



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

**January 17, 2024 at 6 p.m.  
Normal Public Library Board 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, Capital Project]
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 20, 2023
  - B. Approval of Normal Public Library Expenditures for Payment as of January 11, 2024
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Library Card Policy (Discussion)
  - B. Freedom of Information Act (FOIA) Policy (Discussion)
  - C. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
9. UNFINISHED BUSINESS
  - A. Abatement Project Update
  - B. FY2024-FY2029 Budget Update
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: February 21, 2024
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meeting, work sessions and other events, as scheduled.

## Minutes of the Board of Trustees

### Normal Public Library

December 20, 2023

**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 20, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

**Members Present:** Beth Robb, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Ersland, Terry Lindberg

**Members Absent:** Dylan Hile-Broad

**Library Staff Present:** John Fischer, Library Director, Laura Golaszewski, Jennifer Williams

**Community Members Present:** None

1. **Review of the Agenda:** Next meeting date is 2024.
2. **President's Report:** Discussed NPL renovations with local representative, grant opportunity
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

**Foundation:** Fundraiser 12/9-12/10/23 at Destihl. Informal makerspace/craft meeting recently.

**Library Advocacy:** Met with LaHood.

**Library Planning:** Set to meet quarterly with town staff.

**Capital Project Committee:** No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of November 15, 2023**
  - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$241,837.05 for three payrolls, and \$53,409.05 for expenditures as of 12/14/2023 2023.**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ersland seconded.

Motion passed 6-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

No items were removed from the Omnibus Vote Agenda.

8. **NEW BUSINESS**

A. **Approval of Per Capita Grant Application (Action)**

Ms. Lane moved to approve the Per Capita Grant Application. Ms. Erslund seconded.

Motion passed 6-0.

B. **Materials Selection Policy (Action)**

Ms. Lane moved to approve the Materials Selection Policy with changes as discussed.  
Ms. Erslund seconded.

Motion passed 6-0.

C. **Electronic Meetings Policy (Action)**

Ms. Trunnell moved to approve the Electronic Meetings Policy as presented. Mr.  
Lindberg seconded.

Motion passed 6-0.

D. **Paid Leave Policy (Action)**

Ms. Lane moved to approve the Paid Leave Policy as presented. Ms. Trunnell seconded.

Motion passed 6-0.

9. **UNFINISHED BUSINESS**

A. Abatement Project Update

B. FY2024-FY2029 Budget Update

10. **Suggested Items for Next Agenda**

11. **Board Comments and Concerns**

12. **Next Meeting Date:** January 17, 2024

13. **Adjournment**

Ms. Robb adjourned the meeting at 7:14 pm.

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Secretary

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Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 12/15/2023-01/11/2024

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	181.00
US BANK/P-CARD	Adlt Prgm - Reading Chall	3,164.78
US BANK/P-CARD	All Ages Prgm - Game On!	50.96
US BANK/P-CARD	Chld Prgm - Sign and Sing	150.00
Library Fund	- Total	3,546.74

## Library Fund                      Library                      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	FAC-LANDSCAPE SUPPLIES	57.47
ACE HARDWARE	FASTENERS (QTY3)	1.95
AMERENIP	NOV 23 UTILITIES	507.81
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,191.78
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,258.37
BAKER & TAYLOR COMPANIES	YA BOOKS	348.01
BAKER & TAYLOR CONTINUATION	ADULT BOOKS - TRAVEL GDS	114.40
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	110.53
BLACKSTONE PUBLISHING	ADULT AUDIO BOOKS	38.95
BRIDGEALL LIBRARIES LIMITED	ESP - PUB ACCESS SOFTWARE	1,365.00
CAPSTONE	PUBLIC ACCESS: PEBBLEGO	1,399.00
CENGAGE LEARNING INC	ADULT BOOKS	726.52
CENGAGE LEARNING INC	ADULT BOOKS-LRG PRINT	46.50
CENGAGE LEARNING INC	ADULT BOOKS: LRG PRINT	48.38
CENTER POINT LARGE PRINT	ADULT BOOKS LRG PRINT	191.76
CENTER POINT LARGE PRINT	ADULT BOOKS-LRG PRINT	29.96
CENTER POINT LARGE PRINT	ADULT BOOKS: LRG PRINT	96.38
CIRBN, LLC	INTERNET	76.08
DEPT OF INNOVATION & TECHNOLOGY	COM CHRGS ACCT#T2220877	50.00
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHARGES	50.00
DIVERSIFIED MECHANICAL INC	FURNACE MAINT & FILTERS	718.56
DIVERSIFIED MECHANICAL INC	FURNACE REPAIR - ECM	997.39
DIVERSIFIED MECHANICAL INC	FURNACE REPAIR-ECM	871.93
EBSCO SUBSCRIPTION SERVICES	FIERO - PUB ACCESS SOFTWR	4,395.00
ELM USA INC	DISC CLEANER SUPPLIES	404.95
ELM USA INC	DISC CLEANING SUPPLIES	83.17
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H.A. Peine District Library	REIMB. FOR A DAMAGED BK-G	18.00
HARLAN VANCE COMPANY	STAFF SHIRTS	1,621.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/15/2023-01/11/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Henry Public Library	REIMB. FOR BK-STEEL LG PR	18.60
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	CONSULT	420.00
HR SOURCE	LEGAL SERVICES(STAFF POL)	250.00
INDIA FOR EVERYONE	CHILDREN'S BOOKS	310.29
INFO USA MARKETING INC	PUBLIC ACCESS: REF SOLUTI	3,200.00
J.D. POWER	REF, NADA STANDING ORDER	303.00
KAEB SANITARY SUPPLY INC	HAND SANITIZER	144.00
KANOPY INC	DIGITAL CONTENT	269.00
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOK	43.96
MIDWEST TAPE	DIGITAL CONTENT	6,060.82
ORKIN EXTERMINATING CO	MONTHLY SERVICE	95.18
OVERDRIVE, INC	DIGITAL CONTENT	1,935.40
PLAYAWAY PRODUCTS LLC	CHILDREN'S WONDERBOOKS	754.16
Quincy Public Library	REIMB. FOR LOST BK-WR WRL	13.99
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	682.79
REACHING ACROSS IL LIBRARY SYSTEM	PA BRAINFUSE RENEWAL	2,910.00
UNIQUE MANAGEMENT SERVICES INC	DEC CATALOGUE PLACEMENTS	129.00
US BANK/P-CARD	3D Printer Filament - Glo	27.99
US BANK/P-CARD	Adlt Prgm - Cricut Access	95.88
US BANK/P-CARD	Adlt Prgm - DIY Candle M	23.83
US BANK/P-CARD	Adlt Prgm - DIY Paint Pou	209.44
US BANK/P-CARD	Adlt Prgm - Take and Make	138.99
US BANK/P-CARD	Adult Book - Patron Reque	19.99
US BANK/P-CARD	Adult Books - Patron Requ	13.96
US BANK/P-CARD	ALA Membership Renewal -	232.00
US BANK/P-CARD	Art Supplies - Paint Mar	102.58
US BANK/P-CARD	Can Liners 16 gal (500)	59.86
US BANK/P-CARD	Children's Books (12)	109.19
US BANK/P-CARD	Chld Prgm - DIY Book Jar	15.78
US BANK/P-CARD	Chld Prgm - Winter Readin	30.00
US BANK/P-CARD	Chld Sect. - Disc Rm Toys	18.99
US BANK/P-CARD	DVD - Refund	-0.09
US BANK/P-CARD	DVD (1)	93.00
US BANK/P-CARD	DVD (4) - Refund	-32.12
US BANK/P-CARD	DVDs (1)	51.36
US BANK/P-CARD	DVDs (2)	273.42
US BANK/P-CARD	DVDs (3)	139.81
US BANK/P-CARD	DVDs (4)	79.84

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/15/2023-01/11/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FAC - Bulb Recycle (18)	13.50
US BANK/P-CARD	FAC - Can Liners 56 Gall	88.60
US BANK/P-CARD	FAC - Electronics Wipe Pa	126.09
US BANK/P-CARD	FAC - First Aid Kit (1)	23.99
US BANK/P-CARD	FAC - Handwash Antibacte	120.24
US BANK/P-CARD	FAC - Key Set for Mobilit	9.89
US BANK/P-CARD	FAC - LED (4)	63.92
US BANK/P-CARD	FAC - Paper Towels Rolls	194.12
US BANK/P-CARD	FAC - Period Products Ma	89.38
US BANK/P-CARD	FAC - Toilet Paper Rolls	88.49
US BANK/P-CARD	Files Storage for Graphic	9.99
US BANK/P-CARD	Food Supply - Lunch for M	82.48
US BANK/P-CARD	Game - Switch (1)	133.39
US BANK/P-CARD	Game - Switch (1) Refund	-73.40
US BANK/P-CARD	iPad Case - Return	-23.99
US BANK/P-CARD	iPad Case and Stand	70.53
US BANK/P-CARD	iPad Cases (2)	48.58
US BANK/P-CARD	iPad Cases (5)	79.95
US BANK/P-CARD	Music CD (1)	11.98
US BANK/P-CARD	Osmo - STEM Toy Base for	139.95
US BANK/P-CARD	Pgrm Supply - Foam Board	6.99
US BANK/P-CARD	Podcast Hosting	15.00
US BANK/P-CARD	Prgm - Outreach Supplies	93.60
US BANK/P-CARD	Subscription Renewal (1)	25.87
US BANK/P-CARD	Supplies - AccuCut Die Tr	65.00
US BANK/P-CARD	Supplies - Baby Wipes (81	20.42
US BANK/P-CARD	Supplies - Bulletin Board	33.97
US BANK/P-CARD	Supplies - Dell Pro Keybo	171.60
US BANK/P-CARD	Supplies - Holder Acryli	43.97
US BANK/P-CARD	Supplies - Hot Chocolate	45.98
US BANK/P-CARD	Supplies - Page Magnifier	24.55
US BANK/P-CARD	Supplies - Suggestion Box	26.99
US BANK/P-CARD	Supplies - Towel Bar for	14.99
US BANK/P-CARD	Supplies - USB Cable 20f	9.89
US BANK/P-CARD	Toilet Paper Rolls (12)	47.40
US BANK/P-CARD	Web Cameras (2)	87.97
VERIZON WIRELESS	NOV/DEC LIBRARY CELL PH	247.00
WALMART COMMUNITY BRC	COFFEE SUPPLIES	34.98

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/15/2023-01/11/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WALMART COMMUNITY BRC	COZY DRIVEIN CHILDREN SP	61.86
WALMART COMMUNITY BRC	DVDS-LIBRARY	631.55
WALMART COMMUNITY BRC	LOW BLOOD SUGAR PACKS	7.15
WALMART COMMUNITY BRC	OFFICE/COFFEE SUPPLIES	61.36
WATTS COPY SYSTEMS, INC.	COPY MACHINE IMG CHARGE	107.99
Library Fund	Library Administration - Total	41,374.42

### Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KAEB SANITARY SUPPLY INC	VACUUM	625.38
Library Replacement Fund	Library Administration - Total	625.38

### Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
STUDIO GC INC.	ABATEMENT & RENOVATION	72,211.03
Library Special Reserve	Library Administration - Total	72,211.03
<b>Overall - Total</b>		<b>117,757.57</b>

**Director's Report**  
**January 17, 2024**

**1. Monthly Financial Report**

**Revenue:** The December operating revenues were up 2.1% compared to this time last year.

**Expenses:** A report showing expenses totaling \$117,757.57 from December 15, 2023 to January 11, 2024 is included in this packet. Two payrolls (December 22, 2023 and January 5, 2024) totaled \$160,649.55.

**2. Circulation**

Total circulation for December was 58,309, down 2.7% from December 2022. Year to date, we are currently up 3.2%.

**3. FY2024-29 Budget**

The January 25 work session with Town Council has been canceled and moved to a work session tentatively planned to take place prior to the February 5 Council Meeting. I will share details as I learn them.

**4. Capital Project Update**

Funding is in the budget for debt service for this project. In addition, we are in the process of completing the Public Library Construction Grant application with the Illinois State Library, due in April. Room by room synopsis is complete and the bid call will be public on January 25. The Foundation is ramping up fundraising specifically for our project.

**5. FY2024 Per Capita Grant Application**

The FY2024 Illinois Public Library Per Capita Grant will be submitted prior to January 30, 2024. I am withholding submission until I receive confirmation for the Town of Normal population from the Secretary of State.

**6. Library Planning Committee**

Our Library Planning Committee meetings are scheduled this year for 1:30 pm on January 26, April 26, July 26, and October 25.

**7. Annual Certification**

Our 2024 Annual Certification was completed and submitted on January 3, 2024.

**8. Policy**

There are policies on the agenda tonight for review, any changes will be suggested for action at the February trustee meeting.





**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

0 9

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
<b>221-Library Fund</b>	<b>4,439,097.00</b>	<b>4,420,649.00</b>	<b>4,371,300.76</b>	<b>98.88%</b>	<b>4,280,820.20</b>	<b>2.11%</b>
31110-Property Tax	3,962,164.00	3,962,164.00	3,945,185.32	99.57%	3,897,482.01	1.22%
31530-State Replacement Revenue	357,600.00	300,100.00	256,433.05	85.45%	257,968.88	-0.60%
33260-State Grants	77,433.00	90,185.00	86,573.58	96.00%	81,540.38	6.17%
34720-Photocopy Fees	2,000.00	8,400.00	7,336.72	87.34%	6,778.95	8.23%
34750-Replacements Books/AV	3,500.00	4,800.00	4,281.79	89.20%	7,022.13	-39.02%
38210-Investment Income	36,000.00	50,000.00	67,575.69	135.15%	25,160.28	168.58%
38530-Donations	200.00	1,000.00	796.85	79.69%	1,355.00	-41.19%
38910-Miscellaneous	200.00	4,000.00	3,117.76	77.94%	3,512.57	-11.24%
<b>222-Library Replacement Fund</b>	<b>117,698.00</b>	<b>117,698.00</b>	<b>99,881.01</b>	<b>84.86%</b>	<b>71,929.67</b>	<b>38.86%</b>
38210-Investment Income	20,300.00	20,300.00	35,006.01	172.44%	13,717.67	155.19%
39192-Transfer From	97,398.00	97,398.00	64,875.00	66.61%	58,212.00	11.45%
<b>223-Library Special Reserve</b>	<b>9,900.00</b>	<b>34,500.00</b>	<b>26,841.35</b>	<b>77.80%</b>	<b>5,343.01</b>	<b>402.36%</b>
38210-Investment Income	7,400.00	32,000.00	26,841.35	83.88%	5,343.01	402.36%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,566,695.00</b>	<b>4,572,847.00</b>	<b>4,498,023.12</b>	<b>98.36%</b>	<b>4,358,092.88</b>	<b>3.21%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

0 9

April - December



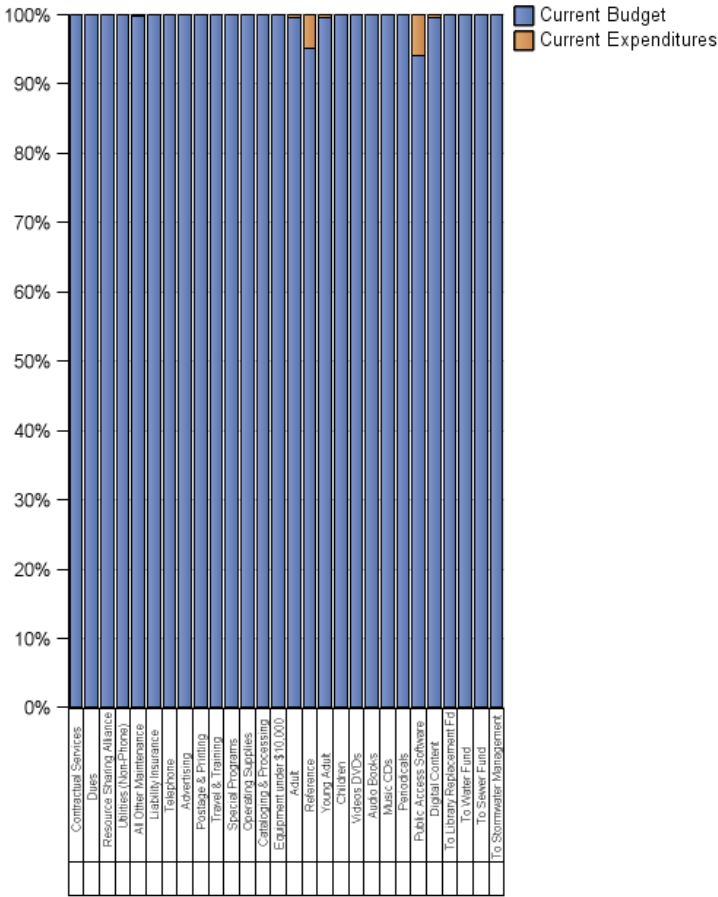
**Expense**

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
<b>221-Library Fund</b>	<b>4,362,783.00</b>	<b>4,937,989.00</b>	<b>2,677,627.24</b>	<b>200,744.58</b>	<b>2,878,371.82</b>	<b>2,059,617.18</b>	<b>2,442,621.33</b>	<b>41.71%</b>
10-Administration	4,362,783.00	4,937,989.00	2,677,627.24	200,744.58	2,878,371.82	2,059,617.18	2,442,621.33	41.71%
<b>222-Library Replacement Fund</b>	<b>89,280.00</b>	<b>1,729,280.00</b>	<b>19,583.31</b>	<b>0.00</b>	<b>19,583.31</b>	<b>1,709,696.69</b>	<b>71,097.96</b>	<b>98.87%</b>
10-Administration	89,280.00	1,729,280.00	19,583.31	0.00	19,583.31	1,709,696.69	71,097.96	98.87%
<b>223-Library Special Reserve</b>	<b>1,000.00</b>	<b>1,835,600.00</b>	<b>3,610.00</b>	<b>0.00</b>	<b>3,610.00</b>	<b>1,831,990.00</b>	<b>10,847.50</b>	<b>99.80%</b>
10-Administration	1,000.00	1,835,600.00	3,610.00	0.00	3,610.00	1,831,990.00	10,847.50	99.80%
<b>Total</b>	<b>4,453,063.00</b>	<b>8,502,869.00</b>	<b>2,700,820.55</b>	<b>200,744.58</b>	<b>2,901,565.13</b>	<b>5,601,303.87</b>	<b>2,524,566.79</b>	<b>65.88%</b>

### Budget to Actual Expenditures

Library - Administration (Library Fund )



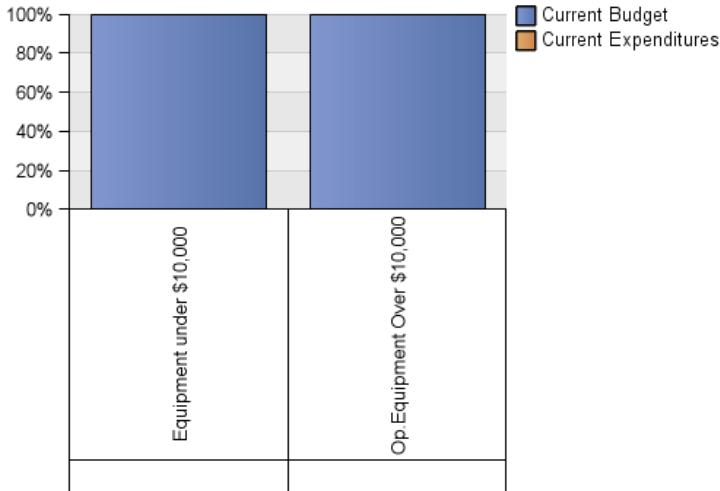
Expenditure Fiscal Year

Library Fund	Library	Administration	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
		<a href="#">221-9010-455.20-10</a>	\$129.00	\$76,562.62	\$17,956.48	\$133,515.00	\$38,866.90	\$133,515.00	29%	\$18,085.48
		<a href="#">221-9010-455.20-20</a>	\$0.00	\$2,132.00	\$0.00	\$5,970.00	\$3,838.00	\$5,970.00	64%	\$0.00
		<a href="#">221-9010-455.24-10</a>	\$0.00	\$70,606.00	\$394.00	\$70,850.00	(\$150.00)	\$70,850.00	0%	\$394.00
		<a href="#">221-9010-455.25-10</a>	\$0.00	\$30,166.98	\$30,446.26	\$93,000.00	\$32,386.76	\$93,000.00	35%	\$30,446.26
		<a href="#">221-9010-455.25-60</a>	\$145.95	\$37,480.27	\$12,765.10	\$73,000.00	\$22,608.68	\$73,000.00	31%	\$12,911.05
		<a href="#">221-9010-455.30-10</a>	\$0.00	\$49,917.00	\$0.00	\$49,917.00	\$0.00	\$48,609.00	0%	\$0.00
		<a href="#">221-9010-455.30-15</a>	\$0.00	\$4,628.35	\$2,579.41	\$10,274.00	\$3,066.24	\$10,197.00	30%	\$2,579.41
		<a href="#">221-9010-455.30-20</a>	\$0.00	\$4,930.00	\$0.00	\$15,000.00	\$10,070.00	\$15,000.00	67%	\$0.00
		<a href="#">221-9010-455.30-25</a>	\$0.00	\$17,375.57	\$12,567.69	\$30,218.00	\$274.74	\$21,218.00	1%	\$12,567.69
		<a href="#">221-9010-455.30-35</a>	\$0.00	\$3,307.17	\$0.00	\$12,485.00	\$9,177.83	\$12,485.00	74%	\$0.00

		<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$6,812.50	\$3,688.99	\$15,000.00	\$4,498.51	\$15,000.00	30%	\$3,688.99
		<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$0.00	\$27,620.98	\$13,720.89	\$65,000.00	\$23,658.13	\$65,000.00	36%	\$13,720.89
		<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$7,197.88	\$5,512.48	\$15,914.00	\$3,203.64	\$15,914.00	20%	\$5,512.48
		<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	\$268.65	\$51,166.86	\$18,689.40	\$80,000.00	\$9,875.09	\$96,870.00	12%	\$18,958.05
		<a href="#">221-9010-455.36-15</a>	Reference	\$303.00	\$3,220.69	\$891.01	\$6,000.00	\$1,585.30	\$6,000.00	26%	\$1,194.01
		<a href="#">221-9010-455.36-20</a>	Young Adult	\$65.19	\$5,587.98	\$7,096.83	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$7,162.02
		<a href="#">221-9010-455.36-25</a>	Children	\$0.00	\$62,835.35	\$16,986.88	\$92,742.00	\$12,919.77	\$92,742.00	14%	\$16,986.88
		<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$0.00	\$9,681.42	\$1,235.87	\$15,000.00	\$4,082.71	\$16,974.00	27%	\$1,235.87
		<a href="#">221-9010-455.37-20</a>	Audio Books	\$0.00	\$6,285.75	\$5,253.53	\$15,000.00	\$3,460.72	\$15,000.00	23%	\$5,253.53
		<a href="#">221-9010-455.37-30</a>	Music CDs	\$0.00	\$3,517.74	\$864.36	\$4,500.00	\$117.90	\$4,500.00	3%	\$864.36
		<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$3,106.24	\$11,156.20	\$18,030.00	\$3,767.56	\$18,030.00	21%	\$11,156.20
		<a href="#">221-9010-455.38-20</a>	Public Access Software	\$5,760.00	\$62,938.72	\$15,394.28	\$93,500.00	\$9,407.00	\$90,872.00	10%	\$21,154.28
		<a href="#">221-9010-455.39-10</a>	Digital Content	\$418.92	\$79,470.62	\$7,610.46	\$92,982.00	\$5,482.00	\$92,982.00	6%	\$8,029.38
		<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$73,105.48	\$0.00	\$97,398.00	\$24,292.52	\$97,398.00	25%	\$0.00
		<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$2,080.05	\$0.00	\$2,500.00	\$419.95	\$2,500.00	17%	\$0.00
		<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$0.00	\$529.45	\$0.00	\$600.00	\$70.55	\$600.00	12%	\$0.00
		<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$455.40	\$0.00	\$610.00	\$154.60	\$610.00	25%	\$0.00
Jan 12, 2024		<b>Summary</b>		<b>7,090.71</b>	<b>702,719.07</b>	<b>184,810.12</b>	<b>1,123,916.00</b>	<b>229,296.10</b>	<b>1,129,747.00</b>	<b>0.20</b>	<b>191,900.83</b>

### Budget to Actual Expenditures

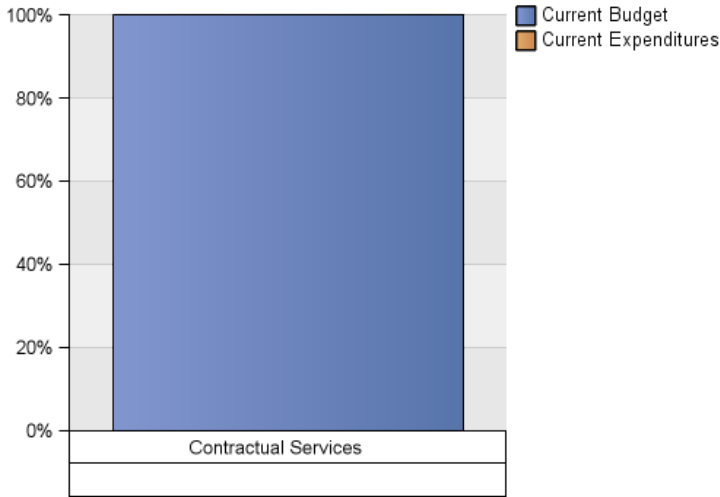
Library - Administration (Library Replacement Fund)



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	<a href="#">222-9010-455.35-80</a> Equipment under \$10,000	\$0.00	\$19,583.31	\$0.00	\$54,280.00	\$34,696.69	\$54,280.00	64%	\$0.00
			<a href="#">222-9010-455.75-10</a> Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	100%	\$0.00
			<b>Summary</b>	<b>0.00</b>	<b>19,583.31</b>	<b>0.00</b>	<b>89,280.00</b>	<b>69,696.69</b>	<b>89,280.00</b>	<b>0.78</b>	<b>0.00</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	\$75,821.03	\$0.00	\$1,835,600.00	\$1,759,778.97	\$1,000.00	96%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>75,821.03</b>	<b>0.00</b>	<b>1,835,600.00</b>	<b>1,759,778.97</b>	<b>1,000.00</b>	<b>0.96</b>	<b>0.00</b>

# NPL Circulation Statistics



## December 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
<b>Juvenile</b>						
Books	278,151	333,720	336,908	25,850	33,618	31,235
Videos	1,812	2,608	3,193	204	349	286
Audios	9,209	12,093	12,231	907	1,295	977
Magazines	220	836	273	48	526	22
Other	406	1,025	490	56	55	57
<b>Juvenile - Total</b>	<b>289,798</b>	<b>350,282</b>	<b>353,095</b>	<b>27,065</b>	<b>35,843</b>	<b>32,577</b>
<b>Teen</b>						
Books	12,698	13,003	12,935	1,277	1,022	1,105
Audios	54	64	66	4	1	6
Magazines	10	10	9	0	2	0
<b>Teen - Total</b>	<b>12,762</b>	<b>13,077</b>	<b>13,010</b>	<b>1,281</b>	<b>1,025</b>	<b>1,111</b>
<b>Adult</b>						
Books	93,112	105,611	108,483	9,168	10,834	10,751
Videos	28,799	36,841	37,406	3,997	4,478	4,268
Audios	10,430	11,783	10,733	1,202	1,249	972
Magazines	2,052	2,341	2,500	236	319	248
Other	7,056	10,618	11,686	873	871	1,171
<b>Adult - Total</b>	<b>141,449</b>	<b>167,194</b>	<b>170,808</b>	<b>15,476</b>	<b>17,751</b>	<b>17,410</b>
<b>Digital Content</b>						
eAudiobooks	14,408	18,324	25,026	1,620	2,166	3,001
eBooks	21,629	24,483	28,201	2,313	2,748	3,257
Magazines	1,408	1,141	2,437	154	127	505
Music	240	356	357	31	41	38
Streaming Video	2,724	2,268	2,897	202	262	366
Content Passes*		109	244		13	44
<b>Digital Content - Total*</b>	<b>40,409</b>	<b>46,681</b>	<b>59,162</b>	<b>4,320</b>	<b>5,357</b>	<b>7,211</b>
<b>Total Circulation*</b>	<b>484,418</b>	<b>577,234</b>	<b>596,075</b>	<b>48,142</b>	<b>59,976</b>	<b>58,309</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



## December 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,668	81,865	396	-1,199	3,723	-3,241
Videos	949	940	0	-9	0	-15
Audios	2,338	2,338	19	-19	155	-191
Magazines	286	295	9	0	109	-5
Other	121	121	0	0	4	-5
<b>Juvenile - Total</b>	<b>86,362</b>	<b>85,559</b>	<b>424</b>	<b>-1,227</b>	<b>3,991</b>	<b>-3,457</b>
<b>Teen</b>						
Books	4,548	4,360	49	-237	474	-1034
Audios	30	30	0	0	0	-5
Magazines	29	30	1	0	6	0
<b>Teen - Total</b>	<b>4,607</b>	<b>4,420</b>	<b>50</b>	<b>-237</b>	<b>480</b>	<b>-1039</b>
<b>Adult</b>						
Books	54,869	53,941	344	-1,272	2,904	-5,076
Videos	16,728	16,738	66	-56	553	-193
Audios	11,363	11,019	15	-359	140	-783
Magazines	2,230	2,075	114	-269	1046	-424
Other	2,240	2,145	3	-98	102	-174
<b>Adult - Total</b>	<b>87,430</b>	<b>85,918</b>	<b>542</b>	<b>-2,054</b>	<b>4,745</b>	<b>-6,650</b>
<b>Total Collection</b>	<b>178,399</b>	<b>175,897</b>	<b>1,016</b>	<b>-3,518</b>	<b>9,216</b>	<b>-11,146</b>

# NPL Digital Content by Month



Tracks the number of downloads or uses by month for our different digital content platforms.

	8.23	9.23	10.23	11.23	12.23	
<b>eRead Illinois</b>						
eAudiobooks	289	248	234	215	280	
eBooks	285	313	262	255	271	
<b>eRead Illinois Total</b>	<b>574</b>	<b>561</b>	<b>496</b>	<b>470</b>	<b>551</b>	
<b>Freanding</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>4</b>	
<b>Hoopla</b>						
eAudiobooks	1,551	1,445	1,468	1,464	1,528	
eBooks	755	769	765	902	825	
Movies/TV	113	90	106	142	101	
Music	49	34	39	35	38	
<b>Hoopla Total</b>	<b>2,468</b>	<b>2,338</b>	<b>2,378</b>	<b>2,543</b>	<b>2,492</b>	
<b>Kanopy</b>						
Individual Titles Plays	107	108	100	100	109	
Plays Through Passes	77	107	156	203	156	
<b>Kanopy Total Videos Played</b>	<b>184</b>	<b>215</b>	<b>256</b>	<b>303</b>	<b>265</b>	
<b>OverDrive</b>						
eAudio	983	1036	1118	1,136	1,193	
eBooks	2,116	1,919	2,082	1,991	2,157	
Magazines	171	237	462	514	505	
<b>OverDrive Total</b>	<b>3,270</b>	<b>3,192</b>	<b>3,662</b>	<b>3,641</b>	<b>3,855</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,823	2,729	2,820	2,815	3,001	
eBooks	3,157	3,002	3,109	3,152	3,257	
Magazines	171	237	462	514	505	
Music	49	34	39	35	38	
Streaming Video	297	305	362	445	366	
<b>Hoopla 7-day BingePasses</b>	<b>23</b>	<b>20</b>	<b>20</b>	<b>17</b>	<b>37</b>	
<b>Kanopy Passes</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>5</b>	<b>1</b>	
<b>OverDrive 7-Day Passes</b>	<b>3</b>	<b>7</b>	<b>6</b>	<b>2</b>	<b>6</b>	
<b>Total Passes</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>24</b>	<b>44</b>	



# NPL Monthly Statistics



December 2023

## Library Card Registration

### Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	20,971	199	-36	21,134	27,466	24,856
Teen	2,574	8	-63	2,519	3,330	3,037
Juvenile	8,661	16	-434	8,243	9,142	7,700
<b>Total</b>	<b>32,206</b>	<b>223</b>	<b>-533</b>	<b>31,896</b>	<b>39,938</b>	<b>35,593</b>

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	14,990	166,970	133,805	97,436

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,226	31,096	28,203	25,077
Loaned	2,566	26,567	27,325	26,329
Reciprocal borrowing	15,562	171,295	152,106	103,973

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	736	550	45	7,669
Public Laptops	46	53	69	769
<b>Totals</b>	<b>782</b>	<b>605</b>	<b>46</b>	<b>8,438</b>

# normalpl.org Site Statistics



## December 2023

	Annual Totals Year to Date			December		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
<b>Views &amp; Sessions</b>						
Pageviews	238,655	307,461	327,999	26,468	30,463	37,212
Sessions	127,820	154,235	165,020	14,567	14,857	17,139

### Top Viewed Pages FY 2024

/	148,946
/events/upcoming	25,827
/events/month	9,418
/learning-resources	6,664
/employment	4,430
/summerreading	3,398
/challenges	3,112
/download-stream	2,373
/website-search	2,181
/books	2,133

### Usage by Device FY 2024

Desktop	50.9%
Mobile	47.5%
Tablet	1.6%

### Top Viewed Pages December 2023

/	19,415
/events/upcoming	2,422
/events/month	834
/learning-resources	687
/challenges	679
/event/arctic-explorers-27288	549
/events/month/2024/01	416
/employment	387
/event/arctic-explorers-27289	306
/website-search	243

### Usage by Device Dec 2023

Desktop	49.5%
Mobile	48.7%
Tablet	1.8%

## Normal Public Library—Library Card Policy

Free library cards are available to all residents of and/or property owners in the Town of Normal. Individuals must present photo identification and verification of their current address. Acceptable forms of photo identification and proof of address include driver's license, state ID, passport or green card. Other acceptable proof of address include utility bill, signed lease agreement, personalized checks, proof of property ownership in the Town of Normal, postmarked mail (within last 30 days), and proof of current residency in a residence hall.

### **Minors**

A parent or legal guardian's signature is required for any one under the age of eighteen to acquire a library card. By signing the registration form, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred and children's access of content in any form.

### **Patron Responsibilities**

Account holders agree to obey all the rules and regulations of Normal Public Library, to pay promptly all fees charged to the account, and to provide immediate notice to library staff of any change of address and/or contact information.

Library staff are authorized to bill cardholders for lost, missing and/or damaged items, and to contract with a collection agency to collect on delinquent accounts. Items with a missing or damaged piece will be charged full replacement cost. All lost, missing, and/or damaged items will be billed a full replacement cost **plus a processing fee**. Accounts with an aggregate value of \$200 or more not resolved via the collections process may be reported to the Normal Police Department and pursued via (720 ILCS 5/16-3).

**A patron may use only their library card (user ID) for computer access. Use of a library card (or user ID) other than one's own is prohibited.**

### **Organizations and Businesses**

Organizations and businesses located within the corporate limits of the Town of Normal may obtain a free library card for users authorized by the organization or business. The organization or business must sign a registration form to acknowledge that they are liable and financially responsible for all transactions charged to each library card it has authorized, including, but not limited to, charges for overdue, lost, or damaged materials. Accounts for organizations and businesses must be approved by library management.

### **Non-Residents**

Non-residents living in areas unserved by a public library may purchase a non-resident library card at the public library located within the non-resident's school district (per State of Illinois guidelines).

Non-residents must present acceptable photo identification (see above) and verification of address. The non-resident fee will be calculated annually.

Residents of areas served by a public library - such as Bloomington - must first establish an account at her or his home public library prior to creating an account at Normal Public Library.

#### *Resource Sharing Alliance*

Normal Public Library is a member of the Resource Sharing Alliance. Normal Public Library's account

holders may use their cards at any other public library within the Resource Sharing Alliance, including those in Hudson, Towanda, Carlock, Danvers, and Heyworth. Library card holders from any of the other public libraries in the Resource Sharing Alliance may also use their library cards at the Normal Public Library.

### **Lost Cards**

Lost or stolen library cards must be reported immediately to library staff. There is no charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

*Approved by the Board of Trustees of Normal Public Library on March 24, 2010; Amended January 28, 2015; August 26, 2015; May 29, 2019; February 15, 2023.*

## Normal Public Library—Board Policy on The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY 2021-22 is \$4,414,697.00. Funding sources are property taxes, fees, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,935,164.00. Current year tax rate is 0.43367.
  - D. The office is located at 206 W. College Avenue, Normal, IL, 61761.
  - E. We have approximately the following number of persons employed:
    1. Full-time: 22 (including 3 vacancies)
    2. Part-time: 43
  - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees, which meets monthly on the third Wednesday of the month, at 6:00 PM, in the Community Room of the Normal Public Library.
  - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulas (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
- II. You may request the information and the records available to the public in the following manner:
  - A. Use request form. (see attached)
  - B. Your request form should be directed to John Fischer, FOIA officer.
  - C. You must indicate whether you have a “commercial purpose” in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual cost of copying color copies and other sized copies will be charged.
  - F. If records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in

which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

- G. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. You may appeal the decision of the FOIA officer to the President of the Normal Public Library Board of Trustees.
- J. The place and times where the records will be available are as follows:  
By appointment between 9:00 A.M. to 5:00 P.M., Monday through Friday, Normal Public Library, Administrative Offices.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Monthly Receipts and Disbursement Reports
- C. Operating Budgets
- D. Minutes of the Board of Trustees, Committees
- E. Library Policies, including Materials Selection
- F. Adopted Ordinances and Resolutions of the Board
- G. Monthly and Annual Statistical Reports

*Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023.*