



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

**March 15, 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 January 18, 2023
 - B. Approval of the Minutes of the Regular Board Meeting of February 15, 2023
 - C. Approval of Normal Public Library Expenditures for Payment as of March 8, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Abatement Project Update
 - B. 2022 Annual Report
 - C. Decennial Committees on Local Government Efficiency Act, Public Act 102-1088
 - D. Director's Goals FY2024
 - E. Executive Session [5 ILCS 120/2(c)(21)]: Approval/Six-Month Review of Executive Session Minutes (Action)
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: April 16, 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
January 18, 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, January 18, 2023. The meeting convened at 6:00 pm, Vice President Katelyn Trunnell, presiding.

Members Present: Katelyn Trunnell, Vice President, Jd Davis, Secretary, Amy Ersland, Erin Ripley-Gataric, Lynda Lane, Terry Lindberg

Members Absent: Beth Robb, President

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

Community Members Present:

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Trunnell thanked the staff and patrons.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: Ms. Ripley-Gataric attended the most recent Foundation meeting. They completed their 2022 audit, and are seeking direction from the Board for moving forward. Ms. Lane asked if they received responses from the letters they sent out recently, and learned that one business replied.

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 December 21, 2022**
 - B. **Approval of the Minutes of the Regular Board Meeting of December 28, 2022**
 - C. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$140,113.62 for two payrolls, and \$30,073.57 for expenditures as of January 11, 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. **Meeting Space Policy Review (Action)**

Mr. Fischer provided an amended, legally-reviewed policy to the Board, and detailed the differences between this document and the former policy. He specified that this policy does not cover the two-person meeting pods, and that a separate policy would be created for these.

Ms. Ripley-Gataric moved to approve the amended Meeting Space Policy. Mr. Lindberg seconded. Motion passed 6-0.

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

Ms. Davis moved to enter Executive Session at 6:26pm. Ms. Ripley-Gataric seconded.

Roll Call to enter Executive Session:

Beth Robb – Absent
Katelyn Trunnell – Present
Jd Davis – Present
Erin Ripley-Gataric – Present
Lynda Lane – Present
Amy Erslund – Present
Terry Lindberg – Present

The Board invited Mr. Fischer to the Executive Session at 6:26pm to discuss Land Acquisition/Land Sale.

Roll Call to Exit Executive Session:

Beth Robb – Absent
Katelyn Trunnell - Present
Jd Davis - Present
Erin Ripley-Gataric - Present
Lynda Lane – Present
Amy Erslund – Present
Terry Lindberg - Present

The Board and Mr. Fischer exited Executive Session and returned to the Regular Meeting at 6:52 pm.

9. UNFINISHED BUSINESS

None

10. Suggested Items for Next Agenda

Director Annual Performance Review
2022 Annual Report

11. Board Comments and Concerns

12. Next Meeting Date: February 15, 2023

13. Adjournment

Ms. Trunnell adjourned the meeting at 6:52 pm.

Secretary

Date

**Minutes of the Board of Trustees
Normal Public Library
February 15, 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, February 15, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Amy Ersland, Erin Ripley-Gataric, Terry Lindberg

Members Absent: JD Davis, Katelyn Trunnell, Lynda Lane

Library Staff Present: Laura Golaszewski, Jennifer Williams

Library Staff Absent: John Fischer, Library Director

Community Members Present: none

1. **Review of the Agenda:** Item 13 of January minutes should read “Ms. Trunnell adjourned the meeting at 6:52 pm.”
2. **President’s Report:** Ms. Robb thanked staff and patrons, congratulated Ms. Golaszewski on new position.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: Ms. Robb and Mr. Fischer met with Lynn Potts to discuss future plans.

Library Advocacy: No report.

Library Planning: No report.

5. **Library Director’s Report:** Presented by Ms. Robb.

6. **OMNIBUS VOTE AGENDA**

A. **Approval of the Minutes of the Regular Board Meeting of January 18, 2023**

B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$143,821.95 for two payrolls, and \$55,499.43 for expenditures as of February 8, 2023.**

Mr. Lindberg moved to approve Item B on the Omnibus Vote Agenda, Ms. Robb seconded.

Motion passed 4-0.

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

Item A was removed.

8. **NEW BUSINESS**

- A. **Abatement Project Update**
Postponed until March meeting.
- B. **2022 Annual Report**
- C. **FOIA Policy Review (Action)**

Ms. Ersland moved to approve, seconded by Mr. Lindberg.

Motion passed 4-0.

D. Library Card Policy (Action)

Mr. Lindberg moved to approve, seconded by Ms. Ersland.

Motion passed 4-0.

E. Director's Goals FY2024

Discussion postponed until March meeting.

10. Suggested items for the Next Agenda

A. Executive Session: Approval/Six-Month Review of Executive Session Minutes

B. Policy Review

9. Board Comments and Concerns

10. Next Meeting Date: March 15, 2023

11. Adjournment

Ms. Ersland motioned to adjourn the meeting , Ms. Ripley seconded. Meeting adjourned at 6:28 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 02/09/2023-03/08/2023

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	218.00
US BANK/P-CARD	Cabin Fever - 4oz disposb	56.28
US BANK/P-CARD	Gift Card for Adult Readi	25.00
US BANK/P-CARD	iROBOT ROOT BRICK TOP (6	119.94
US BANK/P-CARD	Program - Sign and Sing	150.00
US BANK/P-CARD	Programs - sign and sing	150.00
Library Fund	- Total	719.22

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	SUPPLIES	22.00
AMERICAN LIBRARY ASSOCIATION	ALA/PLA MEMBERSHOP DUES/R	286.00
AUTOMATIC FIRE SPRINKLER, LLC	ANN.TEST/INSPECTION FEES	636.00
B-N PUBLIC TRANSIT SYSTEM	BUS WRAPS ADS-LIBRARY	937.50
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,856.50
BAKER & TAYLOR COMPANIES	ADULT BOOKS (30)	468.32
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,969.53
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS (5)	68.36
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	360.61
BAKER & TAYLOR CONTINUATION	ADULT TRAVEL BOOKS	104.61
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES (4)	56.04
BLACKSTONE PUBLISHING	AUDIOBOOKS (5)	197.11
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	734.36
BRODART COMPANY	CHILDREN'S BOOKS	39.12
CARTHAGE PUBLIC LIBRARY	COST OF THE LOST BOOK - I	13.95
CARTHAGE PUBLIC LIBRARY	PROCESSIN FEE - ITEM ID A	5.00
CENGAGE LEARNING INC	ADULT BOOKS	165.70
CENGAGE LEARNING INC	FEB AMISH FICTION 3 PLAN	72.72
CENGAGE LEARNING INC	FEB WHEELER WESTERN 2PLAN	41.23
CENGAGE LEARNING INC	FEB.BASIC 8 PLAN (7)	183.68
CENGAGE LEARNING INC	FEB.CORE 8 PLAN (9)	237.66
CENGAGE LEARNING INC	LP BOOKS-DIST.PLAN 6 (2)	46.50
CENTER POINT LARGE PRINT	ADULT LG PRINT BOOKS (8)	191.76
CENTER POINT LARGE PRINT	ADULT LP BOOK	24.00
CIRBN, LLC	INTERNET SERVICES FEB23	76.08
DEMCO INC	MEDIA POUCH/LABELS	539.71
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 1/31	50.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/09/2023-03/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DIVERSIFIED MECHANICAL INC	INSTALLED FILTERS (28)	745.64
ENVISION WARE INC	PUBLIC SOFTWR-1YR MAINT.	3,840.45
FINDAWAY WORLD LLC	CHILDREN'S PLAYAWAYS	247.45
FINDAWAY WORLD LLC	CHILDREN'S WONDERBOOKS-1	47.49
FINDAWAY WORLD LLC	PLAYAWAYS-1	59.99
FINDAWAY WORLD LLC	PLAYAWAYS-4 PATRON REQ.	244.96
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	4.5" SNOW 1/25/23	112.50
HEARTLAND PARKING INC	SNOW 1/26,SALT	110.00
HUNTER LE DUC	MUSHROOM CLASS 3/5/23 @ N	275.00
ILLINOIS LIBRARY ASSOCIATION	22-23 ILA PERSONAL MEMBER	150.00
KAEB SANITARY SUPPLY INC	ROLLER/BRUSH VACUUM BELT	127.25
KANOPIY INC	DIGITAL CONTENT	206.00
KROGER-INDY CUSTOMER CHARGES	MISC.LIBRARY SUPPLIES	113.68
LAKESHORE LEARNING MATERIALS	CHILDREN'S BOOKS-KITS	201.90
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS (18)	811.26
MENARDS	SUPPLIES	46.41
MENARDS	SUPPLS-PROPERTY MAINT.	28.93
MIDWEST TAPE	DIGITAL CONTENT	5,042.84
MILLER JANITOR SUPPLY	JUMBO TP,LINER,GARBAGE BG	235.30
MILLER JANITOR SUPPLY	PAPER SUPPLIES	420.30
NICOR GAS	ENERGY USAGE	4,676.61
OVERDRIVE, INC	DIGITAL CONTENT	9,930.88
PLAYAWAY PRODUCTS LLC	CHILDREN'S VOX BOOKS (15)	774.10
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (2)	131.23
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (4)	239.96
QUADIENT, INC.	METER RENTAL 3/16-6/15/23	59.99
QUILL CORPORATION	LIBRARY SUPPLIES	45.20
QUILL CORPORATION	MISC.LIBRARY SUPPLIES	151.29
RON SMITH PRINTING CO INC	SPRING23 ACTIVITY GUIDE	1,109.25
RON SMITH PRINTING CO INC	WINTER READING STICKERS	192.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BKS-STANDING	124.76
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	162.45
TEE JAY CENTRAL INC	REPAIR RESTROOM DOOR	890.60
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (11)	118.25
US BANK/P-CARD	2023 Illinois Youth Servi	900.00
US BANK/P-CARD	Adult Book - Patron Req.	68.27
US BANK/P-CARD	Adult Books - Memorial Pu	19.99

Report to Receive and File Town of Normal Expenditures for Payment as of 02/09/2023-03/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Adult Books - Patron Req.	50.14
US BANK/P-CARD	American Flag (1)	39.59
US BANK/P-CARD	Antibacterial Foam Handwa	118.88
US BANK/P-CARD	Board Game Repl.	52.08
US BANK/P-CARD	Car Wash	10.00
US BANK/P-CARD	Children's Books - Childc	115.26
US BANK/P-CARD	Children's Books - Local	14.43
US BANK/P-CARD	Children's Books - Meliss	348.78
US BANK/P-CARD	Children's Books - Patron	9.99
US BANK/P-CARD	Classification Web Subscr	325.00
US BANK/P-CARD	Delivery Cart (1)	556.29
US BANK/P-CARD	Dell Wireless Mouse (5)	84.10
US BANK/P-CARD	Display Furniture for Chi	597.69
US BANK/P-CARD	Labelmaker Machine and La	56.86
US BANK/P-CARD	LG SK1 Sound Bar (1)	98.01
US BANK/P-CARD	Library of Things - Porta	602.60
US BANK/P-CARD	Logitech Bluetooth Keyboa	29.99
US BANK/P-CARD	Marketing-Advertising	2,478.00
US BANK/P-CARD	New DVD Rel. - ANGRY NEIG	38.88
US BANK/P-CARD	New DVD Rel. - ROCK DOG 3	13.99
US BANK/P-CARD	New DVD Rel. - ROGUE AGEN	74.97
US BANK/P-CARD	New DVD Rel. - SPEAK NO E	18.99
US BANK/P-CARD	New DVD Rel. - SPIN ME RO	29.18
US BANK/P-CARD	New DVD Rel. - TAURUS (1	26.58
US BANK/P-CARD	New DVD Rel. - VESPER (1	13.99
US BANK/P-CARD	New DVD Rel. - VIOLENT NI	71.84
US BANK/P-CARD	New DVD Rel.-SPOILER ALER	35.90
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - Music CD -	13.83
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Puzzle Palooza	50.00
US BANK/P-CARD	Recycle Bags - 12-16 Clea	34.86
US BANK/P-CARD	Repl. TV Series - THE CL	10.61
US BANK/P-CARD	Repl. TV Series - SMALLVI	13.08
US BANK/P-CARD	Staff Apparel	279.05
US BANK/P-CARD	Supplies - 6 Pack Acrylic	54.48
US BANK/P-CARD	Supplies - Bulletin Board	28.89
US BANK/P-CARD	Supplies - Cutting Mat fo	18.98

Report to Receive and File Town of Normal Expenditures for Payment as of 02/09/2023-03/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Supplies - Paper Plates-F	29.32
US BANK/P-CARD	Supplies for Adult progra	126.16
US BANK/P-CARD	Supplies for Adult Progra	55.18
US BANK/P-CARD	Supplies for DIY Pour Pai	119.79
US BANK/P-CARD	Supplies for Maker Academ	71.59
US BANK/P-CARD	Supplies for Storytime -	89.98
US BANK/P-CARD	Tennis Balls (3)	6.94
US BANK/P-CARD	Trash Bags - 12-16 Gallon	55.53
US BANK/P-CARD	Tv Series - MY LIFE IS MU	48.62
US BANK/P-CARD	VGA Wall Plate (1)	7.99
US BANK/P-CARD	Webinar - ALA Course - PU	170.10
US BANK/P-CARD	Website Analytics	374.40
WALMART COMMUNITY BRC	DVD'S/SUPPLS-CABIN FEVER	175.58
WATTS COPY SYSTEMS, INC.	B/W, COLOR IMAGES	589.90
Library Fund	Library Administration - Total	51,480.83

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
STUDIO GC INC.	INT.ABATEMENT/RENOVATION	28,474.15
Library Special Reserve Library	Administration - Total	28,474.15
Overall - Total		80,674.20

Director's Report
February 15, 2023

1. Monthly Financial Report

Revenue: The February operating revenues were down .63% compared to this time last year.

Expenses: A report showing expenses totaling \$80,674.20 from February 9, 2023 to March 8, 2023 is included in this packet. Please note the Special Reserve payment to Studio GC for design services and corresponding increase this month. Two payrolls (February 17 and March 3) totaled \$147,069.62.

2. Circulation

Total circulation for February was 63,376 up 16.6% from February 2022.

3. FY2023-FY2028 Budget

Town Council approved the FY2023-FY2028 budget on March 6.

4. Abatement Project

We continue to seek understanding of our possible abatement. I met on March 3 with Brad McKee (McKee Environmental) and Mark Clinch (Town of Normal Facilities) to determine our best next steps concerning continued use of this facility. Cleaning (not abatement) of two rooms was completed on March 10 by M & O Environmental Company. My recommendation is full abatement followed by renovation of our facility.

5. Facilities Lead Specialist

Please help me in welcoming Patrick Maca as our new Facilities Lead Specialist. Patrick reports to our Technology and Facilities Manager, Enoch Kindseth and supports part time facilities staff in the process of keeping our building operating and looking its best for our public and staff. Patrick's first day in this new role was March 13.

6. Annual Report

Our 2022 Annual Report is complete. My sincere thanks to all of our library staff and supporters for a successful year and my deep appreciation to Jennifer Williams, Laura Golaszewski, Rhiannon Shoults, Emily Klay, and Enoch Kindseth for completing the report. Thank you to our library trustees for supporting our efforts all year long and to the Normal Public Library Foundation for supporting so many well received events.

7. 2023 Legislative Meet-up

I attended two key meetings online on February 22 and February 27, for the ILA Legislative Meet-up.

8. Professional Development

There are three sessions of the ALA Director's Crash Course scheduled in March, two of which I have completed. The final session is March 20.



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

0

11

April - February

Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,153,862.00	4,153,862.00	4,136,388.85	99.58%	4,162,562.67	-0.63%
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%	184,129.72	25.70%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	90,637.03	-10.04%
34720-Photocopy Fees	2,000.00	2,000.00	5,889.65	294.48%	5,929.55	-0.67%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	4,996.15	-46.68%
38210-Investment Income	34,365.00	34,365.00	17,694.15	51.49%	36,191.34	-51.11%
38530-Donations	200.00	200.00	1,080.00	540.00%	2,915.00	-62.95%
38910-Miscellaneous	200.00	200.00	3,512.57	1756.29%	169.74	1969.38%
222-Library Replacement Fund	96,978.00	96,978.00	42,214.93	43.53%	57,053.28	-26.01%
38210-Investment Income	19,362.00	19,362.00	9,874.93	51.00%	20,344.11	-51.46%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	36,709.17	-11.90%
223-Library Special Reserve	9,563.00	9,563.00	3,665.09	38.33%	7,483.64	-51.03%
38210-Investment Income	7,063.00	7,063.00	3,665.09	51.89%	7,483.64	-51.03%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,260,403.00	4,260,403.00	4,182,268.87	98.17%	4,227,099.59	-1.06%



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

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11

April - February

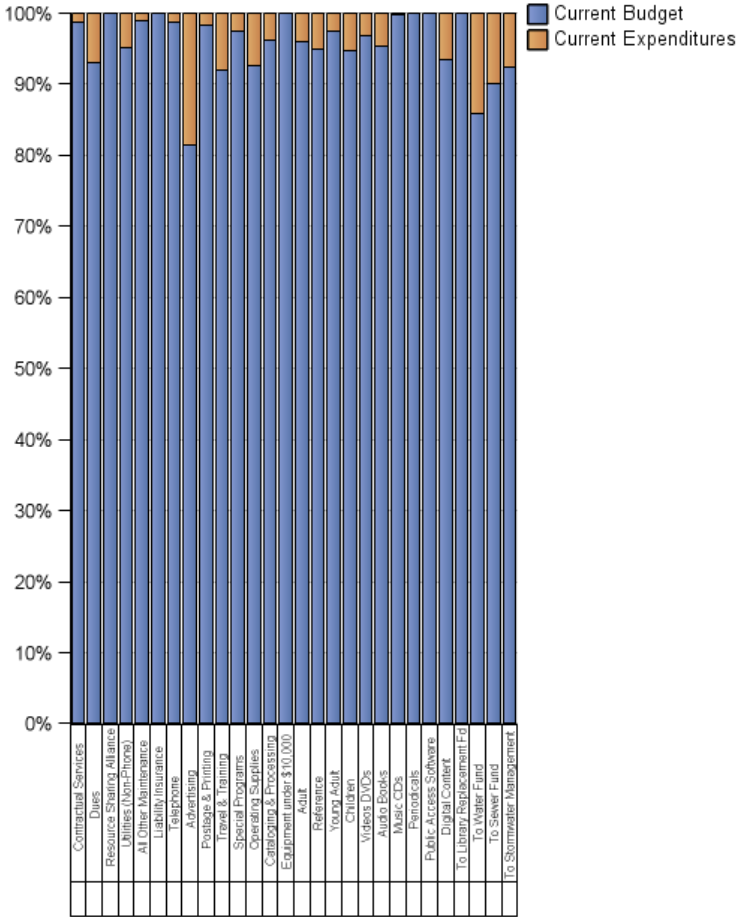
Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,158,400.00	4,164,462.00	2,030,512.93	195,856.84	2,226,369.77	1,938,092.23	4,254,378.56	46.54%
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	4,254,378.56	46.54%
222-Library Replacement Fund	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	48,170.64	82.06%
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	48,170.64	82.06%
223-Library Special Reserve	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	74,174.06	96.38%
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	74,174.06	96.38%
Total	4,854,625.00	4,860,687.00	2,112,458.39	195,856.84	2,308,315.23	2,552,371.77	4,376,723.26	52.51%

Budget to Actual Expenditures

Library - Administration (Library Fund)

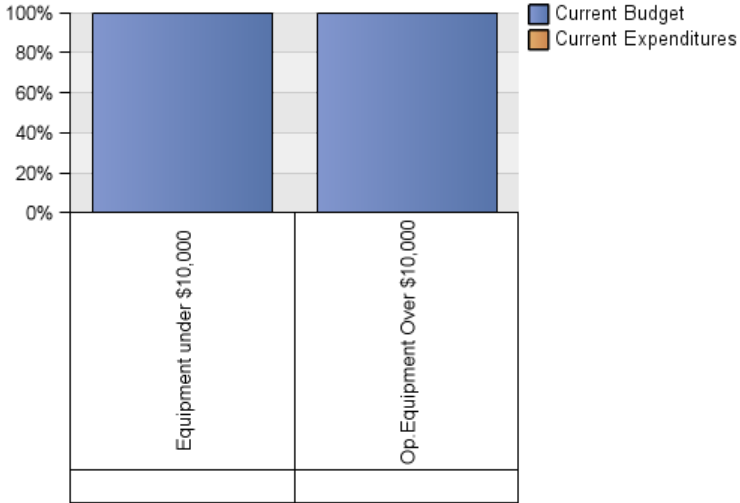


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$1,540.89	\$76,297.22	\$16,100.71	\$126,398.00	\$32,459.18	\$129,626.00	26%	\$17,641.60
			221-9010-455.20-20	Dues	\$436.00	\$3,018.00	\$0.00	\$5,796.00	\$2,342.00	\$5,796.00	40%	\$436.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$67,631.00	\$0.00	\$67,631.00	\$0.00	\$66,890.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$2,654.98	\$30,370.30	\$0.00	\$53,000.00	\$19,974.72	\$42,000.00	38%	\$2,654.98
			221-9010-455.25-60	All Other Maintenance	\$717.92	\$14,257.32	\$9,598.75	\$72,000.00	\$47,426.01	\$72,000.00	66%	\$10,316.67
			221-9010-455.30-10	Liability Insurance	\$0.00	\$46,219.00	\$0.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$0.00
			221-9010-455.30-15	Telephone	\$127.92	\$5,773.88	\$389.20	\$10,197.00	\$3,906.00	\$9,270.00	38%	\$517.12
			221-9010-455.30-20	Advertising	\$3,415.50	\$6,881.88	\$0.00	\$15,000.00	\$4,702.62	\$15,000.00	31%	\$3,415.50
			221-9010-455.30-25	Postage & Printing	\$339.04	\$18,258.34	\$2,188.59	\$20,600.00	(\$185.97)	\$20,600.00	-1%	\$2,527.63
			221-9010-455.30-35	Travel & Training	\$1,070.10	\$8,938.49	\$0.00	\$12,240.00	\$2,231.41	\$12,240.00	18%	\$1,070.10

221-9010-455.30-40	Special Programs	\$512.70	\$20,426.45	\$838.32	\$19,500.00	(\$2,277.47)	\$15,000.00	-12%	\$1,351.02
221-9010-455.35-10	Operating Supplies	\$5,333.59	\$32,215.43	\$10,503.85	\$66,606.00	\$18,553.13	\$64,000.00	28%	\$15,837.44
221-9010-455.35-15	Cataloging & Processing	\$596.57	\$8,341.20	\$5,467.77	\$15,450.00	\$1,044.46	\$15,450.00	7%	\$6,064.34
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	\$3,826.42	\$61,221.12	\$12,805.34	\$94,048.00	\$16,195.12	\$94,048.00	17%	\$16,631.76
221-9010-455.36-15	Reference	\$325.00	\$3,359.05	\$1,005.95	\$6,000.00	\$1,310.00	\$6,000.00	22%	\$1,330.95
221-9010-455.36-20	Young Adult	\$360.61	\$7,948.59	\$4,640.80	\$13,506.00	\$556.00	\$13,506.00	4%	\$5,001.41
221-9010-455.36-25	Children	\$5,090.60	\$39,104.24	\$29,181.78	\$90,041.00	\$16,664.38	\$90,041.00	19%	\$34,272.38
221-9010-455.37-15	Videos DVDs	\$522.35	\$13,321.38	\$3,580.42	\$16,480.00	(\$944.15)	\$16,480.00	-6%	\$4,102.77
221-9010-455.37-20	Audio Books	\$742.02	\$7,248.94	\$3,814.54	\$15,027.00	\$3,221.50	\$15,000.00	21%	\$4,556.56
221-9010-455.37-30	Music CDs	\$13.83	\$2,592.46	\$2,187.01	\$4,500.00	(\$293.30)	\$4,500.00	-7%	\$2,200.84
221-9010-455.38-10	Periodicals	\$0.00	\$10,996.65	\$2,891.49	\$17,505.00	\$3,616.86	\$17,505.00	21%	\$2,891.49
221-9010-455.38-20	Public Access Software	\$0.00	\$65,162.93	\$236.62	\$82,400.00	\$17,000.45	\$82,400.00	21%	\$236.62
221-9010-455.39-10	Digital Content	\$6,789.74	\$65,206.08	\$13,249.18	\$96,099.00	\$10,854.00	\$96,099.00	11%	\$20,038.92
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$64,680.00	\$0.00	\$77,616.00	\$12,936.00	\$77,616.00	17%	\$0.00
221-9010-455.95-02	To Water Fund	\$413.73	\$1,677.74	\$0.00	\$2,500.00	\$408.53	\$3,365.00	16%	\$413.73
221-9010-455.95-07	To Sewer Fund	\$65.65	\$468.05	\$0.00	\$600.00	\$66.30	\$600.00	11%	\$65.65
221-9010-455.95-10	To Stormwater Management	\$50.60	\$455.40	\$0.00	\$610.00	\$104.00	\$773.00	17%	\$50.60
Summary		34,945.76	682,071.14	118,680.32	1,048,569.00	212,871.78	1,029,796.00	0.20	153,626.08

Budget to Actual Expenditures

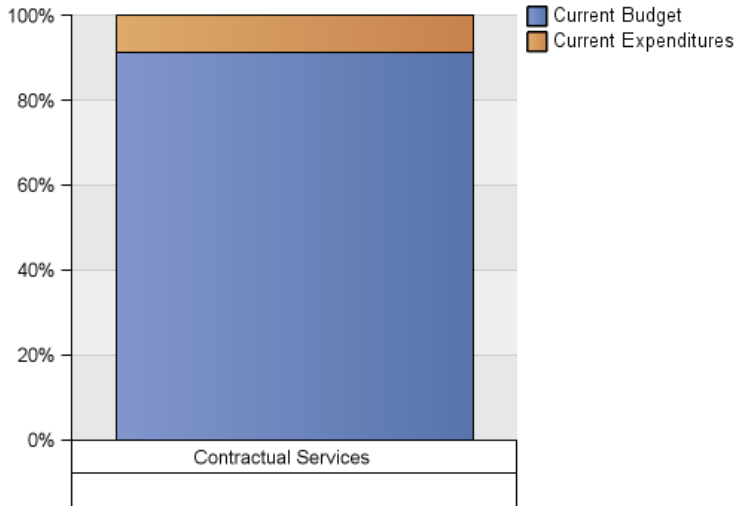
Library - Administration (Library Replacement Fund)



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	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$41,943.54	\$0.00	\$125,000.00	\$83,056.46	\$125,000.00	66%	\$0.00
			Summary		0.00	71,097.96	0.00	396,225.00	325,127.04	396,225.00	0.82	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	\$28,474.15	\$10,847.50	(\$28,474.15)	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
Summary					28,474.15	10,847.50	-28,474.15	300,000.00	289,152.50	300,000.00	0.96	0.00

NPL Circulation Statistics



February 2023

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2021	2022	2023
Juvenile						
Books	146,132	334,848	408,087	21,614	29,375	36,117
Videos	1,418	2,232	3,276	106	181	296
Audios	3,979	11,138	14,821	646	976	1,355
Magazines	132	313	915	29	21	36
Other	65	521	1,145	10	50	60
Juvenile - Total	151,726	349,052	428,244	22,405	30,603	37,864
Teen						
Books	8,848	15,397	15,475	1,042	1,185	1,230
Audios	101	67	72	9	8	4
Magazines	3	12	11	3	2	0
Teen - Total	8,952	15,476	15,558	1,054	1,195	1,234
Adult						
Books	60,046	113,720	129,075	8,637	10,069	11,923
Videos	15,883	36,733	44,585	2,382	4,150	3,744
Audios	6,789	12,757	14,147	854	1,151	1,214
Magazines	1,163	2,400	2,842	233	181	232
Other	2,328	8,914	13,301	328	924	1,257
Adult - Total	86,209	174,524	203,950	12,434	16,475	18,370
Digital Content						
eAudiobooks	17,619	17,834	23,260	1,542	1,616	2,428
eBooks	32,662	27,034	30,707	2,788	2,486	2,978
Magazines	4,133	1,678	1,366	123	110	118
Music	2,072	313	435	27	34	42
Streaming Video	4,217	3,956	2,880	313	304	327
Content Passes*		163	139		16	15
Digital Content - Total*	60,703	50,978	58,787	4,793	4,566	5,908
Total Circulation*	307,590	590,030	706,539	40,686	52,839	63,376

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



February 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,928	81,886	318	-360	3,701	-5,564
Videos	955	955	0	0	1	-8
Audios	2,363	2,369	7	-1	254	-298
Magazines	170	179	9	0	140	-246
Other	119	119	0	0	0	-7
Juvenile - Total	85,535	85,508	334	-361	4,096	-6,123
Teen						
Books	5,201	5,218	55	-38	552	-469
Audios	35	35	0	0	0	-3
Magazines	22	22	0	0	12	-18
Teen - Total	5,258	5,275	55	-38	564	-490
Adult						
Books	55,600	55,908	304	4	3,553	-2,281
Videos	16,418	16,319	52	-151	797	-310
Audios	11,762	11,656	17	-123	259	-2464
Magazines	1,312	1,399	97	-10	1431	-2075
Other	2,215	2,212	1	-4	159	-56
Adult - Total	87,307	87,494	471	-284	6,199	-7,186
Total Collection	178,100	178,277	860	-683	10,859	-13,799

NPL Digital Content by Month



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

	10.22	11.22	12.22	1.23	2.23	
eRead Illinois						
eAudiobooks	316	264	295	329	286	
eBooks	315	224	240	297	255	
eRead Illinois Total	631	488	535	626	541	
Freanding	22	6	7	9	4	
Hoopla						
eAudiobooks	1,169	1,148	1,106	1,308	1,356	
eBooks	758	741	708	842	765	
Movies/TV	124	124	129	136	152	
Music	45	43	41	37	42	
Hoopla Total	2,096	2,056	1,984	2,323	2,315	
Kanopy						
Individual Titles Plays	71	64	71	74	79	
Plays Through Passes	69	48	62	75	96	
Kanopy Total Videos Played	140	112	133	149	175	
OverDrive						
eAudio	716	717	765	871	786	
eBooks	1,778	1,740	1,793	2,098	1,954	
Magazines	157	105	127	107	118	
OverDrive Total	2,651	2,562	2,685	3,076	2,858	
Total Downloads or Uses						
eAudiobooks	2,201	2,129	2,166	2,508	2,428	
eBooks	2,873	2,711	2,748	3,246	2,978	
Magazines	157	105	127	107	118	
Music	45	43	41	37	42	
Streaming Video	264	236	262	285	327	
Hoopla 7-day BingePasses	6	7	8	7	8	
Kanopy Passes	2	3	2	2	4	
OverDrive 7-Day Passes	2	0	3	6	3	
Total Passes	10	10	13	15	15	

NPL Monthly Statistics



February 2023

Library Card Registration

Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	27,911	247	-1	28,157	25,367	23,236
Teen	3,338	0	-6	3,332	3,039	2,782
Juvenile	9,165	17	-3	9,179	7,738	7,441
Total	40,414	264	-10	40,668	36,144	33,459

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	15,691	164,741		
Offsite programs (est)		-		
Year to Date Total		164,741	118,696	10,853

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,366	34,740	31,243	28,274
Loaned	3,223	33,740	32,185	24,379
Reciprocal borrowing	18,432	189,332	139,507	42,279

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	-	-	-	6
Adult	822	648	47	8,650
Public Laptop	59	58	59	590
Quick-Use	-	-	-	-
Totals	881	706	48	9,246

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

normalpl.org Site Statistics



February 2023

	Annual Totals Year to Date			February		
	FY 2021	FY 2022	FY 2023	2021	2022	2023
Site Views over time						
Pageviews	253,931	305,126	381,073	23,478	31,450	35,898
Unique Pageviews	207,398	245,984	312,810	19,670	25,250	29,624
Sessions	139,905	163,367	190,667	14,387	16,296	17,848

Top Viewed Pages FY 2023

/	169,046
/events/upcoming	11,864
/events/month	9,043
/summerreading	4,541
/employment	4,339
/events/upcoming?page=1	4,168
/learning-resources	3,836
/challenges	3,832
/form/library-account-application	2,561
/download-stream	2,483

Usage by Device FY 2023

Desktop	51.5%
Mobile	46.7%
Tablet	1.8%

Top Viewed Pages February 2023

/	15,450
/events/upcoming	1,369
/events/month	797
/challenges	666
/events/upcoming?page=1	513
/employment	421
/events/month/2023/03	377
/learning-resources	359
/event/edible-wild-mushrooms-fool-proof-four-and-more	326
/event/old-worlds-new-worlds-genealogy-passenger-lists	293

Usage by Device Feb 2023

Desktop	54.9%
Mobile	43.1%
Tablet	2.0%

FAQ - Decennial Committees on Local Government Efficiency Act

On June 10, 2022, the Illinois General Assembly enacted [PA 102-1088](#) creating the “Decennial Committees on Local Government Efficiency Act” (“**Act**”).

When does the Act take effect?

The effective date of the Act is June 10, 2022.

What is the purpose of the Act?

The Act requires certain units of local government to (1) form a committee to study local efficiencies and (2) create and file with the county board a report with recommendations regarding efficiencies and increased accountability. Contrary to language in an earlier version of SB 3789, the Act does **not** require a committee to study whether a governmental unit should consolidate with another governmental unit, municipality, or county.

What local governments are required to comply with the Act?

The Act requires “governmental units” to comply with the Act. Section 5 of the Act defines a government unit to include all units of local government that can levy any tax, except those government units that are expressly exempted from the Act, as discussed below.

What local governments are not required to comply with the Act?

The Act’s definition of “governmental unit” specifically excludes municipalities and counties. So, municipalities and counties are not required to comply with the Act.

When must a governmental unit establish a committee?

Section 10(a) of the Act requires that within 1 year after the effective date of the Act **and** at least once every 10 years thereafter, each governmental unit subject to the Act must form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.

When does a committee dissolve?

Section 30 of the Act states that after a committee has made the written report required under Section 25, the committee is dissolved until it is reestablished with newly appointed members on the 10th anniversary of the initial committee’s formation and every 10th year thereafter.

What are the duties of a committee?

- ***Mandatory Duties***

Committees formed under the Act are required to:

- Study the governmental unit’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with

other governmental units and the State of Illinois.

- Collect data, research, and analysis as necessary to prepare a written report required in Section 25 of the Act; and
- Summarize the committee's work and findings in a written report. This report must include recommendations in respect to increased accountability and efficiency. The committee must provide the report to the county board in which the governmental unit is located no later than 18 months after the committee is formed.
- ***Voluntary Duties***

In addition, section 10(c) of the Act states that a committee *may*

- Employ or use the services of specialists in public administration and governmental management and any other trained consultants, analysts, investigators, and assistants it considers appropriate; and
- Seek assistance from community colleges and universities as necessary to prepare the written report required in Section 25 of the Act.

Who is required or permitted to serve as a member of a committee?

- ***Mandatory Committee Members***

Section 10(b) of the Act provides that each committee is to consist of the following members:

- (1) the elected or appointed members of the governing board of the governmental unit;
- (2) at least 2 residents of the governmental unit who are appointed by the chair of the board of the governmental unit, with the advice and consent of the board; and
- (3) any chief executive officer or other officer of the governmental unit.

The president or chair of the governing board of the governmental unit or his or her designee serves as chair of the committee.

Since the "chief executive officer" of many local government units would already be included in the first category of members (listed as (1) above), local governments might consider having the chief administrative officer (i.e., executive director or other administrative officer) serve on the committee to satisfy the third category of members (listed as (3) above).

- ***Voluntary Committee Members***

The chair may appoint other members to the committee as the chair deems appropriate.

What happens if there is a vacancy on a committee?

Section 10(d) of the Act provides that if a vacancy occurs in one of the three categories of mandatory committee members specified in section 10(b) of the Act, that vacancy must be filled by another person in that vacated category.

Are committees subject to the Open Meetings Act?

Yes. Section 20 of the Act expressly states that committees formed under the Act must meet in accordance with OMA requirements.

What meeting requirements does the Act impose on committees?

Section 20 of the Act requires each committee to meet at least 3 times. Although the Act does not provide any guidance on when those 3 meetings must take place, since the committee only issues one report in a 10-year period, and the committee dissolves after that report is issued, it seems reasonable to interpret this to require 3 meetings during the committee's existence (not per year).

A committee can meet during the regularly scheduled meetings of the governmental unit if:

- (1) the committee provides separate notice under the OMA;
- (2) the committee meeting is listed as part of the governmental unit's agenda; and
- (3) a majority of committee members are present at the committee's meeting.

The Act also requires that each committee meeting must be open to the public and provide an opportunity for any person to be heard at the public hearings for at least 3 minutes. However, the Act permits a committee to require speakers to register to speak during public comment.

Finally, the Act requires the committee to conduct a survey at the end of a meeting of residents in attendance to ask for input on the matters discussed at the meeting.

Is a committee subject to FOIA?

Yes. Under Section 20 of the Act, a committee is a separate public body subject to FOIA. Also, Section 25 of the Act requires that the written report produced by a committee under section 25 of the Act is considered a public record that is available for inspection or copying under FOIA.

Is a governmental unit required to provide services to a committee?

Yes. Section 10(e) of the Act requires each government unit to "provide administrative and other support to its committee." A government unit might consider providing "support" in the form of staffing support, meeting space, financial support, and other reasonable support necessary to fulfill a committee's obligations and objectives under the Act.

Are committee members entitled to compensation under the Act?

No. Section 10(b) of the Act expressly provides that committee members serve without compensation. However, committee members can be reimbursed by the governmental unit for their expenses incurred in performing their duties under the Act.

Is the State of Illinois required to reimburse governmental units for implementing any requirements under the Act?

No. PA 102-1088 amends the State Mandates Act (30 ILCS 805/8.46) to expressly state that "no reimbursement by the State is required for the implementation of any mandate created by the Decennial Committees on Local Government Efficiency Act."

Goals FY2023-24 | John Fischer, Library Director | Normal Public Library

Everything we do is the result of our staff working together to serve our community.

Primary goals:

1. Provide the highest quality services, collections, programs, and spaces to our patrons.
2. Ensure a highly-qualified and well-trained, patron-friendly library staff.
3. Administer a cost-effective public library responsive to our community.
4. Expand and strengthen the library's visibility within our community.

Goals

Continue to deliver exemplary services, collections and programs; on-site, virtually, and via outreach

Improve quality and efficiency of operations through knowledgeable staff and emerging technologies

Complete public library director training (March 2023)

Continue optimization of resources to best serve the community

Improve our library facility to exceed the needs and expectations of our community

Recruit, hire, and retain excellent staff

Fill three open positions

Optimize organizational structure

Secure Town's commitment to funding plan and support for the library facility

Continue advancing advocacy efforts

Encourage and support NPL Foundation's growth

Optimize balance and quality of physical and digital collections

Offer one-on-one appointments with librarians

Complete usability assessment of children's collections and spaces

Establish calendar of policy review and Board procedures

Continue to improve human resource functions to optimize staff development and recruitment

Complete 2023 IPLAR

Renew and refresh our Strategic Plan

Refresh exterior signage

Collaborate with Town Parks & Rec for improvements of landscaping around leased parking lot

Host emergency preparedness training

Complete a succession plan

Resurface and stripe our parking lot

Replace public laptops and iPads

Replace security cameras