



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
February 27, 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: March 27, 2019
12. Adjournment

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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.

The January 30, 2019 meeting of the Board of Trustees of Normal Public Library  
was cancelled due to inclement weather.

**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:**

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**Secretary**  
**Normal Public Library**

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**Date of Approval**

**Town of Normal Expenditures to be approved for Payments**  
**Between Jan 24, 2019 and Feb 20, 2019**

1 of 2

**Library Fund**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	-717.00
US BANK/P-CARD	Subway for Foundation mee	54.96
Library Fund	- Total	-662.04

**Library Fund      Library      Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	JAN STMT/ MISC SUPPLIES	435.36
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,420.12
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	1,644.07
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	223.74
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	292.14
BRAINFUSE INC	EDUCATION SERVICES	3,500.00
BRODART COMPANY	PAPERBACK BOOKS	26.38
CAPSTONE	PEBBLEGO BIOGRAPHIES	1,165.00
CENGAGE LEARNING INC	FEB BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	FEB CHRISTIAN ROMANCE 2	47.23
CENGAGE LEARNING INC	JAN MYSTERY SAMPLER 3 PLN	67.47
CENGAGE LEARNING INC	JAN PEER PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	JAN PERR PICKS 2 PLAN	47.23
CENGAGE LEARNING INC	LARGE PRINT DIST 6 PLAN	67.49
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	342.24
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATIONS CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,058.49
DEMCO INC	ANNUAL SUMMER READER	2,356.20
DEX MEDIA	ADVERTISING CHARGE	34.15
EBSCO SUBSCRIPTION SERVICES	CREDIT	-60.00
EBSCO SUBSCRIPTION SERVICES	MAGAZINE ANNUAL RENEWAL	10,178.69
ELM USA INC	COMPOUND,SOLUTION D	157.20
ENGRAVING EXPRESS	PLASTIC ENGRAVED PLATE	18.50
ENVISION WARE INC	ANNUAL SYSTEM MAINTENANCE	5,912.80
FINDAWAY WORLD LLC	PLAYAWAYS	814.86
FRONTIER	PHONE SERVICE MONTHYL - L	127.92
HEARTLAND PARKING INC	PARKING LOT PLOWING/NPL	244.50
HEARTLAND PARKING INC	PARKING LOT SALTING	93.00
HEARTLAND PARKING INC	PARKING LOT SALTING/NPL	268.50
HEARTLAND PARKING INC	PLOWING & SALTING NPL	624.00

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**Between Jan 24, 2019 and Feb 20, 2019**

<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
HEARTLAND PARKING INC	SNOW REMOVAL	255.00
HEARTLAND PARKING INC	SNOW REMOVAL/NPL	229.50
ILLINOIS LIBRARY ASSOCIATION	ILA INSTITUTIONAL MEMBERS	300.00
J.D. POWER	RENEWAL OLDER USED CAR GU	90.00
J.D. POWER	RENEWAL VINTAGE MOTORCYCL	45.00
KAVANAGH,SCULLY,SUDOW,WHITE	LEGAL SERVICES	240.00
KROGER-INDY CUSTOMER CHARGES	JAN STMT/ MISC SUPPLIES	22.86
LIBRARY IDEAS,LLC	CHILDRENS AV	444.40
MENARDS	BATTERIES	29.97
MENARDS	ICE MELT	189.90
MENARDS	MISC SUPPLIES	91.62
MENARDS	PIPE HEATING CABLE	32.59
MIDWEST TAPE	CREDIT	-14.99
MIDWEST TAPE	DVDS	452.29
MIDWEST TAPE	MUSIC CDS	283.79
MILLER JANITOR SUPPLY	ICE MELT	261.00
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	408.86
NATIONAL PEN COMPANY	FLEX LIGHT W/MAGENT	340.46
NEWSBANK INC	ANNUAL SUBSCRIPTION	1,309.00
NICOR GAS	ENERGY USAGE	1,289.03
NYBAKKE VACUUM SHOP INC	VACUUM BAGS	19.95
Personnel Concepts	CUSTOMER# 25P582103-SPACE	15.90
PURITAN SPRINGS WATER	WATER SERVICE/NPL	47.54
QUILL CORPORATION	OFFICE SUPPLIES	312.67
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	3,920.91
RECORDED BOOKS LLC	AUDIOBOOKS	646.80
RECORDED BOOKS LLC	CD'S	6.95
RECORDED BOOKS LLC	CDS	238.60
SAMS CLUB	JAN STMT/MISC SUPPLIES	269.44
SCHOLASTIC INC	SCHOLASTIC TEACHABLES	1,311.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN BOOKS	705.54
SCHOLASTIC LIBRARY PUBLISHING	SCIENCEFLIX PUBLIC LIB	3,290.00
TELEVEND SERVICES INC	FAX CASH PREPAID CARDS	38.45
TELEVEND SERVICES INC	PREPAID FAX CARDS	245.05
ULVERSCROFT LARGE PRINT BOOKS	AUDIOBOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	34 PLACEMENT	304.30
US BANK/P-CARD	(6) Wonder Workshop Xylop	179.94
US BANK/P-CARD	(8) Kano Computer Kit Tou	1,839.92

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	(9) Kano Computer Kit - M	675.09
US BANK/P-CARD	1 YR. Renewal for Brian C	30.00
US BANK/P-CARD	2019 Legislative Meet-ups	210.00
US BANK/P-CARD	55-60 Gallon Trash Bags (	85.98
US BANK/P-CARD	8- Coding Jam Games; 7-Ge	899.32
US BANK/P-CARD	Adult Books (2)	26.29
US BANK/P-CARD	ALA & Associated members	347.00
US BANK/P-CARD	Banner paper for Story Ho	4.80
US BANK/P-CARD	Battery Backup for Networ	153.20
US BANK/P-CARD	Bluetooth Speakers & Powe	1,661.32
US BANK/P-CARD	Bulton Maker for Programm	104.71
US BANK/P-CARD	Case for tablet for progr	10.99
US BANK/P-CARD	Central IL AFP Meeting -	25.00
US BANK/P-CARD	Classification Web Subscr	325.00
US BANK/P-CARD	Coding Awbie Game (5)	187.45
US BANK/P-CARD	Creative Cloud 1 Yr. Rene	359.88
US BANK/P-CARD	Equipment for Library Eve	75.90
US BANK/P-CARD	Fiskars Rotary Trimmer cu	24.58
US BANK/P-CARD	Jewelry casting molds for	81.12
US BANK/P-CARD	Keyboard case for iPad/HD	67.97
US BANK/P-CARD	LIBCOD - Make a Computer-	75.01
US BANK/P-CARD	Mailed Application to IL	6.70
US BANK/P-CARD	Mailed NPL Foundation IRS	2.00
US BANK/P-CARD	Memorial Books (2)	27.94
US BANK/P-CARD	Merge Cube (10) Reality S	138.00
US BANK/P-CARD	MindWare Code Hopper- Com	24.95
US BANK/P-CARD	New Rel. DVD - A.X.L. (4)	62.28
US BANK/P-CARD	New Rel. DVD - AFTER DARK	51.84
US BANK/P-CARD	New Rel. DVD - HALLOWEEN	143.92
US BANK/P-CARD	New Rel. DVD - JONATHAN (	44.88
US BANK/P-CARD	New Rel. DVD - Mid90s (4)	51.84
US BANK/P-CARD	New Rel. DVD - Monsters a	56.96
US BANK/P-CARD	New Rel. DVD - OLD MAN AN	89.76
US BANK/P-CARD	New Rel. DVD - Pony with	19.92
US BANK/P-CARD	New Rel. DVD - SPEED KILL	51.84
US BANK/P-CARD	New Rel. DVD - The Oath (	25.98
US BANK/P-CARD	New Rel. DVD - Time Freak	38.88
US BANK/P-CARD	New Rel. DVD - Venom (8)	143.92



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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New Rel. DVD - What They	42.72
US BANK/P-CARD	New Rel. TV Series - Sinn	35.98
US BANK/P-CARD	New Switch Games (6)	284.94
US BANK/P-CARD	Packaging for Accu-Cut Di	8.79
US BANK/P-CARD	Patron Req. Adult Books -	15.29
US BANK/P-CARD	Ready to Code Games: Cybe	98.24
US BANK/P-CARD	Regional Planning Commiss	40.00
US BANK/P-CARD	Repl. CD - Greatest	10.96
US BANK/P-CARD	Repl. Copy - Adult Books	18.37
US BANK/P-CARD	Repl. DVD - DORA AND FRIE	5.99
US BANK/P-CARD	Repl. DVD - Godzilla (1)	9.53
US BANK/P-CARD	Repl. Game - Fortnite - X	60.00
US BANK/P-CARD	Repl. Game - Sonic Mania	29.88
US BANK/P-CARD	Ret. DVD - Venom (8)	-143.92
US BANK/P-CARD	Several DVD's (21): Venom	359.81
US BANK/P-CARD	Shipping - Accu-Cut Die C	48.46
US BANK/P-CARD	Supplies - Shelf Talkers	421.20
US BANK/P-CARD	Switch Game - Donkey Kong	57.97
US BANK/P-CARD	Thermal paper for credit	598.80
US BANK/P-CARD	Tires & shocks for the Va	1,311.35
US BANK/P-CARD	TV Series - Heartland S.1	40.62
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	155.83
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.85
WALMART COMMUNITY BRC	DEC STMT/ MISC SUPPLIES	496.81
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	100.90
Library Fund	Library Administration - Total	64,917.09
<b>Overall - Total</b>		<b>64,255.05</b>

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

2 of 2

**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
<b>Library Fund</b>	<b>Total</b>	<b>950.23</b>

**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.WEBSSENSE 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**

<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
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**

<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
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

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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**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>		
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	75,489.35

**Library Replacement Fund Library Administration**

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

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As of January 31, 2019

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,894,641	\$ 3,894,641	100.00	\$ 3,904,167	(0.24)
State Replacement Taxes	106,400	98,120	92.22	106,255	(7.66)
State Library Aid	65,621	65,621	100.00	-	100.00
Fees	37,962	33,774	88.97	54,413	(37.93)
Fines	18,000	13,168	73.16	17,405	(24.34)
Investment Income	45,790	42,432	92.67	35,157	20.69
Contributions & Donations	795	2,274	286.07	6,785	(66.48)
Miscellaneous Revenue	1,356	1,319	97.27	59	2,135.66
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	6,115	(100.00)
<b>Library Fund Total</b>	<b>4,176,565</b>	<b>4,151,350</b>	<b>99.40</b>	<b>4,130,356</b>	<b>0.51</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	16,890	15,892	94.09	12,397	28.19
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	394,113	222,038	56.34	268,752	(17.38)
<b>Library Replacement Fund Total</b>	<b>411,003</b>	<b>237,930</b>	<b>57.89</b>	<b>281,149</b>	<b>(15.37)</b>
<b>Total For All Funds</b>	<b>\$ 4,587,568</b>	<b>\$ 4,389,280</b>	<b>95.68</b>	<b>\$ 4,411,505</b>	<b>(0.50)</b>

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of January 31, 2019

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,149,971	\$ 2,983,005	\$ 138,657	\$ 1,028,309	\$ 2,897,915	24.78
Library Fund Total	4,149,971	2,983,005	138,657	1,028,309	2,897,915	24.78
LIBRARY REPLACEMENT FUND 222						-
Administration	190,213	8,100	4,023	178,090	313,939	93.63
Library Replacement Fund Total	190,213	8,100	4,023	178,090	313,939	93.63
Total For All Funds	\$ 4,340,184	\$ 2,991,105	\$ 142,680	\$ 1,206,399	\$ 3,211,854	27.80

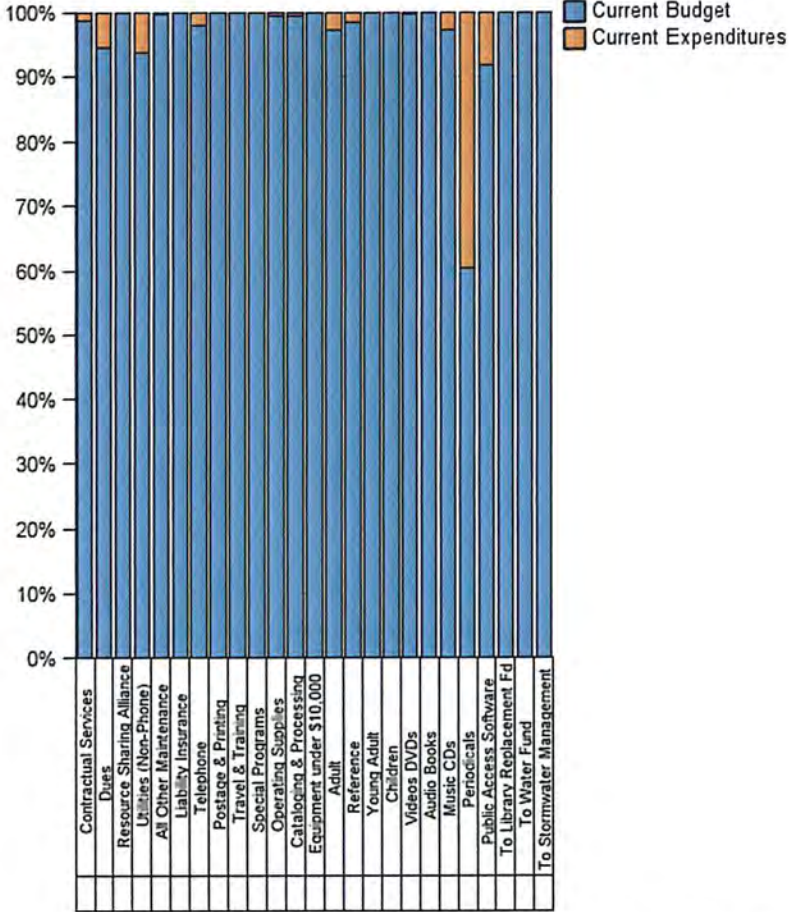


**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of January 31, 2019**

		As of January 31, 2019	As of March 31, 2018	Net Change
221	Library Fund	\$ 4,126,991.36	\$ 3,221,657.76	\$ 905,333.60
222	Library Replacement Fund	\$ 1,928,017.08	\$ 1,545,205.07	\$ 382,812.01
	Totals	\$ 6,055,008.44	\$ 4,766,862.83	\$ 1,288,145.61

**Budget to Actual Expenditures**

Library - Administration (Library Fund )



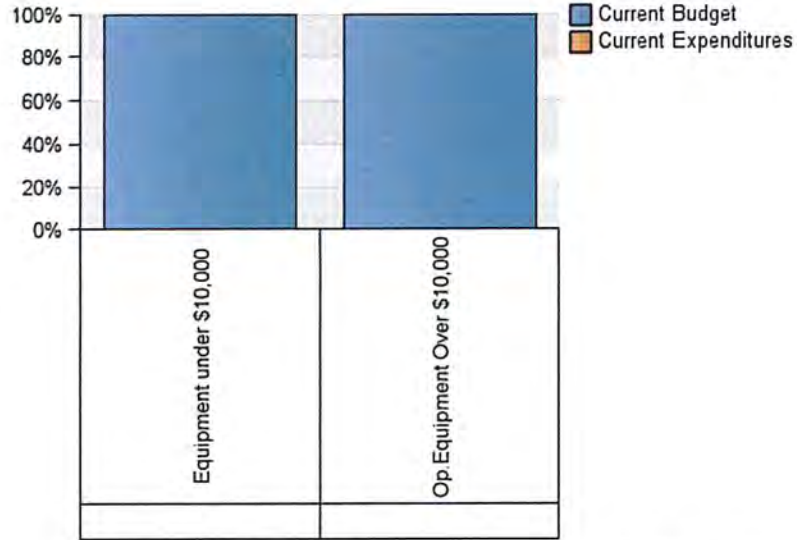
Expenditure Fiscal Year

Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455.20-10	Contractual Services	\$1,286.80	\$99,297.63	\$6,582.13	\$107,104.00	(\$62.56)	\$107,023.00	0%	\$7,868.93
			221-9010-455.20-20	Dues	\$300.00	\$3,640.00	\$0.00	\$5,150.00	\$1,210.00	\$5,150.00	23%	\$300.00
			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)	\$3,347.52	\$31,666.65	\$0.00	\$49,390.00	\$14,375.83	\$53,040.00	29%	\$3,347.52

<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$209.84	\$20,126.44	\$17,846.73	\$65,851.00	\$27,667.99	\$65,851.00	42%	\$18,056.57
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	\$34,248.00	\$2,859.00	\$31,253.00	8%	\$1,023.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$238.15	\$7,166.32	\$160.50	\$11,608.00	\$4,043.03	\$11,744.00	35%	\$398.65
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$13,296.92	\$6,110.81	\$23,907.00	\$4,499.27	\$18,999.00	19%	\$6,110.81
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$9,364.25	\$0.00	\$13,000.00	\$3,635.75	\$15,431.00	28%	\$0.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$16,232.10	\$2,220.82	\$21,847.00	\$3,394.08	\$7,633.00	16%	\$2,220.82
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$226.90	\$36,345.69	\$4,591.77	\$41,386.00	\$221.64	\$41,386.00	1%	\$4,818.67
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$83.90	\$7,668.12	\$7,137.59	\$17,177.00	\$2,287.39	\$17,349.00	13%	\$7,221.49
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$2,660.30	\$68,287.73	\$13,299.56	\$95,000.00	\$10,752.41	\$105,000.00	11%	\$15,959.86
<a href="#">221-9010-455.36-15</a>	Reference	\$135.00	\$7,621.64	\$127.06	\$9,050.00	\$1,166.30	\$9,000.00	13%	\$262.06
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$7,721.28	\$4,118.61	\$12,000.00	\$160.11	\$12,000.00	1%	\$4,118.61
<a href="#">221-9010-455.36-25</a>	Children	\$0.00	\$45,906.99	\$30,901.43	\$80,000.00	\$3,191.58	\$83,988.00	4%	\$30,901.43
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$103.20	\$28,116.02	\$6,969.19	\$40,000.00	\$4,811.59	\$47,460.00	12%	\$7,072.39
<a href="#">221-9010-455.37-20</a>	Audio Books	\$19.99	\$18,084.54	\$19,393.48	\$43,000.00	\$5,501.99	\$53,211.00	13%	\$19,413.47
<a href="#">221-9010-455.37-30</a>	Music CDs	\$177.87	\$2,976.14	\$2,726.30	\$6,000.00	\$119.69	\$10,292.00	2%	\$2,904.17
<a href="#">221-9010-455.38-10</a>	Periodicals	\$10,178.69	\$4,049.50	\$1,115.81	\$15,552.00	\$208.00	\$17,100.00	1%	\$11,294.50
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$11,620.20	\$110,773.11	\$1,034.16	\$127,034.00	\$3,606.53	\$126,000.00	3%	\$12,654.36
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$222,037.67	\$0.00	\$394,113.00	\$172,075.33	\$204,000.00	44%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$2,265.64	\$0.00	\$2,990.00	\$724.36	\$3,700.00	24%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$475.64	\$0.00	\$773.00	\$297.36	\$773.00	38%	\$0.00
Summary		30,588.36	854,230.02	125,358.95	1,277,924.00	267,746.67	1,108,955.00	0.21	155,947.31

### 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	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$8,100.00	\$0.00	\$146,190.00	\$138,090.00	\$96,700.00	94%	\$0.00
			<a href="#">222-9010-455.75-10</a>	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	

## Director's Report February 27, 2019

### 1. Monthly Financial Report

**Revenue:** The January revenues are up 0.51% compared to this time last year. **Expenses:** Two expenditures reports, including expenses from December 13, 2018 to February 20, 2019, are included in this packet. The total amount of bills to approve is \$141,244.63.

### 2. Circulation

Circulation was down from January 2018 by 722 transactions, a decrease of 1.3%. YTD circulation is up 10,049 transactions, an increase of 1.8%.

### 3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

### 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. The Grant Review Committee will meet on March 14.

### 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. Additionally, exterior doors in the basement will be replaced.

### 7. Annual Library Certification | RAILS Standards Data Collection

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. New this year is the required RAILS Standards Data Collection form, which is due by March 31. Our form was submitted on February 6.

### 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. 2018 Annual Report

The 2018 Annual Report is included in this packet. Kudos – and thank you - to NPL staff and trustees for a great year!

**JANUARY 2019**  
**Monthly Statistics**

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

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	JANUARY	YTD	JANUARY	YTD	JANUARY	YTD
Juvenile - Fiction	9,480	117,802	10,724	114,475	10,038	109,722
Nonfiction	4,467	42,646	4,862	40,929	5,143	38,380
Paperbacks	12,295	146,711	12,669	146,269	13,764	145,458
Magazines	30	531	29	448	32	709
Juvenile - AV	707	8,804	658	7,685	665	7,545
Juvenile - Other	34	264	34	197	12	130
Juvenile - Total	27,013	316,758	28,976	310,003	29,654	301,944
Teen - Fiction	1,140	13,525	1,286	12,950	1,141	12,640
Paperbacks	98	1,407	187	1,653	163	2,989
Magazines	3	38	-	27	-	13
Teen - Total	1,241	14,970	1,473	14,630	1,304	15,642
Adult - Fiction	4,079	44,809	4,111	43,081	4,028	42,656
Nonfiction	3,296	32,391	3,438	35,355	3,872	38,082
Paperbacks	771	8,823	935	9,880	982	10,970
L.P. paperbacks	212	1,093	56	684	62	494
Large Print	1,944	18,945	1,640	17,652	1,912	19,322
Magazines	431	4,060	389	4,349	451	4,123
Other	631	6,905	701	7,204	781	7,614
Adult - Total	11,364	117,026	11,270	118,205	12,088	123,261
DVD	3,557	35,782	3,551	39,314	4,118	42,371
CD	1,024	10,421	1,097	13,306	1,482	17,833
Books on CD	754	9,398	890	10,819	1,043	12,014
MP3	66	896	46	939	83	775
Streaming Video	175	1,132	81	713	70	798
Downloadable Music	606	7,878	736	7,550	754	8,808
eAudiobooks	1,536	12,481	1,029	7,792	726	5,572
eBooks	2,981	21,831	2,079	16,160	1,686	14,699
Zinio eMagazines	104	666	25	570	66	647
Playaways	357	3,892	332	3,668	301	3,734
Software/Hardware	95	992	82	904	15	127
Video Games	380	3,611	308	3,112	342	3,553
AV - Total	11,635	108,980	10,256	104,847	10,686	110,931
Subtotal - Circulation	51,253	557,734	51,975	547,685	53,732	551,778
<Add deposits: 1500>	1,500	15,000	1,500	15,000	1,500	15,000
<Add in-library use: 1100>	1,100	11,000	1,100	11,000	1,100	11,000
Total Circ	53,853	583,734	54,575	573,685	56,332	577,778

**JANUARY 2019**

**Normal Public Library**

Monthly Statistics	Registration - FY 2018-2019				2019 YTD	2018 YTD	2017 YTD
	Beginning count (YTD)	Registered	Purged	Cards in force YTD			
Adult	30,928	252	25	31,155	31,155	28,016	24,485
Teen	3,051	2	3	3,050	3,050	1,644	1,471
Juvenile	7,543	19	14	7,548	7,548	6,649	4,383
<b>Total</b>	<b>41,522</b>	<b>273</b>	<b>42</b>	<b>41,753</b>	<b>41,753</b>	<b>36,309</b>	<b>30,339</b>

Patron Count		2019 YTD	2018 YTD	2017 YTD
Patron Count: Month	17,682			
Offsite programs (est)	-			
Previous Month YTD	214,380	232,062	232,516	235,783

	Interlibrary Loan and System Holds		2019 YTD	2018 YTD	2017 YTD
	JANUARY 2019	Previous Month YTD			
Borrowed/Rec'd	1,366	10,153	11,519	9,927	8,681
Loaned	1,450	10,855	12,305	10,335	10,887
Reciprocal borrowing	16,421	171,095	187,516	196,154	195,182

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	246	235	57
Main Adult	1,399	1,044	45
Public Laptop	100	110	66
Quick-Use	71	9	8
<b>TOTALS</b>	<b>1,816</b>	<b>1,398</b>	<b>46</b>

YTD Uses
3,760
16,754
1,678
911
<b>23,103</b>

JANUARY 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2018-2019

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,540	28,514	241	267	2,105	1,373
Nonfiction	19,188	19,265	90	13	993	505
Paperbacks	33,183	33,012	293	464	3,486	3,033
Magazines	175	185	11	1	135	188
Juvenile - AV	2,367	2,375	12	4	213	56
Juvenile - Other	84	84	-	-	5	-
<b>Juvenile - YTD Total</b>	<b>83,537</b>	<b>83,435</b>	<b>647</b>	<b>749</b>	<b>6,937</b>	<b>5,155</b>

Teen - Fiction	5,580	5,556	45	69	503	294
Paperbacks	1,022	1,020	-	2	15	22
Magazines	96	62	4	38	31	39
<b>YTD Total</b>	<b>6,698</b>	<b>6,638</b>	<b>49</b>	<b>109</b>	<b>549</b>	<b>355</b>

Adult - Fiction	23,248	23,219	162	191	1,546	1,142
Nonfiction	21,897	22,001	118	14	1,142	1,416
Paperbacks	7,741	7,258	43	526	485	957
LP paperbacks	723	733	10	-	49	7
Large Print	9,614	9,442	68	240	655	826
Magazines	3,752	2,417	142	1,477	1,590	1,908
Other	1,105	1,103	-	2	46	49
<b>YTD Total</b>	<b>68,080</b>	<b>66,173</b>	<b>543</b>	<b>2,450</b>	<b>5,513</b>	<b>6,305</b>

DVD	17,106	17,248	143	1	1,636	243
CD	10,103	10,104	1	-	180	54
Books on CD	6,375	6,392	17	-	200	79
MP3	968	978	10	-	14	185
Playaways	1,799	1,828	30	1	257	88
Software/Hardware	46	48	2	-	3	1
eContent	8,915	9,021	106	-	3,544	194
Video Games	638	645	7	-	98	25
<b>YTD AV Total</b>	<b>45,950</b>	<b>46,264</b>	<b>316</b>	<b>2</b>	<b>5,932</b>	<b>869</b>

<b>Total Collection</b>	<b>204,265</b>	<b>202,510</b>	<b>1,555</b>	<b>3,310</b>	<b>18,931</b>	<b>12,684</b>
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**NORMAL PUBLIC LIBRARY**



**ANNUAL** REPORT

# HIGHLIGHTS OF 2018

- New responsive website with improved calendar and room reservation functionality
- Expanded outreach through lobby stops, off-site Summer Reading Program partners and Curb It
- Library cards for Unit 5 early childhood, junior high and high school students – 3,900 new cards
- Addition of 57 parking spaces via lease of Young America parking lot adjacent to library lot
- Visits from authors Margaret Peterson Haddix and Gene Luen Yang
- New Graphic Designer role and new branding of Normal Public Library
- Introduction of seasonal activity guides
- First full year of Community Engagement Manager advancing partnerships, outreach and visibility
- “Bad Kitty” visited to celebrate Children’s Book Week
- Summer Reading Program “Reading Takes You Everywhere!” was a great success
- World Fair, Autism Café, An Inside Look, Make Music Normal and Tiny Book concert series
- Normal Public Library Board and Normal Town Council continued new facility discussions
- Successful Giving Tuesday campaign to fund Google Expeditions VR/AR kits
- Continued implementation of first-ever strategic plan
- Enhanced technology programming and instruction for patrons of all ages
- Circulating mobile Wi-Fi hotspots—each connecting up to 10 devices
- Normal Public Library Foundation events, book sales and first-ever annual campaign
- New partnerships with Peace Meal, Project Oz, PATH, Autism McLean and Illinois Art Station

# WHAT TO EXPECT IN 2019

- Expanded outreach with local partners
- Full implementation of Partners in Technology
- Additional NASA@MyLibrary programming (Phase II Funding)
- Outreach vehicle to enable more regular off-site services and programs
- Enhanced social media presence
- Author visits from Will Hillenbrand and Lisa McMann
- Launch “1,000 Books Before Kindergarten” reading challenge
- Completion of 2019-2022 Facilities Plan
- Refresh network infrastructure, Wi-Fi, hardware and software available for library users
- Expanded resources sharing and interlibrary loan with libraries throughout Illinois
- New “Task Force on Student Success” to ensure optimal library services for local students
- New “Programming Team” to enhance continuity and efficiency of offerings
- Pursuing Live and Learn Construction Grant to create accessible restrooms on the main floor



# OVERVIEW



**Normal Public Library** continues to adapt and thrive, seeking to provide the best possible services, collections, programs and facility for our community. Our outstanding staff, supportive Board of Trustees and growing Foundation work together as a strong team to move us forward. We continue improving our intentional engagement of the community, seeking to position our organization in a way that optimizes our ability to best serve our wonderful community and proactively raising awareness of all the library has to offer.

In addition to our ongoing development of strong physical and digital collections, creative programs and popular services, our exemplary staff have worked hard to take the library out into the community. This very intentional engagement and outreach resulted in stronger relationships, new opportunities, additional partnerships and increased visibility. Developing and strengthening connections

outside the library helps community partners and residents feel a part of their local library.

One of our top goals is to make the library as visible as possible so the community is aware of all we offer. Examples of success include the addition of over 600 Instagram followers, creation of a new welcome brochure for all service desks, an enhanced website, attractive and consistent branding, seasonal activity guides and a variety of branded promotional items—including newly designed library cards.



These successes were driven by great work from our Community Engagement Manager and our Graphic Designer, two new roles that are having a tremendously positive impact. In 2019, we plan to continue raising awareness, increasing visibility both inside and outside the library and expanding on our successful engagement, outreach and communication.

## CHILDREN'S SERVICES

### SUMMER READING PROGRAM

**Reading Takes You Everywhere** was the theme of the 2018 Summer Reading Program. Activities and reading incentives donated by the Normal Public Library Foundation and local merchants kept children and families reading all summer long! **A.R.K.S.** (Adults Reading Kids' Stuff) continued to be a popular component of the program, offering incentives for adults. Some activity highlights were performances by the **Illinois Shakespeare Festival**, **Interactive Jumanji**, **Furry Friends Petting Zoo** and **Art Time! Family Studio** with the **Illinois Art Station**. An off-site component was introduced



this year to allow groups that cannot get to the library the opportunity to participate as well. Total enrollment for all preschoolers through sixth graders, plus adults enrolled in A.R.K.S., reached 4,238!

### PARTNERS IN READING

This program pairs elementary students with a college student for weekly 45-minute sessions of reading activities. The goal of this program is to enhance reading skills, foster a lifelong love of reading and help children discover all that the library has to offer. This year, 461 volunteers from Illinois State University, Illinois Wesleyan University and Heartland Community College worked with 497 elementary students. The total attendance for sessions was 4,138.

## STORY HOURS

Children's Services offers many story hour options for children ages zero to five and their families. In 2018, 5,512 children and families enjoyed the 244 story hours presented at the library.



## ADDITIONAL ON-SITE PROGRAMMING

We offered a wide variety of programs for all age groups. **STEAM Club**, magic workshops for kids and a magic show were just some of the popular programs offered. Children's Book Week was all about **Bad Kitty** with a variety of activities including visits to some local schools. Drop-in programs such as **Tech-It-Out** and



**iSurprise** provided opportunities for children of different ages to try out new and emerging technologies. We welcomed award-winning author **Margaret Peterson Haddix**, who presented two free interactive programs at the library including an **Among the Readers** caregiver and child book

club and a **Sci-Fi STEAM** event. She also presented the first Normal Public Library Foundation event entitled **An Evening of Time-Travel and Mystery**. Other highlights included a **Tea with Rex**, a **Jurassic Jamboree**, and a **Polar Express Experience**

## OFF-SITE PROGRAMMING

In order to reach out to more people in the community, we offer off-site activities. Most of these are storytelling sessions, story hour classes, informational programs and activity tables at special events. During 2018, 61 programs took place with a total participation of 7,561.

## DISCOVERY ROOM

The Discovery Room continues to be a favorite destination for children, families, playgroups and tour groups visiting the library. This room features a "Crooked House," an infant/toddler "tot spot," whisper tubes, a puppet theater with an extensive puppet collection, a velcro wall and more!

## BOOK NOOK

The Book Nook remains a popular place for library programs, visiting classes and patrons looking for a fun area to enjoy a variety of activities, books, puzzles, games and time with each other.

## TECH PLAYGROUND

The Tech Playground remains extremely popular! In this area, children come to collaborate, experiment, manipulate and have fun with tech toys and gadgets. The Tech Playground features iPads with fun, educational and early literacy apps available every day. **iSurprise** times offer opportunities to test out cool tech toys such as Osmo, Sphero Balls, Ozobots and more with staff interaction.



**558** PROGRAMS OFFERED  
to children & families  
in our community.

**27,861** COMBINED ATTENDANCE

## COMMUNITY PARTNERS

Children's Services is proud to partner with many local organizations such as Autism McLean, Bloomington Public Library, Children's Discovery Museum, Head Start, ISU, Illinois Art Station, McLean County Arts Center, Mid-State Reading Council, Miller Park Zoo, Normal Parks and Recreation, Operation Santa, Prairie Fire Theatre, Unit 5, Unity Community Center and the YWCA to benefit the children and families in our community. Work continues with Unit 5 administration and the elementary school media specialists to strengthen partnerships and collaborations. Our goal is to increase services, resources and programs to positively impact education. The Unit 5 Library Card Project continues to provide library cards to every elementary school student in Unit 5. This expanded to include 149 children attending early childhood programs in Unit 5.



The library benefited from two Town of Normal Harmon Arts Grants once again this year. The first grant allowed the McLean County Arts Center to offer a variety of free art workshops at the library for families, teens and adults. With the second grant, the Prairie Fire Theatre presented a free children's operetta for library patrons.

### EDUCATOR CARDS AND EDUCATOR PACKS

Educator Cards are available to educators for classroom use. All Unit 5 elementary school educators, along with any educators employed in licensed educational settings in Normal or Bloomington, are eligible for an Educator Card. We currently have 247 local educators benefiting from this service.

We also offer Educator Packs which allow educators to benefit from our Children Librarians' collection development expertise and save time! Educator Packs requested are filled with books to supplement units of study and may be checked out for six weeks at a time on an Educator Card.

### HOMESCHOOL PACKS

Homeschool Packs are available to help home educators take advantage of the wide variety of educational materials available in Children's Services by supplementing units of study with books specially curated by library staff. Homeschool families may request one Homeschool Pack every three weeks. The number of items in each Homeschool Pack is dependent on subject availability and the discretion of library staff. Packs will not exceed 15 books. All selected materials will be placed on hold using the home educator's personal library card.

### GRANTS

The initial phase of **NASA@MyLibrary** ended October 2018. Phase two of the grant extends from November 2018 to December 2020. With the support of the **NASA@MyLibrary** grant, the library continues to bring new and innovative STEM programs. These programs are free and open to the community. Information about upcoming events will be available on the website and in our activity guides.



In 2017 Normal Public Library was one of 28 libraries around the country to receive the **Libraries Ready to Code** grant, an initiative of the American Library Association sponsored by Google, which promotes computer science (CS) and computational thinking (CT) among youth. The library was awarded the maximum funding amount of \$25,000. This grant gave the library the opportunity to pilot **Partners in Technology** in 2018.



**Partners in Technology** provided free mentorship opportunities to youth in a positive, safe environment. The library worked closely with local entities to provide youth opportunities for learning and growth. This grant enabled the library to be equipped with the appropriate number of computers, tablets and other technology tools to accommodate all partners, and it supported our goal of providing youth in our community free access to emerging technologies. **Partners in Technology** will be offered again from January through April 2019.

### WELLNESS ROOM

This room opened in 2017 and is located at the top of the stairs by the Media Zone. This space is available to mothers requesting a private place to nurse or to children accompanied by an adult in need of a calm, quiet space to re-group for a short period of time. This room is available on a first-come, first-served basis, and features: adjustable lighting, a loveseat, a mobile divider which can be used as a privacy screen, a table and chairs for children, puzzles, small animal chairs, fidget/sensory toys and wiggle seats. Weighted blankets are also available at the Children's Information Desk.

### WHAT'S NEW?

Autism McLean donated **Sensory Bags** which are available for checkout. Each bag includes adjustable headphones, sunglasses, a tangle toy, fidget spinner, a marble mesh toy and visual communication supports. We are thankful to Autism McLean for enhancing our ability to offer a more sensory-friendly library experience.

A new addition to our online offerings is **Scholastic ScienceFlix**, a resource that focuses on engaging subject-area science content for students in grades 4-9. Extensive science-related assets help to build hands-on STEM content knowledge.

Books that Talk, or **VOX™ Books**, are a new audio book format recently added to our collection. Children just push a button to listen and read. VOX™ Books are rechargeable, last for 100+ readings and require no additional equipment. VOX™ Books have been extremely popular since they were added to the collection in August.

### HOORAY FOR VOLUNTEERS

In 2018, volunteers completed approximately 2,496 hours of service helping with children's programs and collection maintenance. THANK YOU!

### WHAT'S AHEAD IN 2019

We are excited about a new partnership with Marcfirst and McLean County Health Department to offer an **Agnes & Stages** screening kit to our patrons. Our role will be providing parents with the appropriate screening form based on their child's age and returning the completed form to scorers at SPICE. Representatives from those organizations will contact the parents directly with the results of their child's screening. By offering this service, we will open up access to

the screenings to many more members of our community which will help children and families get connected with services faster. We will add **Teachables**, an online database with thousands of searchable and printable educational materials, including bilingual minibooks for local teachers, students and families. In celebration of **Children's Book Week** popular character **Bruce the Bear** will be at the library the week of April 29–May 4 for a variety of events. Staff is starting to gear up for **Summer Reading Program 2019: It's Showtime at your Library!** Registration begins May 29.



Normal Public Library welcomes author **Lisa McMann**! Lisa is the bestselling author of several thrillers, including the *WAKE* trilogy (optioned by Paramount and Miley Cyrus), *Cryer's Cross* and *Dead to You*.

She is also the author of book 3 of the *Infinity Ring* time travel series and the children's dystopian fantasy series, *The Unwants* (best for ages 8–16 and families). Lisa will present two registered events at the library on Saturday, April 27. At **The Artistic Unwants** hear how art comes alive in Lisa McMann's popular series. Her presentation will be followed by some creative discovery in art, theater, and music.

**Going Wild** will feature Lisa McMann leading a book club for children and their caregivers. In addition to the two free registered programs at the library, the Normal Public Library Foundation will host a fundraiser **Double Identity: A Night of Discovery with Lisa McMann** on Friday, April 26 from 5–7 pm at the Hancock Stadium Club, 211 N. Main Street in Normal. Join us as we uncover secrets, discover our creative sides and save the world! Enjoy a night of family-friendly entertainment, interactive activities and hors-d'oeuvres while Lisa McMann discusses the creation of *The Unwants* series. Tickets are \$15.00 and will go on sale in March.



## TEEN SERVICES

### SUMMER READING

We had another great year of Summer Reading, with a total of 547 teens signing up. 258 teens completed all 25 hours of reading, with 363 participants logging at least 5 hours. 1,288 prizes were received, including paperback books, water bottles, tote bags and donations from local businesses. Overall, the teens put in 8,465 hours of reading! Summer activities for teens were highly successful, including popular events such as the **International Snack Food Taste Test, Crafternoons and Murder Mystery Night**.



### TEEN WRITERS' WORKSHOP

The Teen Writers' Workshop continued to meet once a month in 2018, with an average attendance of 8 teens. The summer sessions were especially enjoyed as we worked on elements of writing fiction together. This program has been growing this year, with a higher average attendance than 2017.

### MANGA AND ANIME CLUB

This club continues to be very popular with younger teens, with an average of 10–15 per monthly meeting, and special events such as a **Cosplay Picnic** at Anderson Park in the summer and an **anime movie marathon**.



### TEEN ADVISORY COUNCIL

Twice a month, the Teen Advisory Council gathers after school for a program involving 5–8 teens each time. Programs range from **book discussions** to **game days**. Council members also help the Teen Librarian choose new books for the collection, plan upcoming teen events and help with tasks as needed in the teen area.

### TEEN MAKER WEDNESDAYS

This program alternates between learning traditional crafts and technology, including **knitting, coding, Arduino** and more. Monthly attendance averages around 7 teens.

### OUTREACH PROGRAMS

Once a month a program is conducted at the McLean County Juvenile Detention Center. Each visit consists of a short game or discussion, followed by book talks featuring 8–10 interesting new books from the library, which are checked out to the JDC for two months for the teens to read. About 15 or so teens attend each visit.

**2,220** COMBINED ATTENDANCE AT ALL TEEN EVENTS

### COMMUNITY PARTNERS

Once a month **Books and Bites** visits are made to the Chiddix, Kingsley, Parkside and Evans Junior High Schools. Over the four lunch

periods at each school, the school librarian and the Teen Librarians from Bloomington and Normal Public Library present book talks while the students have lunch. Attendance is voluntary. Regular visits are also made to the Unit 5 high schools, University High School and Bloomington Junior High.

## ADULT SERVICES

### ADULT OUTREACH, EVENTS AND SERVICES

In 2018 the Normal Public Library provided regular delivery of books and other materials to 25 homebound residents and served more on an as-needed basis.

In a new partnership, books were distributed to patrons with the help of the Peace Meal program. This program is a partnership between Peace Meal, Normal Public Library and Bloomington Public Library to identify patrons who are currently served by Peace Meal who may wish to receive library materials via their Peace Meal delivery.

Normal Public Library partnered with Project Oz and PATH this year to bring a Social Service Hour to the library. Every Monday from 5–6, a representative from one of those two human service agencies would come and make themselves available in our adult computer area for anyone who had a question regarding social/human services in our community.

Normal Public Library also partnered with the Unit 5 school district and the Bloomington Public Library to get every child in Unit 5 a library card. This resulted in the creation of over 2,000 new accounts for early childhood, junior high and high school students, granting access to not only our physical materials but to all of our digital content as well.

Deposit collections were maintained at 5 Normal residence centers. In August, library staff greeted the senior citizens at the Young At Heart Day at the McLean County Fair, where they handed out free paperbacks, book bags and other items to those who visited the table.



There were 248 adult events held at the Normal Public Library, including Movie Matinees, well-attended craft classes, Mark Moran's **What's It Worth?** antique appraisal, live entertainment, book clubs and daily technology, downloadable and streaming services help. A new addition to our regular events is the popular **An Inside**



**Look**, a partnership with Heartland Theatre Company to give visitors a chance to see all that goes into producing a play, including all the design elements. In addition, staff also welcomed visitors at our **Great Annual Model Train Exhibition** in November. The **Winter Reading Program** included 618 participants. We offered **Adult Book Club**, **Autism Cafe**, seed swaps, author readings, Poetry is Normal events and more. We again welcomed the Young at Heartland theatre group who performed for over 40 in attendance. **Lunchtime Yoga** continued through 2018 and is offered weekly on Tuesday and Thursday afternoons throughout the year. Poetry is highlighted on a regular basis with our **Poetry is Normal** open mic series and our **Poetry is Normal Presents** guest poet series.



Services we continued and grew in 2018 included free 3D printing for all patrons. Over 100 3D printing requests were submitted in 2018. We also continued our library's podcast, **Check It Out**, which has already garnered over 1,089 unique downloads in the past year over 39 available episodes. Another very popular service we continued was WiFi Hotspot check out. We had 166 uses of the 10 circulating hotspots. We continue to offer free reference services, free notary, test proctoring, fax, free document scanning and more. A new collection of 40 circulating board games has been very popular.



OVER

200

ADULT EVENTS  
held at Normal Public  
Library in 2018.

## WHAT'S NEW?

A new addition to programming this fall was the **Tiny Book Concert** series. A variety of musicians from the community and students from local universities provided the entertainment for these weekly one hour concerts. Support was built over time to serve more than 75 people through six concerts. We appreciated sponsorship for this program by the Normal Public Library Foundation. Normal Public Library served as a host location in conjunction with the Town's **Make Music Normal** event. Throughout the day, children had the opportunity to try out musical instruments, courtesy of the Music Shoppe. Various musical crafts and activities were available, and the library's circulating ukulele collection was spotlighted. Three musical ensembles performed concerts during the day: The Ukeaholics—a ukulele band, the Ukeladies—a women's vocal ensemble and the Coneflowers—a popular all-women bluegrass/folk band from Champaign-Urbana. 80 people attended the concerts. Another new service implemented this year was **Curb It**—our holds pick up service. Patrons who had a book on hold could pick it up "curbside" right outside our workroom door. Service started June 11. Patrons used Curb It 165 times during the months of June through December.



We will soon add two new online services, **Brainfuse VetNow**, which assists veterans in navigating a variety of resources available to them, and **Niche Academy**, which provides tutorials showing patrons how to use our digital resources and subscription content.

## PARTNERSHIPS

Event partners included STAR Literacy, Marcfirst, Autism McLean, University of Illinois Extension, Illinois State University, Illinois Wesleyan University, Habitat for Humanity Restore, Busey Bank, Unit 5 Schools, Bloomington Public Library, Heartland Theatre, F3E Foundation for Financial Freedom, McLean County 4-H Fair, Normal Township, Advocate BroMenn, Peace Meal, Project Oz and PATH, among others.





### **HOORAY FOR VOLUNTEERS**

Volunteer hours for 2018 totaled 1,527. These contributed hours made a world of difference to our library services and provided valuable experience to our volunteers. Volunteers from the Unit 5 VTAP program participated in shelving, shredding, recycling and waste collection in the library offices. Book sale volunteers, including Alpha Phi Omega and Sigma Tau Delta from Illinois State University, contributed 1,121 hours in 2018. THANK YOU!

### **OFF-SITE PROGRAMS**

Every Tuesday, the **Books on the Go** program brings library services and materials to the Normal Adult Recreation Center (1st and 3rd Tuesday), Meadows at Mercy Creek senior living (2nd Tuesday), Evergreen Village senior living (4th Tuesday), Evergreen Place, Blair House and Coffee House. This service allows people to get library cards, check out and return items and place holds on materials. Staff also provide a monthly activity at the BroMenn Adult Day Services group bringing library programs and fun to attendees.

# DEPARTMENTAL PERFORMANCE MEASURES

DESCRIPTION	2015	2016	2017	2018
SUMMER READING PROGRAM ENROLLMENT	5,088	5,017	4,808	5,403
NUMBER OF SUMMER READING PROGRAMS	65	72	70	102
ATTENDANCE AT SUMMER READING PROGRAMS	3,717	4,299	5,696	4,956
PARTNERS IN READING VOLUNTEERS	438	453	458	461
PARTNERS IN READING—CHILDREN SERVED	455	497	508	497
PARTNERS IN READING—ATTENDANCE	4,004	4,226	4,095	4,138
STORY HOURS PARTICIPATION	6,077	6,242	6,265	5,512
NUMBER OF OFF-SITE PROGRAMS	164	39	125	138
OFF-SITE PROGRAM PARTICIPATION	10,467	7,024	8,666	10,031
TOURS / EDUCATIONAL PROGRAMS PARTICIPATION	468	309	338	754
SEASONAL ACTIVITIES PARTICIPATION	4,227	4,024	6,597	12,490
TOTAL PARTICIPATION IN PROGRAMMING	28,960	31,604	33,232	38,130
CIRCULATION OF LIBRARY MATERIALS	653,991	696,324	690,142	696,958
COMMUNITY ROOM USAGE—MEETINGS HELD	819	991	941	1,442

# 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.