



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

October 18, 2023 at 6 p.m.

Normal Public Library Community Room

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]
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 September 20, 2023
 - B. Approval of Normal Public Library Expenditures for Payment as of October 12, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Staff Update: Rachel Park, Business and Technology Librarian
 - B. FY2024-FY2029 Budget Update
 - C. 2024 Closed Dates (Action)
 - D. Electronic Meetings Policy
 - E. Public Participation at Library Meetings Policy
 - F. Paid Leave For All Workers Policy
9. UNFINISHED BUSINESS
 - A. Abatement Project Update
 - B. Liability Insurance Renewal
10. Suggested Items for the Next Agenda
 - A. 2023 Audit Approval
 - B. Standards for Illinois Public Libraries
11. Board Comments and Concerns
12. Next Meeting Date: November 15, 2023
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meeting, work sessions and other events, as scheduled.

Minutes of the Board of Trustees

Normal Public Library

September 20, 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 September 20, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Erslund

Members Absent: Dylan Hile-Broad, Terry Lindberg, Katelyn Trunnell, Vice President

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

Community Members Present: None

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb updated on Town Council discussions.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Foundation board met and are still interested in fundraising for the maker space.

Library Advocacy: Meeting soon with local representatives for tour and discussion of renovation funding.

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 August 16, 2023**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$88,858.87 for two payrolls, and \$163,394.35 for expenditures as of September 1, 2023.**

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

Motion passed 4-0.

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

No items were removed from the Omnibus Vote Agenda.
8. **NEW BUSINESS**
 - A. **MEETING ITEM (Action)**
 - i. FY2024-FY2029 Budget Proposal

1. Ms. Lane moved to approve the FY2024-FY2029 Budget Proposal as presented, Ms. Ersland seconded.

a. Motion passed 4-0.

ii. Purchasing Policy

1. Ms. Ersland moved to approve the revised Purchasing Policy as presented, Ms. Lane seconded.

a. Motion passed 4-0.

B. Executive Session: [5 ICLS 120/2(c)(21)] Six-Month Review of Executive Session minutes.

Ms. Lane moved to enter Executive Session at 6:50 pm. Ms. Ersland seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ersland – Present

Dylan Hile-Broad – Absent

Terry Lindberg – Absent

Ms. Lane motioned to exit executive session. Ms. Ersland seconded.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Absent

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Ersland – Present

Dylan Hile-Broad - Absent

Terry Lindberg - Absent

The Board exited Executive Session and returned to the Regular Meeting at 6:53 pm.

9. **UNFINISHED BUSINESS**

A. Abatement Project Update

10. **Suggested Items for Next Agenda**

A. Asbestos Update

B. Updates from staff

11. **Board Comments and Concerns**

12. **Next Meeting Date:** October 18, 2023

13. **Adjournment**

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

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	182.00
US BANK/P-CARD	\$10 Gift Card for Summer	180.00
US BANK/P-CARD	\$10 Gift Cards for Summer	220.00
US BANK/P-CARD	\$5 Gift Cards for Staff R	30.00
US BANK/P-CARD	Equipment Wipes for Lunch	14.65
US BANK/P-CARD	For Summer Reading Challe	20.80
US BANK/P-CARD	Gift Card - Adult Reading	25.00
US BANK/P-CARD	Gift Card for Adult Readi	40.00
US BANK/P-CARD	Gift Cards for Summer Rea	20.00
US BANK/P-CARD	Sign and Sing Story time	300.00
US BANK/P-CARD	Stickers - Adult Reading	155.50
US BANK/P-CARD	Supplies - Yoga Mats for	225.00
US BANK/P-CARD	Supplies for Foam Party	52.97
US BANK/P-CARD	Supplies for Summer Readi	105.59
Library Fund	- Total	1,571.51

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	AUG 23 UTILITIES	3,234.04
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,715.27
BAKER & TAYLOR COMPANIES	ADULT BOOKS SUBSCRIPTION	2,524.50
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,504.40
BAKER & TAYLOR COMPANIES	YA BOOKS	124.63
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	168.05
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	228.58
BAKER & TAYLOR CONTINUATION	PRINTED REFERENCE	294.33
BLACKSTONE PUBLISHING	AUDIO BOOKS	73.86
BRODART COMPANY	ADULT BOOKS - PATRON REQU	17.16
CENGAGE LEARNING INC	ADULT BOOKS	980.69
CENGAGE LEARNING INC	LARGE PRINT BOOK	28.79
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	191.76
CENTER POINT LARGE PRINT	LARGE PRINT ADULT BOOKS	47.25
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANING-LIBRARY	525.00
CIRBN, LLC	INTERNET	76.08
DATA443 RISK MITIGATION, INC.	LIBRARY - RANSOMEWARE	800.00
DEPT OF INNOVATION & TECHNOLOGY	IP ADDRESSES	50.00
DIRECT ENERGY SERVICES LLC	JUL23 DIRECT ENERGY	3,773.23

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
EBSCO SUBSCRIPTION SERVICES	PUBLIC ACCESS SOFTWARE	4,587.00
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
ILLINOIS MUNICIPAL RETIREMENT	ACCELERATED PAYMENT IMRF	7,550.86
INSIGHT PUBLIC SECTOR	(15)SOFTWARE SUBSCRIPT 1Y	565.95
INTERSTATE ALL BATTERY CENTER	BATTERY BACKUP/REPLACEMEN	68.60
JUNIOR LIBRARY GUILD	CHILDREN'S BOOKS-2YRSUBSC	16,882.24
KANOPIY INC	DIGITAL CONTENT MTLY	289.00
KROGER-INDY CUSTOMER CHARGES	BOOK CLUB SNACKS	23.06
KROGER-INDY CUSTOMER CHARGES	READING CHALLENGE BRUNCH	16.28
KROGER-INDY CUSTOMER CHARGES	SUPPLIES - LIBRARY	9.57
Laura Wilson	REIM./LAURA W. - SUPPLIES	217.44
LAURA WILSON	REIMB TO LAURA WILSON FOR	40.00
M & O ENVIRONMENTAL COMPANY	ASBESTOS CLEANING-LIBRARY	1,121.05
MCCARTHY PIANO LLC	PIANO TUNING - LIBRARY	100.00
MCLEAN COUNTY HEALTH DEPT	STAFF TRAVEL & TRAINING	36.00
MENARDS	BATTERIES	27.98
MENARDS	CLEANING SUPPLIES	30.21
MENARDS	WATER - 8 GAL	29.28
MIDWEST TAPE	DIGITAL CONTENT MNTHLY US	5,563.28
MIDWEST TAPE	DVDS	71.98
MILLER JANITOR SUPPLY	FAC-OPERATING SUPPLIES	72.64
MILLER JANITOR SUPPLY	FAC-TP/PT/TOWELS/LINERS	263.18
NEWSBANK INC	PUBLIC ACCESS SOFTWARE	6,454.00
OVERDRIVE, INC	DIGITAL CONTENT	1,006.25
OVERDRIVE, INC	DIGITAL CONTENT EBOOK	24.18
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	1,002.34
OVERDRIVE, INC	DIGITAL CONTENT-EBOOKS	590.85
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	24.99
PLAYAWAY PRODUCTS LLC	CHILDREN'S AUDIO BOOKS	839.65
PRAIRIE SIGNS INC	SIGNS & LIGHTING -LIBRARY	2,196.00
PROQUEST INFORMATION & LEARNING	PUBLIC ACCESS SOFTWARE	3,781.97
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	88.58
RESOURCE SHARING ALLIANCE (RSA)	RSA MEMBER FEE FY2024	64,212.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	200.16
SCHOLASTIC LIBRARY PUBLISHING	PUBLIC ACCESS SOFTWARE	3,326.00
TODAYS BUSINESS SOLUTIONS TBS INC	664 PUBLIC FAXES	79.68
UNIQUE MANAGEMENT SERVICES INC	CATALOGING-14 PLACEMENTS	150.50
US BANK/P-CARD	2023 ILA Annual Conferenc	250.00

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	30 Pcs Stickers (2) - Adu	34.75
US BANK/P-CARD	60 Gallon Clear Trash Bag	37.10
US BANK/P-CARD	8 Titanium Scissors for	9.92
US BANK/P-CARD	Activity Assignment Resou	1.75
US BANK/P-CARD	Adult Books - Patron Req.	144.57
US BANK/P-CARD	Alliance Rubberbands Non-	19.68
US BANK/P-CARD	Alliance Rubberbands Size	28.88
US BANK/P-CARD	Baby Wipes 810ct (1)	19.94
US BANK/P-CARD	Bookmark Stickers for Ban	43.83
US BANK/P-CARD	Chicago Tribune Subscript	38.87
US BANK/P-CARD	Children's Books - Patron	58.43
US BANK/P-CARD	Disinfectant Wipes - Monk	101.98
US BANK/P-CARD	Disposal Bags - Feminine	34.71
US BANK/P-CARD	Docking Station - Dell US	76.99
US BANK/P-CARD	DVD - LOST KING (1)	13.99
US BANK/P-CARD	DVD Rel. - TIME FOR US TO	9.96
US BANK/P-CARD	Fellowes Paper Shredder	311.89
US BANK/P-CARD	First Aid Kit (1) and Ban	54.23
US BANK/P-CARD	Foam Hand Soap Refill 120	116.78
US BANK/P-CARD	For Service Desk - K-cups	58.65
US BANK/P-CARD	For Staff Lounge - Tyleno	12.98
US BANK/P-CARD	Garbage Can - Staff Loung	139.49
US BANK/P-CARD	Grant - Maxi Pads	54.99
US BANK/P-CARD	Hand Soap Refills - GOJO	63.81
US BANK/P-CARD	HR Source Membership Rene	1,195.00
US BANK/P-CARD	Java Joe 96oz - for plann	19.72
US BANK/P-CARD	Key Organizer (1)	43.52
US BANK/P-CARD	Kobo Nia 6 - Ebook Reade	109.99
US BANK/P-CARD	Lectern Cart (1)	26.59
US BANK/P-CARD	Light Bulb Recycle (30)	22.50
US BANK/P-CARD	Liners - Diaper Pail 8 Pa	94.18
US BANK/P-CARD	Money Bag ith Zipper 2pk	7.49
US BANK/P-CARD	Network Rack Filters - Fu	38.74
US BANK/P-CARD	New DVD Rel. - BLACK SNOW	24.48
US BANK/P-CARD	New DVD Rel. - BLACKBERRY	26.78
US BANK/P-CARD	New DVD Rel. - BUDDY GAME	25.92
US BANK/P-CARD	New DVD Rel. - GEORGE & T	65.94
US BANK/P-CARD	New DVD Rel. - HOTEL TRAN	45.98

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - KILL SHOT	14.99
US BANK/P-CARD	New DVD Rel. - LESSON (1	22.49
US BANK/P-CARD	New DVD Rel. - MONSTER HI	23.98
US BANK/P-CARD	New DVD Rel. - PEACE BY C	13.99
US BANK/P-CARD	New DVD Rel. - YEAR OF TH	15.58
US BANK/P-CARD	New Music CD - NOW THAT'S	13.99
US BANK/P-CARD	New Music Rel. - AUSTIN b	13.98
US BANK/P-CARD	New Music Rel. - BALLAD O	11.89
US BANK/P-CARD	New Music Rel. - CHRIS BL	13.18
US BANK/P-CARD	New Music Rel. - GUTS by	11.87
US BANK/P-CARD	New Music Rel. - SPEAK NO	16.97
US BANK/P-CARD	New Music Rel. - STANDING	11.99
US BANK/P-CARD	New Music Rel. - UNREAL U	13.98
US BANK/P-CARD	New Playstation 4 Game -	19.99
US BANK/P-CARD	New Playstation 5 Game -	93.99
US BANK/P-CARD	New PS5 Game - ATLAS FALL	59.99
US BANK/P-CARD	New Switch Game - DISNEY	38.77
US BANK/P-CARD	New Switch Game - LEGO 2K	49.99
US BANK/P-CARD	New Switch Game - PIKMIN	59.88
US BANK/P-CARD	New Switch Game - ROLLERC	34.95
US BANK/P-CARD	New TV Rel. - ABBOT ELEME	19.99
US BANK/P-CARD	New TV Rel. - BLUE BLOODS	31.99
US BANK/P-CARD	New TV Rel. - BROKENWOOD	36.99
US BANK/P-CARD	New TV Rel. - CHICAGO FIR	19.99
US BANK/P-CARD	New Tv Rel. - CHICAGO P.D	19.95
US BANK/P-CARD	New TV Rel. - EQUALIZER	24.95
US BANK/P-CARD	New TV Rel. - FLASH S.9	19.96
US BANK/P-CARD	New TV Rel. - NCIS S.20	29.99
US BANK/P-CARD	New TV Rel. - NCIS: LOS A	34.39
US BANK/P-CARD	New TV Rel. - SUCCESSION	22.99
US BANK/P-CARD	New XBOX ONE Game - MLB T	53.96
US BANK/P-CARD	New XBOX ONE Game - PGA T	19.99
US BANK/P-CARD	Online Course & Workshop	298.14
US BANK/P-CARD	Online Software Storage -	9.99
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - Adult Books	124.65
US BANK/P-CARD	Patron Req. Music CD - BA	12.97
US BANK/P-CARD	Patron Req.- TV Rel. - JO	21.50

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Period Products - Hospeco	90.70
US BANK/P-CARD	Podcast Hosting Service	30.00
US BANK/P-CARD	Podium Lectern (1)	277.53
US BANK/P-CARD	Postage for Library mail.	1.83
US BANK/P-CARD	Printable Cards for Adult	11.97
US BANK/P-CARD	Program Supplies - Beads	16.99
US BANK/P-CARD	Recycling Bags - 60 Gallo	37.09
US BANK/P-CARD	Refund for Tax Charged	-3.67
US BANK/P-CARD	Refund for Tax charged fo	-22.33
US BANK/P-CARD	Registration 2024 New Res	300.00
US BANK/P-CARD	Repl. - TV Series - ER S	8.05
US BANK/P-CARD	Repl. DVD TV Series - CO	8.46
US BANK/P-CARD	Repl. TV Series - ORPHAN	7.95
US BANK/P-CARD	Repl. TV Series - PARENTH	19.90
US BANK/P-CARD	Replacement Book on CD -	9.30
US BANK/P-CARD	Replacement Trash Bins (40.95
US BANK/P-CARD	Shelving Unit	119.98
US BANK/P-CARD	Shelving Unit Public Co	259.30
US BANK/P-CARD	SleepCover Case for Ebook	22.99
US BANK/P-CARD	Supplies - Mini Hot Glue	15.99
US BANK/P-CARD	Supplies - Poster Paper	3.75
US BANK/P-CARD	Supplies - Sandwich Stora	61.50
US BANK/P-CARD	Supplies - Sticky Notes f	7.99
US BANK/P-CARD	Supplies - Tab Dividers	7.09
US BANK/P-CARD	Supplies - Videogame Case	38.97
US BANK/P-CARD	Supplies for 3D Printing	62.07
US BANK/P-CARD	Supplies for Adult DIY	88.77
US BANK/P-CARD	Supplies for Adult Myster	45.66
US BANK/P-CARD	Supplies for Baby Rock	64.37
US BANK/P-CARD	Supplies for Children's C	17.96
US BANK/P-CARD	Supplies for Children's L	6.99
US BANK/P-CARD	Supplies for DIY Autumnal	147.63
US BANK/P-CARD	Supplies for DIY Hobbit H	230.05
US BANK/P-CARD	Supplies for DIY HOBBIT H	23.94
US BANK/P-CARD	Supplies for Pressed Flow	140.79
US BANK/P-CARD	Supplies for program - AD	101.22
US BANK/P-CARD	Supplies for Recipe Rotis	31.58
US BANK/P-CARD	Supplies for Take and Mak	153.40

Report to Receive and File Town of Normal Expenditures for Payment as of 09/14/2023-10/12/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Switch Game - LITTLE FRIE	39.99
US BANK/P-CARD	Switch Game - PUZZLE BOBB	39.99
US BANK/P-CARD	Switch Game - STORY OF SE	38.99
US BANK/P-CARD	Toilet Handle and Repair	30.15
US BANK/P-CARD	TV Rel. - BROKENWOOD MYST	18.95
US BANK/P-CARD	TV Rel. - COBRA KAI S. 1&	14.05
US BANK/P-CARD	USB Floppy Disk Drive (1	18.89
US BANK/P-CARD	USB-C Chargers 2pk (1)	14.99
US BANK/P-CARD	Vomit Kit - Biohazard Flu	7.50
US BANK/P-CARD	Vomit Kit - Bodily Fluid	14.58
US BANK/P-CARD	Vomit Kits - Bodily Fluid	71.20
US BANK/P-CARD	Wired Headphones (3)	18.78
US BANK/P-CARD	Wireless Keyboard Mouse -	44.57
US BANK/P-CARD	Wireless Mouse Keyboards	85.03
US POSTAL SERVICE/HASLER	ACCT.#5287048 - FOR NPL P	1,000.00
VERIZON WIRELESS	LIBRARY PHONE 8/29-9/28	246.80
WALMART COMMUNITY BRC	DVDS/SPECIAL PROG SUPPLIE	1,178.65
WATTS COPY SYSTEMS, INC.	CONTRACT CHARGES	75.32
WILCOX ELECTRIC & SERVICE INC	LIGHT RETROFIT LED NPL	180.00
Library Fund	Library Administration - Total	153,483.31

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BEST BUY BUSINESS ADVANTAGE ACCT	LIBRARY - LABTOPS (15)	6,857.58
US BANK/P-CARD	Battery Backup Replacemen	324.80
US BANK/P-CARD	E-Readers Accessories - K	257.98
US BANK/P-CARD	GRANT - LSTA - Supplies	746.00
US BANK/P-CARD	Grant - LSTA - Supplies f	535.95
US BANK/P-CARD	Network Rack Batter Backu	908.97
Library Replacement Fund Library	Administration - Total	9,631.28
Overall - Total		164,686.10

Director's Report
October 18, 2023

1. Monthly Financial Report

Revenue: The September operating revenues were up 2.7% compared to this time last year.

Expenses: A report showing expenses totaling \$164,686.10 from September 14 to October 12 is included in this packet. Two payrolls (September 15 and 29) totaled \$169,741.98.

2. Circulation

Total circulation for September was 62,188, down almost 2% from September 2022.

3. FY2024-29 Budget

I completed the budget committee review meeting on Wednesday, October 11 with the Finance department and the rest of the committee. There is support for continuing a healthy revenue for the library to continue our public service to our community. There is support for additional staff and for our capital project. Final budget approval is in January 2024.

4. FY2024 Per Capita Grant

The Illinois State Library recently released the application for the FY2024 Illinois Public Library Per Capita Grant. Similar to last year, we must report on our status in meeting the standards for Illinois public libraries, as defined in Serving Our Public 4.0: Standards for Illinois Public Libraries. I propose that the Board discuss these standards at the November meeting, with the application to be approved at the December meeting. Applications are due January 30, 2023.

5. Capital Project Update

We are scheduled to meet with StudioGC on Tuesday, October 31 at 10 am. We will continue discussion of the design work keeping our project on schedule for December bids.

6. Insurance Renewal

We have received a quote for consulting services related to our liability insurance renewal.

7. 2024 Closed Dates

We seek your approval for our proposed 2024 closed dates.

8. Paid Leave for All Workers Act

The Paid Leave for All Workers Act will take effect on January 1, 2024. This law will require the library to offer up to 40 hours of paid leave that can be used for any reason. On October 5, I attended a webinar outlining the requirements from attorneys Kelly Hayden and Stephanie Dorning of HR Source. I'm including a draft policy in the packet for your review and discussion.

9. Library Planning Committee

The library planning committee is schedule to meet again on Friday, October 27.

10. Personnel Code

The Town of Normal Personnel Code is on the agenda as an action item with changes on October 16. If approved, these changes will be suggested for our personnel code and we will seek your approval for updated code in November. Included among these changes are updated to closed dates.



Revenue & Expense Report

Account: All

Fiscal Year: FY2023-24

0 6 April - September

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	4,166,200.83	93.85%	4,053,906.81	2.77%
31110-Property Tax	3,962,164.00	3,962,164.00	3,848,258.81	97.13%	3,792,556.40	1.47%
31530-State Replacement Revenue	357,600.00	357,600.00	190,848.73	53.37%	150,478.41	26.83%
33260-State Grants	77,433.00	77,433.00	77,785.60	100.46%	81,540.38	-4.60%
34720-Photocopy Fees	2,000.00	2,000.00	5,040.77	252.04%	4,952.17	1.79%
34750-Replacements Books/AV	3,500.00	3,500.00	3,128.01	89.37%	2,084.93	50.03%
38210-Investment Income	36,000.00	36,000.00	38,357.92	106.55%	17,701.95	116.69%
38530-Donations	200.00	200.00	540.60	270.30%	1,080.00	-49.94%
38910-Miscellaneous	200.00	200.00	2,240.39	1120.20%	3,512.57	-36.22%
222-Library Replacement Fund	117,698.00	117,698.00	69,427.59	58.99%	48,684.31	42.61%
38210-Investment Income	20,300.00	20,300.00	20,747.59	102.20%	9,876.31	110.07%
39192-Transfer From	97,398.00	97,398.00	48,680.00	49.98%	38,808.00	25.44%
223-Library Special Reserve	9,900.00	9,900.00	16,090.76	162.53%	3,677.82	337.51%
38210-Investment Income	7,400.00	7,400.00	16,090.76	217.44%	3,677.82	337.51%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,566,695.00	4,566,695.00	4,251,719.18	93.10%	4,106,268.94	3.54%



Revenue & Expense Report

Account: All

Fiscal Year: FY2023-24

0 6 April - September

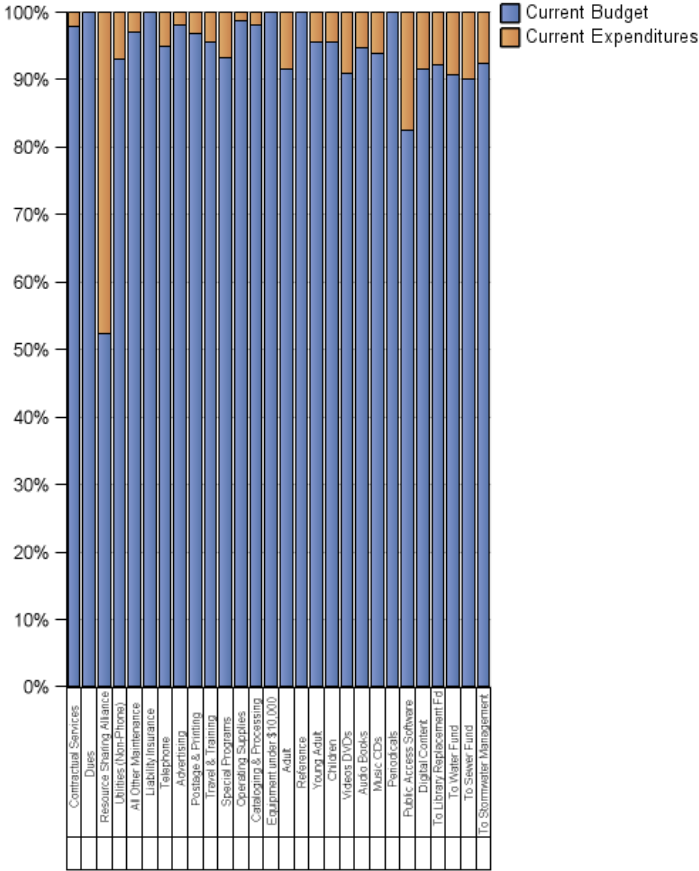
Expense

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	1,875,160.88	294,644.98	2,169,805.86	2,197,990.14	1,695,452.96	50.32%
10-Administration	4,362,783.00	4,367,796.00	1,875,160.88	294,644.98	2,169,805.86	2,197,990.14	1,695,452.96	50.32%
222-Library Replacement Fund	89,280.00	89,280.00	9,631.28	-6,857.58	2,773.70	86,506.30	71,097.96	96.89%
10-Administration	89,280.00	89,280.00	9,631.28	-6,857.58	2,773.70	86,506.30	71,097.96	96.89%
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	1,888,402.16	287,787.40	2,176,189.56	2,481,886.44	1,777,398.42	53.28%

Budget to Actual Expenditures

Library - Administration (Library Fund)

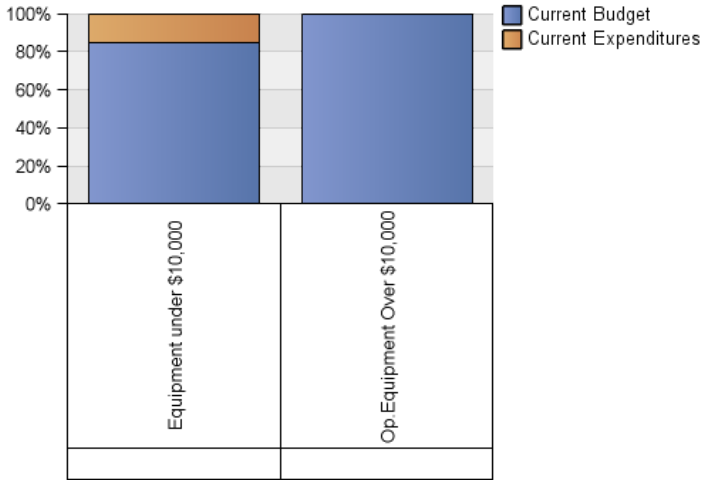


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$2,997.43	\$56,744.57	\$28,794.13	\$133,515.00	\$44,978.87	34%	\$31,791.56
			221-9010-455.20-20	Dues	\$0.00	\$1,535.00	\$0.00	\$5,970.00	\$4,435.00	74%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$64,212.00	\$6,394.00	\$394.00	\$70,850.00	(\$150.00)	0%	\$64,606.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$7,007.27	\$16,010.49	\$27,995.48	\$93,000.00	\$41,986.76	45%	\$35,002.75
			221-9010-455.25-60	All Other Maintenance	\$2,175.99	\$20,913.87	\$13,630.69	\$73,000.00	\$36,279.45	50%	\$15,806.68
			221-9010-455.30-10	Liability Insurance	\$0.00	\$49,917.00	\$0.00	\$49,917.00	\$0.00	0%	\$0.00
			221-9010-455.30-15	Telephone	\$550.80	\$2,498.47	\$3,774.73	\$10,274.00	\$3,450.00	34%	\$4,325.53
			221-9010-455.30-20	Advertising	\$300.00	\$4,550.00	\$0.00	\$15,000.00	\$10,150.00	68%	\$300.00
			221-9010-455.30-25	Postage & Printing	\$1,000.00	\$10,292.07	\$18,437.75	\$30,218.00	\$488.18	2%	\$19,437.75
			221-9010-455.30-35	Travel & Training	\$584.14	\$683.28	\$0.00	\$12,485.00	\$11,217.58	90%	\$584.14
			221-9010-455.30-40	Special Programs	\$1,100.84	\$2,809.34	\$3,601.99	\$15,000.00	\$7,487.83	50%	\$4,702.83
			221-9010-	Operating Supplies	\$850.32	\$19,351.54	\$18,105.06	\$66,000.00	\$27,693.08	42%	\$18,955.38

221-9010-455.35-455.35-15	Supplies									
221-9010-455.35-80	Cataloging & Processing	\$289.61	\$4,937.52	\$7,483.23	\$15,914.00	\$3,203.64	\$15,914.00	20%	\$7,772.84	
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	\$8,966.30	\$26,595.14	\$33,499.40	\$96,870.00	\$27,809.16	\$96,870.00	29%	\$42,465.70	
221-9010-455.36-15	Reference	\$0.00	\$2,029.00	\$2,061.00	\$6,000.00	\$1,910.00	\$6,000.00	32%	\$2,061.00	
221-9010-455.36-20	Young Adult	\$647.85	\$3,835.15	\$8,267.00	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$8,914.85	
221-9010-455.36-25	Children	\$4,213.26	\$26,154.83	\$47,852.40	\$92,742.00	\$14,521.51	\$92,742.00	16%	\$52,065.66	
221-9010-455.37-15	Videos DVDs	\$1,701.79	\$4,715.88	\$3,121.62	\$16,974.00	\$7,434.71	\$16,974.00	44%	\$4,823.41	
221-9010-455.37-20	Audio Books	\$827.49	\$3,689.63	\$7,022.16	\$15,000.00	\$3,460.72	\$15,000.00	23%	\$7,849.65	
221-9010-455.37-30	Music CDs	\$296.51	\$1,128.40	\$0.00	\$4,500.00	\$3,075.09	\$4,500.00	68%	\$296.51	
221-9010-455.38-10	Periodicals	\$0.00	\$2,770.70	\$11,420.00	\$18,030.00	\$3,839.30	\$18,030.00	21%	\$11,420.00	
221-9010-455.38-20	Public Access Software	\$17,892.95	\$27,263.92	\$24,370.30	\$84,500.00	\$14,972.83	\$90,872.00	18%	\$42,263.25	
221-9010-455.39-10	Digital Content	\$8,533.24	\$44,952.72	\$34,014.04	\$92,982.00	\$5,482.00	\$92,982.00	6%	\$42,547.28	
221-9010-455.92-22	To Library Replacement Fd	\$8,230.48	\$40,582.50	\$0.00	\$97,398.00	\$48,585.02	\$97,398.00	50%	\$8,230.48	
221-9010-455.95-02	To Water Fund	\$252.71	\$1,162.81	\$0.00	\$2,500.00	\$1,084.48	\$2,500.00	43%	\$252.71	
221-9010-455.95-07	To Sewer Fund	\$65.65	\$297.55	\$0.00	\$600.00	\$236.80	\$600.00	39%	\$65.65	
221-9010-455.95-10	To Stormwater Management	\$50.60	\$253.00	\$0.00	\$610.00	\$306.40	\$610.00	50%	\$50.60	
Summary		132,747.23	382,068.38	294,644.98	1,134,760.00	325,299.41	1,129,747.00	0.29	427,392.21	

Budget to Actual Expenditures

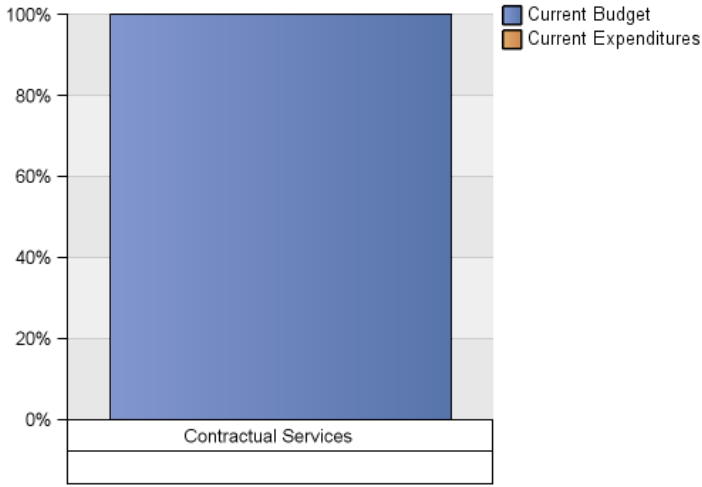
Library - Administration (Library Replacement Fund)



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	\$9,631.28	\$0.00	\$0.00	\$54,280.00	\$44,648.72	\$54,280.00	82%	\$9,631.28
			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		9,631.28	0.00	0.00	89,280.00	79,648.72	89,280.00	0.89	9,631.28

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

NPL Circulation Statistics



September 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
Juvenile						
Books	191,593	223,573	235,039	30,312	36,464	35,021
Videos	1,122	1,559	2,283	198	272	310
Audios	6,186	8,035	8,760	936	1,367	1,299
Magazines	124	242	196	21	19	27
Other	231	860	347	67	58	50
Juvenile - Total	199,256	234,269	246,625	31,534	38,180	36,707
Teen						
Books	9,195	9,496	9,129	1,267	1,379	1,074
Audios	32	51	43	1	6	6
Magazines	7	6	9	0	1	0
Teen - Total	9,234	9,553	9,181	1,268	1,386	1,080
Adult						
Books	63,685	72,159	74,726	11,037	12,104	11,308
Videos	17,794	24,564	24,804	2,798	3,796	4,235
Audios	6,775	7,929	7,770	1,177	1,369	1,073
Magazines	1,387	1,543	1,705	215	233	260
Other	4,429	7,141	8,061	850	1,224	1,186
Adult - Total	94,070	113,336	117,066	16,077	18,726	18,062
Digital Content						
eAudiobooks	9,677	11,828	16,395	1,524	2,090	2,729
eBooks	14,477	16,151	18,640	2,245	2,650	3,002
Magazines	813	752	904	179	76	237
Music	149	227	249	31	27	34
Streaming Video	2,112	1,506	1,688	283	259	305
Content Passes*		76	150		12	32
Digital Content - Total*	27,228	30,540	38,026	4,262	5,114	6,339
Total Circulation*	329,788	387,698	410,898	53,141	63,406	62,188

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



September 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,402	82,575	464	-291	2,561	-1,369
Videos	952	951	0	-1	0	-4
Audios	2,419	2,449	36	-6	114	-39
Magazines	251	266	15	0	77	-2
Other	123	123	0	0	4	-3
Juvenile - Total	86,147	86,364	515	-298	2,756	-1,417
Teen						
Books	4,703	4,716	37	-24	345	-549
Audios	35	30	0	-5	0	-5
Magazines	27	27	0	0	3	0
Teen - Total	4,765	4,773	37	-29	348	-554
Adult						
Books	55,087	54,753	296	-630	1,874	-3,234
Videos	16,590	16,654	70	-6	376	-100
Audios	11,560	11,376	18	-202	103	-389
Magazines	1,893	2,008	118	-3	692	-137
Other	2,243	2,235	0	-8	47	-29
Adult - Total	87,373	87,026	502	-849	3,092	-3,889
Total Collection	178,285	178,163	1,054	-1,176	6,196	-5,860

NPL Digital Content by Month



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

	5.23	6.23	7.23	8.23	9.23	
eRead Illinois						
eAudiobooks	291	306	251	289	248	
eBooks	242	237	287	285	313	
eRead Illinois Total	533	543	538	574	561	
Freanding	1	7	7	1	1	
Hoopla						
eAudiobooks	1,517	1,471	1,510	1,551	1,445	
eBooks	789	756	730	755	769	
Movies/TV	134	120	134	113	90	
Music	36	45	54	49	34	
Hoopla Total	2,476	2,392	2,428	2,468	2,338	
Kanopy						
Individual Titles Plays	74	86	53	107	108	
Plays Through Passes	59	69	107	77	107	
Kanopy Total Videos Played	133	155	160	184	215	
OverDrive						
eAudio	915	958	1072	983	1,036	
eBooks	2,057	2,123	2,262	2,116	1,919	
Magazines	104	145	145	171	237	
OverDrive Total	3,076	3,226	3,479	3,270	3,192	
Total Downloads or Uses						
eAudiobooks	2,723	2,735	2,833	2,823	2,729	
eBooks	3,089	3,123	3,286	3,157	3,002	
Magazines	104	145	145	171	237	
Music	36	45	54	49	34	
Streaming Video	267	275	294	297	305	
Hoopla 7-day BingePasses	13	15	20	23	20	
Kanopy Passes	5	4	2	5	5	
OverDrive 7-Day Passes	4	3	6	3	7	
Total Passes	22	22	28	31	32	

NPL Monthly Statistics



September 2023

Library Card Registration

Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	29,602	311	-27	29,886	26,981	24,498
Teen	3,716	132	-159	3,689	3,327	3,037
Juvenile	9,766	494	-370	9,890	9,114	7,690
Total	43,084	937	-556	43,465	39,422	35,225

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	17,922	115,730	89,038	64,595

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,675	20,701	18,540	17,087
Loaned	3,075	17,826	18,396	18,011
Reciprocal borrowing	17,587	121,580	100,688	71,549

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	813	607	45	5,308
Public Laptops	84	79	57	533
Totals	897	686	46	5,841

normalpl.org Site Statistics



September 2023

	Annual Totals Year to Date			September		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
Views & Sessions						
Pageviews	156,661	213,776	216,656	26,608	31,743	35,748
Sessions	83,567	107,249	112,010	13,689	16,534	18,203

Top Viewed Pages FY 2024

/	96,977
/events/upcoming	17,102
/events/month	6,391
/learning-resources	4,205
/summerreading	3,349
/employment	3,121
/challenges	2,007
/download-stream	1,565
/form/library-account-application	1,519
/books	1,456

Usage by Device FY 2024

Desktop	50.8%
Mobile	47.6%
Tablet	1.6%

Top Viewed Pages September 2023

/	15,185
/events/upcoming	3,057
/events/month	1,101
/learning-resources	796
/event/only-murders-library	501
/events/month/2023/10	470
/event/poetry-normal-present-kara-dorris-et-alia	460
/employment	442
/form/library-account-application	317
/website-search	280

Usage by Device Sep 2023

Desktop	51.8%
Mobile	46.5%
Tablet	1.7%

Normal Public Library
Closed Dates—2024

Monday, January 1	Closed
<i>Monday, January 15</i>	<i>(Floating; library is open, FT staff holiday to be used within 30 days)</i>
Sunday, March 31	Closed
Sunday, May 26	Closed
Monday, May 27	Closed
<i>Wednesday, June 19</i>	<i>(Floating; library is open, FT staff holiday to be used within 30 days)</i>
Thursday, July 4	Closed
Sunday, September 1	Closed
Monday, September 2	Closed
Wednesday, November 27	Close at 5 pm
Thursday, November 28	Closed
Friday, November 29	Closed
Tuesday, December 24	Closed
Wednesday, December 25	Closed
Tuesday, December 31	Close at 5 pm

Normal Public Library
Electronic Meetings Policy

The Board of Library Trustees of Normal Public Library believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance by board members in all board meetings be achieved whenever possible; and

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act; and

The Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance; and

The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

The Board of Library Trustees, having considered the aforesaid matters, hereby adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

- 1) All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.
- 2) That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
- 3) Pursuant to the Open Meetings Act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means.
- 4) All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.

- 5) A board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the board at least 24 hours prior to the meeting unless such advanced notice is impracticable.
- 6) A board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the board; or (iii) a family or other emergency.
- 7) As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the board.
- 8) The meeting minutes shall include, but need not be limited to; (i) the date, time, and place of the meeting; (ii) the members of the board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference, or by other electronic means; and (iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.
- 9) This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the board but shall be used only as necessary to allow the participation of board members who are unable to attend in person due to such circumstances listed in provision 6 of this policy.
- 10) The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the library members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.

Approved by the Board of Trustees of Normal Public Library, September 25, 2019.

NORMAL PUBLIC LIBRARY

Policy: Public Participation at Library Meetings

The following rules apply to persons desiring to address the Normal Public Library when the Library is conducting an open meeting under the Open Meetings Act. Individuals appearing before the Library are expected to follow these guidelines:

1. Address the Library at the specified time as indicated on the agenda and when recognized by the chair of the meeting.
2. Identify oneself by full name and although not mandatory, one's town or city of residence is preferred.
3. An individual may speak for up to three minutes at each meeting.
4. No more than 20 minutes shall be allowed to each subject under discussion.
5. The chair of the meeting shall determine the order of the speakers.
6. The chair will enforce the Library's rules to preserve order and decorum; abusive language or personal attacks will not be tolerated.
7. Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed.
8. The chair, with majority approval of the members present, may suspend the rules in order to provide more public comment, where time permits.
9. Speakers should be physically present, because there is no accommodation for telephone or video presentations. Anyone who cannot present in person may submit written material to the Library.
10. Speakers may address the Library with concerns or comments regarding issues relevant to Library business. Issues relevant to Library business are defined to mean information about Library events; issues that the Library has authority to address; items listed on the agenda; and items or issues previously voted on by the Library or that the Library has authority to consider or vote on in the future. The chair shall strictly restrain comments to matters that are relevant to Library business and shall not permit repetitious comments or arguments.

Paid Leave for All Workers Policy—Normal Public Library

This Paid Leave Policy is provided pursuant to Illinois' Paid Leave for All Workers Act.

Accrual Method

All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

The Employer will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. For employees starting after, January 1, accrual begins on actual start date. Once the employee reaches 40 hours of paid leave time, the employee will stop accruing leave during that calendar year.

Notice of Leave

If the use of paid leave is foreseeable, the employee must give the Employer at least seven (7) days' notice of the planned leave in accordance with the Employer's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon as practicable and, absent unusual circumstances, *in accordance with the Employer's normal leave procedures*.

Use of Paid Leave

Paid leave may be used starting on April 1, 2024, or after an employee has been employed for at least 90 days, whichever is later. Paid leave must be used in increments of at least two (2) hours.

Employees may use their paid leave for any reason. Employees are not required to provide their Employer with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

Carryover

Employees may carryover any accrued but unused paid leave to the following accrual period, but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.