



**Normal Public Library - Board of Trustees
Monthly Meeting Agenda**

**January 19, 2022 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report

6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of December 15, 2021
 - B. Report to Receive and File Normal Public Library Expenditures for Payment as of January 12, 2022

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

8. NEW BUSINESS
 - A. Strategic Plan Review (Discussion)
 - C. Executive Session: Section 2(c)(1) Personnel

9. UNFINISHED BUSINESS
 - A. Abatement Update (Discussion)
 - B. Board Planning (Discussion)

10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: February 16, 2022
13. Adjournment

The Board of Trustees of Normal Public Library may attend Normal Town Council meetings, work sessions and other events, including the Budget Work Session to take place on January 26, 2022 at 9 am in the Council Chambers, City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761.

The Board of Trustees of Normal Public Library may attend the Illinois Library Association Central Illinois Library Legislative Meet-up, to take place virtually via Zoom at 8:00 a.m. on January 28, 2022. Please see <https://www.ila.org/events/legislative-meet-ups> for registration details.

**Minutes of the Board of Trustees
Normal Public Library
December 15, 2021**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, December 15, 2021. The meeting convened at 6:02 pm, President Jess Ray, presiding.

Members Present: Jess Ray, President, Katelyn Trunnell, Vice President Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Beth Robb, Amy Ersland

Members Absent: None

Library Staff Present: Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

Community Members Present: None

Review of the Agenda: No additions or corrections.

Approval of Minutes: Ms. Lane moved to approve the minutes of the November 17, 2021 meeting. Ms. Ersland seconded.

Motion carried 6-0, Ms. Trunnell abstaining due to absence.

Approval of Expenditures: Ms. Lane moved to approve the expenditures totaling \$96,916.71 from November 7, 2021 to December 8, 2021 and two payrolls for the month of November totaling \$144,451.09. Ms. Ripley-Gataric seconded.

Motion carried 7-0.

President's Report: Mr. Ray mentioned the announcement of the Bloomington Public Library grant.

Public Comment: None

Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:

Foundation: No new information. Ms. Lane asked if there was a response to the letters and the email blast. Mr. Chase noted that there was a low response from local businesses, and has reached out to local nonprofits for input on corporate giving.

Library Advocacy: Ms. Robb spoke with former Town Council Member R.C. McBride, who indicated interest in assisting with Library Advocacy.

Library Planning: No new information.

Library Director's Report: Mr. Chase discussed the items in his report.

New Business**FY2022 Illinois Public Library Per Capita Grant Application (Action)**

Ms. Lane moved to approve and authorize Mr. Chase to submit the FY2022 Illinois Public Library Per Capita Grant Application. Ms. Ripley-Gataric seconded.

Motion passed 7-0.

Materials Selection Policy Review (Action)

Mr. Chase worked with Kari Garman and Jennifer Williams to combine the current DVD and materials policies into a single document. The Library works to grow a selection of diverse materials, with options for as many constituents as possible. Board members asked for clarifications and offered feedback on specific wording.

Ms. Trunnell moved to approve the new Materials Selection Policy as amended by Board suggestion. Ms. Erslund seconded.

Motion passed 7-0.

Unfinished Business**Abatement Update (Discussion)**

Mr. Chase informed the Board of the current state of the abatement project, and possible solutions for the Library while it is being completed. Bids for the project will tentatively be requested in late January, 2022.

Board Planning (Discussion)

The Board Planning meeting was previously tentatively scheduled in January, but Mr. Chase recommended waiting until after the bids are submitted to convene. Project architects and Library Planning Committee members will be invited to attend. The Board agreed to move the meeting to February 26, 2022.

Next meeting agenda

Library Director Performance Review Discussion
Potential Agenda Restructuring (Omnibus Agenda)

Board Comments and Concerns

Ms. Ripley-Gataric mentioned a positive comment from a homeschool family; their child is immunocompromised and the Library is one of just a few places they feel safe to go. Different Board members expressed enjoyment over the Library having more patrons and activities. Mr. Chase had a conversation with a long-time patron, who shared how much she appreciated the NPL staff.

Adjournment

Mr. Ray adjourned the meeting at 7:14 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 12/09/2021-01/12/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	256.00
US BANK/P-CARD	Stamps for Annual Campaig	236.33
Library Fund	- Total	492.33

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	2,154.70
AMERICAN LIBRARY ASSOCIATION	ASSOCIATION OF LIBRARY TR	55.00
AMERICAN LIBRARY ASSOCIATION	TRUSTEE BASIC DUES:MEMBER	68.00
BAKER & TAYLOR COMPANIES	ADULT BOOK	16.56
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,922.33
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	5,462.81
BAKER & TAYLOR COMPANIES	YOUND ADULT BOOKS	18.08
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	274.11
BAKER & TAYLOR CONTINUATION	ADULT BOOKS-TAXES&TRAVEL	60.38
BAKER & TAYLOR CONTINUATION	ADULT BOOKS-TRAVEL,RESUME	95.28
BLACKSTONE PUBLISHING	AUDIO BOOK	34.94
BLACKSTONE PUBLISHING	AUDIO BOOKS	158.31
BLACKSTONE PUBLISHING	BOOK ON CD	34.95
BLACKSTONE PUBLISHING	BOOKS ON CD'S	240.01
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SOFTWARE	5,000.00
BRODART COMPANY	ADULT BOOKS	13.89
BRODART COMPANY	BOOK SUPPLIES	255.05
BRODART COMPANY	HANGING BAGS	21.76
BURWOOD GROUP INC	ANNUAL WEB FILTER SOFTWRE	4,361.38
CENGAGE LEARNING INC	ADULT BOOK	47.50
CENGAGE LEARNING INC	ADULT BOOKS	46.50
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	570.54
CENGAGE LEARNING INC	AMISH FICTION 3 PLAN-DEC.	23.99
CENGAGE LEARNING INC	DECEMBER CORE 8 PLAN	55.48
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	234.21
CENTER POINT LARGE PRINT	ADULT LP BOOKS-ON ORDER	186.96
COMMUNICATION REVOLVING FUND	MO.FEE FOR IP ADDRESS	50.00
Crystal Clear Home Solutions	SPEAKER FEE -PROGRAM 1/6/	40.00
DIVERSIFIED MECHANICAL INC	PURCHASE/REPLACE FILTERS	2,043.70
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOKS	24.97

Report to Receive and File Town of Normal Expenditures for Payment as of 12/09/2021-01/12/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FARNSWORTH GROUP	TOPOGRAPHIC SURVEY	5,991.65
FINDAWAY WORLD LLC	PLAYAWAY	63.74
FINDAWAY WORLD LLC	PLAYAWAYS	442.44
FINDAWAY WORLD LLC	PLAYAWAYS/AUDIOBOOKS	183.72
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
INFO USA MARKETING INC	PUBLIC ACCESS SUBSCRIPTN.	3,200.00
INGRAM LIBRARY SERVICES	ADULT BOOK	40.71
INGRAM LIBRARY SERVICES	ADULT BOOKS	152.49
INTERNATIONAL PLASTICS	BAGS FOR CHILDREN'S PROG.	472.52
J.D. POWER	MARINE PRICE 1/1-12/31/22	450.00
KAEB SANITARY SUPPLY INC	EMINIBAG-CLEANING CART	98.20
KANOPY INC	DIGITAL CONTENT	219.00
LIBRARY STORE INC	CART SUPPLIES FOR BOOKS	1,219.61
MENARDS	SUPPLIES	89.13
MENARDS	SUPPLIES-NPL	38.95
MENARDS	WATER-DVD REPAIR-PLA.BAGS	9.36
MIDWEST TAPE	DIGITAL CONTENT	5,339.66
MIDWEST TAPE	MUSIC CD	45.97
MIDWEST TAPE	MUSIC CD'S	26.98
MILLER JANITOR SUPPLY	ICE MELT-50LB BAGS	246.00
NICHE ACADEMY LLC	PUBLIC ACCESS SOFTWARE	2,800.00
NICOR GAS	ENERGY USAGE	1,059.14
OVERDRIVE, INC	DIGITAL CONTENT	928.59
SAMS CLUB	COVID-19 SUPPLIES-LIBRARY	69.72
SAMS CLUB	LIBRARY SUPPLIES	102.55
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	32.49
ULVERSCROFT LARGE PRINT BOOKS	ADULT BOOKS	67.52
UNIQUE MANAGEMENT SERVICES INC	COLLECTION SERVICE-13	139.75
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (10)	107.50
US BANK/P-CARD	3 Wall Clocks	74.97
US BANK/P-CARD	3D Printing Supplies - Fi	24.99
US BANK/P-CARD	6.4 volt rechargeable bat	28.99
US BANK/P-CARD	Acrylic Displays	147.05
US BANK/P-CARD	Adult Book - Freedom Land	98.91
US BANK/P-CARD	Adult Books - Memorial -	69.85
US BANK/P-CARD	Adult Books - Secret Roya	50.02
US BANK/P-CARD	Credit - Charged Tax by m	-106.52
US BANK/P-CARD	Credit - Ret. 2 Planners	-16.00

Report to Receive and File Town of Normal Expenditures for Payment as of 12/09/2021-01/12/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Grant funded via -Skillin	3,037.34
US BANK/P-CARD	Holiday DVD - CHRISTMAS W	9.96
US BANK/P-CARD	Holiday DVD - LOVE LIGHTS	10.49
US BANK/P-CARD	Library of Things - Spher	15.94
US BANK/P-CARD	Library Supplies - Acryli	550.20
US BANK/P-CARD	Live Chat 12.2.2021-1.	10.00
US BANK/P-CARD	New DVD Rel. - AMERICAN N	20.92
US BANK/P-CARD	New DVD Rel. - BANISHING	27.98
US BANK/P-CARD	New DVD Rel. - COPSHOP (35.92
US BANK/P-CARD	New DVD Rel. - DEAR EVAN	183.91
US BANK/P-CARD	New DVD Rel. - FLAG DAY	16.79
US BANK/P-CARD	New DVD Rel. - MALIGNANT	115.94
US BANK/P-CARD	New DVD Rel. - ONE NIGHT	109.95
US BANK/P-CARD	New DVD Rel. - OUR LADIES	20.49
US BANK/P-CARD	New DVD Rel. - SAINT MAUD	9.96
US BANK/P-CARD	New DVD Rel. - SURGE (1)	13.99
US BANK/P-CARD	New Holiday Music - BEHOL	9.99
US BANK/P-CARD	New Holiday Music CD - SO	13.80
US BANK/P-CARD	New Music CD - 30 by ADEL	9.97
US BANK/P-CARD	New Music CD - CHROMATICA	10.69
US BANK/P-CARD	New Music CD - NOW 80 (1	9.97
US BANK/P-CARD	New Music CD - RED by TAY	14.99
US BANK/P-CARD	New public photocopier an	1.00
US BANK/P-CARD	New Rel. DVD - JUNGLE CRU	204.47
US BANK/P-CARD	New TV Series - CALL THE	23.99
US BANK/P-CARD	New TV Series - DC's LEGE	19.95
US BANK/P-CARD	New TV Series - MY LIFE I	33.35
US BANK/P-CARD	New TV Series Rel. - THIS	33.49
US BANK/P-CARD	Online Software Storage f	9.99
US BANK/P-CARD	Patron Req - Music CD - L	28.23
US BANK/P-CARD	PLAYSTATION 4 Game - DRAG	15.33
US BANK/P-CARD	Podcast Hosting Service -	15.00
US BANK/P-CARD	Postage for mailing Decem	10.56
US BANK/P-CARD	Program Supplies - Crafts	29.94
US BANK/P-CARD	Program Supplies - DIY (27.93
US BANK/P-CARD	Program Supplies - Intera	136.13
US BANK/P-CARD	Program Supplies - STEAM	44.67
US BANK/P-CARD	programs - sign and sing	240.00

Report to Receive and File Town of Normal Expenditures for Payment as of 12/09/2021-01/12/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Renewal - .ORG Domain -Do	102.32
US BANK/P-CARD	Renewal - WEBSITE SECURIT	4.99
US BANK/P-CARD	Repl. DVD - PARENT TRAP 1	7.50
US BANK/P-CARD	Staff Training - Webinar	49.00
US BANK/P-CARD	Supplies for Program - Wi	144.57
US BANK/P-CARD	SWITCH Game - DRAGON BALL	29.46
US BANK/P-CARD	SWITCH Game - LEGO SUPER	57.34
US BANK/P-CARD	Tablet bag-Laptop shoulde	49.96
US BANK/P-CARD	Testing new copier	5.00
US BANK/P-CARD	Testing new copier for th	2.00
US BANK/P-CARD	Testing new copier to wor	11.00
US BANK/P-CARD	Testing new machine so it	3.50
US BANK/P-CARD	Treats for Retirement Par	120.25
VERIZON WIRELESS	ACCT.#880398978-00001 / 6	276.12
VERIZON WIRELESS	ACCT.#880398978-00001 / 7	331.29
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	98.94
WALMART COMMUNITY BRC	PROGRAM SUPP-DVD'S	626.20
WALZ LABEL AND MAILING SYSTEMS	INK FOR POSTAGE MACHINE	179.30
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES 9/11-12/10	354.52
WATTS COPY SYSTEMS, INC.	IMG CHG 11/2-12/1/21	402.68
WATTS COPY SYSTEMS, INC.	IMG CHGS 11/2-12/1/21	36.74
WATTS COPY SYSTEMS, INC.	IMG CHGS 12/2-1/1/22	181.74
WILCOX ELECTRIC & SERVICE INC	LABOR/MATER.-OUTDOOR SIGN	1,028.76
WILCOX ELECTRIC & SERVICE INC	THERMAL IMAGING-PANELS	340.00
Library Fund	Library Administration - Total	58,285.36

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ENVISION WARE INC	REPLACE RF10 READERS (17)	8,514.71
Library Replacement Fund	Library Administration - Total	8,514.71

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
STUDIO GC INC.	BASIC PLANNING ASSESSMENT	1,950.00
STUDIO GC INC.	PLANNING ASSESSMENT	2,925.00
Library Special Reserve	Library Administration - Total	4,875.00
Overall - Total		72,167.40

Director's Report
January 19, 2022

1. Monthly Financial Report

Revenue: The December operating revenues were 1.36% compared to this time last year.

Expenses: A report showing expenses totaling \$72,167.40 from December 9 to January 12 is included in this packet. Two December payrolls totaled \$151,476.30.

2. Circulation

Total circulation for December was 48,142.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Engineers are designing a solution that will abandon ductwork in the walls, and instead move it to the ceiling. This additional design work has caused a delay, with bid documents now scheduled to be available in January. COVID has caused additional delays. We are aware of supply chain issues that could affect the timeline of this project.

4. FY2022-FY2027 Budget

The Council's annual budget review work session is now scheduled for 9:00 am on January 26, 2022 in the Council chambers.

5. FY2022 Illinois Public Library Per Capita Grant

The FY2022 Illinois Public Library Per Capita Grant application has been submitted.

6. Annual Certification

The FY2022 Illinois State Library Annual Public Library Certification has been completed.

7. COVID Update

We continue to expand offerings of services and programs, with the goal of ensuring the health and safety of both patrons and staff. In-person programming is slowly resuming, with social distancing in place and masks required.

8. Board Planning

Our Board planning session is tentatively scheduled for 11:30 am on February 26, 2022.

9. Website Update

Progress continues on the update and enhancement of our website, a project which will take 3-4 months. Please share any thoughts regarding website improvements. Keep in mind that our online catalog is a separate application managed by our consortium and their vendor.

10. Central Illinois Library Legislative Meet-up

The Central Illinois Library Legislative Meet-up will be held via Zoom at 8 a.m. on January 28, 2022. This event provides an opportunity for staff and trustees at central Illinois libraries to interact with our legislators and Illinois Library Association representatives.

11. Winter Reading Challenge

Our winter reading challenge for all ages began on January 10. Please see <https://www.normalpl.org/reading-challenges> for details on all of our reading challenges.

12. Strategic Plan Review

On the agenda is a review of our 2021-24 strategic plan. Please share any thoughts regarding how we can best serve our community and make progress in meeting the goals of our plan.

13. OSHA COVID-19 Emergency Temporary Standard

We are working with Town of Normal HR to comply with the OSHA COVID-19 Emergency Temporary Standard. A policy regarding vaccination, testing and face covering will be on your February 16 meeting agenda.



Revenue & Expense Report

Account: All

Fiscal Year: FY2021-22

0 9

April - December

Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,129,544.00	5,123,166.00	2,354,602.75	141,470.38	2,496,073.13	2,627,092.87	2,414,969.15	51.28%
10-Administration	4,129,544.00	5,123,166.00	2,354,602.75	141,470.38	2,496,073.13	2,627,092.87	2,414,969.15	51.28%
222-Library Replacement Fund	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	203,833.39	78.46%
10-Administration	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	203,833.39	78.46%
223-Library Special Reserve	1,000.00	972,181.00	72,224.06	10,617.64	82,841.70	889,339.30	181,611.86	91.48%
10-Administration	1,000.00	972,181.00	72,224.06	10,617.64	82,841.70	889,339.30	181,611.86	91.48%
Total	4,307,544.00	6,318,997.00	2,474,997.45	152,088.02	2,627,085.47	3,691,911.53	2,800,414.40	58.43%



Revenue & Expense Report

Account: All

Fiscal Year: FY2021-22

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April - December

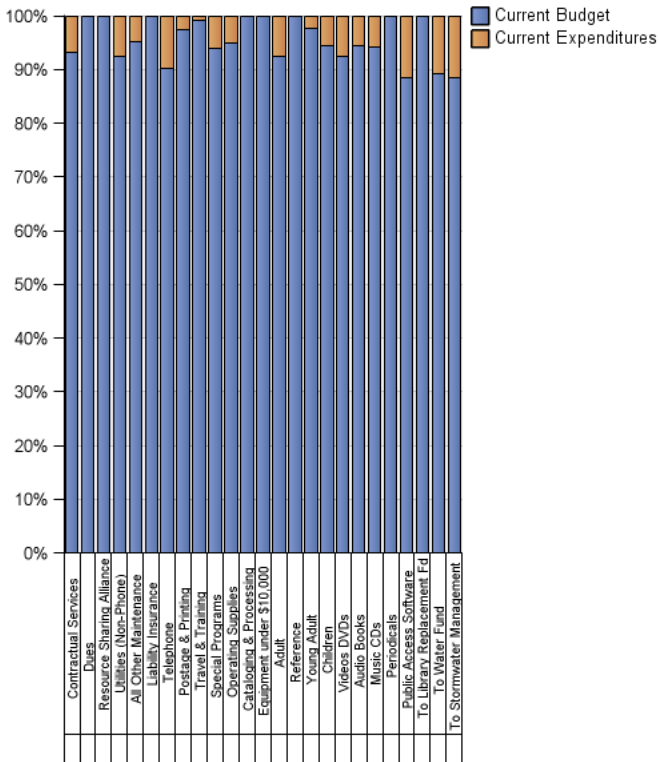
Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,065,523.00	4,179,275.00	4,105,719.72	98.24%	4,050,640.76	1.36%
31110-Property Tax	3,845,800.00	3,845,800.00	3,837,594.14	99.79%	3,850,831.82	-0.34%
31530-State Replacement Revenue	110,100.00	163,400.00	143,712.72	87.95%	94,220.36	52.53%
33260-State Grants	65,621.00	125,108.00	87,433.08	69.89%	65,621.25	33.24%
34720-Photocopy Fees	2,000.00	3,000.00	4,769.83	158.99%	418.90	1038.66%
34750-Replacements Books/AV	5,000.00	3,500.00	4,314.16	123.26%	1,286.72	235.28%
38210-Investment Income	36,602.00	36,602.00	25,123.12	68.64%	31,228.38	-19.55%
38530-Donations	200.00	1,665.00	2,665.00	160.06%	75.00	3453.33%
38910-Miscellaneous	200.00	200.00	107.67	53.84%	6,958.33	-98.45%
222-Library Replacement Fund	92,614.00	58,451.00	47,459.95	81.20%	61,498.40	-22.83%
38210-Investment Income	20,623.00	20,623.00	14,107.24	68.41%	15,338.66	-8.03%
39192-Transfer From	71,991.00	37,828.00	33,352.71	88.17%	46,159.74	-27.75%
223-Library Special Reserve	10,023.00	7,523.00	5,173.71	68.77%	4,193.78	23.37%
38210-Investment Income	7,523.00	7,523.00	5,173.71	68.77%	4,193.78	23.37%
38910-Miscellaneous	2,500.00	0.00	0.00	0.00%	0.00	0.00%
Total	4,168,160.00	4,245,249.00	4,158,353.38	97.95%	4,116,332.94	1.02%

Budget to Actual Expenditures

Library - Administration (Library Fund)



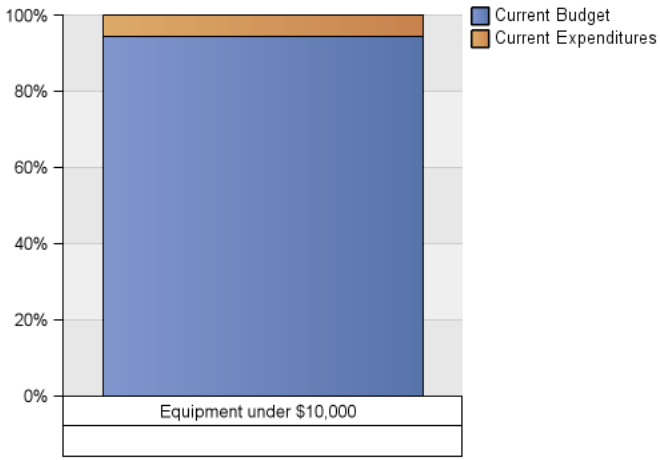
Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$9,026.25	\$88,126.39	\$11,768.79	\$125,851.00	\$16,929.57	\$116,946.00	13%	\$20,795.04
			221-9010-455.20-20	Dues	\$0.00	\$2,356.00	\$0.00	\$5,628.00	\$3,272.00	\$5,628.00	58%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$60,705.00	\$0.00	\$60,705.00	\$0.00	\$68,986.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$3,213.84	\$23,452.50	\$0.00	\$40,000.00	\$13,333.66	\$47,900.00	33%	\$3,213.84
			221-9010-455.25-60	All Other Maintenance	\$3,524.21	\$26,627.59	\$12,068.42	\$70,357.00	\$28,136.78	\$60,000.00	40%	\$15,592.63
			221-9010-455.30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,000.00	\$0.00	\$41,970.00	0%	\$580.00
			221-9010-455.30-15	Telephone	\$960.35	\$4,655.87	\$0.00	\$9,000.00	\$3,383.78	\$12,000.00	38%	\$960.35
			221-9010-455.30-25	Postage & Printing	\$511.86	\$5,126.33	\$8,417.96	\$20,000.00	\$5,943.85	\$25,000.00	30%	\$8,929.82
			221-9010-455.30-35	Travel & Training	\$71.50	\$2,327.02	\$0.00	\$9,401.00	\$7,002.48	\$23,158.00	74%	\$71.50
			221-9010-455.30-40	Special Programs	\$977.39	\$3,311.93	\$6,484.13	\$15,000.00	\$4,226.55	\$9,000.00	28%	\$7,461.52
			221-9010-455.35-10	Operating Supplies	\$3,401.74	\$36,331.14	\$14,343.65	\$63,000.00	\$8,923.47	\$45,223.00	14%	\$17,745.39
			221-9010-455.35-15	Cataloging & Processing	\$21.76	\$8,306.85	\$4,941.99	\$15,000.00	\$1,729.40	\$18,958.00	12%	\$4,963.75
			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	\$7,352.66	\$42,275.55	\$25,545.30	\$91,309.00	\$16,135.49	\$103,809.00	18%	\$32,897.96
			221-9010-455.36-15	Reference	\$0.00	\$2,600.50	\$787.00	\$6,000.00	\$2,612.50	\$6,000.00	44%	\$787.00
			221-9010-455.36-20	Young Adult	\$292.19	\$7,455.27	\$5,152.54	\$13,113.00	\$213.00	\$13,113.00	2%	\$5,444.73
			221-9010-455.36-25	Children	\$5,106.03	\$49,082.16	\$27,738.33	\$87,418.00	\$5,491.48	\$87,418.00	6%	\$32,844.36
			221-9010-455.37-15	Videos DVDs	\$1,309.17	\$8,377.86	\$3,558.72	\$16,000.00	\$2,754.25	\$43,709.00	17%	\$4,867.89
			221-9010-455.37-20	Audio Books	\$1,158.11	\$8,242.28	\$8,558.33	\$20,000.00	\$2,041.28	\$45,000.00	10%	\$9,716.44
			221-9010-455.37-30	Music CDs	\$272.72	\$1,771.38	\$1,393.59	\$4,500.00	\$1,062.31	\$6,556.00	24%	\$1,666.31
			221-9010-455.38-10	Periodicals	\$0.00	\$10,594.50	\$2,654.30	\$16,995.00	\$3,746.20	\$16,995.00	22%	\$2,654.30
			221-9010-455.38-20	Public Access Software	\$10,361.38	\$55,167.15	(\$7,561.38)	\$80,000.00	\$22,032.85	\$145,861.00	28%	\$2,800.00
			221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$33,352.71	\$0.00	\$37,828.00	\$4,475.29	\$71,991.00	12%	\$0.00
			221-9010-455.95-02	To Water Fund	\$392.04	\$1,064.39	\$0.00	\$3,267.00	\$1,810.57	\$3,267.00	55%	\$392.04

		221-9010-455.95-10	To Stormwater Management	\$101.20	\$354.20	\$0.00	\$773.00	\$317.60	\$773.00	41%	\$101.20
		Summary		48,054.40	522,084.57	126,431.67	853,145.00	156,574.36	1,020,261.00	0.18	174,486.07

Jan 12, 2022

Budget to Actual Expenditures

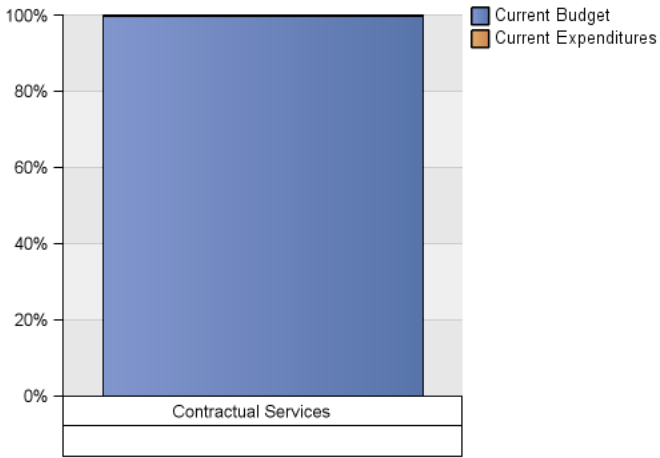
Library - Administration (Library Replacement Fund)



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	\$8,514.71	\$39,655.93	\$0.00	\$142,650.00	\$94,479.36	\$177,000.00	66%	\$8,514.71
Summary					8,514.71	39,655.93	0.00	142,650.00	94,479.36	177,000.00	0.66	8,514.71

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	\$4,875.00	\$53,145.06	\$10,617.64	\$972,181.00	\$903,543.30	\$1,000.00	93%	\$15,492.64
Summary					4,875.00	53,145.06	10,617.64	972,181.00	903,543.30	1,000.00	0.93	15,492.64

NPL Circulation Statistics



December 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
Juvenile						
Books	264,248	110,084	278,151	22,523	15,505	25,850
Videos *		1,205	1,812		260	204
Audios	8,109	2,998	9,209	763	370	907
Magazines	403	93	220	45	38	48
Other	265	53	406	25	6	56
Juvenile - Total	273,025	114,433	289,798	23,356	16,179	27,065
Teen						
Books	12,209	6,934	12,698	1,039	871	1,277
Audios*		80	54		34	4
Magazines	9	0	10	2	0	0
Teen - Total	12,218	7,014	12,762	1,041	905	1,281
Adult						
Books	87,086	44,817	93,112	8,762	7,268	9,168
Videos	26,776	12,031	28,799	3,045	1,934	3,997
Audios	20,139	5,311	10,430	2,002	750	1,202
Magazines	3,088	833	2,052	379	109	236
Other	10,424	1,749	7,056	1,110	290	873
Adult - Total	147,513	64,741	141,449	15,298	10,351	15,476
Digital Content						
eAudiobooks**	11,358	14,500	14,408	1,133	1,526	1,620
eBooks**	17,222	26,870	21,629	1,953	2,814	2,313
Magazines	956	3,619	1,408	103	313	154
Music	5,416	1,981	240	625	40	31
Streaming Video	1,397	3,550	2,724	200	277	202
Digital Content - Total**	36,349	50,520	40,409	4,014	4,970	4,320
Total Circulation**	469,105	236,708	484,418	43,709	32,405	48,142

* Juvenile videos & Teen audios were not counted in these departments prior to April 2020

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

NPL Collection Holdings



December 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	84,036	83,525	370	-881	4,569	-4,425
Videos	965	964	2	-3	2	-295
Audios	2,374	2,404	38	-8	163	-82
Magazines	288	170	11	-129	95	-136
Other	145	145	0	0	13	5
Juvenile - Total	87,808	87,208	421	-1,021	4,842	-4,933
Teen						
Books	5,709	5,657	35	-87	408	-656
Audios	39	39	0	0	0	-56
Magazines	46	18	1	-29	8	-28
Teen - Total	5,794	5,714	36	-116	416	-740
Adult						
Books	54,142	54,350	281	-73	2,844	-3,755
Videos	15,672	15,727	74	-19	468	-334
Audios	13,761	13,789	38	-10	319	-71
Magazines	2,805	2,505	136	-436	1017	-605
Other	2,091	2,090	1	-2	80	-25
Adult - Total	88,471	88,461	530	-540	4,728	-4,790
Total Collection	182,073	181,383	987	-1,677	9,986	-10,463

NPL Digital Content by Month



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

	8.21	9.21	10.21	11.21	12.21	
eRead Illinois						
eAudiobooks	274	303	297	268	310	
eBooks	401	331	395	352	355	
eRead Illinois Total	675	634	692	620	665	
Freading						
Freading	7	9	1	0	0	
Hoopla						
eAudiobooks	737	725	745	727	762	
eBooks	491	504	481	590	399	
Movies/TV	67	81	110	120	113	
Music	28	31	38	22	31	
Hoopla Total	1,323	1,341	1,374	1,459	1,305	
Kanopy						
Kids Play Credits	3	3	3	2	3	
Series Play Credits	0	3	0	1	2	
Kanopy Total Videos Played	210	197	87	77	86	
OverDrive						
eAudio	586	496	537	537	548	
eBooks	1,461	1,401	1,483	1,537	1,559	
Magazines	139	179	208	233	154	
Great Courses views/licenses	1	1	2	3	1	
IndieFlix views/licenses	3	4	1	3	0	
Stingray Qello views/licenses	1	0	0	2	2	
*Craftsy views/licenses	-	-	1	4	0	
OverDrive Total	2,186	2,076	2,228	2,307	2,261	
Totals						
eAudiobooks	1,597	1,524	1,579	1,532	1,620	
eBooks	2,360	2,245	2,360	2,479	2,313	
Magazines	139	179	208	233	154	
Music	28	31	38	22	31	
Streaming Video	282	283	201	209	202	

*Craftsy was added to OverDrive in October 2021

NPL Monthly Statistics



December 2021

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	24,856	149	-15	24,990	29,027	33,762
Teen	3,037	2	-1	3,038	3,176	3,285
Juvenile	7,700	16	-5	7,711	8,368	8,445
Total	35,593	167	-21	35,739	40,571	45,492

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	10,236	97,436		
Offsite programs (est)		-		
Year to Date Total		97,436	4,169	197,000

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,735	25,077	20,270	13,601
Loaned	2,531	26,329	17,765	15,346
Reciprocal borrowing	10,165	103,973	32,693	174,519

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	1	0	0	15
Adult	581	396	41	4,164
Public Laptop	31	25	49	764
Quick-Use	-	-	-	-
Totals	613	421	41	4,943

*Use of Children's PCs was for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



December 2021

	Annual Totals Year to Date			December		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
Site Views over time						
Pageviews	304,575	203,385	238,655	28,510	20,638	26,468
Unique Pageviews	238,903	165,834	191,882	22,291	16,911	21,759
Sessions	147,562	110,757	127,820	14,125	12,101	14,567

Top Viewed Pages FY 2022

/	117,238
/events/month	6,420
/databases	4,557
/events/upcoming?status=1	4,001
/reading-challenges	3,662
/services/my-account	3,642
/books-more/ebooks-eaudiobooks	3,594
/about-us/get-involved	3,379
/events/upcoming	2,544
/books-more	2,265

Usage by Device FY 2022

Desktop	56.8%
Mobile	40.7%
Tablet	2.5%

Top Viewed Pages December 2021

/	12,184
/events/month	726
/give	685
/databases	605
/events/upcoming?status=1	528
/events/month/2022-01	520
/winter-wonderland-0	415
/services/my-account	366
/polar-express-go	365
/books-more/ebooks-eaudiobooks	323

Usage by Device Dec 2021

Desktop	53.0%
Mobile	44.7%
Tablet	2.3%

Normal Public Library | Strategic Plan 2021-2024

Priority 1: Enhance the patron experience.

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

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

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

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

Priority 2: Engage our community.

Strategy 1: *Cultivate meaningful connections.*

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

Strategy 2: *Foster awareness.*

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

Priority 3: Empower our team.

Strategy 1: *Equip our team to succeed.*

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

Strategy 2: *Encourage innovation and collaboration.*

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

Priority 4: Optimize our resources.

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

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

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

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



MISSION

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

VISION

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

Anyone 5 years of age and older is eligible for the COVID-19 vaccine. To find a vaccine provider near you, go to [vaccines.gov](https://www.vaccines.gov).
View up to date information on Illinois' Covid-19 vaccine plan and vaccination eligibility from the (<https://www.vaccines.gov/>)State of Illinois Coronavirus Response Site (<https://coronavirus.illinois.gov/s/vaccination-plan-overview>)



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IDOL (/idol/Pages/default.aspx) ▶ Laws and Rules (/idol/Laws-Rules/Pages/default.aspx) ▶ Illinois OSHA (/idol/Laws-Rules/safety/Pages/default.aspx)

Illinois OSHA



Update Regarding OSHA COVID-19 Emergency Temporary Standard

This applies to state and local government employers.

Private sector employers are under federal OSHA jurisdiction (www.osha.gov (<http://www.osha.gov/>)).

On January 7, 2022, the Illinois Department of Labor filed Peremptory Rules (</idol/Documents/OSHA%20CV19%20ETS%20Perempt%20Rule%201-7-2022.pdf>) to adopt the Federal OSHA COVID-19 Vaccination and Testing Emergency Temporary Standard (<https://www.osha.gov/laws-regs/federalregister/2021-11-05>), as required by federal regulation and state statute. These Rules are effective immediately, but give employers under the jurisdiction of Illinois OSHA until January 24 to begin to come into compliance with the requirements of the Emergency Temporary Standard by developing a workplace policy regarding vaccination and testing in accordance with the ETS. Employers must establish and implement their policy by February 24, 2022 (see table below). The Emergency Temporary Standard is scheduled to expire on July 24, 2022. Questions regarding the ETS may be directed to dol.safety@illinois.gov (<mailto:dol.safety@illinois.gov>) or 217-782-9386.

Requirement	February 24, 2022	March 25, 2022
Table of effective dates		
Please see OSHA Standard 1910.501 (https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.501), for paragraph references.		
Establish policy on vaccination (paragraph (d))	X	
Determine vaccination status of each employee, obtain acceptable proof of vaccination, maintain records and roster of vaccination status (paragraph (e))	X	
Provide support for employee vaccination (paragraph (f))	X	
Require employees to promptly provide notice of positive COVID-19 test or COVID-19 diagnosis (paragraph (h))	X	
Remove any employee who received positive COVID-19 test or COVID-19 diagnosis (paragraph (h))	X	
Ensure employees who are not fully vaccinated wear face coverings when indoors or when occupying a vehicle with another person for work purposes (paragraph (i))	X	

Provide each employee information about the ETS; workplace policies and procedures; vaccination efficacy, safety and benefits; protections against retaliation and discrimination; and laws that provide for criminal penalties for knowingly supplying false documentation (paragraph (j))	X	
Report work-related COVID-19 fatalities to IL OSHA within 8 hours and work-related COVID-19 in-patient hospitalizations within 24 hours (paragraph (k))	X	
Make certain records available (paragraph (l))	X	
Ensure employees who are not fully vaccinated are tested for COVID-19 at least weekly (if in the workplace at least once a week) or within 7 days before returning to work (if away from the workplace for a week or longer) (paragraph (g))		X

Illinois OSHA protects the health and safety of public employees through the inspection, investigation and evaluation of public facilities and working conditions to ensure compliance with occupational safety and health standards and conducts educational and advisory activities to assure safe and healthy working conditions.

The Illinois On-Site Safety and Health Consultation Program helps Illinois businesses meet the Federal OSHA health and safety regulations. Our **FREE** consultation process is completely voluntary and primarily targeted for small to medium sized businesses.

Statement of Federal Financial Support:

In compliance with the Stevens Amendment, Illinois OSHA is partially funded by two federal grants.

The 23(g) State Plan is funded by a federal grant which constitutes fifty percent of the overall budget. Fifty percent is financed by State funds.

The 21(d) On-Site Consultation Cooperative Agreement is funded by a federal grant which constitutes ninety percent of the overall budget. Ten percent is financed by State funds.

Laws Enforced

- [Occupational Safety and Health Act \(/idol/Laws-Rules/safety/Pages/healthsafetyact.aspx\)](/idol/Laws-Rules/safety/Pages/healthsafetyact.aspx)

Report Fatalities, Inpatient Hospitalization, Amputations & Loss of an Eye

- [Public Sector \(/idol/Laws-Rules/safety/Pages/Public_Reporting.aspx\)](/idol/Laws-Rules/safety/Pages/Public_Reporting.aspx)
- [Private Sector \(/idol/Laws-Rules/safety/Pages/Private_Reporting.aspx\)](/idol/Laws-Rules/safety/Pages/Private_Reporting.aspx)
- [IL OSHA Mandatory Electronic Reporting Requirement \(/idol/Public-Safety/Documents/OSHA-ITA.pdf\)](/idol/Public-Safety/Documents/OSHA-ITA.pdf) - Effective 6/15/18, Revised 1/25/21.

Additional Information

- [Infographic - How to Report A Workplace Injury/Fatality \(/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Infographic%20English%202020.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Infographic%20English%202020.pdf)
- [Infographic - Como Declarar una lesion en el lugar de trabajo/fatalidad \(/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Infographic%20Spanish%202020.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Infographic%20Spanish%202020.pdf)
- [Required Job Safety and Health Poster \(/idol/Laws-Rules/safety/SiteAssets/Pages/IL-OSHA-FactSheets-Publications/OSHA%20Safety%20Health%20Poster%20English%202020.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/IL-OSHA-FactSheets-Publications/OSHA%20Safety%20Health%20Poster%20English%202020.pdf)
- [Informacion Obligatoria de Exhibir sobre Salud y Seguridad Ocupacional \(/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Safety%20Health%20Poster%20Spanish%202020.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Safety%20Health%20Poster%20Spanish%202020.pdf)
- [Wymagany plakat bezpieczeństwa pracy i zdrowia \(/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Safety%20Health%20Poster%20Polish%202020.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/default/ILOSHA%20Safety%20Health%20Poster%20Polish%202020.pdf)
- [Safety and Health Awareness Reminder \(/idol/Laws-Rules/safety/Documents/Safety%20and%20Health%20Awareness%20Reminder%20Final.pdf\)](/idol/Laws-Rules/safety/Documents/Safety%20and%20Health%20Awareness%20Reminder%20Final.pdf)
- [Occupational Safety And Health Compliance Guide for Fire Departments \(/idol/Laws-Rules/safety/SiteAssets/Pages/IL-OSHA-FactSheets-Publications/IL-OSHA%20Compliance%20Guide%20for%20Fire%20Departments%20V1637400275761453796.pdf\)](/idol/Laws-Rules/safety/SiteAssets/Pages/IL-OSHA-FactSheets-Publications/IL-OSHA%20Compliance%20Guide%20for%20Fire%20Departments%20V1637400275761453796.pdf)

Submit a Complaint

Current public sector employees can report unsafe working conditions by completing a form or submitting a complaint online

- [Complaint Form \(/idol/Laws-Rules/safety/Documents/IL_OSHA_Complaint_Form.PDF\)](/idol/Laws-Rules/safety/Documents/IL_OSHA_Complaint_Form.PDF)