



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

**January 18, 2023 at 6 p.m.  
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA  
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
  - A. Approval of the Minutes of the Regular Board Meeting of December 21, 2022
  - B. Approval of the Minutes of the Special Board Meeting of December 28, 2022
  - C. Approval of Normal Public Library Expenditures for Payment as of January 11, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Meeting Space Policy Review (Action)
  - B. Executive Session: [5 ILCS 120/2(c)(5)] Land Sale/Land Acquisition
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
  - A. Director Annual Performance Review
  - B. 2022 Annual Report
11. Board Comments and Concerns
12. Next Meeting Date: February 15, 2023
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 21, 2022**

**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 21, 2022. The meeting convened at 5:15 pm, President Beth Robb, presiding.

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

**Members Absent:** Lynda Lane

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

**Community Members Present:** Pam Reece, Brian Day, Lynn Pott; Ms. Reece and Mr. Day left after Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale, Ms. Potts left after Executive Session: [5 ILCS 120/2(c)(1)] Personnel

1. **Review of the Agenda: New Business: Executive Items A & B switched in order to allow members of the public to exit after presenting.**
2. **President's Report:** Ms. Robb thanked those who submitted signatures and petitions to run in the April 2023 Library Board election.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** No report.

**Library Advocacy:** No report.

**Library Planning:** 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 16, 2022**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$142,931.34 for two payrolls, and \$31,497.62 for expenditures as of December 14, 2022.**

Mr. Lindberg 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. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale**

**B. Executive Session: [5 ILCS 120/2(c)(1)] Personnel**

Ms. Davis moved to enter Executive Session at 5:19 pm. Ms. Ersland seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Present

Jd Davis – Present

Erin Ripley-Gataric – Present

Lynda Lane – Absent

Amy Ersland – Present

Terry Lindberg – Present

The Board invited Mr. Fischer, Ms. Potts, Mr. Day, and Ms. Reece to the Executive Session at 5:19 pm to discuss Land Acquisition/Land Sale, and exited at 5:35pm for the Board to continue Executive Session items. Ms. Potts, Ms. Williams, Ms. Shoults, and Ms. Golaszewski entered the Executive Session at 5:36pm to discuss Personnel, and exited Executive session with the Board at 6:24 pm.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Present

Jd Davis - Present

Erin Ripley-Gataric - Present

Lynda Lane – Absent

Amy Ersland – Present

Terry Lindberg - Present

The Board exited Executive Session and returned to the Regular Meeting at 6:24 pm.

**C. FY2023 Illinois Public Library Per Capita Grant Application (Action)**

Ms. Robb asked for more current numbers on the amount of space needed for the different areas of the Library, with the emphasis that the Library is at minimum 50,000 square feet short of the space required for patron traffic and programming.

Mr. Lindberg moved to approve that Mr. Fischer submit the FY2023 Illinois Public Library Per Capita Grant Application. Ms. Ripley-Gataric seconded.

Motion passed 6-0.

**9. UNFINISHED BUSINESS**

None

**10. Suggested Items for Next Agenda**

Vote on new NPL Director

Plan official announcement for new NPL Director

Spotlight on chosen NPL policy or staff highlights

**11. Board Comments and Concerns**

**12. Next Meeting Date:** Special meeting date: 12:00 pm December 28, 2022

**13. Adjournment**

Ms. Robb adjourned the meeting at 6:38 pm.

---

Secretary

---

Date

**Minutes of the Board of Trustees  
Normal Public Library  
December 28, 2022**

**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 28, 2022. The meeting convened at 12:00 pm, President Beth Robb, presiding.

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

**Members Absent:** Amy Ersland

**Library Staff Present:** John Fischer, Interim Library Director, Jennifer Williams

**Community Members Present:** Mateusz Janik, Pantagraph

1. **Review of the Agenda:** No Changes
2. **Public Comment:** None

3. **NEW BUSINESS**

**A. Appointment of Library Director (Action)**

Mr. Lindberg moved to approve John Fischer to the Library Director position at an annual salary of \$133,843.22. Ms. Ripley-Gataric seconded.

Board members shared appreciation for those who assisted with the search, and to Mr. Fischer for his participation and acceptance of the position.

Motion passed 6-0.

**B. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale**

No additional information was provided, so there was no need to move into Executive Session.

4. **Next Meeting Date:** January 18, 2023

5. **Adjournment**

Ms. Robb adjourned the meeting at 12:05 pm.

---

Secretary

---

Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 12/22/2022-01/11/2023

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Adult Reading Challenge -	207.00
US BANK/P-CARD	Candy Canes for GAME ON	20.00
US BANK/P-CARD	Gift Card for Adult Readi	25.00
US BANK/P-CARD	Grand Prizes for Adult Re	435.04
US BANK/P-CARD	Sign and Sing Story time	150.00
<b>Library Fund</b>	<b>- Total</b>	<b>837.04</b>

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	2,140.31
BAKER & TAYLOR COMPANIES	ADULT BOOK	61.42
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,519.37
BAKER & TAYLOR COMPANIES	ADULT BOOKS (6)	97.25
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,412.89
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	9.54
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	442.45
BAKER & TAYLOR CONTINUATION	ACT/TRAVEL STUDY GUIDES-6	111.45
BLACKSTONE PUBLISHING	AUDIOBOOKS (11)	412.35
BLACKSTONE PUBLISHING	BOCD (6)	209.58
BLACKSTONE PUBLISHING	REPL.DISC-BOCD SANTA CRUZ	7.95
BLACKSTONE PUBLISHING	REPLACE BOCD-KILLER YEAR	14.94
BRODART COMPANY	S DVD PAK WITH STRIP-500	845.00
CENGAGE LEARNING INC	AMISH FICTION BOOKS (3)	72.72
CENGAGE LEARNING INC	DEC CORE 8 PLAN (3)	84.72
CENGAGE LEARNING INC	DEC WHEELER WESTERN 2PLAN	41.23
CENGAGE LEARNING INC	LRG PRINT DIST.PLAN 6	23.24
CENTER POINT LARGE PRINT	ADULT BOOKS	61.49
CHEMBERLY HARRIS	PROGRAM/PLANT BASED COOKI	125.00
CIRBN, LLC	INTERNET SRVS-JAN23	76.08
DEPT OF INNOVATION & TECHNOLOGY	COMM.CHARGES-NOV22	50.00
ELM USA INC	FILTER/PADS YLW,GRN,BLK	681.99
FINDAWAY WORLD LLC	CHILDREN'S WONDERBOOKS-18	792.15
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SNOW REMOVAL 12/22,12/23	135.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT12/26,27	110.00
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	EMAILS/CALLS 11/8,11/9	380.00
INTERSTATE ALL BATTERY CENTER	COMPUTER BACK-UP	52.60

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/22/2022-01/11/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KROGER-INDY CUSTOMER CHARGES	MISC. LIBRARY SUPPLIES	235.26
MCCARTHY PIANO LLC	PIANO TUNING ON 1/5/2023	100.00
MENARDS	MAINT.SUPPLIES	36.26
MILLER JANITOR SUPPLY	ROLL TOWELL/TOILET PAPER	256.25
NEWSBANK INC	PUBLIC ACCESS SOFTWARE	6,250.00
OVERDRIVE, INC	DIGITAL CONTENT	1,152.55
SAMS CLUB	MISC.SUPPLIES/PROGRAMS	179.22
UNIQUE MANAGEMENT SERVICES INC	DEC PLACEMENTS (11)	118.25
US BANK/P-CARD	2 Mobile Hotspots and 12	1,170.00
US BANK/P-CARD	Adult Books for Literacy	453.00
US BANK/P-CARD	Adult Books Patron Req. -	42.48
US BANK/P-CARD	ALA Membership - LAURA WI	205.00
US BANK/P-CARD	ALA Subject Webinar for S	79.00
US BANK/P-CARD	ALA-PLA Membership Dues f	236.00
US BANK/P-CARD	Annual Data Service Plans	1,920.00
US BANK/P-CARD	AV Labels - Color Coding	20.97
US BANK/P-CARD	Bluetooth Speakers and Ca	79.74
US BANK/P-CARD	Button Maker	51.44
US BANK/P-CARD	Circuit Tools - Scoring S	9.99
US BANK/P-CARD	Circut Annual Standard Ac	95.88
US BANK/P-CARD	DELL Wireless Mouse (3)	49.87
US BANK/P-CARD	Diaper Genie Refill Bags	29.28
US BANK/P-CARD	Diaper Pail Filters (2)	11.98
US BANK/P-CARD	Disinfectant Wipes 4 Refi	101.98
US BANK/P-CARD	Food for Director Intervi	101.19
US BANK/P-CARD	Gift Card to buy supplies	100.00
US BANK/P-CARD	Holiday Music - CHRISTMAS	8.98
US BANK/P-CARD	Holiday Music - SANTA BAB	10.99
US BANK/P-CARD	Hot Chocolate Spoons	60.22
US BANK/P-CARD	Hot chocolate spoons	60.90
US BANK/P-CARD	Library Media Mail - ILL	3.32
US BANK/P-CARD	Lunch for Library Directo	68.04
US BANK/P-CARD	New Documentary on DVD -	11.39
US BANK/P-CARD	New DVD Rel. - 5-25-77 (	27.98
US BANK/P-CARD	New DVD Rel. - AINBO: SPI	27.98
US BANK/P-CARD	New DVD Rel. - CHRISTMAS	19.98
US BANK/P-CARD	New DVD Rel. - EMILY THE	32.37
US BANK/P-CARD	New DVD Rel. - LOST ILLUS	22.99

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/22/2022-01/11/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - ORIGINS OF	13.99
US BANK/P-CARD	New DVD Rel. - PLAYING TH	32.98
US BANK/P-CARD	New DVD Rel. - POWER OF T	59.96
US BANK/P-CARD	New DVD Rel. - R.I.P.D 2:	12.95
US BANK/P-CARD	New DVD Rel. - SLASH-BACK	13.99
US BANK/P-CARD	New DVD Rel. - TWIN (1)	13.99
US BANK/P-CARD	New Foreign Rel. on DVD -	18.99
US BANK/P-CARD	New Holiday Movie - SEE Y	50.97
US BANK/P-CARD	New Nintendo Switch Game	29.38
US BANK/P-CARD	New TV Rel. - ANIMAL KING	29.99
US BANK/P-CARD	New TV Rel. - BETTER CALL	25.19
US BANK/P-CARD	New TV Rel. - DISCOVERY O	31.99
US BANK/P-CARD	New TV Rel. - REACHER S.1	19.59
US BANK/P-CARD	New TV Rel. - RECIPES FOR	34.99
US BANK/P-CARD	New TV Rel. - STAR TREK:	29.96
US BANK/P-CARD	Nintendo Switch Game - AT	29.99
US BANK/P-CARD	NPL For All App - Hosting	1,000.00
US BANK/P-CARD	Office Supplies for Staff	33.97
US BANK/P-CARD	Olive Oil for DIY Scented	76.44
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - Adult Books	40.45
US BANK/P-CARD	Planners and Office Suppl	43.69
US BANK/P-CARD	Play Sand for ENCANTO PRO	9.56
US BANK/P-CARD	PlayStation 4 Game - ATAR	39.99
US BANK/P-CARD	PlayStation 4 Game - DRAG	20.51
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for Mailing	2.16
US BANK/P-CARD	Replacements - Stylus Pen	115.71
US BANK/P-CARD	Replacements Parts for Li	112.65
US BANK/P-CARD	Supplies - Craft Weeding	49.86
US BANK/P-CARD	Supplies - Pack of 6 Colo	13.89
US BANK/P-CARD	Supplies for ART SPARKS	107.81
US BANK/P-CARD	Supplies for Children's M	76.96
US BANK/P-CARD	Supplies for Children's P	343.31
US BANK/P-CARD	Supplies for DIY Mason Ja	65.87
US BANK/P-CARD	Supplies for DIY Scented	35.95
US BANK/P-CARD	Supplies for Library of T	24.89
US BANK/P-CARD	Supplies for Vision Board	18.59



## Report to Receive and File Town of Normal Expenditures for Payment as of 12/22/2022-01/11/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Webinar	1,149.00
VERIZON WIRELESS	ACCT# 880398978-00001/REG	246.30
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.26
WALMART COMMUNITY BRC	MISC.SUPPLIES-LIBRARY	1,284.27
WILCOX ELECTRIC & SERVICE INC	CHANGED BALLAST/SOCKET	170.00
WILCOX ELECTRIC & SERVICE INC	RETROFIT LIGHTS TO LED	153.08
Library Fund	Library                      Administration                      - Total	29,236.53
<b>Overall - Total</b>		<b>30,073.57</b>

**Director's Report  
January 18, 2023**

**1. Monthly Financial Report**

**Revenue:** The December operating revenues were up .75% compared to this time last year.

**Expenses:** A report showing expenses totaling \$30,073.57 from December 22, 2022 to January 11, 2023 is included in this packet. Two payrolls (December 23 and January 6) totaled \$140,113.62.

**2. Circulation**

Total circulation for December was 59,976 up 19.7% from December 2021.

**3. 2023 Minimum Wage Increase**

The Illinois minimum wage increased to \$13 per hour on January 1. Leadership has envisioned a path forward to align all future wage increases to our FY, as is the schedule for merit and/or COLA increases for full time staff. The Normal Public Library aims to maintain a competitive wage and employ competent, skilled, and motivated staff to serve our community.

**4. FY2023 Per Capita Grant**

The FY2023 Per Capita Grant application was submitted on January 9 along with the FY2021 Expenditures Report.

**5. FY2023 Annual Certification**

The FY2023 Illinois State Library Annual Certification was submitted on January 6.

**6. FY2023 ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey**

The FY2023 ILLINET Interlibrary Loan (ILL) & Reciprocal Borrowing Statistical Survey was submitted on January 6.

**7. 2023 Legislative Meet-up**

ILA is still planning on having Legislative Meet-ups this year. What is confirmed is that the meet-ups will be virtual and in February. Once everything has been set, ILA will share the information in the *ILA Alert* and online.

**8. Meeting Space Policy**

The community has interest in once again using our community spaces as in the past. This updated policy is on the agenda tonight for your review and approval. Spaces like our community room and board room have only been purposed for library use since 2020.



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

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>4,153,862.00</b>	<b>4,153,862.00</b>	<b>4,136,388.85</b>	<b>99.58%</b>	<b>4,105,719.72</b>	<b>0.75%</b>
31110-Property Tax	3,935,164.00	3,935,164.00	3,792,556.40	96.38%	3,837,594.14	-1.17%
31530-State Replacement Revenue	101,000.00	101,000.00	231,451.77	229.16%	143,712.72	61.05%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	87,433.08	-6.74%
34720-Photocopy Fees	2,000.00	2,000.00	5,889.65	294.48%	4,769.83	23.48%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	4,314.16	-38.25%
38210-Investment Income	34,365.00	34,365.00	17,694.15	51.49%	25,123.12	-29.57%
38530-Donations	200.00	200.00	1,080.00	540.00%	2,665.00	-59.47%
38910-Miscellaneous	200.00	200.00	3,512.57	1756.29%	107.67	3162.35%
<b>222-Library Replacement Fund</b>	<b>96,978.00</b>	<b>96,978.00</b>	<b>42,214.93</b>	<b>43.53%</b>	<b>48,581.16</b>	<b>-13.10%</b>
38210-Investment Income	19,362.00	19,362.00	9,874.93	51.00%	14,109.63	-30.01%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	34,471.53	-6.18%
<b>223-Library Special Reserve</b>	<b>9,563.00</b>	<b>9,563.00</b>	<b>3,665.09</b>	<b>38.33%</b>	<b>5,192.99</b>	<b>-29.42%</b>
38210-Investment Income	7,063.00	7,063.00	3,665.09	51.89%	5,192.99	-29.42%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,260,403.00</b>	<b>4,260,403.00</b>	<b>4,182,268.87</b>	<b>98.17%</b>	<b>4,159,493.87</b>	<b>0.55%</b>



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

0

9

April - December

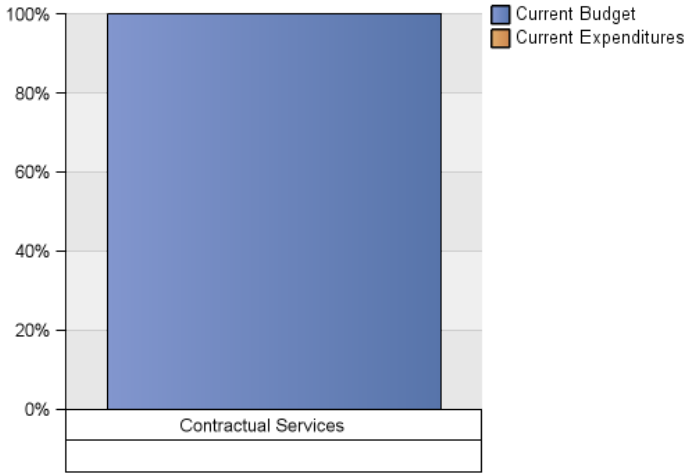
Expense

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>4,158,400.00</b>	<b>4,164,462.00</b>	<b>2,030,512.93</b>	<b>195,856.84</b>	<b>2,226,369.77</b>	<b>1,938,092.23</b>	<b>3,687,175.26</b>	<b>46.54%</b>
10-Administration	4,158,400.00	4,164,462.00	2,030,512.93	195,856.84	2,226,369.77	1,938,092.23	3,687,175.26	46.54%
<b>222-Library Replacement Fund</b>	<b>396,225.00</b>	<b>396,225.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>71,097.96</b>	<b>325,127.04</b>	<b>48,170.64</b>	<b>82.06%</b>
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	48,170.64	82.06%
<b>223-Library Special Reserve</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>10,847.50</b>	<b>289,152.50</b>	<b>72,224.06</b>	<b>96.38%</b>
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	72,224.06	96.38%
<b>Total</b>	<b>4,854,625.00</b>	<b>4,860,687.00</b>	<b>2,112,458.39</b>	<b>195,856.84</b>	<b>2,308,315.23</b>	<b>2,552,371.77</b>	<b>3,807,569.96</b>	<b>52.51%</b>

## Budget to Actual Expenditures

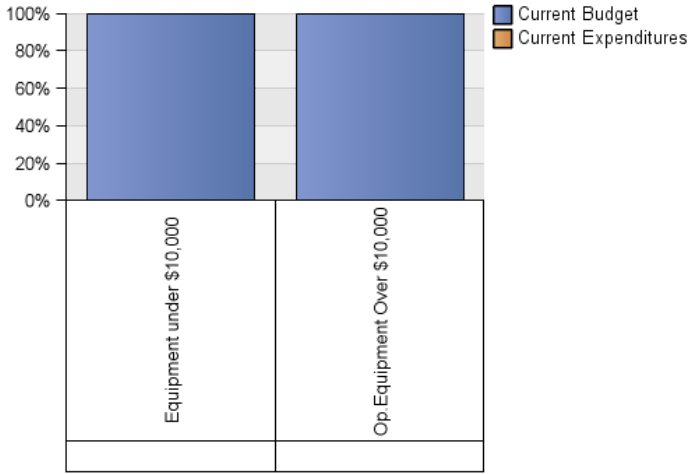
Library - Administration (Library Special Reserve )



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	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>300,000.00</b>	<b>289,152.50</b>	<b>300,000.00</b>	<b>0.96</b>	<b>0.00</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	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			<a href="#">222-9010-455.75-10</a> Op. Equipment Over \$10,000	\$0.00	\$41,943.54	\$0.00	\$125,000.00	\$83,056.46	\$125,000.00	66%	\$0.00
			<b>Summary</b>	<b>0.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>396,225.00</b>	<b>325,127.04</b>	<b>396,225.00</b>	<b>0.82</b>	<b>0.00</b>



Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$6,206.45	\$63,433.97	\$21,560.15	\$126,898.00	\$35,697.43	\$129,626.00	28%	\$27,766.60
--------------	---------	----------------	------------------------------------	----------------------	------------	-------------	-------------	--------------	-------------	--------------	-----	-------------

<a href="#">221-9010-455.20-20</a>	Dues	\$75.00	\$740.00	\$0.00	\$5,796.00	\$4,981.00	\$5,796.00	86%	\$75.00
<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$67,631.00	\$0.00	\$67,631.00	\$0.00	\$66,890.00	0%	\$0.00
<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$4,233.15	\$24,115.52	\$0.00	\$53,000.00	\$24,651.33	\$42,000.00	47%	\$4,233.15
<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$670.04	\$10,405.42	\$12,418.48	\$72,000.00	\$48,506.06	\$72,000.00	67%	\$13,088.52
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$46,219.00	\$0.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$0.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$550.34	\$3,581.15	\$641.36	\$10,197.00	\$5,424.15	\$9,270.00	53%	\$1,191.70
<a href="#">221-9010-455.30-20</a>	Advertising	\$449.00	\$4,639.99	\$0.00	\$15,000.00	\$9,911.01	\$15,000.00	66%	\$449.00
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$1,671.98	\$14,946.81	\$1,838.08	\$20,600.00	\$2,143.13	\$20,600.00	10%	\$3,510.06
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$2,667.57	\$4,736.02	\$0.00	\$12,240.00	\$4,836.41	\$12,240.00	40%	\$2,667.57
<a href="#">221-9010-455.30-40</a>	Special Programs	\$1,005.72	\$17,491.94	\$1,241.25	\$19,500.00	(\$238.91)	\$15,000.00	-1%	\$2,246.97
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$8,200.17	\$19,074.15	\$9,574.87	\$66,606.00	\$29,756.81	\$64,000.00	45%	\$17,775.04
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$819.09	\$5,162.86	\$7,465.78	\$15,450.00	\$2,002.27	\$15,450.00	13%	\$8,284.87
<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	\$4,315.30	\$42,969.89	\$24,162.18	\$94,048.00	\$22,600.63	\$94,048.00	24%	\$28,477.48
<a href="#">221-9010-455.36-15</a>	Reference	\$499.00	\$2,110.05	\$1,455.95	\$6,000.00	\$1,935.00	\$6,000.00	32%	\$1,954.95
<a href="#">221-9010-455.36-20</a>	Young Adult	\$887.19	\$5,513.92	\$6,248.89	\$13,506.00	\$856.00	\$13,506.00	6%	\$7,136.08
<a href="#">221-9010-455.36-25</a>	Children	\$2,715.26	\$29,844.43	\$42,241.78	\$90,041.00	\$15,239.53	\$90,041.00	17%	\$44,957.04
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$1,566.31	\$8,821.19	\$5,573.75	\$16,480.00	\$518.75	\$16,480.00	3%	\$7,140.06
<a href="#">221-9010-455.37-20</a>	Audio Books	\$427.52	\$4,971.25	\$8,630.21	\$15,027.00	\$998.02	\$15,000.00	7%	\$9,057.73
<a href="#">221-9010-455.37-30</a>	Music CDs	\$288.42	\$2,114.21	\$2,187.01	\$4,500.00	(\$89.64)	\$4,500.00	-2%	\$2,475.43
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$3,690.07	\$10,198.07	\$17,505.00	\$3,616.86	\$17,505.00	21%	\$10,198.07
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$266.67	\$37,196.26	\$19,219.62	\$82,400.00	\$25,717.45	\$82,400.00	31%	\$19,486.29
<a href="#">221-9010-455.39-10</a>	Digital Content	\$5,592.45	\$45,705.92	\$28,946.63	\$96,099.00	\$15,854.00	\$96,099.00	16%	\$34,539.08
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$6,468.00	\$45,276.00	\$0.00	\$77,616.00	\$25,872.00	\$77,616.00	33%	\$6,468.00



<a href="#">221-9010-455.95-02</a>	To Water Fund	\$129.73	\$1,349.98	\$0.00	\$2,500.00	\$1,020.29	\$3,365.00	41%	\$129.73
<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$34.95	\$367.45	\$0.00	\$600.00	\$197.60	\$600.00	33%	\$34.95
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$354.20	\$0.00	\$610.00	\$205.20	\$773.00	34%	\$50.60
<b>Summary</b>		<b>49,789.91</b>	<b>512,462.65</b>	<b>203,604.06</b>	<b>1,049,069.00</b>	<b>283,212.38</b>	<b>1,029,796.00</b>	<b>0.27</b>	<b>253,393.97</b>

# NPL Circulation Statistics



## December 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
<b>Juvenile</b>						
Books	110,084	278,151	333,720	15,505	25,850	33,618
Videos	1,205	1,812	2,608	260	204	349
Audios	2,998	9,209	12,093	370	907	1,295
Magazines	93	220	836	38	48	526
Other	53	406	1,025	6	56	55
<b>Juvenile - Total</b>	<b>114,433</b>	<b>289,798</b>	<b>350,282</b>	<b>16,179</b>	<b>27,065</b>	<b>35,843</b>
<b>Teen</b>						
Books	6,934	12,698	13,003	871	1,277	1,022
Audios	80	54	64	34	4	1
Magazines	0	10	10	0	0	2
<b>Teen - Total</b>	<b>7,014</b>	<b>12,762</b>	<b>13,077</b>	<b>905</b>	<b>1,281</b>	<b>1,025</b>
<b>Adult</b>						
Books	44,817	93,112	105,611	7,268	9,168	10,834
Videos	12,031	28,799	36,841	1,934	3,997	4,478
Audios	5,311	10,430	11,783	750	1,202	1,249
Magazines	833	2,052	2,341	109	236	319
Other	1,749	7,056	10,618	290	873	871
<b>Adult - Total</b>	<b>64,741</b>	<b>141,449</b>	<b>167,194</b>	<b>10,351</b>	<b>15,476</b>	<b>17,751</b>
<b>Digital Content</b>						
eAudiobooks	14,500	14,408	18,324	1,526	1,620	2,166
eBooks	26,870	21,629	24,483	2,814	2,313	2,748
Magazines	3,619	1,408	1,141	313	154	127
Music	1,981	240	356	40	31	41
Streaming Video	3,550	2,724	2,268	277	202	262
Content Passes*			109			13
<b>Digital Content - Total*</b>	<b>50,520</b>	<b>40,409</b>	<b>46,681</b>	<b>4,970</b>	<b>4,320</b>	<b>5,357</b>
<b>Total Circulation*</b>	<b>236,708</b>	<b>484,418</b>	<b>577,234</b>	<b>32,405</b>	<b>48,142</b>	<b>59,976</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



## December 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,023	82,222	367	-168	3,101	-4,628
Videos	956	956	0	0	1	-7
Audios	2,352	2,359	18	-11	228	-282
Magazines	253	156	5	-102	116	-245
Other	119	119	0	0	0	-7
<b>Juvenile - Total</b>	<b>85,703</b>	<b>85,812</b>	<b>390</b>	<b>-281</b>	<b>3,446</b>	<b>-5,169</b>
<b>Teen</b>						
Books	5,109	5,186	41	36	474	-423
Audios	35	35	0	0	0	-3
Magazines	28	20	0	-8	10	-18
<b>Teen - Total</b>	<b>5,172</b>	<b>5,241</b>	<b>41</b>	<b>28</b>	<b>484</b>	<b>-444</b>
<b>Adult</b>						
Books	54,734	55,326	370	222	2,923	-2,233
Videos	16,219	16,368	98	51	689	-153
Audios	12,055	12,078	13	10	214	-1997
Magazines	2,046	1,483	131	-694	1220	-1780
Other	2,202	2,210	3	5	151	-50
<b>Adult - Total</b>	<b>87,256</b>	<b>87,465</b>	<b>615</b>	<b>-406</b>	<b>5,197</b>	<b>-6,213</b>
<b>Total Collection</b>	<b>178,131</b>	<b>178,518</b>	<b>1,046</b>	<b>-659</b>	<b>9,127</b>	<b>-11,826</b>

# NPL Digital Content by Month



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

	8.22	9.22	10.22	11.22	12.22	
<b>eRead Illinois</b>						
eAudiobooks	267	285	316	264	295	
eBooks	302	307	315	224	240	
<b>eRead Illinois Total</b>	<b>569</b>	<b>592</b>	<b>631</b>	<b>488</b>	<b>535</b>	
<b>Freeding</b>						
	6	5	22	6	7	
<b>Hoopla</b>						
eAudiobooks	1,105	1,079	1,169	1,148	1,106	
eBooks	682	635	758	741	708	
Movies/TV	152	147	124	124	129	
Music	38	27	45	43	41	
<b>Hoopla Total</b>	<b>1,977</b>	<b>1,888</b>	<b>2,096</b>	<b>2,056</b>	<b>1,984</b>	
<b>Kanopy</b>						
Individual Titles Plays	70	68	71	64	71	
Plays Through Passes	33	44	69	48	62	
<b>Kanopy Total Videos Played</b>	<b>103</b>	<b>112</b>	<b>140</b>	<b>112</b>	<b>133</b>	
<b>OverDrive</b>						
eAudio	771	726	716	717	765	
eBooks	1,898	1,703	1,778	1,740	1,793	
Magazines	120	76	157	105	127	
<b>OverDrive Total</b>	<b>2,789</b>	<b>2,505</b>	<b>2,651</b>	<b>2,562</b>	<b>2,685</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,143	2,090	2,201	2,129	2,166	
eBooks	2,888	2,650	2,873	2,711	2,748	
Magazines	120	76	157	105	127	
Music	38	27	45	43	41	
Streaming Video	255	259	264	236	262	
<b>Hoopla 7-day BingePass</b>						
hoopla Magazines	4	1	4	3	3	
The Great Courses	1	1	2	3	3	
Curiosity Stream	2	2	0	1	2	
Hellosaurus	0	0	0	0	0	
<b>Kanopy Passes</b>						
Kids Play	1	1	1	2	0	
Series Play (TGC)	2	4	1	1	2	
<b>OverDrive 7-Day Passes</b>						
The Great Courses	1	0	0	0	0	
IndieFlix	0	1	0	0	2	
Stingray Qello	0	0	1	0	0	
Craftsy	0	2	1	0	1	
<b>Total Passes</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>13</b>	

# NPL Monthly Statistics



December 2022

## Library Card Registration

### Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	27,466	142	-3	27,605	24,990	29,027
Teen	3,330	4	0	3,334	3,038	3,176
Juvenile	9,142	10	-5	9,147	7,711	8,368
<b>Total</b>	<b>39,938</b>	<b>156</b>	<b>-8</b>	<b>40,086</b>	<b>35,739</b>	<b>40,571</b>

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	12,988	133,805		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>133,805</b>	<b>97,436</b>	<b>4,169</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,030	28,203	25,077	20,270
Loaned	2,692	27,325	26,329	17,765
Reciprocal borrowing	17,347	152,106	103,973	32,693

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	-	-	-	6
Adult	714	559	47	7,054
Public Laptop	62	71	69	449
Quick-Use	-	-	-	-
<b>Totals</b>	<b>776</b>	<b>631</b>	<b>49</b>	<b>7,509</b>

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

# normalpl.org Site Statistics



## December 2022

	Annual Totals Year to Date			December		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
<b>Site Views over time</b>						
Pageviews	203,385	238,655	307,461	20,638	26,468	30,463
Unique Pageviews	165,834	191,882	252,087	16,911	21,759	24,834
<b>Sessions</b>	110,757	127,820	154,235	12,101	14,567	14,857

### Top Viewed Pages FY 2023

/	136,449
/events/upcoming	9,049
/events/month	7,430
/summerreading	4,443
/employment	3,450
/learning-resources	3,120
/events/upcoming?page=1	3,061
/challenges	2,256
/download-stream	2,061
/form/library-account-application	2,040

### Usage by Device FY 2023

Desktop	51.1%
Mobile	47.0%
Tablet	1.9%

### Top Viewed Pages December 2022

/	13,138
/events/upcoming	1,103
/events/month	680
/events/upcoming?page=1	422
/challenges	398
/event/polar-express-experience-11	349
/learning-resources	329
/events/month/2023/01	323
/event/scented-mason-jar-candle-diy-0	286
/event/polar-express-experience-13	264

### Usage by Device Dec 2022

Desktop	52.8%
Mobile	45.5%
Tablet	1.7%

# draft

## Meeting Space Policy

The Normal Public Library has a variety of spaces available for public gatherings of a civic, cultural, or educational character, but may not be used for meetings which are for social or commercial purposes. No rental fee will be charged for the use of a room. Permission to use library meeting rooms does not constitute in any way an endorsement by the library of an organization or its activities or the viewpoints expressed by the participants in any meeting. Making this facility available is a service that the library renders, with the following provisions:

1. Library sponsored activities will be given priority.
2. All meetings must be free and open to the public. No admission or other fees may be charged to individuals attending meetings or programs; no donations may be required; no fundraising may take place; no products or services may be advertised, solicited or sold without express permission from the library.
3. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner. If the meeting coordinator anticipates a security concern due to their meeting, the meeting coordinator is required to inform the library at least 7 days in advance of the meeting date.
4. Light refreshments may be served with prior approval of the library director or designee. Meals are not allowed in library meeting spaces.
5. Candles, open flames, smoking, and alcohol are prohibited.
6. Library staff may provide limited assistance with library equipment upon request, but meeting room users are responsible for their own equipment. The library is not responsible for equipment, supplies, materials or other items owned by a community group that are used by that group within the library.
7. Children's groups may use meeting room spaces with adult supervision.
8. Groups may not exceed the maximum allowed by fire and safety code regulations for each space.
9. All groups must be out of any library meeting room fifteen minutes prior to closing time. We schedule no more than 45 days in advance and there is a minimum of 7 day's notice. A group may not use a meeting room more than once a month.
10. Any meeting room is not considered reserved until Library staff has approved and confirmed the reservation.
11. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category. All groups using NPL facilities must comply with regulations of the Americans with Disabilities Act (ADA), and are responsible for providing qualified interpreters or auxiliary aids upon request.
12. The library is not responsible for any ticketing or towing of vehicles resulting from illegal parking by persons attending meetings held at the library.

13. Library staff are not available to direct, assist, or address inquiries from attendees about any non-library sponsored event or meeting.
14. The group making the reservation is responsible for room set-up and cleanup. Chairs and tables should be lifted to avoid damage to library flooring. Any damage to library equipment, materials, or facilities are the responsibility of the group, and the group will be billed accordingly.
15. The Normal Public Library Code of Conduct extends to all persons in the library, including those using the meeting rooms. We expect everyone to treat all people and property with respect. The library reserves the right to determine whether any person is in violation of this policy and to require that person to leave the library. The library reserves the right to decline meeting room requests that do not align with its policies.
16. All publicity must contain a disclaimer stating the meeting or program is not sponsored by Normal Public Library.

**The director of the library is authorized to deny permission to use the meeting space to any group that violates any provisions of the meeting space policy.**

**The Board of Trustees of the Normal Public Library will review the Meeting Space Policy and regulations periodically, and reserves the right to amend them at any time. The Board authorizes the Director to waive regulations under appropriate circumstances. The Director or designee is empowered to make decisions regarding the availability and use of the library meeting rooms. The Director may delegate authority to approve meeting room applications.**

**Any appeals for changes to or exceptions to any portion of the Meeting Room Policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Director in writing. The Director will respond in writing.**

*Approved by the Board of Trustees of Normal Public Library: July 28, 2010; Amended January 18, 2023.*