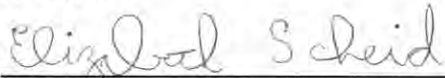


**Date:** August 19, 2015  
**To:** The Urbana City Council  
**From:** Elizabeth Scheid, Secretary  
**Re:** Annual Report information from The Urbana Free Library

The following report is provided to you and the Illinois State Library per (75 ILCS 5/4-10) (from Ch. 81, par. 4-10):

Within 60 days after the expiration of each fiscal year of the city, incorporated town, village or township, the board of trustees shall make a report of the condition of their trust on the last day of the fiscal year, to the city council, board of trustees or board of town trustees, as the case may be. This report shall be made in writing and shall be verified under oath by the secretary, or some other responsible officer of the board of trustees.

ATTEST:



Elizabeth Scheid, Secretary  
The Urbana Free Library Board of Trustees

The Annual Report of The Urbana Free Library to The Urbana City Council

Pursuant to 75 ILCS 5/4-10

Pursuant to the Local Library Act, the Board of Trustees of The Urbana Free Library, with 60 days after the close of the fiscal year, is to report in writing on the condition of their trust. The report is to be verified under oath by the Secretary or other officer of the Board.

The following is therefore respectfully submitted. The financial information contains pre-audit information. The Illinois Public Library Annual Report (IPLAR) is attached.

1. Itemized Statement of the various sums of money received from the library fund and from other sources: See pages 13-14, 17 of the IPLAR.
2. Itemized Statement of Expenditures: See pages 15-17 of the IPLAR.
3. Number of Books and Periodicals Available and Number Circulated: See pages 27-28 of the IPLAR.
4. Statement of any Real or Personal Property Acquired by Legacy, Gift, Purchase or Otherwise: No Real Property was acquired during FY15. Personal property purchased includes but is not limited to "normal" library property such as office supplies, new computers, a new domain server, and materials for circulation. Revenue is covered in #1 above and expenditures are covered in #2 above.
5. Statement of any Extension of Library Service Undertaken: None
6. Statement of Fund Requirements of the Ensuing Year for Inclusion in the Appropriation of the Corporate Authorities and Amount of Money Necessary to Levy: In order to continue to provide quality public service and meet statewide public library standards set in *Serving Our Public 3.0*, The Urbana Free Library should continue to receive a levy based on tax rate and be no less than 2% higher than the 2014 levy amount of \$2,918,910. The 2% increase was factored into the Library's FY2016 budget. However, if growth in assessments is such that the City can increase the Library levy more than 2% without increasing the Library's tax rate, we can use this to address additional expenses in the last six months of FY16, such setting aside additional funds to replace components of the Library's aged HVAC system before they fail. We expect this to cost at least

\$238,000 and have saved just under \$14,000 to date. The 2% increase does not take into account any wage increases next year.

The Library will coordinate with the City Finance Director as the City works through its levy request process.

7. Statement as to the Amount of Accumulations and the Reasons Therefor: None.

8. Statement of Outstanding Liabilities:

These are assigned funds in the Library's fund balances.

\$65,000 for the RHS health savings plan separation payout

\$13,743 for Building, Capital Expense savings

\$62,293 for the 11 year accrual (TUFL pays biweekly, which equals 26 pay periods per year for 10 years and then 27 pay periods in the 11<sup>th</sup> year. We set aside funds in each of the first 10 years in order to have it in the 11<sup>th</sup>).

The Library has agreed to pay interest on the "Webber Property" mortgage held by the Foundation until the mortgage is paid off in 2018. Currently, the amount is \$3,750/year on the amount owed. Funding comes from Webber Property income.

The Library currently has \$161,800 in vacation, comp, and personal time on the books.

9. Any Other Statistics, Information and Suggestions that may be of interest:

- *Rich History, Bright Future*: Throughout the entire fiscal year, the Library celebrated its 140<sup>th</sup> anniversary of support by the Urbana community with programming and by highlighting ways the different departments, The Friends of the Urbana Free Library and The Urbana Free Library Foundation serve the community.

<http://urbanafreelibrary.org/celebrating-140-years>

- The Library Board and staff worked to strengthen and create infrastructure, creating and revising policies, the staff handbook, and sustainable financial practices.
- Programming is up with almost 100 more programs offered (13%) and over 2,000 more people attending them (7%).

- Circulation is up, with a strong trend of patron-initiated renewals, self-checkout and ebook checkouts.
- The Teen Open Lab saw its 6,000<sup>th</sup> attendee since it began in 2013.
- Local History Online turned 10 and contains over 700,000 items.
- New partnerships were launched, including Read at the Market with The Urbana Free Library at Urbana's Market at the Square.
- In addition to the immediate needs of the aging HVAC system, the Library has identified other major building components which need attention in its Five-Year Financial Plan, FY2014-2018, written in March 2013. These would involve large capital expenses. These components include:
  - 1918 windows. The twelve arched windows in the original 1918 building were not replaced during the expansion due to objections by the Illinois Historic Preservation Agency. The windows are single-pane glass and drafty; their replacement would contribute to energy efficiency. Estimated costs include \$9,000 to rework the engineering specifications to meet IHPA approval and \$85,000 for replacement.
  - Race Street porch. The original 1918 porch is in need of structural repair. During the 2005 expansion, the steps were disassembled and reset, but the remainder of the porch was untouched. Another repair was done to the balustrades when they shifted further during the minor earthquake in 2008. Estimated cost at the time of the expansion (2005) was \$250,000.  
<http://urbanafreelibrary.org/sites/default/files/page/attachments/2013/05/Five-year%20financial%20plan%20FY2014-FY2018.pdf>
- The Urbana Free Library experienced a significant revenue cut, and although libraries across the country are limiting open hours to the public, The Urbana Free Library strives to provide excellent customer service, materials and programming its regular 70 hours a week. Although some employees lost part time hours they were counting on, no staff members were terminated due to changes made in response to limited financial resources and changing patron demands.
- Cuts to the personal property replacement tax, the Per Capita grants to Libraries, or freezing local property taxes are likely to have a negative impact on the Library's budget and ability to continue to offer services at their current level.

**IPLAR**

As Secretary of State and State librarian, I commend our Illinois public libraries on the outstanding services they provide that enhance and enrich the lives of our citizens.

I truly appreciate the efforts and hard work of the 600+ Illinois public libraries in completing the Illinois Public Library Annual Report (IPLAR). The collected data provides a concise snapshot of the current status of Illinois public library services and programs. In addition, the collected information is shared nationally through the Federal-State Cooperative System (FSCS) for Public Library Data. As a result, Illinois librarians have the opportunity to compare themselves with their Illinois peers and librarians through-out the nation.

Again, thank you very much for your hard work in completing the current IPLAR, and for all the good work you do in keeping our patrons educated, entertained, and enlightened.

Sincerely, Jesse White

**URBANA FREE LIBRARY 2015**
**IDENTIFICATION (1.1 - 1.37)**

1.1ISL Control # [PLSC 151, PLSC 701]	30665
1.2ISL Branch # [PLSC 151, PLSC 701]	00
1.3aFSCS ID [PLSC 150, PLSC 700]	IL0538
1.3bFSCS_SEQ [PLSC 700]	002
1.4aLegal Name of Library [PLSC 152]	The Urbana Free Library
1.4bIf this locked question's answer has changed, then enter the updated answer here.	
1.5aFacility Street Address [PLSC 153]	210 West Green Street
1.5bIf this locked question's answer has changed, then enter the updated answer here.	
1.6aFacility City [PLSC 154]	Urbana
1.6bIf this locked question's answer has changed, then enter the updated answer here.	
1.7aFacility Zip [PLSC 155]	61801
1.7bIf this locked question's answer has changed, then enter the updated answer here.	
1.8aFacility Zip +4 [PLSC 156]	5326
1.8bIf this locked question's answer has changed, then enter the updated answer here.	
1.9aMailing Address [PLSC 157]	210 West Green Street
1.9bIf this locked question's answer has changed, then enter the updated answer here.	
1.10aMailing City [PLSC 158]	Urbana
1.10bIf this locked question's answer has changed, then enter the updated answer here.	
1.11aMailing Zip [PLSC 159]	61801
1.11bIf this locked question's answer has changed, then enter the updated answer here.	
1.12aMailing Zip +4 [PLSC 160]	5326
1.12bIf this locked question's answer has changed, then enter the updated answer here.	
1.13aLibrary Telephone Number [PLSC 162]	217-367-4057
1.13bIf this locked question's answer has changed, then enter the updated answer here.	
1.14aLibrary FAX Number	217-367-4061
1.14bIf this locked question's answer has changed, then enter the updated answer here.	
1.15WWW Home Page	<a href="http://www.urbanafreelibrary.org">http://www.urbanafreelibrary.org</a>

**Library Director's Information**

1.16Name	Celeste Choate
1.17Title	Executive Director
1.18Library Director's E-mail	cchoate@tufli.info

**Library Information**

1.19aType of library	City
1.19bIf this locked question's answer has changed, then enter the updated answer here.	
1.19cLegal Basis Code [PLSC 201]	Municipal (city, town or village)
1.19dGeographic Code [PLSC 204]	Municipal Government (city, town or village) (exactly)
1.20Is your library a combined public and school library?	No
1.21Does your library contract with another library to RECEIVE ALL your library services?	No



**Contract for Services**

1.22IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1
1.22IF YES, list the names(s) of the library(ies) with whom you contract (Enter each in a separate repeating field)	-1

**Administrative Information**

1.23aCounty in which the administrative entity is located [PLSC 161]	Champaign
1.23bIf this locked question's answer has changed, then enter the updated answer here.	
1.23cMetropolitan Status Code [PLSC 710]	Central City
1.24Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205, 75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)]	No
1.26aPopulation residing in tax base (Use the latest official federal census figure) [PLSC 208]	41,250
1.26bIf this locked question's answer has changed, then enter the updated answer here.	
1.27If the population has changed from the prior year's answer, then indicate the reason.	-1
1.28aThis library is currently a member of what Illinois library system?	IHLS
1.28bIf this locked question's answer has changed, then enter the updated answer here.	
1.28cInterlibrary Relationship Code [PLSC 200]	Member of a Federation or Cooperative
1.29Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.30Does this library have paid staff?	Yes
1.31Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.32Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.33Is this library supported in whole or in part with public funds?	Yes
1.34Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes
1.35Number of Central Libraries [PLSC 209]	1
1.36Outlet Type Code [PLSC 709]	Central Library
1.37Administrative Structure Code [PLSC 202]	Administrative Entity with a Single Direct Service Outlet

**URBANA FREE LIBRARY 2015**

**BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.17)**

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.2 Total number of branch libraries [PLSC 210]	0



**URBANA FREE LIBRARY 2015**

**ANNUAL REPORT DATA (3.1 - 3.7)**

3.1Fiscal Year Start Date (mm/dd/year) [PLSC 206]	07/01/2014
3.2Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2015
3.3Number of months in this fiscal year	12
3.4Name of person preparing this annual report	Kathryn Wicks
3.5Telephone Number	217-367-4058
3.6FAX Number	217-367-4061
3.7E-Mail Address	kwicks@tufl.info

REFERENDA (4.1 - 4.12)

4.1 Was your library involved in a referendum in FY2014/2015?	No
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**Referenda dates**

If in the last year, or in the period before filing this report, 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.

4.7 Conversion - Effective Date (mm/dd/year)	-1
4.8 Annexation - Effective Date (mm/dd/year)	-1
4.9 Other (please specify)	-1
4.10 Other - Effective Date (mm/dd/year)	-1
4.11 Other (please specify)	-1
4.12 Other - Effective Date (mm/dd/year)	-1

**URBANA FREE LIBRARY 2015****CURRENT LIBRARY BOARD (5.1 - 5.14)**

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts. Report the most current information available.

[75 ILCS 5/4-1, et seq., 75 ILCS 16/30-5, et seq.]

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	0
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	

**Members**

5.5 Name	Chris Scherer
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/2017
5.8 Telephone Number	217-367-0038
5.9 E-mail Address	cscherer@tufl.info
5.10 Home Address	408 Burkwood Court West
5.11 City	Urbana
5.12 State	IL
5.13 Zip	61801
5.14 Zip +4	-1

**Second member**

5.5 Name	Mark Netter
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	6/2017
5.8 Telephone Number	217-344-0499
5.9 E-mail Address	mnetter@tufl.info
5.10 Home Address	2315 Cobble Creek Court
5.11 City	Urbana
5.12 State	IL
5.13 Zip	61802
5.14 Zip +4	-1

**Third member**

5.5 Name	Beth Scheid
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	6/2016
5.8 Telephone Number	217-384-4966
5.9 E-mail Address	bscheid@tufl.info
5.10 Home Address	2501 Brookens Circle
5.11 City	Urbana
5.12 State	IL
5.13 Zip	61801
5.14 Zip +4	-1

**URBANA FREE LIBRARY 2015****Fourth member**

5.5Name	Geoffrey Bant
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	6/2018
5.8Telephone Number	217-344-4557
5.9E-mail Address	gbant@tufl.info
5.10Home Address	801 West Pennsylvania
5.11City	Urbana
5.12State	IL
5.13Zip	-1
5.14Zip +4	-1

**Fifth member**

5.5Name	Anh Ha Ho
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	6/2016
5.8Telephone Number	273-337-6846
5.9E-mail Address	aho@tufl.info
5.10Home Address	2016 Ikenberry Court
5.11City	Urbana
5.12State	IL
5.13Zip	61802
5.14Zip +4	-1

**Sixth member**

5.5Name	Bill Brown
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	6/2016
5.8Telephone Number	217-344-3797
5.9E-mail Address	wbrown@tufl.info
5.10Home Address	304 W. Nevada St.
5.11City	Urbana
5.12State	IL
5.13Zip	61801
5.14Zip +4	-1

**Seventh member**

5.5Name	Anna Merritt
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	6/2018
5.8Telephone Number	217-344-4573
5.9E-mail Address	amerritt@tufl.info
5.10Home Address	101 West Windsor Road #4106
5.11City	Urbana
5.12State	IL
5.13Zip	61802
5.14Zip +4	-1

**Eighth member**

5.5Name	Jane Williams
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	06/2017
5.8Telephone Number	217-328-5419
5.9E-mail Address	jwilliams@tufl.info
5.10Home Address	707 W. Oregon St.
5.11City	Urbana
5.12State	IL
5.13Zip	61801
5.14Zip +4	-1

**Ninth member**

5.5Name	Mary Ellen Farrell
5.6Trustee Position	Other
5.7Present Term Ends (mm/year)	06/2018
5.8Telephone Number	217-328-0415
5.9E-mail Address	mfarrell@tufl.info
5.10Home Address	701 E. Oregon Street
5.11City	Urbana
5.12State	IL
5.13Zip	61801
5.14Zip +4	

**URBANA FREE LIBRARY 2015**

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**FRIENDS GROUP/FOUNDATION (6.1 - 6.2)**

6.1 Does your library have a friends group?	Yes
6.2 Does your library have a library foundation?	Yes

**URBANA FREE LIBRARY 2015**

**FACILITY/FACILITIES (7.1 - 7.2)**

7.a Total square footage of the main library building [PLSC 711]	50,000
7.1b If this locked question's answer has changed, then enter the updated answer here.	
7.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1
7.2 Total square footage of the branch library building(s), if applicable	-3
7.2b Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	-1



**URBANA FREE LIBRARY 2015****ASSETS AND LIABILITIES (8.1 - 8.13)****PROPERTY**

8.1What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$13,305,000
8.2During the last fiscal year, did the library acquire any real and/or personal property? [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)]	No

**ESTIMATED REPLACEMENT COST**

8.8What is the estimated replacement cost for the library's furniture, equipment, and vehicles?	\$825,000
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**FISCAL ACCUMULATIONS**

8.9Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)]	No
8.10IF YES, then prepare a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. [75 ILCS 5/4-10(7) , 75 ILCS 16/30-65(a)(4)]	

**LIABILITIES**

8.11Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	Yes
8.12IF YES, what is the total amount of the outstanding liabilities? [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	\$141,036
8.13IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)]	These are assigned funds in the Library's fund balances. \$65,000 for the RHS health savings plan separation payout \$13,743 for Building, Capital Expense savings \$62,293 for the 11 year accrual (TUFL pays biweekly, which equals 26 pay periods per year for 10 years and then 27 pay periods in the 11th year. We set aside funds in each of the first 10 years in order to have it in the 11th). The Library has agreed to pay interest on the "Webber Property" mortgage held by the Foundation until the mortgage is paid off in 2018. Currently, the amount is \$3,750/year on the amount owed. Funding comes from Webber Property income.

## URBANA FREE LIBRARY 2015

### OPERATING RECEIPTS BY SOURCE (9.1 - 9.22)

Operating receipts are the monies received and utilized during the fiscal year to support the provision of ongoing, day-to-day library services.

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.

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

### LOCAL GOVERNMENT

9.1 Local government [PLSC 300] (except capital income from bond sales which must be reported in 13.1a only)	\$2,865,835
--	-------------

### STATE GOVERNMENT

Exclude: Federal funds distributed by the State of Illinois.

9.2 Per capita grant	\$51,562
9.3 Equalization aid grant	-1
9.4 Personal property replacement tax	\$94,574
9.5 Educate and Automate grants (an IL State Library grant)	-1
9.6 Other	-1
9.7 If Other, please specify	
9.8 Total State Government Funds (9.2 + 9.3 + 9.4 + 9.5 + 9.6) [PLSC 301]	\$146,136

### FEDERAL GOVERNMENT

Include: Federal funds distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

9.9 LSTA funds received	-1
9.10 E-Rate funds received	-1
9.11 Other federal funds received	-1
9.12 If Other, please specify	
9.13 Total Federal Government Funds (9.9 + 9.10 + 9.11) [PLSC 302]	

### OTHER INCOME

9.14 Bill and Melinda Gates Foundation grant monies received	-1
9.15a Other receipts intended to be used for operating expenditures	\$266,611
9.15b Other non-capital receipts placed in reserve funds	
9.16 TOTAL all other receipts (9.14 + 9.15a, BUT NOT 9.15b) [PLSC 303]	\$266,611

**URBANA FREE LIBRARY 2015****TOTAL OPERATING RECEIPTS**

[75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)]

9.17TOTAL receipts ( 9.1 + 9.8 + 9.13 + 9.16) [PLSC 304]	\$3,278,582
9.18The library safeguards its funds using which option?	Surety Bond
9.19What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,900,000
9.20aIs the amount of the surety bond in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.20bIs the amount of the insurance policy or other insurance instrument in compliance with library law? [75 ILCS 5/4-9, 75 ILCS 16/30-45(e)]	Yes
9.21The designated custodian of the library's funds is:	Library Treasurer
9.22Is 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

**URBANA FREE LIBRARY 2015**

**OPERATING EXPENDITURES BY CATEGORY (10.1 - 10.4)**

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.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

10.1 Salaries and wages for all library staff [PLSC 350]	\$2,110,748
10.2 Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$461,014
10.3 Total Staff Expenditures (10.1 + 10.2) [PLSC 352]	\$2,571,762
10.4 If this library answered question 10.2 as zero or N/A then choose an answer from the drop-down.	-1

**URBANA FREE LIBRARY 2015**

**MATERIALS EXPENDITURES (11.1 - 11.4)**

Include: 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.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

11.1Printed Materials [PLSC 353]	\$203,225
11.2Electronic Materials [PLSC 354]	\$76,830
11.3Other Materials [PLSC 355]	\$97,003
11.4TOTAL Materials Expenditures (11.1 + 11.2 + 11.3) [PLSC 356]	\$377,058

**URBANA FREE LIBRARY 2015**

**OTHER OPERATING EXPENDITURES (12.1 - 12.3)**

Exclude: Purchases of major fixed assets (Report in Capital Expenditures)

NOTE: Round answers to the nearest whole dollar.

[75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)]

12.1All other operating expenditures not included above [PLSC 357]	\$593,714
12.2TOTAL operating expenditures (10.3 + 11.4 + 12.1) [PLSC 358]	\$3,542,534
12.3Children's Materials Expenditures	\$72,542

**URBANA FREE LIBRARY 2015**

**CAPITAL REVENUE AND EXPENDITURES (13.1 - 13.7)**

Include funds received 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).

**CAPITAL REVENUE**

NOTE: Round answers to the nearest whole dollar.

13.1aLocal Government: Capital Income from Bond Sales	\$0
13.1bLocal Government: Other	\$0
13.1cTotal Local Government (13.1a + 13.1b) [PLSC 400]	\$0
13.2State Government [PLSC 401]	\$0
13.3Federal Government [PLSC 402]	\$0
13.4Other [PLSC 403]	\$0
13.5If Other, please specify	0
13.6Total Capital Revenue (13.1c + 13.2 + 13.3 + 13.4) [PLSC 404]	\$0

**CAPITAL EXPENDITURES**

13.7Total Capital Expenditures [PLSC 405]	\$12,841
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**URBANA FREE LIBRARY 2015**

**PERSONNEL (14.1 - 14.50)**

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**

Librarians with MASTER'S DEGREES (OR DOCTORATES OR CERTIFICATES OF ADVANCED STUDIES) FROM AN AMERICAN LIBRARY ASSOCIATION ACCREDITED PROGRAM OF LIBRARY AND INFORMATION STUDIES. [PLSC 250]

14.1Position Title	Executive Director
14.2Primary Work Area Code	Library Director
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$49.31
14.7Total Hours/Week	39.00
14.1Position Title	Associate Director
14.2Primary Work Area Code	Assistant Library Director
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$41.66
14.7Total Hours/Week	39.00
14.1Position Title	Interim Director of Adult Services
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$33.17
14.7Total Hours/Week	39.00
14.1Position Title	Director of Children's Services
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	
14.7Total Hours/Week	39.00
14.1Position Title	Director of Circulation Services
14.2Primary Work Area Code	Circulation
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$34.55
14.7Total Hours/Week	39.00
14.1Position Title	Director of Archives & Special Collections
14.2Primary Work Area Code	Other Type of Librarian
14.3Secondary Work Area Code [OPTIONAL]	

URBANA FREE LIBRARY 2015

14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$35.94
14.7Total Hours/Week	39.00
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$27.78
14.7Total Hours/Week	39.00
14.1Position Title	Adult/Teen Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	
14.5Sex	Male
14.6Hourly Rate	\$26.63
14.7Total Hours/Week	39.00
14.1Position Title	Adult/Teen Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	-1
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$26.63
14.7Total Hours/Week	39.00
14.1Position Title	Adult Services Librarian
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.10
14.7Total Hours/Week	20.00
14.1Position Title	Children's Services Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.10
14.7Total Hours/Week	39.00
14.1Position Title	Children's Services Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.10
14.7Total Hours/Week	20.00
14.1Position Title	Children's Services Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female

**URBANA FREE LIBRARY 2015**

14.6Hourly Rate	\$30.10
14.7Total Hours/Week	25.00
14.1Position Title	Children's Librarian
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$30.10
14.7Total Hours/Week	20.00
14.1Position Title	Archives Librarian
14.2Primary Work Area Code	Other Type of Librarian
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	Female
14.6Hourly Rate	\$24.31
14.7Total Hours/Week	39.00
14.1Position Title	-1
14.2Primary Work Area Code	Adult Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	-1
14.6Hourly Rate	\$22.41
14.7Total Hours/Week	19.00
14.1Position Title	-1
14.2Primary Work Area Code	Children's Services
14.3Secondary Work Area Code [OPTIONAL]	
14.4Education Code	Master's Degree (ALA accredited)
14.5Sex	
14.6Hourly Rate	\$22.41
14.7Total Hours/Week	28.00

**Group A Total**

14.8Total Group A: FTE ALA-MLS (14.7 / 40) [PLSC 250]	15.00
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**Group B**

Other Librarians. Include employees with the TITLE OF LIBRARIAN who EITHER have other types of library education (non-American Library Association 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.

14.9Position Title	Information Assistant
14.10Primary Work Area Code	Adult Services
14.11Secondary Work Area Code [OPTIONAL]	Children's Services
14.12Education Code	Bachelor's Degree: No library science
14.13Sex	
14.14Hourly Rate	\$19.70
14.15Total Hours/Week	76.00
14.9Position Title	Archives Assistant
14.10Primary Work Area Code	Other Type of Librarian
14.11Secondary Work Area Code [OPTIONAL]	
14.12Education Code	Bachelor's Degree: No library science
14.13Sex	Female
14.14Hourly Rate	\$20.94
14.15Total Hours/Week	20.00

**URBANA FREE LIBRARY 2015****Group B Total**

14.16Total Group B: FTE Other Librarians (14.15/40)	2.40
14.17Total FTE Librarians (14.8 + 14.16) [PLSC 251]	17.40

**Group C**

Full-time/part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster), other technical, and clerical employees.

14.18Total hours worked in a typical week by all Group C employees	811.00
14.19Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$12.08
14.20Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$25.29
14.21Total FTE Group C employees (14.18 / 40)	20.28

**Group D**

Full-time/part-time pages or shelvers.

14.22Total hours worked in a typical week by all Group D employees	200.00
14.23Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$10.07
14.24Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$10.55
14.25Total FTE Group D employees (14.22 / 40)	5.00

**Group E**

Full-time/part-time building maintenance, security or plant operation employees.

14.26Total hours worked in a typical week by all Group E employees	-1
14.27Minimum hourly rate actually paid (convert annual salary to hourly rate)	-1
14.28Maximum hourly rate actually paid (convert annual salary to hourly rate)	-1
14.29Total FTE Group E employees (14.26 / 40)	
14.30Total FTE Other Paid Employees from Groups C, D, and E (14.21 + 14.25 + 14.29) [PLSC 252]	25.28
14.31Total FTE Paid Employees (14.17 + 14.30) [PLSC 253]	42.68

**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.

14.32Position Title	
14.33Primary Work Area Code	
14.34Education Code	
14.35Total Hours/Week	
14.36Number of Weeks Vacant during FY2014/15	
14.37aAnnual Salary Range Minimum	
14.37bAnnual Salary Range Maximum	

## URBANA FREE LIBRARY 2015

### Newly Created Librarian Positions

Include any newly created librarian positions which were created in FY2014/2015.

14.38Position Title	
14.39Primary Work Area Code	
14.40Education Code	
14.41Total Hours/Week	
14.42Current Status: Filled or Unfilled	
14.43Date Filled (mm/year, if applicable)	

### Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for in FY2013/14 but was not in the budget for FY2014/15.

14.44Position Title	Adult Services Librarian
14.45Primary Work Area Code	Adult Services
14.46Education Code	Master's Degree (ALA accredited)
14.47Total Hours/Week	39.00
14.48Date Eliminated (mm/year)	April 2014
14.49Last Annual Salary Paid	\$59,988
14.50Reason Eliminated (i.e. lack of funds or need, etc.)	Budget



**URBANA FREE LIBRARY 2015**

**SERVICE HOURS/LIBRARY VISITS (15.1 - 15.20)**

15.1 Monday Open?	Yes
15.2 Based on a typical Monday, how many hours was the library open on this day?	12.00
15.3 Tuesday Open?	Yes
15.4 Based on a typical Tuesday, how many hours was the library open on this day?	12
15.5 Wednesday Open?	Yes
15.6 Based on a typical Wednesday, how many hours was the library open on this day?	12.00
15.7 Thursday Open?	Yes
15.8 Based on a typical Thursday, how many hours was the library open on this day?	12.00
15.9 Friday Open?	Yes
15.10 Based on a typical Friday, how many hours was the library open on this day?	9.00
15.11 Saturday Open?	Yes
15.12 Based on a typical Saturday, how many hours was the library open on this day?	9.00
15.13 Sunday Open?	Yes
15.14 Based on a typical Sunday, how many hours was the library open on this day?	4.00
15.15 Based on a typical week, how many DAYS in that week was the CENTRAL library open mornings (Midnight - 11:59 a.m.)?	6
15.16 Based on a typical week, how many DAYS in that week was the CENTRAL library open afternoons (Noon - 5:59 p.m.)?	7
15.17 Based on a typical week, how many DAYS in that week was the CENTRAL library open evenings (6:00 p.m. - 11:59 p.m.)?	4
15.18a Total public service hours PER YEAR FOR THE MAIN/CENTRAL LIBRARY [PLSC 713]	3,514
15.18b Total public service hours PER YEAR FOR ALL BRANCH LIBRARIES & BOOKMOBILES [PLSC]	-1
15.18c Total scheduled public service hours PER YEAR FOR ALL SERVICE OUTLETS (15.18a + 15.18b) [PLSC 500]	
15.19 Total annual visits/attendance in the library [PLSC 501]	334,402
15.20 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52

## URBANA FREE LIBRARY 2015

### PROGRAMS & ATTENDANCE (16.1 - 16.8)

Exclude: (1) Library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, resume writing assistance, homework assistance, and mentoring activities. (2) Programs sponsored by other groups that use library facilities.

16.1Total Number of Adult Programs	126
16.2Adult Program Attendance	2,896
16.3Total Number of Young Adult Programs [PLSC 602]	179
16.4Young Adult Program Attendance	3,873
16.5Total Number of Children's Programs [PLSC 601]	556
16.6Children's Program Attendance [PLSC 604]	23,235
16.7Total Number of Library Programs (16.1 + 16.3 + 16.5) [PLSC 600]	861
16.8Total Library Program Attendance (16.2 + 16.4 + 16.6) [PLSC 603]	30,004



**URBANA FREE LIBRARY 2015****REGISTERED USERS (17.1 - 17.4)**

17.1 Total number of resident user's cards in force as of the last day of the fiscal year.	12,592
17.2a Total number of non-resident user's cards in force as of the last day of the fiscal year.	306
17.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$18,614.59
17.3 Total number of registered users as of the last day of the fiscal year. (17.1 + 17.2a) [PLSC 503]	12,898
17.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

**URBANA FREE LIBRARY 2015****RESOURCES OWNED (18.1 - 18.15)**

This area does NOT cover all materials for which expenditures were reported. Report only items that the library has acquired as part of the collection and cataloged whether purchased, licensed, or donated as gifts.

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

18.1Books Held at end of the fiscal year [PLSC 450]	238,370
18.2Back Files (Retrospective Holdings): Newspapers (Print format only) Held at end of the fiscal year	-1
18.3Are these counts a volume count OR a title count	-1
18.4Back Files (Retrospective Holdings): Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year	-1
18.5Are these counts a volume count OR a title count	-1
18.6Total Print Materials (18.1 + 18.2 + 18.4) [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]	238,370
18.7Current Subscriptions: Newspapers/Magazines/Periodicals/Serials (Print format only) Held at end of the fiscal year [PLSC 460]	1,286
18.8E-books Held at end of the fiscal year [PLSC 451]	536
18.9aAudio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	27,575
18.9bAudio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	0
18.10aDVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] [75 ILCS 5/4-10(3) and 75 ILCS 16/30-65(a)(6)]	23,758
18.10bDVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	-1

**Licensed Databases**

Report the number of licensed databases acquired through payment or formal agreement, by source of access. Each database should be counted individually even if access to several databases is supported through the same vendor interface.

Exclude: Subscriptions to individual electronic serial titles should be reported in question 18.8 NOT in 18.12 - 18.15.

18.11Local License negotiated by the local library	38
18.12State License negotiated by the Illinois State Library [PLSC 457]	22
18.13Other consortia within the state or region	1
18.14Total Licensed Databases (18.11 + 18.12 + 18.13) [PLSC 458]	61

**Children's Holdings**

18.15Children's Holdings	77,280
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**URBANA FREE LIBRARY 2015****USE OF RESOURCES (19.1 - 19.13)**

[75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)]

Report for the library's entire fiscal year.

19.1Number of adult materials loaned	531,460
19.2Number of children's materials loaned [PLSC 551]	272,580
19.3Total number of materials loaned (19.1 + 19.2) [PLSC 550]	804,040

Report circulation, including renewals, by the material types below. Include both physical and electronic format circulation if applicable.

19.4Books	404,956
19.5Videos/DVDs	252,974
19.6Audios (include music)	75,677
19.7Magazines/Periodicals	18,111
19.8Other Formats	52,322
19.9TOTAL (Sum of 19.4-19.8)	804,040
19.10Number of interlibrary loans loaned to other libraries [PLSC 553]	37,533
19.11Number of interlibrary loans borrowed from other libraries [PLSC 554]	28,652
19.12Does your library participate in reciprocal borrowing?	Yes
19.13IF YES, report the number of materials loaned	37,533
19.14Circulation of Electronic Materials [PLSC 552]	22,891

**URBANA FREE LIBRARY 2015**

**REFERENCE QUESTIONS (20.1 - 20.3)**

Number of reference questions, for the fiscal year, asked.

20.1Adult Department	64,442
20.2Children's Department	31,729
20.3TOTAL (20.1 + 20.2) [PLSC 502]	96,171

## URBANA FREE LIBRARY 2015

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### AUTOMATION (21.1 - 21.5)

How many of the following does your library have?

Windows/PC Compatible Computers

21.1 Total number of ALL computers in the library	150
21.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	80
21.3 Is your library's catalog automated?	Yes
21.4 Is your library's catalog accessible via the web?	Yes
21.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

**URBANA FREE LIBRARY 2015**

**INTERNET (22.1 - 22.20)**

22.1 Does your library have Internet access?	Yes
22.2 Does your library have wireless Internet access?	Yes
22.2a Wireless Sessions Per Year	-1

**What Internet provider(s) does your library use? (Check all that apply)**

22.3 Illinois Century Network (ICN)	Yes
22.4 Other	Yes
22.5 If your library is NOT a participant in the Illinois Century Network (ICN), please indicate why:	

**What type(s) of Internet connection(s) is/are used by your library? (Check all that apply)**

22.6 DSL	
22.6 Cable	
22.6 Wireless	Yes
22.6 Satellite	
22.6 Fiber	Yes
22.6 Leased Line	
22.6 Network (State, Regional, Municipal)	
22.6 Dial-up	
22.6 Don't know	
22.6 Other	
22.6 N/A	

**Internet**

22.7 What is the maximum speed of your library's Internet connection? (Select one)	45 Mbps or more
22.8 If Other, please specify	
22.9 Has your library board adopted an Internet public access policy?	Yes
22.10 How many Internet computers does your library have available for public use? [PLSC 650]	65
22.11 Report the number of in-library users of public Internet computers in a year [PLSC 651]	67,980
22.12 Report the annual number of views of your library's homepage	561,253
22.13 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	No
22.14 Does your library utilize Internet filters?	No
22.15 IF YES, when did your library start using filters? (mm/year)	-1

**URBANA FREE LIBRARY 2015**

**E-RATE (23.1 - 23.3)**

23.1 Did your library apply directly for E-rate (telecommunications discounts) for the fiscal year?	No
23.2 IF YES, what is the dollar amount that your library was awarded for FY2014/15?	-1
23.3 Why did your library NOT participate in the E-rate program?	Complicated process



**URBANA FREE LIBRARY 2015**

**STAFF DEVELOPMENT & TRAINING (24.1 - 24.3)**

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24.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$10,763
24.2 Does this include travel expenses?	Yes
24.3 How many hours of training did employees receive this year?	930.00

SUGGESTED QUESTIONS FOR FUTURE IPLARS (25.1)

25.1 What information is not currently asked on the Illinois Public Library Annual Report (IPLAR) that you would be interested in if it were collected?	
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**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (26.1)**

Public Library District Secretary's Audit (Submit in paper format; there is no electronic version).

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be on the library's letterhead).
2. The following text: "This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for fiscal year FY2014/2015."

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

3. The signatures of two trustees who were appointed by the President to audit the Secretary's records.
4. The date completed.

[75 ILCS 16/30-65(a)(1),(c)(d)]

**URBANA FREE LIBRARY 2015**

**CERTIFICATION PAGE**

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)

CERTIFICATION PAGE

FISCAL YEAR 2014/15

**INSTRUCTIONS:**

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, and all other required attachments directly to the Illinois State Library.

Certification Form

Name of Community	Urbana
Name of Library	The Urbana Free Library
Fiscal Year State Date:	07/01/2014
Fiscal Year End Date:	06/30/2015

**Certification:**

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 IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

	Signature	Date
Library Director		
President		
Secretary		

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)  
CERTIFICATION PAGE  
FISCAL YEAR 2014/15

Name of Community: The City of Urbana

Name of Library: The Urbana Free Library

Fiscal Year Start Date: 07-01-2014

Fiscal Year End Date: 06-30-2015

**INSTRUCTIONS**

1. Print the certification page.
2. Obtain the original signatures.
3. Submit the Certification Page with original signatures, a copy of the completed IPLAR, and all other required attachments directly to the Illinois State Library.

**Certification:**

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 IPLAR paper copy submitted to the Illinois State Library shall serve as the official file copy.

Affix original signatures (Signatures are required.):

Celiste Cheate                      8-20-15  
Library Director                      Date

Christian M. Schum                      \_\_\_\_\_  
President                                      Date

Elizabeth Scheid                      \_\_\_\_\_  
Secretary                                      Date

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the Verify button located in the top right quadrant.
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 Submit/Lock 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.

12.1 Includes \$6,465 from the trust fund and Friends book sale money for the purchase of printer materials.(3066500-2015-08-19)

15.19 Annual visits/attendance is not accurate due to an approximate three-month loss of data from a software error.(3066500-2015-08-19)