



DECATUR PUBLIC LIBRARY

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ANNUAL MEETING AGENDA BOARD OF TRUSTEES

Wednesday, February 23, 2022

Immediately following the regular meeting via zoom

<https://us02web.zoom.us/j/85933429925>

Meeting ID: 859 3342 9925

1 312 626 6799 US (Chicago)

- I. **Call to order** – Samantha Carroll, President. (PLEASE TAKE NOTICE THAT, PURSUANT TO SECTION 7(e) OF THE ILLINOIS OPEN MEETINGS ACT (5 ILCS 120/7(e)) AND THE GUBERNATORIAL DISASTER PROCLAMATION ISSUED BY GOVERNOR JB PRITZKER ON JANUARY 3, 2021, THE BOARD OF TRUSTEES FOR THE DECATUR PUBLIC LIBRARY IS CONDUCTING THIS MEETING BY AUDIO AND/OR VIDEO CONFERENCE)
- II. **Public comments** – The Decatur Public Library’s Board Room 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.org by 4:00 pm Thursday February 17, 2022. 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. **Cost of Non-Resident Card (Action)**
- V. **Annual reports (Action)**
 - **2021 Illinois Public Library Annual Report**
 - **2021 Trustees Report to Mayor and Council**
 - **2021 City Librarian’s Report to Board**
- VI. **Election of Officers for 2022/2023 (Action)**

Slate to be presented:
- 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.

$$\$2,924,987 / 70,522 = 41.47 \times 2.21 = \$91.66$$

Tax Bill Method

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



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Fiscal Year 2021 Annual Report

February 17, 2022

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



ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES FY 2021

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, 2021 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, 2021	\$1,469,875.45
Real estate taxes	2,924,987.04
State replacement tax	554,969.87
Payment in Lieu of Taxes	563,832.00
State grants or other	112,279.95
Fines & fees	5,148.43
Non-resident fees	172.91
Lost & damaged books	4,704.65
Copies and miscellaneous	11,196.64
Meeting room fees	1,960.00
Interest income	4.28
Investment Income	1,394.86
Miscellaneous Income	84.57
Transfer from Library Trust	27,318.52
Sublease	1500.00
Other Grants/Gifts	41,357.85
Total Revenue	\$4,250,911.57

B.STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND PERSONNEL

Salaries	1,641,856.14
Overtime	497.92
Pension Contribution	193,758.66
FICA/Medicare	123,805.78
Life insurance	2,746.85
Medical insurance	505,200.00



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Service recognition	16,305.80
Division Total	\$2,484,171.15
STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND	
To Employee Benefits-Unemployment	1332.00
Advertising	421.00
Services to maintain office equipment	21,536.35
MIS services (City)	40,116.00
Telephone/Internet	24,360.32
Banking Service Charges	316.50
Conferences/Travel/Continuing Ed	4741.96
Postage	4913.21
Computer software	48,684.41
Transfer to General Fund-Admin Fee	124,872.00
Temporary agency services	3531.16
Tuition reimbursement	875.97
Professional services	65,483.70
Membership fees	56,227.12
Materials to maintain building	106.11
Office supplies	33,771.12
Risk Management insurance	71,484.00
Small capital items	14,961.27
Building Lease Payment	584,588.00
Books and periodicals	253,072.64
Lost or Damaged Books	1847.44
Per Capita Expenditures (Books)	93,332.62
Other Grants/Gifts	34,127.21
Transfer to Capital Fund	200,000.00
Division Total	\$1,685,032.11

TOTAL FUNDS RECEIVED (LIBRARY OPERATING FUND)	\$4,250,911.57
TOTAL OPERATING EXPENDITURES	\$4,169,203.26
Surplus/Deficit	\$81,708.31



Balance sheet activity	\$0.00
LIBRARY OPERATING FUND BALANCE (12/31/202)	\$1,551,583.76

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

Ellen and Peter Cantoni Fund (est. 1983)

Fund balance 01/01/2021	\$58,479.83
Interest	0.00
Expenditures	0.00
Fund balance 12/31/2021	\$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 01/01/2021	\$82,832.74
Interest	0.00
Expenditures	31,344.60
FUND BALANCE 12/31/2021	\$51,488.14

NOTE: Meyer fund restricted to use of local history.

F.STATEMENT OF MONEY RECEIVED AND EXPENDED - BOOK DONATIONS

Fund balance 01/01/2021	\$25,606.07
Interest	0.00
Contributions	10,915.31
Expenditures	16,267.06
Fund balance 12/31/2021	\$20,254.32

G.STATEMENT OF MONEY RECEIVED AND EXPENDED – CAPITAL FUND

Fund balance 01/01/2020	\$332,994.89
Interest	45.61
Investment Income	426.11
Contributions	200,000.00
Expenditures	0.00
Fund balance 12/31/2020	\$533,466.61



H. STATEMENT OF ITEMS AVAILABLE MATERIALS

	FY2020	FY2021
Print materials	203,897	183,155
Subscriptions	303	303
E-books	32,786	30,415
Physical Audio Recordings	14,170	14,240
Downloadable Audio Recordings	6454	9968
DVDs/Video Recordings	10,716	11,288
Downloadable Video Recordings	3318	3841
Licensed Databases	40	40

I. STATEMENT OF CIRCULATION

	FY2020	FY2021
Total checkouts/renewals	204,307	234,246
Total Collection Use including databases	288,844	357,730
Borrows from other libraries	22,884	28,865
Loans to other libraries	24,966	39,903

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 2022

The Library Board provided the City Council with an estimate of funds needed to operate the Library for fiscal year 2022 in November 2021.

The Library Board will provide the City Council with an estimate of funds needed to operate the Library for fiscal year 2023 by November, 2022.

L. STATEMENT OF OUTSTANDING LIABILITIES

The library has no outstanding liabilities.



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Attached are the Fiscal Year 2021 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 2021 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 17, 2022.

Samantha Carroll, President
Decatur Public Library Board of
Trustees

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022
DECATUR 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]	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 If the fax number has changed, then enter the updated answer here.	
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	City
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1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

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

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

Administrative Information

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

1.21a County in which the administrative entity is located [PLSC 161]	Macon
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]	70,522
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?	IHLS
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 - 2.16)

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

2.1a Total number of bookmobiles [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.	

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 2.7b]	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.	Macon		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.	108,505		

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.	12,920	49	112,553	3	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2021
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 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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

Type	the referendum type?	(mm/dd/year)	Failed?	(mm/dd/year)	language documentation
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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
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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
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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	9
5.2 Total number of vacant board seats	1
5.2b Please explain	One Trustee resigned in December as she took a position with the City of Decatur legal department and it was deemed a potential conflict of interest.
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	Samantha Carroll
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	scarroll@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Second member

5.5 Name	Sofia Xethalis
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5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	sxethalis@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Third member

5.5 Name	Karl Coleman
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	kcoleman@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Fourth member

5.5 Name	Susan Avery
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2023
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	savery@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Fifth member

5.5 Name	Alana Banks
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	abanks@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62521

Sixth member

5.5 Name	Shelli Brunner
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2022
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	sbrunner@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62526

Seventh member

5.5 Name	Anay Hunt
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	ahunt@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Eighth member

5.5 Name	Jecobie Jones
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	06/2024
5.8 Telephone Number	[REDACTED]
5.9 E-mail Address	jjones@decaturlibrary.org
5.10 Home Address	[REDACTED]
5.11 City	Decatur
5.12 State	IL
5.13 Zip Code	62522

Ninth member

5.5 Name	
5.6 Trustee Position	Other
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	

5.1.3 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

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

	Unknown
6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Unknown
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	6
6.2b Total number of times meeting room(s) used by the public during the fiscal year	107
6.3 Total Number of Study Rooms	1
6.3b Total number of times study room(s) used by the public during the fiscal year	-1 Unknown

Capital Needs Assessment**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.)?	\$0
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.	\$335,458.71 For furniture, shelving and other capital needs. \$250,000 budgeted to spend this year.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,488,819
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.)	\$3,403,120

State Government

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

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

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

8.2 Per capita grant	\$112,280
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8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$554,970
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]	\$667,250

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 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	\$10,915
8.14 Other receipts intended to be used for operating expenditures	\$94,820
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$105,735
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]	\$4,261,804
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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
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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?	-1 Have Surety Bond \$2,500,000
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]	\$1,642,354
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$718,011
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]	\$2,360,365

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]	\$156,031
10.2	Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$162,965
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$27,739
10.3b	Please provide an explanation of the other types of material expenditures.	Microforms/DVDs/CDs
10.4	TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$346,735

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357] \$1,138,292

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358] \$3,845,393

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] \$14,961

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	6		6	\$199.75	240.00
13.1 Position Title		13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
City Librarian		Library Director	\$52.40	40.00	
Head of Programs, Resources, and Services		Adult Services	\$34.77	40.00	
Head of Technical Services and Circulation		Circulation	\$32.69	40.00	
Head of Archives and Special Collections		Other Type of Librarian	\$27.67	40.00	
Librarian		Children's Services	\$25.51	40.00	
Librarian		Adult Services	\$26.71	40.00	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] 6.00

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	11		11	\$241.27	400.00
13.6 Position Title		13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Librarian		Adult Services	Master's Degree: Not in library science	\$21.67	40.00
Librarian		Adult Services	Bachelor's Degree: No library science	\$22.67	40.00

Library Assistant	Children's Services	Bachelor's Degree: No library science	\$20.21	20.00
Library Assistant	Children's Services	Bachelor's Degree: No library science	\$20.21	20.00
Library Assistant	Adult Services	Bachelor's Degree: No library science	\$20.65	40.00
Library Assistant	Adult Services	Master's Degree: Not in library science	\$20.90	40.00
Library Assistant	Children's Services	Bachelor's Degree: No library science	\$23.27	40.00
Library Assistant	Children's Services	Master's Degree: Not in library science	\$23.27	40.00
Library Assistant	Adult Services	Bachelor's Degree: No library science	\$23.27	40.00
Junior Cataloger	Cataloging	Less than a Bachelor's degree	\$23.10	40.00
Junior Cataloger	Cataloging	Less than a Bachelor's degree	\$22.05	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	10.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	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.

13.13 Total hours worked in a typical week by all Group C employees	485.00
13.14 Minimum hourly rate actually paid	\$15.89
13.15 Maximum hourly rate actually paid	\$36.57
13.16 Total FTE Group C employees (13.13 / 40)	12.13

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	240.00
13.18 Minimum hourly rate actually paid	\$13.77
13.19 Maximum hourly rate actually paid	\$15.58
13.20 Total FTE Group D employees (13.17 / 40)	6.00

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	0.00
13.22 Minimum hourly rate actually paid	\$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]	18.13
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	34.13

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	40.00	3	\$41,764.00	\$62,646.00
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Librarian	Adult Services	Master's Degree (ALA accredited)	3	\$41,764.00	\$62,646.00

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

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLSC 501]	112,553
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

15.1 Synchronous Programs (All Group Programs by Age)				15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants	
Children (0-5)	-1	Unknown		-1	Unknown	-1	Unknown
Children (6-11)	94		1,069	29		4,229	
Children's Total	94		1,069	29		4,229	
Young Adults (12-18)	20		0	18		384	
Adults (19 and older)	120		1,481	32		3,662	
General Interest	-1	Unknown	-1	Unknown	-1	Unknown	-1
Total	214		2,550	79		8,275	

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

15.29 Program Sessions		15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	149	1,740
Synchronous In-Person Offsite Program Sessions	0	0
Synchronous Virtual Program Sessions	65	810
Total	214	2,550

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	26
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	1,657

Special Programming

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

16.1 Total Number of Unexpired Resident Cards	14,414
16.2a Total Number of Unexpired Non-resident Cards	4
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$171.94
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	14,418
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]	183,155
17.2 Current Print Serial Subscriptions	303
17.3 Total Print Materials (17.1+17.2)	183,458
17.4 E-books Held at end of the fiscal year [PLSC 451]	30,415
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	14,240
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	9,968
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	11,288
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	3,841
17.6c Other Circulating Physical Items [PLSC 462]	555
17.6d Total Physical Items in Collection [PLSC 461]	209,238

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]	24
17.8 State (state government or state library) [PLSC 457]	
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	24

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	156,828
18.2 Number of young adult materials loaned	7,301
18.3 Number of children's materials loaned [PLSC 551]	70,117
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	234,246

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	148,399
18.6 Videos/DVDs- Physical	28,267
18.7 Audios (include music)- Physical	8,289
18.8 Magazines/Periodicals- Physical	3,067
18.9 Other Items- Physical [PLSC 561]	1,619
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	189,641
18.11 Use of Electronic Materials [PLSC 552]	44,605
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	234,246
18.13 Successful Retrieval of Electronic Information [PLSC 554]	123,484
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	168,089
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	357,730
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	39,903
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	28,865

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]	37,413
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19.1a Reference Transactions Reporting Method [PLSC 502a] Annual Count

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 -1 Unknown

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	146
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?	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?	Yes

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)	Other (specify)
21.2b If Other, please specify	150/150 Mbps Download/Upload
21.3 What is the monthly cost of the library's internet access?	\$0
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	58
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	19,073
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLSC 652]	9,309
21.6a Reporting Method for Wireless Sessions [PLSC 652a]	Annual Count
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]	130,026 --Select--

E-RATE (22.1 - 22.3)

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

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Not paying for internet access.

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.)	\$10,258
23.2 Does the above amount include travel expenses?	Not Applicable
23.3 How many hours of training did employees receive this year?	\$4.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	No

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

COVID-19 QUESTIONS

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

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

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	Rick Meyer	02/17/2022
President	Samantha Carroll	02/17/2022
Secretary	Karl Coleman	02/17/2022

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

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

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

1, 2.12 The library was closed for nearly 4 months in 2020 due to COVID. (0-2022-01-25)

2, 15.5 Teen librarian out of the building the entire year due to health reasons. (0-2022-01-31)



February 17, 2022

Honorable Mayor Moore Wolfe and City Council
City of Decatur
1 Gary L Anderson Plaza
Decatur, IL 62523

Dear Mayor Moore Wolfe and Council:

Attached is the Annual Report of the Library Board of Trustees for the fiscal year 2021.

Included with the Annual report to the Council is the Annual Report to the Illinois State Library, used in compilation of uniform public library statistics, and the Annual Report of the City Librarian.

The Board of Trustees strives to serve the citizens of Decatur, even in light of a difficult economic and public health situation. The Board recognizes and appreciates the Council's past support and looks forward to a collaboration that will maintain and improve the services that the people of Decatur have come to expect.

Sincerely,

Samantha Carroll, President
Library Board of Trustees

SC:rcm

Cc: City Manager

Enc: 3



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

The Decatur Public Library 2021 Annual Report



DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

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The Year in Review: COVID-19

- **COVID-19 Pandemic: Here is what I wrote for last year's report:** "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, there were 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."

I share last year's because the main thing that changed was that I think all of the above continuing for another year—in some ways worsening---has taken a toll on staff and on the patrons. We're no different from the rest of the world in this. While this pandemic/social upheaval fatigue does not make us special, it is no less real due to being common. Staff has continued to respond exceptionally well in difficult circumstances—but it is getting more challenging.

- **Diversity, Equity, and Inclusion:** We have seen staff step up and become leaders in diversity, equity and inclusion issues as well. Robert Edwards 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. After Robert left the Library in July, Trustee Karl Coleman stepped into the leadership position. At the end of the year the Library engaged the firm DeEtta Jones to guide us through our DEI initiative. The DEI Committee had vetted a number of consulting firms and DeEtta Jones rose to the top. The work with DeEtta Jones is just getting underway as of this writing.
- **Community Resource Coordinator:** Jessica Hill in the space of a little less than a year, assisted 307 individuals in accessing mental health services, healthcare services, housing, employment, rental assistance, and food. She established strong connections with over 30 community resource providers. She also proved to be a great help to staff when emergent situations involving patrons experiencing mental health or substance abuse issues arose.
- **AFSCME:** Membership continued to show great flexibility during the pandemic. In addition to this, our engagement survey conducting in late summer demonstrated that union staff are among the most engaged at DPL, second only to the leadership team.
- **Media:** I did several live radio spots over the summer, mostly to discuss evolving COVID policies. Decatur Herald and Review published several positive stories about the Library.

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- **Friends and Foundation:** The DPL Foundation's 5th Annual Appeal brought in about \$16,000 in donations. They purchased an outdoor LED message sign for the Library. The Friends contributed over \$30,000 toward Library programming.
- **Conferences:** Conferences and Continuing Education were all remote in 2021. Just about any staff who wanted to participate in something did. Special kudos to Alix Frazier and Jessica Hill who conducted a session on Social Work in Libraries at the Illinois Library Association Conference. They also, along with Jennifer Pride, conducted another Lunch and Learn on the topic via the Illinois Library Association.
- **Robert Edwards:** The Library said goodbye in July, to Assistant City Librarian/Head of Circulation Robert Edwards after 29 years of distinguished service. Robert accepted a similar position in Wisconsin.

Boards and Partnerships

Board of Trustees: The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Illinois Local Library Act. In January Kate Wrigley was sworn in as a Trustee. In June, Michael Sexton and Gregg Zientara completed their terms as Trustees. However, the Board still had open seats and both gamely agreed to continue to serve until replacement could be located. Amy Stockwell also left the Board in July as she had relocated from Decatur. Decatur Public Library is deeply grateful to all of them for their outstanding service. In August, Alana Banks and Anay Hunt were sworn in. Since Mr. Sexton was vice-president when he left, a special vote was held in September and Sofia Xethalis became Vice-President and Karl Coleman became Secretary. Shelli Brunner was sworn in as a Trustee in September. In October Jacobie Jones was sworn in as a Trustee. For the first time in 3 years, all seats were filled. Then on November 1, Kate Wrigley resigned from the Board as she took a position in the City of Decatur Legal Department that could lead to conflict of interest. The Library is grateful to Kate for her service. As of this writing, the seat remains unfilled.

Foundation: Currently the Foundation Board has 4 unfilled seats. Their annual appeal garnered over \$16,000.00

Friends: The Friends cancelled their annual Labor Day Sale for the second year in a row. They also vacated their longtime monthly sale space to make way for a health clinic. They contributed in the neighborhood of \$30,000.00 to the Library for programming.

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 1000 volunteer labor hours. The other traditionally large volunteer program is the Summer Reading Program which used fewer volunteers due to the pandemic. All three boards are made up of volunteers and the Trustees worked especially hard again this year to wrestle with pandemic-related issues.

Real Talk on Race: This group evolved out of the Racial Taboo group and hosts twice-monthly discussions on issues revolving around race. All are welcome. The group continued to meet remotely or in person all year. DPL is very proud of this longstanding partnership.

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 are readily able to respond to the special needs of patrons who have low skills. Library staff may

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

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 resumed for much of 2021.

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. They 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 2021: Decatur Area Arts Council, Macon County Conservation District, Decatur Indoor Sports Center, Children's Museum of Illinois, Scovill Zoo, PawPrint Ministries, Court Appointed Special Advocates, 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:

Carol Ziese: Carol agreed to fulfill the duties of Head of Circulation along with her duties as Head of Technical Services.

Michelle Whitehead: Michelle was hired in March as Library Administrative Secretary.

Betti Jo Heckwine: Betti Jo was promoted to Library Administrative Aide in March.

Janet Denton: Janet was promoted to Clerk II.

Lohri Cerny: In May we were saddened to hear of the passing of recent DPL retiree Lohri Cerny who was taken from us far too young.

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Robert Davis: Robert was promoted to Clerk I.

Kristie Smith Nikitin: Kristie was promoted to Full-Time Library Assistant.

Library staffing at year's end was a full-time equivalent of 33.5 employees., with one full-time position unfilled. Per State standards laid out in Serving Our Public 4.0, a community of our size, is a minimum full-time equivalent of 47. A full time equivalent of 33.5 leaves the Library in a difficult position to fulfill its mission to the community, but budget constraints dictate the need for such a lean staff.

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:

- Susan Bishop's program, Conversations with Kabedi and Kaream, garnered community attention and they received a grant from United Way that enabled Susan to invite children's author Jerry Kraft to the Zoom discussion, and to purchase a copy of his book for every child who registered. There were nearly 100 registrants (and 48 participants) including a school classroom.
- Kristie Smith Nikitin created and led Word Warriors with the assistance of Shakera Powell, guiding young writers in their efforts.
- A Business Center was created by Tabitha Bilyeu with supplies and a Job Board and a Job Box created by Kristie.
- EBSCO Discovery Service went Live after an immense amount of work by Alissa Henkel and Carol Ziese. EBSCO Discovery Service allowed patrons to search across many platforms at once.
- DPL customized mobile app went live. Alissa worked closely with IHLS staff on this project.
- READiculous celebrated 10 years. Despite not having performed in 2 years. READiculous also received a donation from the Andreas Foundation

Circulation

- As mentioned above, Robert left in July and Carol took over the Circulation duties on an interim basis at first, and was eventually named Department Head.
- Paper notices were drastically reduced this year by Robert Edwards and patrons are being switched to text and email notifications. This will lead to over \$10,000 saved annually.
- Staff are removing expired patron accounts that have no balance (5,664 removed Oct-Dec.).
- Overdue fines are being removed from all patron accounts.
- The circulation policy was updated in November. Carol and I worked together on this.
- Carol has contacted Patron Point about setting up a fully online card registration process.

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- Damaged items process was streamlined.
- Carol, set up routine maintenance with Chris Nihiser for the automatic materials handler.
- Solus app went live and new scanners are arriving in 2022 that can read barcodes from screens so patrons can scan their Library barcode from their cell phone.

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 Dampitz 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

- Microsoft Windows updates were problematic for all DPL computers from March up through the end of the year. These updates caused problems with printing, updating and lock-ups of computers.
- A Patron computer lock-up issue involving Microsoft and Deep Freeze is still under investigation at this time.
- In August, a new version of Cassie workstation caused problems for twenty-two days. Cassie, with assistance from Microsoft, was able to find the problem and fix it, also giving us a \$572.48 credit on our annual maintenance contract.
- Matt Wilkerson removed the K9 web filter from Kid computers 1-4. Norton purchased K9 and folded it into one of its products. The filter is no longer sold or updated. Bitdefender contains a web filter that he configured just for the Kid computers.
- In January our OpenVPN was successfully tested by Division Heads. It was made available to all staff.
- Chris Nihiser installed VPN software on our available laptops. Staff can set-up and use the VPN on their home computer or supplied DPL laptops.
- Chris worked with Joy Harvey, from Richland, on correcting and configuring a network switch/VLAN problem.

Technical Services Division

- Order fulfillment from Baker & Taylor and elsewhere continued to be somewhat erratic during the past year, so the Technical Services department undertook many backburner projects which they normally do not get a chance to work on. Some of the things we tackled include:
 - Relabeling: Large Print, Mystery, Western, Science Fiction have been completed.
 - Year books are being relabeled for easier access.
 - Resource Description and Access coding enhancements were completed, adding subject headings and summary notes.

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- Juvenile series are being relabeled for ease of access.
- Stat codes in item records are being added or corrected as time allows.

Financial Highlights

The Library finished the year with a surplus of over \$200,000, in spite of having budgeted for a loss. Please see the attached 2021 Trustees Annual Report for details.

Collection Development

Over 18,000 new physical items were added to the collection this year, in addition to a few thousand electronic items. The expenditure of represents 9.3% of the expenditures of the Library's operating budget. It has been of goal to work toward the 8-12% benchmark set by the State Library. We continue to stress this.

Administration

- Betti Jo Heckwine and Michelle Whitehead worked extremely well together and have greatly increased the efficiency of the department.

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.**