



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
January 30, 2019 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. Strategic Plan (Discussion)
 - B. Executive Session: Section 2(c)(1) Personnel (Discussion)

9. Unfinished Business (None)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: February 27, 2019
12. Adjournment

The Board of Trustees of Normal Public Library may attend the Central Illinois Library Legislative Breakfast which will take place at 8:00 am - 10:00 am on February 4, 2019, at Bloomington-Normal Marriott Hotel, 201 Broadway Ave., Normal, IL 61761. Agenda is as follows: 8:00 am check-in and breakfast; 8:30 am program begins; 10:00 am program concludes.

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
December 19, 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, December 19, 2018. The meeting convened at 5:03 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: Shawn Woodson, Treasurer

Mr. Lindberg exited the meeting at 5:47 pm for personal business.

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

Others: Jim Rogal, candidate for the NPL Board of Trustees, and Taylor Hartman, Youth and Family Interventionist at Project Oz.

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

Approval of Minutes: Ms. Lewis moved to approve the minutes of the November 28, 2018 meeting. Ms. Trunnell seconded. Motion carried 6-0.

Approval of Expenditures: Ms. Lewis moved that expenditures of \$45,076.59 and three payrolls totaling \$240,502.83 be paid. Ms. Davis seconded. Motion carried 6-0.

President's Report: Mr. Ray took a moment to thank the staff for all that they do.

Public Comment: Mr. Rogal introduced himself.

Library Director's Report: Mr. Chase took the Board through options for putting in new restrooms; the goal is for universal accessible options, that the library would use grant funds for. The project will cost approximately \$100,000 in total with the grant covering up to \$50,000. Ms. Trunnell asked about full changing table for adults being available in these restrooms. She will send information to Mr. Chase about dimensions. Mr. Studebaker suggested NARCAN training for all staff. Mr. Chase pointed out that the library does not want to control use of the restrooms by key, but it is a possible route.

Foundation Report: The Annual Campaign is underway, and donations are starting to pick up. The donation request letter was sent to Board members to disperse to our contacts. The goal for the campaign is \$50,000. Letters are being sent out to thank those who have already donated. Mr.

Studebaker suggested making personal phone calls to those who have not responded to the initial request. Ms. Lewis noted that this is the baseline year, and the Foundation will use this data to improve procedures in future years.

New Business:

A. Project Oz – Taylor Hartman

Two years working there – likes blending community with her organization. Project Oz has been at the Library now every other Monday since July. They are mostly fielding questions about utility and rental assistance. People are looking for employment options; and Taylor asked if the Library provides classes, or other options to assist with this. PATH and Project Oz can only help truly homeless people with their classes, so NPL might be able to help those who are not homeless but still need assistance. Taylor suggested possibly putting a box out so that persons can put questions in between times that the social worker is here. She noted that Mid-Central Community Action, Safe Harbor, and area churches are places she refers people to. Lie-Heap and the two townships can help.

The sessions at the two Libraries are on a regular schedule: Monday from 5-6pm they are at Normal, and at Bloomington on Wednesdays from 1-2pm. Mr. Chase noted that this gives the agencies exposure for local need. Moving downstairs is an option for more privacy. Both Bloomington and Normal are experiencing a downturn in the number of appointments once colder weather set in. Mr. Studebaker suggested having programming in March/April, because people will have trouble paying bills around that time. Signs are up at all times to notify people of when these agencies are available at the Library.

Taylor stated that the collaboration going well. It is a way to show more people that they are welcome here. Mr. Studebaker asked about how to know when services run out of funds each month. Taylor suggested having a list of service organizations available and what their requirements are close to the suggestion box. It is difficult to keep up-to-date on when funds are available. Mr. Fischer noted that the staff also goes through PATH training each year. Ms. Moonan noted that the library has software to help with resume-checking. Mr. Chase thanked Taylor for being here.

B. Per Capita Grant Application

This item authorizes Mr. Chase to submit the Per Capita grant on behalf of himself, Mr. Ray, and Ms. Davis. Mr. Studebaker moved, Ms. Lewis seconded. Approved 6-0.

C. Executive Discussion

Ms. Lewis moved to go into session at 5:49 pm to review the Executive session minutes from the November session. Mr. Studebaker seconded. Mr. Studebaker moved to leave the Executive session. Ms. Lewis seconded. A roll call vote was initiated for entering and exiting the Executive session, as follows:

Mr. Ray – Aye
Mr. Stuebaker – Aye
Ms. Davis – Aye
Ms. Trunnell – Aye
Ms. Lewis – Aye

The Board exited executive session at 5:51pm. Ms. Trunnell moved to approve the minutes for the November Executive session. Mr. Stuebaker seconded. Approved 5-0.

Unfinished Business: None.

Suggested Items for Next Agenda: None new.

Adjournment: Meeting was adjourned at 5:52 pm. Mr. Stuebaker moved to adjourn, with Ms. Lewis seconding. Motion carried 5-0.

The next regularly scheduled meeting will be Wednesday, January 30, 2019 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 Dec 13, 2018 and Jan 23, 2019

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	919.00
KROGER-INDY CUSTOMER CHARGES	CUSTOMER # A14108// RANDI	31.23
Library Fund	- Total	950.23

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	DEC STMT/MISC SUPPLIES	3.60
ANDERTOONS	AUTHOR PERFORMANCE	500.00
APRIL L FISHER	MAKE IT TAKE IT LEGO SETS	250.00
BAKER & TAYLOR COMPANIES	ADULT BOOKD	71.09
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,949.08
BAKER & TAYLOR COMPANIES	AY GRAPHIC NOVELS	36.14
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	170.84
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	5,794.16
BAKER & TAYLOR COMPANIES	YA BOOKS	187.49
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	501.61
BAKER & TAYLOR CONTINUATION	FODORS TRAVEL GUIDES	80.93
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	17.44
BEST BUY BUSINESS ADVANTAGE ACCT	GOOGLE EXPEDITION 30 AR/V	5,433.95
BLACKBOURN MEDIA PACKAGING	30 CD W/1"RING WHITE	84.50
BRIDGEALL LIBRARIES LIMITED	ANNUAL SUBSCRIPTION	5,000.00
BRODART COMPANY	ADULT BOOK	12.49
BRODART COMPANY	ADULT BOOKS	50.39
BRODART COMPANY	DVD PAK W/STRIP	672.00
BRODART COMPANY	DVD PAKW/STRIPS	672.00
BRODART COMPANY	PAPERBACK BOOKS	12.49
BRODART COMPANY	TAPE BOOK BINDING	446.40
BURWOOD GROUP INC	36 MO.WEBSense WEB FILTER	11,296.06
CENGAGE LEARNING INC	DEC BASIC 8 PLAN	70.47
CENGAGE LEARNING INC	DEC BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	DEC CHRISTIAN FICTION 4PL	73.47
CENGAGE LEARNING INC	DEC CHRISTIAN ROMAMCE 2	23.24
CENGAGE LEARNING INC	DEC CORE 8 PLAN	185.93
CENGAGE LEARNING INC	DEC MYSTERTY SAMPLER 3PLN	67.47
CENGAGE LEARNING INC	DEC MYSTERY 6 PLAN	145.44
CENGAGE LEARNING INC	DEC PEER PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	DEC REVIEWERS CHOICE 2PLN	47.23

Town of Normal Expenditures to be approved for Payments
Between Dec 13, 2018 and Jan 23, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENGAGE LEARNING INC	DEC WHEELER HRDCOVER 5PLN	132.70
CENGAGE LEARNING INC	JAN BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	JAN CHRISTIAN FICTION 4PL	121.45
CENGAGE LEARNING INC	JAN CHRISTIAN ROMANCE 2PL	47.23
CENGAGE LEARNING INC	JAN MYSTERY 6 PLAN	118.45
CENGAGE LEARNING INC	JAN REVIEWERS CHOICE 2PLN	47.23
CENGAGE LEARNING INC	JANUARY BASIC 8 PLAN	234.66
CENGAGE LEARNING INC	JANUARY CORE 8 PLAN	152.19
CENGAGE LEARNING INC	JANUARY WHEELER HRDCOVER	137.95
CENGAGE LEARNING INC	LARGE PRINT DIST 6 PLAN	24.00
CENGAGE LEARNING INC	LARGE PRINT DIST. 6 PLAN	59.24
CENTER POINT LARGE PRINT	LARGE PRINT BOOK	273.24
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	318.99
CHIEF CITY MECHANICAL INC	SERVICE FLOOR DRAINS	245.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATIONS CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,245.88
DELL MARKETING LP	LAPTOP BATTERY	177.58
DIVERSIFIED MECHANICAL INC	TEMP CONTROL CONTRACT	712.10
ELM USA INC	57MM BLACK PADS	74.95
ELM USA INC	YELLOW PADS	65.85
FINDAWAY WORLD LLC	PLAYAWAYS	821.11
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	LANYARDS	663.90
HEARTLAND PARKING INC	SNOW REMOVAL	105.00
HILL & HILL PLUMBING & HEATING INC	INSPECT FLOOR DRAIN	110.00
HILL & HILL PLUMBING & HEATING INC	REPLACED FLUSH VALVE	174.80
HILL & HILL PLUMBING & HEATING INC	UNCLOGGED DRAIN	491.10
ILLINOIS LIBRARY ASSOCIATION	FOR JESS RAY: ID	30.00
ILLINOIS LIBRARY ASSOCIATION	FOR PAMELA LEWIS:ID 12472	30.00
INFO USA MARKETING INC	USA REFERENCE PACKAGE	3,200.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	299.50
JOSHUA HARDY	K-FACTOR MENTOR SERVICE	3,000.00
KAVANAGH,SCULLY,SUDOW,WHITE	LEGAL SERVICES	240.00
KONE INC	MAINT AGREEMENT	3,423.00
KROGER-INDY CUSTOMER CHARGES	DEC STMT/MISC SUPPLIES	206.68
KROGER-INDY CUSTOMER CHARGES	NOV STMT/MISC SUPPLIES	158.15
LIBRARY MARKET	ANNUAL SUBSCRIPTION	1,600.00

Town of Normal Expenditures to be approved for Payments
Between Dec 13, 2018 and Jan 23, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MENARDS	LOCKING LID TOTES	14.98
MIDWEST TAPE	AUDIOBOOKS	114.96
MIDWEST TAPE	AUIDOBOOKS	39.99
MIDWEST TAPE	CREDIT	-37.49
MIDWEST TAPE	DVD'S	532.51
MIDWEST TAPE	DVDS	425.03
MIDWEST TAPE	MUSIC CDS	114.92
MIDWEST TAPE	PLAYAWAYS	119.98
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	263.82
NATIONAL PEN COMPANY	FLEX LIGHT W/MAGNET	340.45
NICHE ACADEMY LLC	ONLINE SUBSCRIPTION	2,800.00
NICOR GAS	ENERGY USAGE	1,845.79
PIP PRINTING	POSTER	68.23
PURITAN SPRINGS WATER	WATER SERVICE/NPL	46.69
QUILL CORPORATION	OFFICE SUPPLIES	501.48
RANDOM HOUSE, INC.	AUDIOBOOKS	165.75
RECORDED BOOKS LLC	CDS	6.95
SAMS CLUB	DEC STMT/MISC SUPPLIES	16.64
Stacey Tetzloff	10/15- MEETING: AREA AGEN	6.54
Stacey Tetzloff	12/20- HOME BOUND DELIVER	14.72
Stacey Tetzloff	4/15- HOME BOUND DELIVERY	4.91
Stacey Tetzloff	5/17 -HOME BOUND DELIVERY	3.82
Stacey Tetzloff	6/12- BOOKS ON THE GO- 15	8.18
Stacey Tetzloff	6/5 - BOOKS ON THE GO- AR	2.18
Stacey Tetzloff	7/17- WAL-MART -MOVING SH	2.73
Stacey Tetzloff	7/19- HOME BOUND DELIVERY	1.64
Stacey Tetzloff	7/24- BOOKS ON THE GO -6M	3.27
Stacey Tetzloff	7/31- HOME BOUND DELIVERY	2.73
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	24 PLACEMENTS	214.80
UNIQUE MANAGEMENT SERVICES INC	41 PLACEMENTS	366.95
UNIVERSITY OF ILLINOIS	FOR JENNIFER WILLIAMS' AD	20.00
UNIVERSITY OF ILLINOIS	FOR KRISTI CATES' ADMISSI	20.00
UNIVERSITY OF ILLINOIS	FOR TORI MELICAN'S ADMISS	20.00
US BANK/P-CARD	3D Printer Filament/Maker	128.38
US BANK/P-CARD	AILUKI Toddler Musical In	42.94
US BANK/P-CARD	Board Packets Mailed	25.76
US BANK/P-CARD	Conveyance Certificate of	76.69

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>
US BANK/P-CARD	Craft Supplies	23.94
US BANK/P-CARD	Credit for Return/damaged	-27.99
US BANK/P-CARD	Credit for Supplies Ret.	-41.94
US BANK/P-CARD	Display Pole/Acrylic Lite	256.91
US BANK/P-CARD	DropMix Music Gaming Syst	47.99
US BANK/P-CARD	DVD - Lego Ninjago S.3 P.	9.96
US BANK/P-CARD	Emily's Room @ Hyatt Rege	551.26
US BANK/P-CARD	Envelopes & Moistener	7.71
US BANK/P-CARD	Gift Cards for Board Memb	175.00
US BANK/P-CARD	Hard Roll Towels & Disinf	187.29
US BANK/P-CARD	Jumbo Jingle Bells for PO	99.20
US BANK/P-CARD	Latex Gloves - Black (Pac	69.99
US BANK/P-CARD	Music CD/Patron Req. - AN	16.19
US BANK/P-CARD	New DVD Rel. - LITTLE STR	79.56
US BANK/P-CARD	New DVD Rel. - Peppermint	107.94
US BANK/P-CARD	New DVD Rel. - SHARP OBJE	111.96
US BANK/P-CARD	New Foreign Film (1)	19.90
US BANK/P-CARD	New Music CD - Patron Req	11.88
US BANK/P-CARD	New Rel. DVD - Sgt. Stubb	89.76
US BANK/P-CARD	New Rel. DVD - Till Death	59.96
US BANK/P-CARD	New Rel. DVD - Unbroken.	89.76
US BANK/P-CARD	New Rel. DVDs - SEARCHING	119.76
US BANK/P-CARD	New Rel. Movie - Mission	127.76
US BANK/P-CARD	New Rel. Music - Nutcrack	8.03
US BANK/P-CARD	New Rel. TV Series - Pold	44.42
US BANK/P-CARD	New Release DVD - DOG DAY	59.96
US BANK/P-CARD	New Switch Game - Super S	65.24
US BANK/P-CARD	New Switch Games & Copy 2	578.39
US BANK/P-CARD	New TV Series - NARCOS S.	14.58
US BANK/P-CARD	Patron Req. DVD - LEGO NI	10.00
US BANK/P-CARD	Plastic Table Covers	55.00
US BANK/P-CARD	Plastic Table Covers for	30.00
US BANK/P-CARD	Program Supplies	94.93
US BANK/P-CARD	Program Supplies - Cups	7.99
US BANK/P-CARD	Renewal for NPLF Domain -	9.98
US BANK/P-CARD	Repl. CD -	8.95
US BANK/P-CARD	Repl. CD - After The Gold	9.97
US BANK/P-CARD	Repl. Copy - Xbox One Gam	44.50

**Town of Normal Expenditures to be approved for Payments
Between Dec 13, 2018 and Jan 23, 2019**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Repl. DVD - Hart's War	7.50
US BANK/P-CARD	Scott Essential Jumbo Toi	105.64
US BANK/P-CARD	Stamps - Flag Coil - 3	150.00
US BANK/P-CARD	Steve Vogel Book - REASON	39.64
US BANK/P-CARD	Supplies - Envelopes	18.22
US BANK/P-CARD	Supplies for Lindsey's Ch	59.91
US BANK/P-CARD	Supplies-Shovel/Safety Ve	256.93
US BANK/P-CARD	Toilet Paper	105.64
US POSTAL SERVICE/HASLER	ACCT.# 5287048 - FOR NORM	2,000.00
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	155.71
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.67
WALMART COMMUNITY BRC	DEC STMT/MISC SUPPLIES	1,313.17
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	1,298.96
WILLIAM E. HILLENBRAND	CHILDREN'S AUTHOR VISIT	673.78
Library Fund	Library Administration - Total	75,139.35

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
JETPAY CORPORATION	EQUIPMENT SALES-PAXS500	900.00
Library Replacement Fund	Library Administration - Total	900.00
Overall - Total		76,989.58

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,870,800	\$ 3,894,641	100.62	\$ 3,904,167	(0.24)
State Replacement Taxes	97,900	85,103	86.93	93,362	(8.85)
State Library Aid	65,621	65,621	100.00	-	100.00
Fees	35,662	30,527	85.60	51,532	(40.76)
Fines	18,000	11,878	65.99	15,761	(24.63)
Investment Income	45,790	35,427	77.37	28,139	25.90
Contributions & Donations	720	760	105.56	5,235	(85.48)
Miscellaneous Revenue	1,156	1,198	103.62	59	1,930.19
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	5,568	(100.00)
Library Fund Total	4,141,649	4,125,157	99.60	4,103,823	0.52
LIBRARY REPLACEMENT FUND 222					
Investment Income	16,890	13,093	77.52	9,875	32.58
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	394,113	136,000	34.51	204,272	(33.42)
Library Replacement Fund Total	411,003	149,093	36.28	214,147	(30.38)
Total For All Funds	\$ 4,552,652	\$ 4,274,249	93.88	\$ 4,317,970	(1.01)

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

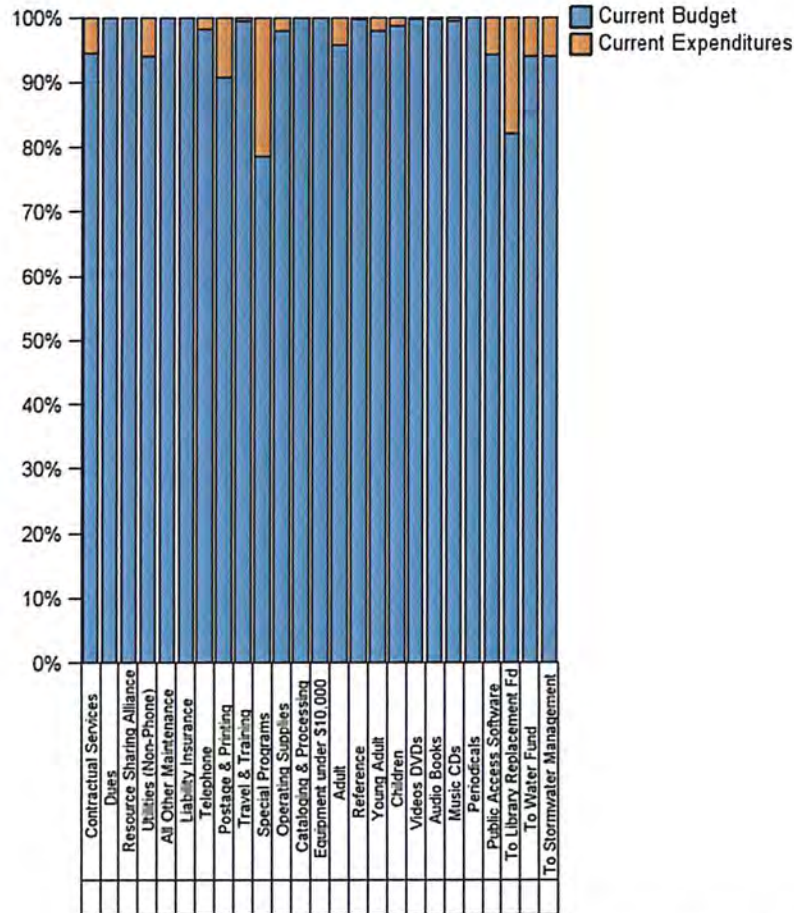
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,149,972	\$ 2,617,995	\$ 142,782	\$ 1,389,195	\$ 2,578,810	33.47
Library Fund Total	4,149,972	2,617,995	142,782	1,389,195	2,578,810	33.47
LIBRARY REPLACEMENT FUND 222						
Administration	190,213	8,100	3,123	178,990	222,652	94.10
Library Replacement Fund Total	190,213	8,100	3,123	178,990	222,652	94.10
Total For All Funds	\$ 4,340,185	\$ 2,626,095	\$ 145,905	\$ 1,568,185	\$ 2,801,462	36.13

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

	As of	As of	
	December 31, 2018	March 31, 2018	Net Change
221 Library Fund	\$ 4,479,430.85	\$ 3,221,657.76	\$ 1,257,773.09
222 Library Replacement Fund	\$ 1,840,005.65	\$ 1,545,205.07	\$ 294,800.58
Totals	<u>\$ 6,319,436.50</u>	<u>\$ 4,766,862.83</u>	<u>\$ 1,552,573.67</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

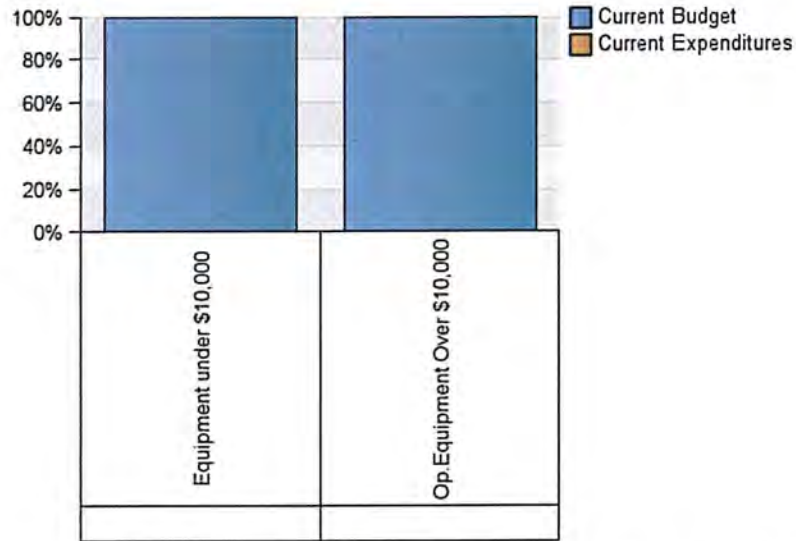


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$6,263.61	\$85,483.57	\$5,701.83	\$107,104.00	\$9,654.99	\$107,023.00	9%	\$11,965.44
			221-9010-455.20-20	Dues	\$0.00	\$3,263.00	\$0.00	\$5,150.00	\$1,887.00	\$5,150.00	37%	\$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)	\$3,227.59	\$28,439.06	\$0.00	\$49,390.00	\$17,723.35	\$53,040.00	36%	\$3,227.59

221-9010-455.25-60	All Other Maintenance	\$0.00	\$17,497.16	\$19,343.57	\$65,851.00	\$29,010.27	\$65,851.00	44%	\$19,343.57
221-9010-455.30-10	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	\$34,248.00	\$2,859.00	\$31,253.00	8%	\$1,023.00
221-9010-455.30-15	Telephone	\$204.00	\$6,478.64	\$244.65	\$11,608.00	\$4,680.71	\$11,744.00	40%	\$448.65
221-9010-455.30-25	Postage & Printing	\$2,408.68	\$10,481.83	\$6,451.27	\$23,907.00	\$4,565.22	\$18,999.00	19%	\$8,859.95
221-9010-455.30-35	Travel & Training	\$60.00	\$8,983.80	\$0.00	\$13,000.00	\$3,956.20	\$15,431.00	30%	\$60.00
221-9010-455.30-40	Special Programs	\$5,933.95	\$4,518.91	\$2,220.82	\$21,848.00	\$9,174.32	\$7,633.00	42%	\$8,154.77
221-9010-455.35-10	Operating Supplies	\$882.98	\$33,382.66	\$5,921.05	\$41,386.00	\$1,199.31	\$41,386.00	3%	\$6,804.03
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$7,668.12	\$7,221.49	\$17,177.00	\$2,287.39	\$17,349.00	13%	\$7,221.49
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	\$4,292.85	\$61,997.35	\$16,009.62	\$95,000.00	\$12,700.18	\$105,000.00	13%	\$20,302.47
221-9010-455.36-15	Reference	\$17.44	\$6,987.06	\$1,919.20	\$9,050.00	\$126.30	\$9,000.00	1%	\$1,936.64
221-9010-455.36-20	Young Adult	\$235.99	\$7,485.29	\$4,118.61	\$12,000.00	\$160.11	\$12,000.00	1%	\$4,354.60
221-9010-455.36-25	Children	\$1,106.57	\$37,861.76	\$27,395.69	\$80,000.00	\$13,635.98	\$83,988.00	17%	\$28,502.26
221-9010-455.37-15	Videos DVDs	\$158.16	\$25,672.42	\$7,852.29	\$40,000.00	\$6,317.13	\$47,460.00	16%	\$8,010.45
221-9010-455.37-20	Audio Books	\$156.91	\$16,247.36	\$21,093.74	\$43,000.00	\$5,501.99	\$53,211.00	13%	\$21,250.65
221-9010-455.37-30	Music CDs	\$28.98	\$2,770.28	\$3,010.09	\$6,000.00	\$190.65	\$10,292.00	3%	\$3,039.07
221-9010-455.38-10	Periodicals	\$0.00	\$4,109.50	\$11,606.50	\$15,552.00	(\$164.00)	\$17,100.00	-1%	\$11,606.50
221-9010-455.38-20	Public Access Software	\$7,800.00	\$101,662.11	\$1,034.16	\$127,034.00	\$16,537.73	\$126,000.00	13%	\$8,834.16
221-9010-455.92-22	To Library Replacement Fd	\$86,037.67	\$136,000.00	\$0.00	\$394,113.00	\$172,075.33	\$204,000.00	44%	\$86,037.67
221-9010-455.95-02	To Water Fund	\$189.87	\$1,885.90	\$0.00	\$2,990.00	\$914.23	\$3,700.00	31%	\$189.87
221-9010-455.95-10	To Stormwater Management	\$50.60	\$374.44	\$0.00	\$773.00	\$347.96	\$773.00	45%	\$50.60
Summary		119,055.85	700,360.22	142,167.58	1,277,925.00	316,341.35	1,108,955.00	0.25	261,223.43

Budget to Actual Expenditures

Library - Administration (Library Replacement 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 Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$8,100.00	\$0.00	\$146,190.00	\$138,090.00	\$96,700.00	94%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$44,023.00	\$44,023.00	\$321,843.00	100%	\$0.00
			Summary	0.00	8,100.00	4,023.00	190,213.00	178,090.00	418,543.00	0.94	4,023.00	

DECEMBER 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	DECEMBER	YTD	DECEMBER	YTD	DECEMBER	YTD
Juvenile - Fiction	8,104	108,322	8,835	103,751	7,993	99,684
Nonfiction	3,011	38,179	2,808	36,067	2,840	33,237
Paperbacks	10,430	134,416	10,287	133,600	10,166	131,694
Magazines	27	501	44	419	98	677
Juvenile - AV	662	8,097	540	7,027	549	6,880
Juvenile - Other	19	230	29	163	5	118
Juvenile - Total	22,253	289,745	22,543	281,027	21,651	272,290
Teen - Fiction	1,053	12,385	1,115	11,664	1,047	11,499
Paperbacks	136	1,309	166	1,466	124	2,826
Magazines	4	35	-	27	-	13
Teen - Total	1,193	13,729	1,281	13,157	1,171	14,338
Adult - Fiction	3,737	40,730	3,875	38,970	3,650	38,628
Nonfiction	2,691	29,095	3,016	31,917	3,353	34,210
Paperbacks	705	8,052	886	8,945	818	9,988
L.P. paperbacks	224	881	41	628	43	432
Large Print	1,458	17,001	1,739	16,012	1,774	17,410
Magazines	453	3,629	387	3,960	549	3,672
Other	530	6,274	551	6,503	615	6,833
Adult - Total	9,798	105,662	10,495	106,935	10,802	111,173
DVD	3,533	32,225	3,987	35,763	4,549	38,253
CD	1,008	9,397	1,241	12,209	1,416	16,351
Books on CD	836	8,644	981	9,929	1,063	10,971
MP3	117	830	67	893	66	692
Streaming Video	101	957	73	632	82	728
Downloadable Music	621	7,272	784	6,814	813	8,054
eAudiobooks	1,288	10,945	880	6,763	616	4,846
eBooks	2,139	18,850	1,730	14,081	1,486	13,013
Zinio eMagazines	90	562	61	545	50	581
Playaways	328	3,535	328	3,336	267	3,433
Software/Hardware	82	897	72	822	13	112
Video Games	310	3,231	286	2,804	250	3,211
AV - Total	10,453	97,345	10,490	94,591	10,671	100,245
Subtotal - Circulation	43,697	506,481	44,809	495,710	44,295	498,046
<Add deposits: 1500>	1,500	13,500	1,500	13,500	1,500	13,500
<Add in-library use: 1100>	1,100	9,900	1,100	9,900	1,100	9,900
Total Circ	46,297	529,881	47,409	519,110	46,895	521,446

DECEMBER 2018

Normal Public Library

Monthly Statistics

Registration - FY 2018-2019				
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	30,749	189	10	30,928
Teen	3,046	4	(1)	3,051
Juvenile	7,537	15	9	7,543
Total	41,332	208	18	41,522

2019 YTD	2018 YTD	2017 YTD
30,928	27,741	24,205
3,051	1,636	1,445
7,543	6,660	4,372
41,522	36,037	30,022

Patron Count	
Patron Count: Month	17,544
Offsite programs (est)	-
Previous Month YTD	196,836

214,380	212,084	215,773
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Interlibrary Loan and System Holds		
	DECEMBER 2018	Previous Month YTD
Borrowed/Rec'd	765	9,388
Loaned	953	9,902
Reciprocal borrowing	13,729	157,366

10,153	8,660	7,673
10,855	9,433	9,726
171,095	178,008	175,812

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	281	265	57
Main Adult	1,438	1,084	45
Public Laptop	162	237	88
Quick-Use	68	7	7
TOTALS	1,949	1,593	49

YTD Uses
3,514
15,355
1,578
840
21,287

DECEMBER 2018
Monthly Statistics

Normal Public Library
Collection Development - FY 2018-2019

	Beginning Total	Ending Total
Juvenile - Fiction	28,616	28,540
Nonfiction	19,145	19,188
Paperbacks	33,099	33,183
Magazines	331	175
Juvenile - AV	2,350	2,367
Juvenile - Other	84	84
Juvenile - YTD Total	83,625	83,537

Current Month		YTD	
Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
140	216	1,864	1,106
46	3	903	492
246	162	3,193	2,569
8	164	124	187
17	-	201	52
-	-	5	-
457	545	6,290	4,406

Teen - Fiction	5,669	5,580
Paperbacks	1,022	1,022
Magazines	94	96
YTD Total	6,785	6,698

47	136	458	225
2	2	15	20
2	-	27	1
51	138	500	246

Adult - Fiction	23,196	23,248
Nonfiction	21,774	21,897
Paperbacks	7,707	7,741
LP paperbacks	723	723
Large Print	9,595	9,614
Magazines	3,612	3,752
Other	1,105	1,105
YTD Total	67,712	68,080

113	61	1,384	951
132	9	1,024	1,402
39	5	442	431
-	-	39	7
50	31	587	586
141	1	1,448	431
-	-	46	47
475	107	4,970	3,855

DVD	16,913	17,106
CD	10,077	10,103
Books on CD	6,352	6,375
MP3	967	968
Playaways	1,790	1,799
Software/Hardware	46	46
eContent	8,756	8,915
Video Games	622	638
YTD AV Total	45,523	45,950

197	4	1,493	242
26	-	179	54
24	1	183	79
1	-	4	185
10	1	227	87
-	-	1	1
159	-	3,438	194
16	-	91	25
433	6	5,616	867

Total Collection	203,645	204,265
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1,416	796	17,376	9,374
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Director's Report January 30, 2019

1. **Monthly Financial Report**

Revenue: The December revenues are up 0.52% compared to this time last year. **Expenses:** An expenditures report as of January 23 is included in this packet.

2. **Circulation**

Circulation was down from December 2018 by 1,112 transactions, a decrease of 2.3%. YTD circulation is up 10,771 transactions, an increase of 2.1%.

3. **Board Email Addresses**

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

4. **Special Reserve Fund**

The new Special Reserve Fund has been added to the Town's financial system.

5. **FY2019 Live and Learn Grant Opportunity**

The application for the FY2019 Live and Learn Construction Grant Program has been submitted. The scope of this project is to create accessible restrooms on the main floor.

6. **Washer and Dryer Installation**

We are exploring the addition of a washer and dryer in the basement to enable staff to regularly launder circulating bags, puppets, table cloths, cleaning cloths, etc. Recently we discovered the need to bring some plumbing infrastructure up to code prior to moving forward with this project.

7. **Annual Library Certification**

The Illinois State Library Annual Library Certification was completed on January 2. This certification is required to retain system membership and eligibility for grants administered by the Illinois State Library.

8. **Strategic Plan**

As requested, we look forward to a discussion regarding our 2017-2020 strategic plan (included in this packet). We are exploring the possibility of working with Sue Hall to facilitate another community stakeholder meeting in October 2019. Our most recent community stakeholder meeting took place in October 2016.

9. **Central Illinois Library Legislative Breakfast**

The Central Illinois Library Legislative Breakfast will take place on Monday, February 4 at the Marriott. We will serve as the host library for the event. Doors open and breakfast is available at 8:00 am. The program begins at 8:30 am and will conclude by 10:00 am.

Normal Public Library

STRATEGIC PLAN | 2017-2020

MISSION

The Normal Public Library is a valuable educational and recreational resource that enriches the quality of life for community residents.

VISION

The Library is a catalyst for literacy, learning, creativity and innovation. We connect, reflect and engage our community and are strong stewards of our valuable resources.

GOALS

GOAL 1: Enrich the quality of life in Normal through community engagement.

STRATEGIES:

1. Develop and strengthen partnerships to meet the community's ongoing and emerging needs.
2. Provide opportunities for meaningful dialogue to advance the community.
3. Increase the Library's visibility as a valued partner and community leader.

GOAL 2: Inspire and nurture literacy, learning, creativity and innovation.

STRATEGIES:

1. Become the hub for creative learning, innovation and discovery.
2. Identify opportunities to increase literacy.
3. Create opportunities for learning across ages and cultures.

GOAL 3: Engage under-served populations through accessibility and convenience.

STRATEGIES:

1. Identify populations that the Library is currently under-serving.
2. Work with community partners to identify gaps and opportunities for serving these populations.
3. Develop strategies for providing valuable and accessible programs and services to these populations.

GOAL 4: Build a dynamic Library that inspires and connects the community.

STRATEGIES:

1. Work with the Town and the Foundation to ensure adequate public and private funding to build a facility that meets future needs.
2. Design and incorporate features that assure safety, accessibility and convenience.
3. Create spaces that welcome and inspire all library users.