



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
May 26, 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. Election of Officers (Action)
 - B. Schedule of Board Meetings (Action)
 - C. Committee Appointments (Action)
 - D. Introduction of Newly Elected Trustees (Discussion)
10. Unfinished Business
 - A. COVID-19 Update
11. Suggested Items for the Next Agenda
12. Next Meeting Date: Per Schedule Approved on May 26, 2021
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
April 28, 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, April 28, 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

Erin Ripley-Gataric arrived at 5:32pm.

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 March 31, 2021 meeting. Mr. Rogal 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 \$89,511.73 from March 23 2021 to April 21, 2021 and two payrolls for the month of March totaling \$142,181.36. 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 mentioned the passing of Harold Born, whose wife Betty has been a longtime volunteer for the Library. He thanked the staff for their work. The Foundation is doing "Confections and Cocktails for a Cause" with tickets available online. He noted that the two new Board Trustees will start next month, and that this was the last meeting for Ms. Lewis and Mr. Lindberg. He thanked them for their service.

Public Comment: None

Library Director's Report: Mr. Chase thanked the Board for support during Covid, and specifically the service of Mr. Lindberg and Ms. Lewis. He then went over the items in the Director's Report.

Foundation Report:

Mr. Chase mentioned the "Confections and Cocktails for a Cause" and that there are limited tickets. The donations over Library Week raised \$2,100 to use for new items in the Library of Things. Mr. Rogal asked about the Jason's Deli fundraiser, and Mr. Chase stated that they raised just over \$32 from the event. Ms. Lewis and Ms. Trunnell emphasized that even if the event did not raise a significant amount of money, they gained a corporate partner which could help with future endeavors.

Library Advocacy Report:

No report at this time.

New Business

Insurance Renewal (Action)

Mr. Chase noted the collaborative relationship with Van Gundy, the quality of the coverage, and the minimal increase as positive reasons to stay with Van Gundy.

Ms. Trunnell moved to approve insurance renewal with Van Gundy for policy year 2021-2022, as presented. 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.

Illinois Public Library Annual Report (Action)

Ms. Davis noticed an error in the report, and Mr. Chase has corrected it.

Ms. Lewis moved to approve FY2021 Illinois Public Library Annual Report as presented, and authorize library director to submit on behalf of President and Secretary of Board of Trustees. Mr. Lindberg 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.

Freedom of Information Policy Update (Action)

Mr. Chase detailed the updated information in the policy, and informed the Board that it will be updated again soon to reflect the new Trustees. Ms. Lewis asked if the Town attorneys look at this document, and it was confirmed that they looked at the original document. There have been no major revisions since that time.

Ms. Lewis moved to approve updated Freedom of Information Act Policy, as presented. Mr. Rogal 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.

Architectural Services for Interior Abatement (Action)

Mr. Chase detailed the scope of the project. The Library may be closed for some time for this project, to be determined after the bid process is completed and a contractor is chosen. Mr. Lindberg asked about the requirement for an environmental consultant. Mr. Ray and Mr. Chase clarified that both the environmental consultant and the bid process will be a separate cost. Ms. Lewis shared her concern about the Summer Reading Program and whether this would affect it. The project timing will need to be determined by the winning contractor. Mr. Lindberg asked about liability and indemnification, and Mr. Chase confirmed that is part of the bid process. Ms. Trunnell noted that students will still want access to new materials, but also that staff will need to stay safe. Mr. Chase answered that all of the collection will be covered in plastic, and that patrons will be notified to gather as many materials as possible to make it through any closure of the facility. Mr. Ray added that the patrons can also utilize the Bloomington Library for their needs, with Mr. Chase adding other libraries in the area that are excellent as well.

Ms. Lewis moved to approve proposal with StudioGC Architecture for design and administration of ceiling abatement and renovation project, as presented. Mr. Lindberg 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.

Purchase of Shelving for Children's Area (Action)

Mr. Chase informed the Board that LFI is the chosen vendor, and that they have provided other furniture for NPL. He provided the layout of the changes in the Children's Area. Mr. Ray noted that this will be a way for children to engage with the collection in a more meaningful way. Ms. Lewis thanked Mr. Chase and the Library staff for making the most of the limited space in the current NPL location. Ms. Trunnell asked if, and Mr. Chase confirmed that, the existing shelving would be utilized elsewhere in the Library.

Mr. Rogal moved to approve the purchase of shelving for the children's area from LFI, as presented. 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

The motion passed 7-0.

Celebration of Pam Lewis and Terry Lindberg

Mr. Chase gave a brief history of their tenures. Appreciation of their time was shared.

Unfinished Business

Covid-19 Update

Mr. Chase noted that there is a staff meeting upcoming, and he will be able to check in with all of the staff members. They will reevaluate the one-hour time limit that currently exists for browsing the Library.

Next meeting agenda

Election of Officers
2-year Meeting Schedule
Committee Appointments

Adjournment

Mr. Ray adjourned the meeting at 6:26 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 04/22/2021-05/19/2021

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	847.00
Library Fund	- Total	847.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	JANITORIAL SUPPLIES	20.93
ACE HARDWARE	NAILS	7.46
ACE HARDWARE	TORI'S PROJECT-CHILDREN'S	9.00
AUTOMATIC FIRE SPRINKLER, LLC	SPRINKLER HEAD SET UP	290.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,524.02
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	5,610.99
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	1,382.12
BAKER & TAYLOR CONTINUATION	CIRCULATNG STAMPS/BB GUID	216.20
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS (ADULT)	89.33
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	105.79
BRODART COMPANY	ADULT PAPERBACKS	27.58
BRODART COMPANY	DVD CASES TO CIRC.DVD'S	160.20
CDW GOVERNMENT INC	HARDWARE FOR ACCESS POINT	205.48
CDW GOVERNMENT INC	PAPER PRINTER-CIRC WORKRM	320.14
CENGAGE LEARNING INC	ADULT BOOKS-LARGE PRINT	419.84
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	132.72
CENTER POINT LARGE PRINT	ADULT BOOKS-LARGE PRINT	182.16
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	44.99
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	IP ADDRESSES FOR MARCH21	50.00
DARNALL PRINTING	ENVELOPES FOR NOTICES	1,357.00
DEMCO INC	A/V SUPPLIES FOR DVD'S	93.70
DIVERSIFIED MECHANICAL INC	FILTERS FOR HEATING UNITS	1,731.20
FINDAWAY WORLD LLC	AUDIO PLAYAWAY FOR CIRC.	547.41
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HR SOURCE	2021-JUNE22 MEMBER DUES	1,070.00
ILLINOIS HEARTLAND LIBRARY SYSTEM	EZPROXY - DATABASE	1,704.69
ILLINOIS MUNICIPAL RETIREMENT	ACCELERATED PAYMENT IMRF	7,251.78
KANOPY INC	MONTHLY DIGITAL USEAGE	259.00
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-WATER	28.44
LAUTERBACH & AMEN LLP	AUDIT SERVICES	2,000.00
MCLEAN CO CHAMBER OF COMMERCE	MEMBERSHIP FOR NPL	575.00

Report to Receive and File Town of Normal Expenditures for Payment as of 04/22/2021-05/19/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCLEAN COUNTY GLASS	REPLACE GLASS	921.00
MENARDS	CHILDREN'S DEPT SHELVING	38.95
MENARDS	LIBRARY SUPPLIES	27.71
MIDWEST TAPE	AUDIO BOOKS	79.95
MIDWEST TAPE	MO. DIGITAL CONTENT USAGE	2,759.76
MIDWEST TAPE	MUSIC CD'S-6	79.94
MORNINGSTAR INC	1-YR DATABASE RENEWAL	3,090.00
NATIONAL PEN COMPANY	JOURNAL W/PEN	93.77
NICOR GAS	ENERGY USAGE	719.70
PANTAGRAPH	ADS FOR LIBRARY	75.50
PRESIDIO NETWORKED SOLUTIONS	IT SERVICES FOR NETWORK	2,479.50
PURITAN SPRINGS WATER	WATER SERV/NPL-APR-FINAL	12.49
QUILL CORPORATION	OFFICE SUPPLIES-NPL	91.14
QUILL CORPORATION	SUPPLIES FOR COVID-19	12.34
QUILL CORPORATION	SUPPLIES FOR FIRST AID KT	13.17
REACHING ACROSS IL LIBRARY SYSTEM	SPECIAL PROGRAM/LIB	49.80
RUTHERFORD SUITES LLC	PARKING LOT LEASE PAYMENT	15,000.00
SAMS CLUB	MISC.LIBRARY SUPPLIES	51.64
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	72.80
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (1)	8.95
US BANK/P-CARD	Annual Service for 13 Mob	1,560.00
US BANK/P-CARD	Car wash - Library Van 2	10.00
US BANK/P-CARD	Car Wash for Library Van	10.00
US BANK/P-CARD	Children's Office Supplie	66.43
US BANK/P-CARD	Children's Program Suppli	395.21
US BANK/P-CARD	Children's Programs - Br	212.35
US BANK/P-CARD	Children's Supplies - Per	256.58
US BANK/P-CARD	Door Frame Plugs	30.41
US BANK/P-CARD	Ethernet ends - Pack of 5	48.90
US BANK/P-CARD	Gas for Library Lawn Mowe	18.01
US BANK/P-CARD	Library Assistant Job adv	130.00
US BANK/P-CARD	Library Supplies - Holds	1,370.00
US BANK/P-CARD	Live Chat 4/21 - 5/21	10.00
US BANK/P-CARD	Measuring cups - set of 3	14.99
US BANK/P-CARD	Membership for Graphic de	358.20
US BANK/P-CARD	New DVD Rel. - 55 STEPS	91.96
US BANK/P-CARD	New DVD Rel. - DES (1)	20.99
US BANK/P-CARD	New DVD Rel. - DON'T TELL	12.96

Report to Receive and File Town of Normal Expenditures for Payment as of 04/22/2021-05/19/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - HERO DOG:	19.98
US BANK/P-CARD	New DVD Rel. - MONEY PLAN	9.99
US BANK/P-CARD	New DVD Rel. - NEWS OF TH	71.84
US BANK/P-CARD	New DVD Rel. - OUR FRIEND	59.84
US BANK/P-CARD	New DVD Rel. - PROMISING	59.88
US BANK/P-CARD	New DVD Rel. - SHEEP AND	27.98
US BANK/P-CARD	New DVD Rel. - Soul (4) U	119.94
US BANK/P-CARD	New DVD Rel. - WONDER WOM	89.80
US BANK/P-CARD	New Music CD - OK ORCHEST	10.99
US BANK/P-CARD	New Music Rel - DANCING W	11.88
US BANK/P-CARD	New Music Rel. - SPACEMAN	13.98
US BANK/P-CARD	New Switch Game - My Univ	29.99
US BANK/P-CARD	NY Times 24 hr. access fo	2,090.40
US BANK/P-CARD	Office Supplies - Avery S	51.72
US BANK/P-CARD	Office Supplies - Paper s	256.58
US BANK/P-CARD	Office Supplies - Pencil	74.10
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Patron Request for Music	11.29
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing board	9.60
US BANK/P-CARD	Prejudice Webinar - 5 Att	99.00
US BANK/P-CARD	Program Supplies - clothe	28.95
US BANK/P-CARD	Refund for Library Assist	-130.00
US BANK/P-CARD	Repl. DVD - MUSIC MAN (1	8.15
US BANK/P-CARD	Replacement commercial sh	256.58
US BANK/P-CARD	Retirement celebration su	21.00
US BANK/P-CARD	Retirement celebration tr	61.00
US BANK/P-CARD	SHEEP-WOLVES:PIG DEAL (2)	44.88
US BANK/P-CARD	Sign and Sing Story time	240.00
US BANK/P-CARD	Supplies for Children's P	223.60
US BANK/P-CARD	WHENTOWORK - Software for	440.00
VALUE LINE PUBLISHING INC	PRINTED VALUE LINE-PUBLIC	1,662.50
VAN GUNDY AGENCY	INS.CYBER & PRIVACY LIABI	2,730.00
VAN GUNDY AGENCY	INS.DIRECTORS & OFFICERS	7,735.00
VAN GUNDY AGENCY	INS.FOR WORKMAN'S COMP	7,987.00
VAN GUNDY AGENCY	POLICY RENEW/LIB-S1748477	21,968.00
VERIZON WIRELESS	ACCT# 880398978-00001/REG	335.20
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.60

Report to Receive and File Town of Normal Expenditures for Payment as of 04/22/2021-05/19/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WALMART COMMUNITY BRC	PEEP THIS! DIORAMA CONTST	124.00
WATTS COPY SYSTEMS, INC.	PRINT CHARGES-NPL	60.20
WATTS COPY SYSTEMS, INC.	PUBLIC COPIER #1	37.99
WATTS COPY SYSTEMS, INC.	PUBLIC COPIER #2	8.85
WILCOX ELECTRIC & SERVICE INC	REPLACED MUD-CONTRACT WRK	90.50
Library Fund	Library Administration - Total	106,043.04

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WATTS COPY SYSTEMS, INC.	4 MULTI-FUNC PRINTERS/LIB	7,300.00
Library Replacement Fund	Library Administration - Total	7,300.00
Overall - Total		114,190.04

Director's Report
May 26, 2021

1. Monthly Financial Report

Revenue: The April operating revenues are up 8.9% over this time last year, due primarily to increased state replacement revenues. **Expenses:** A report showing expenses totaling \$114,190.04 from April 22 to May 19 is included in this packet. Three April payrolls totaled \$209,490.09.

2. Circulation

We continue to enjoy welcoming patrons back in the building and seeing increased usage. Total circulation for April was 47,050, which is 93% of our April 2019 circulation.

3. Illinois Public Library Annual Report (IPLAR)

The FY2021 IPLAR has been submitted.

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

The accessible restrooms project is complete.

5. 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. (This project is delayed due to the need for abatement in the east ceiling.)

6. 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. (This project is delayed due to the need for abatement in the east ceiling.)

7. Ongoing Used Book Sale

Patrons continue to enjoy the expanded ongoing sale. The NPL Foundation will host a small used book sale at Destihl brewery from 10 am – 3 pm on Sunday, June 13.

8. New Shelving for Children's

The new shelving for the children's area has been ordered. These units will allow for additional growth and easier browsing in non-fiction, picture books, Vox books, Wonderbooks, and various media. Due to a recently announced 18.25% steel surcharge, our staff will receive and assemble the units to offset the difference in cost.

9. Abatement Project

We need to abate asbestos which is present above the ceiling in the east half of our facility. This will require replacement of all ceiling tile, grid, diffusers and grilles. We completed our initial meeting with the architect and are now finalizing the full scope of this project.

10. Collection Development Librarian

We are thrilled to have Kari Garman join our team on June 1. Kari has a great deal of experience in collection development for adults and teens, and is a former public library director. She will be an excellent addition to our team and to our community.

11. Summer Reading Program

Reading Colors Your World will run from June 1 to July 31. We look forward to seeing participants in the library this year.

12. Updated RSAcat Mobile App

We worked with RSA to develop a customized version of the RSAcat mobile app, which enables users to browse our collections, place holds, renew items, etc. Kudos to John, Jennifer, Emily, and Laura for their work on this project.



13. Welcome Beth Robb and Lynda Lane

Congratulations to Beth and Lynda on their election to the Board of Trustees of Normal Public Library! I have had the pleasure of providing initial orientations and am confident they will be outstanding members of a great Board.

14. Trustee Officer Roles

Officers will be elected at this meeting. Per the By-Laws of Normal Public Library, officer roles are defined as follows:

“Article II

Sec. 1

The officers of the Board of Trustees shall be President, Vice-president, Secretary and a Treasurer.

Sec. 2

The President shall preside at all meetings of the Board and shall appoint all standing committees. The President shall be an ex-officio member of all committees.

Sec. 3

In the absence of the President at any regular or special meeting, the meeting shall be presided over by the Vice-President or Secretary.

Sec. 4

The Secretary shall keep a faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such duties as may properly belong to the office or be delegated by the President or by action of the Board.

Sec. 5

It shall be the duty of the Treasurer to disburse all monies belonging to the library, as authorized by the Board.”

15. June 2021 – May 2023 Board Meeting Schedule

Based on input received, it appears Tuesdays (not the first) and Thursdays (not the last) are preferred days of the week for future Board meetings. Included in this packet please find a list showing possible schedules for next-to-last Thursdays, last Tuesdays, next-to-last Tuesdays, and last Wednesdays (reflecting the current schedule). Traditionally the Board has avoided meeting during the week of Thanksgiving and during the final two weeks of December.

16. Trustee Appointment Opportunities

Currently there are three opportunities for committee appointments:

Advocacy Committee: A new committee (two members) focused on strategic coordination of NPL Board’s engagement and communication with constituents and elected officials to ensure future success of Normal Public Library.

Library Planning Committee: Comprised of two NPL Trustees, two Town Council members, City Manager, and Library Director, this group meets quarterly to explore possible solutions and funding sources to effectively address the library’s space deficit.

Liaison to NPL Foundation: Per the NPL Foundation By-Laws, “the Board of Trustees of Normal Public Library will appoint up to two ex-officio (non-voting) liaisons to the Normal Public Library Foundation Board.” Currently the NPL Foundation Board meets every other month.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o April 30, 2021

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ -	-	\$ -	-
State Replacement Taxes	110,100	33,922	30.81	26,596	27.55
State Library Aid	65,621	-	-	-	-
Fees	7,000	1,935	27.64	497	289.25
Fines	-	-	100.00	712	(100.00)
Investment Income	36,602	2,790	7.62	4,665	(40.19)
Contributions & Donations	200	-	-	-	-
Miscellaneous Revenue	-	-	100.00	3,019	(100.00)
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,065,323	38,647	0.95	35,489	8.90
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,623	1,573	7.63	1,682	(6.50)
Miscellaneous Revenue	-	-	-	-	-
Transfers	71,991	5,999	8.33	5,455	9.98
Library Replacement Fund Total	92,614	7,572	8.18	7,137	6.09
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	7,523	576	7.65	8	7,094.88
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	-	-
Library Special Revenue Fund Total	10,023	576	5.74	8	7,094.88
Total For All Funds	\$ 4,167,960	\$ 46,794	\$ 15	\$ 42,634	9.76

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of April 30, 2021

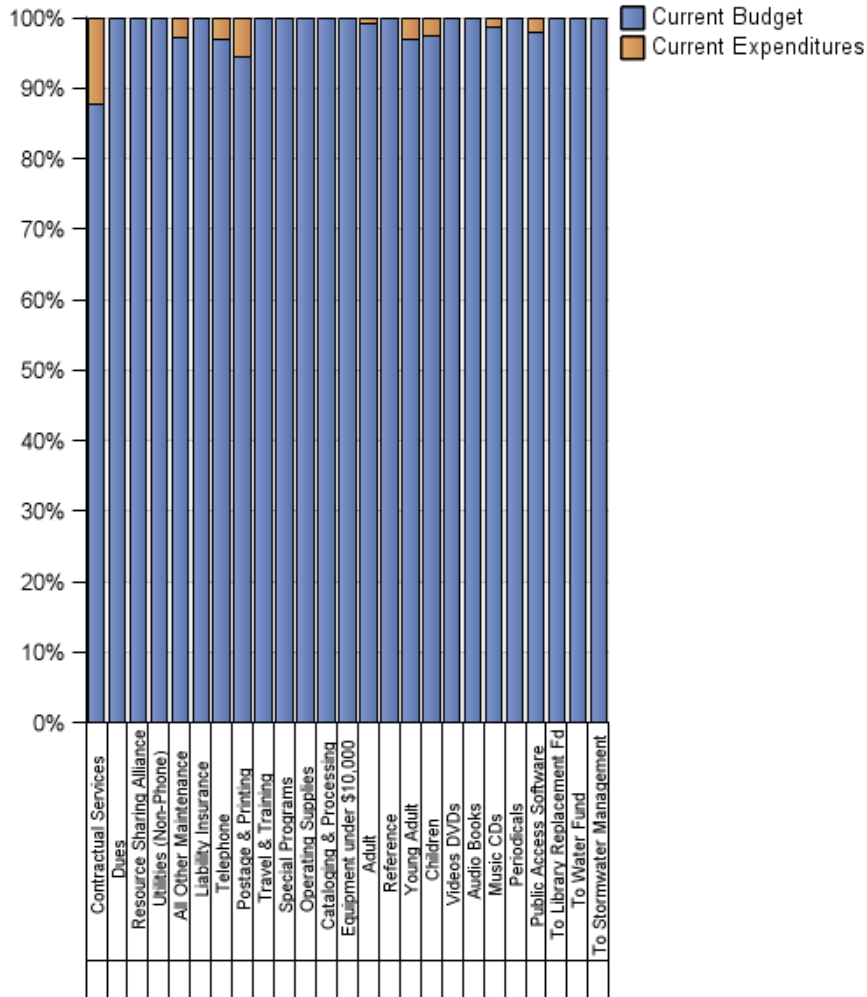
	As of	As of	Net Change
	April 30, 2021	March 31, 2021	
221 Library Fund	\$ 3,286,439.26	\$ 3,574,713.45	\$ (288,274.19)
222 Library Replacement Fund	\$ 2,023,394.94	\$ 2,018,261.00	\$ 5,133.94
223 Library Reserve Fund	\$ 1,037,424.29	\$ 1,030,826.98	\$ 6,597.31
Totals	<u>\$ 6,347,258.49</u>	<u>\$ 6,623,801.43</u>	<u>\$ (283,140.25)</u>

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of April 30, 2021

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,129,544	\$ 232,181	\$ 368,896	\$ 3,528,466	\$ 119,229	85.44
Library Fund Total	4,129,544	232,181	368,896	3,528,466	119,229	85.44
						-
LIBRARY REPLACEMENT FUND 222						
Administration	177,000	-	7,300	169,700	59,401	95.88
Library Replacement Fund Total	177,000	-	7,300	169,700	59,401	95.88
						-
LIBRARY SPECIAL REVENUE FUND 223						
Administration	1,000	-	-	1,000	-	100.00
Library Special Revenue Fund Total	1,000	-	-	1,000	-	100.00
						-
Total For All Funds	\$ 4,307,544	\$ 232,181	\$ 376,196	\$ 3,699,166	\$ 178,630	85.88

Budget to Actual Expenditures

Library - Administration (Library Fund)

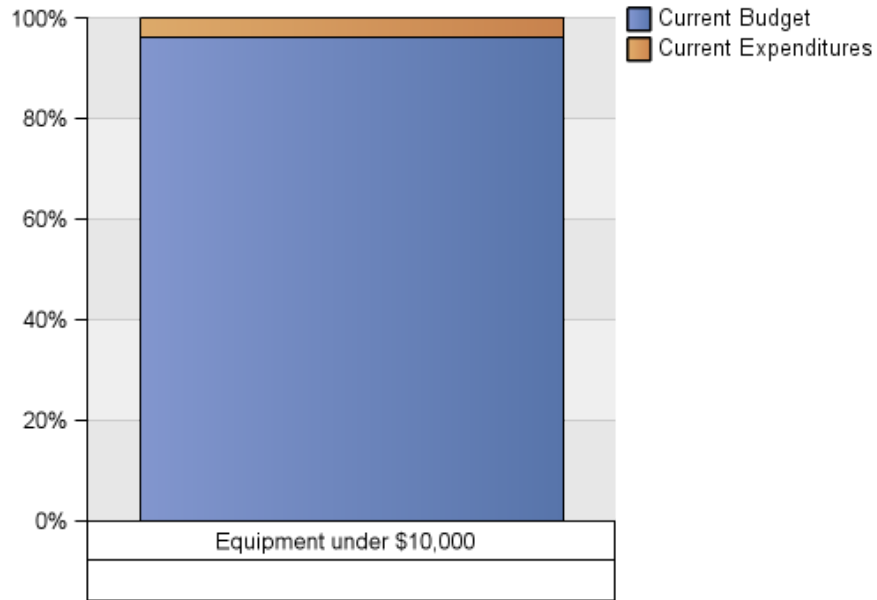


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$16,368.95	\$4,405.60	\$36,695.95	\$116,946.00	\$59,475.50	51%	\$53,064.90
			221-9010-455.20-20	Dues	\$0.00	\$0.00	\$0.00	\$5,628.00	\$5,628.00	100%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$68,986.00	\$68,986.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$47,900.00	\$47,900.00	100%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$1,767.91	\$1,090.80	\$16,263.05	\$60,000.00	\$40,878.24	68%	\$18,030.96

221-9010-455.30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,970.00	\$970.00	\$41,970.00	2%	\$580.00
221-9010-455.30-15	Telephone	\$384.80	\$280.08	\$600.00	\$12,000.00	\$10,735.12	\$12,000.00	89%	\$984.80
221-9010-455.30-25	Postage & Printing	\$1,432.50	\$0.00	\$11,100.00	\$25,000.00	\$12,467.50	\$25,000.00	50%	\$12,532.50
221-9010-455.30-35	Travel & Training	\$0.00	\$64.00	\$0.00	\$23,158.00	\$23,094.00	\$23,158.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$49.80	\$2,200.00	\$9,000.00	\$6,750.20	\$9,000.00	75%	\$2,200.00
221-9010-455.35-10	Operating Supplies	\$51.64	\$2,698.84	\$26,576.10	\$45,223.00	\$15,896.42	\$45,223.00	35%	\$26,627.74
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$253.90	\$12,846.10	\$18,958.00	\$5,858.00	\$18,958.00	31%	\$12,846.10
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	\$893.68	\$4,831.55	\$59,134.77	\$103,809.00	\$38,949.00	\$103,809.00	38%	\$60,028.45
221-9010-455.36-15	Reference	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
221-9010-455.36-20	Young Adult	\$417.44	\$943.08	\$11,539.48	\$13,113.00	\$213.00	\$13,113.00	2%	\$11,956.92
221-9010-455.36-25	Children	\$2,176.97	\$3,730.63	\$74,192.40	\$87,418.00	\$7,318.00	\$87,418.00	8%	\$76,369.37
221-9010-455.37-15	Videos DVDs	\$0.00	\$359.11	\$13,000.00	\$43,709.00	\$30,349.89	\$43,709.00	69%	\$13,000.00
221-9010-455.37-20	Audio Books	\$0.00	\$547.41	\$26,452.59	\$45,000.00	\$18,000.00	\$45,000.00	40%	\$26,452.59
221-9010-455.37-30	Music CDs	\$79.94	\$208.74	\$1,934.19	\$6,556.00	\$4,333.13	\$6,556.00	66%	\$2,014.13
221-9010-455.38-10	Periodicals	\$0.00	\$594.00	\$11,000.00	\$16,995.00	\$5,401.00	\$16,995.00	32%	\$11,000.00
221-9010-455.38-20	Public Access Software	\$3,090.00	\$6,942.45	\$0.00	\$145,861.00	\$135,828.55	\$145,861.00	93%	\$3,090.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$5,999.25	\$0.00	\$71,991.00	\$65,991.75	\$71,991.00	92%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$151.07	\$0.00	\$3,267.00	\$3,115.93	\$3,267.00	95%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$50.60	\$0.00	\$773.00	\$722.40	\$773.00	93%	\$0.00
Summary		26,663.83	73,620.91	372,902.13	1,020,261.00	547,074.13	1,020,261.00	0.54	399,565.96

Budget to Actual Expenditures

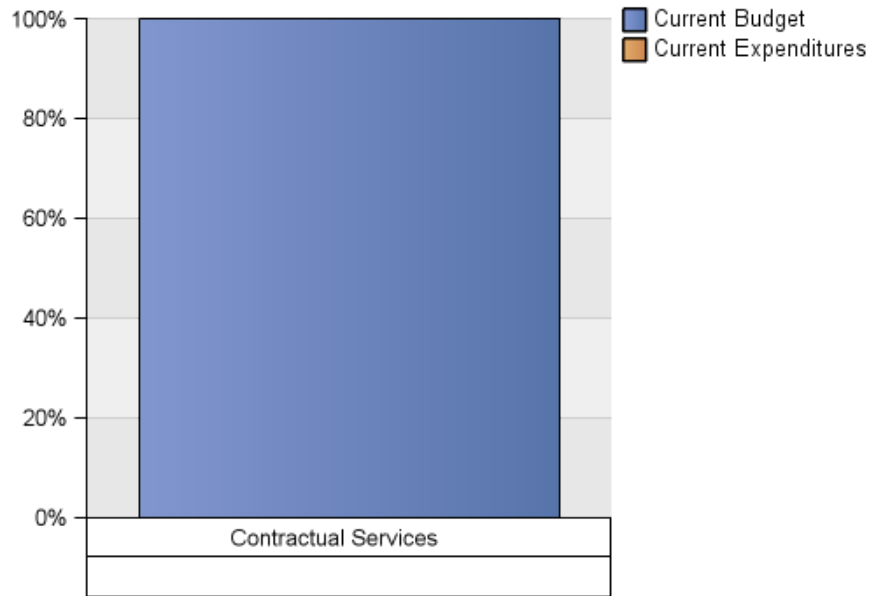
Library - Administration (Library Replacement Fund)



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	\$7,300.00	\$0.00	\$0.00	\$177,000.00	\$169,700.00	\$177,000.00	96%	\$7,300.00
Summary					7,300.00	0.00	0.00	177,000.00	169,700.00	177,000.00	0.96	7,300.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



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	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
Summary					0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1.00	0.00

NPL Circulation Statistics



April 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
Juvenile						
Books	27,745	78	26,142	27,745	78	26,142
Videos *	0	0	133			133
Audios	776	2	918	776	2	918
Magazines	46	0	0	46	0	0
Other	39	0	28	39	0	28
Juvenile - Total	28,606	80	27,221	28,606	80	27,221
Teen						
Books	1,223	5	1,321	1,223	5	1,321
Audios*	0	0	8	0	0	8
Magazines	0	0	0	0	0	0
Teen - Total	1,223	5	1,329	1,223	5	1,329
Adult						
Books	10,271	19	9,401	10,271	19	9,401
Videos	3,284	9	2,568	3,284	9	2,568
Audios	2,018	4	1,076	2,018	4	1,076
Magazines	360	1	219	360	1	219
Other	1,030	9	426	1,030	9	426
Adult - Total	16,963	42	13,690	16,963	42	13,690
Digital Content						
eAudiobooks**	1,166	1,639	1,530	1,166	1,639	1,530
eBooks**	1,820	3,389	2,460	1,820	3,389	2,460
Magazines	66	231	158	66	231	158
Music	671	665	24	671	665	24
Streaming Video	133	305	638	133	305	638
Digital Content - Total**	3,856	6,229	4,810	3,856	6,229	4,810
Total Circulation**	50,648	6,356	47,050	50,648	6,356	47,050

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

** eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

NPL Collection Holdings



April 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,865	83,049	479	-295	479	-295
Videos	1,258	969	0	-289	0	-289
Audios	2,330	2,310	0	-20	0	-20
Magazines	199	206	9	-2	9	-2
Other	127	134	0	7	0	7
Juvenile - Total	86,779	86,668	488	-599	488	-599
Teen						
Books	5,841	5,936	101	-6	101	-6
Audios	95	95	0	0	0	0
Magazines	37	40	2	1	2	1
Teen - Total	5,973	6,071	103	-5	103	-5
Adult						
Books	54,971	54,967	320	-324	320	-324
Videos	15,625	15,371	21	-275	21	-275
Audios	13,518	13,546	29	-1	29	-1
Magazines	1,970	2,099	130	-1	130	-1
Other	2,031	2,024	5	-12	5	-12
Adult - Total	88,115	88,007	505	-613	505	-613
Total Collection	180,867	180,746	1,096	-1,217	1,096	-1,217

NPL Digital Content by Month



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

	12.20	1.21	2.21	3.21	4.21	
eRead Illinois						
eAudiobooks	242	255	205	267	257	
eBooks	400	377	318	364	315	
eRead Illinois Total	642	632	523	631	572	
Freanding						
	8	1	0	5	0	
Hoopla						
eAudiobooks	701	775	746	813	738	
eBooks	526	612	635	557	472	
Movies/TV	181	155	158	139	160	
Music	40	50	27	38	24	
Hoopla Total	1,448	1,592	1,566	1,547	1,394	
Kanopy						
Kids Play Credits	-	-	4	23	7	
Series Play Credits	-	-	0	8	4	
Kanopy Total Videos Played	-	-	20	424	283	
OverDrive						
eAudio	583	547	591	584	535	
eBooks	1,880	2,014	1,835	1,954	1,673	
Magazines (began 2.3.21)	-	-	123	162	158	
Overdrive Total	2,463	2,561	2,549	2,700	2,366	
RBdigital						
Magazines (now in OverDrive)	313	377	-	-	-	
Acorn TV views	91	182	134	104	192	
Great Courses views	5	0	0	1	0	
IndieFlix views	0	0	0	0	0	
Learn It Live views	0	3	0	0	0	
Method Test Prep views	0	0	1	0	0	
Stingray Qello views	0	0	10	0	3	
Rbdigital View Total	96	185	145	105	195	
Totals						
eAudiobooks	1,526	1,577	1,542	1,664	1,530	
eBooks	2,814	3,004	2,788	2,880	2,460	
Magazines	313	377	123	162	158	
Music	40	50	27	38	24	
Streaming Video	277	340	313	404	638	

NPL Monthly Statistics



April 2021

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	23,519	187	(368)	23,338	34,408	31,741
Teen	2,983	209	(417)	2,775	3,419	3,127
Juvenile	7,609	175	(346)	7,438	8,766	7,804
Total	34,111	571	-1,131	33,551	46,593	42,672

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	7,807	7,807		
Offsite programs (est)		-		
Year to Date Total		7,807	0	30,430

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,868	2,868	-	1,257
Loaned	2,813	2,813	-	1,481
Reciprocal borrowing	9,435	9,435	-	17,212

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	423	225	32	423
Public Laptop	77	56	44	77
Quick-Use	-	-	-	-
Totals	500	281	34	500

normalpl.org Site Statistics



April 2021

	Annual Totals Year to Date			April		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
Site Views over time						
Pageviews	32,304	13,750	24,756	32,304	13,750	24,756
Unique Pageviews	25,344	10,690	19,284	25,344	10,690	19,284
Sessions	16,196	6,440	13,387	16,847	6,440	13,387

Top Viewed Pages FY 2022

/	13,957
/databases	507
/about-us/get-involved	482
/events/month	419
/services/my-account	411
/books-more/ebooks-eaudiobooks	398
/about-us	278
/events/upcoming?status=1	229
/peep	220
/services/browser-pack	217

Usage by Device FY 2022

Desktop	60.0%
Mobile	37.3%
Tablet	2.7%

Top Viewed Pages April 2021

/	13,957
/databases	507
/about-us/get-involved	482
/events/month	419
/services/my-account	411
/books-more/ebooks-eaudiobooks	398
/about-us	278
/events/upcoming?status=1	229
/peep	220
/services/browser-pack	217

Usage by Device April

Desktop	60.0%
Mobile	37.3%
Tablet	2.7%

Possible NPL Board of Trustees Meeting Schedule | June 2021 - May 2023

Next to Last Thursday	Last Tuesday	Next to Last Tuesday	Last Wednesday
2021	2021	2021	2021
June 17	June 29	June 22	June 30
July 22	July 27	July 20	July 28
August 19	August 31	August 24	August 25
September 23	September 28	September 21	September 29
October 21	October 26	October 19	October 27
November 18	November 30	November 16*	November 17*
December 16*	December 14*	December 14*	December 15*
2022	2022	2022	2022
January 20	January 25	January 18	January 26
February 17	February 22	February 15	February 23
March 24	March 29	March 22	March 30
April 21	April 26	April 19	April 27
May 19	May 31	May 24	May 25
June 23	June 28	June 21	June 29
July 21	July 26	July 19	July 27
August 18	August 30	August 23	August 31
September 22	September 27	September 20	September 28
October 20	October 25	October 18	October 26
November 17	November 28	November 15*	November 30*
December 15*	December 13*	December 13*	December 14*
2023	2023	2023	2023
January 19	January 31	January 24	January 25
February 16	February 28	February 21	February 22
March 23	March 28	March 21	March 29
April 20	April 25	April 18	April 26
May 18	May 30	May 23	May 31

* outside of regular schedule due to holidays

2021-2022

NPL Board Meeting Options

June '21						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2022-2023

NPL Board Meeting Options

June '22						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May '23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

30