



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
June 16, 2021 at 6:00 p.m.**

**\*\*This meeting will take place in-person at Normal Public Library.\*\***

**Location: Normal Public Library  
Community Room**

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Library Director's Report
7. Foundation Report
8. Library Advocacy Report
  
9. New Business
  - A. Nonresident Card Fee (Action)
  - B. Abatement Project (Discussion)
  
10. Unfinished Business
  - A. COVID-19 Update (Discussion)
  
11. Suggested Items for the Next Agenda
12. Next Meeting Date: July 21, 2021
13. Adjournment

**Note: The Board of Trustees of Normal Public Library regularly scheduled meetings will take place at 6:00 pm on the third Wednesday of each month at Normal Public Library. This schedule is in effect through May 2023.**

*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**  
**May 26, 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, May 26, 2021. The meeting convened at 5:37 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  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Lynda Lane – Present  
Beth Robb – Present

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

**Community Members Present:** None

**Review of the Agenda:** None

**Approval of Minutes:** Ms. Trunnell moved to approve the minutes of the April 28, 2021 meeting. Ms. Ripley-Gataric seconded.

Jess Ray - Yes  
Jim Rogal - Yes  
Jd Davis - Yes  
Katelyn Trunnell - Yes  
Erin Ripley-Gataric - Yes  
Lynda Lane – Abstain  
Beth Robb – Abstain

Motion carried 5-0.

**Approval of Expenditures:** Ms. Robb moved to approve the expenditures totaling \$114,190.04 from April 22, 2021 to May 19, 2021 and three payrolls for the month of April totaling \$209,490.09. Ms. Lane seconded.

Jess Ray - Yes  
Jim Rogal - Yes  
Jd Davis - Yes  
Katelyn Trunnell - Yes

Erin Ripley-Gataric - Yes  
Lynda Lane – Yes  
Beth Robb – Yes

Motion carried 7-0.

**President’s Report:** Mr. Ray thanked the staff of the NPL and the patrons for their continued support. He welcomed Ms. Lane and Ms. Robb to the Board.

**Public Comment:** None

**Library Director’s Report:** Mr. Chase shared that the staff is in the middle of hiring, and patrons are returning to the Library. He then discussed the items in his report. He added that many grants are becoming available for which the Library will be researching and potentially applying.

**Foundation Report:**

Mr. Ray mentioned the upcoming mini Book Sale at Destihl on June 13. Mr. Chase informed the Board that Mr. McReynolds, the part-time Development Coordinator, had submitted his resignation, and the Foundation was reevaluating how to best move forward.

**Library Advocacy Report:**

No report at this time.

**New Business**

**Election of Officers (Action)**

Ms. Ripley-Gataric nominated Mr. Ray for President, and Ms. Lane seconded.

Jess Ray - Abstain

Jim Rogal - Yes

Jd Davis - Yes

Katelyn Trunnell - Yes

Erin Ripley-Gataric - Yes

Lynda Lane – Yes

Beth Robb – Yes

The motion passed 6-0.

Ms. Davis nominated Mr. Rogal for Vice President, and Ms. Ripley-Gataric seconded.

Jess Ray - Yes

Jim Rogal - Abstain

Jd Davis - Yes

Katelyn Trunnell - Yes

Erin Ripley-Gataric - Yes

Lynda Lane – Yes

Beth Robb – Yes

The motion passed 6-0.

Mr. Ray nominated Ms. Davis for Secretary, and Ms. Ripley-Gataric seconded.

Jess Ray - Yes

Jim Rogal - Yes

Jd Davis - Abstain

Katelyn Trunnell - Yes

Erin Ripley-Gataric - Yes

Lynda Lane – Yes

Beth Robb – Yes

The motion passed 6-0.

Ms. Ripley-Gataric nominated herself for Treasurer, and Ms. Robb seconded.

Jess Ray - Yes

Jim Rogal - Yes

Jd Davis - Yes

Katelyn Trunnell - Yes

Erin Ripley-Gataric - Abstain

Lynda Lane – Yes

Beth Robb – Yes

The motion passed 6-0.

#### **Schedule of Board Meetings (Action)**

Discussion commenced regarding a meeting schedule for Board of Trustee meetings. Ms. Lane motioned to schedule the Normal Public Library Board of Trustee meetings on the 3<sup>rd</sup> Wednesday of each month at 6:00pm. Ms. Ripley-Gataric seconded.

Jess Ray - Yes

Jim Rogal - Yes

Jd Davis - Yes

Katelyn Trunnell - Yes

Erin Ripley-Gataric - Yes

Lynda Lane – Yes

Beth Robb – Yes

The motion passed 7-0.

#### **Committee Appointments (Action)**

Mr. Ray asked for those interested in serving on the various committees.

Ms. Robb and Ms. Lane volunteered for the Advocacy Committee. Ms. Davis and Mr. Rogal volunteered for the Library Planning Committee. Ms. Ripley-Gataric volunteered for the NPL Foundation Board Liaison. Mr. Ray named the Committees and placed the aforementioned members into them.

**Introduction of Newly Elected Trustees (Discussion)**

Mr. Chase introduced Ms. Robb and Ms. Lane. The Trustees all shared their backgrounds.

**Unfinished Business**

**Covid-19 Update**

Mr. Chase shared that the Library is in the process of loosening certain parameters. They are now encouraging instead of requiring masks on patrons. They are not imposing a time limit to browse in the Library, and moving away from the “grab and go” service model. Additional seating will be added around the building. The computer time limit will be ninety minutes instead of sixty. Staff will continue to wear masks and the plexiglass will stay in place. Study rooms, meeting spaces, and the Discovery Room will remain closed. Curbside service, programming, and hours of operation will remain as they are for the foreseeable future. Circulation is increasing and nearing 2019 levels.

**Next meeting agenda**

Non-resident library cards

**Adjournment**

Mr. Ray adjourned the meeting at 6:45 pm.

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Secretary

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Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 05/20/2021-06/09/2021

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	NPL Foundation expense- r	100.00
Library Fund	- Total	100.00

## Library Fund                      Library                      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	W&G 1GL,HOE SCUFFEL	49.47
AEP ENERGY	ENERGY USAGE	3,834.42
AMERICAN LIBRARY ASSOCIATION	LIB. TECHNOLOGY & SMART L	395.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,026.02
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	4,315.69
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	6.02
BAKER & TAYLOR CONTINUATION	CIRC.REFERENCE BOOKS	290.88
BAKER & TAYLOR CONTINUATION	TRAVEL BKS & COIN HANDBK	54.77
BRODART COMPANY	ADULT BOOKS	53.26
CENGAGE LEARNING INC	LARGE PRINT BOOKS	28.49
CENGAGE LEARNING INC	LARGE PRINT BOOKS-4	97.46
CENGAGE LEARNING INC	LARGE PRINT BOOKS-5	104.99
CENTER POINT LARGE PRINT	ADULT BOOK	46.48
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	182.16
COMMUNICATION REVOLVING FUND	IP ADDRESS FOR LIBRARY	50.00
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOK	14.99
FINDAWAY WORLD LLC	PLAYAWAYS (1)	63.74
FINDAWAY WORLD LLC	PLAYAWAYS (12)	741.13
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
GARVEY LIBRARY CONSULTING	GARVEY LIBRARY CONSULTING	2,362.50
HALL, L. SUZANNE	HALL LIBRARY CONSULTING	2,362.50
IDEAL ENVIRONMENTAL ENG INC	ASBESTOS CONSULT 3/4/21	1,115.00
INTERNATIONAL PLASTICS	BAGS FOR PATRON MATERIALS	179.51
INTERNATIONAL PLASTICS	PLASTIC BAGS FOR BOOKS	136.96
KANOPY INC	MO. DIGITAL CONTENT USAGE	196.00
KROGER-INDY CUSTOMER CHARGES	2 TICKETS-SUPPLIES/WATER	37.95
LIBRARY IDEAS,LLC	AUDIO BOOKS FOR CHILDREN	641.20
MENARDS	PROGRAM YARN SUPPLIES	99.44
MIDLAND PAPER	COPY PAPER-NPL	778.27
MIDWEST TAPE	MUSIC CD	13.99
MIDWEST TAPE	MUSIC CD'S	48.96

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/20/2021-06/09/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MOTION PICTURE LICENSING CORP	ANNUAL LICENSE	250.73
NICOR GAS	ENERGY USAGE	0.01
ORIENTAL TRADING COMPANY INC	LIBRARY SUPPLIES	204.93
QUADIENT, INC.	QTR.METER RENTAL	59.99
QUILL CORPORATION	LIBRARY SUPPLIES	118.91
REACHING ACROSS IL LIBRARY SYSTEM	PROGRAM	192.00
Reader's Digest	ACCT.# 0769423179 - 2YRS.	25.00
RESOURCE SHARING ALLIANCE (RSA)	APP IMPLEMENTATION FEE	250.00
S & S WORLDWIDE INC	SUPP-TAKE & MAKE KITS	204.28
TWIN CITY AWARDS	NAME PLATES-B ROPP,L LANE	40.00
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-MAY 21	26.85
US BANK/P-CARD	2(\$10) gift cards for Pee	20.00
US BANK/P-CARD	2021 ILA Membership for L	150.00
US BANK/P-CARD	2021 ILA Trustee Membersh	75.00
US BANK/P-CARD	3(\$10) Gift Cards for pri	30.00
US BANK/P-CARD	Adult Book Request - ESCA	99.94
US BANK/P-CARD	Book Shelf Baskets (6)	125.99
US BANK/P-CARD	Book Shelf Baskets (7)	152.57
US BANK/P-CARD	Chat Service Monthly Fee	10.00
US BANK/P-CARD	Domain Registration	10.00
US BANK/P-CARD	DVD Request - SPIDER-MAN	8.89
US BANK/P-CARD	Facebook Advertising - EA	25.00
US BANK/P-CARD	Food for Retirement Celeb	86.80
US BANK/P-CARD	Food Supplies for Retirem	31.25
US BANK/P-CARD	For new NPL Trustees - Tr	39.98
US BANK/P-CARD	Juggling scarf props for	51.98
US BANK/P-CARD	Library Office Supplies -	13.99
US BANK/P-CARD	Name Tags for New Trustee	20.00
US BANK/P-CARD	New Board Member	75.00
US BANK/P-CARD	New DVD Rel. - BARB AND S	25.48
US BANK/P-CARD	New DVD Rel. - BODY BROKE	25.92
US BANK/P-CARD	New DVD Rel. - CRISIS (4	39.84
US BANK/P-CARD	New DVD Rel. - EARWIG AND	29.98
US BANK/P-CARD	New DVD Rel. - JUDAS AND	71.84
US BANK/P-CARD	New DVD Rel. - LAND (4)	71.84
US BANK/P-CARD	New DVD Rel. - LITTLE THI	45.98
US BANK/P-CARD	New DVD Rel. - LOVE IN ST	11.99
US BANK/P-CARD	New DVD Rel. - MARKSMAN	53.88

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/20/2021-06/09/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - MAURITANIA	71.84
US BANK/P-CARD	New DVD Rel. - MORTUARY C	14.59
US BANK/P-CARD	New DVD Rel. - MY BROTHER	25.92
US BANK/P-CARD	New DVD Rel. - PIXIE (2)	27.98
US BANK/P-CARD	New DVD Rel. - SHADOW IN	51.84
US BANK/P-CARD	New DVD Rel. - SON OF THE	25.92
US BANK/P-CARD	New DVD Rel. - VANQUISH	25.92
US BANK/P-CARD	New DVD Rel. - VIOLENT HE	30.98
US BANK/P-CARD	New DVD Rel. - VIRTUOSO	38.88
US BANK/P-CARD	New DVD Rel. - WILLY'S WO	19.99
US BANK/P-CARD	New Music Rel. - THE RECK	9.96
US BANK/P-CARD	New TV Series DVD - FLASH	20.14
US BANK/P-CARD	New TV Series DVD - LAW &	34.98
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing Board	10.80
US BANK/P-CARD	Program Kits for Public -	346.97
US BANK/P-CARD	Repl. Game XBOX ONE - LEG	17.74
US BANK/P-CARD	Repl. Music CD - GREATEST	14.97
US BANK/P-CARD	Repl. TV Series - EMPIRE	12.98
US BANK/P-CARD	Replacement Device - 2 Mo	154.00
US BANK/P-CARD	Returned Pencil Sharpener	-24.59
US BANK/P-CARD	Sign and Sing Story time	240.00
US BANK/P-CARD	Slat Wall Pieces (4) / Bo	113.63
US BANK/P-CARD	Staff Cataloging Training	349.00
US BANK/P-CARD	Supplies	15.00
US BANK/P-CARD	Supplies - Frames for Cer	15.98
US BANK/P-CARD	Supplies for SRP - 6 Whi	59.97
US BANK/P-CARD	TV Series DVD - LAW & ORD	29.99
US BANK/P-CARD	USB HUBS - Anker 4 Port U	74.20
VERIZON WIRELESS	ACCT# 880398978-00001/REG	335.20
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.60
WATTS COPY SYSTEMS, INC.	PRINT STATION FOR PUBLIC	70.12
WATTS COPY SYSTEMS, INC.	QUARTERLY PRINTS	94.04
Library Fund	Library Administration - Total	25,634.54
<b>Overall - Total</b>		<b>25,734.54</b>



**Director's Report  
June 16, 2021**

**1. Monthly Financial Report**

**Revenue:** The May operating revenues are up 14.3% over this time last year, due primarily to earlier receipt of property taxes. Additionally, we received a \$10,000 check for the Illinois Digital Network Access Grant. **Expenses:** A report showing expenses totaling \$25,734.54 from May 20 to June 9 is included in this packet. Two May payrolls totaled \$139,240.55.

**2. Circulation**

We continue to enjoy welcoming patrons back in the building and seeing increased usage. Total circulation for May was 46,856.

**3. 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.)

**4. 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.)

**5. Abatement Project**

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

**6. Summer Reading Program**

*Reading Colors Your World* continues through July 31. The program is going well!

**7. Nonresident Fee**

On an annual basis, Illinois libraries must indicate if they will or will not participate in the nonresident card program, and, if so, set the fee for a nonresident card. This fee indicates the cost for an individual who lives in an area unserved by public libraries to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{service population}} = \$ \frac{\text{_____}}{\text{capita}}$$

**Then:** (\$/capita) X (average family size) = cost of family card

For Normal Public Library:

$$\frac{\$3,850,832}{52,497} = \frac{\$73.35}{\text{capita}}$$

$$\$73.35 \times 2.45 = \underline{\underline{\$179.71}}$$

Assuming we wish to continue offering nonresident cards for the coming year, I recommend the cost be set at **\$179.71**.

From the RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,845,800	\$ 291,838	7.59	\$ 253,562	15.10
State Replacement Taxes	110,100	43,717	39.71	43,600	0.27
State Library Aid	65,621	10,000	15.24	-	100.00
Fees	2,000	1,398	69.89	497	181.40
Fines	5,000	1,276	25.51	712	79.17
Investment Income	36,602	3,271	8.94	6,203	(47.26)
Contributions & Donations	200	-	-	-	-
Miscellaneous Revenue	200	-	-	3,019	(100.00)
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
<b>Library Fund Total</b>	<b>4,065,523</b>	<b>351,500</b>	<b>8.65</b>	<b>307,592</b>	<b>14.27</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	20,623	1,843	8.94	2,247	(17.97)
Miscellaneous Revenue	-	-	-	-	-
Transfers	71,991	5,999	8.33	10,910	(45.01)
<b>Library Replacement Fund Total</b>	<b>92,614</b>	<b>7,843</b>	<b>8.47</b>	<b>13,157</b>	<b>(40.39)</b>
<b>LIBRARY SPECIAL REVENUE FUND 223</b>					
Investment Income	7,523	674	8.96	17	3,759.93
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	-	-
<b>Library Special Revenue Fund Total</b>	<b>10,023</b>	<b>674</b>	<b>6.73</b>	<b>17</b>	<b>3,759.93</b>
<b>Total For All Funds</b>	<b>\$ 4,168,160</b>	<b>\$ 360,016</b>	<b>\$ 24</b>	<b>\$ 320,767</b>	<b>12.24</b>

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

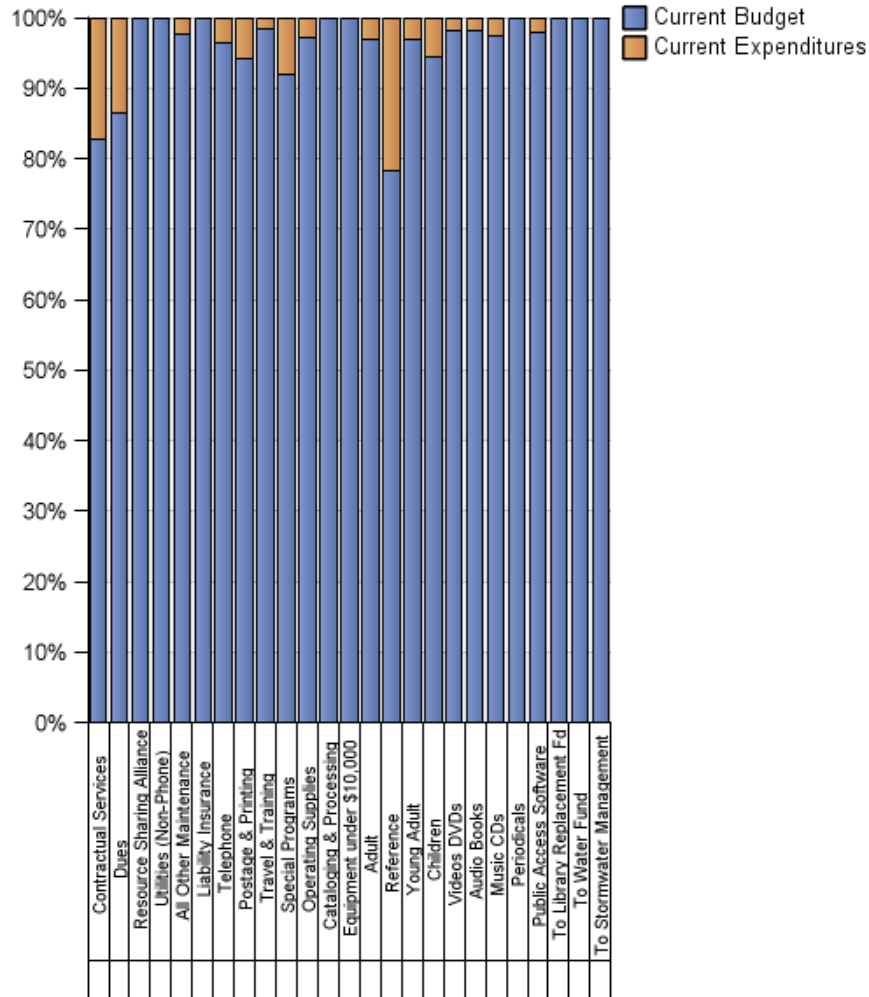
		As of May 31, 2021	As of March 31, 2021	Net Change
221	Library Fund	\$ 3,263,580.97	\$ 3,286,439.26	\$ (22,858.29)
222	Library Replacement Fund	\$ 2,016,403.47	\$ 2,023,394.94	\$ (6,991.47)
223	Library Reserve Fund	\$ 1,037,536.84	\$ 1,037,424.29	\$ 112.55
	Totals	\$ 6,317,521.28	\$ 6,347,258.49	\$ (29,849.76)

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

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,145,210	\$ 462,457	\$ 466,624	\$ 3,216,129	\$ 466,359	77.59
Library Fund Total	4,145,210	462,457	466,624	3,216,129	466,359	77.59
						-
LIBRARY REPLACEMENT FUND 222						
Administration	184,300	7,300	7,300	169,700	63,144	92.08
Library Replacement Fund Total	184,300	7,300	7,300	169,700	63,144	92.08
						-
LIBRARY SPECIAL REVENUE FUND 223						
Administration	47,181	-	17,981	29,200	-	61.89
Library Special Revenue Fund Total	47,181	-	17,981	29,200	-	61.89
						-
Total For All Funds	\$ 4,376,691	\$ 469,757	\$ 491,905	\$ 3,415,029	\$ 529,503	78.03

### Budget to Actual Expenditures

Library - Administration (Library Fund )

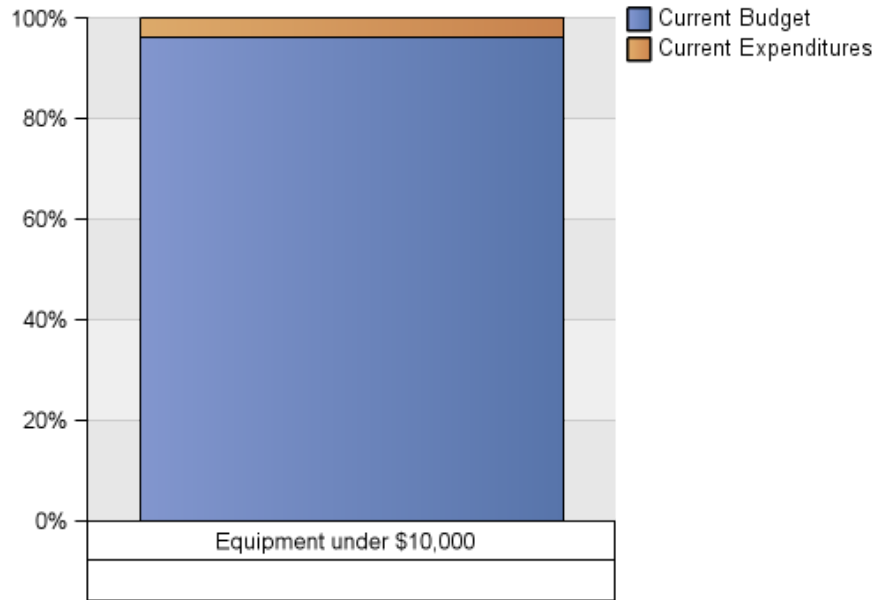


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$24,208.95	\$4,405.60	\$29,970.95	\$116,946.00	\$58,360.50	50%	\$54,179.90
			<a href="#">221-9010-455.20-20</a>	Dues	\$875.00	\$0.00	\$0.00	\$5,628.00	\$4,753.00	84%	\$875.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$68,986.00	\$68,986.00	100%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$0.01	\$0.00	\$0.00	\$47,900.00	\$47,899.99	100%	\$0.01
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$1,817.38	\$1,090.80	\$16,213.58	\$75,666.00	\$56,544.24	75%	\$18,030.96

<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,970.00	\$970.00	\$41,970.00	2%	\$580.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$434.80	\$280.08	\$550.00	\$12,000.00	\$10,735.12	\$12,000.00	89%	\$984.80
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$1,528.29	\$0.00	\$11,040.01	\$25,000.00	\$12,431.70	\$25,000.00	50%	\$12,568.30
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$349.00	\$64.00	\$0.00	\$23,158.00	\$22,745.00	\$23,158.00	98%	\$349.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$795.88	\$49.80	\$1,995.07	\$9,000.00	\$6,159.25	\$9,000.00	68%	\$2,790.95
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$1,307.42	\$2,698.84	\$26,365.10	\$45,223.00	\$14,851.64	\$45,223.00	33%	\$27,672.52
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$253.90	\$12,846.10	\$18,958.00	\$5,858.00	\$18,958.00	31%	\$12,846.10
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$3,367.65	\$4,831.55	\$56,969.72	\$103,809.00	\$38,640.08	\$103,809.00	37%	\$60,337.37
<a href="#">221-9010-455.36-15</a>	Reference	\$1,662.50	\$0.00	\$1,550.00	\$6,000.00	\$2,787.50	\$6,000.00	46%	\$3,212.50
<a href="#">221-9010-455.36-20</a>	Young Adult	\$423.46	\$943.08	\$11,533.46	\$13,113.00	\$213.00	\$13,113.00	2%	\$11,956.92
<a href="#">221-9010-455.36-25</a>	Children	\$5,158.99	\$3,730.63	\$71,210.38	\$87,418.00	\$7,318.00	\$87,418.00	8%	\$76,369.37
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$817.59	\$359.11	\$13,000.00	\$43,709.00	\$29,532.30	\$43,709.00	68%	\$13,817.59
<a href="#">221-9010-455.37-20</a>	Audio Books	\$804.87	\$547.41	\$25,647.72	\$45,000.00	\$18,000.00	\$45,000.00	40%	\$26,452.59
<a href="#">221-9010-455.37-30</a>	Music CDs	\$171.57	\$208.74	\$1,885.23	\$6,556.00	\$4,290.46	\$6,556.00	65%	\$2,056.80
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$594.00	\$11,000.00	\$16,995.00	\$5,401.00	\$16,995.00	32%	\$11,000.00
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$3,090.00	\$6,942.45	\$0.00	\$145,861.00	\$135,828.55	\$145,861.00	93%	\$3,090.00
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$5,999.25	\$0.00	\$71,991.00	\$65,991.75	\$71,991.00	92%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$151.07	\$0.00	\$3,267.00	\$3,115.93	\$3,267.00	95%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$50.60	\$0.00	\$773.00	\$722.40	\$773.00	93%	\$0.00
<b>Summary</b>		<b>46,813.36</b>	<b>73,620.91</b>	<b>357,357.32</b>	<b>1,035,927.00</b>	<b>558,135.41</b>	<b>1,020,261.00</b>	<b>0.54</b>	<b>404,170.68</b>

### Budget to Actual Expenditures

Library - Administration (Library Replacement Fund )



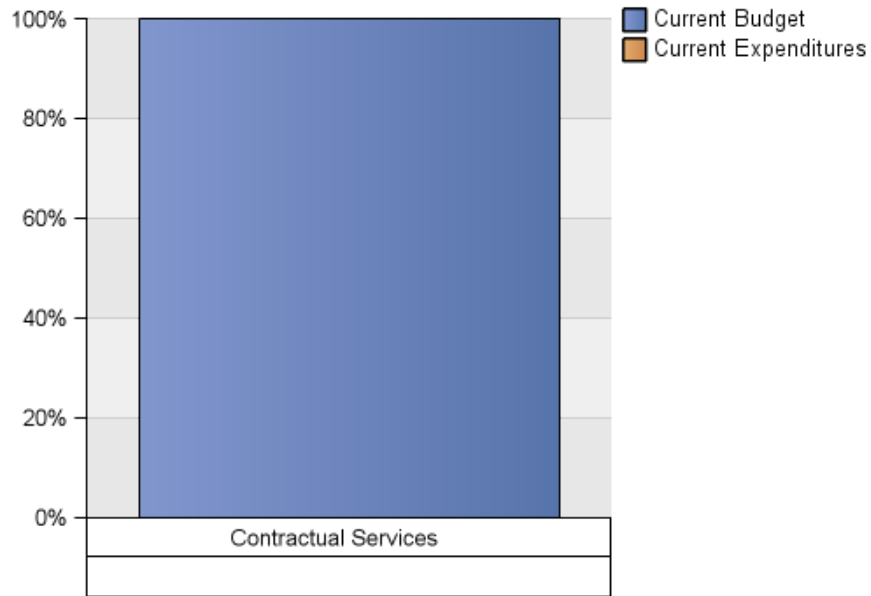
Expenditure Fiscal Year

Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$7,300.00	\$0.00	\$0.00	\$184,300.00	\$177,000.00	\$177,000.00	96%	\$7,300.00
<b>Summary</b>					<b>7,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>184,300.00</b>	<b>177,000.00</b>	<b>177,000.00</b>	<b>0.96</b>	<b>7,300.00</b>



### 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	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$0.00	\$0.00	\$18,981.00	\$18,981.00	\$1,000.00	100%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,981.00</b>	<b>18,981.00</b>	<b>1,000.00</b>	<b>1.00</b>	<b>0.00</b>

# NPL Circulation Statistics



## May 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
<b>Juvenile</b>						
Books	54,191	376	52,142	26,446	298	26,000
Videos *	-	0	285	-	0	152
Audios	1,619	2	1,920	843	0	1,002
Magazines	95	0	25	49	0	25
Other	67	0	47	28	0	19
<b>Juvenile - Total</b>	<b>55,972</b>	<b>378</b>	<b>54,419</b>	<b>27,366</b>	<b>298</b>	<b>27,198</b>
<b>Teen</b>						
Books	2,622	26	2,585	1,399	21	1,264
Audios*	-	0	11	-	0	3
Magazines	0	0	3	0	0	3
<b>Teen - Total</b>	<b>2,622</b>	<b>26</b>	<b>2,599</b>	<b>1,399</b>	<b>21</b>	<b>1,270</b>
<b>Adult</b>						
Books	20,007	243	18,575	9,736	224	9,174
Videos	6,269	60	5,257	2,985	51	2,689
Audios	4,274	10	2,207	2,256	6	1,131
Magazines	692	1	441	332	0	222
Other	2,236	13	846	1,100	4	420
<b>Adult - Total</b>	<b>33,478</b>	<b>327</b>	<b>27,326</b>	<b>16,409</b>	<b>285</b>	<b>13,636</b>
<b>Digital Content</b>						
eAudiobooks**	2,378	3,261	3,221	1,204	1,611	1,691
eBooks**	3,797	6,859	5,102	2,027	3,470	2,642
Magazines	163	516	266	111	285	108
Music	1,324	843	45	618	178	21
Streaming Video	261	805	928	128	500	290
<b>Digital Content - Total**</b>	<b>7,923</b>	<b>12,284</b>	<b>9,562</b>	<b>4,088</b>	<b>6,044</b>	<b>4,752</b>
<b>Total Circulation**</b>	<b>99,995</b>	<b>13,015</b>	<b>93,906</b>	<b>49,262</b>	<b>6,648</b>	<b>46,856</b>

\* 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



May 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	83,049	83,245	659	-463	1,138	-758
Videos	969	969	0	0	0	-289
Audios	2,310	2,306	0	-4	0	-24
Magazines	206	222	16	0	25	-2
Other	134	134	0	0	0	7
<b>Juvenile - Total</b>	<b>86,668</b>	<b>86,876</b>	<b>675</b>	<b>-467</b>	<b>1,163</b>	<b>-1,066</b>
<b>Teen</b>						
Books	5,936	5,995	61	-2	162	-8
Audios	95	95	0	0	0	0
Magazines	40	41	1	0	3	1
<b>Teen - Total</b>	<b>6,071</b>	<b>6,131</b>	<b>62</b>	<b>-2</b>	<b>165</b>	<b>-7</b>
<b>Adult</b>						
Books	54,967	55,230	323	-60	643	-384
Videos	15,371	15,434	68	-5	89	-280
Audios	13,546	13,583	39	-2	68	-3
Magazines	2,099	2,159	129	-69	259	-70
Other	2,024	2,026	3	-1	8	-13
<b>Adult - Total</b>	<b>88,007</b>	<b>88,432</b>	<b>562</b>	<b>-137</b>	<b>1,067</b>	<b>-750</b>
<b>Total Collection</b>	<b>180,746</b>	<b>181,439</b>	<b>1,299</b>	<b>-606</b>	<b>2,395</b>	<b>-1,823</b>

# NPL Digital Content by Month



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

	1.21	2.21	3.21	4.21	5.21	
<b>eRead Illinois</b>						
eAudiobooks	255	205	267	257	289	
eBooks	377	318	364	315	305	
<b>eRead Illinois Total</b>	<b>632</b>	<b>523</b>	<b>631</b>	<b>572</b>	<b>594</b>	
<b>Freanding</b>						
	1	0	5	0	4	
<b>Hoopla</b>						
eAudiobooks	775	746	813	738	808	
eBooks	612	635	557	472	579	
Movies/TV	155	158	139	160	164	
Music	50	27	38	24	21	
<b>Hoopla Total</b>	<b>1,592</b>	<b>1,566</b>	<b>1,547</b>	<b>1,394</b>	<b>1,572</b>	
<b>Kanopy</b>						
Kids Play Credits	-	4	23	7	2	
Series Play Credits	-	0	8	4	4	
<b>Kanopy Total Videos Played</b>	<b>-</b>	<b>20</b>	<b>424</b>	<b>283</b>	<b>168</b>	
<b>OverDrive</b>						
eAudio	547	591	584	535	594	
eBooks	2,014	1,835	1,954	1,673	1,754	
Magazines (began 2.3.21)	-	123	162	158	108	
<b>Overdrive Total</b>	<b>2,561</b>	<b>2,549</b>	<b>2,700</b>	<b>2,366</b>	<b>2,456</b>	
<b>Rbdigital [unavailable after 5.17.21]</b>						
Magazines (now in OverDrive)	377	-	-	-	-	
Acorn TV views	182	134	104	192	56	
Great Courses views/licenses	0	0	1	0	1	
IndieFlix views/licenses	0	0	0	0	1	
Learn It Live views	3	0	0	0	0	
Method Test Prep views	0	1	0	0	0	
Stingray Qello views/licenses	0	10	0	3	0	
<b>Rbdigital View Total</b>	<b>185</b>	<b>145</b>	<b>105</b>	<b>195</b>	<b>58</b>	
<b>Totals</b>						
eAudiobooks	1,577	1,542	1,664	1,530	1,691	
eBooks	3,004	2,788	2,880	2,460	2,642	
Magazines	377	123	162	158	108	
Music	50	27	38	24	21	
Streaming Video	340	313	404	638	390	

# NPL Monthly Statistics



May 2021

## Library Card Registration

### Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	23,338	139	77	23,554	34,414	31,966
Teen	2,775	6	185	2,966	3,416	3,135
Juvenile	7,438	12	128	7,578	8,766	7,809
<b>Total</b>	<b>33,551</b>	<b>157</b>	<b>390</b>	<b>34,098</b>	<b>46,596</b>	<b>42,910</b>

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	8,626	16,433		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>16,433</b>	<b>0</b>	<b>50,274</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,618	5,486	-	2,408
Loaned	2,753	5,566	-	2,865
Reciprocal borrowing	10,428	19,863	-	33,806

## Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	435	231	32	858
Public Laptop	122	89	44	199
Quick-Use	-	-	-	-
<b>Totals</b>	<b>557</b>	<b>320</b>	<b>35</b>	<b>1,057</b>

# normalpl.org Site Statistics



## May 2021

	Annual Totals Year to Date			May		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
<b>Site Views over time</b>						
Pageviews	68,614	31,879	49,430	36,310	18,129	24,674
Unique Pageviews	53,315	25,388	38,550	27,971	14,698	19,266
<b>Sessions</b>	32,049	14,875	25,757	15,853	8,435	12,370

### Top Viewed Pages **FY 2022**

/	26,677
/databases	1,056
/books-more/ebooks-eaudiobooks	904
/services/my-account	844
/about-us/get-involved	842
/reading-challenges	779
/events/month	766
/events/upcoming?status=1	719
/summer	528
/about-us	488

### Usage by Device **FY 2022**

Desktop	58.5%
Mobile	38.8%
Tablet	2.7%

### Top Viewed Pages **May 2021**

/	12,720
/reading-challenges	709
/databases	549
/books-more/ebooks-eaudiobooks	506
/events/upcoming?status=1	490
/summer	475
/services/my-account	433
/events/month/2021-06	377
/about-us/get-involved	360
/events/month	347

### Usage by Device **May**

Desktop	57.0%
Mobile	40.4%
Tablet	2.6%

**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

**TITLE 23: EDUCATION AND CULTURAL RESOURCES**  
**SUBTITLE B: CULTURAL RESOURCES**  
**CHAPTER I: SECRETARY OF STATE**  
**PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES**  
**SECTION 3050.20 PUBLIC LIBRARY RESPONSIBILITIES**

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**Section 3050.20 Public Library Responsibilities**

- a) The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.
- b) The public library board of trustees shall notify the regional library system within 30 days after the action taken and effective dates and fee formula as determined in this Part.
- c) The participating public library shall continue to honor the non-resident library cards issued by the library for the full term of purchase.
- d) Participating public libraries shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas as stated in Section 3050.25.
- e) Nothing in this Part requires a public library to participate in the non-resident library card program. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program.

(Source: Amended at 44 Ill. Reg. 2010, effective January 7, 2020)