



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
June 26, 2019 at 5:30 PM**

Location: Normal Public Library - Board Room | 206 W. College Ave., Normal, IL 61761

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Library Director's Report
7. Foundation Report

8. New Business
 - A. Architectural Services for Accessible Restroom Project (Action)
 - B. Rules for Public Comment (Action)
 - C. Board Bylaws Review (Discussion)

9. Unfinished Business
 - A. History of Social Services at NPL (Discussion)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: July 31, 2019
12. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

The Board of Trustees of Normal Public Library may attend the Mayor and Town Council Annual Appreciation Event, which will take place from 5:30-7:00 pm on July 17 at the Brown Ballroom in the Bone Student Center, Illinois State University, 200 North University Street, Normal, IL 61761.

**Minutes of the Board of Trustees
Normal Public Library
May 29, 2019**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Board Room of the Normal Public Library, Normal, Illinois on Wednesday, May 29, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, and Katelyn Trunnell.

Members Absent: Erin Ripley-Gataric

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, John Fischer, Adult Services and Circulation Manager, and Tori Melican, Children's Services Manager.

Community Members Present: Derek Beigh, Pantagraph

Review of the Agenda: Ms. Davis will change the phrasing of "one payroll" to either "payroll" or "two payrolls."

Approval of Minutes: Ms. Lewis moved to approve the minutes of the April 24, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Lindberg moved to approve the expenditures of \$73,129.80 and two payrolls be paid for \$157,605.92. Ms. Lewis seconded. Motion carried 6-0.

President's Report:

Thank you to the NPL staff for all that they do, especially now since Summer Reading started.

Public Comment: None

Library Director's Report:

Overall recap of the list of Director's Items.

Nonresident fee: Since NPL is insulated among other library systems, no one qualifies for this. This is a formality, showing that we are willing to participate in the program if that situation changes.

Parking lot policy: This gives the Library the ability to move cars if needed. Slips are already placed on cars when they are parked overnight, with some success. The goal is not to regularly tow people out of either lot, but to have the process ready if this ever needed.

Library Card policy: This allows the Library to use the Normal Police Department to recover materials after a set amount of time being overdue. Mr. Chase emphasized that reclaiming the materials is more important than collecting money from people.

Mr. Lindberg asked about the current Library expenditures, as a large sum has already been spent so early in the budget year. Mr. Chase explained that money is moved from the budget to the Special Reserve fund immediately, and will clarify this process at a future meeting.

Foundation Report:

At their last meeting, Mr. Chase talked to the Foundation about priorities, and how to spend resources. The Foundation would like to spend time meeting individually with donors in the community. A typical meeting would include Mr. Chase and at least one Foundation member.

New Business**Nonresident Fee (Action)**

Calculations for this are found in the Director's Report. This is per household, not per person, and rounded to the nearest dollar.

Ms. Lewis moved to approve the Nonresident Fee at \$182.00. Mr. Rogal seconded. Motion carried 6-0.

Parking Lot Policy (Action)

To be able to tow from the lot, signs will be added to all entry points of the lot. An additional "Welcome to NPL" sign will be added to maintain the welcoming nature of the Library. The Town already has a contract in place with Joe's Towing; NPL only needs proper signage. Emphasis was again made that the Library does not want to tow people, only make a very clear warning that they reserve the right to do so. If there is programming at 10am, and the lot is full of non-customers before the Library opens, then this is an example of when the policy would be enforced. Ms. Lewis asked about website notifications, and Mr. Chase stated this could happen.

If a bicycle is left, the Library will put a sign on it for one week and then have it removed by the NPD.

Ms. Lewis moved to approve the Parking Lot policy as presented. Mr. Lindberg seconded. Motion carried 6-0.

Library Card Policy (Action)

This change in policy provides staff an additional step in attempting to recover items that are long overdue, missing or lost. Non-returned materials are considered theft. NPL would like to work with NPD on accounts that are in the collections stage for over \$50 in fines. This threshold can be negotiated. At the present time, 1063 accounts have balances over this amount, and no measures are in place when current procedures have been exhausted. The focus is to bring the materials back, and not on the money due. There is a budgetary impact when materials need to be replaced.

Discussion: The Board felt that \$50 seemed like a small amount to call the police over, and could be changed to "over \$200." If the cutoff is changed, it affects 138 accounts that are below that amount. The phrase "will call the police" should be changed to "may call the police" in order to give the staff flexibility. Currently NPL offers numerous options for fine-forgiveness; for example, this is an initiative for signing up this week for the Summer Reading Program and have fines forgiven (this does not apply to lost, damaged or missing items). NPL would communicate with customers that the overdue policy now includes this additional step. The Library would send a certified letter to all affected accounts.

Ms. Lewis moved to approve the policy as amended by Mr. Lindberg (over \$200, "may" call NPD). Mr. Lindberg seconded. Motion carried 6-0.

History of Social Services at NPL (Discussion)

Ms. Ripley-Gataric requested this information, so Mr. Ray suggested tabling this item to the next meeting. The Board agreed.

Unfinished Business: None

Next meeting agenda

History of Social Services at NPL

Prevailing Wage

Summer Reading

Adjournment

Meeting adjourned at 6:06 pm.

Town of Normal Expenditures to be approved for Payments
Between May 23, 2019 and Jun 19, 2019

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HEARTLAND COMMUNITY COLLEGE	MISSIONS (5TH-8TH) RENDEZ	345.00
HEARTLAND COMMUNITY COLLEGE	SCHOOL MISSIONS (K-4TH)LO	330.00
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	51.00
Library Fund	- Total	726.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	MAY STMT/MISC SUPPLIES	86.08
ALERT SIGNAL & CONTROL CO	YEARLY MONITORING	293.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,171.90
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	123.58
BAKER & TAYLOR COMPANIES	CHILDRENS AUDIOBOOK	61.33
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	3,968.66
BAKER & TAYLOR COMPANIES	YA ADULT BOOKS	478.45
BAKER & TAYLOR COMPANIES	YA BOOKS	143.02
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	159.01
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	433.97
BOOKPAGE	12 MONTHLY SHIPMENTS	576.00
BRODART COMPANY	CD PAK W/STRIP,PKT ,CARDS	161.25
BRODART COMPANY	PAPER BACK BOOKS	27.58
CENGAGE LEARNING INC	JUNE BASIC 8 PLAN	183.68
CENGAGE LEARNING INC	JUNE BIOGRAPHY 2 PLAN	50.98
CENGAGE LEARNING INC	JUNE CHRISTIAN FICTION 4	47.98
CENGAGE LEARNING INC	JUNE CHRISTIAN ROMANCE 2P	47.23
CENGAGE LEARNING INC	JUNE CORE 8 PLAN	239.16
CENGAGE LEARNING INC	JUNE MYSTERY 6 PLAN	146.19
CENGAGE LEARNING INC	JUNE REVIEWERS CHOICE 2PL	47.23
CENGAGE LEARNING INC	JUNE WHEELER HRDCVR 5PLAN	50.23
CENGAGE LEARNING INC	MAY CORE 8 PLAN	179.93
CENGAGE LEARNING INC	MAY LARGE PRINT DIST 6PLN	175.47
CENGAGE LEARNING INC	MAY MYSTERY SAMPLER 3 PLN	67.47
CENGAGE LEARNING INC	MAY PEER PICKS 2 PLAN	47.98
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	319.74
CHIEF CITY MECHANICAL INC	INSTALL WATER LINE	968.00
CIRBN, LLC	MONTHLY INTERNET SERVICE	76.08
COMCAST CORPORATION	6 MTHS PAYMENT FOR TV DIG	35.82
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGE	50.00

Town of Normal Expenditures to be approved for Payments
Between May 23, 2019 and Jun 19, 2019

Vendor Name	Payment Description	Transaction Amount
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	1,956.71
DENNY'S DOUGHNUTS & BAKERY	DOUGHNUTS & ROLLS	13.00
EBSCO SUBSCRIPTION SERVICES	CONSUMER REPORTS.ORG	2,429.00
ELM USA INC	WATER PUMP CASSETTE ASSY	167.41
ELM USA INC	YELLOW, GREEN, RED PADS	317.20
ENOCH KINDSETH	REIMB. ENOCH KINDSETH NIL	149.47
Feras Becerra	HOBBY LOBBY - SUPPLIES FO	38.53
FINDAWAY WORLD LLC	PLAYAWAY	1,154.80
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	RUBBERIZED PENS	2,348.25
ILLINI FIRE EQUIPMENT CO	FIRE EXTINGUISHER MAINT	112.25
ILLINOIS LIBRARY ASSOCIATION	2019-20 ILA MEMBERSHIP FO	75.00
ILLINOIS LIBRARY ASSOCIATION	2019-20 ILA MEMBERSHIP RE	150.00
ILLINOIS LIBRARY ASSOCIATION	2019-20 ILA MEMBERSHIP/ER	75.00
ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP FOR TERRY	75.00
KAVANAGH, SCULLY, SUDOW, WHITE	LEGAL SERVICES	270.00
KROGER-INDY CUSTOMER CHARGES	MAY STMT/MISC SUPPLIES	25.26
LIBRARY IDEAS, LLC	CHILDRENS AUDIOBOOKS	2,561.55
Lolita Green	TARGET: DVD: CAPTAIN MARV	75.96
MCLEAN COUNTY HCE-YOUNG AT	YOUNG AT HEART DAY DISPLA	40.00
MENARDS	86" ALUMINUM SHWR RODS	83.94
MENARDS	BATTERIES	55.90
MENARDS	FOLDING CART, HANDLE TOTE	49.93
MENARDS	MISC SUPPLIES	23.79
MIDWEST TAPE	CD	13.99
MIDWEST TAPE	DVDS	590.47
MIDWEST TAPE	MUSIC CDS	23.98
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	253.58
MOTION PICTURE LICENSING CORP	MPLC UMBRELLA LICENSE	246.78
NEOPOST USA INC	METER RENTAL	85.52
NICOR GAS	ENERGY USAGE	281.23
PEORIA PUBLIC LIBRARY	REPL. COST FOR LOST BKS T	80.40
PURITAN SPRINGS WATER	WATER SERVICE/NPL	40.19
RECORDED BOOKS LLC	ANNUAL RENEWAL FEES	1,000.00
RECORDED BOOKS LLC	AUDIO BOOK	6.95
RECORDED BOOKS LLC	AUDIO BOOKS	164.00
RECORDED BOOKS LLC	MAGAZINE ANNUAL RENEWALS	1,961.18
RECORDED BOOKS LLC	RECORDED BOOKS	230.60

Town of Normal Expenditures to be approved for Payments
Between May 23, 2019 and Jun 19, 2019

Vendor Name	Payment Description	Transaction Amount
RUTHERFORD SUITES LLC	PAKING LOT LICENSES	15,000.00
SAMS CLUB	MAY STMT/MISC SUPPLIES	344.91
TUMBLEWEED PRESS INC	TUMBLE PREMIUM RENEWAL	479.40
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	28 PLACEMENTS	250.60
US BANK/P-CARD	Adult Library Material -	17.99
US BANK/P-CARD	Adult Library Materials -	24.95
US BANK/P-CARD	Advertising for Special P	49.47
US BANK/P-CARD	Board Packets mailed	11.20
US BANK/P-CARD	Car wash Token for Librar	18.00
US BANK/P-CARD	Cards for Staff	17.00
US BANK/P-CARD	Case for Samsung Galaxy	18.99
US BANK/P-CARD	Coasters (50) - Adult Cra	20.38
US BANK/P-CARD	Credit - Tax was charged	-11.94
US BANK/P-CARD	Decorations for the Autho	18.00
US BANK/P-CARD	Elkay 51300C - Filter for	59.88
US BANK/P-CARD	Flowers for Jim Rogal's M	52.99
US BANK/P-CARD	Flowers for the Library -	36.25
US BANK/P-CARD	Garbage Bags And Locking	77.37
US BANK/P-CARD	Gas for Lawn Mower	14.51
US BANK/P-CARD	Gift Cards For Graduating	150.00
US BANK/P-CARD	Glass Screen Protector fo	35.99
US BANK/P-CARD	Glossy Finish Ceramic Sub	139.98
US BANK/P-CARD	Hand Soap Refills (2) / T	91.14
US BANK/P-CARD	Hotel Stay for Library Jo	658.58
US BANK/P-CARD	I-Pass for Library Van	20.00
US BANK/P-CARD	ILA Membership 2019-2020	150.00
US BANK/P-CARD	Library Board Name tags	20.00
US BANK/P-CARD	MUELLER REPORT	26.19
US BANK/P-CARD	New DVD Rel. - ASHES IN T	64.80
US BANK/P-CARD	New Music CD - AMIDST THE	9.99
US BANK/P-CARD	New Music CD - FREE SPIRI	9.70
US BANK/P-CARD	New Rel. DVD - ARCTIC (5)	84.95
US BANK/P-CARD	New Rel. DVD - DESTROYER	119.68
US BANK/P-CARD	New Rel. DVD - KID WHO WO	89.76
US BANK/P-CARD	New Rel. DVD - PRODIGY (4	59.84
US BANK/P-CARD	New Rel. DVD - REPLICAS (103.68
US BANK/P-CARD	Office Supplies - Envelop	13.32

Town of Normal Expenditures to be approved for Payments
Between May 23, 2019 and Jun 19, 2019

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	Office Supplies - Roll On	16.47
US BANK/P-CARD	Patron Req - HARDY BOYS	17.94
US BANK/P-CARD	Patron Req. - DVD Clueles	10.36
US BANK/P-CARD	Patron Req. - HARDY BOYS<	16.50
US BANK/P-CARD	Patron Request - HARDY BO	17.87
US BANK/P-CARD	Pizza for Salad/Pizza Lun	158.68
US BANK/P-CARD	Print Advertisement in th	300.00
US BANK/P-CARD	Promoting Lisa McMann aut	250.00
US BANK/P-CARD	Ranger TAK-B40866 Bright	10.99
US BANK/P-CARD	RDA TOOLKIT License renew	202.94
US BANK/P-CARD	Reaching Forward Conferen	450.00
US BANK/P-CARD	Refund for Tax Charged on	-6.00
US BANK/P-CARD	Repl. CD - ESSENTIAL DOLL	13.96
US BANK/P-CARD	Returned Books to home li	30.62
US BANK/P-CARD	Round trip Airfare BSC	581.50
US BANK/P-CARD	Service Plan for 6 Mobile	720.00
US BANK/P-CARD	Shipped/Returned books -	6.39
US BANK/P-CARD	Shipped/Returned Extra Bo	18.87
US BANK/P-CARD	Soil bought for planting	9.78
US BANK/P-CARD	Supplies for Children's -	14.76
US BANK/P-CARD	Supplies for Children's D	12.00
US BANK/P-CARD	Supplies-Author event	57.77
US BANK/P-CARD	Taxi fare from airport to	39.68
US BANK/P-CARD	Ticket for Library Journa	126.99
US BANK/P-CARD	TV Series - GREY'S ANATOM	24.99
VALUE LINE PUBLISHING INC	VALUE LINE ANNUAL RENEWAL	7,100.00
VAN GUNDY AGENCY	CYBER&PRIVACY LIABILITY	2,380.00
VAN GUNDY AGENCY	POLICY RENEWAL	6,998.00
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	398.52
WALMART COMMUNITY BRC	MAY STMT/MISC SUPPLIES	1,048.10
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	198.28
WILCOX ELECTRIC & SERVICE INC	ELECTRICAL REPAIRS	598.38
Library Fund	Library Administration - Total	71,038.07
Overall - Total		71,764.07

Director's Report

June 26, 2019

1. Monthly Financial Report

Revenue: The May revenues are up 3.2% compared to this time last year, due primarily to earlier receipt of property tax revenue.

Expenses: An expenditures report as of June 19 is included in this packet.

2. Circulation

Circulation was down from May 2018 by 2,104 transactions, a decrease of 4%. YTD circulation is down 2,616 transactions, a decrease of 2.4%.

3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

4. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]

The Secretary of State signed our grant agreement, which allows us to move forward. On the agenda tonight is a proposal from Product Architecture for design and engineering services related to this project. I anticipate this work will take place in fall 2019.

5. Parking Lot Update

Signs indicating the possibility of towing have been placed at each entrance of our two parking lots. We recently added three picnic tables, one of which is accessible, to the leased parking lot. Many thanks to Town of Normal Parks and Recreation for loaning us these tables, and to Public Works for placing concrete bollards around the tables. This summer we have been actively programming in the leased lot.

6. Changes to the Prevailing Wage Act

Due to changes in the Prevailing Wage Act, we are no longer required to pass an annual ordinance regarding prevailing wages. Per Public Act 100-1177, effective June 1, 2019, local governments no longer need to approve an annual prevailing wage ordinance because the prevailing wage schedule published on Illinois Department of Labor's website will set the wage rates.

7. Policy Review Schedule

We continue to discuss the schedule for review of all policies. Until that schedule is finalized, we plan to review at least two policies at each board meeting. I propose the Rules for Public Comment and the Board Bylaws be reviewed next.

8. Rules for Public Comment

Our Rules for Public Comment were last reviewed in May 2011. Recently the Town updated their rules, which are included in this packet.

9. Board Bylaws

The Board Bylaws were last reviewed in December 2013. If any changes are desired, please note the current bylaws include this statement: "Amendments of the by-laws shall be suggested at a meeting of the Board and voted upon at the next meeting at which all Board members are present. Amendments must be approved by a minimum of 5 votes."

10. Summer Reading for All Ages

Our Summer Reading Program runs from May 29 to August 5. The theme for this year is "Showtime @ Your Library." Please see our website and the new summer activity guide for the schedule of great programs. Many thanks to our wonderful staff for all of their hard work and preparations, and to our sponsors for their generous contributions of prizes.

11. 1,000 Books Before Kindergarten

We look forward to kicking off our 1,000 Books Before Kindergarten program with two Jim Gill concerts on June 28. This wonderful reading program has already generated a very positive response from the community.

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of May 31, 2019

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,068,159	\$ 1,489,208	\$ 370,215	\$ 3,208,736	\$ 436,614	63.31
Library Fund Total	5,068,159	1,489,208	370,215	3,208,736	436,614	63.31
LIBRARY REPLACEMENT FUND 222						
Administration	655,431	230,918	-	424,513	-	64.77
Library Replacement Fund Total	655,431	230,918	-	424,513	-	64.77
LIBRARY SPECIAL REVENUE FUND 223						
Administration	1,000	-	-	1,000	-	100.00
Library Special Revenue Fund Total	1,000	-	-	1,000	-	100.00
Total For All Funds	\$ 5,724,590	\$ 1,720,126	\$ 370,215	\$ 3,634,249	\$ 436,614	63.48

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of May 31, 2019

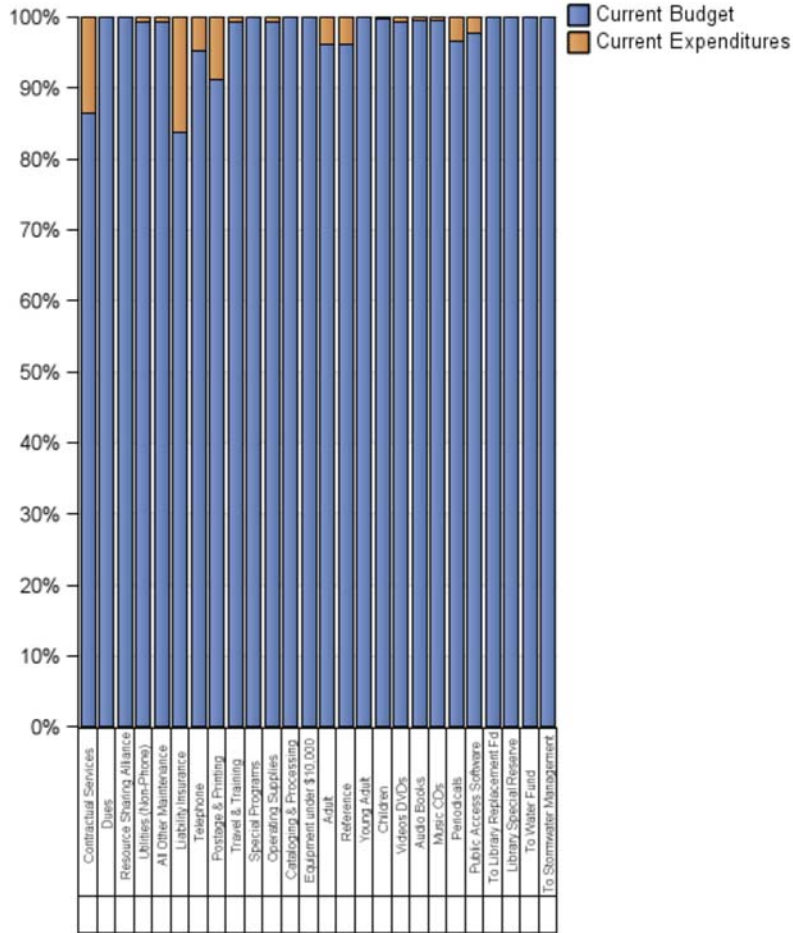
	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,870,800	\$ 929,297	24.01	\$ 906,873	2.47
State Replacement Taxes	100,100	56,566	56.51	46,026	22.90
State Library Aid	40,000	-	-	-	-
Fees	33,000	5,344	16.19	7,543	(29.16)
Fines	18,000	2,861	15.90	3,390	(15.59)
Investment Income	46,500	5,507	11.84	4,856	13.40
Contributions & Donations	200	50	25.00	-	100.00
Miscellaneous Revenue	200	110	55.03	27	307.63
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	-	-
Library Fund Total	4,114,800	999,735	24.30	968,715	3.20
LIBRARY REPLACEMENT FUND 222					
Investment Income	17,160	3,299	19.22	1,918	71.99
Miscellaneous Revenue	-	-	-	-	-
Transfers	155,697	25,950	16.67	34,000	(23.68)
Library Replacement Fund Total	172,857	29,248	16.92	35,918	(18.57)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	100	432	431.63	-	100.00
Miscellaneous Revenue	-	-	-	-	-
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,186,219	1,186,551	100.03	-	100.00
Total For All Funds	\$ 5,473,876	\$ 2,215,534	\$ 141	\$ 1,004,633	120.53

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of May 31, 2019

		As of May 31, 2019	As of March 31, 2018	Net Change
221	Library Fund	\$ 2,831,587.29	\$ 3,456,484.55	\$ (624,897.26)
222	Library Replacement Fund	\$ 1,902,682.85	\$ 2,104,722.90	\$ (202,040.05)
223	Library Reserve Fund	\$ 1,186,550.63	\$ -	\$ 1,186,550.63
	Totals	<u>\$ 4,734,270.14</u>	<u>\$ 5,561,207.45</u>	<u>\$ (826,937.31)</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)



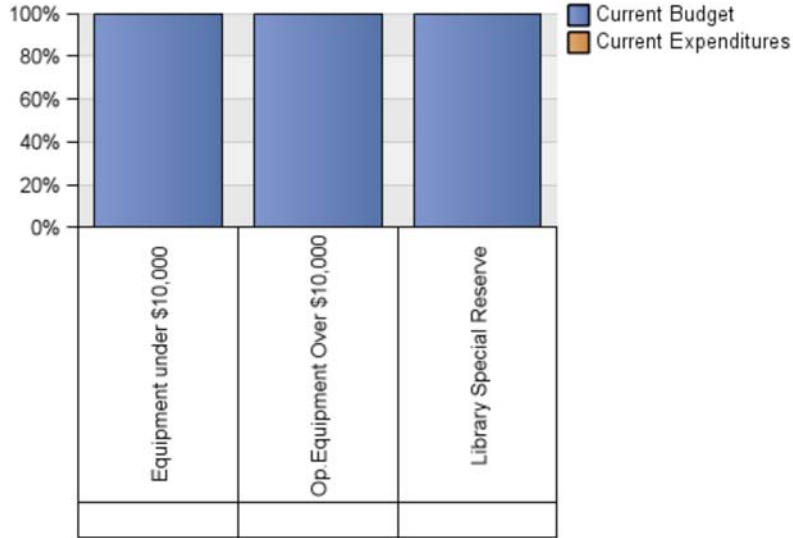
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Description	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	\$17,199.23	\$2,600.37	\$22,348.15	\$110,343.00	\$68,195.25	\$110,233.00	62%	\$39,547.38
			221-9010-455.20-20	Dues	\$0.00	\$1,044.00	\$0.00	\$5,305.00	\$4,261.00	\$5,305.00	80%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$63,174.00	\$63,174.00	\$63,174.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$281.23	\$2,490.14	\$0.00	\$48,100.00	\$45,328.63	\$48,100.00	94%	\$281.23
			221-9010-455.25-60	All Other Maintenance	\$443.35	\$2,127.35	\$22,172.63	\$66,327.00	\$41,583.67	\$66,327.00	63%	\$22,615.98

221-9010-455.30-10	Liability Insurance	\$6,998.00	\$24,726.00	\$3,276.00	\$36,006.00	\$1,006.00	\$36,006.00	3%	\$10,274.00
221-9010-455.30-15	Telephone	\$602.52	\$847.37	\$1,271.84	\$12,096.00	\$9,374.27	\$12,096.00	77%	\$1,874.36
221-9010-455.30-25	Postage & Printing	\$2,348.25	\$1,102.07	\$14,316.23	\$24,624.00	\$6,857.45	\$24,624.00	28%	\$16,664.48
221-9010-455.30-35	Travel & Training	\$149.47	\$5,052.56	\$9.11	\$25,833.00	\$20,621.86	\$25,833.00	80%	\$158.58
221-9010-455.30-40	Special Programs	\$0.00	\$118.71	\$0.00	\$7,862.00	\$7,743.29	\$7,862.00	98%	\$0.00
221-9010-455.35-10	Operating Supplies	\$258.94	\$6,353.50	\$19,758.05	\$42,628.00	\$16,257.51	\$42,628.00	38%	\$20,016.99
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$2,776.61	\$10,578.75	\$17,869.00	\$4,513.64	\$17,869.00	25%	\$10,578.75
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	\$3,865.06	\$11,692.29	\$49,122.41	\$97,850.00	\$33,170.24	\$97,850.00	34%	\$52,987.47
221-9010-455.36-15	Reference	\$237.26	\$1,965.05	\$3,772.69	\$6,000.00	\$25.00	\$6,000.00	0%	\$4,009.95
221-9010-455.36-20	Young Adult	\$10.20	\$1,046.85	\$8,542.95	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$8,553.15
221-9010-455.36-25	Children	\$166.80	\$7,893.95	\$69,229.81	\$85,591.00	\$8,300.44	\$82,400.00	10%	\$69,396.61
221-9010-455.37-15	Videos DVDs	\$326.34	\$3,797.21	\$26,398.64	\$41,200.00	\$10,677.81	\$41,200.00	26%	\$26,724.98
221-9010-455.37-20	Audio Books	\$170.95	\$4,394.95	\$31,179.98	\$44,290.00	\$8,544.12	\$44,290.00	19%	\$31,350.93
221-9010-455.37-30	Music CDs	\$23.98	\$346.41	\$3,975.23	\$6,180.00	\$1,834.38	\$6,180.00	30%	\$3,999.21
221-9010-455.38-10	Periodicals	\$576.00	\$385.81	\$11,824.00	\$16,019.00	\$3,233.19	\$16,019.00	20%	\$12,400.00
221-9010-455.38-20	Public Access Software	\$2,908.40	\$36,491.18	\$0.00	\$132,300.00	\$92,900.42	\$132,300.00	70%	\$2,908.40
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$25,949.50	\$0.00	\$155,697.00	\$129,747.50	\$155,697.00	83%	\$0.00
221-9010-455.92-23	Library Special Reserve	\$0.00	\$955,201.00	\$0.00	\$955,201.00	\$0.00	\$955,201.00	0%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$385.18	\$0.00	\$3,080.00	\$2,694.82	\$3,080.00	87%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$101.20	\$0.00	\$773.00	\$671.80	\$773.00	87%	\$0.00
Summary		36,565.98	1,098,889.26	362,076.47	2,017,708.00	520,176.29	2,014,407.00	0.26	398,642.45

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80 Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$255,490.00	\$255,490.00	\$121,150.00	100%	\$0.00
			222-9010-455.75-10 Op.Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$169,023.00	\$169,023.00	\$125,000.00	100%	\$0.00
			222-9010-455.92-23 Library Special Reserve	\$0.00	\$230,918.00	\$0.00	\$230,918.00	\$0.00	\$230,918.00	0%	\$0.00
			Summary	0.00	230,918.00	0.00	655,431.00	424,513.00	477,068.00	0.65	0.00

MAY 2019
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	MAY	YTD	MAY	YTD	MAY	YTD
Juvenile - Fiction	9,863	20,169	11,141	22,717	10,723	21,544
Nonfiction	3,632	7,763	3,757	8,287	3,489	8,062
Paperbacks	12,951	26,259	14,081	28,236	13,399	27,193
Magazines	49	95	40	86	48	110
Juvenile - AV	843	1,619	769	1,529	726	1,397
Juvenile - Other	28	67	17	40	9	25
Juvenile - Total	27,366	55,972	29,805	60,895	28,394	58,331
Teen - Fiction	1,295	2,366	1,485	2,570	1,403	2,428
Paperbacks	104	256	173	299	174	309
Magazines	-	-	7	13	1	2
Teen - Total	1,399	2,622	1,665	2,882	1,578	2,739
Adult - Fiction	4,086	8,124	4,488	8,594	4,332	8,233
Nonfiction	3,058	6,398	3,170	6,744	3,513	6,980
Paperbacks	721	1,546	929	1,806	973	1,824
L.P. paperbacks	277	488	56	144	83	156
Large Print	1,594	3,451	1,719	3,432	1,964	3,507
Magazines	332	692	341	651	584	1,059
Other	660	1,344	701	1,369	731	1,452
Adult - Total	10,728	22,043	11,404	22,740	12,180	23,211
DVD	2,985	6,269	3,212	6,688	4,000	8,118
CD	1,003	1,845	1,006	2,176	1,352	2,591
Books on CD	818	1,618	939	1,865	1,132	2,230
MP3	66	137	81	177	114	175
Streaming Video	128	261	90	165	73	148
Downloadable Music	618	1,289	727	1,505	734	1,568
eAudiobooks	1,810	3,651	1,083	1,986	550	1,229
eBooks	2,975	5,477	2,073	3,910	1,379	2,581
Zinio eMagazines	111	177	43	104	53	126
Playaways	369	674	404	768	361	665
Software/Hardware	61	142	94	223	93	163
Video Games	379	750	294	559	319	638
AV - Total	11,323	22,290	10,046	20,126	10,160	20,232
Subtotal - Circulation	50,816	102,927	52,920	106,643	52,312	104,513
<Add deposits: 1500>	1,500	3,000	1,500	3,000	1,500	3,000
<Add in-library use: 1100>	1,100	2,200	1,100	1,100	1,100	1,100
Total Circ	53,416	108,127	55,520	110,743	54,912	108,613

MAY 2019

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	31,741	228	3	31,966
Teen	3,127	8	-	3,135
Juvenile	7,804	19	14	7,809
Total	42,672	255	17	42,910

2020 YTD	2019 YTD	2018 YTD
31,966	28,892	25,554
3,135	1,668	1,535
7,809	6,784	4,806
42,910	37,344	31,895

Patron Count	
Patron Count: Month	19,844
Offsite programs (est)	-
Previous Month YTD	30,430

50,274	45,287	46,661
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Interlibrary Loan and System Holds		
	MAY 2019	Previous Month YTD
Borrowed/Rec'd	1,151	1,257
Loaned	1,384	1,481
Reciprocal borrowing	16,594	17,212

2,408	1,883	1,440
2,865	2,299	2,027
33,806	36,966	38,579

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	313	313	60
Adult	1,501	1,128	45
Public Laptop	111	150	81
Quick-Use	100	13	8
TOTALS	2,025	1,604	48

YTD Uses
738
3,150
252
188
4,328

MAY 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,421	28,677	273	17	470	22
Nonfiction	19,545	19,609	86	22	161	27
Paperbacks	33,305	33,391	260	174	566	248
Magazines	229	240	12	1	31	2
Juvenile - AV	2,437	2,478	84	43	149	44
Juvenile - Other	90	90	-	-	-	-
Juvenile - YTD Total	84,027	84,485	715	257	1,377	343

Teen - Fiction	5,350	5,166	117	301	189	306
Paperbacks	1,022	1,020	-	2	-	1
Magazines	69	72	3	-	6	-
YTD Total	6,441	6,258	120	303	195	307

Adult - Fiction	22,458	22,107	152	503	370	505
Nonfiction	21,840	21,915	107	32	206	37
Paperbacks	6,964	6,978	28	14	64	18
LP paperbacks	750	758	13	5	16	5
Large Print	9,318	9,363	47	2	123	3
Magazines	2,751	2,870	170	51	334	62
Other	1,137	1,148	13	2	13	2
YTD Total	65,218	65,139	530	609	1,126	632

DVD	17,689	17,335	157	511	359	511
CD	10,144	9,827	37	354	38	354
Books on CD	5,980	6,011	31	-	54	1
MP3	880	880	-	-	-	88
Playaways	1,899	1,906	7	-	45	-
Software/Hardware	48	48	-	-	-	-
eContent	9,444	8,732	131	843	303	843
Video Games	661	662	1	-	18	1
YTD AV Total	46,745	45,401	364	1,708	817	1,798

Total Collection	202,431	201,283	1,729	2,877	3,515	3,080
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June 5, 2019

Brian Chase, Director
 Normal Public Library
 206 W. College Avenue
 Normal, IL 61761

re: Proposal for Professional Architectural Services

Brian

Our current understanding of the project is to provide a architectural and engineering services to complete the renovation of the (2) existing public toilet rooms an the staff toilet room on level 1 and also a new family bathroom located to the west of the existing lobby also on level. The scope documents for these projects were developed for your successful Live and Learn grant submission.

We are including in the current scope of work completion of permit, bidding, and construction documents along with construction administration. We have also included 2 meetings to review the plans and present material and equipment options to be included in the project.

These will include:

- floor and wall tile concepts and options
- ceiling tile and lighting
- sinks & faucets + toilets
- equipment and other related items

Compensation to Our Firm

Permit, Bidding & Construction Documents	\$14,100
Minus fee paid for Grant Documents	-\$2,500
Total Fee	\$11,600

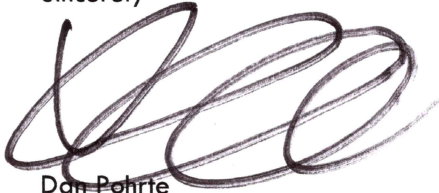
Compensation will be based on a fixed fee within the constraints noted above. Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation (mileage), postage, overnight delivery and messenger services.

Billing will be on a monthly basis for work accomplished during the preceding month. Payment is due within 45 days.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B133, "Standard Form of Agreement Between Owner and Architect", 2014 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois. If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Sincerely-

A handwritten signature in black ink, appearing to read "Dan Pohrte", written over a horizontal line.

Dan Pohrte

product architecture + design
811 west evergreen #405
chicago, il 60642
o 312.202.0701 c 773.398.7286 f 866.857.7265

Accepted by: _____ Date: _____
Brian Chase, Library Director

NORMAL PUBLIC LIBRARY

Policy: Public Participation at Library Board Meetings and Petitions to the Board

At each regular and special open meeting, the members of the public and Library employees may comment on or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
2. Identify oneself by full name and address, and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
3. The Board President may shorten or lengthen a person's opportunity to speak. The President may also deny the opportunity to speak to a person who has previously addressed the Board on the same subject within the past 2 months.
4. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Board.
5. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

TOWN COUNCIL ACTION REPORT

May 30, 2019

A Resolution Amending the Rules for Public Comments at Meetings of the Normal Town Council and Other Town Boards and Commissions

PREPARED BY: Brian Day, Corporation Counsel

REVIEWED BY: Pamela S. Reece, City Manager

BUDGET IMPACT: NA

**STAFF
RECOMMENDATION:** Approval

ATTACHMENTS: Proposed Resolution

BACKGROUND

In 2010, the Illinois General Assembly amended the Open Meetings Act to state that “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” (5 ILCS 120/2.06(g)).

The Town first adopted rules for public comments in 2011 (Resolution No. 4612) and amended those rules in 2014 (Resolution No. 4954) and 2017 (Resolution No. 5397).

The existing public-comment rules are as follows:

1. All public comments must be germane to the meeting agenda of the public body.
2. Any person wishing to present public comment at any meeting must provide advance notice of the comment to the City Manager’s office at least two hours prior to the beginning of the scheduled meeting, as stated on the agenda. The advanced notice must consist of the commenter’s name and the agenda item that the comment will address.
3. The public-comment period for any single meeting may not exceed 20 minutes. If there are more speakers who have provided advance notice to the City Manager than the time limit will allow, then the speakers permitted to speak at that meeting will be determined by lottery.
4. No person may speak for more than three minutes at any meeting.
5. The chair may allow a person representing a group to speak on behalf of that group for no more than six minutes. Any person desiring this extended time period must so inform the City Manager when making the advance notice under item 2.
6. The chair of the meeting shall determine the order of the speakers.
7. The chair may create and enforce reasonable rules to preserve order and decorum (for example, prohibiting applause, sheering, booing, shouting, use of profanity, or the use of signs, banners, placards).
8. Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed.

TOWN COUNCIL ACTION REPORT

9. The chair may suspend the rules in order to provide more public comment, as he or she deems appropriate.

The Town Council has instructed staff to prepare additional changes to the Town's public-comment rules.

DISCUSSION/ANALYSIS

The proposed resolution deletes the requirement in Rule 2 that a person wishing to present public comment at a meeting must provide advance notice to the City Manager at least two hours before the meeting, and it replaces that requirement that a person wishing to present public comment at a meeting must register on forms provided by the Town at least 15 minutes before the scheduled start of that meeting. It also makes corresponding changes in Rule 3 concerning the lottery if there are more speakers registered than time will allow. This change simply references speakers who have registered rather than the previous language regarding speakers who have provided advance notice to the City Manager.

Staff recommends Council approval of the proposed amendments to the public comment rules.

RESOLUTION NO. _____

A RESOLUTION AMENDING RULES FOR PUBLIC COMMENTS AT MEETINGS OF THE NORMAL TOWN COUNCIL AND OTHER TOWN BOARDS AND COMMISSIONS

WHEREAS, The Town of Normal is a Home Rule unit of local government with authority to legislate in matters concerning its local government and affairs.

WHEREAS, Section 2.06(g) of the Open Meetings Act states that “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

WHEREAS, In accordance with this statute, the Town has adopted rules for addressing public officials through public comments at an open meeting of the Town.

WHEREAS, The Town desires to amend those rules.

WHEREAS, It is in the best interest of the health, safety, and welfare of the citizens of Normal to amend the rules established and recorded for addressing public officials through public comments at an open meeting of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE TOWN OF NORMAL, ILLINOIS:

SECTION 1. That the following rules apply to persons desiring to address public officials of the Town of Normal when those officials are conducting an open meeting under the Open Meetings Act:

1. All public comments must be germane to the meeting agenda of the public body.
2. Any person wishing to present public comment at any meeting must register at least 15 minutes before the beginning of the scheduled meeting, as stated on the agenda. The registration must be made (i) on forms provided by the Town for that purpose or (ii) by contacting the City Manager’s Office at least two hours before the beginning of the scheduled meeting, as stated on the agenda and informing that Office of the commenter’s name and the agenda item that the comment will address.
3. The public-comment period for any single meeting may not exceed 20 minutes. If there are more registered speakers than the time limit will allow, then the speakers permitted to speak at that meeting will be determined by lottery.
4. No person may speak for more than three minutes at any meeting.
5. The chair may allow a person representing a group to speak on behalf of that group for no more than six minutes. Any person desiring this extended time period must so indicate when registering.
6. The chair of the meeting shall determine the order of the speakers.
7. The chair may create and enforce reasonable rules to preserve order and decorum (for example, prohibiting applause, sheering, booing, shouting, use of profanity, or the use of signs, banners, placards).

8. Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed.
9. The chair may suspend the rules in order to provide more public comment, as he or she deems appropriate.

SECTION 2. That this resolution is in full force and effect beginning June 4, 2019.

SECTION 3. That Resolution No. 5397 is repealed as of the effective date of this resolution.

Adopted this ____ day of _____, 2019

APPROVED:

President of the Board of Trustees of the Town
of Normal, Illinois

ATTEST:

Town Clerk

(seal)

**BY-LAWS
Of
The Normal Public Library
Normal, Illinois**

Article I

Sec. 1

The Board of Trustees of the Normal Public Library shall have the following powers as so enumerated in Illinois Library Laws and/or 75ILCS.

To make and adopt such by-laws, rules and regulations, for their own guidance and for the government of the library as may be expedient.

To have control of the expenditure of all monies collected for the library.

To have the exclusive control of the construction of any library buildings and of the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for the use of the library.

To purchase or lease grounds and to construct, purchase or lease, and occupy an appropriate building or buildings for the use of the library.

To remodel or reconstruct a building erected or purchased by the Board, when such a building is not adapted to its purposes or needs.

To sell or otherwise dispose of any real or personal property that it deems no longer necessary or useful for library purposes, and to lease to others any real property not immediately useful but for which plans for ultimate use have been or will be adopted. The corporate authorities shall have the first right to purchase or lease.

To appoint a qualified librarian as library director, to fix his/her compensation, to remove such appointees, and to retain professional consultants as needed.

To contract with any library association, school board, or any city, village, incorporated town, township, county, or district library board in the State of Illinois for furnishing or receiving library service including, but not limited to, contracts for such library service as participants in interstate library compacts.

To join with the board or boards of any one or more libraries of any city, incorporated town, village, township, county, or district in maintaining libraries. Or for the maintenance of a common library for such cities, incorporated towns, villages, townships, county or districts, upon such terms as may be agreed upon by and between the boards.

To enter into contracts and to take title to any property acquired by it for library purposes by the name and style of “The Board of Library Trustees of the Town of Normal” and by that name to sue and be sued.

To exclude from the use of the library any person who willfully violates the rules prescribed by the Board.

The Library will extend the privileges and use of the library to persons residing outside the incorporated town. Upon such terms and conditions as the Board from time to time by its regulations prescribe and to impose a non-resident fee for such privileges and uses at least equal to or above the cost to residents of such entity.

Article II

Sec. 1

The officers of the Board of Trustees shall be President, Vice-president, Secretary and a Treasurer.

Sec. 2

The President shall preside at all meetings of the Board and shall appoint all standing committees. The President shall be an ex-officio member of all committees.

Sec. 3

In the absence of the President at any regular or special meeting, the meeting shall be presided over by the Vice-President or Secretary.

Sec. 4

The Secretary shall keep a faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such duties as may properly belong to the office or be delegated by the President or by action of the Board.

Sec. 5

It shall be the duty of the Treasurer to disburse all monies belonging to the library, as authorized by the Board.

Sec. 6

Should any vacancies occur on the Board, it shall appoint a replacement to hold the office until the next regularly scheduled election.

Article III

Sec. 1

The regular meeting of the Board shall be held monthly and shall be open to the public. The time and dates to be determined at the April meeting of the Board.

Sec. 2

Four members shall constitute a quorum.

Sec. 3

The meeting in April shall be the annual meeting at which time the annual report shall be made as required by law.

Sec. 4

The meeting in April following an election shall be the meeting at which officers shall be elected.

Sec. 5

The President at the May meeting shall name committees.

Sec. 6

Special meetings shall be called by the President or upon the request of two Trustees. The notice of such meetings shall state the subject and shall be given at least 48 hours notice before the time of the meeting and no other business shall be transacted. Such notices shall be posted in at least two (2) public gathering places, one of which may be an electronic posting

Sec. 7

The order of business at regular meetings shall be as follows:

1. Review of the minutes of the previous meeting.
2. President's Report.
3. Library Administrator's Report
4. Committee Reports
5. Unfinished Business
6. New Business

Sec. 8

The requirement for the approval of an action or choice shall be a simple majority; more than half of the votes legally cast by persons entitled to vote at a regular or properly called meeting at which a quorum is present.

Article IV

The Library Board shall function as a committee of the whole. The President may appoint Ad Hoc Committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board. No committee shall have other than advisory powers unless, by formal action of the Board, it is granted specific power to act. The President shall be an ex-officio member of all committees with full rights.

Article V

Amendments of the by-laws shall be suggested at a meeting of the Board and voted upon at the next meeting at which all Board members are present. Amendments must be approved by a minimum of 5 votes.

*Approved by the Library Board of Trustees, July 25, 2007
Amended July 28, 2010. Amended December 18, 2013.*