	24,966
<i>18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]</i>	22,884

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]	
	19.1a Reference Transactions Reporting Method [PLSC 502a]	

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	
--	---	--

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	147
	20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	60
	20.3 Is your library's catalog automated?	
	20.4 Is your library's catalog accessible via the web?	
	20.5 Does your library have a telecommunications messaging device for the hearing impaired?	

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?	
	21.2a What is the maximum speed of your library's Internet connection? (Select one)	
	21.2b If Other, please specify	150/20 Mbps Download/Upload

<i>21.3 What is the monthly cost of the library's internet access?</i>	\$0
<i>21.4 Number of Internet Computers Available for Public Use [PLSC 650]</i>	58
<i>21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]</i>	14,620
<i>21.6 Wireless Sessions Per Year [PLSC 652]</i>	5,691
<i>21.7 Does your library utilize Internet filters on some or all of the public access computers?</i>	
<i>21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?</i>	
<i>21.9 Number of website visits or sessions to your library website [PLSC 653]</i>	113,083

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.

<i>22.1 Did your library apply directly for E-rate discounts for the fiscal year?</i>	
<i>22.2a If YES, did your library apply for Category 1, Category 2 or both?</i>	
<i>22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?</i>	
<i>22.3 If NO, why did your library NOT participate in the E-rate program?</i>	Changes to grant structure make it not worth the labor.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

<i>23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)</i>	\$7,150
<i>23.2 Does the above amount include travel expenses?</i>	
<i>23.3 How many hours of training did employees receive this year?</i>	3,045.00
<i>23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?</i>	

	23.5 Would you like to receive autism training at your library?

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?	
	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?	
	24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

	Closed Outlets Due to COVID-19	
	Public Services During COVID-19	
	Electronic Materials Added Due to COVID-19	
	Electronic Library Cards Issued Before COVID-19	
	Electronic Library Cards Issued During COVID-19	
	Reference Service During COVID-19	
	Outside Service During COVID-19	
	Live Virtual Programs During COVID-19	
	Recordings of Program Content During COVID-19	
	External WiFi Access Before COVID-19	
	External WiFi Access Added During COVID-19	
	External WiFi Access Increased During COVID-19	
	Staff Re-Assigned During COVID-19	

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

	<i>25.2 If NO, please list and explain any errors or discrepancies.</i>	-1 <input checked="" type="checkbox"/> Not Applicable
	<i>25.3 First board member completing the audit</i>	-1 <input checked="" type="checkbox"/> Not Applicable
	<i>25.4 Second board member completing the audit</i>	-1 <input checked="" type="checkbox"/> Not Applicable
	<i>25.5 Date the Secretary's Audit was completed</i>	-1 <input checked="" type="checkbox"/> 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).



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Fiscal Year 2020 Annual Report

February 10, 2021

Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523
(217) 424-2900



ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2020

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending December 31, 2020 and is a report of the condition of the Board's trusts on that date.

A.STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Beginning fund balance, January 1, 2020	\$1,362,862.78
Real estate taxes	2,828,465.65
State replacement tax	316,129.56
Payment in Lieu of Taxes	565,293.00
State grants or other	95,152.50
Fines & fees	4287.39
Non-resident fees	501.49
Lost & damaged books	2241.65
Copies and miscellaneous	4757.91
Meeting room fees	2940.00
Interest income	1957.55
Investment Income	4042.61
Miscellaneous Income	82.70
Transfer from Library Trust	25,994.35
Sublease	1500.00
Other Grants/Gifts	18,698.94
Total Revenue	\$3,872,895.30

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	1,582,623.52
Overtime	0.00
Pension Contribution	164,747.46
FICA/Medicare	119,137.70
Life insurance	2671.96
Medical insurance	470,475.00



Service recognition	18,668.16
Division Total	\$2,358,323.80
STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND	
To Employee Benefits-Unemployment	1344.00
Advertising	64.00
Printing and binding	0.00
Services to maintain buildings	0.00
Services to maintain office equipment	20,437.22
MIS services (City)	39,000.00
Telephone	15,756.08
Banking Service Charges	232.19
Training school	126.96
Conferences & travel	7071.80
Postage	6731.23
Computer software	42,113.15
Transfer to General Fund-Admin Fee	92,904.00
Medical expenses	0.00
Temporary agency services	5358.95
Tuition reimbursement	0.00
Professional services	25,230.55
Membership fees	53,095.09
Materials to maintain building	0.00
Office supplies	20,711.06
Risk Management insurance	76,896.00
Small capital items	28,211.39
Building Lease Payment	575,004.00
Books and periodicals	276,567.61
Lost or Damaged Books	1365.90
Per Capita Expenditures (Books)	95,774.06
PNG Grant Expenditures	15,593.03
Other Grants/Gifts	6008.64
Transfer to Capital Fund	0.00
Division Total	\$1,407,558.83



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$3,872,895.30
TOTAL OPERATING EXPENDITURES	\$3,765,882.63
Surplus/Deficit	\$107,012.67
Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE(12/31/2020)	\$1,469,875.45

D.STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND

Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2020	\$58,370.72
Interest	109.11
Expenditures	0.00
Fund balance 12/31/2020	\$58,479.83

NOTE: Cantoni fund restricted to purchases of books for library from income of fund.

E.STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND

Margaret Meyer Fund (est. 2000)

Fund balance 01/01/2020	\$117,088.41
Interest	211.63
Expenditures	34,467.30
FUND BALANCE 12/31/2020	\$82,832.74

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2020	\$27,115.57
Interest	50.77
Contributions	5941.72
Expenditures	5625.57
Fund balance 12/31/2020	\$25,606.07

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2020	\$331,111.40
Interest	618.99
Investment Income	1264.50



Contributions	0.00
Expenditures	0.00
Fund balance 12/31/2020	\$332,994.89

H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2019	FY2020
Print materials	192,129	203,897
Subscriptions	303	303
E-books	28,071	32,786
Physical Audio Recordings	15,103	14,170
Downloadable Audio Recordings	6498	6454
DVDs/Video Recordings	10,028	10,716
Downloadable Video Recordings	2342	3318
Licensed Databases	37	40

I. STATEMENT OF CIRCULATION

	FY2019	FY2020
Total checkouts/renewals	316,574	204,307
Total Collection Use including databases	349,437	288,844
Borrows from other libraries	40,336	22,884
Loans to other libraries	46,259	24,966

J. STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE, OR OTHERWISE.

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

No other personal property was purchased except for items required in the normal operation of the Library.

K. STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2020

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2021 in October 2020.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2022 by October, 2021.

L. STATEMENT OF OUTSTANDING LIABILITIES



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

The library has no outstanding liabilities.

Attached are the Fiscal Year 2020 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2020 Fiscal Year Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the Board meeting on February 18, 2021.

Samantha Carroll, President
Decatur Public Library Board of
Trustees



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

The Decatur Public Library 2020 Annual Report



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

Contents

The Year in Review: COVID-19	3
Boards and Partnerships.....	4
Personnel:	5
Programs, Resources, and Services (PRS).....	6
Circulation.....	6
Archives and Special Collections.....	7
Systems Administration	7
Technical Services Division	7
Financial Highlights.....	7

The Year in Review: COVID-19

- **COVID-19 Pandemic:** What can be said that has not already been said? This pandemic profoundly affected every aspect of library service and the lives of our staff, volunteers and patrons. Our training mattered very little. Our strategic plan was no longer a valuable guide. Response plans were developed, then modified or discarded, sometimes in the span of a work shift. In addition to the pandemic months of grave social unrest across the nation, and DPL was not immune to said unrest. The good news is that our folks responded beautifully to all of the challenges. In the rest of the report I will enumerate some of the specifics. But I would like to state here that there is no way I will get to all of the positive ways our team responded to the challenges. Every single person employed at Decatur Public Library stepped up to this challenge, sometimes in quiet ways. We saw different individuals at different times step to the front and become leaders. We saw some individuals be consistently positive, some consistently encouraging, or creative or whatever it took in the moment. As I told the staff on the last day of 2020---I'd hate to repeat any of it, but I was privileged to have experienced it with them.
- **Diversity, Equity, and Inclusion:** We have seen staff step up and become leaders in diversity, equity and inclusion issues as well. Robert Edwards has led a very good team of staff, Trustees, and community members to explore these issues at Decatur Public Library and make recommendations for ways to improve.
- **Social Work Intern Project:** In the summer months, the library had a Social Work intern. The partnership was with the University of Illinois School of Social Work. Professor Mary Garrison of Millikin University continued to generously donate her time to serve as the field supervisor and also continued to provide *pro bono* services to library patrons. Our student intern, Jessica Hill, was outstanding. In November the library was granted monies from the Macon County Mental Health Board to continue to provide social work services to library patrons. Ms. Hill was selected as the new Community Resources Coordinator and will start her duties in early 2021.
- **AFSCME:** I want to give special kudos to Kathy Collet the union chapter chair, and Randy Hellman the area union representative. They showed extraordinary flexibility and willingness to problem-solve throughout this year.
- **Media:** Alisa Henkel continued to appear on WCIA's CI Living on a semi-regular basis. The Herald and Review wrote several positive stories about the library in 2020.
- **Friends and Foundation:** The DPL Foundation's 4th Annual Appeal brought in about \$12,000 in donations. The Friends contributed roughly \$19,000 toward library programming.
- **Conferences:** Alissa Henkel, Alix Frazier and I attended the Public Library Association Conference in Nashville at the very beginning of the pandemic. Several staff attended the
- **Joann Stanbery:** The library said goodbye to Joann after 44 years of service in various capacities, most recently as Library Administrative Aide.

The Decatur Public Library – 2020 Annual Report

Boards and Partnerships

Board of Trustees: The responsibility and authority of the Library Board of the Decatur Public Library over the Library is derived from the Illinois Local Library Act. In June, Louise Greene, Dr. Dr. Ngozi Onuora and Donna Williams completed their terms as Trustees. Donna had served as President for the last year. The Decatur Public Library is deeply grateful to all of them for their outstanding service. In July, Samantha Carroll became President and continues in that capacity, Michael Sexton became Vice-President and Sofia Xethalis serves as Secretary. In July, Susan Avery was sworn in as a Trustee and in September, Karl Coleman was sworn in. In December, Mayor Moore Wolfe informed us that she would appoint Kate Wrigley to fill another seat. She was not sworn in until January. This left two unfilled seats at year's end, and one unfilled as of this writing.

Foundation: Currently the Foundation Board has 3 unfilled seats. Their annual appeal garnered over \$12,000.00

Friends: The Friends cancelled almost all fundraising activities in 2020 except for the membership drive. They had a change in personnel, hiring a new secretary and a new treasurer.

Volunteers: Archives and Special Collections depends largely on the labor of volunteers. This year that labor was greatly curtailed by the pandemic. The library used 877 volunteer labor hours. The other traditionally large volunteer program is the Summer Reading Program which was NOT in person this year so no volunteers were used. All three boards are made up of volunteers and the Trustees worked especially hard this year to wrestle with the pandemic related issues.

Project Next Generation: The library's PNG project consisted of volunteers, mentors, consultants and youth from the community. Groups participating included previous mentors and the assistance of Jesse Blount (3-D consuler/trainer), Eric McKinney from Millikin University (3-D and virtual reality consuler/trainer) and youth from Dr. Jeanelle Norman's probationary youth group. Although COVID-19 restrictions eliminated group meetings, some youth were able to make it in on weekends and a couple of sessions in the V-Tel room and Madden auditorium to work with the virtual reality technology with library staff. The youth were also given access to the computer lab, VR and 3D printer and instructed on computer ethics. The mentors guided the youth in picking out models, file formats, downloading content to a sim card and transferring that sim card information to a 3D printer. The youth then learned to set up and start VR and 3D printers. It was also encouraging to see parents showing up at the sessions. We are currently recruiting mentors and working to let the community know what equipment is available at the library.

Real Talk on Race: This group evolved out of the Racial Taboo group and hosts twice monthly discussion on issues revolving around race. All are welcome. There were able to convert to virtual meetings since the pandemic.

Project Read: Project Read is an adult literacy program housed in the Decatur Public Library. The library has actively partnered with Project READ since 2003 when the literacy program's operations were moved to the library. Because of their convenient location, library staff is readily able to respond to the special needs of patrons who have low skills. Library staff may refer

The Decatur Public Library – 2020 Annual Report

potential students to Project READ when it becomes evident that a patron may have low math or reading skills and as a result often may be underemployed or unemployed.

Project READ provides a service by helping adults improve their reading and math skills through individualized tutoring. They offer free, one-on-one tutoring in reading and math to adults age 17 and older who are not currently enrolled in high school. They help individuals transition into new programs and positions, by helping them to improve their literacy skills.

Project Read was closed the majority of the year due to the pandemic.

Baby Talk: Baby Talk visits every new parent who gives birth in Decatur hospitals, informing them about the importance of reading to their baby, giving each new baby a board book and parent a copy of Babies & Books. They promote good parenting (and reading) at prenatal clinics, well-child clinics, at Early Head Start, at STEPS, in the Family Literacy Program; they hold their annual Lullaby Concert at the Decatur Public Library. Funding for the Baby TALK programing was provided, in part, by the Friends of the Library. Baby Talk programs were on hold for most of 2020 due to the pandemic.

Workforce Investment Solutions: Workforce Investment Solutions of Macon County, funded through the Workforce Innovation Opportunity Act, is a community resource for meeting the skilled employee needs of local businesses.

- Supporting efforts to recruit new businesses locally and regionally
- Offering access to skilled workers and training incentives
- Assisting businesses that are closing or downsizing to ensure that their employees have necessary guidance

Workforce Investment Solutions stands on the front line to ensure that all individuals can return to the workforce with the skills necessary to retain employment and maximize earnings.

Workforce Investment Solutions is able help job seekers with services and programs needed to find, prepare for and keep the right job. We help people of all ages and skill levels connect, with employment opportunities in a variety of industries. They are housed on the first floor of the library. Like most partners, they were closed a good portion of the year.

Other Partnerships/Collaborations most of which were on hold for 2020: Decatur Area Arts Council, Macon County Conservation District, Decatur Indoor Sports Center, Children's Museum of Illinois, Scovill Zoo, PawPrint Ministries, Court Appointed Special Advocate44s, Illinois Raptor Center, Project Thinkwell, Decatur Pride, Master Gardeners, Decatur Area Poets, Millikin University, DPS 61, Board Knight, Door 4 Brewing, DAR, Town & Country Bank, Decatur Herald & Review, Richland Community College, Crossings Recovery Center, ISA Corps, Heroes of Legend, Real Talk on Race, & Workforce Investment Solution.

Personnel:

In August of 2020, Joanne Stanbery retired after 44 years of service.

In June Library Clerk Mary Laskowski retired.

The Decatur Public Library – 2020 Annual Report

Tabitha Bilyeu was promoted to full time Librarian.

In August, Sheri Keller and Kristie Nikitin-Smith were hired as part-time Library Assitants.

In November, Hannah Perry was hired as a part-time page.

In November, Lorhi Cerny, Library Clerk II retired after 16 years of service.

In October, Shakera Powell was promoted to full time Library Clerk I.

In July, Rick Meyer was elected to the Illinois Library Association Executive Board.

In December, Taneisha Cunningham passed the United States citizenship test and was sworn in as a fully naturalized citizen.

Library staffing at year's end was a full-time equivalent of 32.5 employees., with one half-time and one full-time position unfilled. community of our size, is a full-time equivalent of 63. While FTE of 63 may be overkill, a full time equivalent of 32 leaves the library in a difficult position to fulfill its mission to the community.

Library Departments

Programs, Resources, and Services (PRS)

- Rather than inundate you with numbers, let me tell you what the PRS staff and their leader Alissa Henkel did.
- They changed their entire service model in the space of about 7 days. In March they changed from delivering reference and program services on a mostly in-person basis, to a completely virtual basis. They developed new and interesting programs on a dime. They continued to provide excellent high-quality programming and reference services, just in a new package.
- They completed over 1000 hours of continuing education.
- They, in the middle of a pandemic, developed *new* partnerships and solidified some existing ones.
- They, under Ms. Henkel's leadership, stepped up and became leaders in the workplace culture changes that will make DPL a better place to work for all.

Circulation

- The Circulation department too, under the leadership of Robert Edwards, had a chance to be creative. In June, they developed and implemented a curbside service program which, at its height in December, served over 1000 library patrons.
- Circulation staff also completed nearly 1000 hours of continuing education.
- Circulation quickly adapted to numerous changes about safe handling of returned materials.
- Lisa Tokarz essentially handled the filling of all interlibrary and hold requests on her own. When IHLS began delivery services again in July, she was met with a huge number of requests and handled them all without complaint.

The Decatur Public Library – 2020 Annual Report

- Circulation staff worked much of the year on an inventory of library holdings.

Archives and Special Collections

Highlights

- Archives and Special Collections was closed for most of the year, more so than the library proper.
- In spite of this, Becky Damptz and Leeann Grossman were able to provide almost 1000 research assists to patrons in Decatur and other locations. While the ASC was closed for about 65% of the year, they only saw a 42% decline in assists to the public.
- They were also able to actually provide *more* programs to the public than in past years, with some of their virtual programs being among DPL's most popular of the year.
- Becky was also able to make several presentations to the public on a virtual basis.

Systems Administration

- Matt Wilkerson and Chris Nihiser worked quietly behind the scenes to ensure that all who worked from home could do so effectively.
- They also completed several inhouse upgrades while the library was closed.
- They replaced all public access computers and several staff computers.
- Moved from in person support to telephone support without and difficulty.

Technical Services Division

- Carol Ziese and the TS team completed over 500 hours of continuing education.
- Outsourced the processing of DVD and CD materials, resulting in a decrease in cost and increase in staff time to complete other duties that can only be done in-house.
- Like the other units, this team quickly moved to working from home. They came back to work in-house earlier than most and quickly worked through a huger ordering, receiving and processing backlog.

Financial Highlights

The library finished the year with a surplus of over \$100,000, even with a large decline in revenues. Please see the attached 2019 Trustees Annual Report for details.

Collection Development

Over 16,000 new physical items were added to the collection this year, in addition a few thousand electronic items. The expenditure of represents 10% of the expenditures of the library's operating budget. It has been of goal to work toward the 12% benchmark set by the State Library. We continue to stress this.

Administration

- Joann Stanbery came into the office throughout the closure to process invoices and payroll.

The Decatur Public Library – 2020 Annual Report

- After Joann’s retirement, Betti Jo Heckwine stepped in and picked up many additional duties.

Division Heads

- **ALL division heads worked tirelessly to support administration and staff in developing, teaching, and following the changing COVID protocols. All decisions made were in collaboration with this team. They responded to every challenge and I am incredibly proud of them all.**

Circulation by Audience Physical & Electronic	2019 Total	2020 Total	Change
Number of Adult Materials Loaned	210,311	145,040	-31.0%
Number of Young Adult Materials Loaned	9,272	5,283	-43.0%
Number of Children's Materials Loaned	96,991	53,984	-44.3%
Total Number of Materials Loaned	316,574	204,307	-35.5%

Circulation by Material Type	2019 Total	2020 Total	Change
Books Loaned--Physical	201,408	118,284	-41.3%
Videos/DVDs Loaned--Physical	59,688	28,714	-51.9%
Audios, Including Music Loaned--Physical	14,977	7,322	-51.1%
Magazines/Periodicals Loaned--Physical	5,215	3,083	-40.9%
Other Items Loaned--Physical	1,919	1,577	-17.8%
Use of Circulating Electronic Materials	33,367	45,327	35.8%
Total	316,574	204,307	-35.5%

Successful Retrieval of Electronic Information	32,863	39,210	19.3%
Electronic Content Use	66,230	84,537	27.6%
Total Collection Use			
Total Collection Use	349,437	243,517	-30.3%

	2019 Total	2020 Total	Change
Interlibrary Loans Provided To Other Libraries	46,259	24,966	-46.0%
Interlibrary Loans Received FROM Other Libraries	40,336	22,884	-43.3%
Total ILL Transactions	86,595	47,850	-44.7%

	2019 Total	2020 Total	Change
New Patron Registrations	2451	2848	16.2%
# of Visitors (Security Gate)	229935	78509	-65.9%
# Visitors Lobby Counter	79903	84502	5.8%
Local History # of visitors	762	298	-60.9%
Adult Programs Active	7419	1121	-84.9%
Adult Programs Passive	1309	1207	-7.8%
Adult Programs Virtual Live	n/a	22	
Adult Programs Virtual Recorded	n/a	193	
YA Programs Active	94	0	-100.0%
YA Programs Passive	771	409	-47.0%
YA Virtual Live	n/a	0	
YA Virtual Recorded	n/a	57	
Children's Programs Active	13362	1354	-89.9%
Children's Programs Passive	6707	2599	-61.2%
Children's Virtual Live	n/a	185	

Children's Virtual Recorded	n/a	5141	
Total Programs	29662	12288	-58.6%
Public Sessions	34947	14620	-58.2%
Wireless Sessions	11687	5691	-51.3%
Website Sessions	126997	113083	-11.0%
Unique Visits	78796	63468	-19.5%
Page Views	445386	485031	8.9%
Self Checks	113374	43324	-61.8%
Percentage of Self Checks	46.4%	0	-21.7%
Assists Adult	45411	22718	-50.0%
Assists Children	15761	9181	-41.7%
Assists Local history	1891	956	-49.4%
IT help calls	1132	1154	1.9%
Searches in Catalog	843956	848610	0.6%
Number of Items processed	23490	18575	-20.9%
Number of Items Withdrawn from Collection	18567	19237	3.6%
Number of mended items	4161	2189	-47.4%
Number of items ordered	9698	8213	-15.3%
Number of records added to database	19329	15824	-18.1%
Hours open to the public	3095	1667	-46.1%
Weeks open to the public	52	31	-40.4%