



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
February 24, 2021 at 5:30 p.m.**

**Location: Online via Zoom, and streaming via YouTube at <https://www.youtube.com/user/NormalPL>.**

**The President of the Board of Trustees of Normal Public Library has determined that it is prudent to meet virtually due to COVID-19.**

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

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at [comment@normalpl.org](mailto:comment@normalpl.org) prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in-person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. Library Advocacy Report
9. New Business
  - A. 2021-2024 Strategic Plan (Action)
  - B. COVID-19 Update
  - C. 2020 Normal Public Library Annual Report
  - D. Executive Session: Section 2(c)(1) Personnel
10. Unfinished Business (None)
11. Suggested Items for the Next Agenda
12. Next Meeting Date: March 31, 2021 (Regular Meeting)
13. Adjournment

---

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed, as well as the Illinois Library Association Central Illinois Library Legislative Zoom Meet-up at 8:00 a.m. on February 26, 2021. Please see <https://www.ila.org/events/legislative-meet-ups> for registration details.

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**January 27, 2021**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, January 27, 2021. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary. Mr. Ray read a statement detailing his decision to hold this meeting virtually as opposed to in-person at the Library.

**Member Roll Call:**

Jess Ray - Present  
Terry Lindberg – Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Pam Lewis – Present

**Library Staff Present:** Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** None.

**Review of the Agenda:** Executive Session (2)(c)1 (Personnel) (Discussion) was added to the January agenda.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the December 16, 2020 meeting. Ms. Ripley-Gataric seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

Motion carried 7-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures totaling \$115,865.53 from December 10, 2020 to January 20, 2021 and two payrolls for the month of December totaling \$139,901.27. Ms. Trunnell seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved

Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

Motion carried 7-0.

**President's Report:**

Mr. Ray reminded the Board to place a reservation for the Central Illinois Library Legislative Meet-up in February. He thanked the patrons for their understanding and the staff for their work during the Covid pandemic. He also showed appreciation for the many public responses to the Library's reopening.

**Public Comment:** None

**Library Director's Report:**

Mr. Chase noted a difference between this reopening and the first: the removal of the "one person per household" rule. He then discussed the items in his report.

**Foundation Report:**

The Foundation Board met earlier this month. Mr. McReynolds is working on local sponsorships for the reading programs.

**Advocacy Report:**

This is the first month for this report. The Legislative meet-up is a good place to meet with other Trustees to discuss what their libraries are doing in regards to this. The hope is to strengthen this feature of the Library. Ms. Trunnell asked whether the Board would start a subcommittee on advocacy. Mr. Ray asked the members to email if they would like to volunteer. Ms. Lewis requested that the Foundation be informed of any developments from the subcommittee. Going forward, this report will be listed as the "Library Advocacy Report."

**New Business**

**FY2021 Illinois Public Library Per Capita Grant Application**

Mr. Chase thanked the Board for reviewing *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The Per Capita Grant application reflects this review and discussion, and includes clear initiatives that will help the Library grow.

Mr. Rogal moved to approve and submit the FY2021 Illinois Public Library Per Capita Grant application. Ms. Lewis seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

The motion passed 7-0.

### **2021-2024 Strategic Planning Process (Discussion)**

Mr. Chase noted that the “Priorities” might change to “Values” or “Commitments.” Ms. Hall and Ms. Garvey, the strategic planning consultants, recommend making the document reflect the concrete, specific needs of Normal Public Library, rather than a more general document that could serve any library. Mr. Chase recapped the discussion the Board had with Ms. Hall and Ms. Garvey in November.

Mr. Lindberg asked that the plan state what the Library can currently feasibly accomplish, while tying in to the new library that the Library has aspirations toward. M. Lewis recommended phrasing such as “due to limited space.” Mr. Ray noted that stating the goals as incremental steps toward the end goal would be beneficial. Mr. Chase asked that Board contact him with any further suggestions for the different priorities.

### **COVID-19 Update (Discussion)**

Mr. Chase stated the Library is looking forward to being open next Monday, February 1 and thanked the Board for their support.

### **Executive Session: Section 2(c)(1) Personnel (Discussion)**

Ms. Davis moved to go into executive session for Section 2(c)(1) Personnel, and Ms. Ripley-Gataric seconded. The Board went into Executive Session at 6:07 pm

Entry Roll Call:

Jess Ray - Present  
Terry Lindberg - Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Pam Lewis - Present

The Board left Executive Session at 6:28pm. Ms. Lewis motioned, and Ms. Ripley-Gataric seconded.

Exit Roll Call:

Jess Ray - Present  
Terry Lindberg - Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Pam Lewis - Present

### **Unfinished Business**

N/A

### **Next meeting agenda**

N/A

**Adjournment**

Ms. Lewis moved to adjourn the meeting. Ms. Trunnell seconded.

Jess Ray - Approved

Terry Lindberg – Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis – Approved

Meeting adjourned at 6:30 pm.

---

Secretary

---

Date

**Town of Normal Expenditures to be approved for Payments**  
**Between Jan 21, 2021 and Feb 17, 2021**

**Library Fund**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	4.99
KROGER-INDY CUSTOMER CHARGES	PATRON DONATION TO STAFF	250.95
US BANK/P-CARD	Postage - mailed NPLF 109	1.55
Library Fund	- Total	257.49

**Library Fund                      Library                      Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	SLIDE LG RUG	21.58
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,569.62
BAKER & TAYLOR COMPANIES	ADULT BOOKS-23	368.34
BAKER & TAYLOR COMPANIES	ADULT BOOKS-50	739.33
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,654.27
BAKER & TAYLOR COMPANIES	CHILDRENS'S BOOKS	212.33
BAKER & TAYLOR COMPANIES	YA BOOKS	332.81
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	187.41
BRODART COMPANY	ADULT BOOK-CHICKEN SISTER	13.20
CAPSTONE	RENEWAL TO PEBBLEGO	1,299.00
CENGAGE LEARNING INC	FEB BASIC 8 PLAN	202.42
CENGAGE LEARNING INC	FEB CHRISTIAN FIC-4 PLAN	97.46
CENGAGE LEARNING INC	FEB CORE 8 PLAN-9	233.16
CENGAGE LEARNING INC	JAN LG PRINT CORE 8 PLAN	28.49
CENGAGE LEARNING INC	JAN LG PRINT DIST. 6 PLAN	104.97
CENGAGE LEARNING INC	JAN LG PRINT-BASIC 8 PLAN	28.49
CENTER POINT LARGE PRINT	CHRISTIAN BOOKS	182.16
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS-2	45.75
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS-8	182.16
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	INTERNET COMM.CHARGES-NPL	50.00
CONNOR CO	NEW TOILET SEATS-4	115.31
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	1,919.29
CUSHINGS COMMERCIAL CARPETS INC	INSTALL UMBER CASE-CABINT	125.00
DEMCO INC	LABEL SUPPLIES	596.40
EBSCO SUBSCRIPTION SERVICES	ANNL.MAGAZINE SUBSCRIPTNS	8,138.45
EBSCO SUBSCRIPTION SERVICES	CREDIT	-102.72
EBSCO SUBSCRIPTION SERVICES	CREDIT-PUBLICATION DISCON	-25.95
FINDAWAY WORLD LLC	AUDIO BOOKS-CHILDREN-169	7,267.40
FINDAWAY WORLD LLC	PLAYAWAYS-1	67.49

**Town of Normal Expenditures to be approved for Payments**  
**Between Jan 21, 2021 and Feb 17, 2021**

<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
FINDAWAY WORLD LLC	PLAYAWAYS-7	847.36
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SNOW REMOVAL 2/5-2/9/21	301.00
HEARTLAND PARKING INC	SNOW REMOVAL-1/31-2/1/21	129.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT-1/17/21	86.00
HEARTLAND PARKING INC	SNOW-ICE & SALT 1-26-21	99.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	69.60
J.D. POWER	MARINE GUIDE ANNUAL SUBSC	189.00
J.D. POWER	NADA USE CAR GUIDE SUBSC.	160.00
J.D. POWER	RV GUIDE ANNUAL SUBSCRIPT	189.00
KROGER-INDY CUSTOMER CHARGES	MISC.SUPPLIES-7 TICKETS	151.13
MENARDS	LEMON PLEDGE/PAIL	7.33
MENARDS	WOOD/STAIN	32.41
MENARDS	WOODFILLER,SEAM ROLLER	22.85
MIDWEST TAPE	AUDIO BOOKS-5	72.95
MIDWEST TAPE	MUSIC CD	29.98
MIDWEST TAPE	MUSIC CD'S-3	37.97
MILLER JANITOR SUPPLY	ICE MELT	187.80
MILLER JANITOR SUPPLY	ROLL TOWELS,TP,LINERS	256.72
NICOR GAS	ENERGY USAGE	1,182.16
OVERDRIVE, INC	E-PURCHASE FOR ADULT DEPT	3,000.00
OVERDRIVE, INC	PLAN ER-MEMORIAL TITLES	1,000.00
PURITAN SPRINGS WATER	WATER SERVS NPL-JAN21	53.57
QUILL CORPORATION	CLIPBOARD	6.18
QUILL CORPORATION	CREDIT FOR ARCHBOARD	-7.78
QUILL CORPORATION	CREDIT FOR PLANNER	-18.36
QUILL CORPORATION	DSPSBL FACE MASK PINK 50P	14.06
QUILL CORPORATION	NPL OFFICE SUPPLIES	94.20
QUILL CORPORATION	NPL-OFFICE SUPPLIES	24.99
REACHING ACROSS IL LIBRARY SYSTEM	MOVIE LICENSE THRU 12/22	630.00
SAMS CLUB	MISC.SUPPLIES-NPL	270.06
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS (8)	145.60
ULVERSCROFT LARGE PRINT BOOKS	S/O FEBRUARY RELEASES-4	64.48
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-6	53.70
US BANK/P-CARD	24 in wide polished chrom	388.80
US BANK/P-CARD	3D Printer Filament 1Kg S	29.63
US BANK/P-CARD	816 Orbit Tumbler for Win	3,382.62
US BANK/P-CARD	Adult Book - DEAR CHRISTI	30.44

**Town of Normal Expenditures to be approved for Payments**  
**Between Jan 21, 2021 and Feb 17, 2021**

<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
US BANK/P-CARD	Annual Software Subscript	382.37
US BANK/P-CARD	Creative Cloud Files Stor	9.99
US BANK/P-CARD	Faucet Aerator (1)	18.74
US BANK/P-CARD	Faucet Aerator (2)	27.75
US BANK/P-CARD	Library Supplies - iPad f	394.24
US BANK/P-CARD	Live Chat for Jan 2021	9.00
US BANK/P-CARD	Monthly Zoom for Children	14.99
US BANK/P-CARD	Multi Use Aerator Key (1)	10.38
US BANK/P-CARD	New DVD Rel. - ALONE (2)	34.58
US BANK/P-CARD	New DVD Rel. - AMERICAN D	12.96
US BANK/P-CARD	New DVD Rel. - BEACH HOUS	9.96
US BANK/P-CARD	New DVD Rel. - CRAFT (2)	35.92
US BANK/P-CARD	New DVD Rel. - DARK AND T	9.96
US BANK/P-CARD	New DVD Rel. - ECHO BOOME	23.98
US BANK/P-CARD	New DVD Rel. - HONEST THI	71.84
US BANK/P-CARD	New DVD Rel. - INFIDEL (	29.92
US BANK/P-CARD	New DVD Rel. - JIU JITSU	12.96
US BANK/P-CARD	New DVD Rel. - JUNGLELAND	25.92
US BANK/P-CARD	New DVD Rel. - KAJILLIONA	68.97
US BANK/P-CARD	New DVD Rel. - LAST SHIFT	29.98
US BANK/P-CARD	New DVD Rel. - LOVE AND M	71.96
US BANK/P-CARD	New DVD Rel. - LUPIN III.	27.98
US BANK/P-CARD	New DVD Rel. - OPENING AC	10.99
US BANK/P-CARD	New DVD Rel. - PLACE OF N	19.99
US BANK/P-CARD	New DVD Rel. - REASON (1	9.96
US BANK/P-CARD	New DVD Rel. - SPELL (1)	17.96
US BANK/P-CARD	New DVD Rel. - TENET (4)	71.96
US BANK/P-CARD	New DVD Rel. - TRIGGERED	11.99
US BANK/P-CARD	New DVD Rel. - WAR WITH G	53.88
US BANK/P-CARD	New Music Rel. - EVERMORE	13.98
US BANK/P-CARD	New Music Rel. - MCCARTNE	13.95
US BANK/P-CARD	New Music Rel. - WONDER B	11.88
US BANK/P-CARD	New TV Series - EXPANSE S	21.20
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Purell Advanced Hand Sani	131.98
US BANK/P-CARD	Repl. Game SWITCH - SUPER	49.94
US BANK/P-CARD	Repl. TV Series - HEARTLA	19.69
US BANK/P-CARD	Sanitary Napkin Receptacl	100.56



**Town of Normal Expenditures to be approved for Payments**  
**Between Jan 21, 2021 and Feb 17, 2021**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Tools - Folding Sawhorse-	325.85
US BANK/P-CARD	Video Conference 12-25-	14.99
US BANK/P-CARD	Website heat maps and ana	39.00
US BANK/P-CARD	WHENTOWORK - Software for	38.00
VALUE LINE PUBLISHING INC	14 MONTHS RENEWAL	7,200.00
VERIZON WIRELESS	ACCT.#880398978-00001/REG	300.48
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.58
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	49.05
WATTS COPY SYSTEMS, INC.	COPIES-BW/COLOR	4.20
WATTS COPY SYSTEMS, INC.	COPIES-COLOR/BW	327.37
ZOOBEAN INC	UPGRADE-SOFTWARE & LICENSE	300.00
Library Fund	Library Administration - Total	49,628.85

**Library Special Reserve Library Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FELMLEY-DICKERSON CO	RESTROOM RENOV-LIBRARY	25,442.10
Library Special Reserve	Library Administration - Total	25,442.10
<b>Overall - Total</b>		<b>75,328.44</b>

**Director's Report**  
**February 24, 2021**

**1. Monthly Financial Report**

**Revenue:** The January operating revenues are down 2.54% compared to this time last year.

**Expenses:** A report showing expenses totaling \$75,328.44 from January 21 to February 17 is included in this packet. Two January payrolls totaled \$142,893.04.

**2. Circulation**

We remained in curbside-only mode for the entire month of January. Total circulation for the month was 32,743.

**3. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]**

The replacement door hardware is scheduled to be installed on March 1. Completion of this work should close out the project.

**4. 2021-2024 Strategic Planning Process**

A proposed plan is included in this packet. We seek the Board's approval of this plan so we may move forward in completing our implementation plan and core values.

**5. FY2021-FY2026 Budget**

The proposed FY2021-FY2026 budget will go to the Town Council on March 1.

**6. Ongoing Used Book Sale**

The ongoing used book sale is open for business!

**7. Illinois State Public Library Per Capita Grant**

The FY2021 Per Capita Grant application has been submitted to, and accepted by, the Illinois State Library.

**8. 2021 Illinois State Library Annual Certification**

The required 2021 Illinois State Library Annual Certification has been completed.

**9. Digital Network Access Grant**

The grant-funded Wi-Fi assessment has been completed. Per the recommended design, we will add seven new access points inside our facility, plus two serving our parking lots.

**10. Reduced Quarantine Time**

The required quarantine time for physical items was reduced from three days to one, which will speed up the flow of both returned items and those arriving from other libraries.

**11. Ameren Grant for Lighting**

We are in the process of applying for an Ameren grant that will potentially cover nearly 60% of the cost for conversion of our current lighting to LED bulbs with no ballasts.

**12. Central Illinois Library Legislative Meet-up**

The Central Illinois Library Legislative Meet-up will be held via Zoom at 8 a.m. on February 26.

**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of January 31, 2021**

		As of	As of	
		January 31, 2021	March 31, 2020	Net Change
221	Library Fund	\$ 4,047,846.43	\$ 2,824,589.08	\$ 1,223,257.35
222	Library Replacement Fund	\$ 2,014,814.62	\$ 2,187,836.95	\$ (173,022.33)
223	Library Reserve Fund	\$ 1,034,758.35	\$ 1,230,680.13	\$ (195,921.78)
	Totals	<u>\$ 6,062,661.05</u>	<u>\$ 5,012,426.03</u>	<u>\$ 1,050,235.02</u>

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of January 31, 2021

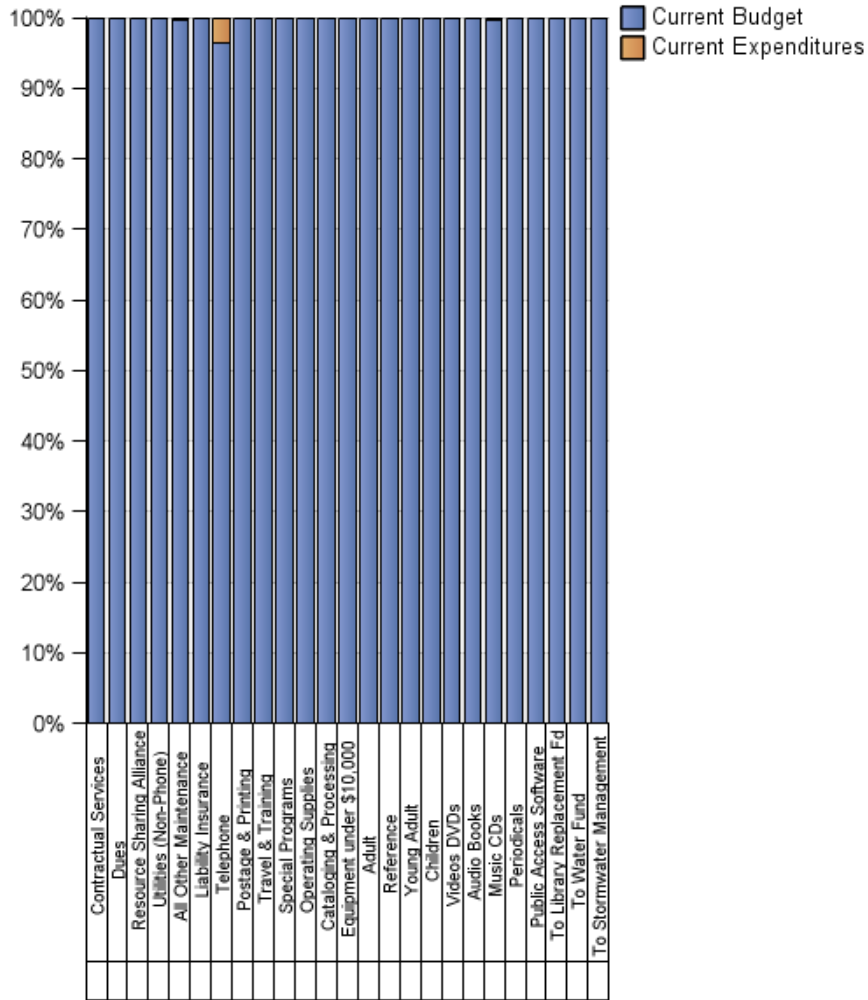
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,227,848	\$ 2,664,164	\$ 158,414	\$ 1,405,270	\$ 4,003,285	33.24
Library Fund Total	4,227,848	2,664,164	158,414	1,405,270	4,003,285	33.24
						-
LIBRARY REPLACEMENT FUND 222						
Administration	393,903	203,833	-	190,070	294,677	48.25
Library Replacement Fund Total	393,903	203,833	-	190,070	294,677	48.25
						-
LIBRARY SPECIAL REVENUE FUND 223						
Administration	291,000	207,054	17,981	65,965	7,205	22.67
Library Special Revenue Fund Total	291,000	207,054	17,981	65,965	7,205	22.67
						-
Total For All Funds	\$ 4,912,751	\$ 3,075,052	\$ 176,395	\$ 1,661,304	\$ 4,305,167	33.82

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As o January 31, 2021

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,845,800	\$ 3,850,832	100.13	\$ 3,900,560	(1.27)
State Replacement Taxes	107,000	114,314	106.84	133,677	(14.48)
State Library Aid	65,621	66,121	100.76	65,621	0.76
Fees	1,025	1,873	182.77	29,725	(93.70)
Fines	1,564	1,576	100.77	13,079	(87.95)
Investment Income	43,674	37,303	85.41	42,626	(12.49)
Contributions & Donations	200	2,575	1,287.50	2,225	15.73
Miscellaneous Revenue	7,000	7,671	109.58	1,154	564.70
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
<b>Library Fund Total</b>	<b>4,071,884</b>	<b>4,082,265</b>	<b>100.25</b>	<b>4,188,667</b>	<b>(2.54)</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	24,608	18,758	76.23	19,087	(1.72)
Miscellaneous Revenue	-	-	-	-	-
Transfers	58,121	50,147	86.28	202,727	(75.26)
<b>Library Replacement Fund Total</b>	<b>82,729</b>	<b>68,905</b>	<b>83.29</b>	<b>221,814</b>	<b>(68.94)</b>
<b>LIBRARY SPECIAL REVENUE FUND 223</b>					
Investment Income	8,977	5,444	60.64	1,680	224.03
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
<b>Library Special Revenue Fund Total</b>	<b>11,477</b>	<b>5,444</b>	<b>47.43</b>	<b>1,237,799</b>	<b>(99.56)</b>
<b>Total For All Funds</b>	<b>\$ 4,166,090</b>	<b>\$ 4,156,614</b>	<b>\$ 231</b>	<b>\$ 5,648,280</b>	<b>(26.41)</b>

## Budget to Actual Expenditures

Library - Administration (Library Fund )

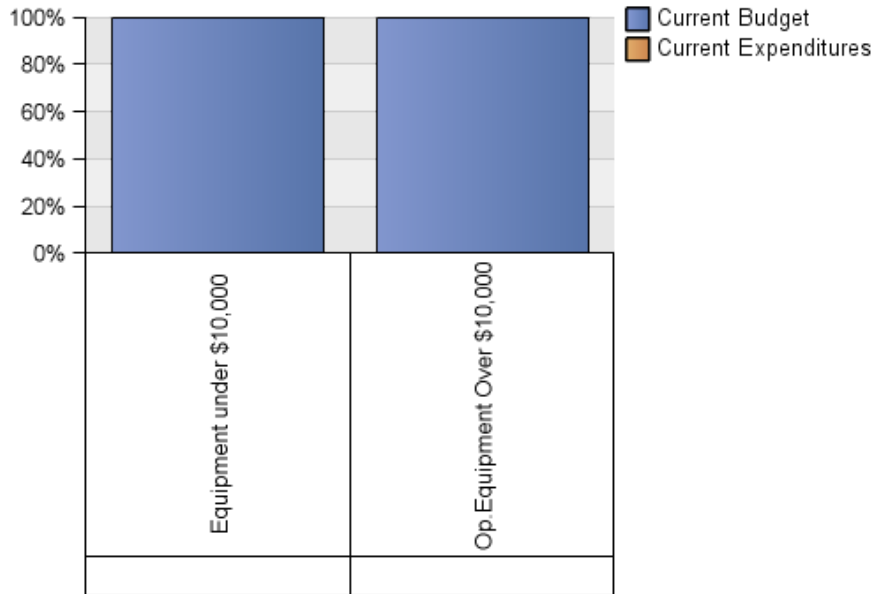


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$0.00	\$91,657.86	\$13,609.92	\$183,540.00	\$78,272.22	\$113,540.00	43%	\$13,609.92
			<a href="#">221-9010-455.20-20</a>	Dues	\$0.00	\$2,606.00	\$0.00	\$5,463.00	\$2,857.00	\$5,463.00	52%	\$0.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,243.00	\$0.00	\$65,701.00	0%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$0.00	\$24,977.17	\$0.00	\$35,000.00	\$10,022.83	\$45,200.00	29%	\$0.00
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$292.91	\$60,972.76	\$10,548.11	\$138,361.00	\$66,547.22	\$68,361.00	48%	\$10,841.02

<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$39,936.00	\$0.00	\$39,971.00	\$35.00	\$35,271.00	0%	\$0.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$426.14	\$6,000.54	\$150.00	\$12,000.00	\$5,423.32	\$12,459.00	45%	\$576.14
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$14,621.03	\$9,425.51	\$25,000.00	\$953.46	\$25,363.00	4%	\$9,425.51
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$739.26	\$0.00	\$8,000.00	\$7,260.74	\$16,458.00	91%	\$0.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$13,125.94	\$1,718.45	\$17,000.00	\$2,155.61	\$8,098.00	13%	\$1,718.45
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$24.99	\$39,829.61	\$16,626.73	\$70,000.00	\$13,518.67	\$43,906.00	19%	\$16,651.72
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$5,165.75	\$5,700.82	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$5,700.82
<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	\$0.00	\$64,085.88	\$23,651.38	\$100,786.00	\$13,048.74	\$100,786.00	13%	\$23,651.38
<a href="#">221-9010-455.36-15</a>	Reference	\$0.00	\$5,400.79	\$509.91	\$6,000.00	\$89.30	\$6,000.00	1%	\$509.91
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$9,882.14	\$1,958.86	\$12,731.00	\$890.00	\$12,731.00	7%	\$1,958.86
<a href="#">221-9010-455.36-25</a>	Children	\$0.00	\$29,753.62	\$37,654.47	\$84,872.00	\$17,463.91	\$84,872.00	21%	\$37,654.47
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$0.00	\$11,235.10	\$22,212.56	\$42,436.00	\$8,988.34	\$42,436.00	21%	\$22,212.56
<a href="#">221-9010-455.37-20</a>	Audio Books	\$0.00	\$19,069.59	\$15,104.83	\$45,619.00	\$11,444.58	\$45,619.00	25%	\$15,104.83
<a href="#">221-9010-455.37-30</a>	Music CDs	\$14.99	\$2,490.40	\$2,385.65	\$6,365.00	\$1,473.96	\$6,365.00	23%	\$2,400.64
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$9,687.76	\$2,502.22	\$16,500.00	\$4,310.02	\$16,500.00	26%	\$2,502.22
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$62,765.65	\$7,200.00	\$218,915.00	\$148,949.35	\$138,915.00	68%	\$7,200.00
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$50,146.83	\$0.00	\$58,121.00	\$7,974.17	\$65,461.00	14%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$1,865.88	\$0.00	\$3,172.00	\$1,306.12	\$3,172.00	41%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$506.00	\$0.00	\$773.00	\$267.00	\$773.00	35%	\$0.00
<b>Summary</b>		<b>759.03</b>	<b>631,764.56</b>	<b>170,959.42</b>	<b>1,215,273.00</b>	<b>411,789.99</b>	<b>982,855.00</b>	<b>0.34</b>	<b>171,718.45</b>

## Budget to Actual Expenditures

Library - Administration (Library Replacement Fund )

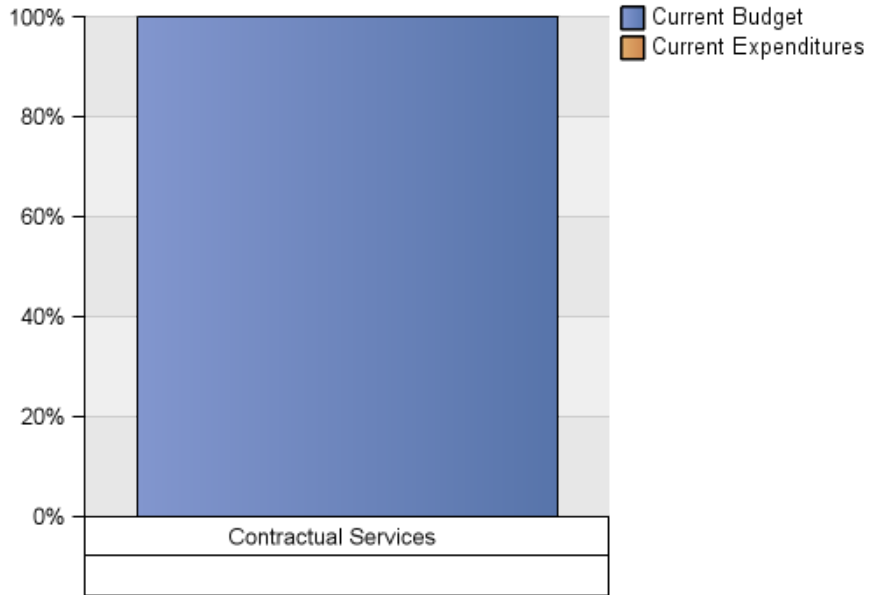


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$67,742.36	\$0.00	\$158,773.00	\$91,030.64	\$140,830.00	57%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$136,091.03	\$0.00	\$235,130.00	\$99,038.97	\$201,000.00	42%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>203,833.39</b>	<b>0.00</b>	<b>393,903.00</b>	<b>190,069.61</b>	<b>341,830.00</b>	<b>0.48</b>	<b>0.00</b>



## Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year

Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$207,053.96	\$17,980.90	\$291,000.00	\$65,965.14	\$1,000.00	23%	\$17,980.90
<b>Summary</b>					<b>0.00</b>	<b>207,053.96</b>	<b>17,980.90</b>	<b>291,000.00</b>	<b>65,965.14</b>	<b>1,000.00</b>	<b>0.23</b>	<b>17,980.90</b>

# NPL Circulation Statistics



## January 2021

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2019	2020	2021
<b>Juvenile</b>						
Books	307,159	293,719	124,518	26,242	29,471	14,434
Videos *			1,312			107
Audios	8,804	8,824	3,333	707	715	335
Magazines	531	444	103	30	41	10
Other	264	362	55	34	97	2
<b>Juvenile - Total</b>	<b>316,758</b>	<b>303,349</b>	<b>129,321</b>	<b>27,013</b>	<b>30,324</b>	<b>14,888</b>
<b>Teen</b>						
Books	14,932	13,435	7,806	1,238	1,226	872
Audios*			92			12
Magazines	38	10	0	3	1	0
<b>Teen - Total</b>	<b>14,970</b>	<b>13,445</b>	<b>7,898</b>	<b>1,241</b>	<b>1,227</b>	<b>884</b>
<b>Adult</b>						
Books	106,061	96,552	51,409	10,302	9,466	6,592
Videos	35,782	29,416	13,501	3,557	2,640	1,470
Audios	24,607	22,138	5,935	2,201	1,999	624
Magazines	4,060	3,428	930	431	340	97
Other	11,508	11,583	2,000	1,106	1,159	251
<b>Adult - Total</b>	<b>182,018</b>	<b>163,117</b>	<b>73,775</b>	<b>17,597</b>	<b>15,604</b>	<b>9,034</b>
<b>Digital Content</b>						
eAudiobooks	12,481	18,916	30,852	1,536	2,087	2,663
eBooks	21,831	28,733	53,704	2,981	3,116	4,507
Magazines	666	1,067	4,010	104	97	377
Music	7,878	6,063	2,045	606	633	50
Streaming Video	1,132	1,649	3,904	175	238	340
<b>Digital Content - Total</b>	<b>43,988</b>	<b>56,428</b>	<b>94,515</b>	<b>5,402</b>	<b>6,171</b>	<b>7,937</b>
<b>Total Circulation</b>	<b>557,734</b>	<b>536,339</b>	<b>305,509</b>	<b>51,253</b>	<b>53,326</b>	<b>32,743</b>

\* Juvenile videos & Teen audios were not previously counted in these departments

# NPL Collection Holdings



## January 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,859	82,539	414	-734	3,665	-2,639
Videos	1,258	1,258	0	0	2	-2
Audios	2,504	2,259	0	-245	138	-265
Magazines	298	167	13	-144	116	-151
Other	128	128	0	0	0	2
<b>Juvenile - Total</b>	<b>87,047</b>	<b>86,351</b>	<b>427</b>	<b>-1,123</b>	<b>3,921</b>	<b>-3,055</b>
<b>Teen</b>						
Books	5,886	5,769	48	-165	471	-820
Audios	95	95	0	0	0	-80
Magazines	50	32	2	-20	17	-63
<b>Teen - Total</b>	<b>6,031</b>	<b>5,896</b>	<b>50</b>	<b>-185</b>	<b>488</b>	<b>-963</b>
<b>Adult</b>						
Books	54,637	54,806	289	-120	3,282	-4,580
Videos	16,230	16,265	40	-5	611	-863
Audios	13,437	13,450	17	-4	429	-1,871
Magazines	3,104	1,703	127	-1,528	1,423	-2,119
Other	2,183	2,193	1	9	95	20
<b>Adult - Total</b>	<b>89,591</b>	<b>88,417</b>	<b>474</b>	<b>-1,648</b>	<b>5,840</b>	<b>-9,413</b>
<b>Total Collection</b>	<b>182,669</b>	<b>180,664</b>	<b>951</b>	<b>-2,956</b>	<b>10,249</b>	<b>-13,431</b>

# NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	9.20	10.20	11.20	12.20	1.21	
<b>eRead Illinois</b>						
eAudiobooks	1,406	1,214	1,173	1,226	1,341	
eBooks	1,482	1,530	1,622	1,766	1,880	
<b>eRead Illinois Total</b>	<b>2,888</b>	<b>2,744</b>	<b>2,795</b>	<b>2,992</b>	<b>3,221</b>	
<b>Freeding</b>						
	12	22	10	8	1	
<b>Hoopla</b>						
eAudiobooks	785	720	766	701	775	
eBooks	532	535	548	526	612	
Movies/TV	165	197	268	181	155	
Music	52	43	48	40	50	
<b>Hoopla Total</b>	<b>1,534</b>	<b>1,495</b>	<b>1,630</b>	<b>1,448</b>	<b>1,592</b>	
<b>OverDrive</b>						
eAudio	603	547	530	583	547	
eBooks	2,021	1,847	1,714	1,880	2,014	
<b>Overdrive Total</b>	<b>2,624</b>	<b>2,394</b>	<b>2,244</b>	<b>2,463</b>	<b>2,561</b>	
<b>RBdigital</b>						
Magazines	471	478	405	313	377	
Acorn TV views	153	138	39	91	182	
Great Courses views	2	1	4	5	0	
IndieFlix views	0	0	0	0	0	
Learn It Live views	0	0	0	0	3	
Stingray Qello views	0	10	2	0	0	
<b>Streaming Views Total</b>	<b>155</b>	<b>149</b>	<b>45</b>	<b>96</b>	<b>185</b>	
<b>Totals</b>						
eAudiobooks	2,794	2,481	2,469	2,510	2,663	
eBooks	4,035	3,912	3,884	4,180	4,507	
Magazines	471	478	405	313	377	
Music	52	52	58	40	50	
Streaming Video	320	337	315	277	340	

# NPL Monthly Statistics



January 2021

## Library Card Registration

### Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	29,027	99	(5,384)	23,742	34,006	31,155
Teen	3,176	2	(378)	2,800	3,393	3,050
Juvenile	8,368	4	(832)	7,540	8,660	7,548
<b>Total</b>	<b>40,571</b>	<b>105</b>	<b>-6,594</b>	<b>34,082</b>	<b>46,059</b>	<b>41,753</b>

Patron Count	Current Month	Current YTD	FY20	FY19
Door Count	-	4,169		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>4,169</b>	<b>250,219</b>	<b>232,062</b>

## Interlibrary Loan and System Holds

	Current Month	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,602	20,270	13,601	11,519
Loaned	3,595	17,765	15,346	12,305
Reciprocal borrowing	4,128	32,693	174,519	187,516

## Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	-	-	-	294
Public Laptop	-	-	-	39
Quick-Use	-	-	-	-
<b>Totals</b>	<b>181</b>	<b>104</b>	<b>35</b>	<b>333</b>

# normalpl.org Site Statistics



## January 2021

	Annual Totals			January		
	FY 2019	FY 2020	FY 2021 YTD	2019	2020	2021
<b>Site Views over time</b>						
Pageviews	398,982	402,039	230,453	34,778	37,771	27,068
Unique Pageviews	314,222	315,512	187,728	27,583	29,480	21,894

### Top Viewed Pages

#### FY 2021

/	115,617
/books-more/ebooks-eaudiobooks	7,255
/curbit	6,909
/databases	6,385
/services/my-account	5,924
/covid19	4,955
/summer	3,879
/books-more	3,162
/events/month	2,841
/services/browser-pack	2,706

### Usage by Device

#### FY 2021

Desktop	58.1%
Mobile	37.9%
Tablet	3.9%

### Top Viewed Pages

#### January 2021

/	13,963
/reading-challenges	746
/services/my-account	745
/curbit	702
/services/browser-pack	633
/databases	618
/books-more/ebooks-eaudiobooks	572
/covid19	509
/events/month	388
/books-more	359

### Usage by Device

#### January

Desktop	56.6%
Mobile	40.5%
Tablet	2.9%

# Normal Public Library | Strategic Plan 2021-2024

## **Priority 1: Enhance the patron experience.**

**Strategy 1:** *Ensure Library offerings are convenient and easy to use.*

- Reach out with programs and services to the underserved.
- Support seniors through aging in place initiatives.
- Acknowledge and work to reduce digital divide; communicate via traditional means.

**Strategy 2:** *Meet patron needs in creative and resourceful ways.*

- Initiate interlibrary programming and collaboration.
- Proactively assess and maintain awareness of patrons' needs.

## **Priority 2: Engage our community.**

**Strategy 1:** *Cultivate meaningful connections.*

- Offer intergenerational programming.
- Build and sustain strategic partnerships to deliver services to targeted audiences.
- Focus on equity, diversity and inclusion in our operations, collections and services.

**Strategy 2:** *Foster awareness.*

- Create and implement a communications plan to showcase the Library.
- Create talking points for staff, Board and Foundation Board.
- Identify and empower library champions.

## **Priority 3: Empower our team.**

**Strategy 1:** *Equip our team to succeed.*

- Develop an organizational structure that optimizes the talents of our staff.
- Design and implement a One Library/One Team initiative, focused on service and teamwork.
- Create a staff contingency plan to ensure continuity of operations.

**Strategy 2:** *Encourage innovation and collaboration.*

- Identify opportunities for developing distinctive programming based on staff competencies.
- Provide structured opportunities for staff to share ideas and suggestions.
- Create mini grants to enable new initiatives.

## **Priority 4: Optimize our resources.**

**Strategy 1:** *Maximize impact and efficiency of our board, staff, space, and funding.*

- Develop a space plan for current and future growth of the Library.
- Optimize collection development.
- Implement a Board succession and orientation plan.
- Continue to optimize public funding and work with Foundation to increase private funding.

**Strategy 2:** *Advocate for alternative revenues to enable exceptional Library experiences.*

- Recruit an advocacy committee to address public funding and facility needs.
- Engage volunteers (Board, Foundation Board, others) in advocating for Library funding.