



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
July 25, 2018 at 5:00 PM**

Location: Normal Public Library - Board Room | 206 W. College Ave., Normal, IL 61761

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Library Director's Report
7. Foundation Report

8. New Business
 - A. Election of Secretary and Treasurer (Action)
 - B. FY2019 – FY2024 Budget (Discussion)
 - C. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)]

9. Unfinished Business (None)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: August 29, 2018
12. Adjournment

The Board of Trustees of Normal Public Library may attend the Annual Town of Normal Appreciation Reception on Thursday, July 26, 2018 from 5:30 pm to 7:00 pm at Destihl Brewery, 1200 Greenbriar Drive, Normal, Illinois 61761.

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

Minutes

As of July 20, the minutes for the June 27 meeting are not yet available.

Town of Normal Library Expenditures to be Approved for Payment as of: July 18, 2018

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
Library Administration		
ALERT SIGNAL & CONTROL CO	SERVICE CALL	\$60.00
ILLINI FIRE EQUIPMENT CO	FIRE EXT TEST/NPL	\$175.25
DIVERSIFIED MECHANICAL INC	TEMP CONTROL BILLING	\$712.10
UNIQUE MANAGEMENT SERVICES INC	14 PLACEMENTS	\$125.30
ORKIN EXTERMINATING CO	PEST CONTROL/BED BUGS	\$500.00
ILLINOIS LIBRARY ASSOCIATION	FOR SHAWN WOODSON, ID:839	\$75.00
RESOURCE SHARING ALLIANCE (RSA)	ACCESS & MEMBERSHIP FEES	\$56,514.00
NICOR GAS	ENERGY USAGE	\$86.63
PURITAN SPRINGS WATER	WATER SERVICE/NPL	\$38.90
ULINE INC	KLEENEX TOWELS	\$209.34
CRAIG HUMPHREY	AMAZON - VACUUM CLEANER	\$199.00
MENARDS	BATTERIES	\$43.96
MENARDS	SHELVING UNITS,PRUNERS	\$442.52
CARDMEMBER SERVICE	GROWING GROUNDS - PLANTS	\$8.97
CARDMEMBER SERVICE	WENDELL NIEPAGEN - ANNUAL	\$82.38
LAWSON PRODUCTS INC	EAR PLUGS,SPOT REMOVER	\$234.54
MENARDS	HOSTESS HOHO'S&DING DONGS	\$10.25
ULINE INC	TOILET PAPER	\$106.36
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGE	\$50.00
FRONTIER	PHONE SERVICE MONTHLY - L	\$50.37
CIRBN, LLC	INTERNET SERVICE MONTHLY	\$76.08
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	\$277.49
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	\$155.59
HARLAN VANCE COMPANY	T-SHIRTS/NPL	\$1,332.05
CARDMEMBER SERVICE	MAILCHIMP - SUBSCRIPTION	\$25.00
CARDMEMBER SERVICE	USPS - BOARD PACKETS MAIL	\$11.41
CARDMEMBER SERVICE	USPS - MAILED BOARD PACKE	\$8.94
NORMALITE	PREVAILING WAGE NOTICE	\$90.00
LAURA GOLASZEWSKI	LODGING	\$280.70
LAURA GOLASZEWSKI	MEALS W/RECEIPTS	\$183.05
LAURA GOLASZEWSKI	GROUND TRANSPORTATION	\$115.00
CARDMEMBER SERVICE	AMIGOS LIBRARY SERVICES -	\$375.00
CARDMEMBER SERVICE	FOODSTUFFS - LUNCH/CONFER	\$41.50
CARDMEMBER SERVICE	LUNCH - TRAVEL - LAURAJO	\$81.75
CARDMEMBER SERVICE	FUEL FOR VAN	\$45.74
CARDMEMBER SERVICE	NEOCON - TRAVEL/TRAINING	\$40.00
CARDMEMBER SERVICE	OCTANE INTERLOUNGE - TRAV	\$44.11
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	\$1,303.87
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	\$140.84
WALMART COMMUNITY BRC	PROGRAM SUPPLIES	\$106.71
KROGER-INDY CUSTOMER CHARGES	JUNE STMT/MISC SUPPLIES	\$229.24
TWIN CITY AWARDS	NAME PLATE	\$36.00
KAEB SANITARY SUPPLY INC	DISINFECTANT	\$80.40
LOLITA GREEN	TREATS FOR BOARD MEETING/	\$39.45
CARDMEMBER SERVICE	AMAZON.COM - JUMBO DICE P	\$30.56
CARDMEMBER SERVICE	DOLLAR TREE - TABLE COVER	\$47.00
CARDMEMBER SERVICE	SCHOOL SHOP - PROGRAM SUP	\$21.25
CARDMEMBER SERVICE	DOLLAR TREE - SRP SUPPLIE	\$63.00
CARDMEMBER SERVICE	HOBBY LOBBY - SUPPLIES	\$90.61
CARDMEMBER SERVICE	NAMETAG NINJA - TAG W/MAG	\$12.00
CARDMEMBER SERVICE	MEIJER - FOOD SUPPLIES	\$26.97
CARDMEMBER SERVICE	ALA - BOOKMARKS	\$402.96
CARDMEMBER SERVICE	MAKEMYFRESHENER.COM - FOR	\$865.49
CARDMEMBER SERVICE	ISU FESTIVAL FEE - OUTREA	\$30.00
CARDMEMBER SERVICE	YOURMEMBERSHIP.COM - JOB	\$250.00
CARDMEMBER SERVICE	EAR PLUG SUPERSTORE-FOR C	\$100.15
CARDMEMBER SERVICE	AMAZON MKTPLACE - HOTSPOT	\$55.71

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
CARDMEMBER SERVICE	HEARTSMART.COM - SUPPLIES	\$505.77
CARDMEMBER SERVICE	TECHSOUP - SOFTWARE	\$440.00
CARDMEMBER SERVICE	AMAZON-RECHARGED BATTERY	\$42.83
CARDMEMBER SERVICE	PAYPAL MOBLEBEACON - REPL	\$139.98
CARDMEMBER SERVICE	MOBILE BEACON - DEVICES R	\$600.00
QUILL CORPORATION	OFFICE SUPPLIES	\$166.72
SAMS CLUB	JUNE STMT/MISC SUPPLIES	\$120.38
SWANK MOTION PICTURES INC	COPYRIGHT COMPLIANCE FEE	\$876.00
BRODART COMPANY	S DVD PAK W/STRIP & PKT	\$1,260.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$159.69
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$353.24
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$95.10
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$44.23
CENGAGE LEARNING INC	JUNE CHRISTIAN FICT 4PLN	\$71.97
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$318.18
CENGAGE LEARNING INC	JUNE MYSTERY SAMPLER 3PLN	\$67.47
CENGAGE LEARNING INC	JUNE PEER PICKS 2 PLAN	\$47.23
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$84.98
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$227.59
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$73.26
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$312.34
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$661.17
CENGAGE LEARNING INC	JUNE LARGE PRINT DIST 6PL	\$42.74
CARDMEMBER SERVICE	AMAZON.COM - TRUSTEE FACT	\$99.95
CARDMEMBER SERVICE	TARGET - GAMES	\$222.95
CARDMEMBER SERVICE	LIBSYN - PODCASTING	\$15.00
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$149.76
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$112.71
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$357.59
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$250.79
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$164.16
CENGAGE LEARNING INC	JULY BASIC 8 PLAN	\$127.45
CENGAGE LEARNING INC	JULY CORE 8 PLAN	\$179.18
CENGAGE LEARNING INC	JULY WHEELER HRDCVR 5PLAN	\$188.93
CENGAGE LEARNING INC	JULY BIOGRPAPHY 2 PLAN	\$26.24
CENGAGE LEARNING INC	JULY CHRISTIAN FICTION 4	\$97.46
CENGAGE LEARNING INC	JULY CHRISTIAN ROMANCE 2	\$71.22
CENGAGE LEARNING INC	JULY MYSTERY 6 PLAN	\$144.69
CENGAGE LEARNING INC	JULY REVIEWERS CHOICE 2PL	\$47.23
CENGAGE LEARNING INC	JULY BASIC 8 PLAN	\$24.74
CENGAGE LEARNING INC	JULY CORE 8 PLAN	\$27.74
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$273.24
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	\$94.44
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	\$30.51
BLACK BOOK	NEW CAR COST GUIDE	\$399.00
BAKER & TAYLOR COMPANIES	YA BOOKS	\$69.10
BAKER & TAYLOR COMPANIES	YA BOOKS	\$21.09
BAKER & TAYLOR COMPANIES	YA BOOKS	\$185.35
CARDMEMBER SERVICE	MYSTERY PARTY - TEEN PROG	\$64.95
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$135.07
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$115.45
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$210.67
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$100.14
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$129.29
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$1,001.62
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$256.69
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	\$70.77

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
MIDWEST TAPE	DVDS	\$86.45
MIDWEST TAPE	CREDIT	(\$44.98)
MIDWEST TAPE	DVDS	\$138.44
WALMART COMMUNITY BRC	DVDS	\$354.88
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$617.36
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$403.84
WALMART COMMUNITY BRC	DVDS	\$35.92
WALMART COMMUNITY BRC	DVDS	\$720.00
WALMART COMMUNITY BRC	DVDS	\$183.52
MIDWEST TAPE	DVDS	\$159.67
MIDWEST TAPE	DVDS	\$79.96
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$27.67
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$29.68
FINDAWAY WORLD LLC	PLAYAWAYS	\$1,555.98
RANDOM HOUSE, INC.	AUDIOBOOKS	\$33.75
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$51.99
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$54.98
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$26.68
CARDMEMBER SERVICE	AMAZON.COM - GAMES	\$54.95
CARDMEMBER SERVICE	AMAZON.COM - GAMES	\$57.98
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$44.34
CARDMEMBER SERVICE	AMAZON MKTPLC - GAMES	\$54.98
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC	\$14.95
MIDWEST TAPE	AUDIOBOOK CASES	\$124.75
BottomLine PERSONAL	RENEWAL-ACCT.# 0010537000	\$39.00
Jeanne Moonan	PURCHASED NY TIMES & CHIC	\$9.89
EBSCO SUBSCRIPTION SERVICES	LIBRARY HOTLINE RENEWAL	\$129.99
EBSCO SUBSCRIPTION SERVICES	CREDIT	(\$81.23)
CARDMEMBER SERVICE	CENTRAL IL NEWSPAPER	\$318.00
CARDMEMBER SERVICE	INVESTORS BUSINESS DAILY	\$458.00
CARDMEMBER SERVICE	CVS - PANTAGRAPH	\$2.00
VALUE LINE PUBLISHING INC	VALUE LINE RENEWAL	\$7,050.00
TUMBLEWEED PRESS INC	SUBSCRIPTION RENEWAL	\$479.40
Library Administration Total		\$92,540.76
Library Fund		\$92,540.76
Grand Total		\$92,540.76

Director's Report July 25, 2018

1. Monthly Financial Report

Revenue: The June revenues are slightly higher than this time last year, due primarily to property tax revenues. **Expenses:** An expenditures report as of July 18 is included in this packet.

2. Circulation

Circulation was up from June 2017 by 7,331 transactions, an increase of 10.1%. YTD circulation is up 9,461 transactions, an increase of 5.2%.

3. Board Email Addresses

Please regularly check your normalpl.org email addresses and let me know if you need any assistance.

4. Unit 5 Initiative

Unit 5 representatives confirmed the registration process is in place for all incoming elementary, junior high and high school students to receive library cards. We are working with Hudson Area Public Library District to offer the same service to Hudson residents attending Unit 5 schools.

5. Feasibility Study

The results of the addition/remodel feasibility study of our current site will be presented at the August 29 Board meeting.

6. Parking Agreement

The Normal Town Council approved the parking agreement at their July 16 meeting.

7. NPL Board Officers

The positions of Secretary and Treasurer need to be filled. Please let me know of any questions regarding either role.

8. Kudos to Staff

Our staff have done a fantastic job in delivering an exceptional summer reading program!

9. New Children's Librarian

Congratulations to Danny Rice, who will join our staff on August 20. Danny currently serves as a Children's Librarian at Bloomington Public Library.

10. Budget FY2017-2022

We are in the early stages of budget preparation for the next five years. This is time to consider any new initiatives or potential changes in revenue (such as DVD fees or going fine-free), services or staffing. I have yet to receive the budget handbook, which will list key dates for the process, and I am awaiting updated projections for payroll, health insurance, utilities, investment income, etc.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of June 30, 2018

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 2,045,869	52.41	\$ 2,017,961	1.38
State Replacement Taxes	103,000	46,026	44.69	53,206	(13.49)
State Library Aid	40,000	-	-	-	-
Fees	35,000	9,691	27.69	8,451	14.67
Fines	20,000	4,080	20.40	5,878	(30.58)
Investment Income	40,500	8,636	21.32	8,391	2.92
Contributions & Donations	200	25	12.50	1,295	(98.07)
Miscellaneous Revenue	200	27	13.54	34	(20.38)
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	2,278	(100.00)
Library Fund Total	4,148,700	2,114,355	50.96	2,097,494	0.80
LIBRARY REPLACEMENT FUND 222					
Investment Income	13,000	3,273	25.18	2,960	10.59
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	204,000	51,000	25.00	52,422	(2.71)
Library Replacement Fund Total	217,000	54,273	25.01	55,382	(2.00)
Total For All Funds	\$ 4,365,700	\$ 2,168,628	49.67	\$ 2,152,876	0.73

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of June 30, 2018

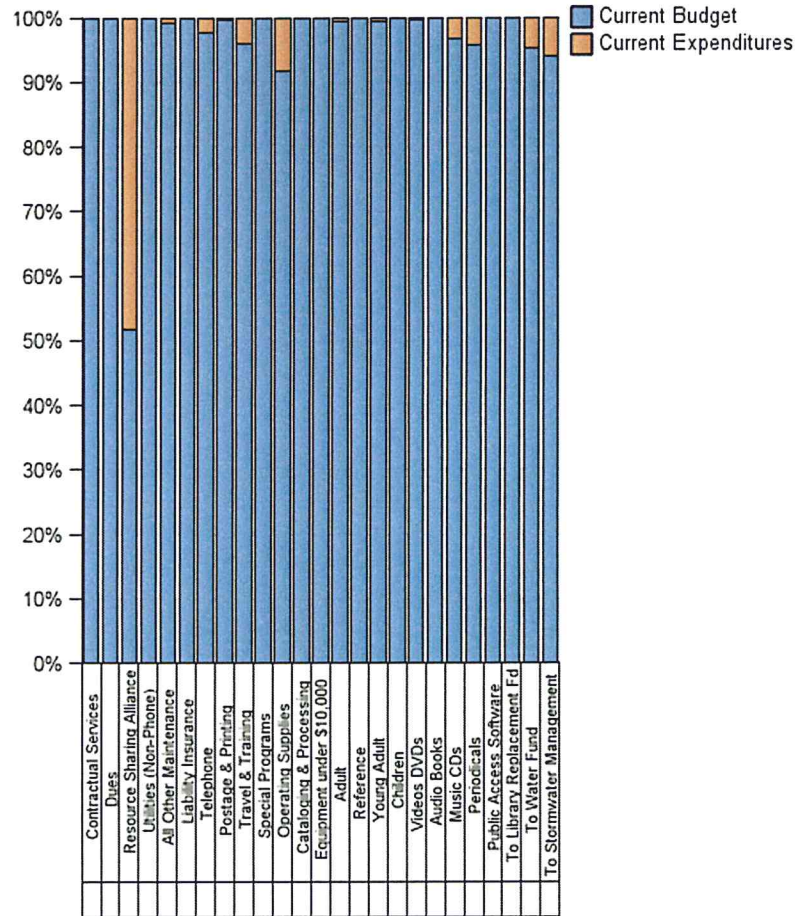
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,139,275	\$ 815,935	\$ 336,195	\$ 2,987,145	\$ 820,353	72.17
Library Fund Total	4,139,275	815,935	336,195	2,987,145	820,353	72.17
LIBRARY REPLACEMENT FUND 222						
Administration	422,566	-	4,023	418,543	135,295	99.05
Library Replacement Fund Total	422,566	-	4,023	418,543	135,295	99.05
Total For All Funds	\$ 4,561,841	\$ 815,935	\$ 340,218	\$ 3,405,688	\$ 955,648	74.66

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of June 30, 2018

	As of June 30, 2018	As of March 31, 2018	Net Change
221 Library Fund	\$ 4,405,757.03	\$ 3,221,657.76	\$ 1,184,099.27
222 Library Replacement Fund	\$ 1,599,508.53	\$ 1,545,205.07	\$ 54,303.46
Totals	<u>\$ 6,005,265.56</u>	<u>\$ 4,766,862.83</u>	<u>\$ 1,238,402.73</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)



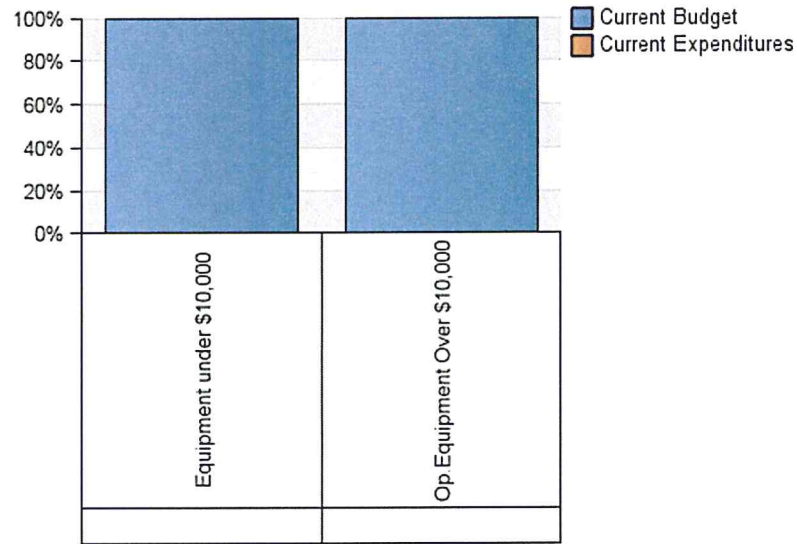
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455.20-10 Contractual Services	\$0.00	\$12,860.12	\$17,103.36	\$107,104.00	\$77,140.52	\$107,023.00	72%	\$17,103.36
			221-9010-455.20-20 Dues	\$0.00	\$1,244.00	\$0.00	\$5,150.00	\$3,906.00	\$5,150.00	76%	\$0.00
			221-9010-455.24-10 Resource Sharing Alliance	\$56,514.00	\$0.00	\$4,230.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$60,744.00
			221-9010-455.25-10 Utilities (Non-Phone)	\$86.63	\$802.29	\$0.00	\$53,040.00	\$52,151.08	\$53,040.00	98%	\$86.63

221-9010-455.25-60	All Other Maintenance	\$577.83	\$8,073.32	\$23,774.08	\$65,851.00	\$33,425.77	\$65,851.00	51%	\$24,351.91
221-9010-455.30-10	Liability Insurance	\$0.00	\$28,318.00	\$1,682.00	\$31,253.00	\$1,253.00	\$31,253.00	4%	\$1,682.00
221-9010-455.30-15	Telephone	\$277.49	\$1,846.34	\$782.70	\$11,744.00	\$8,837.47	\$11,744.00	75%	\$1,060.19
221-9010-455.30-25	Postage & Printing	\$45.35	\$4,416.71	\$8,141.49	\$19,165.00	\$6,561.45	\$18,999.00	34%	\$8,186.84
221-9010-455.30-35	Travel & Training	\$628.10	\$2,318.86	\$0.00	\$15,431.00	\$12,484.04	\$15,431.00	81%	\$628.10
221-9010-455.30-40	Special Programs	\$0.00	\$170.95	\$2,300.00	\$7,633.00	\$5,162.05	\$7,633.00	68%	\$2,300.00
221-9010-455.35-10	Operating Supplies	\$3,763.73	\$8,268.78	\$19,520.66	\$41,386.00	\$9,832.83	\$41,386.00	24%	\$23,284.39
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$1,788.35	\$10,211.65	\$17,177.00	\$5,177.00	\$17,349.00	30%	\$10,211.65
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	\$487.66	\$18,234.16	\$51,276.36	\$105,065.00	\$35,066.82	\$105,000.00	33%	\$51,764.02
221-9010-455.36-15	Reference	\$0.00	\$3,841.30	\$4,583.70	\$9,000.00	\$575.00	\$9,000.00	6%	\$4,583.70
221-9010-455.36-20	Young Adult	\$64.95	\$2,380.16	\$8,719.84	\$12,000.00	\$835.05	\$12,000.00	7%	\$8,784.79
221-9010-455.36-25	Children	\$0.00	\$7,153.30	\$54,097.16	\$83,988.00	\$22,737.54	\$83,988.00	27%	\$54,097.16
221-9010-455.37-15	Videos DVDs	\$137.31	\$8,114.60	\$20,607.63	\$47,460.00	\$18,600.46	\$47,460.00	39%	\$20,744.94
221-9010-455.37-20	Audio Books	\$0.00	\$5,806.08	\$31,475.77	\$54,471.00	\$17,189.15	\$53,211.00	32%	\$31,475.77
221-9010-455.37-30	Music CDs	\$360.85	\$687.14	\$3,936.25	\$10,292.00	\$5,307.76	\$10,292.00	52%	\$4,297.10
221-9010-455.38-10	Periodicals	\$787.89	\$635.74	\$11,823.24	\$17,100.00	\$3,853.13	\$17,100.00	23%	\$12,611.13
221-9010-455.38-20	Public Access Software	\$0.00	\$51,661.40	\$1,034.16	\$127,034.00	\$74,338.44	\$126,000.00	59%	\$1,034.16
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$51,000.00	\$0.00	\$204,000.00	\$153,000.00	\$204,000.00	75%	\$0.00
221-9010-455.95-02	To Water Fund	\$186.19	\$682.28	\$0.00	\$3,700.00	\$2,831.53	\$3,700.00	77%	\$186.19
221-9010-455.95-10	To Stormwater Management	\$50.60	\$70.84	\$0.00	\$773.00	\$651.56	\$773.00	84%	\$50.60
Summary		63,968.58	220,374.72	275,300.05	1,111,561.00	551,917.65	1,108,955.00	0.50	339,268.63

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year

Library Replacement Fund	Library	Administration	Account Number	Description	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$96,700.00	\$96,700.00	\$96,700.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$325,866.00	\$325,866.00	\$321,843.00	100%	\$0.00
			Summary		0.00	0.00	0.00	422,566.00	422,566.00	418,543.00	1.00	0.00

JUNE 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	JUNE	YTD	JUNE	YTD	JUNE	YTD
Juvenile - Fiction	18,109	40,826	15,801	37,345	16,232	36,423
Nonfiction	5,664	13,951	4,705	12,767	4,224	11,306
Paperbacks	22,801	51,037	21,169	48,362	22,272	47,929
Magazines	132	218	63	173	74	214
Juvenile - AV	1,193	2,722	1,042	2,439	966	2,415
Juvenile - Other	47	87	31	56	42	59
Juvenile - Total	47,946	108,841	42,811	101,142	43,810	98,346
Teen - Fiction	2,281	4,851	1,974	4,402	1,984	4,010
Paperbacks	203	502	214	523	657	1,582
Magazines	6	19	1	3	-	-
Teen - Total	2,490	5,372	2,189	4,928	2,641	5,592
Adult - Fiction	5,853	14,447	5,131	13,364	5,382	13,330
Nonfiction	4,064	10,808	4,116	11,096	4,425	12,291
Paperbacks	1,103	2,909	1,118	2,942	1,373	3,776
L.P. paperbacks	63	207	114	270	38	142
Large Print	2,085	5,517	1,901	5,408	2,127	5,931
Magazines	479	1,130	538	1,597	426	1,182
Other	1,037	2,406	996	2,448	1,034	2,474
Adult - Total	14,684	37,424	13,914	37,125	14,805	39,126
DVD	4,392	11,080	4,149	12,267	4,456	13,253
CD	1,131	3,307	1,425	4,016	2,087	5,863
Books on CD	1,116	2,981	1,291	3,521	1,389	3,652
MP3	108	285	123	298	83	231
Streaming Video	117	282	51	199	90	271
Downloadable Music	635	2,140	727	2,295	880	2,886
eAudiobooks	1,284	3,270	693	1,922	481	1,421
eBooks	2,051	5,961	1,428	4,009	1,576	4,617
Zinio eMagazines	47	151	61	187	62	205
Playaways	465	1,233	436	1,101	506	1,295
Software/Hardware	121	344	124	287	8	13
Video Games	531	1,090	365	1,003	557	1,242
AV - Total	11,998	32,124	10,873	31,105	12,175	34,949
Subtotal - Circulation	77,118	183,761	69,787	174,300	73,431	178,013
<Add deposits: 1500>	1,500	4,500	1,500	4,500	1,500	4,500
<Add in-library use: 1100>	1,100	3,300	1,100	3,300	1,100	3,300
Total Circ	79,718	191,561	72,387	182,100	76,031	185,813

JUNE 2018

Normal Public Library

Monthly Statistics	Registration - FY 2018-2019				2018 YTD	2017 YTD	2016 YTD
	Beginning count (YTD)	Registered	Purged	Cards in force YTD			
Adult	28,892	339	(1,055)	27,498	27,498	25,873	23,382
Teen	1,668	46	38	1,660	1,660	1,571	1,393
Juvenile	6,784	72	(166)	6,546	6,546	4,866	4,368
Total	37,344	457	(1,183)	35,704	35,704	32,310	29,143

Patron Count		2018 YTD	2017 YTD	2016 YTD
Patron Count: Month	28,784			
Offsite programs (est)	-			
Previous Month YTD	42,722	71,506	72,758	73,150

	Interlibrary Loan and System Holds		2018 YTD	2017 YTD	2016 YTD
	JUNE 2018	Previous Month YTD			
Borrowed/Rec'd	1,196	1,883	3,079	2,619	2,503
Loaned	1,341	2,299	3,640	3,199	3,328
Reciprocal borrowing	25,111	36,966	62,077	63,935	62,501

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	467	392	50
Main Adult	1,861	1,349	44
Public Laptop	224	253	68
Quick-Use	122	16	8
TOTALS	2,674	2,010	45

YTD Uses
1,222
5,414
616
303
7,555

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Normal Public Library

Monthly Statistics

Collection Development - FY 2018-2019

	Beginning Total	Ending Total
Juvenile - Fiction	28,617	28,680
Nonfiction	19,282	19,401
Paperbacks	32,579	32,880
Magazines	253	265
Juvenile - AV	2,226	2,238
Juvenile - Other	84	84
Juvenile - YTD Total	83,041	83,548

Current Month		YTD	
Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
177	140	809	188
175	60	397	95
496	194	1,115	523
11	1	46	1
15	3	62	40
-	-	5	-
874	398	2,434	847

Teen - Fiction	5,594	5,597
Paperbacks	1,072	1,070
Magazines	77	77
YTD Total	6,743	6,744

11	7	158	14
-	-	7	2
-	-	10	-
11	7	175	16

Adult - Fiction	22,898	23,027
Nonfiction	21,844	21,751
Paperbacks	7,864	7,736
LP paperbacks	698	698
Large Print	9,572	9,623
Magazines	2,745	2,870
Other	1,061	1,061
YTD Total	66,682	66,766

160	203	498	421
147	251	348	423
57	6	144	163
-	-	13	-
54	4	206	150
133	13	475	215
-	-	-	-
551	477	1,684	1,372

DVD	16,344	16,502
CD	9,964	9,980
Books on CD	6,316	6,316
MP3	1,187	1,186
Playaways	1,713	1,729
Software/Hardware	47	47
eContent	7,893	8,039
Video Games	617	632
YTD AV Total	44,081	44,431

161	2	536	4
16	-	40	1
-	-	81	6
-	1	-	3
17	1	99	3
-	-	1	-
146	-	2,562	-
16	1	61	1
356	5	3,380	18

Total Collection	200,547	201,489
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1,792	887	7,673	2,253
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