



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

**June 21, 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 May 17, 2023
  - B. Approval of the Corrected Minutes of the Regular Board Meeting of April 19, 2023
  - C. Approval of Normal Public Library Expenditures for Payment as of June 14, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Nonresident Card Fee (Action)
  - B. Abatement Project (Action)
  - C. Purchasing Policy (Discussion)
  - D. Executive Session: [5 ILCS 120/2(c)(5)] Land Sale/Land Acquisition (Action)
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: July 19, 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

May 17, 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, May 17, 2023. The meeting convened at 6:05 pm, President Beth Robb, presiding.

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

**Members Absent: NA**

**Consultants Present:** Darren Schretter- Studio GC, Brad McKee- McKee Environmental

**Library Staff Present:** John Fischer, Library Director, Laura Golaszewski, Jennifer Williams, Rhiannon Schultz, Enoch Kindseth

**Community Members Present:** Lyn Potts- NPL Foundation, Chemberly Harris- Town Council, Mark Clinch- Director of Facilities, Greg Troemel- Town of Normal Building Department, Andrew Huhn- Director of Finance, Eric Hanson- assistant city manager, Pamela Reece- City Manager, Kathleen Lorenz- Town council, Charlie Schlenker- WGLT, Breanna Rittman- WMBD, Scott Preston- Town Council

1. **Review of the Agenda:** No corrections or additions
2. **Work Session on the Abatement Project**
  - A. Studio GC Presentation, Darren Schretter and McKee Environmental, Brad McKee
  - B. Abatement Scope Discussion
3. **President's Report:** Ms Robb expressed thanks for board member comments and questions during work session.
4. **Public Comment:** None
5. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** Summer reading underway, potential for maker space as a fundraising focus with matching funds.

**Library Advocacy:** No report.

**Library Planning:** No report.
6. **Library Director's Report:** Mr. Fischer discussed the items in his report.
7. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of April 19, 2023**
  - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$158,148.07 for two payrolls, and \$95,215.95 for expenditures as of May 10 2023.**
  - C. **Approval of the Normal Public Library's 2023 Illinois Public Library Annual Report**
  - D. **Approval of the Board Meeting Schedule**

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

Motion passed 7-0.

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

No items were removed from the Omnibus Vote Agenda.

9. **NEW BUSINESS**

A. **Election of Board Officers (Action)**

i. Ms Robb nominated the following for Board Office

1. Beth Robb: President
2. Kaitlyn Trunnel: Vice President
3. Erin Ripley-Gataric: Secretary
4. Amy Ersland: Treasurer

Mr. Lindberg motioned to approve, Ms. Lane seconded

Motion passed 7-0

10. **UNFINISHED BUSINESS**

None

11. **Suggested Items for Next Agenda**

12. **Board Comments and Concerns**

13. **Next Meeting Date:** June 21, 2023 6:00PM

14. **Adjournment**

Ms. Robb adjourned the meeting at 7:42 pm.

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Secretary

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Date

**Minutes of the Board of Trustees  
Normal Public Library  
April 19, 2023**

**Oath of Office:** Town Clerk Angie Huonker to administer the oath of office to trustee Amy Ersland, Dylan Hile-Broad, Terry Lindberg

**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, April 19, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

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

**Members Absent:** NA

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

**Community Members Present:** Dylan Hile-Broad

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb recognized and thanked Jd Davis for her six years of service on the Board of Trustees. Ms. Robb thanked NPL staff for their hard work. Ms. Lane spoke on her experience attending the Civic Engagement Awards Ceremony at Illinois State University where community members were awarded for advancing the core values of civic engagement on and off campus, which recognized Laura Golaszewski for co-hosting the International Day of Peace with ISU's Department of Health Sciences in September 2022, Lyndsey Carney for Partners in Reading, John Fischer as director and the entire staff of the NPL.
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. Ms. Trunnell commented that RAILS is seeking new board members.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of March 15, 2023**
  - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$146,189.23 for two payrolls and \$60,048.78 for expenditures as of April 12, 2023.**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ripley-Gataric seconded.

Motion passed 7-0.

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

No items were removed from the Omnibus Vote Agenda.

8. **NEW BUSINESS**

A. **Insurance Renewal (Action)**

Ms. Lane moved to approve the insurance package for 2023-2024 as presented. Ms. Trunnell seconded.  
Motion passed 7-0.

B. **Abatement Project Update (Discussion)**

Mr. Fischer provided the Board further updates on abatement/renovation following a meeting with Brad McKee of McKee Environmental and Darren Schretter of Studio GC. Ms. Robb suggested a special board meeting with Board trustees, Mr. McKee, Mr. Schretter and Town of Normal staff in attendance. The Board gave feedback on potential meeting times.

C. **Decennial Committees on Local Government Efficiency Act, Public Act 102-1088 (Action)**

Mr. Fischer has confirmed that because the Library does not levy a tax, it is exempt from the requirements. The Board gave their feedback.  
Mr. Lindberg moved to suspend action on item indefinitely. Ms. Lane seconded.  
Motion passed 7-0.

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

The Board opted to remain in open session regarding Item D: Land Acquisition and Land Sale rather than enter Executive Session.  
The Board reviewed the contract regarding the lease of the Fell Street lot. A new contract is expected to be presented in May or June for continued lease of the lot.

9. **UNFINISHED BUSINESS**

None

10. **Suggested Items for Next Agenda**

11. **Board Comments and Concerns**

12. **Next Meeting Date:** May 17, 2023

13. **Adjournment**

Ms. Robb adjourned the meeting at 6:54 pm.

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Secretary

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Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 05/11/2023-06/14/2023

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DEMCO INC	SUPPLIES FOR SUMMER READI	125.99
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	265.00
MICHELLE M. WILSON	LECTURE: GENEALOGY SERVIC	150.00
US BANK/P-CARD	\$5 Gift card - Staff Read	25.00
US BANK/P-CARD	Adult Reading Challenge	25.00
US BANK/P-CARD	Items for Summer Reading	2,659.97
US BANK/P-CARD	Prizes for Summer Reading	1,440.00
US BANK/P-CARD	Sign and Sing Story time	300.00
US BANK/P-CARD	Summer Reading Prizes - 1	499.98
US BANK/P-CARD	Supplies for Summer Readi	19.98
Library Fund	- Total	5,510.92

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	DOOR STOP	3.99
ACE HARDWARE	MISC.SUPPLIES-LIBRARY	22.98
ACE HARDWARE	MOLD SCREENBEAD	2.99
AMERENIP	ENERGY USAGE	965.22
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,730.34
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,258.66
BAKER & TAYLOR COMPANIES	TEEN BOOKS-YA	458.38
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	29.32
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	45.46
BAKER & TAYLOR CONTINUATION	TRAVEL,SOC.SEC,STAMP BKS	315.79
BILL'S KEY & LOCK SHOP	KEYS	5.52
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOK	23.24
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	772.67
BRODART COMPANY	CATALOG PROCESS.SUPPLIES	269.30
CENGAGE LEARNING INC	MAY AMISH FICTION 3 PLAN	72.72
CENGAGE LEARNING INC	MAY BASIC 8 PLAN (7)	191.93
CENGAGE LEARNING INC	MAY CHRISTIAN ROM.5 PLAN	125.20
CENGAGE LEARNING INC	MAY CORE 8 PLAN (6)	160.44
CENGAGE LEARNING INC	MAY LP DIST.LIST 6 PLAN	92.25
CENGAGE LEARNING INC	MAY WHEELER WESTERN 2PLAN	41.23
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS 8	191.76
CENTER POINT LARGE PRINT	ADULT LGPRNT BOOKS (8)	191.76
CENTER POINT LARGE PRINT	ADULT LP BOOKS	48.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/11/2023-06/14/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANING	525.00
CIRBN, LLC	INTERNET SERVICE-JUN23	76.08
COAST TO COAST SOLUTIONS,INC	VALVE FLYER FRISBEES	904.15
DARNALL PRINTING	WINDOW/REG ENVELOPES	913.44
DEMCO INC	SMALL ALL PURPOSE EASELS	57.57
DEMCO INC	SUPPLIES	134.45
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 4/30	50.00
DIRECT ENERGY SERVICES LLC	DIRECT ENERGY	13,114.78
DRAMATISTS PLAY SERVICE	ADULT BOOKS HEARTLAND PLY	99.45
ELM USA INC	PAD BLK YELLOW/GREEN	941.99
ELM USA INC	PADS-DISC CLEANR/SOLUTION	981.39
ENVISION WARE INC	CATALOG/PROCESS RFID TAGS	1,909.00
ENVISION WARE INC	RFISD-TAG 2X2	577.00
GLT 89FM RADIO	MAY23-OCT23 UW & WEB	3,400.00
HARLAN VANCE COMPANY	BALLOONS-SUMMER READING	629.40
KAEB SANITARY SUPPLY INC	HAND SANITIZER/VAC BAGS	341.40
KANOPIY INC	DIGITAL CONTENT STREAMING	197.00
KONE INC	ELEVATOR REPAIR	446.88
Laura Golaszewski	COFFEE	32.00
Laura Golaszewski	TREATS	56.18
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS (40)	845.76
MENARDS	DIST. WATER GAL. 13 DETER	47.69
MENARDS	MAGNETIC VENT COVER	20.97
MENARDS	MAINT. SUPPLIES	81.98
MENARDS	MOUNTING TAPE/LATCH BOX	47.96
MENARDS	SUPPLIES	28.21
MIDWEST TAPE	CREDIT-INSTANT DPR	-442.38
MIDWEST TAPE	DIGITAL CONTENT	10,646.33
MILLER JANITOR SUPPLY	TOILET PAPER,HAND SOAP	370.48
MILLER JANITOR SUPPLY	TP,TOWELS,GARBAGE LINERS	207.50
OVERDRIVE, INC	DIGITAL CONTENT	922.46
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBKS	349.88
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBOOK	149.35
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	1,820.82
PLAYAWAY PRODUCTS LLC	CHILDREN'S PLAYAWAY	62.44
PRESIDIO NETWORKED SOLUTIONS	PROFESSIONAL SERVICES	195.00
QUADIENT, INC.	METER RENTAL 6/16-9/15/23	60.11
READER'S DIGEST	1 YR RENEWAL - LGPRNT REA	30.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/11/2023-06/14/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
SAMS CLUB	2 TICKETS/SUPPLS, TABLES	293.90
SAMS CLUB	MISC. SUPPLIES-LIBRARY	619.79
SCHOLASTIC INC	CHILDREN'S BOOKS (361)	953.48
SCHOLASTIC LIBRARY PUBLISHING	STORE INVENTORY	32.49
UNIQUE MANAGEMENT SERVICES INC	MAY PLACEMENTS (5)	53.75
US BANK/P-CARD	Air Purifier Filter	69.29
US BANK/P-CARD	Cake for Library Graduate	46.00
US BANK/P-CARD	Class - 2 Sessions - Supp	69.00
US BANK/P-CARD	Flourescent Bulb Recycle	9.60
US BANK/P-CARD	Food-Snacks for Library G	50.98
US BANK/P-CARD	Gift Card - Peep This Dio	20.00
US BANK/P-CARD	Grant - Feminine Care Pro	1,138.40
US BANK/P-CARD	Headphones to Circulate	91.74
US BANK/P-CARD	National Library Week - L	633.13
US BANK/P-CARD	New DVD Rel. - 80 FOR BRA	35.92
US BANK/P-CARD	New DVD Rel. - BABY RUBY	35.98
US BANK/P-CARD	New DVD Rel. - BLOOD RELA	13.99
US BANK/P-CARD	New DVD Rel. - COCAINE BE	53.88
US BANK/P-CARD	New DVD Rel. - EMILY (2)	33.58
US BANK/P-CARD	New DVD Rel. - INVITATION	13.99
US BANK/P-CARD	New DVD Rel. - JESUS REVO	59.97
US BANK/P-CARD	New DVD Rel. - JUNIPER (	13.29
US BANK/P-CARD	New DVD Rel. - KNOCK AT T	71.84
US BANK/P-CARD	New DVD Rel. - Magic Mike	53.88
US BANK/P-CARD	New DVD Rel. - MARLOWE (	56.97
US BANK/P-CARD	New DVD Rel. - MY HAPPY E	41.97
US BANK/P-CARD	New DVD Rel. - RETURN TO	19.99
US BANK/P-CARD	New DVD Rel. - RIGHTEOUS	39.98
US BANK/P-CARD	New DVD Rel. - TRANSFUSIO	59.97
US BANK/P-CARD	New DVD Rel. - TRIANGLE O	20.99
US BANK/P-CARD	New DVD Rel. - UNWELCOME	12.96
US BANK/P-CARD	New PS5 Game Rel. - HOGWA	54.01
US BANK/P-CARD	New TV Series - YELLOWSTO	19.96
US BANK/P-CARD	New XBOX ONE Game Rel. -	58.68
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - Adult Book	13.15
US BANK/P-CARD	Patron Req. - Adult Books	40.94
US BANK/P-CARD	Podcast Hosting Service	15.00



## Report to Receive and File Town of Normal Expenditures for Payment as of 05/11/2023-06/14/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Power Adapter for Label M	8.63
US BANK/P-CARD	Power Adapter for Public	39.77
US BANK/P-CARD	Printer Filament	24.99
US BANK/P-CARD	Public Laptop Chargers (	134.13
US BANK/P-CARD	Refund - Class Cancelled	-69.00
US BANK/P-CARD	Refund - Power Adapter fo	-18.52
US BANK/P-CARD	Refund for Pre-order item	-10.12
US BANK/P-CARD	Repl. DVD - HOOSIERS (1)	25.43
US BANK/P-CARD	Repl. DVD - PETER PAN (1	12.20
US BANK/P-CARD	Repl. SWITCH Game - SUPER	49.94
US BANK/P-CARD	Repl. TV Series - FRIENDS	19.56
US BANK/P-CARD	Repl. Wall Clock	27.48
US BANK/P-CARD	Soundbar (1)	59.99
US BANK/P-CARD	Supplies - Cricut Fine Po	17.39
US BANK/P-CARD	Supplies - Cutlery-Ziploc	12.71
US BANK/P-CARD	Supplies - Erasers-Yarn	8.67
US BANK/P-CARD	Supplies - Food for Libra	22.73
US BANK/P-CARD	Supplies - Oraganizer wit	22.99
US BANK/P-CARD	Supplies - Printable Icec	3.90
US BANK/P-CARD	Supplies - Printer Filame	150.94
US BANK/P-CARD	Supplies - Rotary Cutter	10.89
US BANK/P-CARD	Supplies - Water	7.98
US BANK/P-CARD	Supplies for Maker Academ	80.97
US BANK/P-CARD	Supplies for Program - Fa	128.94
US BANK/P-CARD	Supplies for Story Walk -	69.99
US BANK/P-CARD	Tools and Spray Insulatio	127.83
US BANK/P-CARD	TV Series - DOC MARTIN S.	18.49
US BANK/P-CARD	Website Domain Renewal -	10.00
VAN GUNDY AGENCY	POLICY RENEWAL	26,777.00
VERIZON WIRELESS	APR 29-MAY 28	295.56
WALMART COMMUNITY BRC	SUPPLIES-SPECIAL PROGRAMS	505.14
WATTS COPY SYSTEMS, INC.	B/W, COLOR IMAGES	622.28
WATTS COPY SYSTEMS, INC.	B/W,COLOR COPIES	221.14
ZOOBEAN INC	PUBLIC ACCESS SW BEANSTCK	1,935.15
Library Fund	Library Administration - Total	88,138.47

**Library Special Reserve    Library                      Administration**

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/11/2023-06/14/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCKEE ENVIRONMENTAL INC	APD SERVICES/EXPENSE	1,860.00
MCKEE ENVIRONMENTAL INC	AREA AIR MONITORING	1,750.00
Library Special Reserve    Library	Administration                      - Total	3,610.00
<b>Overall - Total</b>		<b>97,259.39</b>

**Director's Report  
June 21, 2023**

**1. Monthly Financial Report**

**Revenue:** The May operating revenues were up 3.9 % compared to this time last year.

**Expenses:** A report showing expenses totaling \$97,259.39 from May 11 to June 14 is included in this packet. A large portion of this is our annual payment of insurance premium. Three payrolls (May 12, May 26, and June 9) totaled \$258,573.69.

**2. Circulation**

Total circulation for May was 60,763, up 13% from May 2022.

**3. FY2024 Budget**

The audit for the FY2023 is now underway. Preparation for the FY2024-FY2029 will begin soon.

**4. Insurance Renewal**

I've started a conversation with Mike Nugent about the possibility of consulting to secure two quotes for our May 2024 insurance renewal.

**5. Asbestos Update**

On the agenda tonight is an action item to move ahead with producing bid documents for our asbestos abatement project, continuing our contract with Studio GC.

**6. 2023 Summer Reading Challenge: Find Your Voice**

We are busy! Staff are busy. Our community is enjoying our space! Our annual Summer Reading Challenge, Find Your Voice, began on June 1 with the kick-off party from 4-7 pm and 544 people attending, even after we had to cancel the food truck and inflatables due to threat of weather! Our community continues to embrace our many and varied programs and the wonderful activities planned by library staff.

**7. Professional Development**

I have been accepted to attend Directors University in August, 2023. This is a three day program offered through the Illinois Library Association using funds provided by the U.S. Institute of Museum and Library Services, under the provisions of the Library Services and Technology Act (LSTA). Directors University is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System. I have paid the \$200 enrollment fee.

**8. Nonresident Fee**

On an annual basis, Illinois libraries must indicate if they will or will not participate in the nonresident card program, and, if so, set the fee for a nonresident card. This fee indicates the cost for an individual who lives in an area unserved by a public library to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{service population}} = \$ \frac{\quad}{\text{capita}}$$

**Then:** (\$/capita) X (average family size) = cost of family card

For Normal Public Library:

$$\frac{\$3,792,556}{52,736} = \frac{\$71.92}{\text{capita}}$$

$$\$71.92 \times 2.5 = \$179.80$$

Assuming we wish to continue offering nonresident cards for the coming year, I recommend the cost be set at \$179.80.

From the RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

0

2

April - May



**Revenue**

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,439,097.00</b>	<b>4,439,097.00</b>	<b>991,139.74</b>	<b>22.33%</b>	<b>953,388.44</b>	<b>3.96%</b>
31110-Property Tax	3,962,164.00	3,962,164.00	860,876.51	21.73%	859,456.52	0.17%
31530-State Replacement Revenue	357,600.00	357,600.00	120,727.77	33.76%	83,498.19	44.59%
33260-State Grants	77,433.00	77,433.00			3,004.78	-100.00%
34720-Photocopy Fees	2,000.00	2,000.00	1,912.38	95.62%	1,864.89	2.55%
34750-Replacements Books/AV	3,500.00	3,500.00	968.83	27.68%	1,090.13	-11.13%
38210-Investment Income	36,000.00	36,000.00	5,246.97	14.57%	3,495.90	50.09%
38530-Donations	200.00	200.00	375.00	187.50%	965.00	-61.14%
38910-Miscellaneous	200.00	200.00	1,032.28	516.14%	13.03	7822.33%
<b>222-Library Replacement Fund</b>	<b>117,698.00</b>	<b>117,698.00</b>	<b>19,223.56</b>	<b>16.33%</b>	<b>14,879.11</b>	<b>29.20%</b>
38210-Investment Income	20,300.00	20,300.00	2,990.56	14.73%	1,943.11	53.91%
39192-Transfer From	97,398.00	97,398.00	16,233.00	16.67%	12,936.00	25.49%
<b>223-Library Special Reserve</b>	<b>9,900.00</b>	<b>9,900.00</b>	<b>2,624.60</b>	<b>26.51%</b>	<b>734.43</b>	<b>257.37%</b>
38210-Investment Income	7,400.00	7,400.00	2,624.60	35.47%	734.43	257.37%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,566,695.00</b>	<b>4,566,695.00</b>	<b>1,012,987.90</b>	<b>22.18%</b>	<b>969,001.98</b>	<b>4.54%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

0

2

April - May



**Expense**

YTD Expense Pivot

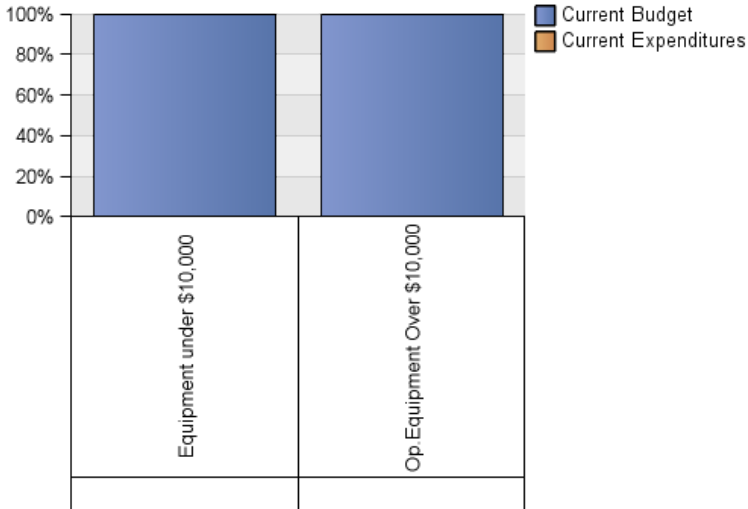
Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,362,783.00</b>	<b>4,367,796.00</b>	<b>526,671.48</b>	<b>417,896.54</b>	<b>944,568.02</b>	<b>3,423,227.98</b>	<b>523,957.34</b>	<b>78.37%</b>
10-Administration	4,362,783.00	4,367,796.00	526,671.48	417,896.54	944,568.02	3,423,227.98	523,957.34	78.37%
<b>222-Library Replacement Fund</b>	<b>89,280.00</b>	<b>89,280.00</b>				<b>89,280.00</b>		<b>100.00%</b>
10-Administration	89,280.00	89,280.00				89,280.00		100.00%
<b>223-Library Special Reserve</b>	<b>1,000.00</b>	<b>201,000.00</b>	<b>3,610.00</b>	<b>-1,860.00</b>	<b>1,750.00</b>	<b>199,250.00</b>	<b>6,847.50</b>	<b>99.13%</b>
10-Administration	1,000.00	201,000.00	3,610.00	-1,860.00	1,750.00	199,250.00	6,847.50	99.13%
<b>Total</b>	<b>4,453,063.00</b>	<b>4,658,076.00</b>	<b>530,281.48</b>	<b>416,036.54</b>	<b>946,318.02</b>	<b>3,711,757.98</b>	<b>530,804.84</b>	<b>79.68%</b>



<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$456.40	\$4,452.17	\$15,000.00	\$10,091.43	\$15,000.00	67%	\$4,452.17
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$840.93	\$7,683.60	\$24,825.39	\$66,000.00	\$32,650.08	\$65,000.00	49%	\$25,666.32
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$1,909.00	\$846.30	\$9,744.70	\$15,914.00	\$3,414.00	\$15,914.00	21%	\$11,653.70
<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	\$502.81	\$10,549.12	\$57,188.26	\$96,870.00	\$28,629.81	\$96,870.00	30%	\$57,691.07
<a href="#">221-9010-455.36-15</a>	Reference	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$1,108.78	\$11,641.22	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$11,641.22
<a href="#">221-9010-455.36-25</a>	Children	\$161.16	\$8,228.83	\$53,775.46	\$92,742.00	\$30,576.55	\$92,742.00	33%	\$53,936.62
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$0.00	\$1,702.73	\$6,458.40	\$16,974.00	\$8,812.87	\$16,974.00	52%	\$6,458.40
<a href="#">221-9010-455.37-20</a>	Audio Books	\$0.00	\$2,334.17	\$9,165.83	\$15,000.00	\$3,500.00	\$15,000.00	23%	\$9,165.83
<a href="#">221-9010-455.37-30</a>	Music CDs	\$0.00	\$152.01	\$0.00	\$4,500.00	\$4,347.99	\$4,500.00	97%	\$0.00
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$552.90	\$12,500.00	\$18,030.00	\$4,977.10	\$18,030.00	28%	\$12,500.00
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$1,935.15	\$4,678.75	\$39,673.80	\$93,500.00	\$47,212.30	\$90,872.00	50%	\$41,608.95
<a href="#">221-9010-455.39-10</a>	Digital Content	\$273.11	\$17,149.58	\$45,077.31	\$92,982.00	\$30,482.00	\$92,982.00	33%	\$45,350.42
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$16,233.00	\$0.00	\$97,398.00	\$81,165.00	\$97,398.00	83%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$404.68	\$0.00	\$2,500.00	\$2,095.32	\$2,500.00	84%	\$0.00
<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$0.00	\$100.60	\$0.00	\$600.00	\$499.40	\$600.00	83%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$101.20	\$0.00	\$610.00	\$508.80	\$610.00	83%	\$0.00
<b>Summary</b>		<b>5,965.01</b>	<b>139,911.83</b>	<b>416,419.43</b>	<b>1,134,760.00</b>	<b>572,463.73</b>	<b>1,129,747.00</b>	<b>0.50</b>	<b>422,384.44</b>

## Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

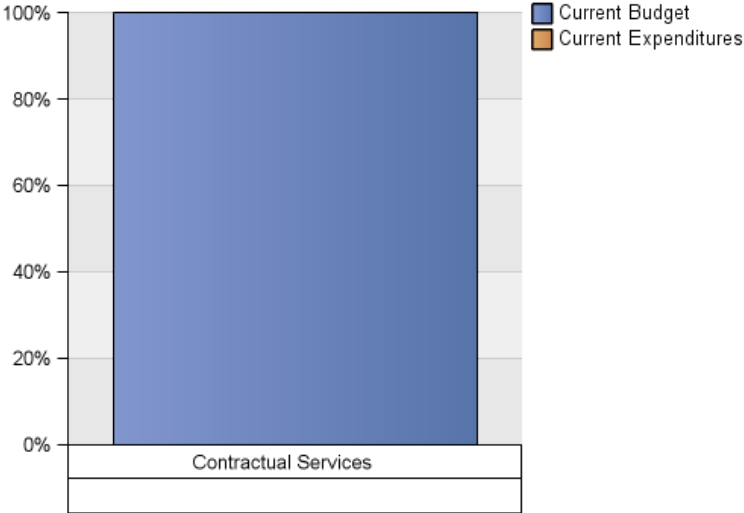


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$54,280.00	\$54,280.00	\$54,280.00	100%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	100%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>89,280.00</b>	<b>89,280.00</b>	<b>89,280.00</b>	<b>1.00</b>	<b>0.00</b>



### Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$3,610.00	\$0.00	\$201,000.00	\$197,390.00	\$1,000.00	98%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>3,610.00</b>	<b>0.00</b>	<b>201,000.00</b>	<b>197,390.00</b>	<b>1,000.00</b>	<b>0.98</b>	<b>0.00</b>

# NPL Circulation Statistics



## May 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
<b>Juvenile</b>						
Books	52,142	62,227	70,505	26,000	28,921	33,329
Videos	285	356	628	152	170	274
Audios	1,920	2,167	2,705	1,002	1,093	1,323
Magazines	25	91	53	25	42	23
Other	47	584	92	19	526	29
<b>Juvenile - Total</b>	<b>54,419</b>	<b>65,425</b>	<b>73,983</b>	<b>27,198</b>	<b>30,752</b>	<b>34,978</b>
<b>Teen</b>						
Books	2,585	2,380	2,610	1,264	1,101	1,303
Audios	11	3	1	3	2	1
Magazines	3	0	8	3	0	2
<b>Teen - Total</b>	<b>2,599</b>	<b>2,383</b>	<b>2,619</b>	<b>1,270</b>	<b>1,103</b>	<b>1,306</b>
<b>Adult</b>						
Books	18,575	21,758	23,472	9,174	10,499	11,787
Videos	5,257	7,504	7,753	2,689	3,655	3,741
Audios	2,207	2,507	2,441	1,131	1,111	1,270
Magazines	441	378	513	222	183	269
Other	846	1,729	2,460	420	607	1,171
<b>Adult - Total</b>	<b>27,326</b>	<b>33,876</b>	<b>36,639</b>	<b>13,636</b>	<b>16,055</b>	<b>18,238</b>
<b>Digital Content</b>						
eAudiobooks	3,221	3,658	5,275	1,691	1,876	2,723
eBooks	5,102	5,139	6,072	2,642	2,601	3,089
Magazines	266	270	206	108	142	104
Music	45	87	67	21	38	36
Streaming Video	928	488	517	290	246	267
Content Passes*		25	40		10	22
<b>Digital Content - Total*</b>	<b>9,562</b>	<b>9,667</b>	<b>12,177</b>	<b>4,752</b>	<b>4,913</b>	<b>6,241</b>
<b>Total Circulation*</b>	<b>93,906</b>	<b>111,351</b>	<b>125,418</b>	<b>46,856</b>	<b>52,823</b>	<b>60,763</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



## May 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	81,269	81,633	505	-141	926	-676
Videos	953	953	0	0	0	-2
Audios	2,387	2,403	26	-10	42	-13
Magazines	207	219	12	0	29	-1
Other	126	121	0	-5	0	-1
<b>Juvenile - Total</b>	<b>84,942</b>	<b>85,329</b>	<b>543</b>	<b>-156</b>	<b>997</b>	<b>-693</b>
<b>Teen</b>						
Books	4,991	5,046	62	-7	137	-11
Audios	35	35	0	0	0	0
Magazines	25	25	0	0	1	0
<b>Teen - Total</b>	<b>5,051</b>	<b>5,106</b>	<b>62</b>	<b>-7</b>	<b>138</b>	<b>-11</b>
<b>Adult</b>						
Books	56,197	56,214	351	-334	624	-523
Videos	16,435	16,459	57	-33	119	-38
Audios	11,664	11,692	31	-3	35	-5
Magazines	1,550	1,659	113	-4	234	-28
Other	2,227	2,228	8	-7	26	-15
<b>Adult - Total</b>	<b>88,073</b>	<b>88,252</b>	<b>560</b>	<b>-381</b>	<b>1,038</b>	<b>-609</b>
<b>Total Collection</b>	<b>178,066</b>	<b>178,687</b>	<b>1,165</b>	<b>-544</b>	<b>2,173</b>	<b>-1,313</b>

# NPL Digital Content by Month



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

	1.23	2.23	3.23	4.23	5.23	
<b>eRead Illinois</b>						
eAudiobooks	329	286	274	252	291	
eBooks	297	255	240	248	242	
<b>eRead Illinois Total</b>	<b>626</b>	<b>541</b>	<b>514</b>	<b>500</b>	<b>533</b>	
<b>Freanding</b>	<b>9</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<b>Hoopla</b>						
eAudiobooks	1,308	1,356	1,450	1,382	1,517	
eBooks	842	765	793	754	789	
Movies/TV	136	152	158	99	134	
Music	37	42	44	31	36	
<b>Hoopla Total</b>	<b>2,323</b>	<b>2,315</b>	<b>2,445</b>	<b>2,266</b>	<b>2,476</b>	
<b>Kanopy</b>						
Individual Titles Plays	74	79	92	79	74	
Plays Through Passes	75	96	106	72	59	
<b>Kanopy Total Videos Played</b>	<b>149</b>	<b>175</b>	<b>198</b>	<b>151</b>	<b>133</b>	
<b>OverDrive</b>						
eAudio	871	786	973	918	915	
eBooks	2,098	1,954	2,140	1,980	2,057	
Magazines	107	118	140	102	104	
<b>OverDrive Total</b>	<b>3,076</b>	<b>2,858</b>	<b>3,253</b>	<b>3,000</b>	<b>3,076</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,508	2,428	2,697	2,552	2,723	
eBooks	3,246	2,978	3,174	2,983	3,089	
Magazines	107	118	140	102	104	
Music	37	42	44	31	36	
Streaming Video	285	327	356	250	267	
<b>Hoopla 7-day BingePasses</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>13</b>	<b>13</b>	
<b>Kanopy Passes</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>5</b>	
<b>OverDrive 7-Day Passes</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	
<b>Total Passes</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>22</b>	

# NPL Monthly Statistics



May 2023

## Library Card Registration

### Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	28,530	188	-20	28,698	25,909	23,554
Teen	3,717	7	-4	3,720	3,156	2,966
Juvenile	9,630	26	-7	9,649	8,463	7,578
<b>Total</b>	<b>41,877</b>	<b>221</b>	<b>-31</b>	<b>42,067</b>	<b>37,528</b>	<b>34,098</b>

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	15,817	33,360	25,578	16,433

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,071	6,360	5,686	5,486
Loaned	2,850	5,595	5,806	5,566
Reciprocal borrowing	18,489	37,279	25,686	19,863

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	888	687	46	1,763
Public Laptops	62	93	90	103
<b>Totals</b>	<b>950</b>	<b>780</b>	<b>49</b>	<b>1,866</b>

# normalpl.org Site Statistics



## May 2023

	Annual Totals Year to Date			May		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
<b>Views &amp; Sessions</b>						
Pageviews	49,430	74,080	68,668	24,674	34,922	35,770
Sessions	25,757	34,093	34,967	12,370	17,073	17,763

### Top Viewed Pages FY 2024

/	29,358
/events/upcoming	5,725
/events/month	2,145
/learning-resources	1,334
/employment	1,030
/challenges	900
/events/month/2023/06	805
/summerreading	772
/download-stream	530
/event/asian-heritage-celebration-0	503

### Usage by Device FY 2024

Desktop	54.0%
Mobile	44.3%
Tablet	1.7%

### Top Viewed Pages May 2023

/	14,756
/events/upcoming	3,144
/events/month	1,013
/challenges	677
/learning-resources	658
/summerreading	643
/events/month/2023/06	586
/employment	560
/event/summer-reading-kickoff-party	454
/event/prairie-fire-theatre-presents-panic-barnyard	396

### Usage by Device May 2023

Desktop	55.8%
Mobile	42.6%
Tablet	1.6%

## Purchasing Policy (Bids/Quotations)

[30 ILCS 500/1 *et seq*]

**[NOTE: All “public works” contracts, including demolitions, regardless of monetary size or any bidding or no bidding requirements, MUST comply with the Prevailing Wage Act as well.]**

1. Purchases of the Library are governed by the State of Illinois statutes. The statutes [30 ILCS 500/1 *et seq*] currently require many contracts in excess of \$25,000 to be let by sealed bidding. It is the policy of the Library Board of Trustees to use, in addition to any statutory requirements, the most responsible business practices in its purchases. It is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder considering conformity with established specifications, terms of delivery, quality, and serviceability requirements. However, contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding, including, but not limited to:
  - a. Contracts for the services of individuals possessing a high degree of professional skill where the ability of fitness of the individual plays an important part;
  - b. Contracts for the printing of finance committee reports and departmental reports;
  - c. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
  - d. Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
  - e. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
  - f. Contracts for duplication machines and supplies;
  - g. Contracts for utility services such as water, light, heat, or telephone;
  - h. Contracts for goods or services procured from another governmental agency;
  - i. Purchases of equipment previously owned by some entity other than the library itself;
  - j. Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets, and reports;
  - k. Contracts for emergency expenditures when the emergency expenditure is approved by 3/4 of the members of the Board of Trustees; and
  - l. Purchases as identified by this policy of less than \$25,000.
    - 1) The staff, as required by board directive, shall seek bids (or quotations if bids are not specifically required) from the widest possible array of contractors, suppliers, and material providers that time permits. This practice will produce the most competitive offers and terms available from the widest number of interested firms or individuals.

2. The Library may utilize a system of solicitation lists of the names, addresses, and phone numbers of the firms or individuals who have expressed an interest in being notified as to particular types of contracts, equipment, supplies, or materials which the Library seeks to purchase. The staff will add to each list of those expressing an interest, any firm or individual doing business which the staff determines should be added to such list. The staff may remove a firm or individual from a list for cause, with Board approval, or the firm or individual may request its removal.
  - a. The firms or individuals on any such lists will be solicited directly by the staff to bid or quote on appropriate purchases, in addition to the requirements of advertising or other public notification mandated. The Library shall, when advisable, publicize its system of lists so that any interested person or firm can ask to be added to the appropriate listing.
  - b. The inclusion of a firm or individual on a solicitation list shall not constitute any prequalification for bidding or release in any fashion the firm or individual from meeting any and all requirements set out in a particular contract, bid, quotation, or proposal. This system of solicitation lists is solely for purposes of supplementing the advertisement or notification requirements otherwise used, in order to avoid even the appearance of favoritism or lack of fair competition in the Library's purchases.
  - c. No commitment for expenditures of Library monies, except from the petty cash fund, shall be made without **[authorization] [a purchase order]** issued according to the following conditions:

**1) \$25,000 or More**

All expenditures of \$25,000 or more shall be made only with prior Board approval in the manner prescribed by State law and Board rules and regulations. Advertisements for sealed bids or requests for proposals will be properly handled through the public media. Sealed bids, based on authorized specifications, or requests for proposals shall be received at a public bid opening (see Administrative Procedure for details) and include all costs for labor and materials, Bid Bond, Performance Bond, and Certificate of Insurance. Bids will then be tabulated and submitted to the Board along with staff's recommendation for action. Formal contracts with appropriate signatures for both Board and Contractor are required.

**[NOTE: The amounts used here, other than the \$25,000 required bidding amount, are suggestions or examples NOT requirements. Depending on library size and Board policy, they may need adjustments for individual communities and libraries.]**

**1) Less than \$25,000 - More Than \$2,500**

All expenditures of less than \$25,000, but more than \$2,500, shall be made only with prior Board approval. Staff shall obtain at least three (3) formal written quotations with the Contractor's signature applied to be submitted to the Board. Administrative staff will also submit a recommendation for Board action.

**2) Less than \$2,500 - More Than \$500**

All expenditures of less than \$2,500, but more than \$500, for approved budget line items, can be made only at the discretion of the Library Director upon review of at least three (3) documented quotations received either in written form by the Contractor, by telephone, or by e-mail as submitted to the Library Director. Immediately following the preliminary purchasing decision, the Director shall notify the Board of the intended purchase in writing and the Director shall, except in cases of bona fide emergencies, wait seven (7) days before completing the purchase or committing thereto. During that period, any Board member who wishes to review the proposed purchase may call a special Board meeting by notifying the Board President and Director. The Board meeting is to review the proposed purchase with a view to completing it or rejecting it. In the event a special meeting is set, the Director shall not complete the purchase until after the Board meeting is conducted and then only in furtherance of the Board action on the purchase, if any.

**3) Less than \$500 – More Than \$250**

Expenditures of less than \$500, but more than \$250, for approved budget line items, can be made at the discretion of the Library Director. The Director shall be responsible for monitoring



and adhering to pertinent budget and obtaining proper quotations and shall notify the Board at its next meeting of the purchase.

**4) Less than \$250 – More Than \$1**

Expenditures of less than \$250, but more than \$1, for approved budget line items, or budget contingency items can be made at the discretion of the Library Director without bids or quotations.

**5) Emergency Expenditures**

a) Emergency expenditures over \$25,000 can be made only with the written approval of the Library Director and Board President and approved by three-fourths (3/4) majority of the members of the Board. The initial Board inquiry may be by phone, which is then to be ratified at the next Board meeting.

b) Emergency expenditures under \$25,000 can be made only with the written approval of the Library Director and Board President. No Board pre-approval is required but the emergency purchase should be reported at the next meeting of the Board.