



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

**August 16, 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 July 19, 2023
 - B. Approval of Normal Public Library Expenditures for Payment as of August 9, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Capital Project Committee (Action)
 - B. Abatement Project Update
 - C. FY2024-FY2029 Budget Preparation (Discussion)
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: September 20, 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

July 19, 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, July 19, 2023. The meeting convened at 6:01 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Ersland, Dylan Hile-Broad

Members Absent: Terry Lindberg, Katelyn Trunnell, Vice President

Library Staff Present: John Fischer, Library Director, Rhiannon Shoults

Community Members Present: None

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Summary of discussions with Mayor Koos
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
 - Foundation:** Meeting was held.
 - Library Advocacy:** Summary of meeting with Mayor and City Manager.
 - 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 June 21, 2023
 - B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$167,782.18 for two payrolls, and \$35,490.91 for expenditures as of June 14, 2023.
 - i. Ms. Lane motioned to approve, seconded by Ms. Ersland.
 - ii. Motion passed 5-0.
7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
 - A. None
8. **NEW BUSINESS**
 - A. Resolution Authorizing the Purchase of Public Seating Furniture from Widmer Interiors via the Omnia Joint Purchasing Contract Number HON R191804/Arcadia 07-78 in the amount of \$18,930.31
 - i. Ms. Lane motioned to approve, seconded by Ms. Ersland.

ii. Motion passed 5-0.

B. Capital Project Committee

i. Mr. Hile-Broad motioned to approve, seconded by Ms. Ersland.

ii. Motion passed 5-0.

C. Purchasing Policy (Discussion)

D. Harassment Free Workplace Policy (Discussion)

E. Photography and Video Recording Policy (Discussion)

F. FY2024-FY2029 Budget Preparation (Discussion)

9. **UNFINISHED BUSINESS**

A. Abatement Update

10. **Suggested Items for Next Agenda**

A. Selection of Capital Project Committee members

11. **Board Comments and Concerns**

12. **Next Meeting Date:** August 16, 2023, 6:00 pm

13. **Adjournment**

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

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 07/14/2023-08/09/2023

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	102.00
US BANK/P-CARD	Bi-Monthly Sign and Sing	150.00
US BANK/P-CARD	Electric Balloon Pump - S	17.99
US BANK/P-CARD	Freeze Bars 80ct (7) - Su	41.16
US BANK/P-CARD	Gift Card (1) - Adult Rea	25.00
US BANK/P-CARD	Party Favors - Scavenger	14.78
US BANK/P-CARD	Party Favors - Sticky han	431.92
US BANK/P-CARD	Party Favors keychains 5	62.97
US BANK/P-CARD	Party favors keychains 62	67.82
US BANK/P-CARD	Stickers (300) - Adult R	155.50
US BANK/P-CARD	Summer Reading Prizes	2,961.30
US BANK/P-CARD	Supplies for Scavenger Hu	85.25
Library Fund	- Total	4,115.69

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	ENERGY USAGE	2,749.68
BAKER & TAYLOR COMPANIES	ADUL TBOOKS	70.84
BAKER & TAYLOR COMPANIES	ADULT BOOKS	6,457.39
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	4,140.87
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	592.15
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	33.99
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	887.43
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	249.11
BLANDINSVILLE-HIRE DIST. LIB.	PMNT/DAMAGED BOOK A368004	15.00
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	499.31
CENGAGE LEARNING INC	ADULT LRG PRINT BOOKS	1,014.38
CENGAGE LEARNING INC	LARGE PRINT BOOKS	73.47
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	39.74
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	47.25
CIRBN, LLC	INTERNET	76.08
DEKALB PUBLIC LIBRARY	REIMB. FOR A DAMAGED BK 3	20.19
DELL MARKETING LP	MICROSOFT LICENSE CAR6113	3,331.80
DEPT OF INNOVATION & TECHNOLOGY	MONTHLY IP ADDRESSES	50.00
DIVERSIFIED MECHANICAL INC	PREVENTIVE MAINT AGREMT	712.10
ELM USA INC	SUPPLIES FOR DISC CLNR	643.49
FRONTIER	PHONE SERVICE MONTHLY - L	127.92

Report to Receive and File Town of Normal Expenditures for Payment as of 07/14/2023-08/09/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS HEARTLAND LIBRARY SYSTEM	PUBLIC ACCESS SWARE OCLC	7,231.17
INTERSTATE ALL BATTERY CENTER	COMPUTER BACKUP BATTERIES	55.00
KAEB SANITARY SUPPLY INC	CLEANER	168.12
KAEB SANITARY SUPPLY INC	WIRING HARNESS/BRUSHES	180.64
KANOPY INC	DIGITAL CONTENT KANOPY	268.00
KARI GARMAN	REIMB./KARI G. - SUPPLIES	21.81
KARI GARMAN	REIMB./KARI G. CONFERENCE	189.61
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-PROGRAMS	183.57
LAURA WILSON	REIMB. FOR PROGRAM SUPPLI	37.50
MENARDS	CLEARVIEW LATCH BOX	3.85
MIDWEST TAPE	DIGITAL CONTENT HOOPLA	5,802.03
MILLER JANITOR SUPPLY	MAINT SUPPLIES	497.82
MILLER JANITOR SUPPLY	TOILET PAPER	115.88
NEW YORK TIMES COMPANY	RENEWAL PRINT NEW YORK TI	1,019.98
OVERDRIVE, INC	DIGITAL CONTENT	1,272.39
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBOOK	59.99
OVERDRIVE, INC	DIGITAL CONTENT EBOOK	809.26
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	425.00
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	77.44
PLAYAWAY PRODUCTS LLC	AUDIO UNITS	341.19
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SWARE-CB	1,050.00
RESOURCE SHARING ALLIANCE (RSA)	RSA HOOPLA CONNECTOR	51.00
RESOURCE SHARING ALLIANCE (RSA)	RSA MOBILE APP	526.00
RUTHERFORD SUITES LLC	PARKING LOT LEASE PAYMENT	18,500.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	124.76
US BANK/P-CARD	10x Luggage Tags (13) -	83.86
US BANK/P-CARD	10X Luggage Tags (2) - H	5.99
US BANK/P-CARD	2023 Membership Dues rene	75.00
US BANK/P-CARD	4 Pieces Wooden Magnet Fi	8.54
US BANK/P-CARD	Adult Book Patron Req. /	32.51
US BANK/P-CARD	Adult Books - Patron Req.	49.98
US BANK/P-CARD	Air Compressor	349.00
US BANK/P-CARD	Baby Changing Station San	58.88
US BANK/P-CARD	Compact Refrigerator (1)	149.99
US BANK/P-CARD	Craft Skill Sticks 80pcs	5.27
US BANK/P-CARD	Credit - Order Cancelled	-48.96
US BANK/P-CARD	Disinfecting Wipes	206.54
US BANK/P-CARD	Display Port to VGA Adapt	9.77

Report to Receive and File Town of Normal Expenditures for Payment as of 07/14/2023-08/09/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Dues thru 4/30/2024- ILA	400.00
US BANK/P-CARD	Dues thru March 31	300.00
US BANK/P-CARD	DVD Repl. - LEGALLY BLOND	7.99
US BANK/P-CARD	Embossing Machine Templat	10.99
US BANK/P-CARD	Ethernet Splitters	24.53
US BANK/P-CARD	Felt/Needles/Pins/Embroid	108.75
US BANK/P-CARD	Flourescent Bulb Recycle	16.50
US BANK/P-CARD	Game Repl. - LEGO STAR WA	77.43
US BANK/P-CARD	Gift Card - Prize for Pee	20.00
US BANK/P-CARD	GRANT - Period Product Di	185.64
US BANK/P-CARD	Hand Lotion (1)	35.28
US BANK/P-CARD	Hand Soap Refills 1200ml	123.38
US BANK/P-CARD	Hardboard Office Clipboar	20.98
US BANK/P-CARD	Hubbard Memorial - Biblio	15.19
US BANK/P-CARD	ILA 2023 Membership Dues	150.00
US BANK/P-CARD	Kids Art Sparks - FUN IN	4.00
US BANK/P-CARD	Kleenex 48 Boxes/case (83.85
US BANK/P-CARD	Magazine Req.- Foreign Af	39.95
US BANK/P-CARD	Memory Card Reader (1)	12.47
US BANK/P-CARD	New DVD Rel. - MAN FROM T	53.88
US BANK/P-CARD	New DVD Rel. - QUIET GIRL	39.98
US BANK/P-CARD	New DVD Rel. - RARE OBJEC	39.87
US BANK/P-CARD	New DVD Rel. - THOUSAND A	44.88
US BANK/P-CARD	New DVD Rel. / TV Series	19.99
US BANK/P-CARD	New Music CD Rel. - ALBUM	11.97
US BANK/P-CARD	New Music CD Rel. - BEBE	9.59
US BANK/P-CARD	New Music Cd Rel. - LOVE	11.76
US BANK/P-CARD	New Music Rel. - - (SUBTR	11.89
US BANK/P-CARD	New Music Rel. - AGUILERA	11.19
US BANK/P-CARD	New Music Rel. - BUT HERE	13.97
US BANK/P-CARD	New Music Rel. - NOW 86	11.99
US BANK/P-CARD	New Music Rel. - NOW THAT	11.99
US BANK/P-CARD	New Music Rel. - THAT! FE	13.98
US BANK/P-CARD	Nitrile Gloves	82.90
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Party Supplies for Lolita	15.00
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Printable Duckling Barnya	3.99

Report to Receive and File Town of Normal Expenditures for Payment as of 07/14/2023-08/09/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	PS4 Game - HOGWARTS LEGAC	59.99
US BANK/P-CARD	Refund for Returned Cable	-9.77
US BANK/P-CARD	Repl. Book on CD - SPANIS	19.99
US BANK/P-CARD	Retirement Message Board	19.99
US BANK/P-CARD	Sewing Needles 23pcs (4)	15.96
US BANK/P-CARD	Stickers (300) - Adult Re	149.94
US BANK/P-CARD	Stickers 200pcs (3) -	35.97
US BANK/P-CARD	Stickers 3000+pcs (1)	15.25
US BANK/P-CARD	String Trimmer	303.82
US BANK/P-CARD	Summer Festival Giveaways	17.53
US BANK/P-CARD	Supplies - Art Sparks	42.46
US BANK/P-CARD	Supplies - DIY Junk Journ	24.99
US BANK/P-CARD	Supplies - Felt Sheets 28	9.99
US BANK/P-CARD	Supplies - Offsite Event	8.49
US BANK/P-CARD	Supplies - Printmaking DI	196.54
US BANK/P-CARD	Supplies - Take & Make Ad	51.77
US BANK/P-CARD	Supplies for DIY Junk Jou	102.50
US BANK/P-CARD	Switch Game - BOULDER DAS	17.99
US BANK/P-CARD	Switch Game - LEGEND OF Z	68.30
US BANK/P-CARD	Switch Game - MY UNIVERSE	103.09
US BANK/P-CARD	Trash Grabber Tool (1)	12.95
US BANK/P-CARD	Vent Draft Stopper (2)	33.98
US BANK/P-CARD	Water Color Pad & Mixed M	48.96
VALUE LINE PUBLISHING INC	PUBLIC ACCESS SWARE-VLD	7,500.00
VALUE LINE PUBLISHING INC	REFERENCE VALUE LINE PRNT	1,475.00
WALMART COMMUNITY BRC	DVDS, SPECIAL PROGRAM SUP	907.56
WATTS COPY SYSTEMS, INC.	COPIES	210.52
WIDMER INTERIORS	PUBLIC SEATING FURNITURE	9,465.16
Library Fund	Library Administration - Total	84,810.23
Overall - Total		88,925.92

Director's Report
August 16, 2023

1. Monthly Financial Report

Revenue: The July operating revenues were up 5.9% compared to this time last year.

Expenses: A report showing expenses totaling \$88,925.92 from July 14 to August 9 is included in this packet. Two payrolls (July 21 and August 4) totaled \$178,120.95.

2. Circulation

Total circulation for July was 76,357, up 4% from July 2022.

3. FY2024 Budget

Preparation for the FY2024-FY2029 has begun. Budget discussion is on the agenda for tonight's meeting. Town of Normal Finance will be presenting training in preparation for this budget cycle with a draft budget due in September.

4. FY2024 Grant Award: Project Next Generation

The library has received a grant award from the Illinois State Library Project Next Generation in the amount of \$12,410. This is due to the efforts of Rhiannon Shoults and will benefit our community with a series of programs aimed at instructing on coding practices and affording participating members the use of new Chromebooks.

5. 2023 Summer Activities

My deep appreciation to all staff for their efforts this summer offering amazing library events and activities along with continued spectacular services and collections for our entire community. The passion with which these events and programs are created and delivered is unmatched! Overall our numbers for participation increased over last year and staff are already planning on how to improve our offerings next summer.

6. Six-Month Review of Executive Session Minutes

Every six months the Board must review the executive session minutes to determine if they should remain confidential. This review is due again at the September meeting.

7. Asbestos Update

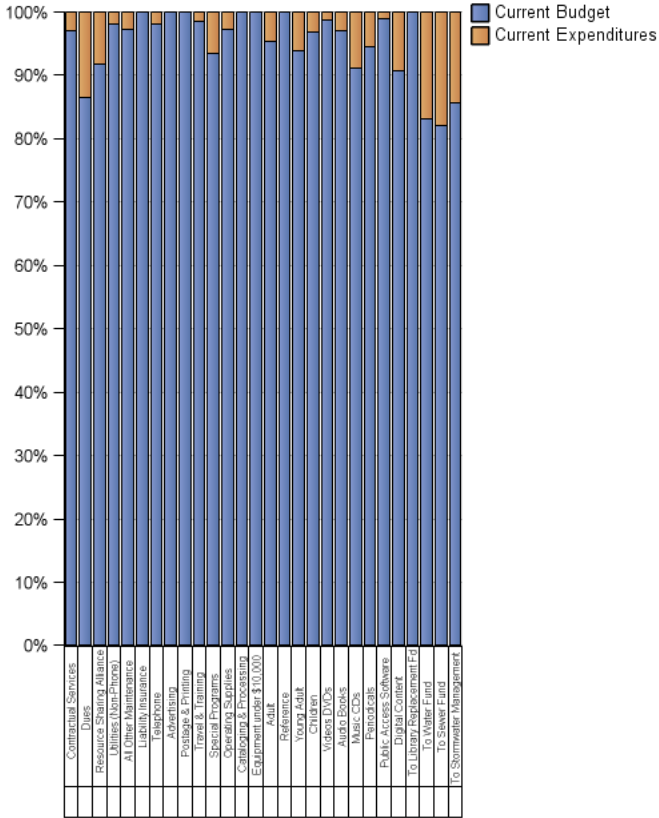
I'm scheduled to meet with Darren Schretter of StudioGC at 10:30 am on Wednesday, August 16. We will continue discussion of details of the scope of work. We will also continue to include alternate details for bid in that discussion.

8. Professional Development

The 2023 Director's University concluded in person with three days of training in Springfield. Present were directors from throughout Illinois and staff from ILA, ISL, RAILS, and Illinois Heartland Library System. My thanks to the trustees for supporting my participation.

Budget to Actual Expenditures

Library - Administration (Library Fund)



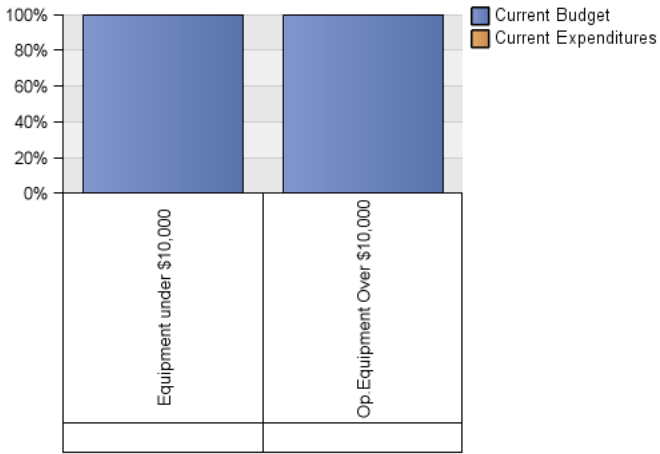
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455.20-10	\$4,043.90	\$7,496.63	\$50,388.81	\$133,515.00	\$71,585.66	\$133,515.00	54%	\$54,432.71
			221-9010-455.20-20	\$925.00	\$0.00	\$0.00	\$5,970.00	\$5,045.00	\$5,970.00	85%	\$925.00
			221-9010-455.24-10	\$6,394.00	\$0.00	\$61,606.00	\$70,850.00	\$2,850.00	\$70,850.00	4%	\$68,000.00
			221-9010-455.25-10	\$1,739.50	\$1,010.18	\$0.00	\$93,000.00	\$90,250.32	\$93,000.00	97%	\$1,739.50
			221-9010-455.25-60	\$1,979.39	\$7,530.42	\$24,369.19	\$73,000.00	\$39,121.00	\$73,000.00	54%	\$26,348.58
			221-9010-455.30-10	\$0.00	\$49,917.00	\$0.00	\$49,917.00	\$0.00	\$48,609.00	0%	\$0.00
			221-9010-455.30-15	\$202.16	\$1,547.87	\$4,937.73	\$10,274.00	\$3,586.24	\$10,197.00	35%	\$5,139.89
			221-9010-455.30-20	\$0.00	\$4,470.00	\$0.00	\$15,000.00	\$10,530.00	\$15,000.00	70%	\$0.00
			221-9010-455.30-25	\$0.00	\$7,888.09	\$11,829.29	\$21,218.00	\$1,500.62	\$21,218.00	7%	\$11,829.29
			221-9010-455.30-35	\$189.61	\$203.55	\$0.00	\$12,485.00	\$12,091.84	\$12,485.00	97%	\$189.61
			221-9010-455.30-40	\$1,033.44	\$618.06	\$4,145.05	\$15,000.00	\$9,203.45	\$15,000.00	61%	\$5,178.49
			221-9010-455.35-10	\$1,903.46	\$9,114.17	\$23,213.99	\$66,000.00	\$31,768.38	\$65,000.00	48%	\$25,117.45
			221-9010-455.35-15	\$0.00	\$2,755.30	\$9,744.70	\$15,914.00	\$3,414.00	\$15,914.00	21%	\$9,744.70

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	\$4,603.16	\$15,480.12	\$48,304.78	\$96,870.00	\$28,481.94	\$96,870.00	29%	\$52,907.94
221-9010-455.36-15	Reference	\$0.00	\$1,839.00	\$2,061.00	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$2,061.00
221-9010-455.36-20	Young Adult	\$898.76	\$1,449.06	\$10,402.18	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$11,300.94
221-9010-455.36-25	Children	\$2,971.09	\$11,768.13	\$47,440.19	\$92,742.00	\$30,562.59	\$92,742.00	33%	\$50,411.28
221-9010-455.37-15	Videos DVDs	\$206.59	\$2,676.49	\$5,484.64	\$16,974.00	\$8,606.28	\$16,974.00	51%	\$5,691.23
221-9010-455.37-20	Audio Books	\$438.62	\$3,241.71	\$7,849.65	\$15,000.00	\$3,470.02	\$15,000.00	23%	\$8,288.27
221-9010-455.37-30	Music CDs	\$435.13	\$152.01	\$0.00	\$4,500.00	\$3,912.86	\$4,500.00	87%	\$435.13
221-9010-455.38-10	Periodicals	\$1,059.93	\$1,671.90	\$11,420.00	\$18,030.00	\$3,878.17	\$18,030.00	22%	\$12,479.93
221-9010-455.38-20	Public Access Software	\$1,050.00	\$15,338.45	\$45,680.42	\$93,500.00	\$31,431.13	\$90,872.00	34%	\$46,730.42
221-9010-455.39-10	Digital Content	\$9,510.55	\$26,388.65	\$26,600.80	\$92,982.00	\$30,482.00	\$92,982.00	33%	\$36,111.35
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$24,349.50	\$0.00	\$97,398.00	\$73,048.50	\$97,398.00	75%	\$0.00
221-9010-455.95-02	To Water Fund	\$505.42	\$404.68	\$0.00	\$2,500.00	\$1,589.90	\$2,500.00	64%	\$505.42
221-9010-455.95-07	To Sewer Fund	\$131.30	\$100.60	\$0.00	\$600.00	\$368.10	\$600.00	61%	\$131.30
221-9010-455.95-10	To Stormwater Management	\$101.20	\$101.20	\$0.00	\$610.00	\$407.60	\$610.00	67%	\$101.20
Summary		40,322.21	197,512.77	396,278.42	1,134,760.00	500,646.60	1,129,747.00	0.44	436,600.63

Budget to Actual Expenditures

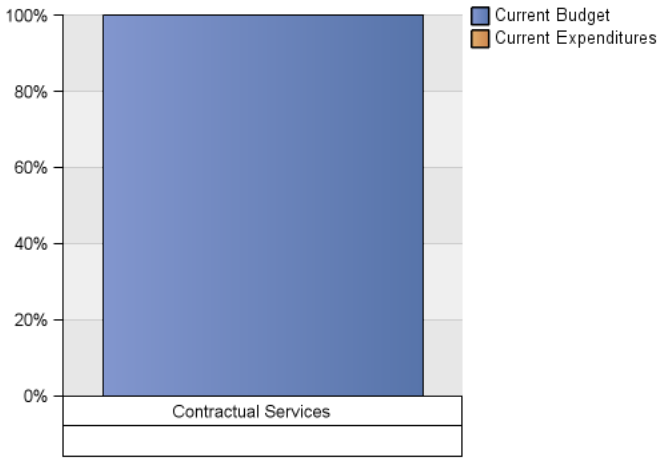
Library - Administration (Library Replacement Fund)



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	\$3,610.00	\$0.00	\$201,000.00	\$197,390.00	\$1,000.00	98%	\$0.00
Summary					0.00	3,610.00	0.00	201,000.00	197,390.00	1,000.00	0.98	0.00



Revenue & Expense Report

Account

All

Fiscal Year

FY2023-24

0

4

April - July

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	4,439,097.00	4,439,097.00	2,368,714.93	53.36%	2,235,825.11	5.94%
31110-Property Tax	3,962,164.00	3,962,164.00	2,086,692.59	52.67%	2,068,345.32	0.89%
31530-State Replacement Revenue	357,600.00	357,600.00	181,113.02	50.65%	143,614.90	26.11%
33260-State Grants	77,433.00	77,433.00	77,785.60	100.46%	3,004.78	2488.73%
34720-Photocopy Fees	2,000.00	2,000.00	3,508.78	175.44%	3,504.23	0.13%
34750-Replacements Books/AV	3,500.00	3,500.00	2,040.78	58.31%	1,991.93	2.45%
38210-Investment Income	36,000.00	36,000.00	15,422.55	42.84%	10,823.40	42.49%
38530-Donations	200.00	200.00	540.60	270.30%	1,080.00	-49.94%
38910-Miscellaneous	200.00	200.00	1,611.01	805.51%	3,460.55	-53.45%
222-Library Replacement Fund	117,698.00	117,698.00	32,968.70	28.01%	31,876.90	3.43%
38210-Investment Income	20,300.00	20,300.00	8,619.20	42.46%	6,004.90	43.54%
39192-Transfer From	97,398.00	97,398.00	24,349.50	25.00%	25,872.00	-5.88%
223-Library Special Reserve	9,900.00	9,900.00	7,428.35	75.03%	2,241.53	231.40%
38210-Investment Income	7,400.00	7,400.00	7,428.35	100.38%	2,241.53	231.40%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,566,695.00	4,566,695.00	2,409,111.98	52.75%	2,269,943.54	6.13%



Revenue & Expense Report

Account

All

Fiscal Year

FY2023-24

0

4

April - July

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	4,362,783.00	4,367,796.00	1,107,565.87	360,046.61	1,467,612.48	2,900,183.52	1,135,240.06	66.40%
10-Administration	4,362,783.00	4,367,796.00	1,107,565.87	360,046.61	1,467,612.48	2,900,183.52	1,135,240.06	66.40%
222-Library Replacement Fund	89,280.00	89,280.00				89,280.00	29,154.42	100.00%
10-Administration	89,280.00	89,280.00				89,280.00	29,154.42	100.00%
223-Library Special Reserve	1,000.00	201,000.00	3,610.00	0.00	3,610.00	197,390.00	10,847.50	98.20%
10-Administration	1,000.00	201,000.00	3,610.00	0.00	3,610.00	197,390.00	10,847.50	98.20%
Total	4,453,063.00	4,658,076.00	1,111,175.87	360,046.61	1,471,222.48	3,186,853.52	1,175,241.98	68.42%

NPL Circulation Statistics



July 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
Juvenile						
Books	129,123	147,466	161,353	38,526	43,174	43,921
Videos	711	1,008	1,522	207	297	468
Audios	4,283	5,253	6,006	1,189	1,647	1,638
Magazines	81	149	142	34	37	53
Other	123	740	234	42	87	75
Juvenile - Total	134,321	154,616	169,257	39,998	45,242	46,155
Teen						
Books	6,364	6,438	6,423	1,965	1,927	1,915
Audios	31	28	21	11	14	12
Magazines	5	4	9	0	1	0
Teen - Total	6,400	6,470	6,453	1,976	1,942	1,927
Adult						
Books	41,623	47,224	50,043	11,839	13,100	13,791
Videos	11,821	16,126	16,153	3,469	4,556	4,378
Audios	4,482	5,029	5,230	1,182	1,327	1,553
Magazines	987	971	1,173	225	303	323
Other	2,743	4,672	5,537	1,057	1,432	1,590
Adult - Total	61,656	74,022	78,136	17,772	20,718	21,635
Digital Content						
eAudiobooks	6,360	7,595	10,843	1,618	2,017	2,833
eBooks	9,872	10,613	12,481	2,426	2,890	3,286
Magazines	495	556	496	122	119	145
Music	90	162	166	20	40	54
Streaming Video	1,547	992	1,086	365	283	294
Content Passes*		53	87		11	28
Digital Content - Total*	18,364	19,971	25,159	4,551	5,360	6,640
Total Circulation*	220,741	255,079	279,005	64,297	73,262	76,357

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



July 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,877	81,981	249	-145	1,598	-1,000
Videos	953	952	0	-1	0	-3
Audios	2,397	2,400	15	-12	58	-32
Magazines	231	243	12	0	53	-1
Other	123	123	0	0	4	-3
Juvenile - Total	85,581	85,699	276	-158	1,713	-1,039
Teen						
Books	5,014	4,795	55	-274	232	-357
Audios	35	35	0	0	0	0
Magazines	26	27	1	0	3	0
Teen - Total	5,075	4,857	56	-274	235	-357
Adult						
Books	56,307	55,679	302	-930	1,204	-1,638
Videos	16,510	16,544	48	-14	241	-75
Audios	11,709	11,543	10	-176	67	-186
Magazines	1,778	1,778	93	-93	456	-131
Other	2,232	2,235	5	-2	37	-19
Adult - Total	88,536	87,779	458	-1,215	2,005	-2,049
Total Collection	179,192	178,335	790	-1,647	3,953	-3,445

NPL Digital Content by Month



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

	3.23	4.23	5.23	6.23	7.23	
eRead Illinois						
eAudiobooks	274	252	291	306	251	
eBooks	240	248	242	237	287	
eRead Illinois Total	514	500	533	543	538	
Freanding	1	1	1	7	7	
Hoopla						
eAudiobooks	1,450	1,382	1,517	1,471	1,510	
eBooks	793	754	789	756	730	
Movies/TV	158	99	134	120	134	
Music	44	31	36	45	54	
Hoopla Total	2,445	2,266	2,476	2,392	2,428	
Kanopy						
Individual Titles Plays	92	79	74	86	53	
Plays Through Passes	106	72	59	69	107	
Kanopy Total Videos Played	198	151	133	155	160	
OverDrive						
eAudio	973	918	915	958	1,072	
eBooks	2,140	1,980	2,057	2,123	2,262	
Magazines	140	102	104	145	145	
OverDrive Total	3,253	3,000	3,076	3,226	3,479	
Total Downloads or Uses						
eAudiobooks	2,697	2,552	2,723	2,735	2,833	
eBooks	3,174	2,983	3,089	3,123	3,286	
Magazines	140	102	104	145	145	
Music	44	31	36	45	54	
Streaming Video	356	250	267	275	294	
Hoopla 7-day BingePasses	6	13	13	15	20	
Kanopy Passes	6	1	5	4	2	
OverDrive 7-Day Passes	4	4	4	3	6	
Total Passes	16	18	22	22	28	

NPL Monthly Statistics



July 2023

Library Card Registration

Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	29,016	287	-9	29,294	26,521	23,981
Teen	3,720	1	-4	3,717	3,188	2,979
Juvenile	9,690	35	-3	9,722	8,551	7,631
Total	42,426	323	-16	42,733	38,260	34,591

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	21,564	78,863	57,929	41,422

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,490	13,331	11,554	11,113
Loaned	2,942	11,523	12,102	11,718
Reciprocal borrowing	23,132	83,692	64,376	48,700

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	880	693	47	3,535
Public Laptops	125	142	68	345
Totals	1,005	835	50	3,880

normalpl.org Site Statistics



July 2023

	Annual Totals Year to Date			July		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
Views & Sessions						
Pageviews	107,591	145,564	143,483	27,551	34,433	34,237
Sessions	57,207	70,997	74,559	16,419	18,082	18,536

Top Viewed Pages FY 2024

/	63,697
/events/upcoming	11,175
/events/month	4,296
/summerreading	3,160
/learning-resources	2,608
/employment	2,133
/challenges	1,577
/download-stream	1,060
/events/month/2023/06	945
/books	944

Usage by Device FY 2024

Desktop	50.9%
Mobile	47.5%
Tablet	1.6%

Top Viewed Pages July 2023

/	15,799
/events/upcoming	2,243
/events/month	919
/summerreading	798
/learning-resources	633
/employment	624
/event/end-summer-foam-party-underwood-park	437
/events/month/2023/08	327
/borrow	307
/event/teen-murder-mystery-night-0	273

Usage by Device July 2023

Desktop	47.1%
Mobile	51.0%
Tablet	1.9%

Proposed Budget for Board Approval - Expense Summary (8/12/2023)

221 Operating Fund							
Account	221 Expense	2024	2025	2026	2027	2028	2029
221-9010-455.10-10	Regular Salaries	1,837,825	1,939,235	2,045,585	2,146,495	2,255,320	2,364,145
221-9010-455.11-10	Part-time Salaries	681,564	725,746	756,470	779,164	802,539	826,615
221-9010-455.12-10	Overtime	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.16-10	Medicare and Social Security	193,969	205,125	215,207	221,663	228,313	235,162
221-9010-455.17-10	IMRF Retirement	157,771	117,821	73,677	43,111	45,126	46,480
221-9010-455.18-10	Health & Dental Insurance	353,407	375,393	404,167	441,276	467,246	481,263
221-9010-455.19-90	Other personal benefits	7,500	8,000	8,500	9,000	9,500	10,000
221-9010-455.20-10	Contractual Services	133,515	133,515	137,520	141,646	145,895	150,272
221-9010-455.20-20	Dues	5,970	5,970	6,149	6,334	6,524	6,719
221-9010-455.24-10	Resource Sharing Alliance	70,850	70,850	72,976	75,165	77,420	79,742
221-9010-455.30-10	Liability Insurance	48,609	48,609	50,067	51,569	53,116	54,710
221-9010-455.30-15	Telephone	10,197	10,197	10,503	10,818	11,143	11,477
221-9010-455.30-20	Advertising	15,000	15,000	15,000	15,000	15,000	15,000
221-9010-455.30-25	Postage & Printing	21,218	24,218	24,945	25,693	26,464	27,258
221-9010-455.30-35	Travel & Training	12,485	13,485	13,890	14,306	14,735	15,177
221-9010-455.30-40	Special Programs	15,000	15,000	15,450	15,914	16,391	16,883
221-9010-455.35-10	Operating Supplies	65,000	65,000	66,950	68,959	71,027	73,158
221-9010-455.35-15	Cataloging & Processing	15,914	15,914	16,391	16,883	17,390	17,911
221-9010-455.35-80	Equipment under \$10,000	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.92-22	To Library Replacement Fund	97,398	150,228	123,953	145,951	101,000	112,000
221-9010-455.92-23	To Library Special Reserve Fund	0	0	0	0	0	0
221-9010-455.95-02	To Water Fund	2,500	2,500	2,575	2,652	2,732	2,814
221-9010-455.95-07	To Sewer Fund	600	600	618	637	656	675
221-9010-455.95-02	To Stormwater Management Fund	610	610	628	647	667	687
221-9010-455.25-10	Utilities (Non-Phone)	93,000	94,000	96,820	99,725	102,716	105,798
221-9010-455.25-60	All Other Maintenance	73,000	70,000	72,100	74,263	76,491	78,786
221-9010-455.36-10	Adult	96,870	96,870	99,776	102,769	105,852	109,028
221-9010-455.36-15	Reference	6,000	6,000	6,180	6,365	6,556	6,753
221-9010-455.36-20	Young Adult	13,911	13,911	14,328	14,758	15,201	15,657
221-9010-455.36-25	Children	92,742	92,742	95,524	98,390	101,342	104,382
221-9010-455.37-15	Videos DVD	16,974	16,974	17,483	18,008	18,548	19,104
221-9010-455.37-20	Audio Books	15,000	15,000	15,000	15,000	15,000	15,000
221-9010-455.37-30	Music CDs	4,500	4,500	4,500	4,500	4,500	4,500
221-9010-455.38-10	Periodicals	18,030	18,030	18,571	19,128	19,702	20,293
221-9010-455.38-20	Public Access Software	90,872	91,872	94,628	97,467	100,391	103,403
221-9010-455.39-10	Digital Content	92,982	92,982	95,771	98,645	101,604	104,652
	221 Library Fund Total	4,362,783	4,557,897	4,693,903	4,883,900	5,038,106	5,237,505
222 Replacement Fund							
222-9010-455.35-80	Equipment under \$10,000	56,280	14,700	153,800	25,650	26,420	27,212
222-9010-455.75-10	Op. Equipment Over \$10,000	35,000	150,000	92,000	0		
	TOTAL 222 Exp	91,280	164,700	245,800	25,650	26,420	27,212
223 Special Reserve Fund							
223-9010-455.20-10	Contractual Services	0	0	0	0	0	0
223-9010-455.25-60	All Other Maintenance	0	0	0	0	0	0
	TOTAL 223 Exp	0	0	0	0	0	0