



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
March 31, 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 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. Audit Contract (Action)
 - B. COVID-19 Update
 - C. Executive Session: Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)
10. Unfinished Business (None)
11. Suggested Items for the Next Agenda
12. Next Meeting Date: April 28, 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.

**Minutes of the Board of Trustees
Normal Public Library
February 24, 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, February 24, 2021. The meeting convened at 5:31 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 - Absent
Pam Lewis – Present

Ms. Ripley-Gataric joined the meeting at 5:59pm.

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: None

Approval of Minutes: Ms. Lewis moved to approve the minutes of the January 27, 2021 meeting. Ms. Trunnell seconded.

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

Motion carried 6-0.

Approval of Expenditures: Ms. Trunnell moved to approve the expenditures totaling \$75,328.44 from January 21, 2021 to February 17, 2021 and two payrolls for the month of January totaling \$142,893.04. Ms. Lewis seconded.

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

Jd Davis - Approved
Katelyn Trunnell - Approved
Erin Ripley-Gataric - Absent
Pam Lewis - Approved

Motion carried 6-0.

President's Report: Mr. Ray thanked, on behalf of the Board, the NPL staff for their work on the Annual Report. The staff did an amazing job during unprecedented times. He thanked the patrons for their understanding during the changes, and for encouraging the Library as they tried new ideas to make it through the year.

Public Comment: None

Library Director's Report: Mr. Chase thanked the Board for their time and support. He then discussed the items in his report. Mr. Lindberg asked if there had been any changes in the annual budget since Mr. Chase first proposed it, and there have been none.

Foundation Report: Mr. Chase stated that April 7th is Library Giving Day. They are exploring ideas that could be in cooperation with this. They also plan to use Facebook fundraisers in the future.

Library Advocacy Report: Mr. Chase asked if Mr. Ray had heard from Board members interested in serving on this subcommittee. There was none, so he put it forth again. Mr. Chase also mentioned the upcoming State of McLean County event in March by the McLean County Chamber of Commerce.

New Business

2021-2024 Strategic Planning Process (Action)

The NPL staff worked to create a comprehensive but easy to navigate plan, that addresses all needs of the Library moving forward for the next few years. Ms. Lewis asked if the Annual Report could be used to inform and compare to the Strategic Plan, and help create for future planning. Mr. Chase agreed, and noted that a balance should be found between keeping the Library's strengths and finding new ways to grow.

Pam Lewis moved to approve the 2021-2024 Strategic Plan as presented. Terry Lindberg seconded.

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

The motion passed 6-0.

COVID-19 Update (Discussion)

Mr. Chase shared that the reopening was going well. There is a steady flow of patrons. The winter weather was challenging but manageable. They are cautiously optimistic. A request was put forth to vaccinate the Library staff, but they are still categorized as 1C for Illinois.

2020 Normal Public Library Annual Report (Discussion)

Mr. Chase gave kudos to the NPL staff for a great job. Emily Klay made it look amazing, Laura Golaszewski brought the content together, and Tori Melican, John Fischer and Jennifer Williams provided content and editing.

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

Ms. Davis moved that the Board enter Executive Session for Section 2(c)(1) [Personnel] for the Library Director’s annual performance review. Mr. Rogal seconded. The Board entered Executive Session at 5:55 pm.

Entry Roll Call:

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

Ms. Ripley-Gataric joined the Executive session at 5:59pm.

The Board left Executive Session at 6:12pm. Mr. Ray moved, and Ms. Davis 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

- Website Update
- Six-Month Review of Executive Session Minutes

Adjournment

Mr. Ray adjourned the meeting at 6:15 pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Feb 18, 2021 and Mar 22, 2021

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	223.00
Library Fund	- Total	223.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	ALL PURPOSE GLUE	8.26
ACE HARDWARE	GLUE	4.13
ACE HARDWARE	GLUE, PIC HANGING STRIPS	23.42
ACE HARDWARE	HILLMAN FASTENERS	4.05
ACE HARDWARE	LED TAP LIGHT ,CARWAX,ADPT	73.18
AEP ENERGY	ENERGY USAGE	1,888.79
ALERT SIGNAL & CONTROL CO	VES FIRE CONTROL	859.00
AMERICAN LIBRARY ASSOCIATION	FOR LIBRARY SERVICE TO CH	50.00
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP FOR RANDI SUTT	148.00
AMERICAN LIBRARY ASSOCIATION	PUBLIC LIBRARY ASSOCIATIO	77.00
AUTOMATIC FIRE SPRINKLER, LLC	BACKFLOW INSPECTION-NPL	300.00
AUTOMATIC FIRE SPRINKLER, LLC	REPLACE SPRINKLER HEADS	314.00
AUTOMATIC FIRE SPRINKLER, LLC	TEST & INSPECTION-NPL	524.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,413.16
BAKER & TAYLOR COMPANIES	ADULT FICTION	148.45
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	67.35
BAKER & TAYLOR COMPANIES	AY GRAPHIC	12.05
BAKER & TAYLOR COMPANIES	AY-ADULT FICTION BOOKS	117.48
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,950.10
BAKER & TAYLOR COMPANIES	YA BOOKS	566.15
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	10.20
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	245.52
BRODART COMPANY	ADULT BOOK	13.89
BRODART COMPANY	ADULT BOOK-THE STAND	14.60
BRODART COMPANY	ADULT BOOKS	26.19
BRODART COMPANY	ADULT BOOKS-DUKE AND I-2	26.18
BRODART COMPANY	BOOK-GIRL CHANNEL ISLANDS	14.59
CENGAGE LEARNING INC	CHRISTIAN FICTION BOOKS-4	96.71
CENGAGE LEARNING INC	CORE 8 PLAN-6 BOOKS	155.94
CENGAGE LEARNING INC	CREDIT	-119.20
CENGAGE LEARNING INC	LARGE PRINT BOOKS-2	45.74
CENGAGE LEARNING INC	LARGE PRINT BOOKS-3	74.97

Town of Normal Expenditures to be approved for Payments
Between Feb 18, 2021 and Mar 22, 2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENGAGE LEARNING INC	LARGE PRINT BOOKS-4	90.74
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	45.75
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS-8	182.16
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANNG-NPL	525.00
CENTRAL SUPPLY CO	ANTIBACTERIAL FOAM-HAND	165.03
CENTRAL SUPPLY CO	EXT WANDS/STRAP-GUN PACK	193.00
CHATSWORTH TOWNSHIP LIBRARY	LOST BOOK PAYMENT/CHATSWO	15.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHRGS-NPL	50.00
CONFIDENTIAL ON SITE	PAPER SHREDDING-NPL	166.95
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDRENS'S BOOKS-7	73.93
ELM USA INC	YELLOW PAD #2-40/COMPOUND	204.95
ELM USA INC	YELLOW&GREEN PAD/COMPOUND	334.95
ENVISION WARE INC	RFID TAGS-8,000	1,040.00
ENVISION WARE INC	RFID TAGS-9,000	1,243.00
FINDAWAY WORLD LLC	CHILDREN'S AV-6	255.69
FINDAWAY WORLD LLC	CHILDREN'S BOOKS	167.36
FINDAWAY WORLD LLC	PLAY-A-WAYS	884.85
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SNOW REMOVAL 2/10,2/11/21	245.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT	378.00
ILLINOIS LIBRARY ASSOCIATION	FOR JD DAVIS:ID#838768 -M	75.00
ILLINOIS LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP RENEWE	300.00
ILLINOIS LIBRARY ASSOCIATION	TRUSTEE SPRING WORKSHOP R	30.00
INTERNATIONAL PLASTICS	WHITE BAGS-500/CS-5 CASES	459.94
INTERSTATE ALL BATTERY CENTER	BATTERIES	121.30
JUNIOR LIBRARY GUILD	CHILDREN'S BOOKS	104.00
KAEB SANITARY SUPPLY INC	TISSUE,MULTIFOLD TOWELS	201.20
KANOPY INC	VIDEOS	32.00
KROGER-INDY CUSTOMER CHARGES	LIBRARY SUPPLIES	65.93
MENARDS	DISTILLED WATER	11.28
MENARDS	DISTILLED WATER,WIPES-NPL	26.12
MENARDS	MISC.SUPPLIES-NPL	42.29
MENARDS	TOWER CHARGER	38.98
MIDWEST TAPE	AUDIO BOOKS-2	24.98
MIDWEST TAPE	DIGITAL ITEMS FOR NPL	2,767.24
MIDWEST TAPE	MUSIC CD	8.99

Town of Normal Expenditures to be approved for Payments
Between Feb 18, 2021 and Mar 22, 2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MILLER JANITOR SUPPLY	DISINFECTANT WIPES	127.95
MILLER JANITOR SUPPLY	ICE MELT	187.80
NATIONAL PEN COMPANY	GEL PENS	83.22
NATIONAL PEN COMPANY	POP-UP FAN	353.31
NORMALITE	NORMALITE FOR 1 YR.	24.95
P F PETTIBONE & COMPANY	ARCHIVING SUPP-BOARD MIN.	1,012.95
PRESIDIO NETWORKED SOLUTIONS	HARDWARE FOR CONTACT PT	39.39
PURITAN SPRINGS WATER	WATER SERVICES/NPL-JAN 21	45.97
QUADIENT, INC.	METER RENTAL/MAR-JUN 2021	59.99
SAMS CLUB	LIBRARY SUPPLIES	91.12
ULVERSCROFT LARGE PRINT BOOKS	LP BOOKS-MARCH RELEASES-4	67.52
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-6 FEB21	53.70
US BANK/P-CARD	\$10.00 Gift card for Wint	230.00
US BANK/P-CARD	\$10.00 Gift cards for Win	770.00
US BANK/P-CARD	2021 ILA Membership for J	200.00
US BANK/P-CARD	4 Mobile Hot-spots - Annu	480.00
US BANK/P-CARD	9x12 self sealing envelop	16.82
US BANK/P-CARD	Annual Software Subscript	382.37
US BANK/P-CARD	Chat Service Monthly Fee	9.00
US BANK/P-CARD	Classification Web Subscr	325.00
US BANK/P-CARD	Craft Supplies for Childr	17.42
US BANK/P-CARD	Credit for returned items	-29.98
US BANK/P-CARD	FAY WAY AND ROBERT RISKIN	21.95
US BANK/P-CARD	Hard Drive Converter	17.98
US BANK/P-CARD	I-Pad Tripod for programm	20.98
US BANK/P-CARD	Keyboard covers & cleanin	26.25
US BANK/P-CARD	Monthly Zoom for program	14.99
US BANK/P-CARD	New DVD Rel. - ALWAYS AND	19.92
US BANK/P-CARD	New DVD Rel. - AMMONITE	19.98
US BANK/P-CARD	New DVD Rel. - BELUSHI (19.99
US BANK/P-CARD	New DVD Rel. - BREACH (2	21.92
US BANK/P-CARD	New DVD Rel. - COME PLAY	53.88
US BANK/P-CARD	New DVD Rel. - DEAD RECKO	9.96
US BANK/P-CARD	New DVD Rel. - DREAMLAND	38.88
US BANK/P-CARD	New DVD Rel. - FATMAN (4	51.84
US BANK/P-CARD	New DVD Rel. - FREAKY (4	71.84
US BANK/P-CARD	New DVD Rel. - GREENLAND	71.84
US BANK/P-CARD	New DVD Rel. - HEARTS AND	39.98

Town of Normal Expenditures to be approved for Payments
Between Feb 18, 2021 and Mar 22, 2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - HOST (1)	7.96
US BANK/P-CARD	New DVD Rel. - JL FAMILY	26.98
US BANK/P-CARD	New DVD Rel. - LET HIM GO	71.84
US BANK/P-CARD	New DVD Rel. - LOVE MARRI	51.84
US BANK/P-CARD	New DVD Rel. - MAX CLOUD	12.96
US BANK/P-CARD	New DVD Rel. - MISS JUNET	12.96
US BANK/P-CARD	New DVD Rel. - PRINCESS O	32.81
US BANK/P-CARD	New DVD Rel. - SKYLINES	12.96
US BANK/P-CARD	New DVD Rel. - SPUTNIK (12.96
US BANK/P-CARD	New DVD Rel. - SYNCHRONIC	25.92
US BANK/P-CARD	New DVD Rel. - TESLA (3)	38.88
US BANK/P-CARD	New DVD Rel. - THE KID DE	29.98
US BANK/P-CARD	New DVD Rel. - THE LITTLE	35.97
US BANK/P-CARD	New DVD Rel. - WANDER (3	32.88
US BANK/P-CARD	New DVD Rel. - WANDER DAR	27.98
US BANK/P-CARD	New DVD Rel. BORN A CHAMP	25.98
US BANK/P-CARD	New DVD Rel.- WILD MOUNTA	59.84
US BANK/P-CARD	New Music Rel. - NOW THAT	8.99
US BANK/P-CARD	New TV Rel. DVD - BLINDSP	29.99
US BANK/P-CARD	New TV Rel. DVD - DOOM PA	24.96
US BANK/P-CARD	New TV Rel. DVD - SNOWPIE	19.96
US BANK/P-CARD	New TV Rel. DVD - THE 100	20.33
US BANK/P-CARD	New TV Rel. DVD - TWILIGH	23.51
US BANK/P-CARD	New TV Rel. DVD - VERA S	34.99
US BANK/P-CARD	Office Supplies - Bndr Cl	40.43
US BANK/P-CARD	Online Promotion - Happy	54.49
US BANK/P-CARD	Online Software Storage-	9.99
US BANK/P-CARD	Ozobot washable color cod	38.97
US BANK/P-CARD	Patron Request -Music - S	7.99
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing Board	9.60
US BANK/P-CARD	Repl. DVD - HOME ALONE CO	25.00
US BANK/P-CARD	Repl. Music CD - ULTIMATE	20.98
US BANK/P-CARD	Sign and Sing Storytime B	120.00
US BANK/P-CARD	Sink Aerators	37.98
US BANK/P-CARD	Sink Aerators - replaced	37.98
US BANK/P-CARD	Surge protectors and Powe	101.81
US BANK/P-CARD	Tax Refund from video edi	-7.00

Town of Normal Expenditures to be approved for Payments
Between Feb 18, 2021 and Mar 22, 2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Tax refund on Annual Soft	-44.98
US BANK/P-CARD	Thermal Roll Paper 50 rol	264.75
US BANK/P-CARD	Video Edit Software	118.93
US BANK/P-CARD	Website heat maps and ana	371.88
US BANK/P-CARD	Zoom Monthly 1.25.21 - 2	14.99
VERIZON WIRELESS	ACCT.#880398978-00001/LIN	812.87
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.58
WALMART COMMUNITY BRC	MISC.SUPPLIES-NPL	21.86
WATTS COPY SYSTEMS, INC.	COPIES-B/W,COLOR	148.18
Library Fund	Library Administration - Total	29,953.90

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DELL MARKETING LP	8COMPUTERS/PRIVACY SCREEN	10,244.91
Library Replacement Fund Library	Administration - Total	10,244.91
Overall - Total		40,421.81

**Director's Report
March 31, 2021**

1. Monthly Financial Report

Revenue: The February operating revenues are down 2.44% compared to this time last year.

Expenses: A report showing expenses totaling \$40,421.81 from February 18 to March 22 is included in this packet. Two February payrolls totaled \$145,482.52.

2. Circulation

We reopened our facility on February 1 and have enjoyed welcoming patrons back in the building. Total circulation for the month was 42,630.

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

The replacement door hardware was delayed by the contractor, and is now scheduled to be installed in late March. Completion of this work should close out the restroom project.

4. 2021-2024 Strategic Planning Process

We are now working with our planning consultants to develop an implementation plan.

5. FY2021-FY2026 Budget

The FY2021-FY2026 budget was approved by the Town Council on March 1. Included in this packet is the library portion of the final budget.

6. 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. Currently we are coordinating the installation of the new access points.

7. 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. Lighting in the café space will be improved with a simpler, more efficient design.

8. Audit Contract

Town Council recently voted to extend the contract with Lauterbach & Amen, LLP, for two additional years (FY2022 and FY2023) of financial audit services. As the NPL audit is completed concurrently with the Town audit, the same contract extension is on the agenda for your consideration. Costs are summarized below. A single audit is required only if the aggregate value of grants received in a fiscal year is greater than \$750,000.

	March 31, 2022	March 31, 2023
Audit	\$4,456	\$4,567
Single Audit, if required	\$390	\$400
Total	\$4,846	\$4,967

9. Website Improvements

Per the advice of our website vendor, we will make only very minor changes to our site until we can fully transition from Drupal 7 to Drupal 9. We anticipate this will happen in summer 2021. At that time, we will be able to make more significant improvements.

10. Ongoing Used Book Sale

The ongoing used book sale is open for business! Patrons are really enjoying the expanded ongoing sale.

11. Retirements

Congratulations to Karen Dorris and Pat Willard on their wonderful careers at NPL! Karen will retire on March 26 after 29 years of service, and Pat retired on February 26 after 14 years of service. We wish Karen and Pat all the best as they move forward, and we are grateful for their many years of service!

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o February 28, 2021

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,850,832	\$ 3,850,832	100.00	\$ 3,900,560	(1.27)
State Replacement Taxes	114,314	114,314	100.00	133,677	(14.48)
State Library Aid	66,121	66,121	100.00	65,621	0.76
Fees	1,872	2,047	109.37	32,185	(93.64)
Fines	1,576	1,576	100.00	14,174	(88.88)
Investment Income	43,674	42,484	97.27	47,789	(11.10)
Contributions & Donations	2,575	2,575	100.00	2,225	15.73
Miscellaneous Revenue	7,000	15,171	216.72	1,283	1,082.44
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,087,964	4,095,120	100.18	4,197,514	(2.44)
LIBRARY REPLACEMENT FUND 222					
Investment Income	24,608	21,676	88.08	21,240	2.05
Miscellaneous Revenue	-	-	-	-	-
Transfers	58,121	54,134	93.14	263,263	(79.44)
Library Replacement Fund Total	82,729	75,809	91.64	284,503	(73.35)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	8,977	6,510	72.52	1,749	272.23
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	11,477	6,510	56.73	1,237,868	(99.47)
Total For All Funds	\$ 4,182,170	\$ 4,177,440	\$ 249	\$ 5,719,885	(26.97)

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of February 28, 2021

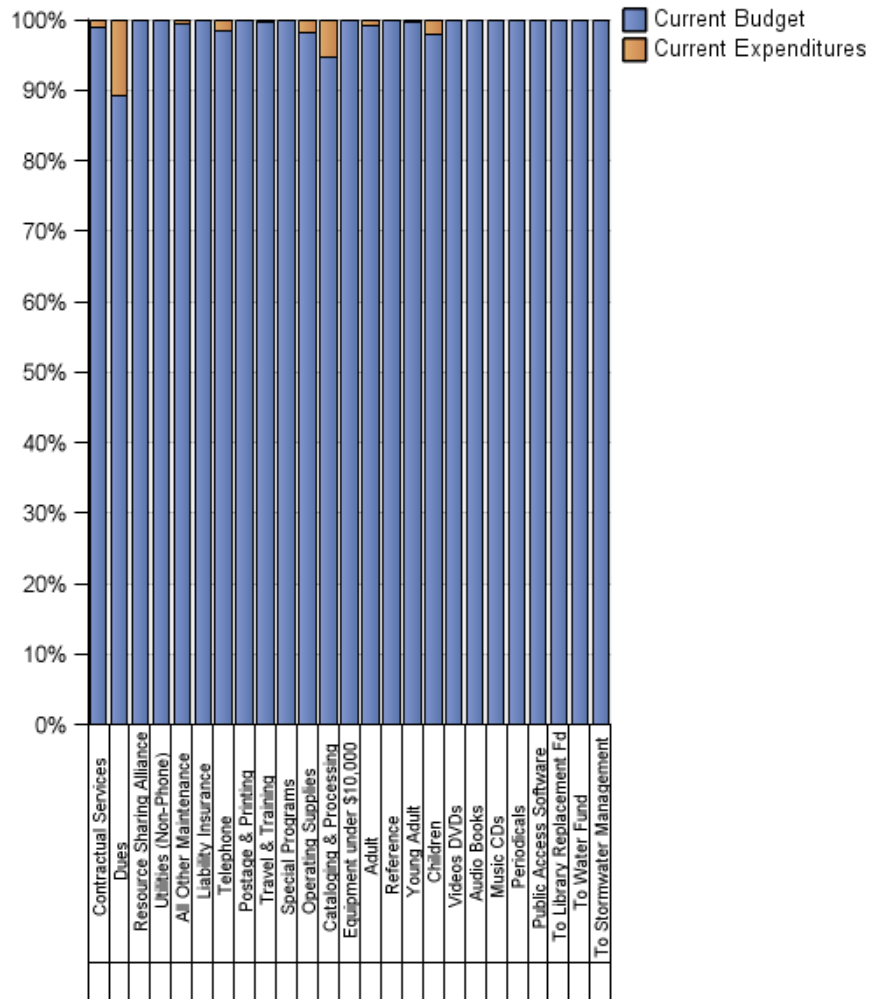
		As of	As of	
		February 28, 2021	March 31, 2020	Net Change
221	Library Fund	\$ 3,814,962.14	\$ 2,824,589.08	\$ 990,373.06
222	Library Replacement Fund	\$ 2,011,388.49	\$ 2,187,836.95	\$ (176,448.46)
223	Library Reserve Fund	\$ 1,031,318.24	\$ 1,230,680.13	\$ (199,361.89)
	Totals	<u>\$ 5,826,350.63</u>	<u>\$ 5,012,426.03</u>	<u>\$ 813,924.60</u>

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of February 28, 2021

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,227,848	\$ 2,899,447	\$ 96,906	\$ 1,231,496	\$ 4,328,261	29.13
Library Fund Total	4,227,848	2,899,447	96,906	1,231,496	4,328,261	29.13
						-
LIBRARY REPLACEMENT FUND 222						
Administration	393,903	214,078	-	179,825	301,502	45.65
Library Replacement Fund Total	393,903	214,078	-	179,825	301,502	45.65
						-
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	\$ 3,320,579	\$ 114,887	\$ 1,477,285	\$ 4,636,968	30.07

Budget to Actual Expenditures

Library - Administration (Library Fund)

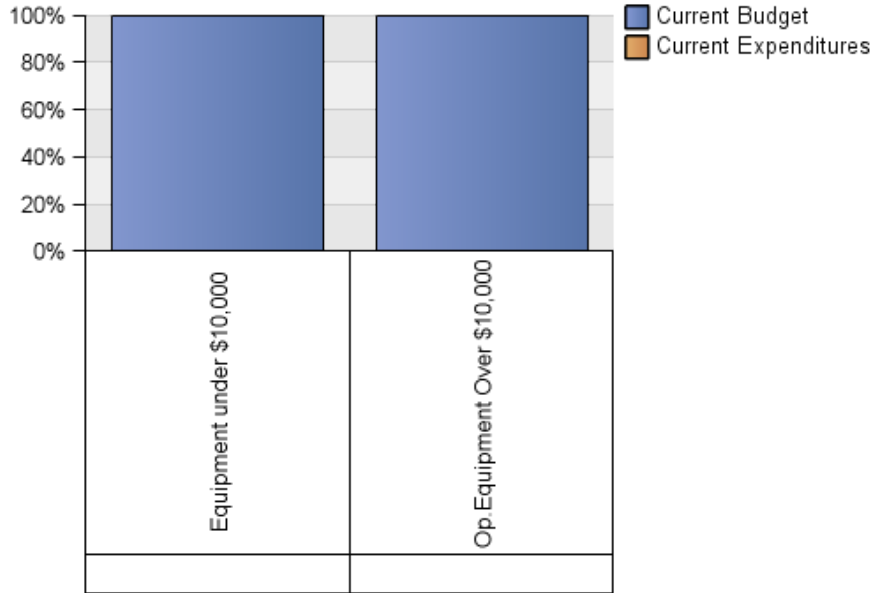


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$1,883.65	\$93,555.37	\$0.00	\$183,540.00	\$88,100.98	48%	\$1,883.65
			221-9010-455.20-20	Dues	\$650.00	\$2,806.00	\$0.00	\$5,463.00	\$2,007.00	37%	\$650.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,243.00	\$0.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$29,967.41	\$0.00	\$35,000.00	\$5,032.59	14%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$714.83	\$62,786.01	\$996.68	\$138,361.00	\$73,863.48	53%	\$1,711.51

221-9010-455.30-10	Liability Insurance	\$0.00	\$39,936.00	\$0.00	\$39,971.00	\$35.00	\$35,271.00	0%	\$0.00
221-9010-455.30-15	Telephone	\$204.00	\$7,339.13	\$0.00	\$12,000.00	\$4,456.87	\$12,459.00	37%	\$204.00
221-9010-455.30-25	Postage & Printing	\$0.00	\$15,181.64	\$0.00	\$25,000.00	\$9,818.36	\$25,363.00	39%	\$0.00
221-9010-455.30-35	Travel & Training	\$30.00	\$763.81	\$0.00	\$8,000.00	\$7,206.19	\$16,458.00	90%	\$30.00
221-9010-455.30-40	Special Programs	\$0.00	\$14,245.94	\$0.00	\$17,000.00	\$2,754.06	\$8,098.00	16%	\$0.00
221-9010-455.35-10	Operating Supplies	\$1,209.39	\$42,388.03	\$0.00	\$70,000.00	\$26,402.58	\$43,906.00	38%	\$1,209.39
221-9010-455.35-15	Cataloging & Processing	\$1,040.00	\$7,005.15	\$0.00	\$18,405.00	\$10,359.85	\$18,405.00	56%	\$1,040.00
221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
221-9010-455.36-10	Adult	\$937.93	\$70,173.65	\$0.00	\$100,786.00	\$29,674.42	\$100,786.00	29%	\$937.93
221-9010-455.36-15	Reference	\$0.00	\$5,953.87	\$0.00	\$6,000.00	\$46.13	\$6,000.00	1%	\$0.00
221-9010-455.36-20	Young Adult	\$24.93	\$9,904.39	\$0.00	\$12,731.00	\$2,801.68	\$12,731.00	22%	\$24.93
221-9010-455.36-25	Children	\$1,758.86	\$31,122.79	\$0.00	\$84,872.00	\$51,990.35	\$84,872.00	61%	\$1,758.86
221-9010-455.37-15	Videos DVDs	\$0.00	\$12,354.57	\$0.00	\$42,436.00	\$30,081.43	\$42,436.00	71%	\$0.00
221-9010-455.37-20	Audio Books	\$0.00	\$20,444.98	\$0.00	\$45,619.00	\$25,174.02	\$45,619.00	55%	\$0.00
221-9010-455.37-30	Music CDs	\$0.00	\$2,577.32	\$0.00	\$6,365.00	\$3,787.68	\$6,365.00	60%	\$0.00
221-9010-455.38-10	Periodicals	\$24.95	\$9,687.76	\$0.00	\$16,500.00	\$6,787.29	\$16,500.00	41%	\$24.95
221-9010-455.38-20	Public Access Software	\$0.00	\$74,363.89	\$0.00	\$218,915.00	\$144,551.11	\$138,915.00	66%	\$0.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$54,133.92	\$0.00	\$58,121.00	\$3,987.08	\$65,461.00	7%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$1,994.19	\$0.00	\$3,172.00	\$1,177.81	\$3,172.00	37%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$556.60	\$0.00	\$773.00	\$216.40	\$773.00	28%	\$0.00
Summary		8,478.54	674,485.42	996.68	1,215,273.00	531,312.36	982,855.00	0.44	9,475.22

Budget to Actual Expenditures

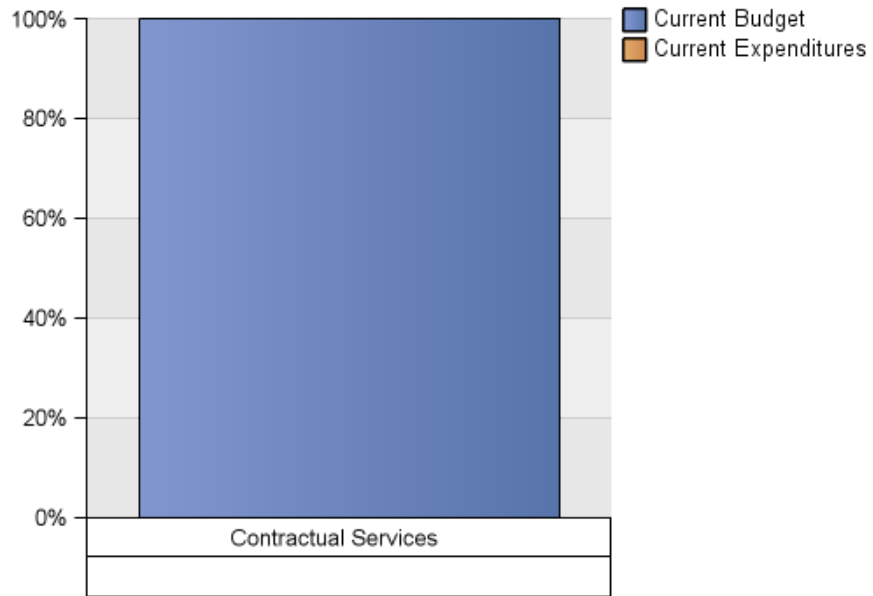
Library - Administration (Library Replacement Fund)



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	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$77,987.27	\$0.00	\$158,773.00	\$80,785.73	\$140,830.00	51%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$136,091.03	\$0.00	\$235,130.00	\$99,038.97	\$201,000.00	42%	\$0.00
			Summary		0.00	214,078.30	0.00	393,903.00	179,824.70	341,830.00	0.46	0.00

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	223-9010-455.20-10	Contractual Services	\$0.00	\$207,053.96	\$17,980.90	\$291,000.00	\$65,965.14	\$1,000.00	23%	\$17,980.90
Summary					0.00	207,053.96	17,980.90	291,000.00	65,965.14	1,000.00	0.23	17,980.90

NPL Circulation Statistics



February 2021

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2019	2020	2021
Juvenile						
Books	336,511	321,912	146,132	29,352	28,193	21,614
Videos *			1,418			106
Audios	9,527	9,640	3,979	723	816	646
Magazines	578	472	132	47	28	29
Other	293	461	65	29	99	10
Juvenile - Total	346,909	332,485	151,726	30,151	29,136	22,405
Teen						
Books	16,057	14,464	8,848	1,125	1,029	1,042
Audios*			101			9
Magazines	40	11	3	2	1	3
Teen - Total	16,097	14,475	8,952	1,127	1,030	1,054
Adult						
Books	115,750	105,864	60,046	9,689	9,312	8,637
Videos	39,091	32,200	15,883	3,309	2,784	2,382
Audios	26,857	24,156	6,789	2,250	2,018	854
Magazines	4,316	3,750	1,163	256	322	233
Other	12,676	12,702	2,328	1,168	1,119	328
Adult - Total	198,690	178,672	86,209	16,672	15,555	12,434
Digital Content						
eAudiobooks	13,876	20,883	33,215	1,395	1,967	2,363
eBooks	24,275	31,540	57,615	2,444	2,807	3,911
Magazines	752	1,067	4,133	86	0	123
Music	8,454	6,604	2,072	576	541	27
Streaming Video	1,240	1,850	4,217	108	201	313
Digital Content - Total	48,597	61,944	101,252	4,609	5,516	6,737
Total Circulation	610,293	587,576	348,139	52,559	51,237	42,630

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

NPL Collection Holdings



February 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,539	82,542	512	-509	4,177	-3,148
Videos	1,258	1,258	0	0	2	-2
Audios	2,259	2,339	90	-10	228	-275
Magazines	167	184	17	0	133	-151
Other	128	126	0	-2	0	0
Juvenile - Total	86,351	86,449	619	-521	4,540	-3,576
Teen						
Books	5,769	5,806	45	-8	516	-828
Audios	95	95	0	0	0	-80
Magazines	32	36	3	1	20	-62
Teen - Total	5,896	5,937	48	-7	536	-970
Adult						
Books	54,806	55,016	349	-139	3,631	-4,719
Videos	16,265	15,552	54	-767	665	-1,630
Audios	13,450	13,467	18	-1	447	-1,872
Magazines	1,703	1,831	129	-1	1,552	-2,120
Other	2,193	2,014	0	-179	95	-159
Adult - Total	88,417	87,880	550	-1,087	6,390	-10,500
Total Collection	180,664	180,266	1,217	-1,615	11,466	-15,046

NPL Digital Content by Month



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

	10.20	11.20	12.20	1.21	2.21	
eRead Illinois						
eAudiobooks	1,214	1,173	1,226	1,341	1,026	
eBooks	1,530	1,622	1,766	1,880	1,441	
eRead Illinois Total	2,744	2,795	2,992	3,221	2,467	
Freanding						
	22	10	8	1	0	
Hoopla						
eAudiobooks	720	766	701	775	746	
eBooks	535	548	526	612	635	
Movies/TV	197	268	181	155	158	
Music	43	48	40	50	27	
Hoopla Total	1,495	1,630	1,448	1,592	1,566	
Kanopy						
Regular Play Credits	-	-	-	-	6	
Kids Play Credits	-	-	-	-	4	
Series Play Credits	-	-	-	-	0	
Kanopy Total	-	-	-	-	10	
OverDrive						
eAudio	547	530	583	547	591	
eBooks	1,847	1,714	1,880	2,014	1,835	
Magazines (began 2.3.21)	-	-	-	-	123	
Overdrive Total	2,394	2,244	2,463	2,561	2,549	
RBdigital						
Magazines (now in OverDrive)	478	405	313	377	-	
Acorn TV views	138	39	91	182	134	
Great Courses views	1	4	5	0	0	
IndieFlix views	0	0	0	0	0	
Learn It Live views	0	0	0	3	0	
Method Test Prep	0	0	0	0	1	
Stingray Qello views	10	2	0	0	10	
	149	45	96	185	145	
Totals						
eAudiobooks	2,481	2,469	2,510	2,663	2,363	
eBooks	3,912	3,884	4,180	4,507	3,911	
Magazines	478	405	313	377	123	
Music	52	58	40	50	27	
Streaming Video	337	315	277	340	313	

NPL Monthly Statistics



February 2021

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	23,742	142	(648)	23,236	34,191	31,340
Teen	2,800	3	(21)	2,782	3,395	3,049
Juvenile	7,540	8	(107)	7,441	8,676	7,545
Total	34,082	153	-776	33,459	46,262	41,934

Patron Count	Current Month	Current YTD	FY20	FY19
Door Count	6,684	10,853		
Offsite programs (est)		-		
Year to Date Total		10,853	269,482	253,638

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY20	FY19
Borrowed/Rec'd	3,487	27,359	15,222	12,810
Loaned	3,063	24,423	16,877	13,369
Reciprocal borrowing	6,930	43,751	191,307	205,092

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	316	164	31	610
Public Laptop	25	17	40	64
Quick-Use	-	-	-	-
Totals	341	181	32	674

normalpl.org Site Statistics



February 2021

	Annual Totals Year to Date			February		
	FY 2019	FY 2020	FY 2021	2019	2020	2021
Site Views over time						
Pageviews	365,169	374,993	253,931	29,969	32,647	23,478
Unique Pageviews	287,652	294,272	207,398	24,129	25,889	19,670

Top Viewed Pages

FY 2021

/	127,412
/books-more/ebooks-eaudiobooks	7,712
/curbit	7,160
/databases	6,855
/services/my-account	6,406
/covid19	5,237
/summer	3,893
/books-more	3,415
/events/month	3,183
/services/browser-pack	3,121

Usage by Device

FY 2021

Desktop	58.1%
Mobile	38.1%
Tablet	3.8%

Top Viewed Pages

February 2021

/	11,795
/services/my-account	482
/databases	470
/books-more/ebooks-eaudiobooks	457
/services/browser-pack	415
/events/month	342
/covid19	282
/events/upcoming	257
/books-more	253
/curbit	251

Usage by Device

February

Desktop	58.0%
Mobile	39.0%
Tablet	3.0%

LIBRARY FUND

The purpose of the Normal Public Library is to be an educational, cultural, informational and recreational resource that enriches the quality of life for community residents. To accomplish this the library makes available print and non-print materials, educational and cultural programming, and has a knowledgeable and dedicated staff. Although the primary tool to accomplish the library's mission will be print material, the library will also strive to make efficient and effective use of new and emerging technologies to benefit the residents of Normal.

Personnel Summary	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Library Director	1	1	1	1	1	1
Children's Services Mgr.	1	1	1	1	1	1
Adult Services & Circulation Mgr.	1	1	1	1	1	1
Technical Services Mgr.	1	1	1	1	1	1
Business Mgr.	1	1	1	1	1	1
Librarian I	8	8	8	8	8	8
Technology and Facilities Mgr.	1	1	1	1	1	1
Technical Assistant II	5	5	5	5	5	5
Community Engagement Mgr.	1	1	1	1	1	1
Graphic Designer	1	1	1	1	1	1
Custodian	1	1	1	1	1	1
Total Full-time	22	22	22	22	22	22
Assistant I	26	26	26	26	26	26
Total Part-time	26	26	26	26	26	26
TOTAL FTE EMPLOYEES	48	48	48	48	48	48

FY2020-21 Accomplishments

- Initiated online library card application to allow for remote registration and digital content access
- Greatly expanded curbside pick-up service; added Browser Pack service
- Developed virtual programs, including story times, book clubs, LEGO programs, poetry and more
- Printed 3D face shields and ear guards for local health care workers
- Collaborated with Parks & Recreation staff to create story walks
- Modified Summer Reading Program and 1,000 Books Before Kindergarten to continue while closed
- Recognized by Library Journal and School Library Journal for innovative efforts during COVID-19
- Outreach successes included library cards for all Unit 5 students, lobby stops, home delivery, ARC
- Giving Tuesday success enabled development of NPL for All app
- Normal Public Library Foundation continued moving forward and hired Development Coordinator
- Grants received: Library Per Capita; Digital Network Access; PPE for Staff and Patrons; CDBG Funding for Unit 5 Literacy Packs; ALA Mini-Grant for Digimakers program
- Expanded communications through bimonthly newsletters to all patrons
- Eliminated fines and DVD fees; implemented auto-renewals
- Continued lease of 57 additional parking spaces
- Developed 2021-2024 Strategic Plan

FY2021-22 Budget Highlights

- Continue to deliver exemplary services, collections and programs, both on-site and via outreach
- Improve quality and efficiency of operations through excellent staff and emerging technologies
- Continue optimization of current facility to best serve the community
- Remain prepared to respond to challenges and opportunities presented by COVID-19

Town of Normal - Revenue Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Fund							
221-0000-311.10-00 Property Tax	3,900,560	3,850,832	3,845,800	3,962,164	4,115,019	4,238,469	4,365,624
221-0000-315.30-00 State Replacement Revenue	138,596	114,314	110,100	109,300	108,500	107,800	107,800
221-0000-332.60-00 State Grants	65,621	66,121	65,621	65,621	65,621	65,621	65,621
221-0000-347.10-00 Audio-Visual Fees	20,656	46	0	0	0	0	0
221-0000-347.20-00 Photocopy Fees	9,087	426	2,000	2,000	2,000	2,000	2,000
221-0000-347.50-00 Replacements Books/AV	5,212	1,400	5,000	5,000	5,000	5,000	5,000
221-0000-371.40-00 Library Fines	15,030	1,576	0	0	0	0	0
221-0000-381.70-00 Net Change in Fair Value	85,659	0	0	0	0	0	0
221-0000-382.10-00 Investment Income	54,141	43,674	36,602	34,365	33,656	35,030	43,148
221-0000-385.30-00 Donations	2,550	2,575	200	200	200	200	200
221-0000-389.10-00 Miscellaneous	1,283	7,000	200	200	200	200	200
Library Fund Total	4,298,395	4,087,964	4,065,523	4,178,850	4,330,196	4,454,320	4,589,593

Town of Normal - Expenditure Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Fund							
Salaries & Wages							
221-9010-455.10-10 Regular Salaries	1,713,800	1,736,705	1,781,927	1,845,255	1,910,066	1,975,967	2,040,655
221-9010-455.11-10 Part-time Salaries	434,080	566,973	593,955	642,303	675,558	735,075	755,820
221-9010-455.12-10 Overtime	762	1,000	1,000	1,000	1,000	1,000	1,000
Salaries & Wages Total	2,148,642	2,304,678	2,376,882	2,488,558	2,586,624	2,712,042	2,797,475
Benefits							
221-9010-455.16-10 Employer Social Security	159,900	176,308	181,938	190,483	197,988	207,585	214,124
221-9010-455.17-10 IMRF Retirement	195,929	234,151	237,709	232,779	226,772	219,728	213,809
221-9010-455.18-10 Health & Dental Insurance	255,387	291,438	306,254	329,493	351,790	373,724	393,458
221-9010-455.19-90 Other Personal Benefits	4,375	6,000	6,500	7,000	7,500	8,000	8,500
Benefits Total	615,591	707,897	732,401	759,755	784,050	809,037	829,891
Professional Services							
221-9010-455.20-10 Contractual Services	89,552	183,540	116,946	120,455	124,069	127,791	131,625
221-9010-455.20-20 Dues	5,964	5,463	5,628	5,796	5,970	6,149	6,333
221-9010-455.24-10 Resource Sharing Alliance	62,439	65,243	68,986	72,435	76,057	79,859	83,851
Professional Services Total	157,955	254,246	191,560	198,686	206,096	213,799	221,809
Other Purchased Services							
221-9010-455.30-10 Liability Insurance	31,724	39,971	41,970	44,068	46,271	48,585	51,014
221-9010-455.30-15 Telephone	8,155	12,000	12,000	12,000	12,000	12,000	12,000
221-9010-455.30-25 Postage & Printing	18,727	25,000	25,000	25,000	25,000	25,000	25,000
221-9010-455.30-35 Travel & Training	9,522	8,000	23,158	14,854	21,350	21,777	22,213
221-9010-455.30-40 Special Programs	1,184	17,000	9,000	9,000	9,000	9,000	9,000
Other Purchased Services Total	69,312	101,971	111,128	104,922	113,621	116,362	119,227
Supplies							
221-9010-455.35-10 Operating Supplies	40,697	70,000	45,223	46,580	47,977	49,416	50,898
221-9010-455.35-15 Cataloging & Processing	10,587	18,405	18,958	19,526	20,112	20,715	21,336
221-9010-455.35-80 Equipment under \$10,000	798	1,000	1,000	1,000	1,000	1,000	1,000
Supplies Total	52,082	89,405	65,181	67,106	69,089	71,131	73,234
Transfers							
221-9010-455.92-22 To Library Replacement Fd	323,799	58,121	71,991	72,636	91,591	67,863	63,476
221-9010-455.92-23 Library Special Reserve	961,298	0	0	0	0	0	0
221-9010-455.95-02 To Water Fund	2,367	3,172	3,267	3,365	3,466	3,570	3,677
221-9010-455.95-10 To Storm Water Mgmt	607	773	773	773	773	773	773
Transfers Total	1,288,071	62,066	76,031	76,774	95,830	72,206	67,926
Property Maintenance							
221-9010-455.25-10 Utilities (Non-Phone)	41,698	35,000	47,900	49,400	50,800	52,400	54,000
221-9010-455.25-60 All Other Maintenance	40,062	138,361	60,000	62,000	63,000	64,000	65,000
Property Maintenance Total	81,760	173,361	107,900	111,400	113,800	116,400	119,000
Books							
221-9010-455.36-10 Adult	79,400	100,786	103,809	106,923	110,131	113,435	116,839
221-9010-455.36-15 Reference	6,745	6,000	6,000	6,000	6,000	6,000	6,000
221-9010-455.36-20 Young Adult	6,931	12,731	13,113	13,506	13,911	14,328	14,758
221-9010-455.36-25 Children	68,908	84,872	87,418	90,041	92,742	95,524	98,390
Books Total	161,984	204,389	210,340	216,470	222,784	229,287	235,987
Audio-Visual							
221-9010-455.37-15 Videos DVDs	32,251	42,436	43,709	45,020	46,371	47,762	49,195
221-9010-455.37-20 Audio Books	43,798	45,619	45,000	45,000	45,000	45,000	45,000
221-9010-455.37-30 Music CDs	5,655	6,365	6,556	6,753	6,956	7,164	7,380
Audio-Visual Total	81,704	94,420	95,265	96,773	98,327	99,926	101,575
Subscriptions							
221-9010-455.38-10 Periodicals	14,905	16,500	16,995	17,505	18,030	18,571	19,128
221-9010-455.38-20 Public Access Software	138,491	218,915	145,861	153,154	160,812	168,853	177,293
Subscriptions Total	153,396	235,415	162,856	170,659	178,842	187,424	196,421
	4,810,497	4,227,848	4,129,544	4,291,103	4,469,063	4,627,614	4,762,545

LIBRARY REPLACEMENT

This fund establishes reserves to provide for the planned acquisition and replacement of equipment within the Library Fund. Implementation of this method serves several purposes:

- It programs capital improvements at a rate which assures that the community's investment in capital equipment will remain intact; and
- It provides a guideline for capital planning.

The costs as presented represent estimated replacement cost less any estimated salvage value. Costs and replacement schedules are reviewed annually to ensure maximum accuracy in determining budget estimates.

FY2020-21 Accomplishments

- Replaced west roof with a durable synthetic rubber roofing
- Purchased 50-disc cleaning/restoration unit to maintain our collection of DVDs, CDs & audio books
- Installed on-site commercial washer/dryer, laundry sink and mop sink for facilities maintenance
- Replaced 32 laptops

FY2021-22 Budget Highlights

- Replace self-check units, including RFID readers
- Replace public photocopiers and coin towers
- Replace tablets/iPads
- Replace public computers
- Replace Digital displays for Community Room and Board Room

Town of Normal - Revenue Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Replacement Fund							
222-0000-381.70-00 Net Change in Fair Value	31,514	0	0	0	0	0	0
222-0000-382.10-00 Investment Income	23,621	24,608	20,623	19,362	18,963	19,737	24,311
222-0000-391.92-21 Transfer From Library Fund	323,799	58,121	71,991	72,636	91,591	67,863	63,476
Library Replacement Fund Total	378,934	82,729	92,614	91,998	110,554	87,600	87,787

Town of Normal - Expenditure Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Replacement Fund							
Equipment							
222-9010-455.75-10 Op.Equipment Over \$10,000	54,688	235,130	0	171,000	0	150,000	0
Equipment Total	54,688	235,130	0	171,000	0	150,000	0
Supplies							
222-9010-455.35-80 Equipment under \$10,000	47,044	158,773	177,000	170,025	24,150	16,300	134,800
Supplies Total	47,044	158,773	177,000	170,025	24,150	16,300	134,800
Transfers							
222-9010-455.92-23 Library Special Reserve	230,918	0	0	0	0	0	0
Transfers Total	230,918	0	0	0	0	0	0
	332,650	393,903	177,000	341,025	24,150	166,300	134,800

LIBRARY SPECIAL RESERVE

This fund is to support the development of the Town's library through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities, or all of these projects.

FY2020-21 Accomplishments

- Completed construction of accessible restrooms on main floor; partially funded (\$50,000) through a Live and Learn Construction Grant

FY2021-22 Budget Highlights

- No expenditures planned

Town of Normal - Revenue Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Special Reserve Fund							
223-0000-382.10-00 Investment Income	1,766	8,977	7,523	7,063	6,918	7,200	8,869
223-0000-389.10-00 Miscellaneous	7,205	2,500	2,500	2,500	2,500	2,500	0
223-0000-391.92-21 Transfer From Library Fund	961,298	0	0	0	0	0	0
223-0000-391.92-22 Transfer From Library Replace	230,918	0	0	0	0	0	0
Library Special Reserve Fund Total	1,201,187	11,477	10,023	9,563	9,418	9,700	8,869

Town of Normal - Expenditure Budget

	ACTUAL FY2019-20	ESTIMATED FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
Library Special Reserve Fund							
Professional Services							
223-9010-455.20-10 Contractual Services	7,205	291,000	1,000	1,000	1,000	1,000	1,000
Professional Services Total	7,205	291,000	1,000	1,000	1,000	1,000	1,000
	7,205	291,000	1,000	1,000	1,000	1,000	1,000



February 2, 2021

Members of the Board of Trustees
Normal Public Library
Town of Normal, Illinois

We are pleased to confirm our understanding of the services we are to provide the Normal Public Library, Illinois for the years ended March 31, 2022 and March 31, 2023. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Library as of and for the years ended March 31, 2022 and March 31, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and schedule of changes in employer's total OPEB liability.

We have also been engaged to report on supplementary information other than RSI that accompanies the Library's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: individual fund statements.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Library's financial statements. Our report will be addressed to the Board of Trustees of the Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the Library and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the Library in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Normal Public Library, Illinois
February 2, 2021
Page 5

Engagement Administration, Fees, and Other

Our fees for the March 31, 2022 and March 31, 2023 audit will be included with the Town of Normal's fees.

The Library agrees that during the term of this agreement and for a period of twelve months thereafter, the Library shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Library to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

We appreciate the opportunity to be of service to the Normal Public Library, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Normal Public Library, Illinois.

By: _____

Title: _____