



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
September 26, 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. 3D Printing Policy (Action)
  - B. Feasibility Study – Next Steps (Discussion)
  - C. FY2019 – FY2024 Budget (Discussion)
  - D. Cost of Living Adjustment (Discussion)
  - E. Executive Session: 6-Month Review of Executive Session Minutes [Section 2(c)(21)] (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: October 24, 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  
August 29, 2018**

**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, August 29. The meeting convened at 5:03pm, President Jess Ray presiding, and Jd Davis, secretary.

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

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

**Review of the Agenda:** Mr. Ray noted that item C under New Business will not be discussed, and no action taken during this meeting. No other additions or corrections.

**Approval of Minutes:** Mr. Studebaker moved to approve the minutes of the July 25, 2018 meeting. Mr. Woodson seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Woodson moved the expenditure and two payrolls totaling be paid. Ms. Trunnell seconded. Motion carried 7-0.

**President's Report:** Mr. Ray thanked the staff of the Normal Public Library for all that they do, and then announced that his report would be held to that due to the Feasibility Study Presentation.

**Public Comment:** None

**Library Director's Report:** Mr. Chase mentioned that registration of junior high and high school students in Unit 5 for the "opt out" library card program is complete. The new parking lot is receiving very positive feedback from the community. NPL will host members from two libraries who want to ask questions about this library's processes and successes.

**Foundation Report:** More info will be coming later this Fall concerning the first Annual Campaign.

**New Business:**

A. Feasibility Study Presentation

Dan Pohrte, Tiffany Nash, and Jim Lonergan from Product Architecture + Design developed a feasibility study on expanding or renovating the existing NPL site. This study was designed to explore opportunities and costs, and no project exists at this time.

Product worked with NPL before on the Discovery Room and other small projects. They presented a wide range of space and cost options; the more expansive the renovation, the more ecological, environmental, and staff requests were implemented.

When asked, they stated that most libraries at this time are opting for renovations, which end up cutting collections to add more meeting, maker, and other spaces. Comments were made as to staff space in the current library being insufficient, and the fact that this study provides options.

**B. Cost of Living Adjustment (Action)**

Mr. Lindberg moved to adopt the Resolution approving a 2.22% salary schedule adjustment for Classified employees to reflect a Cost of Living Adjustment. Ms. Lewis seconded, and discussion ensued.

Mr. Studebaker expressed his desire to see the COLA adjustment changed in the future, due to the percentage nature causing a disparity between the highest and lowest paid employees. He noted that the actual value of the raise was exponentially greater, at 1142%, than the 2.8% on the front end. He proposed that the Board discuss the issue at the next meeting, with an interest on equalizing the amount over all levels. This would mean a flat COLA vs. a percentage. Merit raises would remain the same.

Ms. Lewis asked for benchmarks from other libraries, and comparisons to their hours worked and hourly wages for employees. Mr. Ray stated for clarity that Mr. Studebaker was looking for a way to ensure that COLA addresses the proper amounts for each level, and that equity was a concern. Mr. Studebaker further added that he wished to adequately address the cost of living for all employees. For the future discussion, Mr. Ray would like a list of pros and cons to make it visual, including the other examples that Ms. Lewis requested. Mr. Lindberg asked that staff be asked for input, but not directly for pros and cons.

After discussion, the motion was approved 7-0.

**C. Integrated Library System (Action)**

Withdrawn due to no action required at this time.

**D. FY2019-FY2024 Budget (Action)**

Mr. Chase began the discussion by providing the Board with updated numbers for the Library Replacement Fund. This fund allows for updates to equipment, and now includes chairs and a building access control system.

Mr. Chase noted that the proposed budget is safe, but not overly so. The revenues exceed the expenses. The Library is able to do things this year that the compressed budget last year prevented them from doing. They are better prepared for a new full-time position and three 25 hr/week positions. The part-time wage was raised \$1, making the range \$10-\$15; this is on par with comparable libraries. Mr. Lindberg asked if there was any indication of items being cut based on the Town Budget. No answer is available to that question at this time.

Mr. Ray inquired as to what would happen if the overdue fine and AV fee (~\$47k/year) were removed. Mr. Chase noted that could limit planned expenditures, including collections, programs, facility improvements or personnel. He continued by saying that Hoopla, one of the online audio/electronic book options, is more expensive than providing the physical media. The company has content and ease of use, but pricing is an issue. If all patrons maxed out their allocation, the service would not be sustainable. Hoopla has no current plans to decrease their pricing for libraries.

Mr. Studebaker asked about property taxes, and developers asking for the Town to lower tax burdens. Lawsuits could potentially arise if intervention is needed, and the Town splits the costs among all entities if these occur. Mr. Chase will check with the lawyer, Mr. Day, to ensure that this is the proper procedure.

Mr. Ray stated that some people would prefer that the Bloomington and Normal libraries put money away until enough is saved for a new library. Mr. Chase cautioned that perhaps Foundation funds can be built in this manner, but Library funds should be used for operational expenses and planned replacements.

Ms. Lewis asked if the Town had projected property tax fees; Mr. Chase indicated this has not occurred yet. Mr. Chase stated that he is hesitant to combine the development and communications functions in a single position.

After this discussion, Ms. Davis moved to accept the proposed FY2019-2024 budget. Mr. Woodson seconded, and the motion was approved 7-0.

**Unfinished Business:** Ms. Trunnell asked about two outstanding items from the July 25, 2018 meeting. First, it was debated whether DVD rental fees could be waived for Unit 5 students receiving free or reduced lunches. Mr. Chase reported that he is waiting to hear back from Unit 5 regarding this possibility.

The second item involved the language used in collection letters, and the methods of retrieving materials. Mr. Chase reiterated that collections area not initiated until the amount reaches \$50. Since 2011, 2440 accounts for a total of \$359,000 have been sent to collections. Of those, \$39,000 in cash and \$139,000 in materials have been returned. The Return on Investment over the past year has been 17 to 1.

Mr. Chase will send the language of the collection letter to Unique Management, and ask how much of it can be changed. The goal is to keep the relationship with the patron intact while retrieving materials. Money is not the driving factor of the letter, and no complaints have been received about the agency sending it out.

**Suggested Items for Next Agenda:** Discussion of COLA.

**Adjournment:** Meeting was adjourned at 7:12 pm.

The next regularly scheduled meeting will be Wednesday, September 26, 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 Aug 23, 2018 and Sep 19, 2018**

**Library Fund**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	59.00
Library Fund	- Total	59.00

**Library Fund      Library      Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	FLY TRAPS	15.18
ACE HARDWARE	HANDSOAP	7.98
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,717.92
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	27.69
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	4,264.91
BAKER & TAYLOR COMPANIES	YA ADULTS	52.69
BAKER & TAYLOR COMPANIES	YA BOOKS	374.15
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	410.26
BLACKSTONE PUBLISHING	AUDIOBOOKS	3.97
CARDMEMBER SERVICE	ALA - MEMBERSHIP FOR JOHN	213.00
CARDMEMBER SERVICE	ALA MEMBERSHIP FOR TORI M	263.00
CARDMEMBER SERVICE	AMAZON MKTPLC - AC/DC ADA	21.07
CARDMEMBER SERVICE	AMAZON MKTPLC - COMMERCIA	143.57
CARDMEMBER SERVICE	AMAZON MKTPLC - FACIAL TI	53.93
CARDMEMBER SERVICE	AMAZON MKTPLC - HARD ROLL	157.48
CARDMEMBER SERVICE	AMAZON MKTPLC - MICROPHON	11.95
CARDMEMBER SERVICE	AMAZON MKTPLC - REC. HARD	246.58
CARDMEMBER SERVICE	AMAZON MKTPLC - SIGN HOLD	52.99
CARDMEMBER SERVICE	AMAZON MKTPLC - WALL MOUN	39.98
CARDMEMBER SERVICE	AMZN MKTPLC - PROMOTIONAL	192.94
CARDMEMBER SERVICE	GAMESTOP - REPL. GAME	22.49
CARDMEMBER SERVICE	ILA MEMBERSHIP FOR TORI M	200.00
CARDMEMBER SERVICE	JEWEL - FOOD FOR STAFF PI	39.99
CARDMEMBER SERVICE	JEWEL - FOOD SUPPLIES	33.30
CARDMEMBER SERVICE	JEWEL - SUPPLIES	98.98
CARDMEMBER SERVICE	LIBERATED SYNDICATION - P	180.00
CARDMEMBER SERVICE	MAILCHIMP	25.00
CARDMEMBER SERVICE	MEIJER - NY TIMES/CHICAGO	10.99
CARDMEMBER SERVICE	MEIJER - SUPPLIES	17.40
CARDMEMBER SERVICE	SUBWAY - FOOD FOR LIBRARY	36.94
CARDMEMBER SERVICE	TRAINING/EMILY K. & LAURA	46.32
CARDMEMBER SERVICE	TRUE VALUE - BINS FOR BOO	79.92

**Town of Normal Expenditures to be approved for Payments**  
**Between Aug 23, 2018 and Sep 19, 2018**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CARDMEMBER SERVICE	USPS - MAILING DISC CLEAN	24.45
CENGAGE LEARNING INC	AUG LARGE PRINT DIST 6PLN	86.23
CENGAGE LEARNING INC	AUG MYSTERY SAMPLER 3 PLN	23.24
CENGAGE LEARNING INC	AUG MYSTERY SAMPLER 3PLN	44.23
CENGAGE LEARNING INC	AUG PEER PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	SEPT BASIC 8 PLAN	148.44
CENGAGE LEARNING INC	SEPT BIOGRAPHY 2	51.73
CENGAGE LEARNING INC	SEPT CHRISTIAN FICTION 4	97.46
CENGAGE LEARNING INC	SEPT CHRISTIAN ROMANCE	71.22
CENGAGE LEARNING INC	SEPT CORE 8 PLAN	155.94
CENGAGE LEARNING INC	SEPT MYSTERY 6 PLAN	146.19
CENGAGE LEARNING INC	SEPT REVIEWERS CHOICE 2PL	47.23
CENGAGE LEARNING INC	SEPT WHEELER HRDCVR 5 PLN	192.68
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	318.24
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGE	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,256.37
DEMCO INC	BOOPSIE SOFTWARE	3,497.00
DEMCO INC	SUBJECT LABELS	392.33
DEX MEDIA	ADVERTISING CHARGE	34.15
DIVERSIFIED MECHANICAL INC	REPLACE CONDENSER FAN	269.00
DIVERSIFIED MECHANICAL INC	REPLACED A/C CAPACITOR	304.33
EMMETT-SCHARF ELECTRIC CO	BROKEN STOVE REMOVAL/NPL	103.95
FASTSIGNS	RETRACTABLE BANNER	344.50
FINDAWAY WORLD LLC	PLAYAWAYS	1,388.50
HILL & HILL PLUMBING & HEATING INC	REPLACED FLUSHVALVE&DRAIN	452.27
HILL & HILL PLUMBING & HEATING INC	REPLACED TOILET DIAPHRAM	207.50
ILLINOIS LIBRARY ASSOCIATION	TRUSTEE MEMBERSHIP: JESS	75.00
JOHN FISCHER	REIMB. TO JOHN F. FOR TRA	34.88
KROGER-INDY CUSTOMER CHARGES	AUG STMT/MISC SUPPLIES	341.30
LIBRARY IDEAS,LLC	CHILDREN AV	2,516.70
LIBRARY IDEAS,LLC	CHILDRENS AUDIO BOOKS	444.40
MCLEAN COUNTY UNIT DISTRICT 5	100 NORMAL LLC APPEAL -A/	145.75
MENARDS	CREDIT	-9.54
MENARDS	TOUGH BOX,PVC ADAPTERS	33.16
MIDLAND PAPER	WHITE VELLUM FINISH COVER	1,786.39
MIDWEST TAPE	AUDIOBOOKS	144.96
MIDWEST TAPE	DVDS	763.88



**Town of Normal Expenditures to be approved for Payments**  
**Between Aug 23, 2018 and Sep 19, 2018**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MIDWEST TAPE	MUSIC CDS	74.94
MILLER JANITOR SUPPLY	FOAMING HAND SOAP	323.25
NEWS GAZETTE	RENEWAL NEWS GAZETTE - 1	212.64
NICOR GAS	ENERGY USAGE	158.15
OXFORD UNIVERSITY PRESS INC	OED&OXFORD DICTIONARY	1,760.00
PANTAGRAPH	PANTAGRAPH RENEWAL SUBSCR	739.55
PRODUCT LLC	ESTIMATES/BOARD MEETING	3,000.00
PURITAN SPRINGS WATER	WATER SERVICE/NPL	100.73
RANDOM HOUSE, INC.	AUDIOBOOKS	41.25
READER'S DIGEST	RENEWAL FOR NORMAL PUBLIC	22.00
RELIANCE BARCODE SOLUTIONS LLC	BARCODES	662.61
RESTORING TOUCH LLC	CARPET CLEANING/NPL	3,604.00
SAMS CLUB	AUG STMT/MISC SUPPLIES	97.20
SCHOLASTIC INC	BOOKFLIX GOLD SUBSCRIPTIO	3,028.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN BOOKS	487.14
Silvia Schuh	HOBBY LOBBY - CRAFT SUPPL	27.54
TELEVEND SERVICES INC	PREPAID FAX CARDS	86.85
TODAYS BUSINESS SOLUTIONS TBS INC	ANNUAL SERVICE CHARGE	600.00
ULINE INC	TOILET TISSUE	99.80
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	36 PLACEMENTS	322.20
VAN GUNDY AGENCY	WORKERS COMPENSATION	2,048.00
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	582.81
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.06
WALMART COMMUNITY BRC	CREDIT	-51.84
WALMART COMMUNITY BRC	DVDS	1,980.44
WALMART COMMUNITY BRC	MISC SUPPLIES	294.38
WALZ LABEL AND MAILING SYSTEMS	TEST & REPAIR AGREEMENT	311.00
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	217.80
WORLD BOOK, INC	ONLINE POWER PACK	2,716.00
Library Fund	Library	Administration
		- Total
Overall - Total		51,146.88

## **Director's Report**

### **August 29, 2018**

#### **1. Monthly Financial Report**

**Revenue:** The August revenues are up 10.42% over this time last year, due primarily to property tax revenues and earlier receipt of the Per Capita Grant check. **Expenses:** An expenditures report as of September 19 is included in this packet.

#### **2. Circulation**

Circulation was down from August 2018 by 1,118 transactions, a decrease of 1.9%. YTD circulation is up 9,813 transactions, an increase of 3.2%.

#### **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**

The Towanda Public Library District is considering an intergovernmental agreement to extend the "opt out" library card option to all Unit 5 students residing in the Towanda Public Library District.

Regarding potential free DVDs for students on free or reduced lunch, Unit 5 staff indicated they are unable to share such student information. I offered that we are ready to explore further at any time.

#### **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. I propose we create a parking policy to allow staff to manage parking, as necessary.

#### **6. Feasibility Study**

Staff are in need of direction following the completion of the recent feasibility study.

#### **7. Funding for PTAB**

I was advised no additional funding should be budgeted for PTAB and related expenses.

#### **8. Budget FY2019-2024**

The FY2019-2024 budget has been entered in the Town's financial system. An updated copy is in this packet.

#### **9. 3D Printing Policy**

We are proposing minor edits to the 3D Printing Policy, which is included in this packet.

#### **10. Photo Booth and Community Wall**

To celebrate Library Card Sign-Up Month, we are setting up a photo booth on Fridays to capture patron photos and stories regarding why they love the library. The photos are then added to our Community Wall in the art gallery for all to see. Please stop by on Friday between 10 am – 5:00 pm if you wish to participate.



Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As of August 31, 2018

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 2,827,558	72.43	\$ 2,595,119	8.96
State Replacement Taxes	103,000	65,344	63.44	75,214	(13.12)
State Library Aid	40,000	65,621	164.05	-	100.00
Fees	35,000	18,362	52.46	15,628	17.49
Fines	20,000	6,072	30.36	9,836	(38.27)
Investment Income	40,500	20,327	50.19	17,018	19.44
Contributions & Donations	200	720	360.00	5,235	(86.25)
Miscellaneous Revenue	200	1,157	578.29	52	2,124.19
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	3,365	(100.00)
Library Fund Total	4,148,700	3,005,160	72.44	2,721,467	10.42
LIBRARY REPLACEMENT FUND 222					
Investment Income	13,000	7,575	58.27	4,964	52.60
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	204,000	85,000	41.67	69,896	21.61
Library Replacement Fund Total	217,000	92,575	42.66	74,860	23.66
Total For All Funds	\$ 4,365,700	\$ 3,097,735	70.96	\$ 2,796,327	10.78

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

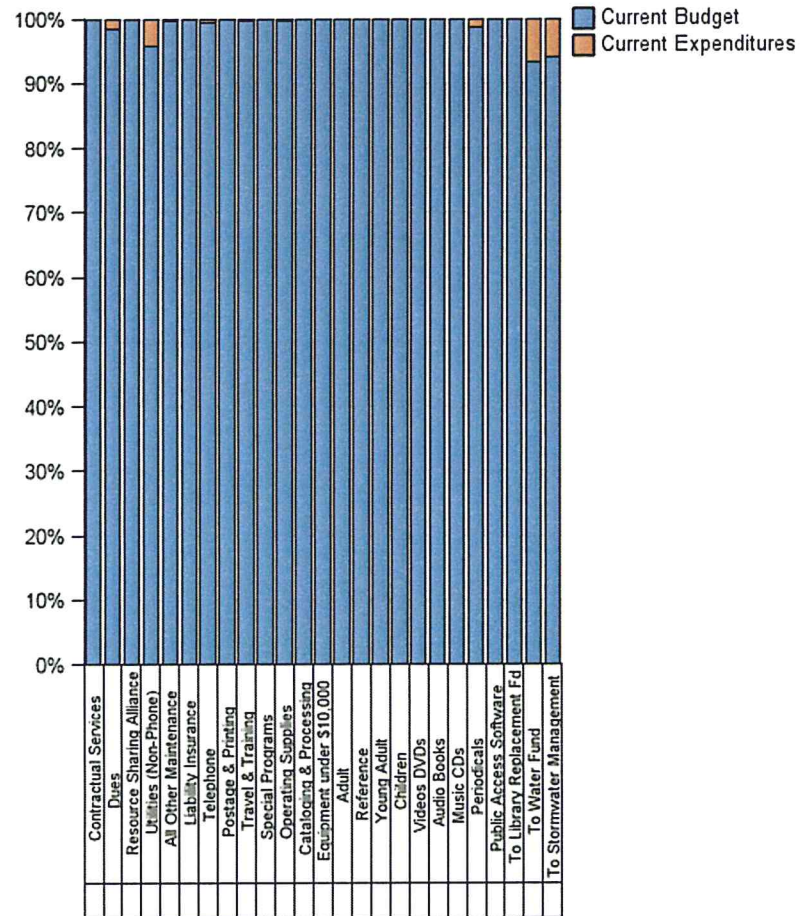
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,139,275	\$ 1,425,694	\$ 236,979	\$ 2,476,603	\$ 1,386,164	59.83
Library Fund Total	4,139,275	1,425,694	236,979	2,476,603	1,386,164	59.83
						-
LIBRARY REPLACEMENT FUND 222						
Administration	422,566	4,490	4,023	414,053	182,101	97.99
Library Replacement Fund Total	422,566	4,490	4,023	414,053	182,101	97.99
						-
Total For All Funds	\$ 4,561,841	\$ 1,430,184	\$ 241,002	\$ 2,890,656	\$ 1,568,265	63.37

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

		As of August 31, 2018	As of March 31, 2018	Net Change
221	Library Fund	\$ 4,536,828.35	\$ 3,221,657.76	\$ 1,315,170.59
222	Library Replacement Fund	\$ 1,786,422.13	\$ 1,545,205.07	\$ 241,217.06
	Totals	\$ 6,323,250.48	\$ 4,766,862.83	\$ 1,556,387.65

**Budget to Actual Expenditures**

Library - Administration (Library Fund )

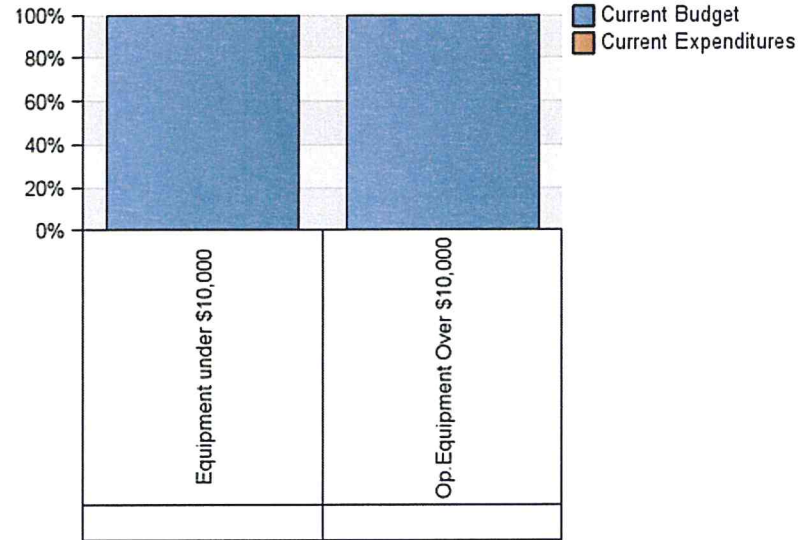


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$0.00	\$56,424.64	\$11,334.80	\$107,104.00	\$39,344.56	\$107,023.00	37%	\$11,334.80
			<a href="#">221-9010-455.20-20</a>	Dues	\$75.00	\$1,920.00	\$0.00	\$5,150.00	\$3,155.00	\$5,150.00	61%	\$75.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$60,744.00	\$0.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$2,414.52	\$1,015.84	\$0.00	\$53,040.00	\$49,609.64	\$53,040.00	94%	\$2,414.52

<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$158.84	\$11,459.10	\$21,556.33	<del>\$65,851.00</del>	<del>\$32,676.73</del>	\$65,851.00	50%	<del>\$21,715.17</del>
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	<del>\$31,389.00</del>	<del>\$0.00</del>	\$31,253.00	0%	<del>\$1,023.00</del>
<a href="#">221-9010-455.30-15</a>	Telephone	\$50.00	\$3,841.18	\$615.40	<del>\$11,608.00</del>	<del>\$7,101.42</del>	\$11,744.00	61%	<del>\$665.40</del>
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$6,615.87	\$7,830.49	<del>\$19,165.00</del>	<del>\$4,718.64</del>	\$18,999.00	25%	<del>\$7,830.49</del>
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$34.88	\$3,750.30	\$0.00	<del>\$15,431.00</del>	<del>\$11,645.82</del>	\$15,431.00	75%	<del>\$34.88</del>
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$542.29	\$2,265.35	<del>\$7,633.00</del>	<del>\$4,825.36</del>	\$7,633.00	63%	<del>\$2,265.35</del>
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$97.20	\$19,516.41	\$14,385.97	<del>\$41,386.00</del>	<del>\$7,386.42</del>	\$41,386.00	18%	<del>\$14,483.17</del>
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$3,796.86	\$8,865.75	<del>\$17,177.00</del>	<del>\$4,514.39</del>	\$17,349.00	26%	<del>\$8,865.75</del>
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	<del>\$1,000.00</del>	<del>\$1,000.00</del>	\$1,000.00	100%	<del>\$0.00</del>
<a href="#">221-9010-455.36-10</a>	Adult	\$0.00	\$27,938.35	\$42,410.80	<del>\$105,065.00</del>	<del>\$34,715.85</del>	\$105,000.00	33%	<del>\$42,410.80</del>
<a href="#">221-9010-455.36-15</a>	Reference	\$0.00	\$5,014.27	\$3,706.43	<del>\$9,000.00</del>	<del>\$279.30</del>	\$9,000.00	3%	<del>\$3,706.43</del>
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$3,071.19	\$8,183.70	<del>\$12,000.00</del>	<del>\$745.11</del>	\$12,000.00	6%	<del>\$8,183.70</del>
<a href="#">221-9010-455.36-25</a>	Children	\$0.00	\$15,115.92	\$49,095.64	<del>\$83,988.00</del>	<del>\$19,776.44</del>	\$83,988.00	24%	<del>\$49,095.64</del>
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$0.00	\$12,793.00	\$16,861.76	<del>\$47,460.00</del>	<del>\$17,805.24</del>	\$47,460.00	38%	<del>\$16,861.76</del>
<a href="#">221-9010-455.37-20</a>	Audio Books	\$0.00	\$9,934.55	\$27,351.27	<del>\$54,471.00</del>	<del>\$17,185.18</del>	\$53,211.00	32%	<del>\$27,351.27</del>
<a href="#">221-9010-455.37-30</a>	Music CDs	\$0.00	\$1,655.57	\$3,441.77	<del>\$10,292.00</del>	<del>\$5,194.66</del>	\$10,292.00	50%	<del>\$3,441.77</del>
<a href="#">221-9010-455.38-10</a>	Periodicals	\$234.64	\$2,707.17	\$11,823.24	<del>\$17,100.00</del>	<del>\$2,334.95</del>	\$17,100.00	14%	<del>\$12,057.88</del>
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$63,156.07	\$6,778.16	<del>\$127,034.00</del>	<del>\$57,099.77</del>	\$126,000.00	45%	<del>\$6,778.16</del>
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$85,000.00	\$0.00	<del>\$204,000.00</del>	<del>\$119,000.00</del>	\$204,000.00	58%	<del>\$0.00</del>
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$263.47	\$1,054.66	\$0.00	<del>\$3,700.00</del>	<del>\$2,381.87</del>	\$3,700.00	64%	<del>\$263.47</del>
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$172.04	\$0.00	<del>\$773.00</del>	<del>\$550.36</del>	\$773.00	71%	<del>\$50.60</del>
Summary		3,379.15	427,605.28	237,529.86	<del>1,111,561.00</del>	<del>443,046.71</del>	1,108,955.00	0.40	<del>240,909.01</del>

## 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	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$4,490.00	\$0.00	\$96,700.00	\$92,210.00	\$96,700.00	95%	\$0.00
			<a href="#">222-9010-455.75-10</a>	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	4,490.00	4,023.00	422,566.00	414,053.00	418,543.00	0.98	4,023.00



**AUGUST 2018**  
Monthly Statistics

**Normal Public Library**  
**Circulation - FY 2018-2019**

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	AUGUST	YTD	AUGUST	YTD	AUGUST	YTD
Juvenile - Fiction	11,351	65,940	11,129	62,052	10,947	60,588
Nonfiction	3,585	21,951	3,602	20,341	3,257	18,414
Paperbacks	13,828	83,473	14,891	81,963	15,205	80,740
Magazines	53	335	26	267	93	376
Juvenile - AV	848	4,804	806	4,289	819	4,301
Juvenile - Other	24	136	8	79	9	91
Juvenile - Total	29,689	176,639	30,462	168,991	30,330	164,510
Teen - Fiction	1,432	8,207	1,212	7,331	1,462	7,179
Paperbacks	125	815	173	945	239	2,266
Magazines	1	31	8	19	2	7
Teen - Total	1,558	9,053	1,393	8,295	1,703	9,452
Adult - Fiction	4,738	24,541	4,737	23,265	4,895	23,369
Nonfiction	3,352	17,890	3,485	18,753	3,805	20,508
Paperbacks	1,008	4,923	1,080	5,202	1,237	6,259
L.P. paperbacks	69	297	58	374	72	272
Large Print	2,032	9,967	2,096	9,406	2,142	10,306
Magazines	381	2,029	462	2,545	370	1,968
Other	672	3,928	709	3,995	799	4,145
Adult - Total	12,252	63,575	12,627	63,540	13,320	66,827
DVD	3,653	19,077	4,164	21,076	4,067	21,691
CD	1,114	5,372	1,516	7,137	1,945	9,907
Books on CD	993	5,092	1,265	5,958	1,394	6,443
MP3	92	469	151	558	85	379
Streaming Video	85	456	86	347	80	435
Downloadable Music	561	3,367	766	3,780	847	4,658
eAudiobooks	1,369	5,996	790	3,438	567	2,538
eBooks	2,309	10,620	1,698	7,220	1,506	7,683
Zinio eMagazines	67	247	52	309	58	332
Playaways	455	2,143	408	1,880	397	2,100
Software/Hardware	103	535	81	473	23	38
Video Games	401	1,992	360	1,818	454	2,174
AV - Total	11,202	55,366	11,337	53,994	11,423	58,378
Subtotal - Circulation	54,701	304,633	55,819	294,820	56,776	299,167
<Add deposits: 1500>	1,500	7,500	1,500	7,500	1,500	7,500
<Add in-library use: 1100>	1,100	5,500	1,100	5,500	1,100	5,500
Total Circ	57,301	317,633	58,419	307,820	59,376	312,167



**AUGUST 2018****Normal Public Library****Monthly Statistics****Registration - FY 2018-2019**

	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	29,465	396	806	29,875
Teen	1,750	13	28	1,765
Juvenile	6,876	49	87	6,914
Total	38,091	458	921	38,554

2019 YTD	2018 YTD	2017 YTD
29,875	26,619	23,601
1,765	1,609	1,395
6,914	4,949	4,410
38,554	33,177	29,406

	Patron Count
Patron Count: Month	23,033
Offsite programs (est)	-
Previous Month YTD	100,466

123,499	123,847	125,464
---------	---------	---------

	Interlibrary Loan and System Holds	
	AUGUST 2018	Previous Month YTD
Borrowed/Rec'd	1,392	4,361
Loaned	1,324	5,048
Reciprocal borrowing	17,881	85,629

5,753	4,765	4,259
6,372	5,411	5,536
103,510	107,067	104,288

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	365	347	57
Main Adult	1,908	1,305	41
Public Laptop	179	241	81
Quick-Use	97	13	8
TOTALS	2,549	1,906	45

YTD Uses
2,103
9,225
984
505
12,817



**AUGUST 2018**

**Normal Public Library**

Monthly Statistics

**Collection Development - FY 2018-2019**

	Beginning Total	Ending Total
Juvenile - Fiction	28,859	29,045
Nonfiction	19,459	19,234
Paperbacks	33,047	32,437
Magazines	275	289
Juvenile - AV	2,242	2,315
Juvenile - Other	84	84
<b>Juvenile - YTD Total</b>	<b>83,966</b>	<b>83,404</b>

Current Month		YTD	
Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
258	72	1,243	275
68	215	550	328
138	723	1,552	1,413
15	1	72	3
74	4	141	45
-	-	5	-
<b>553</b>	<b>1,015</b>	<b>3,563</b>	<b>2,064</b>

Teen - Fiction	5,647	5,682
Paperbacks	1,069	1,063
Magazines	78	78
<b>YTD Total</b>	<b>6,794</b>	<b>6,823</b>

45	9	263	34
-	7	8	11
-	-	11	-
<b>45</b>	<b>16</b>	<b>282</b>	<b>45</b>

Adult - Fiction	23,150	23,359
Nonfiction	21,804	21,760
Paperbacks	7,775	7,803
LP paperbacks	708	717
Large Print	9,581	9,421
Magazines	3,028	3,179
Other	1,061	1,060
<b>YTD Total</b>	<b>67,107</b>	<b>67,299</b>

232	120	850	564
96	146	568	615
51	21	242	193
9	-	32	-
48	210	337	485
165	15	799	234
-	-	-	-
<b>601</b>	<b>512</b>	<b>2,828</b>	<b>2,091</b>

DVD	16,600	16,731
CD	10,021	10,015
Books on CD	6,280	6,280
MP3	1,184	1,122
Playaways	1,758	1,723
Software/Hardware	47	46
eContent	8,181	8,296
Video Games	635	618
<b>YTD AV Total</b>	<b>44,706</b>	<b>44,831</b>

167	38	807	49
7	13	88	14
2	1	83	43
2	64	2	69
21	57	150	62
-	1	1	1
115	-	2,819	-
-	17	64	18
<b>314</b>	<b>191</b>	<b>4,014</b>	<b>256</b>

<b>Total Collection</b>	<b>202,573</b>	<b>202,357</b>
-------------------------	----------------	----------------

<b>1,513</b>	<b>1,734</b>	<b>10,687</b>	<b>4,456</b>
--------------	--------------	---------------	--------------



## **Normal Public Library: 3D Printing Policy**

3D printing is available for any visitor to the Normal Public Library at no cost.

- Printing is available on a first come, first served basis and is completed by library staff. Priority printing is given to library use, classes, and events. Please allow up to two weeks for your file to be printed.
- ~~Persons wanting to print should bring a file on a USB flash drive to the library during open hours. Staff will add the model to the printing queue.~~ an item printed must submit a request online.
- File must be submitted in .STL format. Please submit the file or the URL pointing to the file.
- The object must be smaller than ~~3"x3"x3"~~ 8" x 8" x 8" (length, width, height) ~~unless otherwise approved by staff.~~
- Only one print request at a time will be accepted. (One file per request.) ~~Print job must be picked up before submitting another print request.~~
- Patrons will be notified by email or phone when print job is finished. ~~The library recognizes that an original design is the property of the designer and designs will not be duplicated for others.~~
- ~~Items printed with the library 3D printer that are not picked up within 7 days will be recycled. Items must be picked up by the requesting party.~~ Items will be held for seven days.
- The library reserves to the right to refuse any 3D print request.

The Normal Public Library's 3D printer may be used for lawful purposes only. The public will not be permitted to use the library's 3D printer to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment, dictated by community standards.
- In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection. The library reserves the right to refuse any 3D print request if it feels it infringes on existing copyright.

"NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS. The copyright (Title 17, United States Code), intellectual property (patent law for example under Title 35, United States Code) and other laws of the United States may govern the making of photocopies or other reproductions of content protected by copyright, patent and other laws. Libraries and archive furnish unsupervised photocopy or reproducing equipment for the convenience of and use by patrons. Under 17 United States Code Section 108 (f)(2) the provision of unsupervised photocopy or reproducing equipment for use by patrons does not excuse the person who uses the reproduction equipment from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107 or any other provision of the copyright law, nor does the provision of unsupervised photocopy or reproducing equipment for use by patrons excuse the person who uses the reproducing equipment from liability for patent, tort (such as products liability) or other laws. This institution reserves the right to refuse to make available or provide access to photocopy or other reproducing equipment if, in its judgment, use of such equipment would involve violation of copyright, patent or other laws."

*Approved by the Board of Trustees of Normal Public Library: August 26, 2015; Amended September 26, 2018.*

[illegible]



NPL 2019-2024 Budget										
Account	221 Expense	FY 2018 Actual	Prev FY 2019	Curent FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	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	169,208	180,814	188,557	196,326	204,136	212,291	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	255,111	275,039	284,373	301,395	319,436	338,291	Retirees is estimated; added Comm Mgr and Ch Lib; revise per Sue 8/31/2018
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	107,104	110,233	113,540	116,946	120,455	124,069	3%; 15,000/year parking; gmail 6,000/yr; add development position?
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	49,390	48,100	50,000	51,000	52,100	53,300	Updated per Finance projections
221-9010-455.25-60	All Other Maintenance	37,411	65,851	65,851	67,827	69,861	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	25,833	16,458	23,158	14,854	21,350	2%, varies with PLA (every other year)
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	263,394	209,199	220,417	226,636	227,210	228,606	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	4,038,650	4,199,029	4,351,594	4,521,719	4,672,766	4,848,285	
	221 Rev	4,168,299	4,148,700	4,170,931	4,316,400	4,478,920	4,647,950	4,824,000	5,008,618	
	Revenue over expense	320,449	12,031	132,281	117,371	127,326	126,231	151,234	160,333	
	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	282,065	221,219	225,030	222,520	223,374	225,050	
	Revenue over expense	221,122	-201,543	97,125	-64,931	-51,870	-73,823	-180,476	139,800	