



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

**July 20, 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 June 15, 2022
  - B. Approval of Normal Public Library Expenditures for Payment as of July 13, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Election of President (Action)
  - B. FY2023-FY2028 Budget Preparation (Discussion)
  - C. Meeting Room Policy (Discussion)
  - D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
  - E. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition
  - F. Authorization for negotiations in land acquisition (Action)
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: August 17, 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 state otherwise.

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

**Minutes of the Board of Trustees  
Normal Public Library  
June 15, 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, June 15, 2022. The meeting convened at 6:00 pm, President Jess Ray, presiding.

**Members Present:** Jess Ray, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Beth Robb, Lynda Lane, Amy Ersland

Ms. Lane motioned to allow Jd Davis, Secretary to attend remotely due to illness. Mr. Ray seconded.

Motion passed 6-0; Ms. Davis abstained.

**Members Absent:** None

**Library Staff Present:** Brian Chase, Library Director, John Fischer, Adult Services and Circulation Manager

**Community Members Present:** Pam Reece, Town of Normal City Manager, Andrew Huhn, Town of Normal Finance Director

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Mr. Ray thanked the staff for all they do, especially during the busy summer season. After Executive Session, Mr. Ray added to his report his sentiments for Mr. Chase's departure. Mr. Chase responded with appreciation for the support, and discussion ensued on his plans.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** The NPL Foundation will receive \$253,576.10 from the estate of Nancy Seidler, who passed away on February 24, 2022. Nancy was a passionate user of libraries. This is a transformational gift for the NPL Foundation.

**Library Advocacy:** None

**Library Planning:** None
5. **Library Director's Report:** Mr. Chase welcomed Pam Reece and Andrew Huhn. He informed the Board that this is his last meeting, as he has submitted his resignation. He gave kudos to the staff, and appreciation for their efforts. He then discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of May 18, 2022**
  - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$151,016.70 for two May payrolls, and \$156,195.38 for expenditures as of June 8, 2022**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Trunnell seconded.

Motion passed 7-0.

**7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

No items were removed from the Omnibus Vote Agenda.

**8. NEW BUSINESS**

**A. Nonresident Card Fee**

Mr. Chase and Mr. Ray explained the reason for the nonresident fee, and the reasons that NPL normally does not issue any.

Ms. Robb moved to approve the Nonresident Card fee of \$181.93. Ms. Lane seconded.

Motion passed 7-0.

**B. Executive Session: [5 ILCS 120/2(c)(1)] Personnel**

Ms. Robb moved to enter Executive Session. Ms. Trunnell seconded.

Roll Call:

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ermland – Present

The Board entered Executive Session at 6:15 pm.

The Board called Mr. Chase into the discussion at 6:31pm.

**C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition**

The Board called Mr. Huhn, Ms. Reece, and Mr. Fischer into the Executive Session discussion at 6:54pm.

The Executive Session discussion was paused at 7:33pm for Mr. Ray to change the batteries in the recorder. The Executive Session resumed at 7:35pm.

Roll Call:

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ermland – Present

The Board exited Executive Session and returned to the Regular Meeting at 7:54 pm.

Ms. Robb motioned that the Board accept Mr. Chase's resignation and appoint Mr. Fischer Interim Director at the salary range \$130,579.75. Ms. Lane seconded.

Motion passed 7-0.

**9. UNFINISHED BUSINESS**

**A. Abatement Update**

Tabled.

**B. Board Planning**

Tabled.

**10. Suggested Items for Next Agenda**

None.

**11. Board Comments and Concerns**

None.

**12. Next Meeting Date: July 20, 2022**

**13. Adjournment**

Mr. Ray adjourned the meeting at 8:00 PM.

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Secretary

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Date

## Report to Receive and File Town of Normal Expenditures for Payment as of 06/09/2022-07/13/2022

### Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	113.00
M & K PARTIES, INC.	PROGRAM ON 6/1/22 @ NORMA	800.00
SCHOLASTIC INC	BOOKS FOR SRP PRIZES @ NO	1,410.22
US BANK/P-CARD	MAY/JUNE US BANK PCARDS	5,667.05
<b>Library Fund</b>	<b>- Total</b>	<b>7,990.27</b>

### Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
66DEGREES, LLC	22 ARCHIVED ACCTS-\$48/EA	1,056.00
66DEGREES, LLC	GOOGLE EMAIL ACCTS	3,883.68
AEP ENERGY	ENERGY USAGE	2,247.69
BAKER & TAYLOR COMPANIES	ADULT BOOK	77.68
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,864.78
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,451.88
BAKER & TAYLOR COMPANIES	YOUNG ADULT	18.08
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	533.45
BAKER & TAYLOR CONTINUATION	CONTINUATION ACCOUNT	264.70
BAKER & TAYLOR CONTINUATION	REF BOOKS/ADULT	150.74
BARNES & NOBLE INC	ADULT BOOKS	107.19
BLACKSTONE PUBLISHING	AUDIO BOOKS	77.90
BOOKPAGE	ANNUAL RENEW PERIODICALS	972.00
CDW GOVERNMENT INC	ANTIVIRUS SOFTWARE	2,080.00
CENGAGE LEARNING INC	ADULT BOOKS	455.82
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	91.48
CENGAGE LEARNING INC	AMISH FICTION 3PLAN (1)	47.23
CENGAGE LEARNING INC	AMISH FICTION-3PLAN (2)	46.48
CENGAGE LEARNING INC	CORE 8PLAN (1)	28.49
CENGAGE LEARNING INC	CORE 8PLAN (2)	55.48
CENGAGE LEARNING INC	LARGE PRINT BASIC 8PLAN-4	109.46
CENGAGE LEARNING INC	LARGE PRINT DIST.6PLAN-3	69.00
CENTER POINT LARGE PRINT	ADULT BOOKS	186.96
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	186.96
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS (3)	65.99
CHIEF CITY MECHANICAL INC	LABOR/MATERIALS 5/19,6/8	520.00
CIRBN, LLC	INTERNET SERVICE-JULY22	76.08

CIRBN, LLC	INTERNET SERVICE-JUN22	76.08
CIRBN, LLC	INTERNET SERVICE-MAY22	76.08
COAST TO COAST SOLUTIONS,INC	FOR PROGRAMS-ALL SUMMER	318.68
DANVERS TOWNSHIP LIBRARY	PAYMENT FOR A LOST BLURAY	13.60
DELL MARKETING LP	SOFTWARE-MICROSFT LICENSE	1,742.01
DEPT OF INNOVATION & TECHNOLOGY	COMM.SRVS-IP ADDRESSES	50.00
ELM USA INC	3-D PRINTER SUPPLIES	1,115.49
ENVISION WARE INC	SERVICES FOR NEW PADS	1,000.00
EUREKA PUBLIC LIBRARY	PAYMENT FOR A MISSING BK	13.00
FINDAWAY WORLD LLC	PLAYAWAYS (4)	224.96
FINDAWAY WORLD LLC	PLAYAWAYS (5)	296.20
FINDAWAY WORLD LLC	PLAYAWAYS (6)	367.44
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
GINA MCCLOWRY CONSULTING	GINA MCCLOWRY: VIRTUAL PR	300.00
HARLAN VANCE COMPANY	STAFF SHIRTS-155	1,250.75
INTERSTATE ALL BATTERY CENTER	BACK-UP BATTERIES	214.80
INVESTOR'S BUSINESS DAILY	TERM 3YRS-WEEKLY PRINT	-749.00
Kalmbach Media	ASTRONOMY FOR NORMAL PUBL	28.95
KANOPY INC	DIGITAL CONTENT	209.00
KLEEN AIR FILTER CO	SYNTHETIC BAG FILTERS-16	642.56
KONE INC	ELEVATOR REPAIR	255.10
KONE INC	ELEVATOR SRVS CALL 6/17	298.71
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROGRAM/STAFF SUP	204.56
McLean County Assn. for Home &	REGISTRATION FOR YOUNG AT	40.00
MENARDS	DISTILLED WATER	6.81
MENARDS	HARDWARE SUPPLIES	16.56
MENARDS	PLAY SAND/GRASS SEEDS	62.74
MENARDS	SUPPLIES	13.77
MENARDS	SUPPLIES FOR LIBRARY	164.90
MIDWEST EQUIPMENT II	STRING TRIMMER/REPLC HEAD	21.95
MIDWEST TAPE	DIGITAL CONTENT	3,693.91
MILLER JANITOR SUPPLY	JANITORIAL SUPP-LIBRARY	368.70
MILLER JANITOR SUPPLY	TOILET PAPER/GARBAGE BAGS	135.40
MOTION PICTURE LICENSING CORP	YEARLY FEE	300.88
NICKA JACKIE SMITH	WHO IS NICKA SMITH? ON 6/	225.00
OVERDRIVE, INC	DIGITAL CONTENT	1,758.03
POLK CITY DIRECTORIES	POLK CITY DIRECTORIES	364.00
QUILL CORPORATION	OFFICE SUPPLIES-STAPLES	9.88
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	1,921.22
RESOURCE SHARING ALLIANCE (RSA)	YEARLY MEMBERSHIP	61,154.00
RON SMITH PRINTING CO INC	SUMMER 2022-ACTVITY GUIDE	2,131.50

SAMS CLUB	7 TICKETS-LIBRARY	409.10
SAMS CLUB	MISC.LIBRARY SUPPLIES	131.68
SUGAR GROVE NATURE CENTER	FOR PROGRAM AT NORMAL PUB	50.00
ULINE INC	TABLE/DRILL BIT SET	974.77
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (9)	193.50
US BANK/P-CARD	MAY/JUNE US BANK PCARDS	5,418.14
VALUE LINE PUBLISHING INC	PUBLIC ACCESS SOFTWARE	7,350.00
VALUE LINE PUBLISHING INC	REFERENCE PRINT VALUELINE	1,475.00
VERIZON WIRELESS	ACCT# 880398978-00001/REG	298.95
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	46.99
WALMART COMMUNITY BRC	SPECIAL PROG.SUPP/DVD'S	383.20
ZOOBEAN INC	ANNUAL RENEWAL-BEANSTALK	1,995.00
<b>Library Fund</b>	<b>Library Administration - Total</b>	<b>117,917.67</b>

**Library Replacement Fund Library Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DELL MARKETING LP	REPLACEMENT COMPUTERS-13	18,185.31
DELL MARKETING LP	REPLACEMENT COMPUTERS-9	10,969.11
<b>Library Replacement Fund</b>	<b>Library Administration - Total</b>	<b>29,154.42</b>

**Library Special Reserve Library Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCKEE ENVIRONMENTAL INC	ASBESTOS PROJ.DESIGN-3MO	4,000.00
STUDIO GC INC.	INTERIOR ABATEMENT/RENOV	6,412.50
<b>Library Special Reserve</b>	<b>Library Administration - Total</b>	<b>10,412.50</b>
<b>Overall - Total</b>		<b>165,474.86</b>

Jul 14, 2022

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**Director's Report  
July 20, 2022**

**1. Monthly Financial Report**

**Revenue:** The June operating revenues were up 5.65% compared to this time last year.

**Expenses:** A report showing expenses totaling \$165,474.86 from June 9 to July 13 is included in this packet. Two June payrolls totaled \$154,589.89.

**2. Circulation:** Total circulation for June was 70,466 up 12.3% from June last year.

**3. Budget Preparation**

Please prepare to discuss any desired changes to revenues or expenses as we begin preparing the FY2023-FY2028 budget.

**4. Abatement Project**

Final bid documents are pending work by our engineers.

**5. Summer Reading**

Camp NPL is going well with lots of participation and continues through July. Our Camp NPL Field day will be held at Underwood Park on Thursday, July 28. Kudos to all the skilled, talented staff that create these engaging and memorable experiences for our community.

**6. Board Appointment**

Jess Ray has shared his resignation with the Board of Trustees of Normal Public Library due to his appointment as Normal Township Supervisor effective July 6, 2022. This vacancy will be filled by appointment until the April 2023 election. Posting is included in this packet.





### Revenue & Expense Report

Account

Fiscal Year

April - June

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
<b>221-Library Fund</b>	<b>4,153,862.00</b>	<b>4,153,862.00</b>	<b>2,167,035.12</b>	<b>52.17%</b>	<b>2,051,119.87</b>	<b>5.65%</b>
31110-Property Tax	3,935,164.00	3,935,164.00	2,068,345.32	52.56%	1,990,353.24	3.92%
31530-State Replacement Revenue	101,000.00	101,000.00	83,498.19	82.67%	43,716.54	91.00%
33260-State Grants	77,433.00	77,433.00	3,004.78	3.88%	10,000.00	-69.95%
34720-Photocopy Fees	2,000.00	2,000.00	2,214.34	110.72%	1,750.00	26.53%
34750-Replacements Books/AV	3,500.00	3,500.00	1,167.13	33.35%	1,579.56	-26.11%
38210-Investment Income	34,365.00	34,365.00	7,777.33	22.63%	3,577.98	117.37%
38530-Donations	200.00	200.00	1,015.00	507.50%	100.00	915.00%
38910-Miscellaneous	200.00	200.00	13.03	6.52%	42.55	-69.38%
<b>222-Library Replacement Fund</b>	<b>96,978.00</b>	<b>96,978.00</b>	<b>17,291.45</b>	<b>17.83%</b>	<b>20,011.26</b>	<b>-13.59%</b>
38210-Investment Income	19,362.00	19,362.00	4,355.45	22.49%	2,013.51	116.31%
39192-Transfer From	77,616.00	77,616.00	12,936.00	16.67%	17,997.75	-28.12%
<b>223-Library Special Reserve</b>	<b>9,563.00</b>	<b>9,563.00</b>	<b>1,614.45</b>	<b>16.88%</b>	<b>739.11</b>	<b>118.43%</b>
38210-Investment Income	7,063.00	7,063.00	1,614.45	22.86%	739.11	118.43%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,260,403.00</b>	<b>4,260,403.00</b>	<b>2,185,941.02</b>	<b>51.31%</b>	<b>2,071,870.24</b>	<b>5.51%</b>

### Revenue

YTD Revenue Pivot



### Revenue & Expense Report

Account

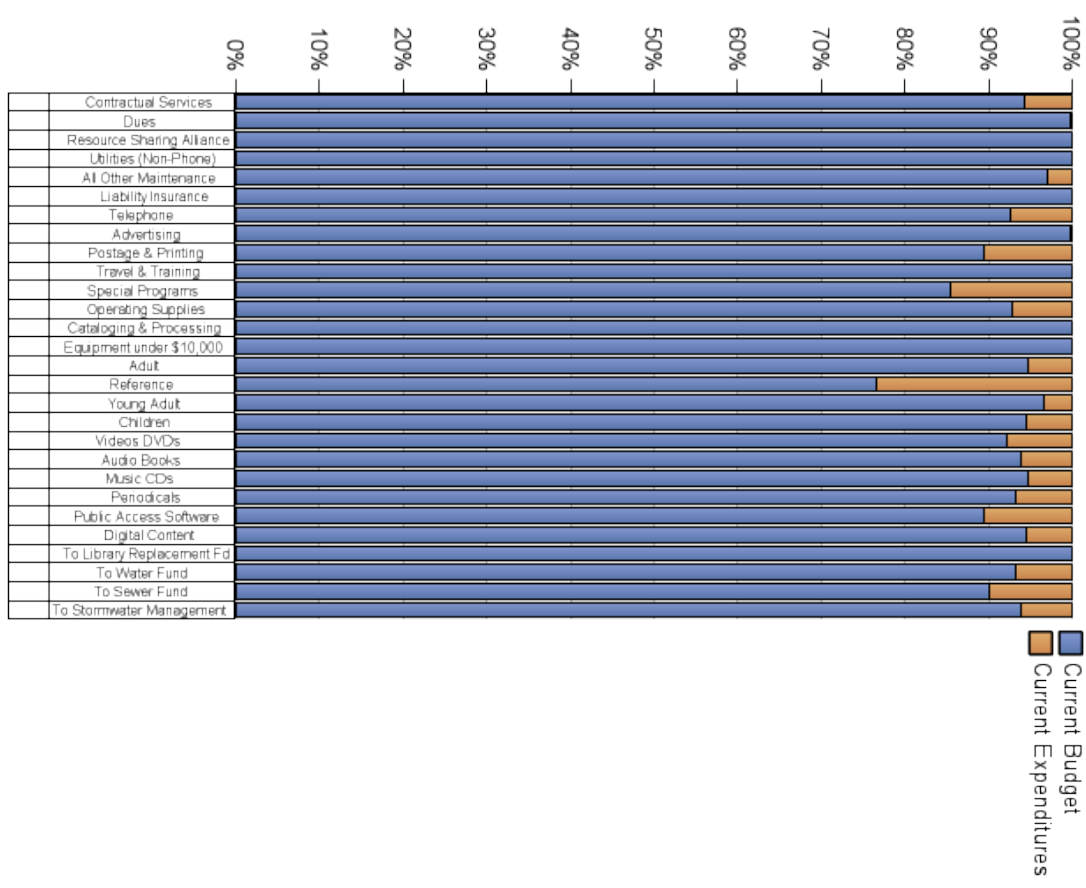
Fiscal Year

April - June

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
<b>YTD Expense Pivot</b>	<b>4,158,400.00</b>	<b>4,161,033.00</b>	<b>775,832.26</b>	<b>359,125.07</b>	<b>1,134,957.33</b>	<b>3,026,075.67</b>	<b>713,211.67</b>	<b>72.72%</b>
10-Administration	4,158,400.00	4,161,033.00	775,832.26	359,125.07	1,134,957.33	3,026,075.67	713,211.67	72.72%
<b>222-Library Replacement Fund</b>	<b>396,225.00</b>	<b>396,225.00</b>	<b>29,154.42</b>	<b>0.00</b>	<b>29,154.42</b>	<b>367,070.58</b>	<b>7,300.00</b>	<b>92.64%</b>
10-Administration	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,300.00	92.64%
<b>223-Library Special Reserve</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>10,847.50</b>	<b>289,152.50</b>	<b>48,521.70</b>	<b>96.38%</b>
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	48,521.70	96.38%
<b>Total</b>	<b>4,854,625.00</b>	<b>4,857,258.00</b>	<b>815,834.18</b>	<b>359,125.07</b>	<b>1,174,959.25</b>	<b>3,682,298.75</b>	<b>769,033.37</b>	<b>75.81%</b>

### Budget to Actual Expenditures

Library - Administration (Library Fund )



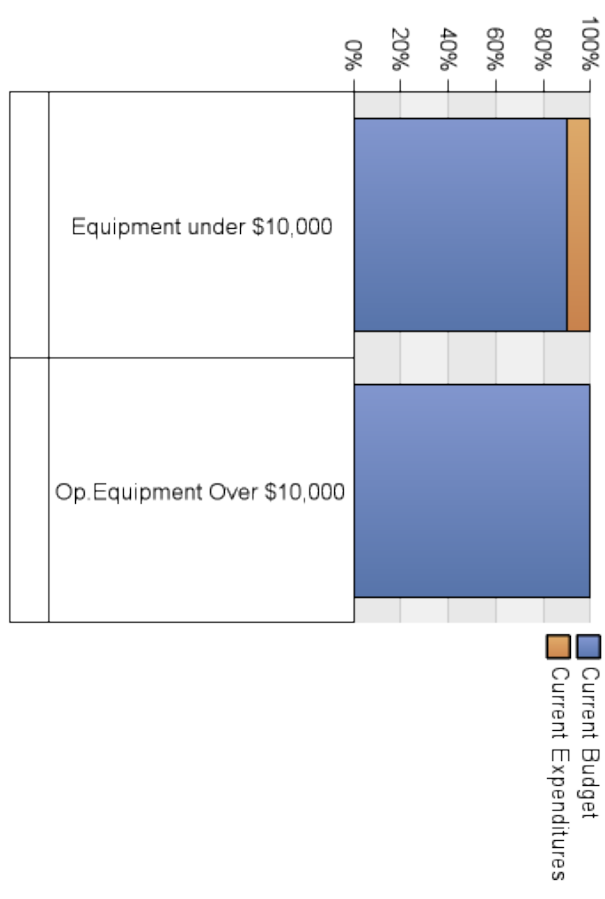
Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc			
Library Fund	Library	Administration	<a href="#">221.9010.455.20-10</a>	Contractual Services	\$7,852.25	\$29,993.90	\$32,779.18	\$129,626.00	\$59,000.67	\$129,626.00	46%	\$40,631.43

<a href="#">221-9010-455-20-20</a>	Dues	\$15.00	\$650.00	\$0.00	\$5,796.00	\$5,131.00	\$5,796.00	89%	\$15.00
<a href="#">221-9010-455-24-10</a>	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$66,890.00	\$66,890.00	\$66,890.00	100%	\$0.00
<a href="#">221-9010-455-25-10</a>	Utilities (Non-Phone)	\$0.00	\$6,478.71	\$0.00	\$42,000.00	\$35,521.29	\$42,000.00	85%	\$0.00
<a href="#">221-9010-455-25-60</a>	All Other Maintenance	\$2,106.16	\$1,666.49	\$14,564.89	\$72,000.00	\$53,662.46	\$72,000.00	75%	\$16,671.05
<a href="#">221-9010-455-30-10</a>	Liability Insurance	\$0.00	\$46,121.00	\$4.00	\$42,991.00	(\$3,134.00)	\$42,991.00	-7%	\$4.00
<a href="#">221-9010-455-30-15</a>	Telephone	\$727.86	\$676.02	\$1,271.76	\$9,270.00	\$6,594.36	\$9,270.00	71%	\$1,999.62
<a href="#">221-9010-455-30-20</a>	Advertising	\$40.00	\$870.00	\$0.00	\$15,000.00	\$14,090.00	\$15,000.00	94%	\$40.00
<a href="#">221-9010-455-30-25</a>	Postage & Printing	\$2,453.21	\$5,004.67	\$9,351.49	\$20,600.00	\$3,790.63	\$20,600.00	18%	\$11,804.70
<a href="#">221-9010-455-30-35</a>	Travel & Training	\$0.00	\$1,110.86	\$0.00	\$12,240.00	\$11,129.14	\$12,240.00	91%	\$0.00
<a href="#">221-9010-455-30-40</a>	Special Programs	\$2,560.08	\$8,818.64	\$4,101.41	\$15,000.00	(\$480.13)	\$15,000.00	-3%	\$6,661.49
<a href="#">221-9010-455-35-10</a>	Operating Supplies	\$5,135.75	\$3,904.34	\$22,913.68	\$66,606.00	\$34,652.23	\$64,000.00	52%	\$28,049.43
<a href="#">221-9010-455-35-15</a>	Cataloging & Processing	\$0.00	\$1,269.50	\$11,930.50	\$15,450.00	\$2,250.00	\$15,450.00	15%	\$11,930.50
<a href="#">221-9010-455-35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455-36-10</a>	Adult	\$5,122.81	\$11,951.42	\$51,365.12	\$94,048.00	\$25,608.65	\$94,048.00	27%	\$56,487.93
<a href="#">221-9010-455-36-15</a>	Reference	\$1,839.00	\$0.00	\$2,061.00	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$3,900.00
<a href="#">221-9010-455-36-20</a>	Young Adult	\$477.13	\$1,124.87	\$10,998.00	\$13,506.00	\$906.00	\$13,506.00	7%	\$11,475.13
<a href="#">221-9010-455-36-25</a>	Children	\$5,119.72	\$7,801.18	\$61,757.14	\$90,041.00	\$15,362.96	\$90,041.00	17%	\$66,876.86
<a href="#">221-9010-455-37-15</a>	Videos DVDs	\$1,393.36	\$1,986.87	\$7,650.20	\$16,480.00	\$5,449.57	\$16,480.00	33%	\$9,043.56
<a href="#">221-9010-455-37-20</a>	Audio Books	\$966.50	\$1,467.11	\$11,566.39	\$15,027.00	\$1,027.00	\$15,000.00	7%	\$12,532.89
<a href="#">221-9010-455-37-30</a>	Music CDs	\$253.40	\$570.36	\$2,187.01	\$4,500.00	\$1,489.23	\$4,500.00	33%	\$2,440.41
<a href="#">221-9010-455-38-10</a>	Periodicals	\$1,276.15	\$800.10	\$10,415.90	\$17,505.00	\$5,012.85	\$17,505.00	29%	\$11,692.05
<a href="#">221-9010-455-38-20</a>	Public Access Software	\$9,645.88	\$3,757.75	\$27,590.37	\$82,400.00	\$41,406.00	\$82,400.00	50%	\$37,236.25
<a href="#">221-9010-455-39-10</a>	Digital Content	\$5,541.56	\$15,976.41	\$9,727.03	\$96,099.00	\$64,854.00	\$96,099.00	67%	\$15,268.59
<a href="#">221-9010-455-92-22</a>	To Library Replacement Fd	\$0.00	\$12,936.00	\$0.00	\$77,616.00	\$64,680.00	\$77,616.00	83%	\$0.00
<a href="#">221-9010-455-95-02</a>	To Water Fund	\$245.57	\$397.81	\$0.00	\$3,365.00	\$2,721.62	\$3,365.00	81%	\$245.57
<a href="#">221-9010-455-95-07</a>		\$65.65	\$100.60	\$0.00	\$600.00	\$433.75	\$600.00	72%	\$65.65



### Budget to Actual Expenditures

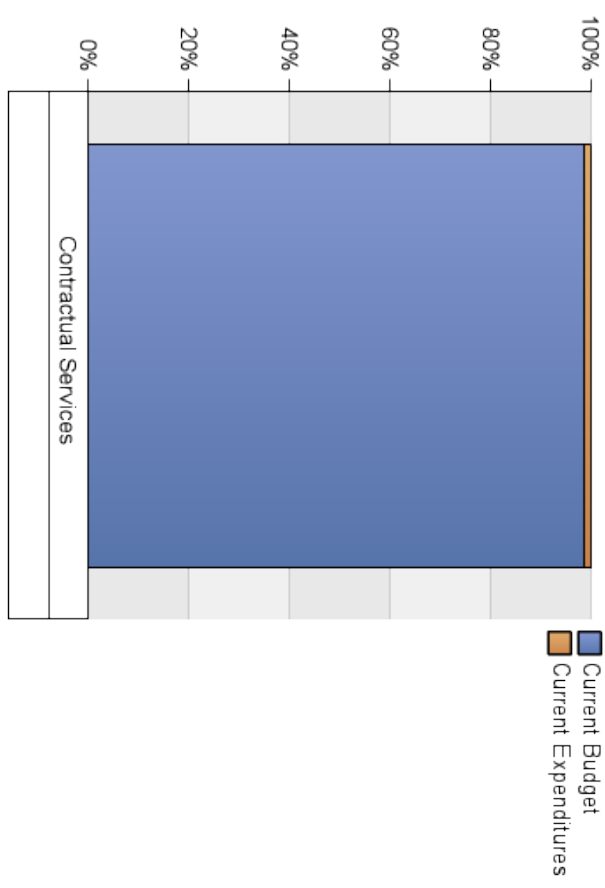
Library - Administration (Library Replacement Fund )



Library Replacement Fund	Library	Administration	Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			222-9010-455.35-80	222-9010-455.75-10								
			Equipment under \$10,000	Op. Equipment Over \$10,000	\$29,154.42	\$0.00	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$29,154.42
					\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	100%	\$0.00
				<b>Summary</b>	<b>29,154.42</b>	<b>0.00</b>	<b>0.00</b>	<b>396,225.00</b>	<b>367,070.58</b>	<b>396,225.00</b>	<b>0.93</b>	<b>29,154.42</b>

### 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	\$4,000.00	\$6,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$4,000.00
<b>Summary</b>		<b>4,000.00</b>	<b>6,847.50</b>	<b>0.00</b>	<b>300,000.00</b>	<b>289,152.50</b>	<b>300,000.00</b>	<b>0.96</b>	<b>4,000.00</b>

# NPL Circulation Statistics



## June 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
<b>Juvenile</b>						
Books	5,241	90,597	104,292	4,865	38,455	42,065
Videos	57	504	711	57	219	355
Audios	203	3,094	3,606	201	1,174	1,439
Magazines	0	47	112	0	22	21
Other	3	81	653	3	34	69
<b>Juvenile - Total</b>	<b>5,504</b>	<b>94,323</b>	<b>109,374</b>	<b>5,126</b>	<b>39,904</b>	<b>43,949</b>
<b>Teen</b>						
Books	342	4,399	4,511	316	1,814	2,131
Audios	1	20	14	1	9	11
Magazines	0	5	3	0	2	3
<b>Teen - Total</b>	<b>343</b>	<b>4,424</b>	<b>4,528</b>	<b>317</b>	<b>1,825</b>	<b>2,145</b>
<b>Adult</b>						
Books	2,280	29,784	34,124	2,037	11,209	12,366
Videos	707	8,771	11,570	647	3,514	4,066
Audios	200	2,881	3,702	190	674	1,195
Magazines	40	762	668	39	321	290
Other	94	1,686	3,240	81	840	1,511
<b>Adult - Total</b>	<b>3,321</b>	<b>43,884</b>	<b>53,304</b>	<b>2,994</b>	<b>16,558</b>	<b>19,428</b>
<b>Digital Content</b>						
eAudiobooks*	4,871	4,938	5,578	1,610	1,717	1,920
eBooks*	9,856	7,446	7,723	2,997	2,344	2,584
Magazines	801	373	437	285	107	167
Music	866	70	122	23	25	35
Streaming Video	1,198	1,182	709	393	254	221
Content Passes**			42			17
<b>Digital Content - Total**</b>	<b>17,592</b>	<b>14,009</b>	<b>14,611</b>	<b>5,308</b>	<b>4,447</b>	<b>4,944</b>
<b>Total Circulation**</b>	<b>26,760</b>	<b>156,640</b>	<b>181,817</b>	<b>13,745</b>	<b>62,734</b>	<b>70,466</b>

\*\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



June 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	83,979	83,842	417	-554	1,086	-1,056
Videos	959	959	1	-1	1	-4
Audios	2,239	2,262	31	-8	96	-245
Magazines	221	225	5	-1	41	-1
Other	122	122	0	0	0	-4
<b>Juvenile - Total</b>	<b>87,520</b>	<b>87,410</b>	<b>454</b>	<b>-564</b>	<b>1,224</b>	<b>-1,310</b>
<b>Teen</b>						
Books	5,286	5,139	58	-205	183	-221
Audios	38	38	0	0	0	0
Magazines	23	23	0	0	3	0
<b>Teen - Total</b>	<b>5,347</b>	<b>5,200</b>	<b>58</b>	<b>-205</b>	<b>186</b>	<b>-221</b>
<b>Adult</b>						
Books	55,295	55,385	297	-207	967	-476
Videos	15,983	16,077	96	-2	267	-80
Audios	13,914	13,959	49	-4	102	-17
Magazines	1,921	2,050	136	-7	435	-334
Other	2,137	2,139	39	-37	66	-43
<b>Adult - Total</b>	<b>89,250</b>	<b>89,610</b>	<b>617</b>	<b>-257</b>	<b>1,837</b>	<b>-950</b>
<b>Total Collection</b>	<b>182,117</b>	<b>182,220</b>	<b>1,129</b>	<b>-1,026</b>	<b>3,247</b>	<b>-2,481</b>



# NPL Digital Content by Month



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

	2.22	3.22	4.22	5.22	6.22	
<b>eRead Illinois</b>						
eAudiobooks	280	289	252	256	295	
eBooks	302	325	315	281	306	
<b>eRead Illinois Total</b>	<b>582</b>	<b>614</b>	<b>567</b>	<b>537</b>	<b>601</b>	
<b>Freeding</b>						
	4	6	9	7	7	
<b>Hoopla</b>						
eAudiobooks	856	906	1004	1086	1009	
eBooks	609	632	664	751	545	
Movies/TV	132	145	120	135	102	
Music	34	47	49	38	35	
<b>Hoopla Total</b>	<b>1,631</b>	<b>1,730</b>	<b>1,837</b>	<b>2,010</b>	<b>1,691</b>	
<b>Kanopy</b>						
Individual Titles Plays	70	55	76	62	87	
Plays Through Passes	102	45	46	49	32	
<b>Kanopy Total Videos Played</b>	<b>172</b>	<b>100</b>	<b>122</b>	<b>111</b>	<b>119</b>	
<b>OverDrive</b>						
eAudio	480	515	526	534	616	
eBooks	1,571	1,574	1,550	1,562	1,726	
Magazines	110	135	128	142	167	
<b>OverDrive Total</b>	<b>2,161</b>	<b>2,224</b>	<b>2,204</b>	<b>2,238</b>	<b>2,509</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	1,616	1,710	1,782	1,876	1,920	
eBooks	2,486	2,537	2,538	2,601	2,584	
Magazines	110	135	128	142	167	
Music	34	47	49	38	35	
Streaming Video	304	245	242	246	221	
<b>Hoopla 7-day BingePass</b>						
hoopla Magazines	2	2	6	3	3	
The Great Courses	0	2	0	3	4	
Curiosity Stream	2	0	1	2	1	
Hellosaurus (new 6.22)	0	0	0	0	1	
<b>Kanopy Passes</b>						
Kids Play	3	3	2	0	1	
Series Play (TGC)	2	1	3	0	4	
<b>OverDrive 7-Day Passes</b>						
The Great Courses	2	1	1	0	1	
IndieFlix	3	1	1	0	0	
Stingray Qello	1	0	1	2	0	
Craftsy	1	1	0	0	2	
<b>Total Passes</b>	<b>16</b>	<b>11</b>	<b>15</b>	<b>10</b>	<b>17</b>	

# NPL Monthly Statistics



June 2022

## Library Card Registration

### Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	25,909	318	11	26,238	23,554	34,414
Teen	3,156	20	8	3,184	2,966	3,416
Juvenile	8,463	82	-27	8,518	7,578	8,766
<b>Total</b>	<b>37,528</b>	<b>420</b>	<b>-8</b>	<b>37,940</b>	<b>34,098</b>	<b>46,596</b>

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	17,767	43,345		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>43,345</b>	<b>28,939</b>	<b>0</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	2,895	8,581	8,124	-
Loaned	3,127	8,933	8,654	-
Reciprocal borrowing	18,445	44,131	46,916	-

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	0	0	0	1
Adult	790	544	41	2,175
Public Laptop	56	71	76	98
Quick-Use	-	-	-	-
<b>Totals</b>	<b>846</b>	<b>615</b>	<b>44</b>	<b>2,274</b>

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

# normalpl.org Site Statistics



## June 2022

	Annual Totals Year to Date			June		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
<b>Site Views over time</b>						
Pageviews	58,945	80,040	111,131	27,066	30,610	37,051
Unique Pageviews	47,408	63,161	89,438	22,020	24,581	30,958
<b>Sessions</b>	28,874	40,788	52,915	13,999	15,031	18,822

### Top Viewed Pages FY 2023

/	47,500
/summerreading	3,034
/events/upcoming	2,987
/events/month	2,944
/employment	1,068
/challenges	970
/learning-resources	965
/events/upcoming?page=1	934
/events/month/2022/06	875
/events/month/2022/07	780

### Usage by Device FY 2023

Desktop	50.3%
Mobile	47.8%
Tablet	1.9%

### Top Viewed Pages June 2022

/	16,002
/summerreading	1,827
/events/upcoming	1,165
/events/month	888
/event/getting-started-african-american-genealogy	377
/employment	367
/events/month/2022/07	350
/events/upcoming?page=1	348
/event/visit-npl-make-music-normal-uptown-normal	327
/learning-resources	313

### Usage by Device June 2022

Desktop	52.4%
Mobile	45.7%
Tablet	1.9%



206 W. College Ave. | Normal,  
Illinois 61761  
309.433.3499 •  
309.454.4668  
normalpl.org • ask@normalpl.org

## **Board of Trustees of Normal Public Library Seeks Applicants to Fill Vacancy**

The Board of Trustees of Normal Public Library seeks applicants to fill a vacancy on the Board due to the resignation of Jess Ray.

The Board of Trustees will appoint an individual to fill the vacancy until a successor is elected at the regular election for Board members in April 2023. The Board will accept letters of interest through August 2, 2022. The vacancy will be acted upon as soon as possible.

Applicants must submit a letter of interest that includes:

- Brief biography;
- A statement outlining interest in, and commitment to, serving on a public library board;
- Description of qualifications relevant to the role of Library Trustee.

Applicants will be interviewed based upon their letters of interest. Any resident of Normal who is a U.S. citizen, age 18 or older and a registered voter is eligible to serve.

Interested applicants should submit a letter of interest to:

John Fischer  
Interim Director Normal Public Library  
206 W. College Ave.  
Normal, IL 61761;

Or via email to [jfischer@normalpl.org](mailto:jfischer@normalpl.org).

Letters of interest must be received by August 2, 2022.