



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
August 29, 2018 at 5:00 PM**

Location: Normal Public Library - Community 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. Feasibility Study Presentation
 - B. Cost of Living Adjustment (Action)
 - C. Integrated Library System (Action)
 - D. FY2019 – FY2024 Budget (Action)

9. Unfinished Business (None)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: September 26, 2018
12. Adjournment

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 of the Board of Trustees
Normal Public Library
July 25, 2018**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the board room of the Normal Public Library, Normal, Illinois on Wednesday, July 25. The meeting convened at 5:01pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Joel Studebaker, Shawn Woodson, and Katelyn Trunnell. Absent was Pam Lewis.

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, and Tori Melican, Children's Services Manager.

Review of the Agenda: No corrections or additions were made.

Approval of Minutes: Mr. Studebaker moved to approve the minutes of the June 27, 2018 meeting. Mr. Woodson seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved that expenditures of \$92,540.76 and 3 payrolls totaling \$228,300.34 be paid. Mr. Woodson seconded. Motion carried 6-0.

President's Report: Mr. Ray welcomed Katelyn to the board, and asked that anyone interested in mentoring her please email Mr. Chase. He thanked the Pantagraph and WGLT for their coverage of the new parking lot; Mr. Chase noted that the agreement was official on this day as all parties had signed. Mr. Ray asked that the Board read the article on the Bloomington library expansion, paying special attention to the comments. Reading the opinions of citizens, positive and negative, is beneficial for future conversations. Mr. Ray also mentioned a *Forbes* magazine article "Amazon Should Replace Local Libraries to Save Taxpayers Money" that was pulled from the website because of rousing public response. Reading the comments of this article provided numerous talking points of the positive aspects of public libraries, and why removing their access would be harmful to communities.

Public Comment: None.

Library Director's Report: Mr. Chase welcomed Katelyn to the Board, and mentioned the World Fair Day activities happening at the library this day. He noted that all Unit 5 Schools are now opt-out for Normal Public Library cards. This sparked conversation about online usage of library materials through Hoopla and Overdrive. Hoopla provides a wide range of electronic materials, with each patron allowed five credits. Audio books have the highest usage, but require the most credits. Prices must come down before more credits can be offered to patrons. To answer a question from Mr. Studebaker, Mr. Chase stated that the library's subscription to Hoopla is not based on the number of library cards in circulation at any time.

Mr. Chase then spoke of the Feasibility Study that will be presented first with the Library Planning Committee on the afternoon of August 29, and then to the Board at the normal meeting later that night. Mr. Chase shared that eight scenarios were presented in the study, ranging from a small addition to a new facility, with viable results in the middle.

In regards to the newly signed parking agreement, Mr. Chase stated that a better pedestrian walkway to the lot will be created, as well as improved signage. Mr. Chase will work with the Town Engineer to document the current state of the parking lot by video for future reference.

Mr. Chase told the Board about Danny Rice, the new Children's Librarian, who will join the staff in August. Mr. Rice has a diverse skillset, with an emphasis in technology.

Foundation Report: In Ms. Lewis' absence, Mr. Chase reported that fundraising planning is going well. This fall marks the beginning of the first Annual Fund, starting with a project involving a local philanthropic group. Mr. Chase asked that any Board member with information about local citizens or organizations willing to contribute to the cause please let him know. There will also be opportunities to write letters to these possible donors.

New Business:

A. Election of Secretary and Treasurer (Action)

Ms. Davis volunteered for the Secretary position. Mr. Studebaker moved to approve the nomination, and Ms. Trunnell seconded.

Mr. Woodson volunteered for the Treasurer position. Mr. Studebaker moved to approve the nomination, and Ms. Trunnell seconded.

B. FY2019 – FY2024 Budget (Discussion)

Mr. Chase stated that the Normal Public Library budget will be ready to present to the Board during the August 29, 2018 meeting. Certain questions remain to be answered, such as the balance of physical and digital collections. Also, a new staff person focused on communications could be hired.

Mr. Chase noted that the budget could include funding for advertisements for the Library, which Bloomington currently does but Normal does not. Another possible change is from unlimited renewals to automatic renewals, which could eliminate some staff time on manual renewals.

Mr. Studebaker asked for alternatives to be considered before or instead of a collection agency. Mr. Chase will bring the wording of the collection letter as well as any relevant statistics to the August 29, 2018 Board meeting.

Mr. Studebaker asked for more clarity on the Library Board's role in conjunction with the Town of Normal and any levies being passed. Mr. Chase explained that the Town of Normal works with the library to ensure a safe and appropriate budget for the library.

Mr. Studebaker asked if students who receive funding for free/reduced lunch and other subsidies could have fees waived for DVD rental. Mr. Ray pointed out the possible FERPA ramifications that could block the schools from providing this information. Mr. Chase will research this and bring answers back as they are discovered.

Unfinished Business: None.

Suggested Items for Next Agenda: None.

Adjournment: Meeting was adjourned at 6:32 pm. Ms. Davis moved to adjourn, with Mr. Studebaker seconding. Motion carried 6-0.

The next regularly scheduled meeting will be Wednesday, August 29, 2018 at 5:00pm in the board room of the Normal Public Library.

Signed:

Secretary

Normal Public Library

Date of Approval

Town of Normal Expenditures to be approved for Payments
Between Jul 19, 2018 and Aug 22, 2018

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	41.00
Library Fund	- Total	41.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AVANTI'S ITALIAN RESTAURANT	JULY STMT/GONDOLAS	336.69
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,314.75
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	3,026.39
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	771.85
BAKER & TAYLOR CONTINUATION	TRAVEL & RESOURCE GUIDES	210.42
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	531.11
BRODART COMPANY	PAPERBACK BOOKS	30.38
CARDMEMBER SERVICE	ALA STORE - CREDIT FOR ME	-34.36
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	13.98
CARDMEMBER SERVICE	AMAZON - ZRAMO PC BATTERY	14.89
CARDMEMBER SERVICE	AMAZON MKTPLACE - NOTARY	28.78
CARDMEMBER SERVICE	AMAZON MKTPLACE - SUPPLIE	134.77
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	227.58
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	93.67
CARDMEMBER SERVICE	AMAZON MKTPLC - SEED LIBR	35.97
CARDMEMBER SERVICE	AMAZON.COM - DVDS	119.85
CARDMEMBER SERVICE	AMIGOS LIBRARY SERVICE -	375.00
CARDMEMBER SERVICE	APPLE ONLINE STORE - DEVE	105.19
CARDMEMBER SERVICE	CHICAGO TRIBUNE - YEARLY	533.00
CARDMEMBER SERVICE	DOLLAR TREE - SRP PRIZES	35.00
CARDMEMBER SERVICE	GOOGLE - GOOGLE DRIVE 100	19.99
CARDMEMBER SERVICE	LIBSYN - PODCAST HOSTING	15.00
CARDMEMBER SERVICE	MAILCHIMP - MONTHLY NEWSL	25.00
CARDMEMBER SERVICE	MEETUP.COM	89.94
CARDMEMBER SERVICE	NAMETAGNINJA.COM - FOR KA	12.00
CARDMEMBER SERVICE	NPL - TESTING ONLINE PAYM	0.01
CARDMEMBER SERVICE	PAYPAL -MOBILE BEACON REP	120.00
CARDMEMBER SERVICE	SHIRTCAMP.COM - T-SHIRTS	149.00
CARDMEMBER SERVICE	SUBWAY - FOR FOUNDATION M	72.04
CARDMEMBER SERVICE	TARGET - DVDS	240.85
CARDMEMBER SERVICE	TARGET - GREETING CARDS &	37.98
CARDMEMBER SERVICE	THE CHRONICLE - REGISTERA	79.00

Town of Normal Expenditures to be approved for Payments
Between Jul 19, 2018 and Aug 22, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CARDMEMBER SERVICE	USPS - ANNUAL REPORT FOR	3.95
CARDMEMBER SERVICE	USPS - BOARD PACKETS MAIL	8.47
CARDMEMBER SERVICE	USPS - MAIL FORWARDED TO	0.99
CENGAGE LEARNING INC	AUG BASIC 8 PLAN	160.44
CENGAGE LEARNING INC	AUG BIOGRAPHY 2 PLAN	51.73
CENGAGE LEARNING INC	AUG CHRISTIAN FICTION 4PL	97.46
CENGAGE LEARNING INC	AUG CHRISTIAN ROMANCE 2PL	23.24
CENGAGE LEARNING INC	AUG CORE 8 PLAN	152.19
CENGAGE LEARNING INC	AUG LARGE PRINT DIST 6PLN	45.75
CENGAGE LEARNING INC	AUG MYSTERY 6 PLAN	171.68
CENGAGE LEARNING INC	AUG REVIEWERS CHOICE 2PLN	47.23
CENGAGE LEARNING INC	AUG WHEELER HRDCOVER 5PLN	26.24
CENGAGE LEARNING INC	JULY LARGE PRINT 6 PLAN	131.23
CENGAGE LEARNING INC	JULY LARGE PRINT DIST 6PL	20.24
CENGAGE LEARNING INC	JULY MYSTERY SAMPLER 3PLN	66.72
CENGAGE LEARNING INC	JULY PEER PICKS 2 PLAN	47.23
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	356.48
CENTRAL SUPPLY CO	BATHROOM TISSUE	147.98
CENTRAL SUPPLY CO	HARD ROLL TOWELS	179.97
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGE	50.00
CRAIG HUMPHREY	REIMB. TO CRAIG H./DISINF	60.00
DEX MEDIA	ADVERTISING CHARGE	67.30
DIVERSIFIED MECHANICAL INC	AIR FILTERS	353.00
ELM USA INC	PURPLE PAD,CENTER SEAL	149.14
Emily Klay	MENARDS-WOOD PLANKS & PVC	15.70
EMMETT-SCHARF ELECTRIC CO	ELECTRICAL SERVICES	108.95
Enoch Kindseth	IL TOLLS -3	3.80
Enoch Kindseth	MILEAGE TO/FROM 280	152.60
FINDAWAY WORLD LLC	PLAYAWAY	19.99
FINDAWAY WORLD LLC	PLAYAWAYS	2,137.15
H W WILSON CO	FICTION CORE COLLECTION	295.70
ILLINOIS HEARTLAND LIBRARY SYSTEM	2019 OCLC SERVICE FEE	6,237.67
INTERSTATE ALL BATTERY CENTER	BATTERY	53.20
KOLDAIRE EQUIPMENT COMPANY	JUMBO WRAP STRAWS	34.65
KROGER-INDY CUSTOMER CHARGES	JULY STMT/MISC SUPPLIES	352.98
LAUTERBACH & AMEN LLP	AUDIT SERVICES	3,914.00
LE PRINT EXPRESS	SUMMER ACTIVITY GUIDE	1,628.95

Town of Normal Expenditures to be approved for Payments
Between Jul 19, 2018 and Aug 22, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
LOLITA GREEN	JEWEL - FOOD SUPPLIES	36.92
LOLITA GREEN	REIMB. FOR ITEMS BOUGHT F	15.58
LOLITA GREEN	TARGET - AVENGERS DVD (5	189.90
LOLITA GREEN	TARGET - FOOD SUPPLIES	8.04
LYNGSOE SYSTEMS, INC.	ANNUAL SERVICE RENEWAL	14,450.00
MENARDS	BRACKETS,PAIL	4.18
MENARDS	LIGHT BALLASTS	62.97
MENARDS	MISC SUPPLIES	89.40
MIDWEST TAPE	DVDS	97.45
MIDWEST TAPE	MUSIC CD	14.99
MIDWEST TAPE	MUSIC CDS	349.76
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	131.90
NICOR GAS	ENERGY USAGE	161.28
PURITAN SPRINGS WATER	WATER SERVICE/NPL	54.04
RANDOM HOUSE, INC.	AUDIOBOOKS	346.22
RANDOM HOUSE, INC.	CD BINDERS	12.00
RECORDED BOOKS LLC	AUDIOBOOKS	491.40
RESOURCE SHARING ALLIANCE (RSA)	ADML ANNUAL FEES	4,230.00
RUTHERFORD SUITES LLC	PARKING LOT LICENSES/NPL	15,000.00
SAM LEMAN INC	OIL CHANGE	40.18
SAM LEMAN INC	REPLACE TRANSMISSION HOSE	241.76
SAMS CLUB	JULY STMT/MISC SUPPLIES	661.95
TEE JAY CENTRAL INC	ENTRANCE DOOR REPAIRS	98.00
TWIN CITY AWARDS	NAME PLATE	36.00
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	28 PLACEMENTS	250.60
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	155.37
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.06
WALMART COMMUNITY BRC	DVDS	1,103.12
WALMART COMMUNITY BRC	MAKE YOUR SIGN SUPPLIES	47.64
WALMART COMMUNITY BRC	MISC SUPPLIES	13.50
WALMART COMMUNITY BRC	PROGRAM SUPPLIES	192.70
WALMART COMMUNITY BRC	WATER GALLON	12.42
WATTS COPY SYSTEMS, INC.	IMAGE CHARGE/NPL	673.84
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	92.25
WEAVER'S RENT-ALL	SNO-CONE MACHINE RENTAL	86.40
Library Fund	Library	Administration
		- Total
Overall - Total		68,039.06
		68,080.06

Director's Report

August 29, 2018

1. Monthly Financial Report

Revenue: We received the \$65,621.25 FY2018 Per Capita Grant on July 27. The July revenues are up 5.38% over this time last year, due primarily to property tax revenues, earlier receipt of the Per Capita Grant check and increased investment income. **Expenses:** An expenditures report as of August 22 is included in this packet.

2. Circulation

Circulation was up from July 2018 by 1,470 transactions, an increase of 2.2%. YTD circulation is up 10,931 transactions, an increase of 4.4%.

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 registration is complete, with the "opt out" process in place for all incoming elementary, junior high and high school students to receive library cards. The Hudson Area Public Library District Board recently passed an intergovernmental agreement which, once approved by Unit 5, will extend the library card registration process to all Unit 5 students residing in Hudson.

5. Parking

The community continues to respond very positively to our additional parking. We are working to design a walkway to join the two parking lots, and to create additional signage.

6. Feasibility Study

The results of the feasibility study of our current site will be presented at the August 29 Board meeting. This study is intended to show the possibilities of our current site in terms of expansion, and to define potential costs associated with these options. No project is planned at this time.

7. Cost of Living Adjustment

On August 6 the Town Council approved a 2.22% cost of living adjustment for classified employees. Included in this packet is the report provided to the Council. The same adjustment is on the agenda for your consideration tonight. The library has traditionally maintained the same salary schedule as the Town for full-time staff.

8. Integrated Library System

Earlier this summer staff completed a review of the responses to our RFP for an integrated library system. Our conclusion was to remain with our current consortium. I feel it is best to memorialize this decision with Board action.

9. Budget FY2019-2024

The proposed budget for FY2019-2024 is in this packet, and on the agenda for your consideration. I feel this is a safe budget for the library as we move forward.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of July 31, 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	63,571	61.72	53,206	19.48
State Library Aid	40,000	65,621	164.05	-	100.00
Fees	35,000	13,266	37.90	8,451	56.98
Fines	20,000	4,891	24.45	5,878	(16.80)
Investment Income	40,500	15,873	39.19	8,391	89.16
Contributions & Donations	200	25	12.50	1,295	(98.07)
Miscellaneous Revenue	200	1,152	576.22	34	3,289.50
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	2,278	(100.00)
Library Fund Total	4,148,700	2,210,268	53.28	2,097,494	5.38
LIBRARY REPLACEMENT FUND 222					
Investment Income	13,000	5,917	45.51	2,960	99.90
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	204,000	68,000	33.33	52,422	29.72
Library Replacement Fund Total	217,000	73,917	34.06	55,382	33.47
Total For All Funds	\$ 4,365,700	\$ 2,284,185	52.32	\$ 2,152,876	6.10

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of July 31, 2018

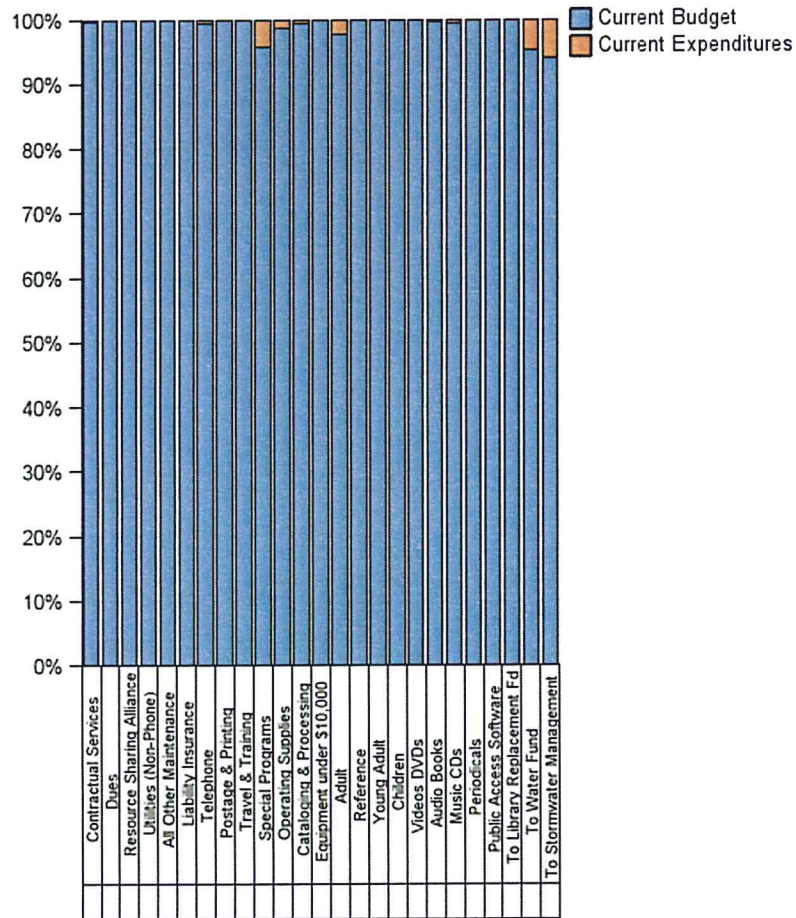
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,139,275	\$ 1,166,070	\$ 249,051	\$ 2,724,154	\$ 820,353	65.81
Library Fund Total	4,139,275	1,166,070	249,051	2,724,154	820,353	65.81
						-
LIBRARY REPLACEMENT FUND 222						-
Administration	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	\$ 1,166,070	\$ 253,074	\$ 3,142,697	\$ 955,648	68.89

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of July 31, 2018

		As of	As of	
		July 31, 2018	March 31, 2018	Net Change
221	Library Fund	\$ 4,132,534.03	\$ 3,221,657.76	\$ 910,876.27
222	Library Replacement Fund	\$ 1,619,152.02	\$ 1,545,205.07	\$ 73,946.95
	Totals	\$ 5,751,686.05	\$ 4,766,862.83	\$ 984,823.22

Budget to Actual Expenditures

Library - Administration (Library Fund)



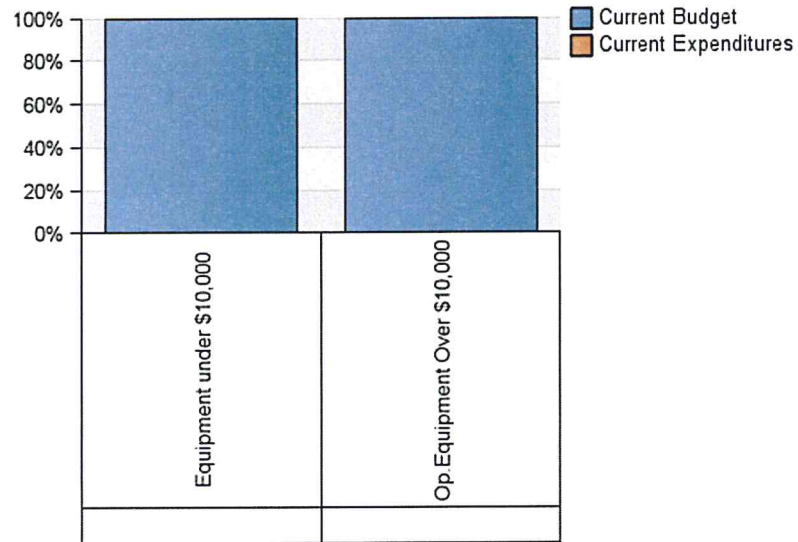
Expenditure Fiscal Year

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	\$359.55	\$48,094.94	\$11,248.36	\$107,104.00	\$47,401.15	\$107,023.00	44%	\$11,607.91
			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	\$0.00	\$60,744.00	\$0.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$854.56	\$0.00	\$53,040.00	\$52,185.44	\$53,040.00	98%	\$0.00

221-9010-455.25-60	All Other Maintenance	\$114.67	\$10,110.20	\$22,421.53	\$65,851.00	\$33,204.60	\$65,851.00	50%	\$22,536.20
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	\$76.08	\$2,795.50	\$699.05	\$11,744.00	\$8,173.37	\$11,744.00	70%	\$775.13
221-9010-455.30-25	Postage & Printing	\$0.00	\$6,255.42	\$8,141.49	\$19,165.00	\$4,768.09	\$18,999.00	25%	\$8,141.49
221-9010-455.30-35	Travel & Training	\$0.00	\$3,482.73	\$0.00	\$15,431.00	\$11,948.27	\$15,431.00	77%	\$0.00
221-9010-455.30-40	Special Programs	\$336.69	\$205.60	\$2,265.35	\$7,633.00	\$4,825.36	\$7,633.00	63%	\$2,602.04
221-9010-455.35-10	Operating Supplies	\$591.63	\$14,979.27	\$17,364.43	\$41,386.00	\$8,450.67	\$41,386.00	20%	\$17,956.06
221-9010-455.35-15	Cataloging & Processing	\$85.90	\$3,048.35	\$8,865.75	\$17,177.00	\$5,177.00	\$17,349.00	30%	\$8,951.65
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	\$2,524.17	\$22,504.21	\$45,140.77	\$105,065.00	\$34,895.85	\$105,000.00	33%	\$47,664.94
221-9010-455.36-15	Reference	\$0.00	\$4,287.15	\$4,433.55	\$9,000.00	\$279.30	\$9,000.00	3%	\$4,433.55
221-9010-455.36-20	Young Adult	\$0.00	\$3,060.43	\$8,194.46	\$12,000.00	\$745.11	\$12,000.00	6%	\$8,194.46
221-9010-455.36-25	Children	\$0.00	\$10,685.59	\$50,564.87	\$83,988.00	\$22,737.54	\$83,988.00	27%	\$50,564.87
221-9010-455.37-15	Videos DVDs	\$0.00	\$9,937.86	\$19,504.51	\$47,460.00	\$18,017.63	\$47,460.00	38%	\$19,504.51
221-9010-455.37-20	Audio Books	\$107.45	\$8,476.62	\$28,697.78	\$54,471.00	\$17,189.15	\$53,211.00	32%	\$28,805.23
221-9010-455.37-30	Music CDs	\$69.95	\$1,490.69	\$3,536.70	\$10,292.00	\$5,194.66	\$10,292.00	50%	\$3,606.65
221-9010-455.38-10	Periodicals	\$0.00	\$1,956.63	\$11,823.24	\$17,100.00	\$3,320.13	\$17,100.00	19%	\$11,823.24
221-9010-455.38-20	Public Access Software	\$0.00	\$57,899.07	\$1,034.16	\$127,034.00	\$68,100.77	\$126,000.00	54%	\$1,034.16
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$68,000.00	\$0.00	\$204,000.00	\$136,000.00	\$204,000.00	67%	\$0.00
221-9010-455.95-02	To Water Fund	\$186.19	\$868.47	\$0.00	\$3,700.00	\$2,645.34	\$3,700.00	71%	\$186.19
221-9010-455.95-10	To Stormwater Management	\$50.60	\$121.44	\$0.00	\$773.00	\$600.96	\$773.00	78%	\$50.60
Summary		4,502.88	369,420.73	245,618.00	1,111,561.00	492,019.39	1,108,955.00	0.44	250,120.88

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					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	\$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

JULY 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	JULY	YTD	JULY	YTD	JULY	YTD
Juvenile - Fiction	13,763	54,589	13,578	50,923	13,218	49,641
Nonfiction	4,415	18,366	3,972	16,739	3,851	15,157
Paperbacks	18,608	69,645	18,710	67,072	17,606	65,535
Magazines	64	282	68	241	69	283
Juvenile - AV	1,234	3,956	1,044	3,483	1,067	3,482
Juvenile - Other	25	112	15	71	23	82
Juvenile - Total	38,109	146,950	37,387	138,529	35,834	134,180
Teen - Fiction	1,924	6,775	1,717	6,119	1,707	5,717
Paperbacks	188	690	249	772	445	2,027
Magazines	11	30	8	11	5	5
Teen - Total	2,123	7,495	1,974	6,902	2,157	7,749
Adult - Fiction	5,356	19,803	5,164	18,528	5,144	18,474
Nonfiction	3,730	14,538	4,172	15,268	4,412	16,703
Paperbacks	1,006	3,915	1,180	4,122	1,246	5,022
L.P. paperbacks	21	228	46	316	58	200
Large Print	2,418	7,935	1,902	7,310	2,233	8,164
Magazines	518	1,648	486	2,083	416	1,598
Other	850	3,256	838	3,286	872	3,346
Adult - Total	13,899	51,323	13,788	50,913	14,381	53,507
DVD	4,344	15,424	4,645	16,912	4,371	17,624
CD	951	4,258	1,605	5,621	2,099	7,962
Books on CD	1,118	4,099	1,172	4,693	1,397	5,049
MP3	92	377	109	407	63	294
Streaming Video	89	371	62	261	84	355
Downloadable Music	666	2,806	719	3,014	925	3,811
eAudiobooks	1,357	4,627	726	2,648	550	1,971
eBooks	2,350	8,311	1,513	5,522	1,560	6,177
Zinio eMagazines	29	180	70	257	69	274
Playaways	455	1,688	371	1,472	408	1,703
Software/Hardware	88	432	105	392	2	15
Video Games	501	1,591	455	1,458	478	1,720
AV - Total	12,040	44,164	11,552	42,657	12,006	46,955
Subtotal - Circulation	66,171	249,932	64,701	239,001	64,378	242,391
<Add deposits: 1500>	1,500	6,000	1,500	6,000	1,500	6,000
<Add in-library use: 1100>	1,100	4,400	1,100	4,400	1,100	4,400
Total Circ	68,771	260,332	67,301	249,401	66,978	252,791

JULY 2018

Normal Public Library

Monthly Statistics

Collection Development - FY 2018-2019

	Beginning Total	Ending Total
Juvenile - Fiction	28,680	28,859
Nonfiction	19,401	19,459
Paperbacks	32,880	33,047
Magazines	265	275
Juvenile - AV	2,238	2,242
Juvenile - Other	84	84
Juvenile - YTD Total	83,548	83,966

Current Month		YTD	
Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
176	15	985	203
85	18	482	113
299	167	1,414	690
11	1	57	2
5	1	67	41
-	-	5	-
576	202	3,010	1,049

Teen - Fiction	5,597	5,647
Paperbacks	1,070	1,069
Magazines	77	78
YTD Total	6,744	6,794

60	11	218	25
1	2	8	4
1	-	11	-
62	13	237	29

Adult - Fiction	23,027	23,150
Nonfiction	21,751	21,804
Paperbacks	7,736	7,775
LP paperbacks	698	708
Large Print	9,623	9,581
Magazines	2,870	3,028
Other	1,061	1,061
YTD Total	66,766	67,107

120	23	618	444
124	46	472	469
47	9	191	172
10	-	23	-
83	125	289	275
159	4	634	219
-	-	-	-
543	207	2,227	1,579

DVD	16,502	16,600
CD	9,980	10,021
Books on CD	6,316	6,280
MP3	1,186	1,184
Playaways	1,729	1,758
Software/Hardware	47	47
eContent	8,039	8,181
Video Games	632	635
YTD AV Total	44,431	44,706

104	7	640	11
41	-	81	1
-	36	81	42
-	2	-	5
30	2	129	5
-	-	1	-
142	-	2,704	-
3	-	64	1
320	47	3,700	65

Total Collection	201,489	202,573
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1,501	469	9,174	2,722
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JULY 2018
Normal Public Library

Monthly Statistics	Registration - FY 2018-2019				2019 YTD	2018 YTD	2017 YTD
	Beginning count (YTD)	Registered	Purged	Cards in force YTD			
Adult	27,498	318	2,285	29,465	29,465	26,193	23,327
Teen	1,660	28	118	1,750	1,750	1,592	1,383
Juvenile	6,546	67	397	6,876	6,876	4,903	4,378
Total	35,704	413	2,800	38,091	38,091	32,688	29,088

	Patron Count		2019 YTD	2018 YTD	2017 YTD
Patron Count: Month	28,960				
Offsite programs (est)	-				
Previous Month YTD	71,506		100,466	101,026	101,075

	Interlibrary Loan and System Holds		2019 YTD	2018 YTD	2017 YTD
	JULY 2018	Previous Month YTD			
Borrowed/Rec'd	1,282	3,079	4,361	3,722	3,355
Loaned	1,408	3,640	5,048	4,254	4,362
Reciprocal borrowing	23,552	62,077	85,629	86,964	84,757

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	516	435	51	1,738
Main Adult	1,903	1,404	44	7,317
Public Laptop	189	228	73	805
Quick-Use	105	15	8	408
TOTALS	2,713	2,082	46	10,268

TOWN COUNCIL ACTION REPORT

August 2, 2018

Resolution Approving a Salary Schedule Adjustment for Classified Employees to Reflect a Cost of Living Adjustment and an Associated Budget Adjustment

PREPARED BY: Teri Legner, Assistant City Manager

REVIEWED BY: Pamela S. Reece, City Manager
Andrew Huhn, Director of Finance

BUDGET IMPACT: The estimated COLA of 0.5% in April and 2.0% in October translated into an estimated COLA budget of \$330,000 for FY2018-19. The actual COLA for April and October was 0.64% and 2.22%, respectively. This translates into a revised COLA budget for FY2018-19 of \$381,000. A budget adjustment of \$51,000 is required.

**STAFF
RECOMMENDATION:** Approval

ATTACHMENTS: Proposed Resolution

BACKGROUND

Section 18.1-3D of the Personnel Code specifies that:

On October 1 of each year, the salary level then specified for each step in the salary administration program and all regular employees then current salary shall be adjusted up or down by the net percentage change in the cost of living computed for the six month period of time commencing January 1 and ending June 30..."

In determining the cost of living adjustment, the Town uses the Consumer Price Index-Urban Consumers (CPI-U). This index is calculated by the U.S. Department of Labor, Bureau of Labor Statistics.

DISCUSSION/ANALYSIS

The consumer price index for all urban consumers was 246.524 in December 2017. The June 2018 index was 251.989. This is a six-month increase in the CPI-U of 2.22%.

Recent cost of living adjustments for classified positions have been as follows:

April 2016	0.00%
October 2016	1.91%
April 2017	0.20%
October 2017	1.46%

TOWN COUNCIL ACTION REPORT

April 2018

0.64%

Council approval is necessary to remain compliant with Section 18.1-3D of the Town Personnel Code. Staff recommends that the Town's salary schedule for classified employees be amended to reflect the 2.22% cost of living adjustment effective October 1, 2018.

Normal Public Library 2018-2023 Revenue Projections - 221 Operating Fund										
Account #	Description	FY2018 Actual	Prev FY2019	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Notes
221-0000-311.10-00	Property Tax	3,904,166	3,903,800	3,903,800	4,077,500	4,240,600	4,410,200	4,586,700	4,770,168	4% in 2024; AH confirmed
221-0000-315.30-00	State Replacement Rev.	106,255	103,000	97,800	95,000	93,700	92,400	91,200	91,600	Per Karen K.
221-0000-332.60-00	State Library Aid	40,760	40,000	65,621	40,000	40,000	40,000	40,000	40,000	
221-0000-339.20-00	Other state grants	0	0	0	0	0	0	0	0	
221-0000-347.10-00	AV fees	26,635	27,000	25,000	25,000	25,000	25,000	25,000	25,000	
221-0000-347.20-00	Photocopy fees	8,616	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
221-0000-347.40-00	Local grants	25,000	0	0	0	0	0	0	0	ALA/Google "Ready to Code" grant
221-0000-371.40-00	Library fines	19,924	20,000	18,000	18,000	18,000	18,000	18,000	18,000	Fine free months?
221-0000-382.10-00	Investment income	40,903	40,500	45,790	46,500	47,220	47,950	48,700	49,450	Per Finance
221-0000-385.30-00	Donations	6,785	200	200	200	200	200	200	200	
221-0000-389.10-00	Miscellaneous	75	200	200	200	200	200	200	200	
221-0000-392.35-00	Lib books/AV (lost/damaged)	7,602	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
221-0000-381.70-00	Net Change in Fair Value	-18,422	0	0	0	0	0	0	0	Adjustments to investments at year-end; market value; CAFR
Total 221 revenue		4,168,299	4,148,700	4,170,411	4,316,400	4,478,920	4,647,950	4,824,000	5,008,618	
222 Replacement Fund										
222-000-382.10-00	Investment income	8,374	13,000	46,890	17,160	17,420	17,690	17,970	18,250	
222-0000-391.92-21	Transfer from library fund	550,996	204,000	265,175	204,059	207,610	204,830	205,404	206,800	
222-0000-381.70-00	Net Change in Fair Value	-8,375	0	0	0	0	0	0	0	Adjustments to investments at year-end; market value; CAFR
Total 222 revenue		550,995	217,000	312,065	221,219	225,030	222,520	223,374	225,050	

NPL 2019-2024 Draft Budget										
Account	221 Expense	FY 2018 Actual	Prev FY 2019	Current FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Notes
221-9010-455.10-10	Regular Salaries	1,566,394	1,761,410	1,690,205	1,818,677	1,895,427	1,971,204	2,046,153	2,124,183	Updated with Children's Librarian and Communications Mgr
221-9010-455.11-10	Part-time Salaries	405,473	519,750	535,493	562,268	590,381	619,900	650,895	683,440	\$10/hr min; fill 25 hr/wk positions; 5% inc
221-9010-455.12-10	Overtime	1,087	1,050	1,142	1,199	1,259	1,322	1,388	1,457	5%
221-9010-455.16-10	Medicare and Social Security	146,697	174,589	170,353	182,234	190,261	198,321	206,430	214,895	Includes Comm Mgr
221-9010-455.17-10	IMRF Retirement	195,447	238,631	214,894	202,445	196,916	189,808	181,319	174,505	Includes PT, Comm Mgr
221-9010-455.18-10	Health & Dental Insurance	232,254	327,284	233,293	255,968	275,039	291,500	308,949	327,444	Retirees is estimated; added Comm Mgr and Ch Lib
221-9010-455.19-90	Other personal benefits	3,370	5,000	5,000	5,500	6,000	6,500	7,000	7,500	ICMA 457 match
221-9010-455.20-10	Contractual Services	88,595	107,023	107,023	110,233	113,540	116,946	120,455	124,069	3%; 15,000/year parking; gmail 6,000/yr
221-9010-455.20-20	Dues	4,951	5,150	5,150	5,305	5,463	5,628	5,796	5,970	ILA, PLA, ALA, LLAMA, AIGA, etc.
221-9010-455.24-10	Resource Sharing Alliance	58,570	60,572	60,744	63,174	65,701	68,329	71,062	73,905	4%
221-9010-455.25-10	Utilities (Non-Phone)	43,957	53,040	57,300	58,430	59,600	64,400	69,552	75,116	Awaiting updated projections; added 8% for 2024
221-9010-455.25-60	All Other Maintenance	37,411	65,851	65,851	67,827	59,861	71,957	74,116	76,339	3%; add masonry and window projects
221-9010-455.30-10	Liability Insurance	30,524	31,253	34,248	36,006	38,096	40,093	42,302	44,819	Added EPLI (\$874)& parking lot (\$73); approx 5.95% ann incr based on VG; added audit adjustments \$2,048
221-9010-455.30-15	Telephone	8,800	11,744	11,744	12,096	12,459	12,833	13,218	13,615	Add 1 analog line?
221-9010-455.30-25	Postage & Printing	23,211	18,999	23,907	24,624	25,363	26,124	26,908	27,715	3%; increased; need Emily's estimate; guides; advertising?
221-9010-455.30-35	Travel & Training	18,987	15,431	15,431	16,500	16,830	17,167	17,510	17,860	2%
221-9010-455.30-40	Special Programs	14,496	7,633	7,633	7,862	8,098	8,341	8,591	8,849	ALA grants impacted 17/18; up to 1,000 for art programs
221-9010-455.35-10	Operating Supplies	40,066	41,386	41,386	42,628	43,906	45,223	46,580	47,977	3%
221-9010-455.35-15	Cataloging & Processing	14,928	17,349	17,349	17,869	18,405	18,958	19,526	20,112	3%
221-9010-455.35-80	Equipment under \$10,000	798	1,000	1,000	1,000	1,000	1,000	1,000	1,000	minor IT equipment
221-9010-455.36-10	Adult	81,624	105,000	105,000	110,000	115,000	120,000	125,000	130,000	Move portion to Hoopla
221-9010-455.36-15	Reference	5,436	9,000	6,000	6,000	6,000	6,000	6,000	6,000	
221-9010-455.36-20	Young Adult	10,164	12,000	12,000	12,360	12,731	13,113	13,506	13,911	3%
221-9010-455.36-25	Children	71,043	83,988	83,988	86,507	89,102	91,775	94,528	97,364	3%
221-9010-455.37-15	Videos DVD	34,336	47,460	47,460	48,884	50,351	51,862	53,418	55,021	Move portion to Hoopla
221-9010-455.37-20	Audio Books	33,775	53,211	53,211	54,807	56,451	58,145	59,889	61,686	Move portion to Hoopla
221-9010-455.37-30	Music CDs	4,103	10,292	10,292	10,601	10,919	11,246	11,583	11,930	Move portion to Hoopla
221-9010-455.38-10	Periodicals	15,099	17,100	15,552	16,019	16,500	16,995	17,505	18,030	3%; RB digital
221-9010-455.38-20	Public Access Software	102,159	126,000	126,000	132,300	138,915	145,861	153,154	160,812	Hoopla; Kanopy?
221-9010-455.90-01	To General Fund	0	0	0	0	0	0	0	0	
221-9010-455.92-22	To Library Replacement Fund	550,996	204,000	265,175	204,059	207,610	204,830	205,404	206,800	Added chairs and building access control system
221-9010-455.95-02	To Water Fund	2,492	3,700	2,990	3,080	3,172	3,267	3,365	3,466	3% based on usage; no structured rate increase
221-9010-455.95-02	To Stormwater Management Fund	607	773	773	773	773	773	773	773	
	TOTAL 221 Exp	3,847,850	4,136,669	4,027,587	4,177,235	4,331,129	4,499,421	4,662,875	4,836,562	
	221 Rev	4,168,299	4,148,700	4,170,411	4,316,400	4,478,920	4,647,950	4,824,000	5,008,618	
	Revenue over expense	320,449	12,031	142,824	139,165	147,791	148,529	161,125	172,056	
	222 Replacement									
222-9010-455.46-70	Future Library Development	190,896	0	0	0	0	0	0	0	
222-9010-455.35-80	Equipment under \$10,000	122,563	96,700	144,940	121,150	85,900	114,500	208,850	73,250	
222-9010-455.75-10	Op. Equipment Over \$10,000	16,415	321,843	40,000	165,000	191,000	181,843	195,000	12,000	West roof extended
	TOTAL 222 Exp	329,874	418,543	184,940	286,150	276,900	296,343	403,850	85,250	
	222 Rev	550,996	217,000	312,065	221,219	225,030	222,520	223,374	225,050	
	Revenue over expense	221,122	-201,543	127,125	-64,931	-51,870	-73,823	-180,476	139,800	