



**Normal Public Library - Board of Trustees
Monthly Meeting Agenda**

**March 16, 2022 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of February 16, 2022
 - B. Approval of Normal Public Library Expenditures for Payment as of March 9, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Executive Session: Approval/Six-Month Review of Executive Session Minutes [5 ILCS 120/2(c)(21)]
9. UNFINISHED BUSINESS
 - A. Abatement Update
 - B. Board Planning
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: April 20, 2022
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.

The Board of Trustees of Normal Public Library may attend Normal Town Council meetings, work sessions and other events, as scheduled.

**Minutes of the Board of Trustees
Normal Public Library
February 16, 2022**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, February 16, 2022. The meeting convened at 6:02 pm, President Jess Ray, presiding.

Members Present: Jess Ray, President, Katelyn Trunnell, Vice President, Jd Davis, Secretary, Erin Ripley-Gataric, Beth Robb, Amy Ersland

Members Absent: Lynda Lane

Library Staff Present: Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

Community Members Present: None

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Mr. Ray thanked the NPL staff for their hard work and the Library patrons for their continued support.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: No report.

Library Advocacy: Ms. Robb met with Ms. Lorenz, Town Council about the Library's focus. She is supportive of the Library's efforts to be involved with Uptown 2.0. She will meet with the remaining council members over the next few weeks.

Library Planning: The January meeting was positive, with the council members present being supportive of the Library's involvement in Uptown 2.0.

5. **Library Director's Report:** Mr. Chase discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
 - A. **Approval of the Minutes of the Regular Board Meeting of January 19, 2022**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$132,426.24 for two January payrolls, and \$39,298.43 for expenditures as of February 9, 2022**

Ms. Davis moved to approve all items on the Omnibus Agenda, Ms. Robb seconded.

Motion passed 6-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
No items were removed from the Omnibus Vote Agenda.

8. NEW BUSINESS

A. Abatement Project Update (Discussion)

Rick McCarthy, Studio GC, new library construction expert, presented on the aesthetics portion of the abatement project. March 4th is the new projected date for the abatement bid documents to be released publicly. The planning meeting will be rescheduled for April.

B. 2021 Annual Report

Mr. Chase provided background on the Annual Report process. He made special mention of the great Library staff that makes it possible.

C. Executive Session: Section 5 ILCS 120/2(c)(1) Personnel (Discussion)

Ms. Davis moved to enter into Executive Session to discuss Section 2(c)(1) Personnel. Ms. Ripley-Gataric seconded.

Roll Call votes

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Absent

Beth Robb – Present

Amy Erslund – Present

Library Staff Present: Brian Chase, Library Director

The Board entered into Executive Session at 7:18 pm. The Board exited Executive Session at 7:39 pm and returned to the Regular Meeting.

9. UNFINISHED BUSINESS

A. Board Planning (Discussion)

A specific date has not been chosen for the rescheduled Board Planning discussion.

10. Suggested Items for Next Agenda

Board Planning

Six-month review of minutes

11. Board Comments and Concerns

None noted

12. Next Meeting Date: March 16, 2022

13. Adjournment

Mr. Ray adjourned the meeting at 7:46 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 02/10/2022-03/09/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	176.00
US BANK/P-CARD	Adult Year Long Reading -	69.00
US BANK/P-CARD	Gift cards for Adult- yea	50.00
US BANK/P-CARD	Sing and Sign story time	120.00
Library Fund	- Total	415.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	2,015.56
AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHIP - RAND	278.00
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP FOR RHIANNON -	150.00
AMERICAN LIBRARY ASSOCIATION	PLA DUES	78.00
AUTOMATIC FIRE SPRINKLER, LLC	ANNUAL TEST & INSPECTION	606.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,603.62
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	10.31
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,689.12
BAKER & TAYLOR COMPANIES	TEEN BOOKS	97.57
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	31.72
BAKER & TAYLOR COMPANIES	YOUNG ADULT/TEEN BOOKS	587.31
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS	156.30
BARNES & NOBLE INC	ADULT BOOKS	117.89
BLACKSTONE PUBLISHING	ADULT BKS ON CD'S	104.83
BLACKSTONE PUBLISHING	AUDIO BOOKS	640.14
BLACKSTONE PUBLISHING	AUDIOBOOKS (5)	178.71
BLACKSTONE PUBLISHING	BOOKS ON CD'S	30.95
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	400.64
BRODART COMPANY	ADULT BOOK	12.49
BRODART COMPANY	ADULT BOOKS	30.38
BRODART COMPANY	SUPPLIES	129.87
CAPSTONE	PUBLIC ACCESS SOFTWARE	1,299.00
CENGAGE LEARNING INC	ADULT BKS LRG PRINT 6 PLN	65.23
CENGAGE LEARNING INC	ADULT BOOKS	45.55
CENGAGE LEARNING INC	ADULT BOOKS-AMISH FICTION	70.47
CENGAGE LEARNING INC	ADULT BOOKS-BASIC 8 PLAN	28.49
CENGAGE LEARNING INC	ADULT BOOKS-CORE 8 PLAN	28.49
CENGAGE LEARNING INC	CHRISTIAN FICTION 4	71.97
CENGAGE LEARNING INC	FEBRUARY BASIC 8 PLAN-9	234.66

Report to Receive and File Town of Normal Expenditures for Payment as of 02/10/2022-03/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENGAGE LEARNING INC	FEBRUARY CORE 8 PLAN-7	179.18
CENGAGE LEARNING INC	JAN. AMISH FICTION 3 PLAN	70.47
CENGAGE LEARNING INC	LARGE PRINT DIST 6	68.24
CENTER POINT LARGE PRINT	ADULT BOOK	27.75
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	186.96
CHICAGO TRIBUNE	CHICAGO TRIBUNE RENEWED T	110.91
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
DARNALL PRINTING	#10 WINDOW ENVELOPE	282.00
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION SRV 1/31/22	50.00
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOK	16.99
EUGENE F. FLYNN	PRESENTATION: JOB SEARCH	150.00
FINDAWAY WORLD LLC	ADULT AUDIOBOOKS/PLAYAWAY	416.18
FINDAWAY WORLD LLC	ADULT PLAYAWAYS/AUDIO BKS	244.96
FINDAWAY WORLD LLC	CHILDREN'S PLAYAWAYS-1	52.49
FINDAWAY WORLD LLC	CHILDREN'S PLAYAWAYS-33	1,667.17
FINDAWAY WORLD LLC	PLAYAWAYS/AUDIO BOOKS	1,061.05
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	1" FREEZING RAIN 2/24-25	120.00
HEARTLAND PARKING INC	1" SNOW REMOVAL	30.00
HEARTLAND PARKING INC	12.5"SNOW REMOVAL 2/1-2/4	120.00
HEARTLAND PARKING INC	SNOW REMOVAL 2/17-2/19/22	120.00
HF GROUP LLC	CHILDREN'S BOOKS	236.90
INGRAM LIBRARY SERVICES	ADULT BOOK	65.34
INGRAM LIBRARY SERVICES	ADULT BOOKS	53.58
INGRAM LIBRARY SERVICES	ADULT BOOKS -3	45.25
INGRAM LIBRARY SERVICES	ADULT BOOKS -5	55.40
INGRAM LIBRARY SERVICES	ADULT BOOKS-2	17.36
INTERNATIONAL PLASTICS	2 CASES OF 15X14 BAGS	207.51
KANOPY INC	DIGITAL CONTENT	179.00
KAVANAGH,SCULLY,SUDOW,WHITE	OVER THE PHONE SERVICES	120.00
KROGER-INDY CUSTOMER CHARGES	LIBRARY SUPPLIES	60.02
LAKESHORE LEARNING MATERIALS	SPEC.PROJECT-STEMS CLUB	114.96
LIBRARY IDEAS,LLC	CHILDREN'S BOOKS	746.15
MENARDS	REB.WATER/BANDAGES,BAGS	20.37
MENARDS	SUPP-LATCH BOX FUEL REMIX	93.89
MENARDS	SUPPLIES	29.36
MENARDS	SUPPLIES-CHILDREN'S DEPT	40.02

Report to Receive and File Town of Normal Expenditures for Payment as of 02/10/2022-03/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MENARDS	SUPPLIES-LIBRARY KITCHEN	8.87
MIDWEST TAPE	DIGITAL CONTENT	2,931.97
MIDWEST TAPE	MUSIC CD	7.99
MILLER JANITOR SUPPLY	ICE MELT	246.00
MILLER JANITOR SUPPLY	ICE MELT/TOILET P/TOWELS	385.00
NEW PHILADELPHIA ASSOCIATION	HONORARIUM BY GERALD & KA	250.00
OFFICE STATE FIRE MARSHAL	ANNUAL ELEVATOR CERT.	75.00
OVERDRIVE, INC	DIGITAL CONTENT	1,739.10
OVERDRIVE, INC	DIGITAL MAGAZINES	8,000.00
QUADIENT, INC.	QUARTERLY RENTAL FEE	59.99
QUALITY TRUCK & EQUIPMENT CO	SALT SPREADER REPAIR	206.72
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	2,724.72
SAMS CLUB	MISC.SUPPLIES-LIBRARY	114.51
TODAYS BUSINESS SOLUTIONS TBS INC	ANNUAL LICENSE/SUPPORT	930.00
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (7)	74.85
US BANK/P-CARD	Adult Activity- Take and	21.99
US BANK/P-CARD	Adult Books - New Philade	45.82
US BANK/P-CARD	Adult Program-candles for	76.00
US BANK/P-CARD	ALA-PLA - Membership Dues	228.00
US BANK/P-CARD	Annual Fire Sprinkler-Bac	260.00
US BANK/P-CARD	Annual Service Plan for 1	1,487.00
US BANK/P-CARD	Annual Service Plan for 5	600.00
US BANK/P-CARD	Ceramic Tiles for Adult C	6.50
US BANK/P-CARD	Cleaning Tools - 100PCS S	3.99
US BANK/P-CARD	Cleaning Tools - Long Str	21.38
US BANK/P-CARD	Credit because table arri	-49.99
US BANK/P-CARD	Credit Card Terminal Test	0.22
US BANK/P-CARD	DVD - PBS KIDS- CHRISTMAS	6.69
US BANK/P-CARD	DVD - PBS KIDS-15 SPORTS	5.99
US BANK/P-CARD	DVD - PBS KIDS: 15 GIRLS	6.99
US BANK/P-CARD	Fatigue Mat for Rhiannon	33.97
US BANK/P-CARD	For Adult Programs	34.91
US BANK/P-CARD	Game - SWITCH - CRASH TEA	26.99
US BANK/P-CARD	Game - SWITCH - POKEMON L	54.99
US BANK/P-CARD	ILA - Membership Dues thr	200.00
US BANK/P-CARD	Infiniteach Annual Fee -	1,000.00
US BANK/P-CARD	Lego Duplo Box for Discov	16.00
US BANK/P-CARD	Live Chat Feb. 2022 - Mar	10.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/10/2022-03/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Mobile Hotspot Batteries	31.98
US BANK/P-CARD	more tea light candles fo	14.99
US BANK/P-CARD	New DVD Rel. - AFTER WE F	23.98
US BANK/P-CARD	New DVD Rel. - ANNIE Live	27.98
US BANK/P-CARD	New DVD Rel. - APEX PREDA	22.15
US BANK/P-CARD	New DVD Rel. - BIRDS LIKE	19.98
US BANK/P-CARD	New DVD Rel. - CLIFFORD T	59.84
US BANK/P-CARD	New DVD Rel. - DEADLOCK	27.98
US BANK/P-CARD	New DVD Rel. - EYES OF TA	27.98
US BANK/P-CARD	New DVD Rel. - GHOSTBUSTE	89.95
US BANK/P-CARD	New DVD Rel. - HATING GAM	43.80
US BANK/P-CARD	New DVD Rel. - KING RICHA	189.90
US BANK/P-CARD	New DVD Rel. - LAST NIGHT	53.88
US BANK/P-CARD	New DVD Rel. - LAST SON	27.98
US BANK/P-CARD	New DVD Rel. - MASS (3)	44.97
US BANK/P-CARD	New DVD Rel. - SPINE OF N	13.99
US BANK/P-CARD	New DVD Rel. - SUPERHOST	27.98
US BANK/P-CARD	New DVD Rel. - THE DRY (39.84
US BANK/P-CARD	New Foreign DVD Rel. - I'	32.98
US BANK/P-CARD	New Game - PS4 - FIFA 22	40.00
US BANK/P-CARD	New Game - PS4 - MADDEN N	29.99
US BANK/P-CARD	New Game - PS4 - NBA 2K22	25.00
US BANK/P-CARD	New Game - SWITCH - COOKI	29.99
US BANK/P-CARD	New Game - SWITCH - FIFA	29.27
US BANK/P-CARD	New Game - SWITCH - HOT W	39.99
US BANK/P-CARD	New Game - SWITCH - MY UN	42.92
US BANK/P-CARD	New Game - SWITCH - NBA 2	25.00
US BANK/P-CARD	New Music CD - NOW THAT'S	9.99
US BANK/P-CARD	New Music Rel. - BARN by	12.81
US BANK/P-CARD	New Music Rel. - BRIGHTSI	10.49
US BANK/P-CARD	New Music Rel. - COUNTRY	9.99
US BANK/P-CARD	New Music Rel. - DAWN FM	11.99
US BANK/P-CARD	New Music Rel. - SOUNDTRA	11.96
US BANK/P-CARD	New Rel. TV Series - ANIM	27.99
US BANK/P-CARD	New TV Rel. - AMERICAN RU	29.99
US BANK/P-CARD	Notebooks for Reading Cha	234.91
US BANK/P-CARD	Online Software Storage 1	9.99
US BANK/P-CARD	Patron Req. - DVD - WORLD	17.82

Report to Receive and File Town of Normal Expenditures for Payment as of 02/10/2022-03/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Patron Req. DVD - TOGETHE	16.24
US BANK/P-CARD	Podcast Hosting Service -	15.00
US BANK/P-CARD	Postage - returned book t	3.03
US BANK/P-CARD	Postage for Mailing Board	1.56
US BANK/P-CARD	Refund for Ret. DVDs - AN	-29.98
US BANK/P-CARD	Refund for Ret. DVDs - SP	-51.84
US BANK/P-CARD	Repl. Audiobook - ITALIAN	6.97
US BANK/P-CARD	Repl. Audiobook - THE SUM	24.00
US BANK/P-CARD	Repl. DVD - A LEAGUE OF T	4.99
US BANK/P-CARD	Repl. Mobile Hotspot (1)	77.00
US BANK/P-CARD	Repl. Part - Faucet Solen	59.89
US BANK/P-CARD	Replacement items for chi	229.29
US BANK/P-CARD	Replacements in the Disco	190.70
US BANK/P-CARD	Replacements- Break out b	458.00
US BANK/P-CARD	Shayna Maidel Barbara Leb	18.10
US BANK/P-CARD	Social Media Marketing -	18.06
US BANK/P-CARD	SOUNDTRACK CD - ENCANTO	21.25
US BANK/P-CARD	Supplies - 2 Diaper Pails	165.50
US BANK/P-CARD	Supplies - Hand Soap-Garb	145.15
US BANK/P-CARD	Supplies - Winter Boots-H	223.91
US BANK/P-CARD	Supplies - Wipes-Hand Lot	184.21
US BANK/P-CARD	Supplies for Adult craft	165.72
US BANK/P-CARD	Supplies for Adult Crafts	21.11
US BANK/P-CARD	Supplies for Adult Progra	330.13
US BANK/P-CARD	Supplies for Adult Take a	97.23
US BANK/P-CARD	supplies for All Programs	33.89
US BANK/P-CARD	USB Cables (3)	35.47
US BANK/P-CARD	USB Cables - Android Char	6.98
US BANK/P-CARD	VariDesk for Rhiannon	219.99
US BANK/P-CARD	Vending Machine - Maxi Pa	56.64
US BANK/P-CARD	Vending machine - Tampons	83.72
US BANK/P-CARD	Water For Disc Repair-Cle	11.88
US BANK/P-CARD	Website heat maps and ana	374.40
Washington District Library	ITEM: A66702421106 - ILL	11.00
WATTS COPY SYSTEMS, INC.	B/W, COLOR IMAGES 1/2-2/1	188.10
WATTS COPY SYSTEMS, INC.	B/W,COLOR IMAGES 1/2-2/1	46.17
WATTS COPY SYSTEMS, INC.	COPIES	79.37
Library Fund	Library Administration - Total	50,000.02

Director's Report
March 16, 2022

1. Monthly Financial Report

Revenue: The February operating revenues were up 1.68% compared to this time last year.

Expenses: A report showing expenses totaling \$52,365.02 from February 10 to March 9 is included in this packet. Two February payrolls totaled \$142,008.32.

2. Circulation

Total circulation for February was 52,839.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Engineers are designing a solution that will abandon ductwork in the walls, and instead move it to the ceiling. This additional design work has caused a delay, with bid documents now scheduled to be available in early April. We are aware of supply chain issues that could affect the timeline of this project.

4. FY2022-FY2027 Budget

Town Council approved the FY2022-FY2027 budget on March 7.

5. COVID Update

We continue to expand offerings of services and programs. We transitioned to masks optional for patrons on February 28, and for staff on March 9. Our acrylic barriers will remain in place for the foreseeable future.

6. Board Planning

Our Board planning session will be rescheduled to occur after the abatement bids are in.

7. Website Update

Progress continues on the update and enhancement of our website. We anticipate the new site will go live in April.

8. Uptown South Master Plan

Proposals for the Uptown South Master Plan project were due on February 17. A consultant has not yet been selected. This process should include a variety of opportunities for public input.

9. Personnel Update

Kam Knox was recently hired for our LTA-Support Services position. We continue to recruit for the Programming and Youth Services Manager role.

10. Teamwork

Positive comments shared during our annual performance review process have reinforced the success of both our expanded cross-training and integration of staff throughout the library.



Revenue & Expense Report

Account

Fiscal Year

All

FY2021-22

0

11

April - February

Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,065,523.00	4,179,875.00	4,162,416.07	99.58%	4,093,498.30	1.68%
31110-Property Tax	3,845,800.00	3,845,800.00	3,837,594.14	99.79%	3,850,831.82	-0.34%
31530-State Replacement Revenue	110,100.00	163,400.00	184,129.72	112.69%	114,314.29	61.07%
33260-State Grants	65,621.00	125,108.00	90,637.03	72.45%	66,121.25	37.08%
34720-Photocopy Fees	2,000.00	3,600.00	5,897.06	163.81%	469.00	1157.37%
34750-Replacements Books/AV	5,000.00	3,500.00	4,886.15	139.60%	1,532.72	218.79%
38210-Investment Income	36,602.00	36,602.00	36,187.23	98.87%	42,483.54	-14.82%
38530-Donations	200.00	1,665.00	2,915.00	175.08%	2,575.00	13.20%
38910-Miscellaneous	200.00	200.00	169.74	84.87%	15,170.68	-98.88%
222-Library Replacement Fund	92,614.00	58,451.00	55,933.11	95.69%	75,809.44	-26.22%
38210-Investment Income	20,623.00	20,623.00	20,342.76	98.64%	21,675.52	-6.15%
39192-Transfer From	71,991.00	37,828.00	35,590.35	94.08%	54,133.92	-34.25%
223-Library Special Reserve	10,023.00	7,523.00	7,472.86	99.33%	6,510.33	14.78%
38210-Investment Income	7,523.00	7,523.00	7,472.86	99.33%	6,510.33	14.78%
38910-Miscellaneous	2,500.00	0.00				
Total	4,168,160.00	4,245,849.00	4,225,822.04	99.53%	4,175,818.07	1.20%



Revenue & Expense Report

Account

Fiscal Year

All

FY2021-22

0

11

April - February



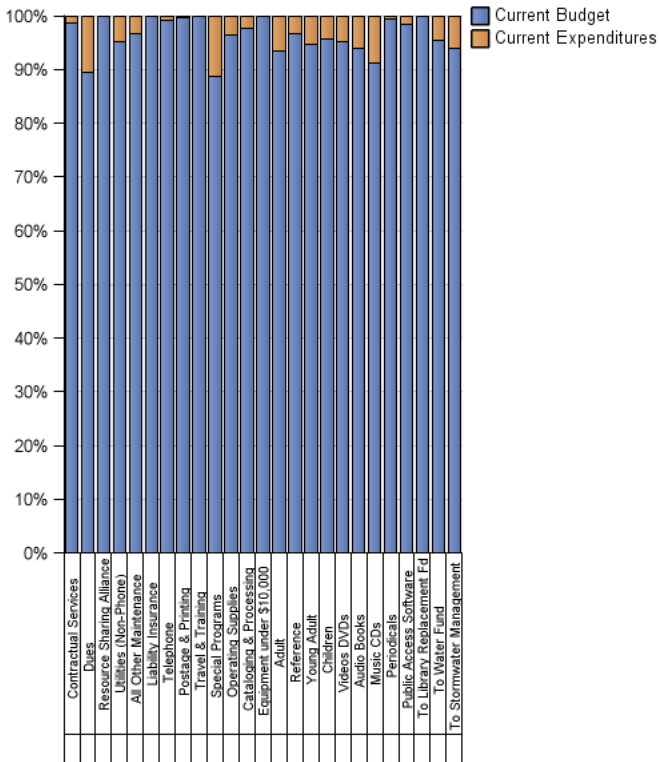
Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,129,544.00	5,231,166.00	4,143,340.96	110,597.77	4,253,938.73	977,227.27	2,899,446.77	18.68%
10-Administration	4,129,544.00	5,231,166.00	4,143,340.96	110,597.77	4,253,938.73	977,227.27	2,899,446.77	18.68%
222-Library Replacement Fund	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	214,078.30	78.46%
10-Administration	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	214,078.30	78.46%
223-Library Special Reserve	1,000.00	972,181.00	74,174.06	8,812.64	82,986.70	889,194.30	207,053.96	91.46%
10-Administration	1,000.00	972,181.00	74,174.06	8,812.64	82,986.70	889,194.30	207,053.96	91.46%
Total	4,307,544.00	6,426,997.00	4,265,685.66	119,410.41	4,385,096.07	2,041,900.93	3,320,579.03	31.77%

Budget to Actual Expenditures

Library - Administration (Library Fund)



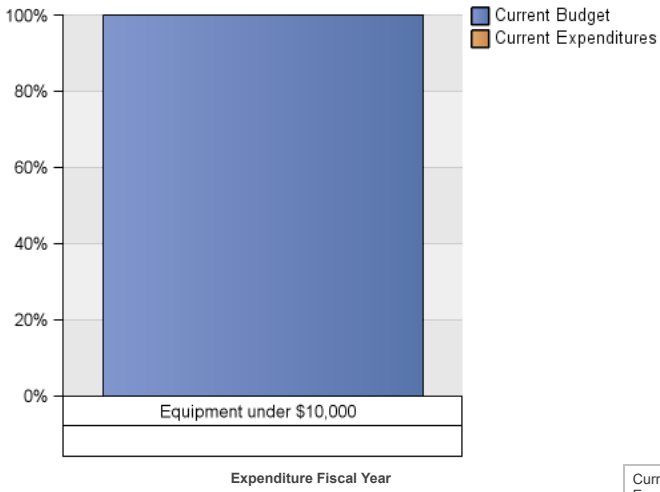
Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455-20-10	Contractual Services	\$1,612.57	\$101,519.82	\$13,692.49	\$125,851.00	\$9,026.12	\$116,946.00	7%	\$15,305.06
			221-9010-455-20-20	Dues	\$656.00	\$3,079.00	\$0.00	\$5,628.00	\$1,893.00	\$5,628.00	34%	\$656.00
			221-9010-455-24-10	Resource Sharing Alliance	\$0.00	\$60,705.00	\$0.00	\$60,705.00	\$0.00	\$68,986.00	0%	\$0.00
			221-9010-455-25-10	Utilities (Non-Phone)	\$2,015.56	\$29,961.93	\$0.00	\$40,000.00	\$8,022.51	\$47,900.00	20%	\$2,015.56
			221-9010-455-25-60	All Other Maintenance	\$2,452.15	\$31,647.11	\$10,740.30	\$70,357.00	\$25,517.44	\$60,000.00	36%	\$13,192.45
			221-9010-455-30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,000.00	\$0.00	\$41,970.00	0%	\$580.00
			221-9010-455-30-15	Telephone	\$76.08	\$6,216.23	\$150.00	\$9,000.00	\$2,557.69	\$12,000.00	28%	\$226.08
			221-9010-455-30-25	Postage & Printing	\$64.58	\$5,653.69	\$8,639.97	\$20,000.00	\$5,641.76	\$25,000.00	28%	\$8,704.55
			221-9010-455-30-35	Travel & Training	\$0.00	\$2,450.64	\$0.00	\$9,401.00	\$6,950.36	\$23,158.00	74%	\$0.00
			221-9010-455-30-40	Special Programs	\$1,894.89	\$5,397.17	\$6,332.63	\$15,000.00	\$1,375.31	\$9,000.00	9%	\$8,227.52
			221-9010-455-35-10	Operating Supplies	\$2,227.69	\$45,895.30	\$11,910.55	\$63,000.00	\$2,966.46	\$45,223.00	5%	\$14,138.24
			221-9010-455-35-15	Cataloging & Processing	\$366.77	\$8,638.20	\$4,265.63	\$15,000.00	\$1,729.40	\$18,958.00	12%	\$4,632.40
			221-9010-455-35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455-36-10	Adult	\$6,435.09	\$53,214.45	\$17,671.42	\$91,309.00	\$13,988.04	\$103,809.00	15%	\$24,106.51
			221-9010-455-36-15	Reference	\$210.00	\$3,050.50	\$787.00	\$6,000.00	\$1,952.50	\$6,000.00	33%	\$997.00
			221-9010-455-36-20	Young Adult	\$716.60	\$7,937.04	\$4,096.36	\$13,113.00	\$363.00	\$13,113.00	3%	\$4,812.96
			221-9010-455-36-25	Children	\$3,945.09	\$59,848.70	\$20,742.73	\$87,418.00	\$2,881.48	\$87,418.00	3%	\$24,687.82
			221-9010-455-37-15	Videos DVDs	\$810.04	\$10,630.69	\$3,283.44	\$16,000.00	\$1,275.83	\$43,709.00	8%	\$4,093.48
			221-9010-455-37-20	Audio Books	\$1,266.00	\$10,797.66	\$7,126.03	\$20,000.00	\$810.31	\$45,000.00	4%	\$8,392.03
			221-9010-455-37-30	Music CDs	\$432.62	\$2,247.91	\$1,393.59	\$4,500.00	\$425.88	\$6,556.00	9%	\$1,826.21
			221-9010-455-38-10	Periodicals	\$110.91	\$10,820.50	\$2,654.30	\$16,995.00	\$3,409.29	\$16,995.00	20%	\$2,765.21
			221-9010-455-38-20	Public Access Software	\$1,299.00	\$72,598.03	\$0.00	\$80,000.00	\$6,102.97	\$145,861.00	8%	\$1,299.00
			221-9010-455-92-22	To Library Replacement Fd	\$0.00	\$35,590.35	\$0.00	\$37,828.00	\$2,237.65	\$71,991.00	6%	\$0.00
			221-9010-455-95-02	To Water Fund	\$152.22	\$1,608.65	\$0.00	\$3,267.00	\$1,506.13	\$3,267.00	46%	\$152.22

		221-9010-455.95-10	To Stormwater Management	\$50.60	\$506.00	\$0.00	\$773.00	\$216.40	\$773.00	28%	\$50.60
		Summary		26,794.46	610,434.57	114,066.44	853,145.00	101,849.53	1,020,261.00	0.12	140,860.90

Mar 9, 2022

Budget to Actual Expenditures

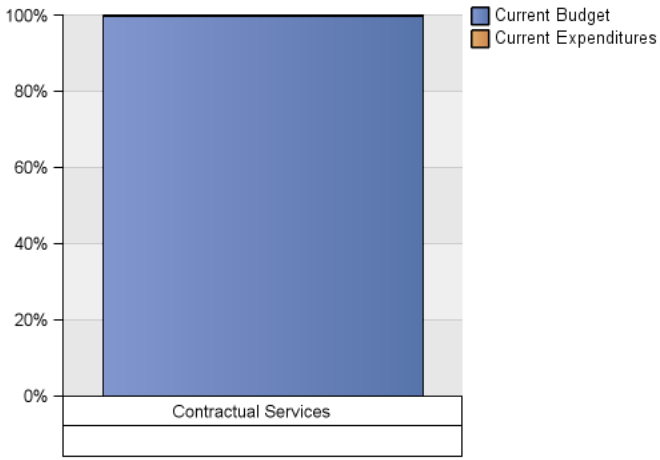
Library - Administration (Library Replacement Fund)



					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$48,170.64	\$0.00	\$142,650.00	\$94,479.36	\$177,000.00	66%	\$0.00
Summary					0.00	48,170.64	0.00	142,650.00	94,479.36	177,000.00	0.66	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$1,950.00	\$58,020.06	\$8,812.64	\$972,181.00	\$903,398.30	\$1,000.00	93%	\$10,762.64
Summary					1,950.00	58,020.06	8,812.64	972,181.00	903,398.30	1,000.00	0.93	10,762.64

NPL Circulation Statistics



February 2022

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2020	2021	2022
Juvenile						
Books	321,912	146,132	334,848	28,193	21,614	29,375
Videos *		1,418	2,232		106	181
Audios	9,640	3,979	11,138	816	646	976
Magazines	472	132	313	28	29	21
Other	461	65	521	99	10	50
Juvenile - Total	332,485	151,726	349,052	29,136	22,405	30,603
Teen						
Books	14,464	8,848	15,397	1,029	1,042	1,185
Audios*		101	67		9	8
Magazines	11	3	12	1	3	2
Teen - Total	14,475	8,952	15,476	1,030	1,054	1,195
Adult						
Books	105,864	60,046	113,720	9,312	8,637	10,069
Videos	32,200	15,883	36,733	2,784	2,382	4,150
Audios	24,156	6,789	12,757	2,018	854	1,151
Magazines	3,750	1,163	2,400	322	233	181
Other	12,702	2,328	8,914	1,119	328	924
Adult - Total	178,672	86,209	174,524	15,555	12,434	16,475
Digital Content						
eAudiobooks**	14,052	17,619	17,834	1,302	1,542	1,616
eBooks**	21,290	32,662	27,034	1,956	2,788	2,486
Magazines	1,053	4,133	1,678	-14	123	110
Music	6,639	2,072	313	576	27	34
Streaming Video	1,850	4,217	3,956	201	313	304
Content Passes***			163			16
Digital Content - Total**	44,884	60,703	50,815	4,021	4,793	4,566
Total Circulation**	570,516	307,590	589,867	49,742	40,686	52,839

* Juvenile videos & Teen audios were not counted in these departments prior to April 2020

** eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

*** Content Passes counted differently beginning January 2022

NPL Collection Holdings



February 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	83,405	83,404	282	-283	5,354	-5,331
Videos	962	962	0	0	2	-297
Audios	2,399	2,417	21	-3	186	-92
Magazines	177	168	5	-14	111	-154
Other	142	141	2	-3	15	-1
Juvenile - Total	87,085	87,092	310	-303	5,668	-5,875
Teen						
Books	5,678	5,109	43	-612	472	-1268
Audios	38	38	0	0	0	-57
Magazines	19	19	0	0	10	-29
Teen - Total	5,735	5,166	43	-612	482	-1354
Adult						
Books	54,298	54,525	335	-108	3,470	-4,206
Videos	15,788	15,848	64	-4	593	-338
Audios	13,813	13,833	22	-2	366	-74
Magazines	1,780	1,845	95	-30	1240	-1488
Other	2,073	2,086	11	2	93	-42
Adult - Total	87,752	88,137	527	-142	5,762	-6,148
Total Collection	180,572	180,395	880	-1,057	11,912	-13,377

NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	10.21	11.21	12.21	1.22	2.22	
eRead Illinois						
eAudiobooks	297	268	310	316	280	
eBooks	395	352	355	406	302	
eRead Illinois Total	692	620	665	722	582	
Freanding	1	0	0	4	4	
Hoopla						
eAudiobooks	745	727	762	888	856	
eBooks	481	590	399	538	609	
Movies/TV	110	120	113	88	132	
Music	38	22	31	39	34	
Hoopla Total	1,374	1,459	1,305	1,553	1,631	
Kanopy						
Individual Titles Plays	87	77	86	86	70	
Plays Through Passes	59	61	108	129	102	
Kanopy Total Videos Played	146	138	194	215	172	
OverDrive						
eAudio	537	537	548	606	480	
eBooks	1,483	1,537	1,559	1,971	1,571	
Magazines	208	233	154	160	110	
OverDrive Total	2,228	2,307	2,261	2,737	2,161	
Total Downloads or Uses						
eAudiobooks	1,579	1,532	1,620	1,810	1,616	
eBooks	2,360	2,479	2,313	2,919	2,486	
Magazines	208	233	154	160	110	
Music	38	22	31	39	34	
Streaming Video	260	270	310	303	304	
*Hoopla 7-day BingePass						
hoopla Magazines				7	2	
The Great Courses				3	0	
Curiosity Stream				0	2	
Kanopy Passes						
Kids Play	3	2	3	5	3	
Series Play (TGC)	0	1	2	3	2	
OverDrive 7-Day Passes						
The Great Courses	2	3	1	2	2	
IndieFlix	1	3	0	2	3	
Stingray Qello	0	2	2	0	1	
Craftsy	1	4	0	1	1	
Total Passes	7	15	8	23	16	

Hoopla BingePasses were added in January 2022

NPL Monthly Statistics



February 2022

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	25,188	190	-11	25,367	23,236	34,191
Teen	3,040	3	-4	3,039	2,782	3,395
Juvenile	7,724	14	0	7,738	7,441	8,676
Total	35,952	207	-15	36,144	33,459	46,262

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	10,504	118,696		
Offsite programs (est)		-		
Year to Date Total		118,696	10,853	269,482

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,945	31,243	28,274	15,222
Loaned	2,756	32,185	24,379	16,877
Reciprocal borrowing	12,019	139,507	42,279	191,307

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	1	0	4	16
Adult	577	415	43	4,741
Public Laptop	49	44	54	813
Quick-Use	-	-	-	-
Totals	627	459	44	5,570

*Use of Children's PCs was for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



February 2022

	Annual Totals Year to Date			February		
	FY 2020	FY 2021	FY 2022	2020	2021	2022
Site Views over time						
Pageviews	374,993	253,931	305,126	32,647	23,478	31,450
Unique Pageviews	294,272	207,398	245,984	25,889	19,670	25,250
Sessions	182,015	139,905	163,367	16,474	14,387	16,296

Top Viewed Pages FY 2022

/	146,923
/events/month	8,529
/databases	5,852
/reading-challenges	5,207
/events/upcoming?status=1	5,023
/services/my-account	4,569
/books-more/ebooks-eaudiobooks	4,504
/about-us/get-involved	4,397
/events/upcoming	3,299
/books-more	2,852

Usage by Device FY 2022

Desktop	56.5%
Mobile	41.1%
Tablet	2.4%

Top Viewed Pages February 2022

/	13,986
/events/month	1,040
/events/month/2022-03	650
/reading-challenges	631
/databases	594
/events/upcoming?status=1	531
/about-us/get-involved	499
/services/my-account	448
/pre-civil-war-quilts-secret-codes-...	423
/books-more/ebooks-eaudiobooks	414

Usage by Device Feb 2022

Desktop	54.1%
Mobile	43.8%
Tablet	2.1%