



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

October 19, 2022 at 6:00 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 September 21, 2022
 - B. Approval of Normal Public Library Expenditures for Payment as of October 12, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Strategic Planning (Discussion)
 - B. 2023 Closed Dates (Action)
 - C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition
 - D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
 - E. Executive Session: [5 ILCS 120/2(c)(21)] Approval/Six-Month Review of Executive Session Minutes (Action)
 - F. December Trustee Meeting Date (Action)
9. UNFINISHED BUSINESS
 - A. Abatement Update
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: November 16, 2022
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 21, 2022**

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, September 21, 2022. The meeting convened at 6:02 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnell, Vice President, Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Amy Erslund

Members Absent: Terry Lindberg joined the meeting at 6:12pm.

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

Community Members Present: Jess Ray

1. **Review of the Agenda:** No additions or corrections.
2. **Recognition of former trustee Jess Ray for years of service to the Normal Public Library**
3. **President's Report:** Ms. Robb shared that she met with Mr. Ray and Mr. Fischer.
4. **Public Comment:** Mr. Ray thanked the Normal Public Library for everything it does, and looks forward to the future opportunities. He thanked the Board for their recognition.
5. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: Ms. Lane attended the last meeting. The Foundation is starting a letter campaign to corporations and businesses, as well as a survey to the members to gauge interest in fundraising activities. They noted that there is no project that the members can focus on to talk about with potential donors. They suggested placing a plaque in the Library for regular donors. They are planning a Founders Day celebration in March.

Library Advocacy: Ms. Robb met with Mayor Koos last month. He reiterated that the Town sees a place for the Library in Uptown South. They are planning a second meeting, to include Mr. Lindberg and Mr. McCarthy.

Library Planning: No meeting held this month.

6. **Library Director's Report:** Mr. Fischer discussed the items in his report. He clarified that three staff members will attend the ILA conference instead of the two listed in his report.
7. **OMNIBUS VOTE AGENDA**
 - A. **Approval of the Minutes of the Regular Board Meeting of August 17, 2022**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$144,714.67 for two payrolls, and \$89,473.16 for expenditures as of September 14, 2022**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Erslund 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. FY2023-FY2028 Budget Proposal (Action)

Mr. Lindberg moved to approve Mr. Fischer moving forward with the proposed budget. Ms. Trunnell seconded.

B. Strategic Planning Discussion – Tabled for a future meeting

C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition

Ms. Robb moved to enter Executive Session at 6:48 pm. Ms. Lane seconded.

D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel

Ms. Robb moved to enter Executive Session at 6:48 pm. Ms. Lane seconded.

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

Ms. Robb moved to enter Executive Session at 6:28 pm. Ms. Lane seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Present

Jd Davis – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg - Present

The Board invited Mr. Fischer to the Executive Session at 6:28pm to discuss Land Acquisition, and exited at 6:48pm for the Board to continue Session items.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Present

Jd Davis - Present

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg - Present

The Board exited Executive Session and returned to the Regular Meeting at 7:12pm.

10. UNFINISHED BUSINESS

A. Abatement Update

Mr. Fischer noted that the abatement letter is over one year old, and each of the estimates provided by Studio GC has a different date. He also noted that in the “Full Abatement” estimate that there is never a guarantee of a full abatement. He will take back any questions that the Board has to Studio GC.

Ms. Ripley-Gataric asked whether there were any other major concerns, and Mr. Fischer noted that the building is in relatively good health except for connectivity and network concerns.

11. Suggested Items for Next Agenda

Executive Session – Land, Personnel

12. Board Comments and Concerns

None

13. Next Meeting Date: October 19, 2022

14. Adjournment

Ms. Robb adjourned the meeting at 7:28 PM.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 09/15/2022-10/12/2022**Library Fund**

Vendor Name	Payment Description	Transaction Amount
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	17.00
US BANK/P-CARD	\$25 Gift Card - Adult Rea	25.00
US BANK/P-CARD	Food Supplies	13.85
US BANK/P-CARD	Personal Purchase by Acci	2.18
US BANK/P-CARD	Sign and Sing - 10.14.22	150.00
US BANK/P-CARD	Sign and Sing - 9.9.2022	150.00
Library Fund	- Total	358.03

Library Fund Library Administration

Vendor Name	Payment Description	Transaction Amount
AEP ENERGY	ENERGY USAGE	3,809.57
BAKER & TAYLOR COMPANIES	ADULT BOOK	35.71
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,179.96
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,829.46
BAKER & TAYLOR COMPANIES	TEEN BOOK	7.83
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	373.30
BAKER & TAYLOR COMPANIES	YR.SUBSCRIPTION-6 ADD'L	2,524.50
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES (4)	38.59
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES/REF.BOOKS	72.84
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES/STAMP CATLG	315.29
BARNES & NOBLE INC	ADULT BOOKS	121.56
BARNES & NOBLE INC	YOUNG ADULT BOOKS	102.33
BLACKSTONE PUBLISHING	AUDIO BOOKS (6)	217.66
BLACKSTONE PUBLISHING	AUDIO BOOKS-1	34.95
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	809.75
CENGAGE LEARNING INC	ADULT BOOKS	350.11
CENGAGE LEARNING INC	ADULT BOOKS (6)	155.19
CENGAGE LEARNING INC	AMISH FICTION 3 PLAN	72.72
CENGAGE LEARNING INC	SEPT.CHRISTIAN ROMANCE 5	202.42
CENGAGE LEARNING INC	SEPT.LP DISTRIB. 6 PLAN	111.74
CENTER POINT LARGE PRINT	ADULT BOOKS	46.50
CENTER POINT LARGE PRINT	ADULT BOOKS-LARGE PRINT	191.76
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEAN IN/OUT 9/22	525.00
CIRBN, LLC	INTERNET SRVS-OCT2022	76.08
CIRBN, LLC	INTERNET SRVS-SEPT2022	76.08
DARNALL PRINTING	#10 WINDOW ENVELOPES-NPL	282.00
DATA443 RISK MITIGATION, INC.	DEVICES/LICENSES DEC22-23	779.30
DEMCO INC	CLASSIFICATION LABELS	54.09
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 8/31	50.00
EDUCATIONAL DEVELOPMENT CORPORATION	CHILDREN'S BOOKS	1,071.93
ELM USA INC	YELLOW/GRN COMPND SOL.D	711.39
FASTSIGNS	GRAPHICS FOR VAN	85.06
FINDAWAY WORLD LLC	CHILDREN'S PLAYAWAYS (4)	213.71
FINDAWAY WORLD LLC	CHILDREN'S WONDERBOOK	61.74
FINDAWAY WORLD LLC	CHILDREN'S WONDERBOOKS-15	787.40
FINDAWAY WORLD LLC	PLAYAWAYS (6)	367.44
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
INGRAM LIBRARY SERVICES	ADULT BOOKS	196.53
INTERSTATE ALL BATTERY CENTER	BATTERY FOR EMERG.LIGHT	16.30
KAEB SANITARY SUPPLY INC	ROLLER BRUSH FOR VACUUM	55.54
KANOPY INC	DIGITAL CONTENT	167.00
MENARDS	48" T8 5000K LED A 16PK	69.99
MENARDS	DISTILLED WATER	47.04
MENARDS	LATEX GLOVES/DISHSOAP	9.99
MENARDS	LIBRARY SUPPLIES	34.19
MIDWEST EQUIPMENT II	TORO SNOWBLOWER	854.00
MIDWEST TAPE	DIGITAL CONTENT	4,025.16
MILLER JANITOR SUPPLY	TOWELS	245.85

NICOR GAS	ENERGY USAGE	555.60
OVERDRIVE, INC	DIGITAL CONTENT	2,886.86
PIP PRINTING	BUSINESS CARDS	130.00
PROQUEST INFORMATION & LEARNING	PUBLIC ACCESS SOFTWARE	3,654.08
RON SMITH PRINTING CO INC	FALL 2022 ACTIVITY GUIDE	1,109.25
SAMS CLUB	MISC.LIBRARY SUPPLIES	225.23
TRANSPARENT LANGUAGE INC.	PUBLIC ACCESS SOFTWARE	2,160.00
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (3)	32.25
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (9)	96.75
US BANK/P-CARD	\$10 Gift Card (2) - Cell	20.00
US BANK/P-CARD	\$20 Gift Card - Cell Phon	20.00
US BANK/P-CARD	14 Pack of Energizer AAAA	12.86
US BANK/P-CARD	2022 ILA membership Dues	75.00
US BANK/P-CARD	3D Printing Filament	24.99
US BANK/P-CARD	60 Gal. Clear Trash Bags	32.85
US BANK/P-CARD	Adult Book - Patron Req. -	32.88
US BANK/P-CARD	Adult Books - 10 Costly M	9.99
US BANK/P-CARD	Adult Books - Mrs. Harris	16.20
US BANK/P-CARD	Adult Books - OIL AND WAT	26.64
US BANK/P-CARD	Adult Books - Patron Req.	127.31
US BANK/P-CARD	Barcode Scanner (1)	45.91
US BANK/P-CARD	Blue Foil Fringe Backdrop	19.98
US BANK/P-CARD	Board Games for Library o	241.70
US BANK/P-CARD	Children's Books - Patron	10.99
US BANK/P-CARD	Credit Issued for acciden	-16.56
US BANK/P-CARD	Credit Issued for Transac	-119.57
US BANK/P-CARD	credit issued-key returne	-15.98
US BANK/P-CARD	Credit Issued for acciden	-10.44
US BANK/P-CARD	Discard Stamp (3)	34.47
US BANK/P-CARD	Disinfectant Wipes 800ct	100.96
US BANK/P-CARD	Doorstop Wedge with magne	34.95
US BANK/P-CARD	Enrollment in Reader's Ch	20.00
US BANK/P-CARD	Foam Handwash Refill 1200	114.74
US BANK/P-CARD	Fujifilm Instax Mini Inst	76.86
US BANK/P-CARD	Game - F1 2002 - PS5 (1)	49.99
US BANK/P-CARD	Game - F1 2022 - PS4 (1)	39.99
US BANK/P-CARD	Game - NBA 2K23 MICHAEL J	199.98
US BANK/P-CARD	Game - PAC-MAN WORLD RE-P	29.99
US BANK/P-CARD	Game - TEENAGE MUTANT NIN	79.98
US BANK/P-CARD	HP Everyday Photo Paper -	10.49
US BANK/P-CARD	Keys	15.98
US BANK/P-CARD	Lightbulbs	125.44
US BANK/P-CARD	Magnets for Newspaper Hol	9.49
US BANK/P-CARD	New DVD Rel. - 1883-A YEL	19.59
US BANK/P-CARD	New DVD Rel. - AMERICAN C	13.99
US BANK/P-CARD	New DVD Rel. - BLOWBACK	14.49
US BANK/P-CARD	New DVD Rel. - BLUE BLOOD	29.99
US BANK/P-CARD	New DVD Rel. - BULL THE F	42.49
US BANK/P-CARD	New DVD Rel. - CHICAGO FI	17.49
US BANK/P-CARD	New DVD Rel. - CHICAGO P.	19.99
US BANK/P-CARD	New DVD Rel. - FRANK and	9.99
US BANK/P-CARD	New DVD Rel. - ICON (1)	9.99
US BANK/P-CARD	New DVD Rel. - LIGHTYEAR	269.86
US BANK/P-CARD	New DVD Rel. - MRS. HARRI	90.64
US BANK/P-CARD	New DVD Rel. - MURDER AT	27.98
US BANK/P-CARD	New DVD Rel. - NCIS S.19	109.95
US BANK/P-CARD	New DVD Rel. - NCIS LOS A	29.95
US BANK/P-CARD	New DVD Rel. - PHANTOM OF	36.38
US BANK/P-CARD	New FOREIGN DVD Rel. - HA	37.98
US BANK/P-CARD	New Games - SWITCH-XBOX 1	369.91
US BANK/P-CARD	New Music CD - CHEAT CODE	11.89
US BANK/P-CARD	New Music Rel. - CHAOS IN	11.19
US BANK/P-CARD	New Music Rel. - COME HOM	18.22
US BANK/P-CARD	New Music Rel. - VIBRATIN	17.98

US BANK/P-CARD	New Release DVDs - Tax wa	119.57
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Personal Purchase by acci	27.00
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Sharp Wall Clock (2)	53.44
US BANK/P-CARD	Social Media Promotion	104.99
US BANK/P-CARD	Subscription Renewed - US	354.01
US BANK/P-CARD	Supplies for DIY Fall Gar	52.95
US BANK/P-CARD	Supplies for Maker Academ	51.98
US POSTAL SERVICE/HASLER	ACCT.#5287048- FOR NPL PO	3,000.00
VERIZON WIRELESS	ACCT.#880398978-0001 / 5	248.76
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.44
WALMART COMMUNITY BRC	MISC.LIBRARY SUPPLIES	556.65
WALZ LABEL AND MAILING SYSTEMS	POSTAGE SUPPLIES	40.77
WATTS COPY SYSTEMS, INC.	BW,COLOR IMAGES	279.40
WILCOX ELECTRIC & SERVICE INC	CHANGED LIGHTS TO LED	286.75
Library Fund	Library Administration - Total	47,403.19
Overall - Total		47,761.22

Oct 12, 2022

1

8:17:56 AM

**Director's Report
October 19, 2022**

1. Monthly Financial Report

Revenue: The September operating revenues were down 17.86% compared to this time last year.

Expenses: A report showing expenses totaling \$47,761.22 from September 15 to October 12 is included in this packet. Two payrolls (September 16 and 30) totaled \$144,556.12.

2. Circulation

Total circulation for August was 63,406 up 16% from October 2021.

3. Abatement Project

Included in this packet are documents prepared by Studio GC detailing probable costs related to different scenarios for abatement.

4. 2023 Closed Dates

We seek your approval for our proposed 2023 closed dates.

5. FY2023 Per Capita Grant

The Illinois State Library recently released the application for the FY2023 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 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.

6. Library Furnishings

Patrons have commented about our lack of comfortable seating, mentioning that it prevents them from attending certain events, specifically with grand-children. Many comfortable seats were removed permanently in 2020. Staff are also aware that we lack any accessible seating of larger sizes to accommodate visitors with this need. Staff will work to fill these needs by selecting items that provide both quality and value.

7. Library Card Sign Up Month

September was library card sign up month. We had a noticeable increase in new accounts that can be attributed to our promotions for library card sign up, new Unit 5 project accounts (674 new student accounts), and regular card sign up. In addition, Connection Transit provided numbers indicating they provided 19,970 free rides to passengers who showed their library card. We partnered with BPL and Connect Transit to encourage public transportation and public library use through the month.



Revenue & Expense Report

Account: All

Fiscal Year: FY2022-23

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	4,153,862.00	4,153,862.00	3,205,244.79	77.16%	3,902,258.80	-17.86%
31110-Property Tax	3,935,164.00	3,935,164.00	2,951,664.43	75.01%	3,707,280.50	-20.38%
31530-State Replacement Revenue	101,000.00	101,000.00	150,478.41	148.99%	79,623.37	88.99%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	87,433.08	-6.74%
34720-Photocopy Fees	2,000.00	2,000.00	4,135.42	206.77%	2,936.07	40.85%
34750-Replacements Books/AV	3,500.00	3,500.00	2,048.93	58.54%	3,174.18	-35.45%
38210-Investment Income	34,365.00	34,365.00	10,822.07	31.49%	20,066.18	-46.07%
38530-Donations	200.00	200.00	1,080.00	540.00%	1,665.00	-35.14%
38910-Miscellaneous	200.00	200.00	3,475.15	1737.58%	80.42	4221.25%
222-Library Replacement Fund	96,978.00	96,978.00	25,407.30	26.20%	42,412.36	-40.09%
38210-Investment Income	19,362.00	19,362.00	6,003.30	31.01%	11,297.29	-46.86%
39192-Transfer From	77,616.00	77,616.00	19,404.00	25.00%	31,115.07	-37.64%
223-Library Special Reserve	9,563.00	9,563.00	2,228.23	23.30%	4,137.64	-46.15%
38210-Investment Income	7,063.00	7,063.00	2,228.23	31.55%	4,137.64	-46.15%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,260,403.00	4,260,403.00	3,232,880.32	75.88%	3,948,808.80	-18.13%



Revenue & Expense Report

Account: All

Fiscal Year: FY2022-23

0 6 April - September

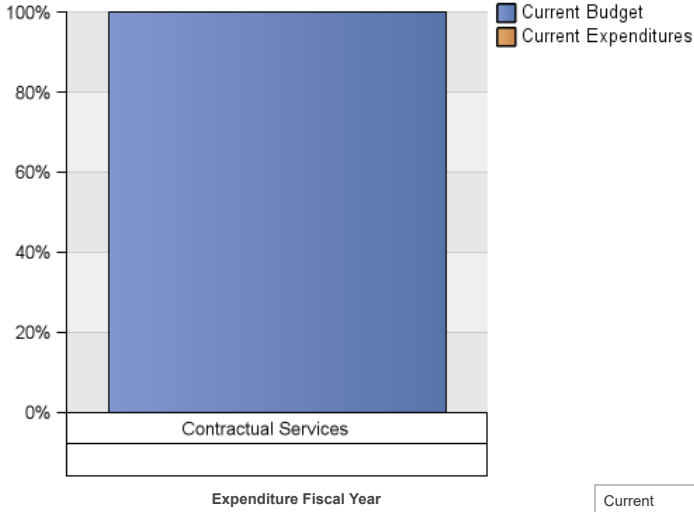
Expense

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	4,158,400.00	4,164,462.00	1,430,684.91	255,743.76	1,686,428.67	2,478,033.33	1,507,500.27	59.50%
10-Administration	4,158,400.00	4,164,462.00	1,430,684.91	255,743.76	1,686,428.67	2,478,033.33	1,507,500.27	59.50%
222-Library Replacement Fund	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,300.00	92.64%
10-Administration	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,300.00	92.64%
223-Library Special Reserve	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	62,429.06	96.38%
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	62,429.06	96.38%
Total	4,854,625.00	4,860,687.00	1,470,686.83	255,743.76	1,726,430.59	3,134,256.41	1,577,229.33	64.48%

Budget to Actual Expenditures

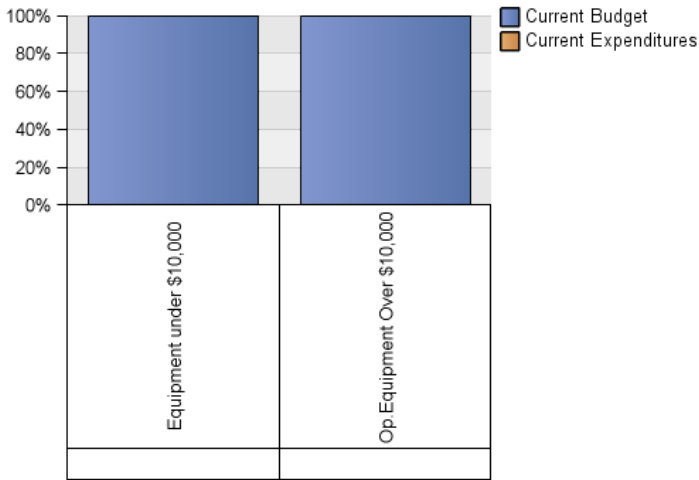
Library - Administration (Library Special Reserve)



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	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
Summary					0.00	10,847.50	0.00	300,000.00	289,152.50	300,000.00	0.96	0.00

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

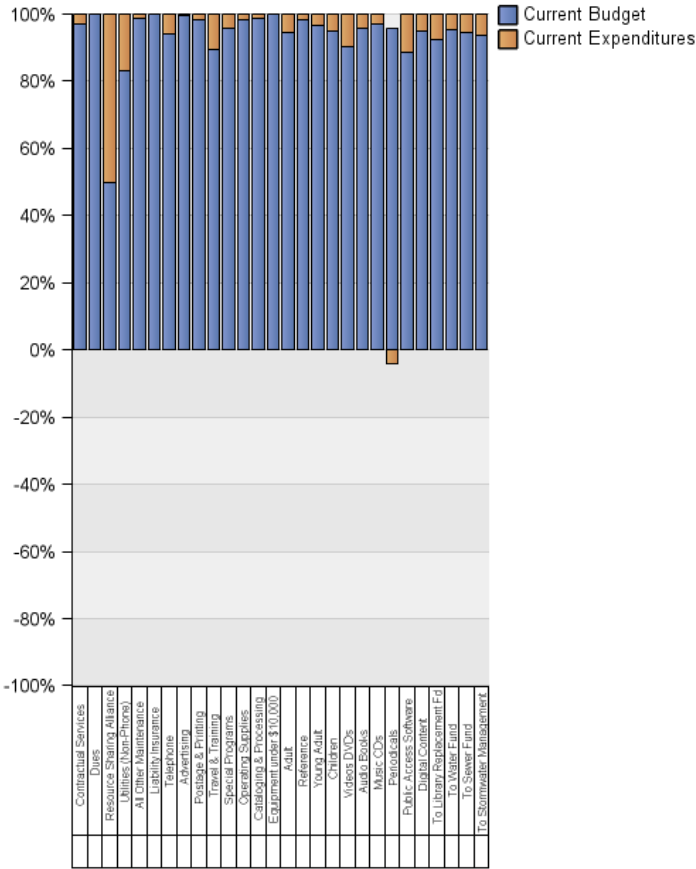


Expenditure Fiscal Year

Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	100%	\$0.00
			Summary		0.00	29,154.42	0.00	396,225.00	367,070.58	396,225.00	0.93	0.00

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	\$3,754.55	\$37,903.35	\$29,739.33	\$126,398.00	\$55,000.77	\$129,626.00	44%	\$33,493.88
			221-9010-455.20-20	Dues	\$0.00	\$665.00	\$0.00	\$5,796.00	\$5,131.00	\$5,796.00	89%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$67,631.00	\$0.00	(\$510.00)	\$67,631.00	\$510.00	\$66,890.00	1%	\$67,121.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$8,390.90	\$6,694.05	\$0.00	\$42,000.00	\$26,915.05	\$42,000.00	64%	\$8,390.90
			221-9010-455.25-60	All Other Maintenance	\$1,028.08	\$3,772.65	\$13,931.96	\$71,259.00	\$52,526.31	\$72,000.00	74%	\$14,960.04
			221-9010-455.30-10	Liability Insurance	\$0.00	\$46,121.00	\$98.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$98.00
			221-9010-455.30-15	Telephone	\$599.94	\$1,403.88	\$1,145.68	\$9,270.00	\$6,120.50	\$9,270.00	66%	\$1,745.62
			221-9010-455.30-20	Advertising	\$70.00	\$910.00	\$0.00	\$15,000.00	\$14,020.00	\$15,000.00	93%	\$70.00
			221-9010-455.30-25	Postage & Printing	\$388.65	\$7,457.88	\$7,662.84	\$20,600.00	\$5,090.63	\$20,600.00	25%	\$8,051.49
			221-9010-455.30-35	Travel & Training	\$1,441.62	\$1,237.42	\$0.00	\$12,240.00	\$9,560.96	\$12,240.00	78%	\$1,441.62
			221-9010-455.30-40	Special Programs	\$823.80	\$11,378.72	\$4,047.26	\$18,429.00	\$2,179.22	\$15,000.00	12%	\$4,871.06
			221-9010-455.35-10	Operating Supplies	\$1,048.99	\$9,040.09	\$21,980.70	\$66,606.00	\$34,536.22	\$64,000.00	52%	\$23,029.69
			221-9010-455.35-15	Cataloging & Processing	\$206.27	\$1,269.50	\$11,759.11	\$15,450.00	\$2,215.12	\$15,450.00	14%	\$11,965.38
			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	\$5,469.09	\$17,874.51	\$45,836.47	\$94,048.00	\$24,867.93	\$94,048.00	26%	\$51,305.56
			221-9010-455.36-15	Reference	\$106.05	\$1,839.00	\$1,954.95	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$2,061.00
			221-9010-455.36-20	Young Adult	\$478.10	\$1,616.16	\$10,555.74	\$13,506.00	\$856.00	\$13,506.00	6%	\$11,033.84
			221-9010-455.36-25	Children	\$4,673.55	\$12,920.90	\$57,094.43	\$90,041.00	\$15,352.12	\$90,041.00	17%	\$61,767.98
			221-9010-455.37-15	Videos DVDs	\$1,754.84	\$3,380.23	\$7,414.65	\$16,480.00	\$3,930.28	\$16,480.00	24%	\$9,169.49
							\$656.11	\$2,433.61	\$10,910.28	\$15,027.00	\$1,027.00	\$15,000.00

	221-9010-455.37-20	Audio Books								
	221-9010-455.37-30	Music CDs	\$136.24	\$823.76	\$2,187.01	\$4,500.00	\$1,352.99	\$4,500.00	30%	\$2,323.25
	221-9010-455.38-10	Periodicals	(\$749.00)	\$2,076.25	\$10,415.90	\$17,505.00	\$5,761.85	\$17,505.00	33%	\$9,666.90
	221-9010-455.38-20	Public Access Software	\$10,780.55	\$14,969.63	\$16,578.70	\$82,400.00	\$40,071.12	\$82,400.00	49%	\$27,359.25
	221-9010-455.39-10	Digital Content	\$5,168.47	\$21,517.97	\$15,558.56	\$96,099.00	\$53,854.00	\$96,099.00	56%	\$20,727.03
	221-9010-455.92-22	To Library Replacement Fd	\$6,468.00	\$19,404.00	\$0.00	\$77,616.00	\$51,744.00	\$77,616.00	67%	\$6,468.00
	221-9010-455.95-02	To Water Fund	\$155.27	\$643.38	\$0.00	\$3,365.00	\$2,566.35	\$3,365.00	76%	\$155.27
	221-9010-455.95-07	To Sewer Fund	\$34.95	\$166.25	\$0.00	\$600.00	\$398.80	\$600.00	66%	\$34.95
	221-9010-455.95-10	To Stormwater Management	\$50.60	\$151.80	\$0.00	\$773.00	\$570.60	\$773.00	74%	\$50.60
	Summary		120,566.62	227,670.99	268,361.57	1,035,858.00	419,258.82	1,029,796.00	0.40	388,928.19

NPL Circulation Statistics



September 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
Juvenile						
Books	53,122	191,593	223,573	17,142	30,312	36,464
Videos	553	1,122	1,559	173	198	272
Audios	1,560	6,186	8,035	427	936	1,367
Magazines	30	124	242	3	21	19
Other	35	231	860	1	67	58
Juvenile - Total	55,300	199,256	234,269	17,746	31,534	38,180
Teen						
Books	3,681	9,195	9,496	1,085	1,267	1,379
Audios	34	32	51	10	1	6
Magazines	0	7	6	0	0	1
Teen - Total	3,715	9,234	9,553	1,095	1,268	1,386
Adult						
Books	22,223	63,685	72,159	6,639	11,037	12,104
Videos	5,780	17,794	24,564	1,679	2,798	3,796
Audios	2,892	6,775	7,929	710	1,177	1,369
Magazines	363	1,387	1,543	93	215	233
Other	888	4,429	7,141	220	850	1,224
Adult - Total	32,146	94,070	113,336	9,341	16,077	18,726
Digital Content						
eAudiobooks	9,920	9,677	11,828	1,651	1,524	2,090
eBooks	18,665	14,477	16,151	2,912	2,245	2,650
Magazines	2,437	813	752	471	179	76
Music	1,845	149	227	52	31	27
Streaming Video	2,635	2,112	1,506	155	283	259
Content Passes*			76			12
Digital Content - Total*	35,502	27,228	30,540	5,241	4,262	5,114
Total Circulation*	126,663	329,788	387,698	33,423	53,141	63,406

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



September 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,511	82,152	415	-774	2,098	-3,758
Videos	958	957	0	-1	1	-6
Audios	2,303	2,359	37	19	210	-262
Magazines	249	262	13	0	79	-2
Other	120	120	0	0	0	-6
Juvenile - Total	86,141	85,850	465	-756	2,388	-4,034
Teen						
Books	5,125	5,067	45	-103	335	-445
Audios	35	35	0	0	0	-3
Magazines	25	27	2	0	7	0
Teen - Total	5,185	5,129	47	-103	342	-448
Adult						
Books	54,850	54,712	307	-445	1,923	-2,105
Videos	16,139	16,199	68	-8	438	-129
Audios	13,004	12,051	14	-967	168	-1991
Magazines	2,079	2,042	109	-146	811	-718
Other	2,136	2,164	30	-2	109	-61
Adult - Total	88,208	87,168	528	-1,568	3,449	-5,004
Total Collection	179,534	178,147	1,040	-2,427	6,179	-9,486

NPL Digital Content by Month



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

	5.22	6.22	7.22	8.22	9.22	
eRead Illinois						
eAudiobooks	256	295	288	267	285	
eBooks	281	306	339	302	307	
eRead Illinois Total	537	601	627	569	592	
Freeding						
	7	7	6	6	5	
Hoopla						
eAudiobooks	1,086	1,009	1,075	1,105	1,079	
eBooks	751	545	571	682	635	
Movies/TV	135	102	109	152	147	
Music	38	35	40	38	27	
Hoopla Total	2,010	1,691	1,795	1,977	1,888	
Kanopy						
Individual Titles Plays	62	87	105	70	68	
Plays Through Passes	49	32	69	33	44	
Kanopy Total Videos Played	111	119	174	103	112	
OverDrive						
eAudio	534	616	654	771	726	
eBooks	1,562	1,726	1,974	1,898	1,703	
Magazines	142	167	119	120	76	
OverDrive Total	2,238	2,509	2,747	2,789	2,505	
Total Downloads or Uses						
eAudiobooks	1,876	1,920	2,017	2,143	2,090	
eBooks	2,601	2,584	2,890	2,888	2,650	
Magazines	142	167	119	120	76	
Music	38	35	40	38	27	
Streaming Video	246	221	283	255	259	
Hoopla 7-day BingePass						
hoopla Magazines	3	3	1	4	1	
The Great Courses	3	4	0	1	1	
Curiosity Stream	2	1	2	2	2	
Hellosaurus (new 6.22)	0	1	0	0	0	
Kanopy Passes						
Kids Play	0	1	2	1	1	
Series Play (TGC)	0	4	6	2	4	
OverDrive 7-Day Passes						
The Great Courses	0	1	0	1	0	
IndieFlix	0	0	0	0	1	
Stingray Qello	2	0	0	0	0	
Craftsy	0	2	0	0	2	
Total Passes	10	17	11	11	12	

NPL Monthly Statistics



September 2022

Library Card Registration

Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	26,722	382	-123	26,981	24,498	34,724
Teen	3,185	142	0	3,327	3,037	3,482
Juvenile	8,573	552	-11	9,114	7,690	9,080
Total	38,480	1,076	-134	39,422	35,225	47,286

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	15,119	89,038		
Offsite programs (est)		-		
Year to Date Total		89,038	64,595	0

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,635	18,540	17,087	10,290
Loaned	3,207	18,396	18,011	9,553
Reciprocal borrowing	16,996	100,688	71,549	12,933

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	3	0	2	5
Adult	773	606	47	4,725
Public Laptop	52	39	44	257
Quick-Use	-	-	-	-
Totals	828	645	47	4,987

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

normalpl.org Site Statistics



September 2022

	Annual Totals Year to Date			September		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
Site Views over time						
Pageviews	135,707	156,661	213,776	24,895	26,608	31,743
Unique Pageviews	110,122	125,418	174,851	20,243	21,098	26,656
Sessions	71,540	83,567	107,249	14,105	13,689	16,534

Top Viewed Pages FY 2023

/	95,247
/events/upcoming	5,840
/events/month	5,279
/summerreading	4,364
/employment	2,510
/learning-resources	1,961
/events/upcoming?page=1	1,951
/challenges	1,528
/download-stream	1,514
/form/library-account-application	1,498

Usage by Device FY 2023

Desktop	50.6%
Mobile	47.5%
Tablet	1.9%

Top Viewed Pages September 2022

/	14,143
/events/upcoming	880
/events/month	725
/employment	420
/form/library-account-application	407
/events/upcoming?page=1	384
/events/month/2022/10	357
/event/npl-tiny-book-concerts-27	325
/learning-resources	315
/borrow	280

Usage by Device Sept 2022

Desktop	53.1%
Mobile	45.1%
Tablet	1.8%

Normal Public Library
Closed Dates—2023

Sunday, January 1	Closed
Monday, January 2	Closed
Monday, January 16 days)	(Floating; library is open, FT staff holiday to be used within 30
Sunday, April 9	Closed
Sunday, May 28	Closed
Monday, May 29	Closed
Tuesday, July 4	Closed
Sunday, September 3	Closed
Monday, September 4	Closed
Wednesday, November 22	Closed at 5 pm
Thursday, November 23	Closed
Friday, November 24	Closed
Sunday, December 24	Closed
Monday, December 25	Closed

Normal Public Library - Abatement & Renovation

6/15/2021

Estimate of Probable Cost - Full Abatement

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$1,567,690
	General Conditions	\$156,769
	Construction Total (Including Site Work)	\$1,724,459
	Design & Construction Contingency	\$172,446
	Construction Total (Including Site Work & Contingency)	\$1,896,905
	GC Fee / Insurance / Bonds	\$84,929.61
	Total Construction	\$1,981,835
	Estimated FF&E Cost From Below	\$0
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$0
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$188,274.28
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$0
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$10,000
	Total Fees	\$198,274.28
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$8,522
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$2,000
	Bid Online Plan Room Costs	\$2,000
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$130,000
Subtotal, Misc. Costs and Fees		\$172,522
Estimated Project Cost	Project Cost	\$2,352,631

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Normal Public Library - Abatement & Renovation

8/29/2022

Estimate of Probable Cost - Abatement & Renovation 1972 Bldg

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$1,985,620
	General Conditions	\$198,562
	Construction Total (Including Site Work)	\$2,184,182
	Design & Construction Contingency	\$109,209
	Construction Total (Including Site Work & Contingency)	\$2,293,391
	GC Fee / Insurance / Bonds	\$105,659.80
	Total Construction	\$2,399,051
	Estimated FF&E Cost From Below	\$0
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$0
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$227,909.84
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$0
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$0
	Total Fees	\$227,909.84
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$0
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$0
	Bid Online Plan Room Costs	\$0
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$90,000
Subtotal, Misc. Costs and Fees		\$120,000
Estimated Project Cost	Project Cost	\$2,746,961

StudioGC

Normal Public Library - Abatement & Renovation

8/29/2022

Estimate of Probable Cost - Abatement & Renovation of 1972 and 1992 (with FFE)

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$4,195,340
	General Conditions	\$419,534
	Construction Total (Including Site Work)	\$4,614,874
	Design & Construction Contingency	\$230,744
	Construction Total (Including Site Work & Contingency)	\$4,845,618
	GC Fee / Insurance / Bonds	\$223,244.53
	Total Construction	\$5,068,862
	Estimated FF&E Cost From Below	\$1,300,000
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$1,300,000
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$481,541.91
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$123,500
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$0
	Total Fees	\$605,041.91
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$0
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$0
	Bid Online Plan Room Costs	\$0
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$90,000
Subtotal, Misc. Costs and Fees		\$120,000
Estimated Project Cost	Project Cost	\$7,093,904

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