



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

**April 19, 2023 at 6 p.m.
Normal Public Library Community Room**

6 pm — Oath of Office

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 March 15, 2023
 - B. Approval of Normal Public Library Expenditures for Payment as of April 12, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Insurance Renewal (Action)
 - B. Abatement Project Update
 - C. Decennial Committees on Local Government Efficiency Act, Public Act 102-1088 (Action)
 - D. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
 - A. Election of Board Officers (Action)
 - B. Board Meeting Schedule (Action)
 - C. Introduction of Newly Elected Trustee
11. Board Comments and Concerns
12. Next Meeting Date: May 17, 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
March 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, March 15, 2023. The meeting convened at 6:01 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Jd Davis, Secretary, Amy Ersland, Erin Ripley-Gataric, Lynda Lane, Terry Lindberg

Members Absent: Katelyn Trunnell, Vice President

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

Community Members Present: Dylan Hile-Broad

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb thanked the staff and Mr. Fischer for all that they do.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: Ms. Ripley-Gataric attended the most recent meeting. The Foundation is hoping for plans for new Library space, to have a fundraising goal. She discussed other fundraising efforts the Foundation is planning. Their budget passed, which supports Library programming.

Library Advocacy: No report.

Library Planning: No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report. Ms. Ripley-Gataric asked if circulation was close to pre-pandemic, and Mr. Fischer will bring that comparison to the next meeting.

6. **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. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$147,069.62 for the February 17 and March 3 payrolls, and \$80,674.20 for expenditures as of March 8, 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. Abatement Project Update (Discussion)

Mr. Fischer provided the Board updated information on the abatement project. With the Library operations in the current building for the foreseeable future, his recommendation is to move forward with the RFP/Q and abate/renovate the building. The Board gave their feedback.

B. 2022 Annual Report

Mr. Fischer asked for questions, and the Board shared their appreciation for the work. The document is included in the Town's annual report.

C. Decennial Committees on Local Government Efficiency Act, Public Act 102-1088

Mr. Fischer explained the Act and its impact on the Board. The Library does not levy a tax, and is possibly exempt from the requirements. Mr. Fischer has asked both Brian Day and Phil Lenzini for confirmation on this point.

D. Director's Goals FY2024

Mr. Fischer requested feedback on his proposed goals for 2023.

E. Executive Session: [5 ILCS 120/2(c)(21)] Approval/Six-Month Review of Executive Session Minutes (Action)

Ms. Davis moved to enter Executive Session at 7:10pm. Ms. Erslund seconded.

Roll Call to enter Executive Session:

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

Roll Call to Exit Executive Session:

Beth Robb – Present
Katelyn Trunnell - Absent
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 7:13 pm.

Ms. Lane moved to not release the Executive Session minutes from the last six months. Ms. Erslund seconded.

Motion passed 6-0.

9. **UNFINISHED BUSINESS**

None

10. **Suggested Items for Next Agenda**

11. **Board Comments and Concerns**

Ms. Ersland commended Library staff for their cultivation of the Library of Things.

12. Next Meeting Date: April 19, 2023

13. Adjournment

Ms. Robb adjourned the meeting at 7:20 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 03/09/2023-04/12/2023

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	\$10 Gift Card - Winter Re	90.00
US BANK/P-CARD	\$10 Gift Card for Winter	250.00
US BANK/P-CARD	\$10 Gift Cards for Winter	150.00
US BANK/P-CARD	\$10 Gift Certificates - W	100.00
US BANK/P-CARD	\$25 Gift Card - Adult Rea	25.00
US BANK/P-CARD	Fruit Ninja for CABIN FEV	79.65
US BANK/P-CARD	Sign and Sing 3.10.23	150.00
US BANK/P-CARD	Stickers for Adult Readin	155.50
US BANK/P-CARD	Supplies - Summer Reading	99.55
US BANK/P-CARD	Supplies for CABIN FEVER	5.99
US BANK/P-CARD	Supplies for Winter Readi	159.06
Library Fund	- Total	1,482.75

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	2,243.15
AMERENIP	ENERGY USAGE	1,926.96
APPLE INC	24" IMAC FOR EMILY K	2,094.00
B & B AWARDS AND RECOGNITION	NAME PLATE FOR JOHN F. &	31.50
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,973.26
BAKER & TAYLOR COMPANIES	ADULT BOOKS-CIRCULATON	342.28
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	15.08
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,400.24
BAKER & TAYLOR COMPANIES	TEEN BOOKS	331.90
BAKER & TAYLOR COMPANIES	YA BOOKS FOR CIRCULATION	119.88
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	443.61
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	167.66
BAKER & TAYLOR CONTINUATION	BKS-TRAVEL,SOC.SEC,VETERN	108.60
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	709.44
BRODART COMPANY	CHILDREN'S BOOKS	113.90
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOK	14.39
CENGAGE LEARNING INC	ADULT LGPRINT BOOK	15.19
CENGAGE LEARNING INC	LARGE PRINT BASIC 8 PLAN	28.49
CENGAGE LEARNING INC	LARGE PRINT DIST.PLAN6(6)	140.25
CENGAGE LEARNING INC	MAR CHRISTIAN ROMANCE 5PL	124.45
CENGAGE LEARNING INC	MAR. WHEELER WESTERN 2PLN	41.23

Report to Receive and File Town of Normal Expenditures for Payment as of 03/09/2023-04/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENGAGE LEARNING INC	MARCH AMISH FICTION 3 PLN	72.72
CENGAGE LEARNING INC	MARCH BASIC 8 PLAN	269.90
CENGAGE LEARNING INC	MARCH CORE 8 PLAN	128.95
CENGAGE LEARNING INC	MARCH CORE 8 PLAN (2)	52.48
CENGAGE LEARNING INC	MARCH CORE 8 PLAN (3)	83.22
CENTER POINT LARGE PRINT	ADULT BOOKS	191.76
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS 2	45.74
CHIEF CITY MECHANICAL INC	LABOR/MATER.MEN'S RESTRM	108.00
CIRBN, LLC	INTERNET SERVICES APR23	76.08
CIRBN, LLC	INTERNET SRVS MAR23	76.08
COAST TO COAST SOLUTIONS,INC	COLORNG BKS-NAT'L LIB.WK	577.73
DEMCO INC	DISPLAY FURNITURE	4,845.77
DEMCO INC	PROCESSING SUPPLIES	565.32
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS FEB23	50.00
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H W WILSON CO	ADULT BOOKS	432.50
INTERSTATE ALL BATTERY CENTER	COMPUTER BACKUP BATTERIES	121.20
Jennifer Williams	BOOK:HURRICANES,CYPRESS T	10.00
JUNIOR LIBRARY GUILD	CHILDREN'S BOOKS	184.00
KANOPY INC	DIGITAL CONTENT	228.00
KAREN McClURE	REIMB. GAS MILEAGE/K. MCC	43.23
MENARDS	BATTERIES,UTILITY BLADES	38.68
MENARDS	WATER/FREE & CLEAR	56.89
MIDWEST TAPE	DIGITAL CONTENT ITEMS	5,594.60
MILLER JANITOR SUPPLY	TOILET PAPER/GARBAGE BAG	103.50
MILLER JANITOR SUPPLY	TOILET PAPER/TOWELS	166.50
MILLER JANITOR SUPPLY	TOWELS/TP/HAND SOAP	293.00
MORNINGSTAR INC	PUBLIC ACCESS SOFTWARE	3,342.00
NICOR GAS	ENERGY USAGE	1,990.80
NORMALITE	RENEWAL NORMALITE TO 1/1/	24.95
OVERDRIVE, INC	DIGITAL CONTENT	2,584.43
PLAYAWAY PRODUCTS LLC	PLAYAWAY-1	59.99
PLAYAWAY PRODUCTS LLC	PLAYAWAYS (6)	341.19
POINDEXTER, LYNNE	INTERPRETING SRVS 3/30/23	201.04
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	8,951.85
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	760.00
Rhiannon Shoults	CUBBY STORAGE FOR KIDS	429.00
Rhiannon Shoults	FLOOR TILES FOR KIDS TO P	179.00

Report to Receive and File Town of Normal Expenditures for Payment as of 03/09/2023-04/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Rhiannon Shoults	MATERIALS:TEACHING EASEL	429.00
Rhiannon Shoults	SHIPPING ITEMS TO LIBRARY	135.69
Rhiannon Shoults	SMARTPHONES (2)FOR GAMES	39.98
SAMS CLUB	LIBRARY SUPPLIES	265.38
TODAYS BUSINESS SOLUTIONS TBS INC	ANNUAL LIC/SUPPORT SSCAN	930.00
UNIQUE MANAGEMENT SERVICES INC	FEB23 PLACEMENTS (9)	96.75
UNIQUE MANAGEMENT SERVICES INC	MAR23 PLACEMENTS (3)	32.25
US BANK/P-CARD	2 Clear Plastic Storage C	35.44
US BANK/P-CARD	2023 ILA Membership Dues	200.00
US BANK/P-CARD	6 qt. Clear Plastic Stora	51.79
US BANK/P-CARD	Advertising-Promotion on	29.99
US BANK/P-CARD	ALA and PLA Membership Du	236.00
US BANK/P-CARD	Annual Fire Sprinkler Bac	200.00
US BANK/P-CARD	Annual Software Subscript	9.99
US BANK/P-CARD	Cables - DisplayPort to V	38.20
US BANK/P-CARD	Cancelled Order - Refund	-39.98
US BANK/P-CARD	Car Wash	17.00
US BANK/P-CARD	Crayola Model Magic 75ct	39.29
US BANK/P-CARD	Disinfectant Wipes - 12 c	69.00
US BANK/P-CARD	Disinfectant Wipes 75ct.	55.92
US BANK/P-CARD	Endust Electronic Cleanin	51.95
US BANK/P-CARD	Hands-Free Diaper Pail (99.90
US BANK/P-CARD	Hard Case for Library of	27.78
US BANK/P-CARD	HDMI Cables (5)	44.90
US BANK/P-CARD	ILA Workshop Registration	80.00
US BANK/P-CARD	New DVD Rel. - CHRISTMAS	35.94
US BANK/P-CARD	New DVD Rel. - FABLEMANS	71.80
US BANK/P-CARD	New DVD Rel. - GLORIOUS	14.59
US BANK/P-CARD	New DVD Rel. - HIGH EXPEC	37.86
US BANK/P-CARD	New DVD Rel. - INSPECTION	40.77
US BANK/P-CARD	New DVD Rel. - LOCKSMITH	25.92
US BANK/P-CARD	New DVD Rel. - OLD WAY (39.98
US BANK/P-CARD	New DVD Rel. - PUSS IN BO	59.97
US BANK/P-CARD	New DVD Rel. - SAVAGE SAL	27.98
US BANK/P-CARD	New DVD Rel. - STRANGE WO	59.88
US BANK/P-CARD	New DVD Rel. - TINY BEAUT	23.90
US BANK/P-CARD	New DVD Rel. - WOMEN TALK	89.75
US BANK/P-CARD	New Music Rel. - ENDLESS	11.98

Report to Receive and File Town of Normal Expenditures for Payment as of 03/09/2023-04/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New SWITCH GAME - KIRBY'S	54.88
US BANK/P-CARD	New SWITCH GAME - KUKOOS-	28.99
US BANK/P-CARD	OCR Pen Scanner and Reade	206.68
US BANK/P-CARD	Patron Req. - Adult Book	59.92
US BANK/P-CARD	Patron Req. Adult Book -	19.99
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Projector	779.00
US BANK/P-CARD	Repl. DVD - CHARLOTTE'S W	8.15
US BANK/P-CARD	Repl. Game - PS 4 - INJUS	17.98
US BANK/P-CARD	Supplies - Accent Design	24.93
US BANK/P-CARD	Supplies - Broom and Dust	23.95
US BANK/P-CARD	Supplies - Cardstock Pape	28.08
US BANK/P-CARD	Supplies - Cutting Pad fo	27.46
US BANK/P-CARD	Supplies - Directional Ar	297.57
US BANK/P-CARD	Supplies - Kids scissors	205.49
US BANK/P-CARD	Supplies - Mailing Envelo	58.39
US BANK/P-CARD	Supplies - Portable Bluet	49.98
US BANK/P-CARD	Supplies for computers	21.98
US BANK/P-CARD	Supplies for DIY Kundan D	186.75
US BANK/P-CARD	Supplies for Family Fort	151.58
US BANK/P-CARD	Supplies for FELT BIRD ta	90.01
US BANK/P-CARD	Supplies for Maker Academ	42.99
US BANK/P-CARD	Supplies for programs - M	28.93
US BANK/P-CARD	Teleconferencing Software	749.50
US BANK/P-CARD	Thermal Receipt Printer -	233.00
US BANK/P-CARD	Thermal Roll Paper 50roll	1,130.04
US BANK/P-CARD	Water Fountain Filter (1	64.23
VERIZON WIRELESS	ACCT.#880398978-00001/LIN	890.21
VERIZON WIRELESS	ACCT# 880398978-00001/REG	245.81
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.30
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.99
WALMART COMMUNITY BRC	MISC. LIBRARY SUPPLIES	554.74
WATTS COPY SYSTEMS, INC.	B/W, COLOR COPIES	154.00
WILCOX ELECTRIC & SERVICE INC	RETROFIT LIGHTS TO LED	506.51
Library Fund	Library Administration - Total	58,566.03
Overall - Total		60,048.78

Director's Report
April 19, 2023

1. Monthly Financial Report

Revenue: The March operating revenues were down 1.97% compared to this time last year.

Expenses: A report showing expenses totaling \$60,048.78 from March 9, 2023 to April 12 is included in this packet. Two payrolls (March 17 and March 31) totaled \$146,189.23.

2. Circulation

Total circulation for March was 72,041 up 16.3% from March 2022.

3. FY2023-FY2028 Budget

Library staff continue to work with our finance office on wrapping up FY2023. Our fiscal year concluded on March 31 and we ended in a strong financial position.

4. Insurance Renewal

Van Gundy has provided our insurance policy renewal for 2023-2024, included in this packet. While Cyber coverage decreased slightly, commercial coverage (mostly based on increases in construction costs) and workers' compensation show an increase. Our annual cost will increase by \$3,698. I recommend renewal with use of the next year to determine if other insurance options will better fit the Normal Public Library including other carriers available to Van Gundy.

5. Abatement Project

We continue to seek understanding of our abatement project. Beth and I met on April 14 with Brad McKee (McKee Environmental) and Darren Schretter (Studio GC) to determine our best next steps concerning continued use of this facility. Discussion is set on our agenda this month.

6. Center for Civic Engagement Award—Community Partner

The staff of the Normal Public Library received an award from ISU's Center for Civic Engagement! Special congratulations go to longtime Partners in Reading coordinator Lyndsey Carney and to Laura Golaszewski for partnering with ISU's Dept of Health Sciences in co-hosting the International Day of Peace in September 2022. We were nominated by Dr. Alicia Wodika (ISU Dept of Health Sciences).

7. El día de los niños / El día de los libros

Join us to celebrate reading at El día de los niños / El día de los libros (day of the child/day of the book) on Sunday, April 30 from 1:30-3:30 pm. Enjoy crafts, virtual reality experiences, snacks, bilingual story time in Spanish and English by Latinos en BloNo founder, Yolanda Alonso, and more! Visit with friends and learn more about BN Parents, Bloomington Public Library, the Immigration Project, Latinos en BloNo, Normal Public Library, and Western Avenue Community Center.

8. Asian Heritage Celebration

On Saturday, April 22 we will celebrate Asian history and culture throughout the library! Learn, participate, and celebrate with many different performances and activities, including Tea Culture and Tasting, Rangoli Art, Thai Dance, Indian dance, and more. Our partners include Dr. T Y Wang, ISU Asia Connect, Illinois Art Station, and other community members.

9. National Library Week

National Library Week is April 23-29. This year's theme is "There's more to the story." NPL is participating with several themed days celebrating staff through the week and a display for everyone in our gallery space featuring a history of NPL.

10. Professional Development

I attended the RAILS offering on April 14, An Overview of the Decennial Committee on Local Government Efficiency Act presented by Julie Tappendorf of Ancel Glink. I propose that we keep our options open but not commence this work at this time.



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

0

12

April - March

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%	4,219,561.84	-1.97%
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%	237,061.23	-2.37%
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%	6,100.76	-3.46%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	5,274.10	-49.49%
38210-Investment Income	34,365.00	34,365.00	17,694.15	51.49%	39,809.84	-55.55%
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%	60,206.18	-29.88%
38210-Investment Income	19,362.00	19,362.00	9,874.93	51.00%	22,378.18	-55.87%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	37,828.00	-14.51%
223-Library Special Reserve	9,563.00	9,563.00	3,665.09	38.33%	8,237.35	-55.51%
38210-Investment Income	7,063.00	7,063.00	3,665.09	51.89%	8,237.35	-55.51%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,260,403.00	4,260,403.00	4,182,268.87	98.17%	4,288,005.37	-2.47%



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

0

12

April - March

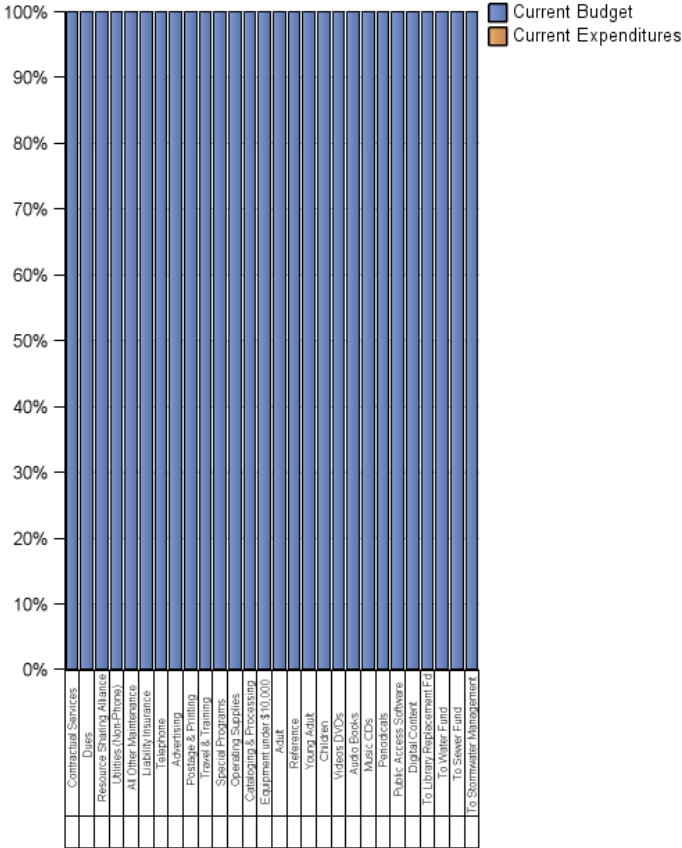
Expense

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	4,626,487.13	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	4,626,487.13	46.54%
222-Library Replacement Fund	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	71,517.63	82.06%
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	71,517.63	82.06%
223-Library Special Reserve	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	87,012.26	96.38%
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	87,012.26	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	4,785,017.02	52.51%

Budget to Actual Expenditures

Library - Administration (Library Fund)

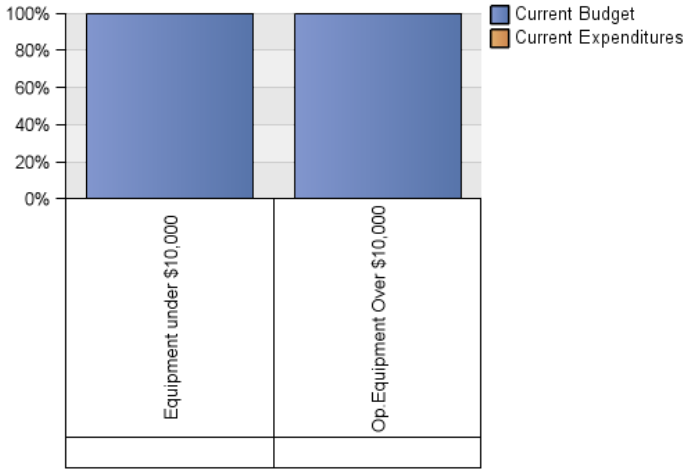


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$133,515.00	\$133,515.00	100%	\$0.00	
			221-9010-455.20-20	Dues	\$0.00	\$0.00	\$0.00	\$5,970.00	\$5,970.00	\$5,970.00	100%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$70,850.00	\$70,850.00	\$70,850.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$93,000.00	\$93,000.00	\$93,000.00	100%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$0.00	\$0.00	\$73,000.00	\$73,000.00	\$73,000.00	100%	\$0.00
			221-9010-455.30-10	Liability Insurance	\$0.00	\$0.00	\$0.00	\$48,609.00	\$48,609.00	\$48,609.00	100%	\$0.00
			221-9010-455.30-15	Telephone	\$0.00	\$0.00	\$0.00	\$10,197.00	\$10,197.00	\$10,197.00	100%	\$0.00
			221-9010-455.30-20	Advertising	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.30-25	Postage & Printing	\$0.00	\$0.00	\$0.00	\$21,218.00	\$21,218.00	\$21,218.00	100%	\$0.00
			221-9010-455.30-35	Travel & Training	\$0.00	\$0.00	\$0.00	\$12,485.00	\$12,485.00	\$12,485.00	100%	\$0.00
			221-9010-455.30-40	Special Programs	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.35-10	Operating Supplies	\$0.00	\$0.00	\$0.00	\$65,000.00	\$65,000.00	\$65,000.00	100%	\$0.00

221-9010-455.35-15	Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$15,914.00	\$15,914.00	\$15,914.00	100%	\$0.00
221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
221-9010-455.36-10	Adult	\$0.00	\$0.00	\$0.00	\$96,870.00	\$96,870.00	\$96,870.00	100%	\$0.00
221-9010-455.36-15	Reference	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
221-9010-455.36-20	Young Adult	\$0.00	\$0.00	\$0.00	\$13,911.00	\$13,911.00	\$13,911.00	100%	\$0.00
221-9010-455.36-25	Children	\$0.00	\$0.00	\$0.00	\$92,742.00	\$92,742.00	\$92,742.00	100%	\$0.00
221-9010-455.37-15	Videos DVDs	\$0.00	\$0.00	\$0.00	\$16,974.00	\$16,974.00	\$16,974.00	100%	\$0.00
221-9010-455.37-20	Audio Books	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
221-9010-455.37-30	Music CDs	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$4,500.00	100%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$0.00	\$0.00	\$18,030.00	\$18,030.00	\$18,030.00	100%	\$0.00
221-9010-455.38-20	Public Access Software	\$0.00	\$0.00	\$0.00	\$90,872.00	\$90,872.00	\$90,872.00	100%	\$0.00
221-9010-455.39-10	Digital Content	\$0.00	\$0.00	\$0.00	\$92,982.00	\$92,982.00	\$92,982.00	100%	\$0.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$97,398.00	\$97,398.00	\$97,398.00	100%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	100%	\$0.00
221-9010-455.95-07	To Sewer Fund	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$600.00	100%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$0.00	\$0.00	\$610.00	\$610.00	\$610.00	100%	\$0.00
Summary		0.00	0.00	0.00	1,129,747.00	1,129,747.00	1,129,747.00	1.00	0.00

Budget to Actual Expenditures

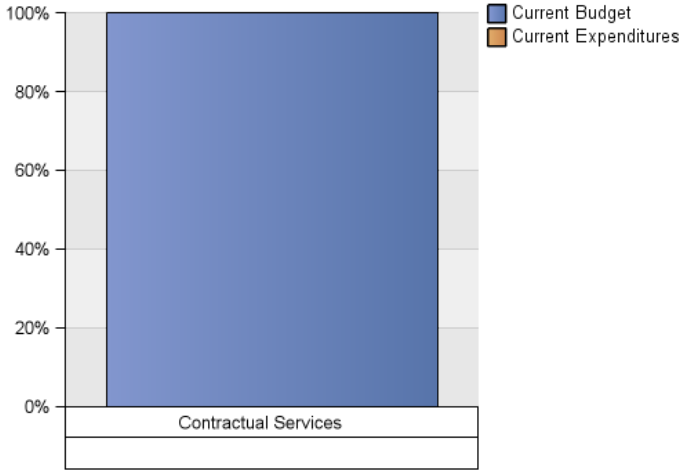
Library - Administration (Library Replacement Fund)



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	\$0.00	\$0.00	\$54,280.00	\$54,280.00	\$54,280.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	100%	\$0.00
			Summary		0.00	0.00	0.00	89,280.00	89,280.00	89,280.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455,20-10	Contractual Services	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
Summary					0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1.00	0.00

NPL Circulation Statistics



March 2023

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2021	2022	2023
Juvenile						
Books	174,623	339,967	451,310	28,491	34,494	43,223
Videos	1,568	2,281	3,604	150	230	328
Audios	4,869	11,365	16,518	890	1,203	1,697
Magazines	193	319	978	61	27	63
Other	74	527	1,226	9	56	81
Juvenile - Total	181,327	354,459	473,636	29,601	36,010	45,392
Teen						
Books	10,141	15,617	16,768	1,293	1,405	1,293
Audios	109	68	75	8	9	3
Magazines	6	12	11	3	2	0
Teen - Total	10,256	15,697	16,854	1,304	1,416	1,296
Adult						
Books	70,635	115,139	140,529	10,589	11,488	11,454
Videos	18,750	36,740	49,062	2,867	4,157	4,477
Audios	7,965	12,772	15,350	1,176	1,166	1,203
Magazines	1,403	2,448	3,160	240	229	318
Other	2,775	9,143	14,775	447	1,153	1,474
Adult - Total	101,528	176,242	222,876	15,319	18,193	18,926
Digital Content						
eAudiobooks	19,283	19,544	25,957	1,664	1,710	2,697
eBooks	35,542	29,571	33,881	2,880	2,537	3,174
Magazines	4,295	1,813	1,506	162	135	140
Music	2,110	360	479	387	47	44
Streaming Video	4,621	4,201	3,236	404	245	356
Content Passes*		174	155		11	16
Digital Content - Total*	65,851	55,663	65,214	5,497	4,685	6,427
Total Circulation*	358,962	602,061	778,580	51,721	60,304	72,041

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



March 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,886	81,383	400	-903	4,101	-6,467
Videos	955	955	0	0	1	-8
Audios	2,369	2,374	18	-13	272	-311
Magazines	179	191	15	-3	155	-249
Other	119	122	3	0	3	-7
Juvenile - Total	85,508	85,025	436	-919	4,532	-7,042
Teen						
Books	5,218	4,920	86	-384	638	-853
Audios	35	35	0	0	0	-3
Magazines	22	24	2	0	14	-18
Teen - Total	5,275	4,979	88	-384	652	-874
Adult						
Books	55,908	56,113	256	-51	3,809	-2,332
Videos	16,319	16,378	63	-4	860	-314
Audios	11,656	11,662	9	-3	268	-2467
Magazines	1,399	1,453	136	-82	1567	-2157
Other	2,212	2,217	6	-1	165	-57
Adult - Total	87,494	87,823	470	-141	6,669	-7,327
Total Collection	178,277	177,827	994	-1,444	11,853	-15,243

NPL Digital Content by Month



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

	11.22	12.22	1.23	2.23	3.23	
eRead Illinois						
eAudiobooks	264	295	329	286	274	
eBooks	224	240	297	255	240	
eRead Illinois Total	488	535	626	541	514	
Freanding						
	6	7	9	4	1	
Hoopla						
eAudiobooks	1,148	1,106	1,308	1,356	1,450	
eBooks	741	708	842	765	793	
Movies/TV	124	129	136	152	158	
Music	43	41	37	42	44	
Hoopla Total	2,056	1,984	2,323	2,315	2,445	
Kanopy						
Individual Titles Plays	64	71	74	79	92	
Plays Through Passes	48	62	75	96	106	
Kanopy Total Videos Played	112	133	149	175	198	
OverDrive						
eAudio	717	765	871	786	973	
eBooks	1,740	1,793	2,098	1,954	2,140	
Magazines	105	127	107	118	140	
OverDrive Total	2,562	2,685	3,076	2,858	3,253	
Total Downloads or Uses						
eAudiobooks	2,129	2,166	2,508	2,428	2,697	
eBooks	2,711	2,748	3,246	2,978	3,174	
Magazines	105	127	107	118	140	
Music	43	41	37	42	44	
Streaming Video	236	262	285	327	356	
Hoopla 7-day BingePasses	7	8	7	8	6	
Kanopy Passes	3	2	2	4	6	
OverDrive 7-Day Passes	0	3	6	3	4	
Total Passes	10	13	15	15	16	

NPL Monthly Statistics



March 2023

Library Card Registration

Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	28,157	233	-11	28,379	25,545	23,338
Teen	3,332	407	2	3,741	3,156	2,775
Juvenile	9,179	507	-12	9,674	8,426	7,438
Total	40,668	1,147	-21	41,794	37,127	33,551

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	19,065	183,806		
Offsite programs (est)		-		
Year to Date Total		183,806	132,374	19,588

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,800	38,540	34,188	31,165
Loaned	3,204	36,944	34,941	28,028
Reciprocal borrowing	20,871	210,203	151,526	53,451

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	1	0	-	7
Adult	812	658	49	9,462
Public Laptop	64	53	49	654
Quick-Use	-	-	-	-
Totals	877	711	49	10,123

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

normalpl.org Site Statistics



March 2023

	Annual Totals Year to Date			March		
	FY 2021	FY 2022	FY 2023	2021	2022	2023
Site Views over time						
Pageviews	278,906	339,160	415,581	24,975	34,034	34,508
Unique Pageviews	227,035	273,464	341,866	19,637	27,480	29,056
Sessions	153,499	180,762	208,663	13,594	17,395	17,996

Top Viewed Pages FY 2023

/	185,104
/events/upcoming	13,150
/events/month	9,844
/employment	4,844
/events/upcoming?page=1	4,612
/summerreading	4,587
/learning-resources	4,187
/challenges	4,103
/form/library-account-application	2,772
/download-stream	2,721

Usage by Device FY 2023

Desktop	51.6%
Mobile	46.6%
Tablet	1.8%

Top Viewed Pages March 2023

/	15,450
/events/upcoming	1,369
/events/month	797
/employment	666
/events/upcoming?page=1	513
/learning-resources	421
/events/month/2023/04	377
/event/family-fort-pajama-night	359
/challenges	326
/event/recipe-rotisserie-cookbook-club	293

Usage by Device Mar 2023

Desktop	53.0%
Mobile	45.2%
Tablet	2.0%

Commercial Package Policy 5/1/2023 to 5/1/2024

Property:

\$1,000 Deductible, 90% Coinsurance, Special Form, Replacement Cost, Earthquake, Equipment Breakdown, Building Glass, Water/Sewer Backup, Elite Pac Property Extension

Location: 206 W. College Ave, Normal, IL 61761

Building: \$11,800,904

Business Personal Property: \$3,813,648

Furniture & Fixtures: \$1,251,744

Business Income & Extra Expense: *Actual Loss Sustained*

Building (Shed): \$6,675

General Liability Including Elite Pac GL Extension

Liability extended to parking lot at 108 N Fell Ave, Normal

General Aggregate	\$2,000,000
Products Completed Ops. Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage	\$1,000,000
Medical Payments	\$ 5,000

Abuse or Molestation Liability:

Each Occurrence	\$1,000,000
Aggregate Limit	\$2,000,000
No Deductible Applies	

Business Automobile: 2012 Dodge Grand Caravan
(2C4RDGBG3CR389032)
2019 Ford Transit Cargo Van
(NM0LS7E25K1432250)

Bodily Injury & Property Damage	\$1,000,000
Medical Payments	\$ 5,000
Uninsured/Underinsured	\$1,000,000
Comprehensive/\$500 Deductible	Actual Cash Value
Collision/\$1000 Deductible	Actual Cash Value
Hired and Non-Owned Auto	\$1,000,000
Elite Pac Auto Extension	

Electronic Data Processing:

\$500 Deductible	
Equipment Hardware Owned	\$150,000
Media	25,000
Extra Expense	5,000

Scheduled Fine Arts **5,860**

Lego Exhibit (Incl Breakage)

Unscheduled Fine Arts **25,000**

Commercial Umbrella (included in package policy)

\$5,000,000 Each Occurrence / \$5,000,000 Aggregate Limit

Workers' Compensation 5/1/2023 to 5/1/2024

\$100,000 BI Each Accident
\$500,000 BI by Disease- Policy Limit
\$100,000 BI by Disease- Each Employee

Code: 8810 (Public Library Employees & Clerical)
Estimated Payroll: \$1,871,467
Code: 9101 (Public Library Custodial Employees)
Estimated Payroll: \$67,375
Code 7380 (Drivers)
Estimated Payroll: \$16,895
Code 8742 (Salespersons)
Estimated Payroll: \$16,328

D&O/EPLI (Mgmt Liability) 5/29/2023 to 5/29/2024

Directors & Officers Liability	\$2,000,000 Aggregate
Employment Practices Liability	\$2,000,000 Aggregate
\$10,000 Deductible Per Claim	

Premium Summary

	<u>2022</u>	<u>2023</u>	-
Commercial Package Policy (umbrella included)	\$23,520	26,777	
Workers' Compensation	8,496	8,959	
D&O (\$2M)/ EPLI (\$2M)	7,982	7,983	
Cyber Policy	6,221	6,198	
TOTALS:	\$46,219	\$49,917	

2023-2024

**INSURANCE SUMMARY
PREPARED FOR:**

**NORMAL PUBLIC LIBRARY
206 W. COLLEGE AVENUE
NORMAL, IL 61761**

Presented By:

Agent: Michael E. McGrew
Van Gundy Agency, Inc.
Phone: (309)452-1156
mmcgrew@vangundy.com



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."

From that fundamental shift in thought, they found an interest in using their directing craft to create dynamic theatre that supports social movements and reflects and asks questions that impact the larger society, especially in the context of cultural diversity.

They are committed to the belief that their work should be a voice for the oppressed and provoke empathy and that theatre can help people imagine a better society and inspire them to change it together. As a director, Sanhawich seeks to flip Western narratives and amplify contemporary global truth.

Community Partner Award

The Normal Public Library received the Community Partner Award. This award recognizes a community organization that is significantly involved with Illinois State University. This recognition honors organizations and individuals who contribute to student learning and support student engagement with the community in a curricular or cocurricular setting.

The library is a beacon of community support as it addresses community engagement and literacy and the social determinants of health. The library was a critical partner this year with the Department of Health Sciences and Milner Library to co-host the International Day of Peace in September. This international effort celebrates the United Nations' call for a global end to conflict. The library also partners with Illinois State classes to host service-learning projects. It is also home to the University's students who volunteer through Partners in Reading.

Friend of Civic Engagement

Ryan Smith, director of University Assessment Services, has been honored with the Friend of Civic Engagement Award. While the other Civic Engagement Awards come from campuswide nominations and are determined by an independent selection committee, the Friend of Civic