Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
January 27, 2020 at <u>5:30 PM</u>

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

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. Advocacy Report
9. New Business
   A. FY2021 Illinois Public Library Per Capita Grant Application (Action)
   B. 2021-2024 Strategic Plan Draft (Discussion)
   C. COVID-19 Update (Discussion)
10. Unfinished Business (None)
11. Suggested Items for the Next Agenda
12. Next Meeting Date: February 24, 2021 (Regular Meeting)
13. Adjournment

_____

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed.

<div align="center">

Minutes of the Board of Trustees
Normal Public Library
December 16, 2020

</div>

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, December 16, 2020. The meeting convened at 5:33pm, 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 – Absent
Jim Rogal - Present
Jd Davis - Present
Katelyn Trunnell - Absent
Erin Ripley-Gataric - Present
Pam Lewis – Present

Mr. Lindberg joined the meeting at 5:37pm.

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: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the November 18, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 5-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures totaling $37,600.98 from November 12 to December 9 and two payrolls for the month of November totaling $149,057.82. Ms. Ripley-Gataric seconded.

Jess Ray - Approved

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

Motion carried 5-0.

President's Report: Mr. Ray thanked Mr. Chase and the staff of NPL for their holiday letter to the Board. He then thanked the staff for all they are doing during this time, especially for Curb-it. The noted that the patrons truly appreciate their efforts as well.

Public Comment: None

Library Director's Report: Mr. Chase thanked the Board for support during this time. He noted that Laura Golaszewski is sending out a communication to patrons reflecting on this past year. He stated that the Town Council's Budget Review Work Session is January 14 via Zoom, and that the Board is welcome to log in as able. The Central Illinois Legislative meet-ups will be held virtually this year in February. Dates for this will be shared once confirmed. He then detailed the rest of the items in his report. As one correction, the Wi-Fi assessment will be completed in mid, rather than early, January.

Foundation Report:
Mr. Chase and Ms. Lewis informed the Board that the Annual Campaign is going well. Giving Tuesday focused on email collection, and they were able to collect around 70. The number of monthly givers has increased. As a reminder, the NPL Foundation can be chosen as a recipient on Amazon Smile.

New Business
2021-2024 Strategic Planning Process (Discussion)
Mr. Chase is meeting with the management team tomorrow to work on a draft plan based on the consultants' findings. The Board will discuss this draft plan more in depth during the January meeting. One of the considerations is having a staff member focus on strategic initiatives. Organizational structure is another point as they are growing out of the current one. Other topics were briefly mentioned.

COVID-19 (Discussion)
Mr. Chase noted appreciation for community and Board support. They are looking ahead to eventually reopening, whenever that is prudent. All considerations are for staff and patron safety. Curb-it is going well, and digital content is increasing. Patrons have shown concern for staff well-being, and patience for the current situation.

Unfinished Business
N/A

Next meeting agenda
Standards discussion and Per Capita Grant application

Adjournment

Ms. Ripley-Gataric moved to adjourn the meeting. Mr. Rogal seconded.

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

Meeting adjourned at 5:56 pm.

_____   _____
Secretary   Date

Town of Normal Expenditures to be approved for Payments
Between Dec 10, 2020 and Jan 20, 2021

Library Fund

Vendor Name	Payment Description	Transaction Amount
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	1.00
US BANK/P-CARD	Envelopes for NPL Foundat	21.38
US BANK/P-CARD	For Foundation	4.99
US BANK/P-CARD	Stamps for Foundation Ann	275.00
US BANK/P-CARD	Stamps for NPL Foundation	110.00
Library Fund	**- Total**	**412.37**

Library Fund   Library   Administration

Vendor Name	Payment Description	Transaction Amount
ACE HARDWARE	CAR SCRAPER/ICE HAMMER SB	30.58
ACE HARDWARE	CLAMLITE PLUG 2WIRE BLK	3.59
ACE HARDWARE	VARNISH POLY 8OZ	8.99
AMERICAN LIBRARY ASSOCIATION	TRUSTEE MEMBERSHIP DUES 9	67.00
AMERICAN LIBRARY ASSOCIATION	UNITED FOR LIBRARIES	55.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,154.98
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	264.84
BAKER & TAYLOR COMPANIES	AY-ADULT FICTION	230.02
BAKER & TAYLOR COMPANIES	AY-ADULT FICTION BOOKS	33.12
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,459.31
BAKER & TAYLOR COMPANIES	YA BOOKS	184.48
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	568.67
BAKER & TAYLOR CONTINUATION	CONTINUATION ACCT.	22.41
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	244.71
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS-CONT ACCT	199.82
BRIDGEALL LIBRARIES LIMITED	SUBSCRIPTION RENEW-3YR	5,000.00
BRODART COMPANY	BOOK-MISS BENSON'S BEETLE	14.60
BRODART COMPANY	NOVEL-LOVECRAFT COUNTRY	13.89
CDW GOVERNMENT INC	MAXWELL STEREO HEADBAND	444.00
CENGAGE LEARNING INC	CHRISTIAN FICTION BOOKS-4	97.46
CENGAGE LEARNING INC	CORE 8 PLAN BOOKS-6	153.69
CENGAGE LEARNING INC	JAN CORE 8 PLAN-6	150.69
CENGAGE LEARNING INC	LARGE PRINT BOOKS	241.41
CENGAGE LEARNING INC	LARGE PRINT BOOKS-3	70.50
CENGAGE LEARNING INC	LARGE PRINT BOOKS-8	212.17
CENGAGE LEARNING INC	LP BOOKS-ADULT	97.46
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	182.16
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS-2	45.75

Town of Normal Expenditures to be approved for Payments Between Dec 10, 2020 and Jan 20, 2021

Vendor Name	Payment Description	Transaction Amount
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
COMMUNICATION REVOLVING FUND	COMMUNICATION CHRGS-NPL	50.00
COMMUNICATION REVOLVING FUND	INTERNET COMM CHGS/LIB	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,166.72
DIVERSIFIED MECHANICAL INC	AIR HANDLER MAINT WORK	252.50
DIVERSIFIED MECHANICAL INC	HEAT & AC PREV MAINT WORK	740.35
DIVERSIFIED MECHANICAL INC	TEMP CONTROL 1/21-3/21	712.10
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOKS	1,310.60
ELM USA INC	PADS FOR 3D PRINTER	579.00
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
GARVEY LIBRARY CONSULTING	STRATEGIC PLANNING	2,362.50
HALL, L. SUZANNE	STRATEGIC PLANNING/LIB	2,362.50
HEARTLAND PARKING INC	SNOW REMOVAL/SALT 1/3/21	99.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT 12-16	30.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT-1/2/21	99.00
HF GROUP LLC	BINDERY/DIGICOVER	352.86
INFO USA MARKETING INC	USA PACKAGE 12/20-12/21	3,200.00
KROGER-INDY CUSTOMER CHARGES	MISC SUPPLIES-LIBRARY	60.73
KROGER-INDY CUSTOMER CHARGES	SUPPLIES FOR DISC CLEANER	34.63
LIBRARY MARKET	ANNUAL HOSTING/MAINT FEE	1,600.00
MENARDS	10'CORD/DOBIE PADS/BAGS	14.10
MENARDS	BATTERIES,BLADES,CLIP	14.95
MENARDS	CLASS 2 VESTS/LIB	32.89
MENARDS	DURACELL ALK D-8 PK	10.99
MENARDS	MISC.SUPPLIES-NPL	92.86
MIDWEST TAPE	AUDIO BOOK	13.99
MIDWEST TAPE	AUDIO BOOK-COPY THAT	11.99
MILLER JANITOR SUPPLY	PAPER TOWELS, HAND SOAP	367.26
NICHE ACADEMY LLC	ANNUAL SUBSCRIPTION RENEW	2,800.00
NICOR GAS	ENERGY USAGE	1,865.31
PIP PRINTING	NPL NAME TAGS-200	411.89
PURITAN SPRINGS WATER	WATER SERVS NPL-DEC20	53.57
SAMS CLUB	LIBRARY SUPPLIES	113.76
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	64.48
UNIQUE MANAGEMENT SERVICES INC	DEC20 PLACEMENTS	26.85
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS - 3	26.85
US BANK/P-CARD	1 CD and 10 DVDS.	165.89

Town of Normal Expenditures to be approved for Payments Between Dec 10, 2020 and Jan 20, 2021

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	3D Printer supplies - Fil	76.87
US BANK/P-CARD	4 DVDs - The New Mutants	79.96
US BANK/P-CARD	ALA Membership for John F	225.00
US BANK/P-CARD	Certificate of Operation	76.69
US BANK/P-CARD	Children's dept. program	23.92
US BANK/P-CARD	Creative Cloud Files Stor	9.99
US BANK/P-CARD	Credit for DVD not receiv	-59.84
US BANK/P-CARD	Credit for Ret. Snow Gear	-334.93
US BANK/P-CARD	Garment Rack (1)	92.87
US BANK/P-CARD	Gift Cards for NPL Board	174.99
US BANK/P-CARD	Holiday Movie - CHARLIE'S	9.99
US BANK/P-CARD	Holiday Music - CHRISTMAS	11.69
US BANK/P-CARD	Holiday Music - ON THIS W	14.15
US BANK/P-CARD	Live Chat for Dec. 2020	9.00
US BANK/P-CARD	Lysol Disinfecting Wipes	93.80
US BANK/P-CARD	Mobile Hotspot Repl. Batt	46.13
US BANK/P-CARD	Monthly fee	14.99
US BANK/P-CARD	New Audio book Rel. - PRO	174.42
US BANK/P-CARD	New DVD Rel. - AFTER WE C	19.99
US BANK/P-CARD	New DVD Rel. - AVA (4)	51.84
US BANK/P-CARD	New DVD Rel. - BROKEN HEA	59.97
US BANK/P-CARD	New DVD Rel. - BUDDY GAME	12.99
US BANK/P-CARD	New DVD Rel. - DEATH OF M	25.92
US BANK/P-CARD	New DVD Rel. - FAITH UNDE	12.96
US BANK/P-CARD	New DVD Rel. - MADE IN IT	41.97
US BANK/P-CARD	New DVD Rel. - PROXIMA (	27.98
US BANK/P-CARD	New DVD Rel. - SUMMERLAND	39.98
US BANK/P-CARD	New DVD Rel. - THE RELIC	38.88
US BANK/P-CARD	New DVD Rel. - THEN CAME	25.92
US BANK/P-CARD	New Foreign Rel. - PENINS	12.96
US BANK/P-CARD	New Music Rel. - BELIEVE	13.79
US BANK/P-CARD	New Music Rel. - HARMONY	12.99
US BANK/P-CARD	New Music Rel. - VERY BES	11.65
US BANK/P-CARD	New Rel. DVD - I MET A GI	26.58
US BANK/P-CARD	New Rel. DVD - IRISHMAN	59.96
US BANK/P-CARD	New Switch Games (5) and	324.92
US BANK/P-CARD	New TV Rel. - BETTER CALL	27.49
US BANK/P-CARD	New TV Rel. - C.B. STRIKE	18.50

Town of Normal Expenditures to be approved for Payments Between Dec 10, 2020 and Jan 20, 2021

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	New TV Rel. - Chicago P.D	24.10
US BANK/P-CARD	New TV Rel. - NEST (1)	27.99
US BANK/P-CARD	New TV Rel. - WESTWORLD	29.96
US BANK/P-CARD	New TV Rel. - YELLOWSTONE	19.96
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing Board	10.15
US BANK/P-CARD	Repl. - POWER S.5 (1)	15.01
US BANK/P-CARD	Repl. DVD - CHICAGO P.D.	12.95
US BANK/P-CARD	Replacement Book - COLDES	9.55
US BANK/P-CARD	Returned a planner- not n	-5.99
US BANK/P-CARD	Sign and Sing Storytime -	120.00
US BANK/P-CARD	Sign and Sing Storytime-	120.00
US BANK/P-CARD	Snow Gear for Facility De	908.79
US BANK/P-CARD	Soap Dispenser (2)	55.78
US BANK/P-CARD	Social Media Advertising	8.48
US BANK/P-CARD	supplies for children's p	26.30
US BANK/P-CARD	Supplies for children's s	41.82
US BANK/P-CARD	Thermal Roll 24 rolls per	685.00
US BANK/P-CARD	Video Conference 11-25-	14.99
US BANK/P-CARD	Website heat maps and ana	39.00
VERIZON WIRELESS	ACCT.#880398978-00001/REG	300.18
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.53
VERIZON WIRELESS - PA	AACT# 880398978-00001	349.71
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	17.65
WATTS COPY SYSTEMS, INC.	COPIES-COLOR/BW	590.62
WILCOX ELECTRIC & SERVICE INC	REPLACE 2X2 FIXTURES	222.50
Library Fund Library Administration - Total		41,997.46

Library Special Reserve   Library   Administration

Vendor Name	Payment Description	Transaction Amount
FELMLEY-DICKERSON CO	NPL RESTROOM RENOVATION	71,301.60
PRODUCT LLC	ACCESSIBLE RESTROOM PROJ	2,154.10
Library Special Reserve Library Administration - Total		73,455.70
Overall - Total		115,865.53

Director's Report
January 21, 2021

1.   **Monthly Financial Report**
      Revenue: The December operating revenues are down 2.55% compared to this time last year.
      Expenses: A report showing expenses totaling $115,865.53 from December 10 to January 20 is included in this packet. Two December payrolls totaled $139,901.27.

2.   **Circulation**
      We remained in curbside-only mode for the entire month of December. Total circulation for the month was 34,755, which is 10,586 less than the total for December 2019.

3.   **FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]**
      The only remaining item for the restrooms is replacement of the door hardware, for which we delivery on February 11. Alternative light fixtures were installed above each mirror, due to the specified fixtures not fitting correctly.

4.   **2021-2024 Strategic Planning Process**
      A draft plan is included in this packet. Our goal was to simplify the plan and keep it focused on our core objectives. We seek the Board's input as we prepare to move forward.

5.   **FY2021-FY2026 Budget Process**
      The library levy is projected to remain flat. The Town Council's Budget Review Work Session is scheduled to take place via Zoom on January 26 at 9:00 a.m. It will be broadcast live on the Town's YouTube channel.

6.   **Ongoing Used Book Sale**
      The ongoing used book sale remains on hold while we are in curbside-only mode.

7.   **Illinois State Public Library Per Capita Grant**
      The proposed FY2021 Per Capita Grant application is included in this packet.

8.   **Website Project**
      Our website usability evaluation is complete. We look forward to using information gained from this experience to help provide a cleaner, simpler site.

9.   **Digital Network Access Grant**
      The on-site portion of our Wi-Fi assessment has been completed. We are awaiting the report and recommendations regarding how to optimize our network. It is very likely we will be increasing the number of access points throughout the building, and adding at least one to our parking lot.

10.   **Winter Reading Challenge**
      The winter reading challenge for all ages is underway!

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

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o December 31, 2020

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	$ 3,845,800	$ 3,850,832	100.13	$ 3,900,560	(1.27)
State Replacement Taxes	107,000	94,220	88.06	114,302	(17.57)
State Library Aid	65,621	65,621	100.00	65,621	0.00
Fees	1,025	1,751	170.86	26,226	(93.32)
Fines	1,564	1,576	100.77	11,676	(86.50)
Investment Income	43,674	31,228	71.50	36,333	(14.05)
Contributions & Donations	200	75	37.50	2,225	(96.63)
Miscellaneous Revenue	7,000	6,958	99.40	1,154	502.97
Transfers	-		100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,071,884	4,052,263	99.52	4,158,097	(2.55)
LIBRARY REPLACEMENT FUND 222					
Investment Income	24,608	15,339	62.33	16,527	(7.19)
Miscellaneous Revenue	-	-	-	-	-
Transfers	58,121	46,160	79.42	142,192	(67.54)
Library Replacement Fund Total	82,729	61,498	74.34	158,719	(61.25)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	8,977	4,194	46.72	1,562	168.49
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	11,477	4,194	36.54	1,237,681	(99.66)
Total For All Funds	$ 4,166,090	$ 4,117,955	$ 210	$ 5,554,497	(25.86)

Town of Normal
Statement of Cash and Investment Balances
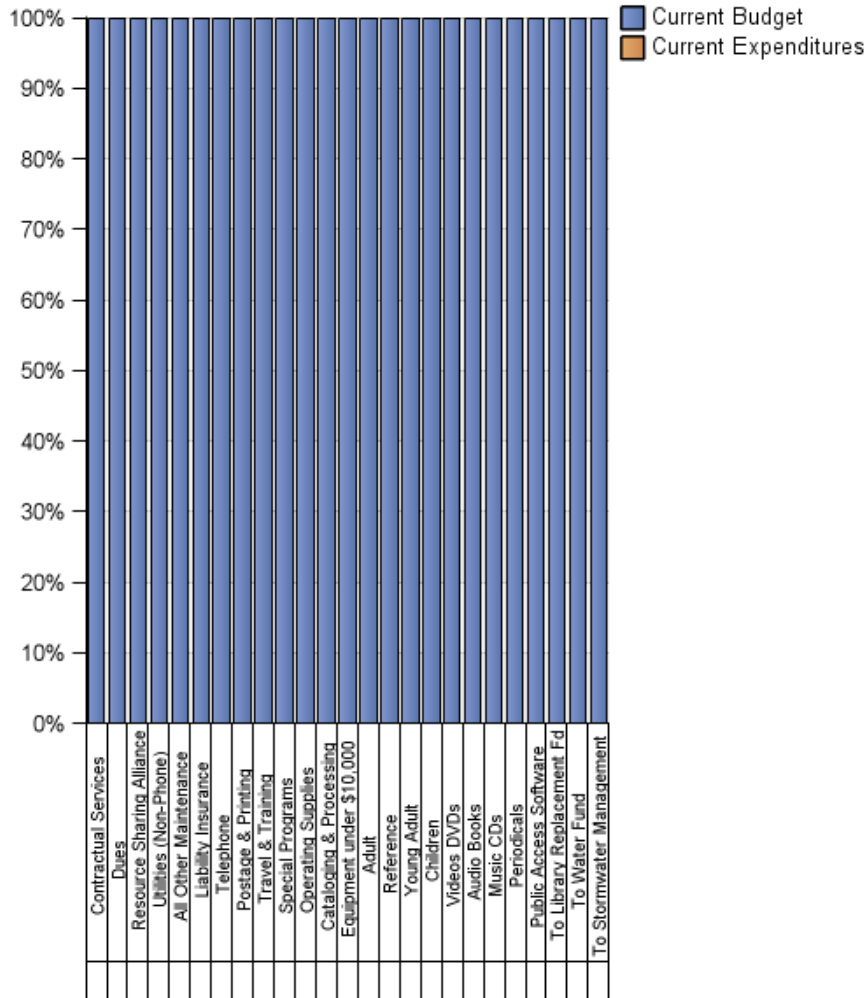## Library Funds
As of December 31, 2020

		As of December 31, 2020	As of March 31, 2019	Net Change
221	Library Fund	$ 4,259,638.50	$ 2,824,589.08	$ 1,435,049.42
222	Library Replacement Fund	$ 2,007,389.67	$ 2,187,836.95	$ (180,447.28)
223	Library Reserve Fund	$ 1,058,943.72	$ 1,230,680.13	$ (171,736.41)
	Totals	$ 6,267,028.17	$ 5,012,426.03	$ 1,254,602.14

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of December 31, 2020

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	$ 4,227,848	$ 2,414,969	$ 182,109	$ 1,630,770	$ 3,680,906	38.57
Library Fund Total	4,227,848	2,414,969	182,109	1,630,770	3,680,906	38.57
						-
LIBRARY REPLACEMENT FUND 222						-
Administration	393,903	203,833	-	190,070	293,372	48.25
Library Replacement Fund Total	393,903	203,833	-	190,070	293,372	48.25
						-
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	291,000	181,612	43,423	65,965	5,660	22.67
Library Special Revenue Fund Total	291,000	181,612	43,423	65,965	5,660	22.67
Total For All Funds	$ 4,912,751	$ 2,800,414	$ 225,532	$ 1,886,805	$ 3,979,938	38.41

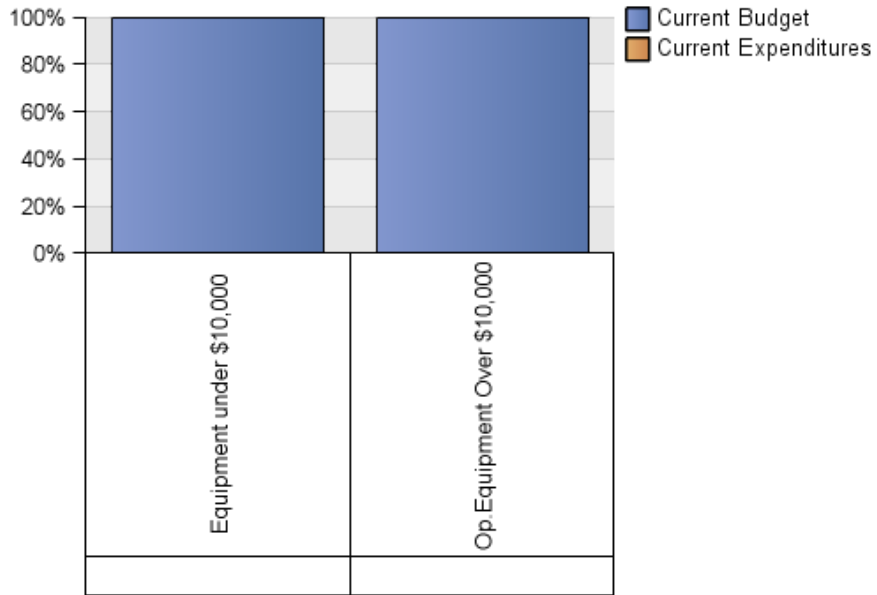# Budget to Actual Expenditures

Library - Administration (Library Fund)

Current Budget
Current Expenditures

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	$0.00	$83,062.39	$14,566.87	*$183,540.00*	*$85,910.74*	$113,540.00	47%	*$14,566.87*
			221-9010-455.20-20	Dues	$0.00	$2,484.00	$0.00	*$5,463.00*	*$2,979.00*	$5,463.00	55%	*$0.00*
			221-9010-455.24-10	Resource Sharing Alliance	$0.00	$65,243.00	$0.00	*$65,243.00*	*$0.00*	$65,701.00	0%	*$0.00*
			221-9010-455.25-10	Utilities (Non-Phone)	$0.00	$23,661.45	$0.00	*$35,000.00*	*$11,338.55*	$45,200.00	32%	*$0.00*
			221-9010-455.25-60	All Other Maintenance	$0.00	$59,181.22	$11,243.13	*$138,361.00*	*$67,936.65*	$68,361.00	49%	*$11,243.13*

| Account	Description							
221-9010-455.30-10	Liability Insurance	$0.00	$39,936.00	$0.00	$39,971.00	$35.00	$35,271.00	0%	$0.00
221-9010-455.30-15	Telephone	$0.00	$5,618.62	$200.00	$12,000.00	$6,181.38	$12,459.00	52%	$200.00
221-9010-455.30-25	Postage & Printing	$0.00	$14,621.03	$9,425.51	$25,000.00	$953.46	$25,363.00	4%	$9,425.51
221-9010-455.30-35	Travel & Training	$0.00	$699.34	$0.00	$8,000.00	$7,300.66	$16,458.00	91%	$0.00
221-9010-455.30-40	Special Programs	$0.00	$13,125.94	$1,274.45	$17,000.00	$2,599.61	$8,098.00	15%	$1,274.45
221-9010-455.35-10	Operating Supplies	$0.00	$35,116.80	$17,442.06	$70,000.00	$17,441.14	$43,906.00	25%	$17,442.06
221-9010-455.35-15	Cataloging & Processing	$0.00	$5,165.75	$5,700.82	$18,405.00	$7,538.43	$18,405.00	41%	$5,700.82
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	$0.00	$55,404.25	$27,305.21	$100,786.00	$18,076.54	$100,786.00	18%	$27,305.21
221-9010-455.36-15	Reference	$0.00	$5,213.38	$697.32	$6,000.00	$89.30	$6,000.00	1%	$697.32
221-9010-455.36-20	Young Adult	$0.00	$9,779.57	$2,661.43	$12,731.00	$290.00	$12,731.00	2%	$2,661.43
221-9010-455.36-25	Children	$0.00	$27,887.02	$40,621.07	$84,872.00	$16,363.91	$84,872.00	19%	$40,621.07
221-9010-455.37-15	Videos DVDs	$0.00	$10,530.59	$22,212.56	$42,436.00	$9,692.85	$42,436.00	23%	$22,212.56
221-9010-455.37-20	Audio Books	$0.00	$10,954.83	$15,719.59	$45,619.00	$18,944.58	$45,619.00	42%	$15,719.59
221-9010-455.37-30	Music CDs	$0.00	$2,274.74	$2,526.55	$6,365.00	$1,563.71	$6,365.00	25%	$2,526.55
221-9010-455.38-10	Periodicals	$0.00	$1,139.98	$10,512.00	$16,500.00	$4,848.02	$16,500.00	29%	$10,512.00
221-9010-455.38-20	Public Access Software	$0.00	$57,765.65	$0.00	$218,915.00	$161,149.35	$138,915.00	74%	$0.00
221-9010-455.92-22	To Library Replacement Fd	$0.00	$46,159.74	$0.00	$58,121.00	$11,961.26	$65,461.00	21%	$0.00
221-9010-455.95-02	To Water Fund	$0.00	$1,676.26	$0.00	$3,172.00	$1,495.74	$3,172.00	47%	$0.00
221-9010-455.95-10	To Stormwater Management	$0.00	$404.80	$0.00	$773.00	$368.20	$773.00	48%	$0.00
Summary		**0.00**	**577,106.35**	**182,108.57**	**1,215,273.00**	**456,058.08**	**982,855.00**	**0.38**	**182,108.57**

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

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

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)
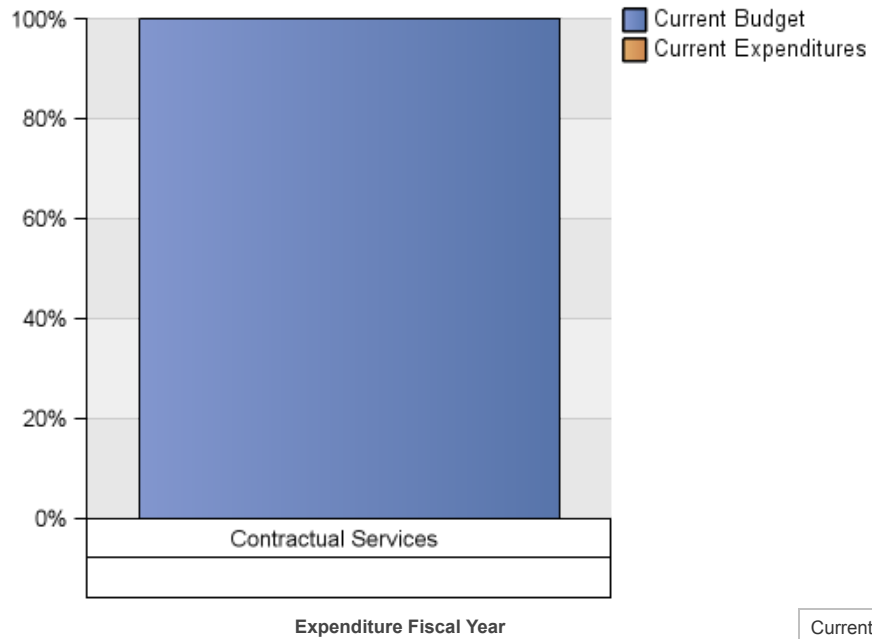
Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	*Current Budget*	*Variance*	Original Budget	% Remaining	*Exp + Enc*
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	$0.00	$181,611.86	$43,423.00	*$291,000.00*	*$65,965.14*	$1,000.00	23%	*$43,423.00*
			Summary		**0.00**	**181,611.86**	**43,423.00**	**291,000.00**	**65,965.14**	**1,000.00**	**0.23**	**43,423.00**

NPL Monthly Circulation Statistics

December 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	280,917	264,248	110,084	21,545	22,523	15,505
Videos *			1,205			260
Audios	8,097	8,109	2,998	662	763	370
Magazines	501	403	93	27	45	38
Other	230	265	53	19	25	6
Juvenile - Total	289,745	273,025	114,433	22,253	23,356	16,179
Teen						
Books	13,694	12,209	6,934	1,189	1,039	871
Audios*			80			34
Magazines	35	9	0	4	2	0
Teen - Total	13,729	12,218	7,014	1,193	1,041	905
Adult						
Books	95,759	87,086	44,817	8,815	8,762	7,268
Videos	32,225	26,776	12,031	3,533	3,045	1,934
Audios	22,406	20,139	5,311	2,289	2,002	750
Magazines	3,629	3,088	833	453	379	109
Other	10,402	10,424	1,749	922	1,110	290
Adult - Total	164,421	147,513	64,741	16,012	15,298	10,351
Digital Content						
eAudiobooks	10,945	16,829	28,189	1,288	1,566	2,510
eBooks	18,850	25,617	49,197	2,139	3,152	4,180
Magazines	562	970	3,633	90	103	313
Music	7,272	5,430	1,995	621	625	40
Streaming Video	957	1,411	3,564	101	200	277
Digital Content - Total	38,586	50,257	86,578	4,239	5,646	7,320
Total Circulation	506,481	483,013	272,766	43,697	45,341	34,755

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

NPL Collection Holdings

December 2020

	Beginning Total	Ending Total	Current Month Added (+)	Change	Year to Date Added (+)	Change
Juvenile						
Books	82,717	82,859	306	-164	3,251	-1,905
Videos	1,258	1,258	0	0	2	-2
Audios	2,491	2,504	18	-5	138	-20
Magazines	293	298	7	-2	103	-7
Other	129	128	0	-1	0	2
Juvenile - Total	86,888	87,047	331	-172	3,494	-1,932
Teen						
Books	5,817	5,886	35	34	423	-655
Audios	95	95	0	0	0	-80
Magazines	90	50	1	-41	15	-43
Teen - Total	6,002	6,031	36	-7	438	-778
Adult						
Books	54,308	54,637	349	-20	2,993	-4,460
Videos	16,186	16,230	54	-10	571	-858
Audios	13,382	13,437	59	-4	412	-1,867
Magazines	2,959	3,104	150	-5	1,296	-591
Other	2,149	2,183	13	21	94	11
Adult - Total	88,984	89,591	625	-18	5,366	-7,765
Total Collection	181,874	182,669	992	-197	9,298	-10,475

NPL Digital Content by Month

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

	8.20	9.20	10.20	11.20	12.20	
eRead Illinois						
eAudiobooks	1,260	1,406	1,214	1,173	1,226	
eBooks	1,735	1,482	1,530	1,622	1,766	
eRead Illinois Total	2,995	2,888	2,744	2,795	2,992	
Freading	11	12	22	10	8	
Hoopla						
eAudiobooks	751	785	720	766	701	
eBooks	391	532	535	548	526	
Movies/TV	177	165	197	268	181	
Music	55	52	43	48	40	
Hoopla Total	1,374	1,534	1,495	1,630	1,448	
Overdrive						
eAudio	635	603	547	530	583	
eBooks	2,184	2,021	1,847	1,714	1,880	
Overdrive Total	2,819	2,624	2,394	2,244	2,463	
Rbdigital						
eAudiobooks*	61	0	0	0	0	
Magazines	305	471	478	405	313	
Acorn TV views	150	153	138	39	91	
Great Courses views	3	2	1	4	5	
IndieFlix views	0	0	0	0	0	
Learn It Live views	0	0	0	0	0	
Stingray Qello views	0	0	10	2	0	
Streaming Views Total	153	155	149	45	96	
Totals						
eAudiobooks	2,707	2,794	2,481	2,469	2,510	
eBooks	4,310	4,035	3,912	3,884	4,180	
Magazines	305	471	478	405	313	
Music	55	52	52	58	40	
Streaming Video	330	320	337	315	277	

NPL Monthly Statistics

December 2020

Library Card Registration

	Registration - Fiscal Year 2021					
	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,896	58	(5,927)	29,027	33,618	30,749
Teen	3,512	-	(336)	3,176	3,278	3,046
Juvenile	9,285	2	(919)	8,368	8,438	7,537
Total	47,693	60	-7,182	40,571	45,334	41,332

Patron Count

	Current Month	Current YTD	FY20	FY19
Door Count	-	4,169		
Offsite programs (est)		-		
Year to Date Total		4,169	197,000	198,836

Interlibrary Loan and System Holds

	Current Month	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,852	16,418	10,732	9,388
Loaned	3,222	14,543	12,382	9,902
Reciprocal borrowing	5,118	27,575	142,291	157,366

Public PC Area

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

normalpl.org Site Statistics

December 2020

	Annual Totals			December		
	2018	2019	2020 YTD	2018	2019	2020
Site Views over time						
Pageviews	408,017	403,135	300,849	28,313	28,510	20,638
Unique Pageviews	318,741	317,185	242,443	22,079	22,291	16,911

Top Viewed Pages	2020
/	150,573
/books-more/ebooks-eaudiobooks	9,173
/databases	7,921
/services/my-account	6,433
/covid19	6,243
/curbit	6,207
/events/month	4,887
/summer	4,014
/books-more	3,794
/events/upcoming	3,419

Usage by Device	2020
Desktop	59.7%
Mobile	36.4%
Tablet	3.9%

Usage by Device	Dec
Desktop	57.7%
Mobile	38.7%
Tablet	3.6%

Top Viewed Pages	December 2020
/	11,472
/services/browser-pack	561
/curbit	550
/services/my-account	542
/books-more/ebooks-eaudiobooks	508
/databases	442
/events/month	329
/staff-picks	327
/books-more	299
/covid19	248
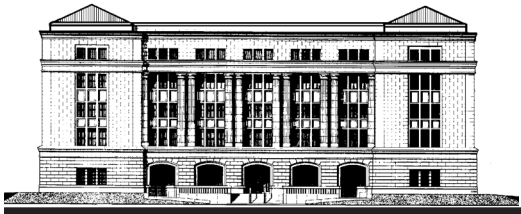
Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

    Preparer's Name: _____ _____
                  (First Name)   *(Last Name)*

    Preparer's Title: _____

    Preparer's Phone Number:_____

    Preparer's Email Address:_____

    By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.

- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* **(© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.
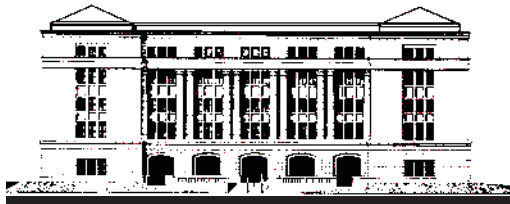
JESSE WHITE · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Per Capita Grant Expenditures Report
Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Normal Public Library   **City:** Normal

Control Number: 30498   **Branch Number:** 00

Fiscal Year: 2019   **Exact amount of Per Capita Grant received:** $65,621.25

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

☑ Materials *(materials for all ages, genres and formats, including electronic resources, books on tape,DVD's, CD's, etc.)*

FY2019 Illinois Public Library Per Capita Grant funds were used to purchase circulating materials including books, audio books and DVDs for all ages.

❏ Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

❏ Personnel

☑ Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

FY2019 Illinois Public Library Per Capita Grant funds were used to pay for participation in the Resource Sharing Alliance regional consortium - to enable resource sharing through reciprocal borrowing, system-wide holds and interlibrary loan.

❏ Continuing Education (staff and/or board)

❏ Supplies

Illinois Public Library Per Capita and Equalization Aid   Deadline – On or before January 15

Printed by authority of the State of Illinois. September 2016 – 1 – LD A 274.1

❏ Equipment (office equipment, computer software and hardware, etc.)

❏ Travel

❏ Public Relations (newsletters, media ads, etc.)

❏ Telecommunications (phone, fax, internet, cable, etc.)

❏ Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

❏ Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

❏ Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

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

      Strategy 1: Make the library convenient and easy to use.

      Strategy 2: Meet people where they are and meet their needs.

Priority 2: **Empower our team.**

      Strategy 1: Equip our team to succeed.

      Strategy 2: Encourage innovation and collaboration.

Priority 3: **Engage our community.**

      Strategy 1: Maximize awareness.

      Strategy 2: Foster meaningful connections.

Priority 4: **Optimize our resources.**

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

      Strategy 2: Advocate for alternative revenues to enable exceptional experiences for our community.