



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

**December 21, 2022 at 5:15 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 November 16, 2022
  - B. Approval of Normal Public Library Expenditures for Payment as of December 14, 2022.
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
  - B. Executive Session: [5 ILCS 120/2(c)(5)] Land Sale/Land Acquisition
  - C. FY2023 Illinois Public Library Per Capita Grant Application (Action)
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: January 18, 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  
November 16, 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, November 16, 2022. The meeting convened at 6:04 pm, President Beth Robb, presiding.

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

**Members Absent:** NA

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

**Community Members Present:** Pam Reece, Brian Day, Lynn Potts, Dylan Broad; Ms. Reece and Mr. Day left after Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale, Ms. Potts left after Executive Session: [5 ILCS 120/2(c)(1)] Personnel

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** None
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** The group met on November 1 and drafted a letter to send out to 23 corporate entities, asking them to join the Foundation in a capital campaign. They elected two new members.

**Library Advocacy:** Nothing to report.

**Library Planning:** The group met on October 28. They discussed Uptown South.

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 October 19, 2022**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$144,117.91 for two payrolls, and \$56,630.76 for expenditures as of November 9, 2022.**

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

Motion passed 7-0.

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

No items were removed from the Omnibus Vote Agenda.

**8. NEW BUSINESS**

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

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

Mr. Lindberg moved to enter Executive Session at 6:12 pm. Ms. Ripley-Gataric seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Present

Jd Davis – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ermland – Present

Terry Lindberg – Present

The Board invited Mr. Fischer, Ms. Potts, Mr. Day, and Ms. Reece to the Executive Session at 6:22pm to discuss Land Acquisition, and exited at 6:48pm for the Board to continue Session items. Ms. Potts, Ms. Williams and Ms. Golaszewski entered the Executive Session at 6:50pm to discuss Personnel, and exited at 7:25pm 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 Ermland – Present

Terry Lindberg - Present

The Board exited Executive Session and returned to the Regular Meeting at 7:25pm.

**C. Strategic Planning (Discussion)**

No items to report at this time.

**D. Fiscal Year 2022 Audit (Action)**

Mr. Lindberg moved to approve the Fiscal Year 2022 Audit. Ms. Robb seconded.

Motion passed 7-0.

**E. Review of Serving Our Public 4.0: Standards for Illinois Public Libraries (Discussion)**

Mr. Fischer provided the discussion items for the grant award in the Board packet, and reviewed them during this time. He informed the Board of the deadline to submit the grant, at the end of January. He asked the Board to review the information and provide feedback. Ms. Robb set a deadline for feedback at December 9, 2022.

**9. UNFINISHED BUSINESS**

None

**10. Suggested Items for Next Agenda**

Executive Sessions: Land Acquisition, Land Sale, Personnel

Review of the standards for the Per Capita grant

**11. Board Comments and Concerns**

Ms. Robb acknowledged all of the extra work that the NPL staff is doing, particularly Mr. Fischer's efforts.

**12. Next Meeting Date:** Special Board Meeting – November 30, 2022; Next regularly scheduled meeting - December 21, 2022

**13. Adjournment**

Ms. Robb adjourned the meeting at 7:41 PM.

---

Secretary

---

Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 11/17/2022-12/14/2022

## Library Fund

Vendor Name	Payment Description	Transaction Amount
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	107.00
US BANK/P-CARD	Adult Reading Challenge -	854.71
US BANK/P-CARD	Gift Card - Adult Reading	25.00
US BANK/P-CARD	Sign and Sing Story time	150.00
<b>Library Fund</b>	<b>- Total</b>	<b>1,136.71</b>

## Library Fund      Library      Administration

Vendor Name	Payment Description	Transaction Amount
ACE HARDWARE	BAR & CHAIN OIL	9.99
AEP ENERGY	AEP ENERGY	3,119.81
B & B AWARDS AND RECOGNITION	NAME PLATE FOR TERRY LIND	15.75
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,334.54
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	268.75
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	63.30
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	519.94
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	89.67
BLACK BOOK	NEW CAR PRICE POINT	499.00
BOUND TO STAY BOUND BOOKS INC	CHILDREN BOOKS	209.59
BRODART COMPANY	ADULT BOOKS	46.87
CENGAGE LEARNING INC	ADULT BOOK	29.24
CENGAGE LEARNING INC	ADULT BOOKS	510.55
CENGAGE LEARNING INC	NOV CORE 8 PLAN-ADULT BKS	235.41
CENGAGE LEARNING INC	NOV.LP DIST.6 PLAN (1)	23.25
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS-2	46.50
CIRBN, LLC	INTERNET SRVS-DEC22	76.08
DEPT OF INNOVATION & TECHNOLOGY	COMM SVCS OCT 22	50.00
ELM USA INC	RED,GRN,YLLW PADS-PRINTER	336.99
ELM USA INC	SUPPLIES FOR 3D PRINTER	473.99
FINDAWAY WORLD LLC	PLAYAWAYS (6)	318.69
INGRAM LIBRARY SERVICES	DISNEY MINNIE FRIENDS-2	17.40
INGRAM LIBRARY SERVICES	HOTHOUSE EARTH (1)	10.45
INTERSTATE ALL BATTERY CENTER	PEOPLE COUNTER BATTERIES	23.20
J.D. POWER	REF.MATERIALS RENEWAL	249.00
J.D. POWER	REFERENCE RENEWAL	249.00
KANOPY INC	DIGITAL CONTENT	171.00
KONE INC	PROVIDE ACCESS-INSPECTOR	317.00
KROGER-INDY CUSTOMER CHARGES	SUPPLIES/SPECIAL PROGRAMS	84.49

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/17/2022-12/14/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
LAUTERBACH & AMEN LLP	AUDIT SERVICES	390.00
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS	811.26
MENARDS	DISTILLED WATER	26.88
MENARDS	MAINT.SUPPLIES	74.91
MILLER JANITOR SUPPLY	CLEANING SUPPLIES	238.25
MILLER JANITOR SUPPLY	MAINT.SUPPLIES	362.85
NICOR GAS	ENERGY USAGE	935.06
OVERDRIVE, INC	DIGITAL CONTENT	1,589.81
PIP PRINTING	TRI-FOLD WELCOME BROCHURE	1,179.34
QUADIENT, INC.	POSTAGE METER RENTAL	59.99
QUILL CORPORATION	LIBRARY OFFICE SUPPLIES	192.49
QUILL CORPORATION	WEB CAM	39.15
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC SW ANNUAL SUPPORT	1,203.00
TUMBLEWEED PRESS INC	AUDIOBOOK CLOUD RENEWAL	266.67
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (8)	86.00
UNITED STATES POSTAL SERVICE	RENEWAL FEE FOR PO BOX#32	332.00
US BANK/P-CARD	2022 ILA Membership Dues	75.00
US BANK/P-CARD	Adult Books - Patron Req.	18.99
US BANK/P-CARD	Adult Books - TALK SMACK	20.95
US BANK/P-CARD	Apple Thunderbolt to Giga	58.00
US BANK/P-CARD	Belkin USB-C to Gigabit E	29.99
US BANK/P-CARD	Breakfast - Attended ILA	6.95
US BANK/P-CARD	Bulb Recycle (27)	16.20
US BANK/P-CARD	Car Wash	10.00
US BANK/P-CARD	Computer Cart (1)	205.25
US BANK/P-CARD	Construction Paper Storag	24.99
US BANK/P-CARD	Dinner - Attended ILA Con	12.35
US BANK/P-CARD	Dinner - Attending ILA Co	13.51
US BANK/P-CARD	Disinfectant Wipes -12 Ca	44.13
US BANK/P-CARD	Food - Attending ILA conf	34.46
US BANK/P-CARD	Food - Attending ILA Conf	94.17
US BANK/P-CARD	Food for Train Show Progr	86.72
US BANK/P-CARD	Game - Patron Req. - PS4	59.99
US BANK/P-CARD	Gift Card \$10 (2) - Grea	20.00
US BANK/P-CARD	Gift Card \$20 (2) - Grea	40.00
US BANK/P-CARD	Holiday Music CD - WHITE	20.99
US BANK/P-CARD	Job Post - Library Direct	100.00
US BANK/P-CARD	Labels for AV Items - 0.5	6.99

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/17/2022-12/14/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Lens Cleaning Cloths (1)	5.99
US BANK/P-CARD	LIBRARY OF THINGS - MAGNI	8.95
US BANK/P-CARD	Lodging - Attended ILA Co	1,143.30
US BANK/P-CARD	Lodging - Attending ILA C	745.38
US BANK/P-CARD	Lunch - Attended ILA Conf	63.73
US BANK/P-CARD	Microfiber Cloths for Len	23.58
US BANK/P-CARD	Name Tag for a Board Memb	12.00
US BANK/P-CARD	New DVD Rel. - BULLET TRA	255.87
US BANK/P-CARD	New DVD Rel. - FALL (1)	17.96
US BANK/P-CARD	New DVD Rel. - HONK FOR J	119.95
US BANK/P-CARD	New DVD Rel. - I LOVE MY	28.77
US BANK/P-CARD	New DVD Rel. - MACK and R	69.95
US BANK/P-CARD	New DVD Rel. - ORPHAN FIR	59.96
US BANK/P-CARD	New DVD Rel. - SHAUN THE	25.92
US BANK/P-CARD	New DVD Rel. - TOP GUN MA	99.80
US BANK/P-CARD	New Foreign Movie Rel. -	18.99
US BANK/P-CARD	New Foreign Rel. - OFFICI	18.99
US BANK/P-CARD	New Game Rel. - PS4 - SON	59.99
US BANK/P-CARD	New Holiday Music - CHRIS	15.98
US BANK/P-CARD	New Holiday Music - MERRY	11.98
US BANK/P-CARD	New Holiday Music Rel. -	11.97
US BANK/P-CARD	New Music Rel. - CAR by A	13.99
US BANK/P-CARD	New Music Rel. - DIRECTIO	14.29
US BANK/P-CARD	New Music Rel. - HERE IT	20.23
US BANK/P-CARD	New Music Rel. - HUNDRED	12.89
US BANK/P-CARD	New Music Rel. - LONELIES	12.69
US BANK/P-CARD	New Music Rel. - MIDNIGHT	12.69
US BANK/P-CARD	New Music Rel. - RETURN O	9.99
US BANK/P-CARD	New Music Rel. - TAKIN' I	10.75
US BANK/P-CARD	New TV Rel. - CROWN S.4	21.00
US BANK/P-CARD	New TV Rel. - THIS IS GOI	24.99
US BANK/P-CARD	New TV Rel. - TIME TRAVEL	39.98
US BANK/P-CARD	New TV Rel. - TITANS S.3	19.96
US BANK/P-CARD	Online Job Posting - Libr	349.00
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Parking - Attended ILA Co	132.00
US BANK/P-CARD	Patron Request - Adult Bo	8.58
US BANK/P-CARD	Podcast Hosting Service	15.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/17/2022-12/14/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Refund for Tax charged	-14.15
US BANK/P-CARD	Renewal - Elevator Convey	76.69
US BANK/P-CARD	Replacement - LIBRARY OF	34.00
US BANK/P-CARD	Rotating Art Supply Organ	23.99
US BANK/P-CARD	Storage Bags 300ct (3)	29.97
US BANK/P-CARD	Supplies - 3D Printer Fil	118.45
US BANK/P-CARD	Supplies - Candy Cane 120	34.98
US BANK/P-CARD	Supplies - CANDYLAND - KI	35.75
US BANK/P-CARD	Supplies - ENCANTO - KIDS	199.01
US BANK/P-CARD	Supplies - ENCANTO PROGRA	13.99
US BANK/P-CARD	Supplies - MAD HATTER EVE	51.72
US BANK/P-CARD	Supplies for Chalk Paint	101.91
US BANK/P-CARD	Supplies for DIY Felt Flo	37.50
US BANK/P-CARD	Supplies for Felt and Flo	23.56
US BANK/P-CARD	Supplies for Maker Academ	31.98
US BANK/P-CARD	Tablet Wipes - Endust for	89.05
US BANK/P-CARD	Thermal Roll Paper 50 rol	152.24
US BANK/P-CARD	Vacuum Filters 2-Pack (1	54.97
US BANK/P-CARD	Wireless Doorbell (1)	14.63
VERIZON WIRELESS	ACCT# 880398978-00001/REG	368.12
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	46.99
WALMART COMMUNITY BRC	MISC LIBRARY SUPPLIES	1,065.84
WATTS COPY SYSTEMS, INC.	COPY SUPPLIES	490.31
WATTS COPY SYSTEMS, INC.	COPY SUPPLIES 10/13-11/12	233.81
WATTS COPY SYSTEMS, INC.	PRINTER-CHILDREN'S DEPT.	4,406.00
<b>Library Fund</b>	<b>Library Administration - Total</b>	<b>30,360.91</b>
<b>Overall - Total</b>		<b>31,497.62</b>



**Director's Report  
December 21, 2022**

**1. Monthly Financial Report**

**Revenue:** The October operating revenues were up 4.48% compared to this time last year.

**Expenses:** A report showing expenses totaling \$31,497.62 from November 17 to December 14 is included in this packet. Two payrolls (November 25 and December 9) totaled \$142,931.34.

**2. Circulation**

Total circulation for October was 63,799 up 18.5% from November 2021.

**3. FY2023 Per Capita Grant**

We seek your approval of the application for the FY2023 Illinois Public Library Per Capita Grant. The application must be submitted by January 30, 2023.

**4. 2023 Legislative Meet-up**

The the Legislative Meet-up will be virtual again for 2023. I will share by email once the date is determined. This event provides an opportunity for staff and trustees at central Illinois libraries to interact with and advocate to our legislators and Illinois Library Association representatives.

**5. Winter Reading Challenge**

The Winter Reading Challenge on Beanstack will be available for our community January 23 - February 28. Beanstack allows you to track what you are reading year round with or without a reading challenge.



### Revenue & Expense Report

Account:

Fiscal Year:

0 8 April - November

## Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,153,862.00</b>	<b>4,153,862.00</b>	<b>4,136,388.85</b>	<b>99.58%</b>	<b>3,958,864.51</b>	<b>4.48%</b>
31110-Property Tax	3,935,164.00	3,935,164.00	3,792,556.40	96.38%	3,707,280.50	2.30%
31530-State Replacement Revenue	101,000.00	101,000.00	231,451.77	229.16%	132,699.37	74.42%
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	5,889.65	294.48%	4,298.67	37.01%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	3,896.16	-31.63%
38210-Investment Income	34,365.00	34,365.00	17,694.15	51.49%	21,484.06	-17.64%
38530-Donations	200.00	200.00	1,080.00	540.00%	1,665.00	-35.14%
38910-Miscellaneous	200.00	200.00	3,512.57	1756.29%	107.67	3162.35%
<b>222-Library Replacement Fund</b>	<b>96,978.00</b>	<b>96,978.00</b>	<b>42,214.93</b>	<b>43.53%</b>	<b>45,442.81</b>	<b>-7.10%</b>
38210-Investment Income	19,362.00	19,362.00	9,874.93	51.00%	12,090.10	-18.32%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	33,352.71	-3.04%
<b>223-Library Special Reserve</b>	<b>9,563.00</b>	<b>9,563.00</b>	<b>3,665.09</b>	<b>38.33%</b>	<b>4,437.85</b>	<b>-17.41%</b>
38210-Investment Income	7,063.00	7,063.00	3,665.09	51.89%	4,437.85	-17.41%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,260,403.00</b>	<b>4,260,403.00</b>	<b>4,182,268.87</b>	<b>98.17%</b>	<b>4,008,745.17</b>	<b>4.33%</b>



### Revenue & Expense Report

Account:

Fiscal Year:

0 8 April - November

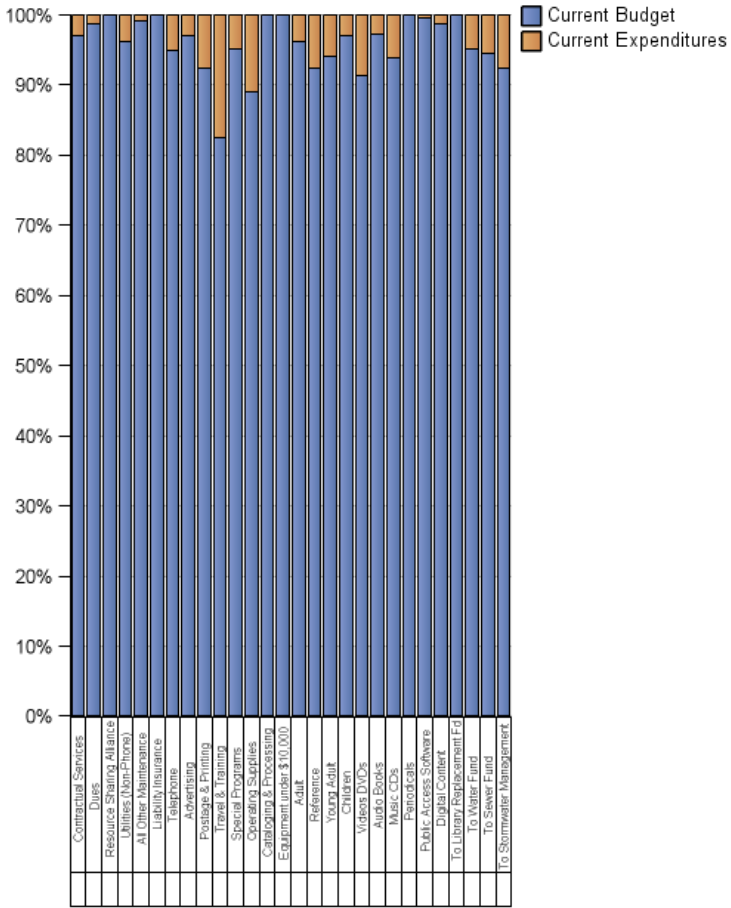
## Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,158,400.00</b>	<b>4,164,462.00</b>	<b>2,030,296.72</b>	<b>195,856.84</b>	<b>2,226,153.56</b>	<b>1,938,308.44</b>	<b>2,103,498.66</b>	<b>46.54%</b>
10-Administration	4,158,400.00	4,164,462.00	2,030,296.72	195,856.84	2,226,153.56	1,938,308.44	2,103,498.66	46.54%
<b>222-Library Replacement Fund</b>	<b>396,225.00</b>	<b>396,225.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>71,097.96</b>	<b>325,127.04</b>	<b>39,655.93</b>	<b>82.06%</b>
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	39,655.93	82.06%
<b>223-Library Special Reserve</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>10,847.50</b>	<b>289,152.50</b>	<b>67,349.06</b>	<b>96.38%</b>
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	67,349.06	96.38%
<b>Total</b>	<b>4,854,625.00</b>	<b>4,860,687.00</b>	<b>2,112,242.18</b>	<b>195,856.84</b>	<b>2,308,099.02</b>	<b>2,552,587.98</b>	<b>2,210,503.65</b>	<b>52.51%</b>

# Budget to Actual Expenditures

Library - Administration (Library Fund )



Expenditure Fiscal Year

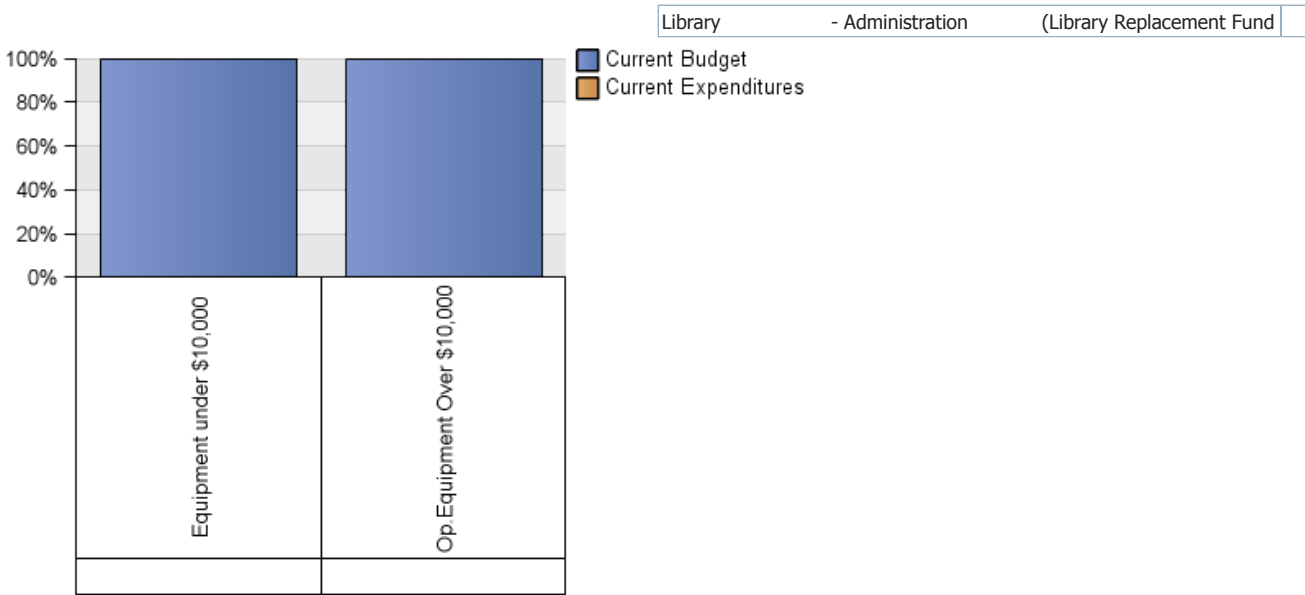
Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
----------------------	---------------------------	---------------------------	----------------	----------	-----------------	-------------	-----------

Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$3,731.31	\$63,433.97	\$21,720.15	\$126,898.00	\$38,012.57	\$129,626.00	30%	\$25,451.46
--------------	---------	----------------	------------------------------------	----------------------	------------	-------------	-------------	--------------	-------------	--------------	-----	-------------

<a href="#">221-9010-455.20-20</a>	Dues	\$75.00	\$740.00	\$0.00	\$5,796.00	\$4,981.00	\$5,796.00	86%	\$75.00
<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$67,631.00	\$0.00	\$67,631.00	\$0.00	\$66,890.00	0%	\$0.00
<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$2,092.84	\$24,115.52	\$0.00	\$53,000.00	\$26,791.64	\$42,000.00	51%	\$2,092.84
<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$660.05	\$10,405.42	\$12,428.47	\$72,000.00	\$48,506.06	\$72,000.00	67%	\$13,088.52
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$46,219.00	\$0.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$0.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$550.34	\$3,581.15	\$641.36	\$10,197.00	\$5,424.15	\$9,270.00	53%	\$1,191.70
<a href="#">221-9010-455.30-20</a>	Advertising	\$449.00	\$4,639.99	\$0.00	\$15,000.00	\$9,911.01	\$15,000.00	66%	\$449.00
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$1,671.98	\$14,946.81	\$3,338.08	\$20,600.00	\$643.13	\$20,600.00	3%	\$5,010.06
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$2,575.85	\$4,736.02	\$0.00	\$12,240.00	\$4,928.13	\$12,240.00	40%	\$2,575.85
<a href="#">221-9010-455.30-40</a>	Special Programs	\$1,005.72	\$17,491.94	\$1,241.25	\$19,500.00	(\$238.91)	\$15,000.00	-1%	\$2,246.97
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$8,200.17	\$19,074.15	\$9,574.87	\$66,606.00	\$29,756.81	\$64,000.00	45%	\$17,775.04
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$6.99	\$5,162.86	\$8,277.88	\$15,450.00	\$2,002.27	\$15,450.00	13%	\$8,284.87
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$3,631.99	\$42,969.89	\$24,845.49	\$94,048.00	\$22,600.63	\$94,048.00	24%	\$28,477.48
<a href="#">221-9010-455.36-15</a>	Reference	\$499.00	\$2,110.05	\$1,455.95	\$6,000.00	\$1,935.00	\$6,000.00	32%	\$1,954.95
<a href="#">221-9010-455.36-20</a>	Young Adult	\$837.73	\$5,513.92	\$6,298.35	\$13,506.00	\$856.00	\$13,506.00	6%	\$7,136.08
<a href="#">221-9010-455.36-25</a>	Children	\$2,665.35	\$29,844.43	\$42,291.69	\$90,041.00	\$15,239.53	\$90,041.00	17%	\$44,957.04
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$1,566.31	\$8,821.19	\$5,573.75	\$16,480.00	\$518.75	\$16,480.00	3%	\$7,140.06
<a href="#">221-9010-455.37-20</a>	Audio Books	\$427.52	\$4,971.25	\$8,630.21	\$15,027.00	\$998.02	\$15,000.00	7%	\$9,057.73
<a href="#">221-9010-455.37-30</a>	Music CDs	\$288.42	\$2,114.21	\$2,187.01	\$4,500.00	(\$89.64)	\$4,500.00	-2%	\$2,475.43
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$3,690.07	\$10,198.07	\$17,505.00	\$3,616.86	\$17,505.00	21%	\$10,198.07
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$266.67	\$37,196.26	\$14,919.62	\$82,400.00	\$30,017.45	\$82,400.00	36%	\$15,186.29
<a href="#">221-9010-455.39-10</a>	Digital Content	\$1,234.07	\$45,705.92	\$3,305.01	\$96,099.00	\$45,854.00	\$96,099.00	48%	\$4,539.08

		<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$45,276.00	\$0.00	\$77,616.00	\$32,340.00	\$77,616.00	42%	\$0.00
		<a href="#">221-9010-455.95-02</a>	To Water Fund	\$129.73	\$1,349.98	\$0.00	\$2,500.00	\$1,020.29	\$3,365.00	41%	\$129.73
		<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$34.95	\$367.45	\$0.00	\$600.00	\$197.60	\$600.00	33%	\$34.95
		<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$354.20	\$0.00	\$610.00	\$205.20	\$773.00	34%	\$50.60
		<b>Summary</b>		<b>32,651.59</b>	<b>512,462.65</b>	<b>176,927.21</b>	<b>1,049,069.00</b>	<b>327,027.55</b>	<b>1,029,796.00</b>	<b>0.31</b>	<b>209,578.80</b>

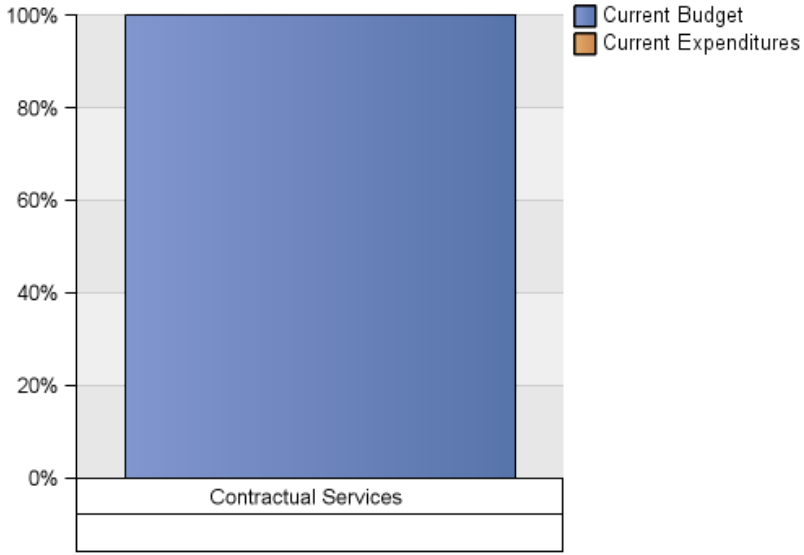
## Budget to Actual Expenditures



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$41,943.54	\$0.00	\$125,000.00	\$83,056.46	\$125,000.00	66%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>396,225.00</b>	<b>325,127.04</b>	<b>396,225.00</b>	<b>0.82</b>	<b>0.00</b>

## Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>300,000.00</b>	<b>289,152.50</b>	<b>300,000.00</b>	<b>0.96</b>	<b>0.00</b>



# NPL Circulation Statistics



## November 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
<b>Juvenile</b>						
Books	94,579	252,301	300,102	21,775	29,532	37,983
Videos	945	1,608	2,259	200	218	365
Audios	2,628	8,302	10,798	567	1,093	1,361
Magazines	55	172	310	8	26	43
Other	47	350	970	5	67	53
<b>Juvenile - Total</b>	<b>98,254</b>	<b>262,733</b>	<b>314,439</b>	<b>22,555</b>	<b>30,936</b>	<b>39,805</b>
<b>Teen</b>						
Books	6,063	11,421	11,981	1,109	1,023	1,185
Audios	46	50	63	3	12	6
Magazines	0	10	8	0	1	0
<b>Teen - Total</b>	<b>6,109</b>	<b>11,481</b>	<b>12,052</b>	<b>1,112</b>	<b>1,036</b>	<b>1,191</b>
<b>Adult</b>						
Books	37,549	83,944	94,777	7,692	9,443	10,940
Videos	10,097	24,802	32,363	2,207	3,720	3,808
Audios	4,561	9,228	10,534	905	1,166	1,241
Magazines	724	1,816	2,022	191	254	269
Other	1,459	6,183	9,747	344	905	1,311
<b>Adult - Total</b>	<b>54,390</b>	<b>125,973</b>	<b>149,443</b>	<b>11,339</b>	<b>15,488</b>	<b>17,569</b>
<b>Digital Content</b>						
eAudiobooks	12,974	12,788	16,158	1,541	1,532	2,129
eBooks	24,056	19,316	21,735	2,642	2,479	2,711
Magazines	3,320	1,254	1,014	405	233	105
Music	1,955	209	315	58	22	43
Streaming Video	3,287	2,522	2,006	315	209	236
Content Passes*			96			10
<b>Digital Content - Total*</b>	<b>45,592</b>	<b>36,089</b>	<b>41,324</b>	<b>4,961</b>	<b>4,475</b>	<b>5,234</b>
<b>Total Circulation*</b>	<b>204,345</b>	<b>436,276</b>	<b>517,258</b>	<b>39,967</b>	<b>51,935</b>	<b>63,799</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



## November 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,023	82,086	333	-270	2,734	-4,460
Videos	956	956	0	0	1	-7
Audios	2,352	2,350	0	-2	210	-271
Magazines	253	153	17	-117	111	-143
Other	119	119	0	0	0	-7
<b>Juvenile - Total</b>	<b>85,703</b>	<b>85,664</b>	<b>350</b>	<b>-389</b>	<b>3,056</b>	<b>-4,888</b>
<b>Teen</b>						
Books	5,109	5,151	46	-4	433	-459
Audios	35	35	0	0	0	-3
Magazines	28	20	2	-10	10	-10
<b>Teen - Total</b>	<b>5,172</b>	<b>5,206</b>	<b>48</b>	<b>-14</b>	<b>443</b>	<b>-472</b>
<b>Adult</b>						
Books	54,734	54,992	291	-33	2,553	-2,455
Videos	16,219	16,277	59	-1	591	-204
Audios	12,055	12,068	20	-7	201	-2007
Magazines	2,046	1,952	127	-221	1089	-1086
Other	2,202	2,209	0	7	148	-55
<b>Adult - Total</b>	<b>87,256</b>	<b>87,498</b>	<b>497</b>	<b>-255</b>	<b>4,582</b>	<b>-5,807</b>
<b>Total Collection</b>	<b>178,131</b>	<b>178,368</b>	<b>895</b>	<b>-658</b>	<b>8,081</b>	<b>-11,167</b>

# NPL Digital Content by Month



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

	7.22	8.22	9.22	10.22	11.22	
<b>eRead Illinois</b>						
eAudiobooks	288	267	285	316	264	
eBooks	339	302	307	315	224	
<b>eRead Illinois Total</b>	<b>627</b>	<b>569</b>	<b>592</b>	<b>631</b>	<b>488</b>	
<b>Freanding</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>22</b>	<b>6</b>	
<b>Hoopla</b>						
eAudiobooks	1,075	1,105	1,079	1,169	1,148	
eBooks	571	682	635	758	741	
Movies/TV	109	152	147	124	124	
Music	40	38	27	45	43	
<b>Hoopla Total</b>	<b>1,795</b>	<b>1,977</b>	<b>1,888</b>	<b>2,096</b>	<b>2,056</b>	
<b>Kanopy</b>						
Individual Titles Plays	105	70	68	71	64	
Plays Through Passes	69	33	44	69	48	
<b>Kanopy Total Videos Played</b>	<b>174</b>	<b>103</b>	<b>112</b>	<b>140</b>	<b>112</b>	
<b>OverDrive</b>						
eAudio	654	771	726	716	717	
eBooks	1,974	1,898	1,703	1,778	1,740	
Magazines	119	120	76	157	105	
<b>OverDrive Total</b>	<b>2,747</b>	<b>2,789</b>	<b>2,505</b>	<b>2,651</b>	<b>2,562</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,017	2,143	2,090	2,201	2,129	
eBooks	2,890	2,888	2,650	2,873	2,711	
Magazines	119	120	76	157	105	
Music	40	38	27	45	43	
Streaming Video	283	255	259	264	236	
<b>Hoopla 7-day BingePass</b>						
hoopla Magazines	1	4	1	4	3	
The Great Courses	0	1	1	2	3	
Curiosity Stream	2	2	2	0	1	
Hellosaurus	0	0	0	0	0	
<b>Kanopy Passes</b>						
Kids Play	2	1	1	1	2	
Series Play (TGC)	6	2	4	1	1	
<b>OverDrive 7-Day Passes</b>						
The Great Courses	0	1	0	0	0	
IndieFlix	0	0	1	0	0	
Stingray Qello	0	0	0	1	0	
Craftsy	0	0	2	1	0	
<b>Total Passes</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>10</b>	

# NPL Monthly Statistics



November 2022

## Library Card Registration

### Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	27,264	226	-24	27,466	24,856	34,896
Teen	3,329	1	0	3,330	3,037	3,512
Juvenile	9,130	17	-5	9,142	7,700	9,285
<b>Total</b>	<b>39,723</b>	<b>244</b>	<b>-29</b>	<b>39,938</b>	<b>35,593</b>	<b>47,693</b>

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	15,367	120,817		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>120,817</b>	<b>87,200</b>	<b>4,169</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,186	25,173	22,342	16,418
Loaned	3,119	24,633	23,798	14,543
Reciprocal borrowing	17,473	134,759	93,808	27,575

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	1	0	1	6
Adult	771	607	47	6,340
Public Laptop	61	65	64	387
Quick-Use	-	-	-	-
<b>Totals</b>	<b>833</b>	<b>672</b>	<b>48</b>	<b>6,733</b>

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

# normalpl.org Site Statistics



## November 2022

	Annual Totals Year to Date			November		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
<b>Site Views over time</b>						
Pageviews	182,747	212,187	276,998	22,479	26,313	30,821
Unique Pageviews	148,923	170,123	227,253	18,478	21,364	25,407
<b>Sessions</b>	98,656	113,253	139,378	13,122	14,695	15,110

### Top Viewed Pages FY 2023

/	123,311
/events/upcoming	7,946
/events/month	6,750
/summerreading	4,419
/employment	3,194
/learning-resources	2,791
/events/upcoming?page=1	2,639
/form/library-account-application	1,903
/download-stream	1,861
/challenges	1,858

### Usage by Device FY 2023

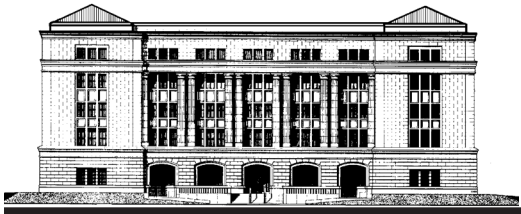
Desktop	51.0%
Mobile	47.2%
Tablet	1.8%

### Top Viewed Pages October 2022

/	13,544
/events/upcoming	1,075
/events/month	766
/event/we-dont-talk-about	599
/learning-resources	468
/events/month/2022/12	442
/events/upcoming?page=1	327
/employment	275
/borrow	218
/books	201

### Usage by Device Nov 2022

Desktop	53.1%
Mobile	45.3%
Tablet	1.6%



**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 South Second Street, Springfield, IL 62701-1796  
**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
*(First Name)* *(Last Name)*

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## **Chapter 12: Technology**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## **Chapter 13: Marketing, Promotion and Collaboration**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



State of Illinois  
Executive Department

## CERTIFICATE

To All To Whom These Presents Shall Come, Greeting:

WHEREAS, Section 1-7-2 of the "Illinois Municipal Code", provides that the Secretary of State shall certify to each municipality the number of its inhabitants as shown by the latest census taken by authority of the United States; and

WHEREAS, a copy of the 2020 Decennial Census taken April 1, 2020 has been filed in my office; and

WHEREAS, it appears from such certificate that the **Town of Normal**, has **52,736** inhabitants.

NOW THEREFORE, I, JESSE WHITE, Secretary of the State of Illinois, do hereby certify that the number of inhabitants of the

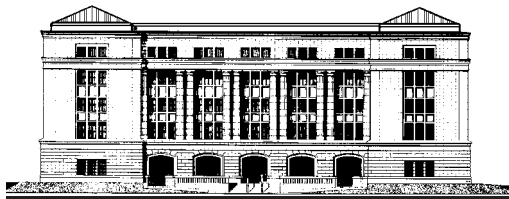
**Town of Normal is 52,736.**

IN TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois. Done at the City of Springfield, **October 14, 2021.**



*Jesse White*

Secretary of State



**JESSE WHITE • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois Public Library Per Capita Grant Expenditures Report

**Control Number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Library Name:** \_\_\_\_\_

**Exact amount of Per Capita Grant received in Fiscal Year 2021:** \_\_\_\_\_

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5



Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13