



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
October 24, 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. Architectural Services (Action)
 - B. 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: November 28, 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
September 26, 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, September 26. The meeting convened at 5:02 pm, 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 and Members of the Public Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, and Derek Beigh, Pantagraph.

Review of the Agenda: No additions or corrections.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the August 29, 2018 meeting. Mr. Woodson seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved to approve expenditures in the amount of \$51,146.88, and payroll in the amount of \$154,391.46 be paid. Ms. Lewis seconded. Motion carried 7-0.

President's Report: Mr. Ray informed the Board of the Alzheimer's Community Forum on October 3, 2018, from 6:00-7:30pm at the Midwest Food Bank. He reminded everyone of the Normal Public Library Book Sale starting Friday, September 28 with the pre-sale. Sunday, September 30 is the bag sale, and Monday, October 1 all books are free. The proceeds from the sale benefit the NPL Foundation. Mr. Fischer noted that while enough volunteers had been secured, more were always appreciated. As a finishing remark, Mr. Ray thanked library staff for all of their work.

Public Comment: It was noted that Emily, the daughter of former NPL Board Member Dawn Wilson, had passed away on September 17.

Library Director's Report: Mr. Chase prompted the Board to let him know of interest in two upcoming events. First, the Economic Development Council's Community Leaders Dinner is on October 9, with a representative from Rivian as the keynote speaker. Then, the Illinois Library Association Conference is in Peoria October 9-11, with Trustee Day on October 11. The focus is broad, with several topics that could be of interest.

Friday, September 28 is the last day for the photo booth promotion at the library. The Hudson Library Director has announced her resignation. The walkway from the new parking lot to the Library is imminent, but no date has been settled on yet.

Mr. Chase noted the need of a parking lot policy. Policing the lot during the day is a challenge, and if there is an event in the lot there is no set way to clear it.

Foundation Report: Mr. Chase informed the Board of the October 24 Foundation dinner, where the announcement of the first Annual Campaign will occur. Two hundred guests will be invited in a “friend-raiser” capacity.

New Business:

A. 3D Printing Policy (Action)

The first policy was created in August of 2015. Mr. Fischer stated that a new policy was needed to match more closely to what the Library currently does for customers, as the printer has the capacity to do more. Mr. Studebaker asked if the changes streamline the process for staff, and open up more automatic approvals; Mr. Fischer agreed. Mr. Lindberg asked if the Library was still on the 1st generation of 3D printers. The answer was yes, but it is still performing successfully and no plans are in place to upgrade for a few more years. Ms. Lewis moved to approve the 3D Printing Policy as proposed; Mr. Studebaker seconded, and the motion passed 7-0.

B. Feasibility Study – Next Steps (Discussion)

Mr. Chase stated that the Library staff is seeking advice, as people are asking what the next steps are after the Feasibility Study. He reiterated that the study really confirmed that the amount of money needed for a new facility was accurate. So, if the new facility is considered Option A, then Option B would be replacing the building or including an addition. Option C would be to renovate the existing building on a small scale.

Option C would focus on accessibility of restrooms and other areas of the Library. The second priority is reconditioning the staff space, and the third priority is storage. Grants are possible for accessibility and remodeling but require matching funds. These grants also need real plans with costs associated to them, which would require additional architectural services. The grants are competitive

Mr. Ray reiterated that the study provided the dollar figures, which helps the Foundation with options and allows the Board to continue to work with the Town Council. He noted that as grants are available, they should be prioritized over using Foundation dollars for renovations.

Discussion ensued among the Board members. General consensus was that, in lieu of a new facility, grants should be a priority to obtain the accessibility and staff space that is desired. Mr. Lindberg, a Board representative on the Library Planning Committee, noted that the Town Council is appreciative of the information that the study provides. The Council may discuss the results at their upcoming retreat, which has been scheduled to produce an updated strategic plan for the Town. The Library was a top focus of the strategic plan two years ago, but now this has shifted to a more comprehensive Uptown 2.0 with an underpass to where the Library would be positioned.

C. FY2019-FY2024 Budget (Discussion)

The Library budget is in a stable position at this time, with revenues over expenses. The Town budget presentation is scheduled for January 17, 2019. The Board typically attends the work session.

D. Cost of Living Adjustment (Discussion)

Mr. Studebaker took the Board through a presentation demonstrating the differences between a percentage-based and a flat Cost of Living Adjustment. The Library could take the entire pool of money that would have been spent on a percentage-based COLA raise, and distribute it evenly among the staff as a flat dollar amount.

Mr. Lindberg felt it was an overreach as to what the Board should do, and that we had already approved the \$1 wage increase for part-time workers during the previous month's meeting. Mr. Ray was curious about the effect on retention, as those who max out on merit raises count on the COLA raise; a flat-rate may not be appealing to them. Mr. Studebaker asked Mr. Chase for retention numbers on non-student workers at the Library. Ms. Trunnell asked if the split merit/COLA was a standard practice anywhere else. No members of the Board work in a place where this occurs, and are not aware of any other place that does.

After much discussion about it, Mr. Chase stated that the Library is currently on the same merit raise and COLA schedule as the Town, and this change could cause them to go off-schedule. Additional fees could arise from this situation.

Mr. Studebaker asked that the Board vote to decide on the flat COLA during the October meeting.

E. Executive Session: 6-Month Review of Executive Session Minutes [Section 2(c)(21)]

Mr. Studebaker moved for the Board to enter Executive Session, and Mr. Woodson seconded; this occurred at 6:28pm. The Board came out of Executive Session at 6:32. No action was taken.

Unfinished Business: None noted.

Suggested Items for Next Agenda

- A. Vote to decide on whether to move to a flat COLA for the Library.
- B. Enter Executive Session to review Executive Session minutes.

Adjournment: The Board voted unanimously to adjourn the meeting at 6:37pm.

The next regularly scheduled meeting will be Wednesday, October 24, 2018 at 5:00pm in the Board Room of the Normal Public Library.

Town of Normal Expenditures to be approved for Payments
Between Sep 20, 2018 and Oct 17, 2018

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	40.00
Library Fund	- Total	40.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERICAN LIBRARY ASSOCIATION	BASIC DUES	145.00
AMERICAN LIBRARY ASSOCIATION	PLA	75.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,123.20
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	3,118.25
BAKER & TAYLOR COMPANIES	SUBSCRIPTION FEES	2,295.00
BAKER & TAYLOR COMPANIES	YA BOOKS	367.00
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	10.17
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	278.10
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	73.50
Ben Mills	12 MILES - BOOK DROP 9/15	6.54
Ben Mills	13 MILES - BOOK DROP 9/18	7.09
BRODART COMPANY	ADULT BOOKS	26.88
BRODART COMPANY	PAPER BOOKS	13.89
CENGAGE LEARNING INC	LRG PRINT DIST 6 PLAN	23.25
CENGAGE LEARNING INC	OCT BASIC 8 PLAN	293.14
CENGAGE LEARNING INC	OCT BIOGRAPHY 2PLAN	51.73
CENGAGE LEARNING INC	OCT CORE 8 PLAN	206.92
CENGAGE LEARNING INC	OCT MYSTERY 6 PLAN	171.68
CENGAGE LEARNING INC	OCT WHEELER HRDCVR 5PLAN	106.46
CENGAGE LEARNING INC	SEPT LARGE PRINT DIST 6PL	107.97
CENGAGE LEARNING INC	SEPT MYSTERY SAMPLER 3PLN	67.47
CENGAGE LEARNING INC	SEPT PEER PICKS 2 PLAN	47.23
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	316.73
CENTURION TECHNOLOGIES	SMARTSHEILD RENEWAL	593.60
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGE	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	4,768.24
Daniel Rice	81 MILES TO/FROM ILA CONF	44.15
DENNY'S DOUGHNUTS & BAKERY	DOUGHNUTS & ROLLS	27.00
DIVERSIFIED MECHANICAL INC	DOOR AND RAMP REPAIRS	333.50
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDRENS BOOKS	2,468.35

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FASTSIGNS	DECALS	35.00
FASTSIGNS	PRINTED VINYL	395.50
FINDAWAY WORLD LLC	PLAYAWAYS	1,086.07
HILL & HILL PLUMBING & HEATING INC	BATHROOM REPAIRS	890.49
INFORMATION TODAY INC	RENEWAL: 10 ISSUES	109.95
Kristi Cates	LIBRARY PROGRAMS	80.59
KROGER-INDY CUSTOMER CHARGES	AUG STMT/MISC SUPPLIES	564.14
LAUTERBACH & AMEN LLP	AUDIT SERVICES	200.00
Lolita Green	JEWEL - FOR BOOK SALE	6.71
Lolita Green	JEWEL - SOCIAL COMMITTEE	49.37
Lolita Green	MEIJER - PEANUT DAY ACTIV	10.38
Lolita Green	MEIJER'S - CALENDARS	70.02
Lolita Green	TARGET - GIFT CARD FOR GR	25.00
Lolita Green	WALMART - SRP - ADULT PRO	11.00
MENARDS	BATTERY,POST-IT NOTES	14.53
MIDWEST TAPE	AUDIO BOOKS	69.98
MIDWEST TAPE	CREDIT	-224.90
MIDWEST TAPE	DVD'S	276.14
MIDWEST TAPE	DVDS	228.16
MIDWEST TAPE	MUSIC CD	15.99
MIDWEST TAPE	MUSIC CDS	27.98
MILLER JANITOR SUPPLY	FOAMING HAND SOAP	169.98
NATIONAL APPRAISAL GUIDES INC	MARINE APPRAISAL GUIDE	150.00
NATIONAL APPRAISAL GUIDES INC	MOTORCYCLE, SNOWMOILE, AT	90.00
NATIONAL APPRAISAL GUIDES INC	RV APPRAISAL GUIDE	148.00
NICOR GAS	ENERGY USAGE	214.92
OVERDRIVE, INC	DEPOSIT	7,500.00
PRODUCT LLC	COMPLETION OF PLANNING	3,143.88
PROQUEST INFORMATION & LEARNING	ANNUAL SUBSCRIPTION	3,280.00
PURITAN SPRINGS WATER	WATER SERVICE/NPL	39.34
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	3,294.06
Randi Sutter	HOSTING MEETING: COMMUNIT	109.74
REACHING ACROSS IL LIBRARY SYSTEM	FOR LAURA G. TO ATTEND ON	20.00
REACHING ACROSS IL LIBRARY SYSTEM	FOR SILVIA TO ATTEND ON 9	20.00
Sam's Piano Service	MASTER TUNING OF PIANO FO	110.00
SAMS CLUB	SEPT STMT/MISC SUPPLIES	273.98
SILVIA SCHUH	REIMB. TO SILVIA S. FOR C	11.19
STANDARD & POOR'S	STANDARD & POOR'S RENEWAL	4,695.00

Town of Normal Expenditures to be approved for Payments
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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	25 PLACEMENTS	223.75
US BANK/P-CARD	2 workshops for John on A	233.10
US BANK/P-CARD	Acrylic Sign Holder	14.99
US BANK/P-CARD	Adult Event - Mark Moran'	13.29
US BANK/P-CARD	Adult Event -ISSCS Tour/W	3.99
US BANK/P-CARD	Adult Events	51.97
US BANK/P-CARD	Adult Poetry Events Books	12.35
US BANK/P-CARD	AIGA Design Conference fo	900.00
US BANK/P-CARD	ALA membership for Danny.	253.00
US BANK/P-CARD	Antibacterial Foam Handwa	91.50
US BANK/P-CARD	Aug. Board Packets & NPLF	13.89
US BANK/P-CARD	Board Games & 4 Headphone	118.53
US BANK/P-CARD	Conference for Laura Gola	150.00
US BANK/P-CARD	Conference Registration f	150.00
US BANK/P-CARD	DVD - Patron's Request	14.29
US BANK/P-CARD	DVD; NCIS: LA	10.15
US BANK/P-CARD	DVD: NCIS: LA	40.14
US BANK/P-CARD	DVD: NCIS:LA	21.99
US BANK/P-CARD	Flight Insurance	32.86
US BANK/P-CARD	For Emily Klay - AIGA Con	505.60
US BANK/P-CARD	Gaffer Tape	15.88
US BANK/P-CARD	Hosting for Partners in R	251.37
US BANK/P-CARD	ILA Conference for Randi	300.00
US BANK/P-CARD	ILA membership for Danny.	150.00
US BANK/P-CARD	ILA membership for Randi	150.00
US BANK/P-CARD	Issued refund because the	-150.00
US BANK/P-CARD	Items for STEAM Club.	16.93
US BANK/P-CARD	Lock boxes for checkout.	800.00
US BANK/P-CARD	Music CD - Patron's Reque	9.99
US BANK/P-CARD	New Release - Music CD	32.25
US BANK/P-CARD	New Release DVD's/2	35.92
US BANK/P-CARD	New Release: A Kid Like J	67.88
US BANK/P-CARD	New Release: RBG (4)	77.16
US BANK/P-CARD	Professional Dev. For Dan	188.94
US BANK/P-CARD	PS4 Game - New Release	112.96
US BANK/P-CARD	PS4 Game - Patron Request	59.88
US BANK/P-CARD	Pyle Megaphone Speaker	14.99

Town of Normal Expenditures to be approved for Payments
Between Sep 20, 2018 and Oct 17, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Repl. CD - Classical High	7.47
US BANK/P-CARD	Repl. DVD - Madagascar 3	8.99
US BANK/P-CARD	Repl. Game - Lego Batman	16.56
US BANK/P-CARD	Repl. Music CD - Mamma Mi	19.20
US BANK/P-CARD	Replacement CD	9.00
US BANK/P-CARD	Replacement CD.	8.95
US BANK/P-CARD	Replacement cups for EZ R	4.93
US BANK/P-CARD	Replacement DVD.	6.17
US BANK/P-CARD	Replacement game: Star Wa	8.70
US BANK/P-CARD	Replacement: 21 Adele	11.51
US BANK/P-CARD	Risers for desk for Jenni	39.98
US BANK/P-CARD	Scott Hard Roll Towels 8	159.88
US BANK/P-CARD	Stamps - Coil/Qty 2	100.00
US BANK/P-CARD	Supplies	3.60
US BANK/P-CARD	Supplies for Steam Club &	197.08
US BANK/P-CARD	Switch Game - New Release	59.87
US BANK/P-CARD	Techsoup - Antivirus Soft	600.00
US BANK/P-CARD	Touchscreen cleaning wipe	39.95
US BANK/P-CARD	XBOX ONE Game - New Relea	59.96
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	155.37
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.06
WALMART COMMUNITY BRC	AUG STMT/MISC SUPPLIES	2,242.21
Library Fund	Library Administration - Total	55,625.73
Overall - Total		55,665.73

Director's Report

October 24, 2018

1. Monthly Financial Report

Revenue: The September revenues are up 0.86% over this time last year. **Expenses:** An expenditures report as of October 17 is included in this packet.

2. Circulation

Circulation was up from September 2017 by 788 transactions, an increase of 1.4%. YTD circulation is up 10,601 transactions, an increase of 2.9%.

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

We are in the process of creating 1,954 new library accounts for Unit 5 junior high and high school students, per the recent registration process which included an opt-out library card application.

5. Parking

The community continues to respond very positively to our additional parking. **Our door count in September 2018 increased by 6,408 over September 2017.** A new walkway joining the two parking lots has been installed. Additionally, the approach in our parking lot entry was replaced. I propose we create a parking policy to allow staff to manage parking, as necessary.

6. FY2019 Live and Learn Grant Opportunity

We plan to apply for an accessibility grant via the FY2019 Live and Learn Construction Grant Program. We propose working with Product Architecture to complete preliminary work and create design documents required for the application. These requirements include "a site analysis; space needs assessment and the project design (to include an elevation drawing, site plan, floor plan of the proposed project, and the outline specifications." The grant application is due January 11, 2019.

7. FY2019 Per Capita Grant Application

To prepare for the FY2019 Per Capita Grant application, the Board must complete the following:

- Review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." In addition to library staff, a minimum of one trustee must complete this review.
- Review chapters 6-10 of the "Trustee Facts File," either 3rd or 4th edition.
- Complete at least one free online or in-house education opportunity focusing on meeting the needs of patrons with challenges or disabilities. Providers may include ISL, ILA, PLA, ALA, etc.
- Review services provided by the Illinois Veterans' History Project:
<https://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

8. Special Reserve Fund

I propose we create a Special Reserve Fund at the November meeting. The purpose of this fund is to help provide funding for future facility projects.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 3,794,687	97.20	\$ 3,811,534	(0.44)
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	20,381	58.23	18,598	9.59
Fines	20,000	7,390	36.95	11,223	(34.15)
Investment Income	40,500	23,646	58.38	19,240	22.90
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	-	-	3,841	(100.00)
Library Fund Total	4,148,700	3,978,946	95.91	3,944,937	0.86
LIBRARY REPLACEMENT FUND 222					
Investment Income	13,000	8,724	67.11	6,815	28.01
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	204,000	102,000	50.00	104,844	(2.71)
Library Replacement Fund Total	217,000	110,724	51.02	111,659	(0.84)
Total For All Funds	\$ 4,365,700	\$ 4,089,670	93.68	\$ 4,056,596	0.82

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

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,139,275	\$ 1,691,967	\$ 214,849	\$ 2,232,458	\$ 1,633,030	53.93
Library Fund Total	4,139,275	1,691,967	214,849	2,232,458	1,633,030	53.93
LIBRARY REPLACEMENT FUND 222						
Administration	422,566	4,490	4,023	414,053	190,896	97.99
Library Replacement Fund Total	422,566	4,490	4,023	414,053	190,896	97.99
Total For All Funds	\$ 4,561,841	\$ 1,696,457	\$ 218,872	\$ 2,646,511	\$ 1,823,926	58.01

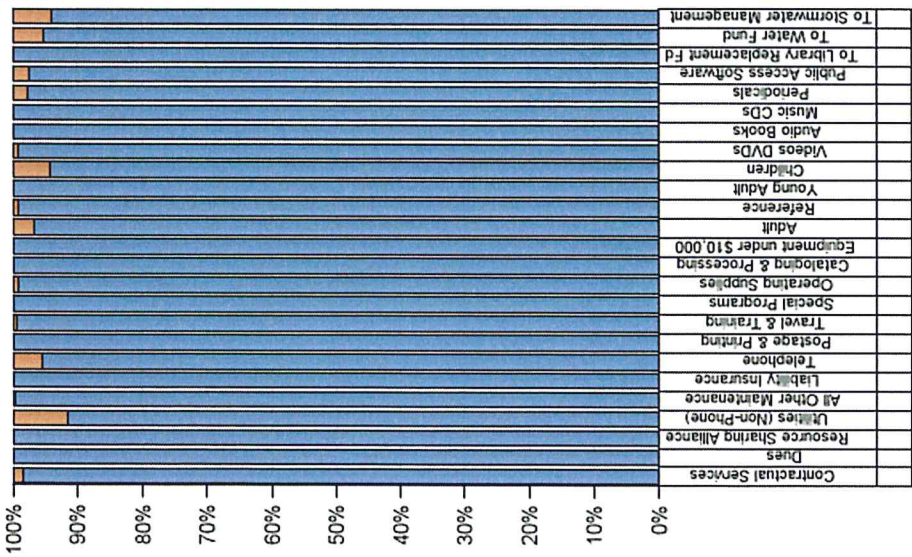
Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of September 30, 2018

		As of	As of	
		September 30, 2018	March 31, 2018	Net Change
221	Library Fund	\$ 5,252,192.46	\$ 3,221,657.76	\$ 2,030,534.70
222	Library Replacement Fund	\$ 1,804,571.21	\$ 1,545,205.07	\$ 259,366.14
	Totals	\$ 7,056,763.67	\$ 4,766,862.83	\$ 2,289,900.84

Budget to Actual Expenditures

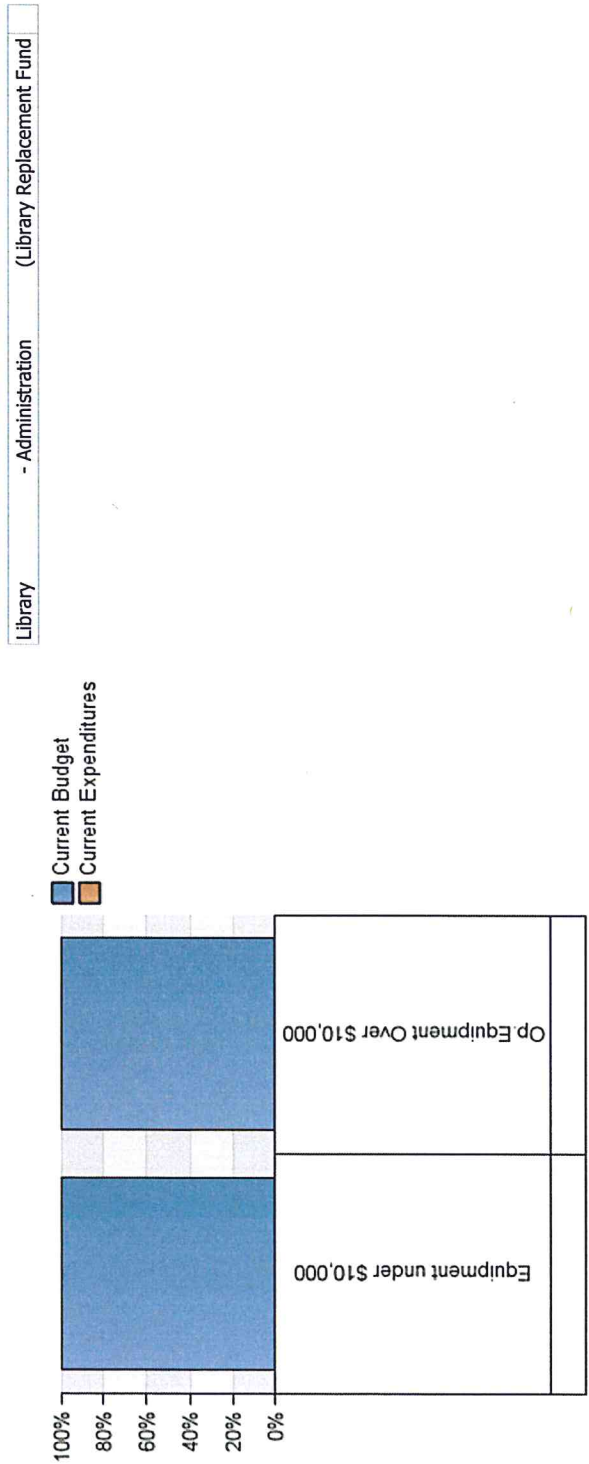
Library - Administration (Library Fund)

Current Budget
Current Expenditures



Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Administration	Contractual Services	221-9010-455.20-10	\$1,557.74	\$60,850.07	\$9,631.58	\$107,104.00	33%	\$11,189.32
		Dues	221-9010-455.20-20	\$0.00	\$2,768.00	\$0.00	\$5,150.00	46%	\$0.00
		Resource Sharing Alliance	221-9010-455.24-10	\$0.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$0.00
		Utilities (Non-Phone)	221-9010-455.25-10	\$4,983.16	\$3,430.36	\$0.00	\$53,040.00	84%	\$4,983.16

221-9010-455.25-60	All Other Maintenance	\$237.48	\$12,414.65	\$20,847.94	\$65,851.00	\$32,350.93	\$65,851.00	49%	\$21,085.42
221-9010-455.30-10	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	\$31,389.00	\$0.00	\$31,253.00	0%	\$1,023.00
221-9010-455.30-15	Telephone	\$558.51	\$3,925.33	\$531.25	\$11,608.00	\$6,592.91	\$11,744.00	57%	\$1,089.76
221-9010-455.30-25	Postage & Printing	\$0.00	\$6,742.11	\$7,830.49	\$19,165.00	\$4,592.40	\$18,999.00	24%	\$7,830.49
221-9010-455.30-35	Travel & Training	\$84.15	\$6,194.20	\$0.00	\$15,431.00	\$9,152.65	\$15,431.00	59%	\$84.15
221-9010-455.30-40	Special Programs	\$0.00	\$756.65	\$2,265.35	\$7,633.00	\$4,611.00	\$7,633.00	60%	\$2,265.35
221-9010-455.35-10	Operating Supplies	\$355.19	\$20,833.97	\$14,274.88	\$41,386.00	\$5,921.96	\$41,386.00	14%	\$14,630.07
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$4,189.19	\$8,473.42	\$17,177.00	\$4,514.39	\$17,349.00	26%	\$8,473.42
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	\$3,483.05	\$43,352.65	\$34,923.92	\$105,065.00	\$23,305.38	\$105,000.00	22%	\$38,406.97
221-9010-455.36-15	Reference	\$73.50	\$5,288.79	\$3,358.41	\$9,000.00	\$279.30	\$9,000.00	3%	\$3,431.91
221-9010-455.36-20	Young Adult	\$0.00	\$3,775.54	\$7,479.35	\$12,000.00	\$745.11	\$12,000.00	6%	\$7,479.35
221-9010-455.36-25	Children	\$5,099.01	\$23,049.33	\$37,363.22	\$83,988.00	\$18,476.44	\$83,988.00	22%	\$42,462.23
221-9010-455.37-15	Videos DVDs	\$378.33	\$15,212.02	\$14,483.41	\$47,460.00	\$17,386.24	\$47,460.00	37%	\$14,861.74
221-9010-455.37-20	Audio Books	\$0.00	\$11,277.55	\$26,048.27	\$54,471.00	\$17,145.18	\$53,211.00	31%	\$26,048.27
221-9010-455.37-30	Music CDs	\$0.00	\$1,996.51	\$3,380.82	\$10,292.00	\$4,914.67	\$10,292.00	48%	\$3,380.82
221-9010-455.38-10	Periodicals	\$388.00	\$3,051.76	\$11,823.24	\$17,100.00	\$1,837.00	\$17,100.00	11%	\$12,211.24
221-9010-455.38-20	Public Access Software	\$3,280.00	\$73,595.07	\$2,809.99	\$127,034.00	\$47,348.94	\$126,000.00	37%	\$6,089.99
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$102,000.00	\$0.00	\$204,000.00	\$102,000.00	\$204,000.00	50%	\$0.00
221-9010-455.95-02	To Water Fund	\$188.03	\$1,318.13	\$0.00	\$3,700.00	\$2,193.84	\$3,700.00	59%	\$188.03
221-9010-455.95-10	To Stormwater Management	\$50.60	\$222.64	\$0.00	\$773.00	\$499.76	\$773.00	65%	\$50.60
Summary		20,716.75	497,354.52	206,548.54	1,111,561.00	386,941.19	1,108,955.00	0.35	227,265.29



Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc		
Library Replacement Fund	Library	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$4,490.00	\$0.00	\$96,700.00	\$92,210.00	\$96,700.00	95%	\$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	4,490.00	4,023.00	422,566.00	414,053.00	418,543.00	0.98	4,023.00

SEPTEMBER 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	SEPTEMBER	YTD	SEPTEMBER	YTD	SEPTEMBER	YTD
Juvenile - Fiction	11,721	77,661	10,726	72,778	10,491	71,079
Nonfiction	4,274	26,225	4,413	24,754	3,852	22,266
Paperbacks	13,371	96,844	13,928	95,891	13,594	94,334
Magazines	63	398	25	292	58	434
Juvenile - AV	753	5,557	667	4,956	707	5,008
Juvenile - Other	22	158	20	99	5	96
Juvenile - Total	30,204	206,843	29,779	198,770	28,707	193,217
Teen - Fiction	1,072	9,279	1,074	8,405	1,069	8,248
Paperbacks	99	914	128	1,073	147	2,413
Magazines	-	31	7	26	3	10
Teen - Total	1,171	10,224	1,209	9,504	1,219	10,671
Adult - Fiction	4,064	28,605	4,020	27,285	3,883	27,252
Nonfiction	2,904	20,794	3,384	22,137	3,231	23,739
Paperbacks	780	5,703	991	6,193	1,088	7,347
L.P. paperbacks	79	376	76	450	43	315
Large Print	1,773	11,740	1,698	11,104	1,775	12,081
Magazines	331	2,360	359	2,904	271	2,239
Other	590	4,518	645	4,640	723	4,868
Adult - Total	10,521	74,096	11,173	74,713	11,014	77,841
DVD	3,003	22,080	3,456	24,532	4,377	26,068
CD	1,001	6,373	1,322	8,459	1,631	11,538
Books on CD	859	5,951	1,073	7,031	1,101	7,544
MP3	78	547	87	645	83	462
Streaming Video	179	635	74	421	99	534
Downloadable Music	1,834	5,201	732	4,512	873	5,531
eAudiobooks	1,176	7,172	812	4,250	606	3,144
eBooks	2,032	12,652	1,590	8,810	1,313	8,996
Zinio eMagazines	56	303	64	373	60	392
Playaways	359	2,502	370	2,250	344	2,444
Software/Hardware	105	640	92	565	23	61
Video Games	304	2,296	261	2,079	248	2,422
AV - Total	10,986	66,352	9,933	63,927	10,758	69,136
Subtotal - Circulation	52,882	357,515	52,094	346,914	51,698	350,865
<Add deposits: 1500>	1,500	9,000	1,500	9,000	1,500	9,000
<Add in-library use: 1100>	1,100	6,600	1,100	6,600	1,100	6,600
Total Circ	55,482	373,115	54,694	362,514	54,298	366,465

SEPTEMBER 2018

Normal Public Library

Monthly Statistics		Registration - FY 2018-2019							
		Beginning count (YTD)	Registered	Purged	Cards in force YTD		2019 YTD	2018 YTD	2017 YTD
Adult		29,875	329	645	30,191		30,191	27,031	23,818
Teen		1,765	10	27	1,782		1,782	1,612	1,412
Juvenile		6,914	42	72	6,944		6,944	4,988	4,452
Total		38,554	381	744	38,917		38,917	33,631	29,682

		Patron Count	
Patron Count: Month		29,450	
Offsite programs (est)		-	
Previous Month YTD		123,499	
		152,949	146,889
			151,319

Interlibrary Loan and System Holds		
	SEPTEMBER 2018	Previous Month YTD
Borrowed/Rec'd	1,367	5,753
Loaned	1,194	6,372
Reciprocal borrowing	17,590	103,510
	7,120	5,838
	7,566	6,567
	121,100	125,488
		122,640

Public PC Area		Total Uses	Total Time (hrs)	Average Session (min)
Children		393	320	49
Main Adult		1,573	1,140	43
Public Laptop		135	170	76
Quick-Use		87	9	6
TOTALS		2,188	1,639	45

YTD Uses	
	2,496
	10,798
	1,119
	592
	15,005

SEPTEMBER 2018

Monthly Statistics

Normal Public Library

Collection Development - FY 2018-2019

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	29,045	28,838	169	225	1,412	500
Nonfiction	19,234	18,955	102	10	652	338
Paperbacks	32,437	32,376	397	374	1,949	1,787
Magazines	289	299	10	-	82	3
Juvenile - AV	2,315	2,348	40	3	181	48
Juvenile - Other	84	84	-	-	5	-
Juvenile - YTD Total	83,404	82,900	718	612	4,281	2,676

Teen - Fiction	5,682	5,611	62	3	325	37
Paperbacks	1,063	1,063	1	1	9	12
Magazines	78	85	6	-	17	-
YTD Total	6,823	6,759	69	4	351	49

Adult - Fiction	23,359	23,881	144	36	994	600
Nonfiction	21,760	21,398	105	652	673	1,267
Paperbacks	7,803	7,689	64	178	306	371
LP paperbacks	717	717	-	-	32	-
Large Print	9,421	9,486	66	3	403	488
Magazines	3,179	3,267	157	69	956	303
Other	1,060	1,059	-	1	-	1
YTD Total	67,299	67,497	536	939	3,364	3,030

DVD	16,731	16,868	164	27	971	76
CD	10,015	10,023	10	2	98	16
Books on CD	6,280	6,317	38	1	121	44
MP3	1,122	987	1	115	3	184
Playaways	1,723	1,736	13	-	163	62
Software/Hardware	46	46	-	-	1	1
eContent	8,296	8,436	140	-	2,959	-
Video Games	618	620	8	6	72	24
YTD AV Total	44,831	45,033	374	151	4,388	407

Total Collection	202,357	202,189	1,697	1,706	12,384	6,162
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October 12, 2018

Normal Public Library
Brian Chase, Director
206 W College Avenue
Normal, IL 61761

re: Proposal for Professional Architectural Services

Dear Brian:

This purpose of this proposal is to provide planning services for an accessibility review and a possible reconfiguration of staff areas at the existing library. The entire building will be considered in proposed solutions. This work will result in appropriate preparation for applying for a Live & Learn grant.

The following constitutes the proposed scope of services for this project:

Planning/Design + Budget Estimate:

Our firm will use the existing plans generated for the previous masterplan project to serve as the base plans for this project. We will provide multiple planning options including furniture solutions for the separate areas outlined above. Once a final plan has been developed and approved by the library, we will also develop a budget estimate representing the final scope of work for review and consideration for future projects.

Accessibility Review

In conjunction with the above projects, we will also be performing an accessibility review of the facility to include the main building entries and toilet room facilities throughout the building. The goal of this project is to identify possible projects that the library can develop and apply for the Live & Learn grant for year 2019.

We are listing the completion of a set of scope drawings for the Live & Learn grant as a separate line item in this proposal that will only be executed if the Library chooses to move forward with the grant application. These scope documents also including a brief project description & budget estimate are a part of the outlined requirements that our office has successfully completed on past projects that also applied.

The following are qualifications/assumptions with respect to the scope of our services:

- We are including all meetings with the staff and Library Board as required including presentations to the board of trustees.
- We are not including the cost of any mechanical, plumbing, and electrical engineers in our current scope of work.

Compensation to Our Firm

Planning, Design & Budget Estimate + Accessibility Review	\$5000
Scope Documents for Live & Learn Grant Application	\$2500

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services. Revisions required due to owner directed modifications to previously accepted drawings, details, or specifications will be considered an additional service, for which additional fee will be required.

Billing will be on a monthly basis for work accomplished during the preceding month.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B133, "Standard Form of Agreement Between Owner and Architect", 2014 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois. If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Sincerely-

Dan Pohrte

product architecture + design
811 west evergreen #405
chicago, il 60642
v 312.202.0701 c 773.837.0447 f 866.857.7265

Accepted by: _____ Date: _____
Brian Chase, Library Director