



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
July 31, 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. Board Bylaws Review (Action)
  - B. FY2020-2025 Budget (Discussion)
  
9. Unfinished Business
  - A. Rules for Public Comment (Action)
  
10. Suggested Items for the Next Agenda
11. Next Meeting Date: August 28, 2019
12. Adjournment

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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.

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The Board of Trustees of Normal Public Library may attend the McLean County Chamber of Commerce "State of Congress" event, which will take place from 11:30 am to 1:00 pm on August 20 at Holiday Inn Hotel and Suites Bloomington - Airport, 3202 E. Empire St., Bloomington, IL 61704.

**Minutes of the Board of Trustees  
Normal Public Library  
June 26, 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, June 26, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

**Members Present:** Jess Ray, President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

**Members Absent:** Terry Lindberg, Vice President

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

**Community Members Present:** None

**Review of the Agenda:** No additions or corrections noted.

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the May 29, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

**Approval of Expenditures:** Ms. Lewis moved to approve the expenditures of \$71,764.07 and three payrolls be paid for \$239,312.42. Mr. Rogal seconded. Motion carried 6-0.

**President's Report:** Thank you to the staff!

**Public Comment:** None

**Library Director's Report:**

Mr. Chase mentioned the two Trustee opportunities available later this year for the Board. The towing signs were placed in the parking lots this past month, and there have been no comments noted by the public. Folks have been enjoying the outdoor furniture. "1,000 Books Before Kindergarten" is being well-received, and the first "kick-off" show with Jim Gill has already sold out. Mr. Chase then highlighted the points detailed in his report in the packet.

**Foundation Report:**

The NPL Foundation will have its first audit this year, to be completed by September 2019.

**New Business**

**Architectural Services for Accessible Restroom Project (Action)**

This company did the Discovery Room and the main floor remodel. This proposal is for the design and construction documents of the project, and then bids will be requested for the actual work. The goal is to refine what is actually wanted for the projects. The lowest responsible bidder who meets all qualifications and requirements will be chosen for the actual completion of the project.

Ms. Trunnell moved to approve the project as presented. Mr. Rogal seconded. The motion passed 6-0.

### **Rules for Public Comment (Action)**

The Town recently revised their Public Comment policies. While the NPL Board does not need to mirror it exactly, operating under a similar format can avoid confusion. NPL Board meetings will not require registration or strict time limits. Mr. Ray gave a brief history of Board public comment, including times that a clearly-stated policy was beneficial. The goal is to balance completing the business that is necessary, while still hearing what patrons and constituents need to say. Mr. Chase provided the suggested updated rules in the packet.

Mr. Ray suggested that city of residence be included with the requirement to state the person's full name. Ms. Lewis pointed out that the Board should maintain consistency with rules, regardless of the issues being discussed. Mr. Ray suggested either posting the rules in the Board room, or handing potential speakers a copy during the meeting. Ms. Lewis and Mr. Ray suggested softening the first point, taking out "only," and changing "appropriate" to "specified."

Mr. Rogal noted that electronic communications should be included. Ms. Trunnell suggested that it is stated on the policy that, if accommodations are needed, please contact the Board. This could be more appropriate on all agendas and on the copy of the policy handed to the potential speakers.

The item will be tabled until the July meeting to allow time to digest the materials and to give the absent member time to review and comment.

### **Board Bylaws Review (Discussion)**

These have not been reviewed since 2013.

Suggestions to be presented to Phil Lenzini, lawyer for NPL:

- Article III, Section 7: "Business at regular meetings shall include the following: (not in a particular order)"
- Article III, Section 7: Include Public Comment as a listed item
- Article III, Section 1: "Unless cancelled with proper notice"
- Remove Article III, Section 5 in favor of the language in Article IV

### **Unfinished Business:**

#### **History of Social Services at NPL (Discussion)**

Mr. Chase provided the Board with the details of NPL's collaboration with Project Oz and PATH. PATH and the local police departments have provided training to the staff in dealing with marginalized populations. The project is grant-funded on the social agencies' end, and at the current time this program is not running. The Library is considering a social work intern from ISU. Having an Outreach Coordinator has substantially increased the Library's visibility in the community and collaboration with new partners, such as Autism McLean and SPICE. SPICE has an informational bag that families can take home, complete the activities, and return to the Library; they can then be potentially connected with needed social services. The Library also participates in numerous outreach activities, including historical, LGBTQI+, veteran, and cultural events. Ms. Gataric-Ripley suggested having the SPICE bag in multiple languages, and Ms. Melican will look into this possibility.

### **Next meeting agenda**

Board by-laws

Public comment

Budget discussion – Circulation, earnings, rewards, and all items related to DVD rentals; Details of fines – how they are distributed across the stacks, potential of removing for all/only childrens/etc, effect on the circulation/return of materials if these are removed

**Adjournment**

Meeting adjourned at 7:08 pm.

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Secretary

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Date

**Town of Normal Expenditures to be approved for Payments**  
**Between Jun 20, 2019 and Jul 24, 2019**

**Library Fund**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>
HARLAN VANCE COMPANY	BAL.LEFT ON INV.#1901405-	172.05
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	54.00
ORIENTAL TRADING COMPANY INC	RANDI'S PROGRAM:1000 BKS	677.38
US BANK/P-CARD	Food for Library Foundati	64.04
<b>Library Fund</b>	<b>- Total</b>	<b>967.47</b>

**Library Fund      Library      Administration**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>
ACE HARDWARE	JUNE STMT/MISC SUPPLIES	44.94
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,222.76
BAKER & TAYLOR COMPANIES	AY BOOKS	164.81
BAKER & TAYLOR COMPANIES	BOOKS	96.16
BAKER & TAYLOR COMPANIES	CHILD/YOUTH BOOKS	191.70
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	1,028.75
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	887.39
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	312.00
BLACK BOOK	NEW CAR COST GUIDE/NPL	399.00
Bottom Line PERSONAL	BOTTOM LINE SUBSCRIPTIOM	39.00
BRODART COMPANY	ADULT BOOK	17.39
BRODART COMPANY	DVD PAK W/STRIP CARD 12H	161.25
CENGAGE LEARNING INC	JULY BASIC 8 PLAN	260.90
CENGAGE LEARNING INC	JULY BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	JULY CHRISTIAN FICTION 4	71.97
CENGAGE LEARNING INC	JULY CHRISTIAN ROMANCE	23.24
CENGAGE LEARNING INC	JULY CORE 8 PLAN	183.68
CENGAGE LEARNING INC	JULY MYSTERY 6 PLAN	145.44
CENGAGE LEARNING INC	JULY REVIEWERS CHOICE 2	47.23
CENGAGE LEARNING INC	JULY WHEELER HRDCVR 5 PLN	134.20
CENGAGE LEARNING INC	JUNE LARGE PRINT 6 PLAN	68.25
CENGAGE LEARNING INC	JUNE MYSTERY SAMPLER 3 PL	67.47
CENGAGE LEARNING INC	JUNE PEER PICKS 2 PLN	47.23
CENGAGE LEARNING INC	LG PRINT BOOKS/NPL	65.23
CENTER POINT LARGE PRINT	LG PRINT BOOKS/NPL	42.74
CIRBN, LLC	INTERNET SERVICES	76.08
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,211.47
DEMCO INC	STEP STOOL,BIND TAPE	347.51
DEX YP	JUN - AUG PRINT CHARGES	102.45

**Town of Normal Expenditures to be approved for Payments**  
**Between Jun 20, 2019 and Jul 24, 2019**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>
DIVERSIFIED MECHANICAL INC	TEMPERATURE CONTROL BILL	712.10
ELM USA INC	COMPOUND,SOLUTION D	136.50
ENVISION WARE INC	RFI-TAG-CU DVDBL SLIX2	1,546.00
FASTSIGNS	PRINTED VINYL DECALS	475.50
FINDAWAY WORLD LLC	PLAYAWAY	19.99
FINDAWAY WORLD LLC	PLAYAWAY-ORG PKG/NPL	453.67
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	STAFF T-SHIRTS/NPL	820.65
ILLINOIS LIBRARY ASSOCIATION	ILA CONF.-TRUSTEE DAY-JD	175.00
ILLINOIS LIBRARY ASSOCIATION	ILA CONF.-TRUSTEE DAY-KAT	175.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	76.80
KROGER-INDY CUSTOMER CHARGES	JUNE STMT/MISC SUPPLIES	159.81
LAUTERBACH & AMEN LLP	AUDIT SERVICES	4,028.00
LOLITA GREEN	REIMB. TO LOLITA G. FOR D	56.97
MENARDS	BATTERIS, PONCHO/NPL	18.94
MENARDS	OUTDOOR FLOWER POTS	153.97
MENARDS	WHITE TILE 4 1/4 X 4 1/4	8.00
MIDWEST TAPE	AUDIOBOOKS	45.99
MIDWEST TAPE	CD-CENTER POINT RD/NPL	13.99
MIDWEST TAPE	CREDIT	-169.90
MIDWEST TAPE	DVDS	96.95
MIDWEST TAPE	DVDS - NPL	384.81
MIDWEST TAPE	MUSIC CD	59.98
MIDWEST TAPE	MUSIC CDS	254.92
MIDWEST TAPE	PLAYAWAY	103.98
MILLER JANITOR SUPPLY	FOAMING HAND SOAP,TOWELS	275.42
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	235.00
MILLER JANITOR SUPPLY	TOILET PAPER,TOWELS	154.70
NICOR GAS	ENERGY USAGE	194.26
POLK CITY DIRECTORIES	CITY DIRECTORY	624.00
PURITAN SPRINGS WATER	WATER SERICE/NPL	46.69
PURITAN SPRINGS WATER	WATER SERVICE/NPL	26.99
QUILL CORPORATION	OFFICE SUPPLIES	83.97
REACHING ACROSS IL LIBRARY SYSTEM	FIND MORE IL MEMBERSHIP	2,650.00
RESOURCE SHARING ALLIANCE (RSA)	ACCESS & MEMBERSHIP FEES	58,209.00
SAMS CLUB	JUNE STMT/MISC SUPPLIES	522.41
SHOWCASES	ARTBIN CARRYING CASE/NPL	13.81
SHOWCASES	QUICK VIEW CARRYING CASE	85.63

**Town of Normal Expenditures to be approved for Payments**  
**Between Jun 20, 2019 and Jul 24, 2019**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>
STANDARD & POOR'S	NET ADVANTAGE	4,930.00
TEE JAY CENTRAL INC	CONNECTING ROD ENDS	206.02
The Chronicle of Philanthropy	FOR BRIAN: RENEWAL, 2YRS.	149.95
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	17 PLACEMENTS	152.15
US BANK/P-CARD	100 GB storage on Google	19.99
US BANK/P-CARD	2019 Registration for Sta	15.00
US BANK/P-CARD	2019 Registration State f	30.00
US BANK/P-CARD	Adult Book - THE UNFORGIV	84.19
US BANK/P-CARD	Adult Service Supplies fo	23.90
US BANK/P-CARD	Advertising for Author Ev	56.05
US BANK/P-CARD	Annuals 4pk - Plants for	33.98
US BANK/P-CARD	Bagels for Lisas last day	13.99
US BANK/P-CARD	Board Packets mailed.	9.10
US BANK/P-CARD	Car Wash Gift Card for Li	80.00
US BANK/P-CARD	Craft Supplies for an Adu	97.84
US BANK/P-CARD	Crafts - Adult Event	6.15
US BANK/P-CARD	Electrical Light Ballast	43.39
US BANK/P-CARD	Electronic Signature Capt	104.44
US BANK/P-CARD	Filament - 3D Printer & S	98.86
US BANK/P-CARD	Garbage Bags & Disinfecta	144.76
US BANK/P-CARD	Grant agreement mailed -	4.95
US BANK/P-CARD	Halogen Lamp Bulbs (4)	15.39
US BANK/P-CARD	Hygiene Liner Bag (case o	50.46
US BANK/P-CARD	Ice Machine Scoops (3)	59.47
US BANK/P-CARD	iPad Wipes	39.95
US BANK/P-CARD	Library Supplies - Hold w	1,140.00
US BANK/P-CARD	Library Supplies - Noise	20.34
US BANK/P-CARD	Light Ballast - Sylvania	44.96
US BANK/P-CARD	Light Ballast (4)	46.40
US BANK/P-CARD	Light Bulbs & Kleenex	218.21
US BANK/P-CARD	Microphone Adapter	6.89
US BANK/P-CARD	Microphone Adapters	8.98
US BANK/P-CARD	Modeling Dough - SRP Supp	17.00
US BANK/P-CARD	Mouse Supports & Phone Ca	72.29
US BANK/P-CARD	New DVD Release - APOLLO	47.10
US BANK/P-CARD	New DVD Release - CAPTAIN	180.73
US BANK/P-CARD	New DVD Release - COLD PU	119.68

**Town of Normal Expenditures to be approved for Payments**  
**Between Jun 20, 2019 and Jul 24, 2019**

<b>Vendor Name</b>	<b>Payment Description</b>	<b>Transaction Amount</b>
US BANK/P-CARD	New DVD Release - DRUNK P	78.66
US BANK/P-CARD	New DVD Release - FIGHTIN	107.76
US BANK/P-CARD	New DVD Release - HAPPY D	35.92
US BANK/P-CARD	New DVD Release - HOW TO	79.84
US BANK/P-CARD	New DVD Release - ISNT IT	127.68
US BANK/P-CARD	New DVD Release - LEAST O	27.98
US BANK/P-CARD	New DVD Release - NEVER G	38.88
US BANK/P-CARD	New DVD Release - TRADING	55.60
US BANK/P-CARD	New Music Release - A DAR	25.92
US BANK/P-CARD	New Music Release - HAPPI	11.88
US BANK/P-CARD	New Music Release - I AM	10.99
US BANK/P-CARD	New Music Release - KINGF	13.32
US BANK/P-CARD	New Music Release - LIVIN	10.99
US BANK/P-CARD	New Music Release - NOW T	11.88
US BANK/P-CARD	New Release TV Series - C	56.52
US BANK/P-CARD	Oil/Paints - Adult Events	15.97
US BANK/P-CARD	Patron DVD Request - THE	19.33
US BANK/P-CARD	Patron DVD Request - THEY	26.58
US BANK/P-CARD	Phone case - For Galaxy S	15.98
US BANK/P-CARD	Promoting Library Service	10.00
US BANK/P-CARD	Replacement CD - WOW GOSP	11.28
US BANK/P-CARD	Soft Modelling Dough for	12.99
US BANK/P-CARD	Summer Reading Prizes	4,116.13
US BANK/P-CARD	Supplies - Autism Cafe	25.00
US BANK/P-CARD	Supplies for Adult Event	11.75
US BANK/P-CARD	Supplies for Adult Progra	14.89
US BANK/P-CARD	Supplies for Childrens Pr	32.74
US BANK/P-CARD	Supplies for Steam Club	55.30
US BANK/P-CARD	Tea for Adult Program	7.98
US BANK/P-CARD	Training Session for Laur	55.00
US BANK/P-CARD	Vacuum Brush - Charger	42.28
US BANK/P-CARD	Wifi Hotspot Service Plan	600.00
VERIZON WIRELESS - PA	ACCT# 880398978-00001	400.94
WALMART COMMUNITY BRC	JUNE STMT/MISC SUPPLIES	1,400.61
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	1,903.09
WATTS COPY SYSTEMS, INC.	IMAGES CHARGES/NPL	479.23
<b>Library Fund</b>	<b>Library Administration - Total</b>	<b>102,005.78</b>
<b>Overall - Total</b>		<b>102,973.25</b>



## **Director's Report July 31, 2019**

### **1. Monthly Financial Report**

**Revenue:** The June operating revenues are up 0.33% compared to this time last year.

**Expenses:** An expenditures report as of July 24 is included in this packet.

### **2. Circulation**

Circulation was down from June 2018 by 10,365 transactions, a decrease of 13%. YTD circulation is down by 14,081, a decrease of 7.4%.

### **3. Board Email Addresses**

Please regularly check your normalpl.org email accounts.

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

We met with Product Architecture and Mark Clinch, Town of Normal Director of Facilities and Energy Management, to move forward in selection of materials and fixtures for the new restrooms.

### **5. Parking Lot Project**

We are in the beginning stages of exploring sealing and re-stripping the parking lot. We will add one accessible parking space and increase the "no parking" area adjacent to the building. We are discussing the pros and cons of diagonal parking on the west half of the lot. Please share any ideas or concerns regarding potential improvements to the lot.

### **6. 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." Proposed changes to the bylaws, based on discussion at the June Board meeting, are included in this packet. Please note the highlighted areas.

### **7. Rules for Public Comment**

Our Rules for Public Comment were last reviewed in May 2011. Recently the Town updated their rules. Following the Board's recent discussion, I submitted questions to Phil Lenzini, library attorney, for his opinion. Included in this packet are Rules for Public Comment based on his advice.

### **8. Budget Preparation**

The calendar for the FY2020-25 budget process is not yet available, and we are awaiting updated projections for various expenses and revenues. I anticipate the library budget will need to be entered in the Town's financial system approximately the second week of September. Two key topics to discuss at this time are any potential changes to revenues,

such as DVD fees and overdue fees, and how to best balance our physical collections with our digital collections. We have a team of staff exploring the digital content issue, attempting to identify which of the many licensing models provide the best content and user experience for our patrons.

**9. Summer Reading for All Ages**

Our Summer Reading Program, "Showtime @ Your Library," runs through August 5. Please see our website and summer activity guide for the schedule of great programs. Many thanks to our wonderful staff for all of their hard work and preparation, and to our sponsors for their generous contributions of prizes.

**10. 1,000 Books Before Kindergarten**

Performer Jim Gill kicked off our 1,000 Books Before Kindergarten program on June 28. The performances were enjoyed by many attendees. This wonderful reading program has already generated a very positive response from the community, including 214 children registered for the challenge.

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As of June 30, 2019

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,870,800	\$ 2,041,161	52.73	\$ 2,045,869	(0.23)
State Replacement Taxes	100,100	56,566	56.51	46,026	22.90
State Library Aid	40,000	-	-	-	-
Fees	33,000	9,472	28.70	9,691	(2.26)
Fines	18,000	4,011	22.28	4,080	(1.70)
Investment Income	46,500	10,036	21.58	8,636	16.21
Contributions & Donations	200	50	25.00	25	100.00
Miscellaneous Revenue	200	120	60.12	27	344.18
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	-	-
<b>Library Fund Total</b>	<b>4,114,800</b>	<b>2,121,416</b>	<b>51.56</b>	<b>2,114,355</b>	<b>0.33</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	17,160	5,326	31.03	3,273	62.69
Miscellaneous Revenue	-	-	-	-	-
Transfers	155,697	38,924	25.00	51,000	(23.68)
<b>Library Replacement Fund Total</b>	<b>172,857</b>	<b>44,250</b>	<b>25.60</b>	<b>54,273</b>	<b>(18.47)</b>
<b>LIBRARY SPECIAL REVENUE FUND 223</b>					
Investment Income	100	628	628.24	-	100.00
Miscellaneous Revenue	-	-	-	-	-
Transfers	1,186,119	1,186,119	100.00	-	100.00
<b>Library Special Revenue Fund Total</b>	<b>1,186,219</b>	<b>1,186,747</b>	<b>100.04</b>	<b>-</b>	<b>100.00</b>
<b>Total For All Funds</b>	<b>\$ 5,473,876</b>	<b>\$ 3,352,413</b>	<b>\$ 177</b>	<b>\$ 2,168,628</b>	<b>54.59</b>

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of June 30, 2019

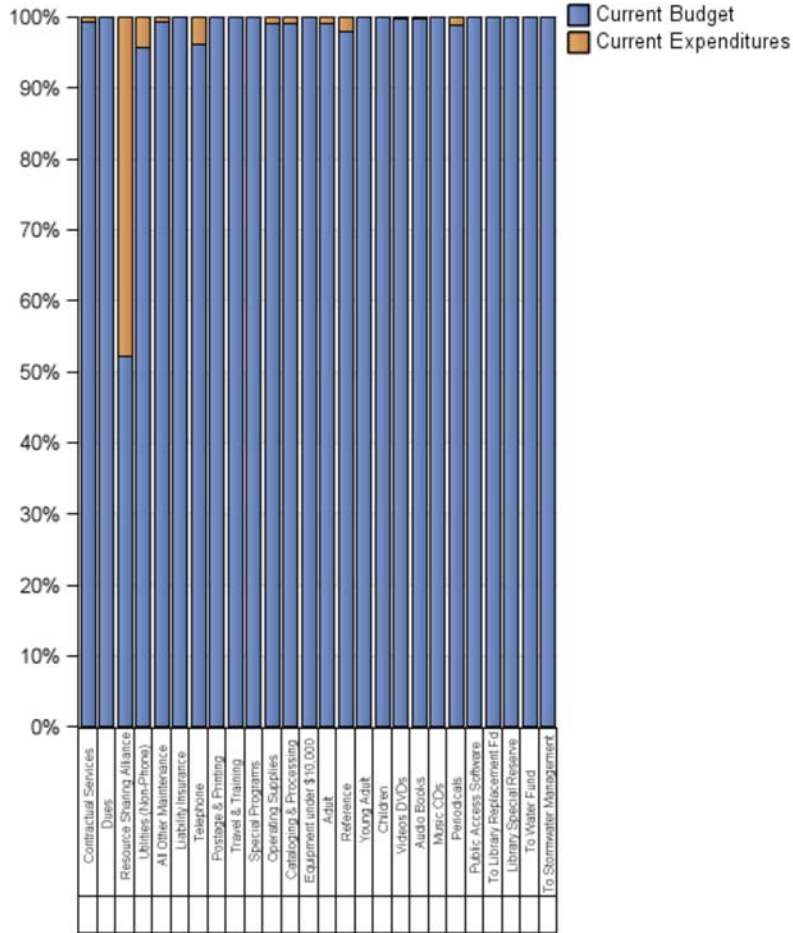
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,068,159	\$ 1,789,884	\$ 340,802	\$ 2,937,472	\$ 815,935	57.96
Library Fund Total	5,068,159	1,789,884	340,802	2,937,472	815,935	57.96
LIBRARY REPLACEMENT FUND 222						
Administration	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	\$ 2,020,802	\$ 340,802	\$ 3,362,985	\$ 815,935	58.75

**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of June 30, 2019**

	As of	As of	Net Change
	June 30, 2019	March 31, 2018	
221 Library Fund	\$ 3,641,377.52	\$ 3,456,484.55	\$ 184,892.97
222 Library Replacement Fund	\$ 1,917,712.81	\$ 2,104,722.90	\$ (187,010.09)
223 Library Reserve Fund	\$ 1,186,747.24	\$ -	\$ 1,186,747.24
Totals	<u>\$ 5,559,090.33</u>	<u>\$ 5,561,207.45</u>	<u>\$ (2,117.12)</u>

### Budget to Actual Expenditures

Library - Administration (Library Fund )

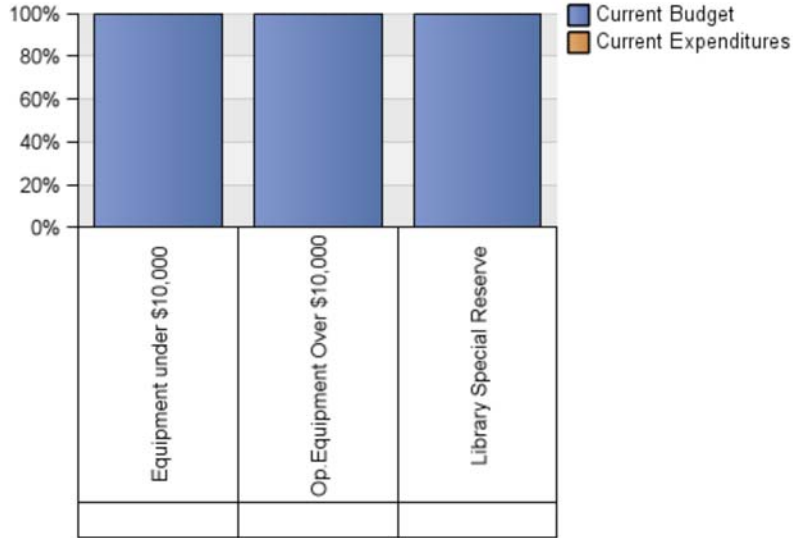


Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc		
Library Fund	Library Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$864.25	\$24,604.18	\$17,455.90	\$110,343.00	\$67,418.67	\$110,233.00	61%	\$18,320.15
		<a href="#">221-9010-455.20-20</a>	Dues	\$0.00	\$1,089.00	\$0.00	\$5,305.00	\$4,216.00	\$5,305.00	79%	\$0.00
		<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$58,209.00	\$0.00	\$3,791.00	\$63,174.00	\$1,174.00	\$63,174.00	2%	\$62,000.00
		<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$2,211.47	\$2,771.37	\$0.00	\$48,100.00	\$43,117.16	\$48,100.00	90%	\$2,211.47
		<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$430.12	\$4,330.67	\$20,702.37	\$66,327.00	\$40,863.84	\$66,327.00	62%	\$21,132.49

<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$31,724.00	\$3,276.00	\$36,006.00	\$1,006.00	\$36,006.00	3%	\$3,276.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$477.02	\$1,680.26	\$1,195.76	\$12,096.00	\$8,742.96	\$12,096.00	72%	\$1,672.78
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$8,167.20	\$13,495.58	\$24,624.00	\$2,961.22	\$24,624.00	12%	\$13,495.58
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$5,308.26	\$9.11	\$25,833.00	\$20,515.63	\$25,833.00	79%	\$9.11
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$244.74	\$0.00	\$7,862.00	\$7,617.26	\$7,862.00	97%	\$0.00
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$431.48	\$11,478.85	\$16,270.63	\$42,628.00	\$14,447.04	\$42,628.00	34%	\$16,702.11
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$161.25	\$4,322.61	\$10,503.13	\$17,869.00	\$2,882.01	\$17,869.00	16%	\$10,664.38
<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	\$1,000.68	\$18,619.53	\$46,663.74	\$97,850.00	\$31,566.05	\$97,850.00	32%	\$47,664.42
<a href="#">221-9010-455.36-15</a>	Reference	\$119.61	\$3,417.70	\$2,437.69	\$6,000.00	\$25.00	\$6,000.00	0%	\$2,557.30
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$1,558.70	\$8,041.30	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$8,041.30
<a href="#">221-9010-455.36-25</a>	Children	\$16.07	\$9,265.13	\$68,009.36	\$85,591.00	\$8,300.44	\$82,400.00	10%	\$68,025.43
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$56.97	\$6,504.15	\$25,020.30	\$41,200.00	\$9,618.58	\$41,200.00	23%	\$25,077.27
<a href="#">221-9010-455.37-20</a>	Audio Books	\$65.98	\$5,273.50	\$30,406.40	\$44,290.00	\$8,544.12	\$44,290.00	19%	\$30,472.38
<a href="#">221-9010-455.37-30</a>	Music CDs	\$0.00	\$480.64	\$3,961.24	\$6,180.00	\$1,738.12	\$6,180.00	28%	\$3,961.24
<a href="#">221-9010-455.38-10</a>	Periodicals	\$188.95	\$961.81	\$11,824.00	\$16,019.00	\$3,044.24	\$16,019.00	19%	\$12,012.95
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$44,329.58	\$8,129.40	\$132,300.00	\$79,841.02	\$132,300.00	60%	\$8,129.40
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$38,924.25	\$0.00	\$155,697.00	\$116,772.75	\$155,697.00	75%	\$0.00
<a href="#">221-9010-455.92-23</a>	Library Special Reserve	\$0.00	\$955,201.00	\$0.00	\$955,201.00	\$0.00	\$955,201.00	0%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$577.77	\$0.00	\$3,080.00	\$2,502.23	\$3,080.00	81%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$151.80	\$0.00	\$773.00	\$621.20	\$773.00	80%	\$0.00
<b>Summary</b>		<b>64,232.85</b>	<b>1,180,986.70</b>	<b>293,492.91</b>	<b>2,017,708.00</b>	<b>478,995.54</b>	<b>2,014,407.00</b>	<b>0.24</b>	<b>357,725.76</b>

### 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	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$255,490.00	\$255,490.00	\$121,150.00	100%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op.Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$169,023.00	\$169,023.00	\$125,000.00	100%	\$0.00
			<a href="#">222-9010-455.92-23</a>	Library Special Reserve	\$0.00	\$230,918.00	\$0.00	\$230,918.00	\$0.00	\$230,918.00	0%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>230,918.00</b>	<b>0.00</b>	<b>655,431.00</b>	<b>424,513.00</b>	<b>477,068.00</b>	<b>0.65</b>	<b>0.00</b>



**JUNE 2019**  
 Monthly Statistics

**Normal Public Library**  
 Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	JUNE	YTD	JUNE	YTD	JUNE	YTD
Juvenile - Fiction	15,603	35,772	18,109	40,826	15,801	37,345
Nonfiction	4,586	12,349	5,664	13,951	4,705	12,767
Paperbacks	19,676	45,935	22,801	51,037	21,169	48,362
Magazines	41	136	132	218	63	173
Juvenile - AV	1,155	2,774	1,193	2,722	1,042	2,439
Juvenile - Other	41	108	47	87	31	56
Juvenile - Total	41,102	97,074	47,946	108,841	42,811	101,142
Teen - Fiction	2,030	4,396	2,281	4,851	1,974	4,402
Paperbacks	216	472	203	502	214	523
Magazines	-	-	6	19	1	3
Teen - Total	2,246	4,868	2,490	5,372	2,189	4,928
Adult - Fiction	4,640	12,764	5,853	14,447	5,131	13,364
Nonfiction	3,339	9,737	4,064	10,808	4,116	11,096
Paperbacks	745	2,291	1,103	2,909	1,118	2,942
L.P. paperbacks	140	628	63	207	114	270
Large Print	1,630	5,081	2,085	5,517	1,901	5,408
Magazines	386	1,078	479	1,130	538	1,597
Other	924	2,268	1,037	2,406	996	2,448
Adult - Total	11,804	33,847	14,684	37,424	13,914	37,125
DVD	3,329	9,598	4,392	11,080	4,149	12,267
CD	956	2,801	1,131	3,307	1,425	4,016
Books on CD	878	2,496	1,116	2,981	1,291	3,521
MP3	54	191	108	285	123	298
Streaming Video	112	373	117	282	51	199
Downloadable Music	475	1,764	635	2,140	727	2,295
eAudiobooks	1,857	5,508	1,284	3,270	693	1,922
eBooks	2,894	8,371	2,051	5,961	1,428	4,009
Zinio eMagazines	103	280	47	151	61	187
Playaways	378	1,052	465	1,233	436	1,101
Software/Hardware	66	208	121	344	124	287
Video Games	499	1,249	531	1,090	365	1,003
AV - Total	11,601	33,891	11,998	32,124	10,873	31,105
<b>Subtotal - Circulation</b>	<b>66,753</b>	<b>169,680</b>	<b>77,118</b>	<b>183,761</b>	<b>69,787</b>	<b>174,300</b>
<Add deposits: 1500>	1,500	4,500	1,500	4,500	1,500	4,500
<Add in-library use: 1100>	1,100	3,300	1,100	3,300	1,100	3,300
<b>Total Circ</b>	<b>69,353</b>	<b>177,480</b>	<b>79,718</b>	<b>191,561</b>	<b>72,387</b>	<b>182,100</b>

**JUNE 2019**

**Normal Public Library**

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	31,966	359	11	32,314
Teen	3,135	16	1	3,150
Juvenile	7,809	88	13	7,884
<b>Total</b>	<b>42,910</b>	<b>463</b>	<b>25</b>	<b>43,348</b>

2020 YTD	2019 YTD	2018 YTD
32,314	27,498	25,873
3,150	1,660	1,571
7,884	6,546	4,866
<b>43,348</b>	<b>35,704</b>	<b>32,310</b>

Patron Count	
Patron Count: Month	26,519
Offsite programs (est)	-
Previous Month YTD	50,274

76,793	71,506	72,758
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Interlibrary Loan and System Holds		
	JUNE 2019	Previous Month YTD
Borrowed/Rec'd	1,352	2,408
Loaned	1,413	2,865
Reciprocal borrowing	22,288	33,806

3,760	3,079	2,619
4,278	3,640	3,199
56,094	62,077	63,935

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	552	516	56
Adult	1,574	1,271	48
Public Laptop	158	186	71
Quick-Use	91	13	9
<b>TOTALS</b>	<b>2,375</b>	<b>1,986</b>	<b>50</b>

YTD Uses
1,290
4,724
410
279
<b>6,703</b>

JUNE 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,677	28,616	303	364	773	386
Nonfiction	19,609	19,634	84	59	245	86
Paperbacks	33,391	33,484	372	279	938	527
Magazines	240	250	10	-	41	2
Juvenile - AV	2,478	2,489	12	1	161	45
Juvenile - Other	90	89	-	1	-	1
<b>Juvenile - YTD Total</b>	<b>84,485</b>	<b>84,562</b>	<b>781</b>	<b>704</b>	<b>2,158</b>	<b>1,047</b>

Teen - Fiction	5,166	5,189	28	5	217	311
Paperbacks	1,020	1,020	-	-	-	1
Magazines	72	73	1	-	7	-
<b>YTD Total</b>	<b>6,258</b>	<b>6,282</b>	<b>29</b>	<b>5</b>	<b>224</b>	<b>312</b>

Adult - Fiction	22,107	22,030	146	223	516	728
Nonfiction	21,916	22,115	185	(14)	391	23
Paperbacks	6,978	7,020	45	3	109	21
LP paperbacks	758	768	10	-	26	5
Large Print	9,363	9,436	75	2	198	5
Magazines	2,870	2,989	123	4	457	66
Other	1,148	1,148	-	-	13	2
<b>YTD Total</b>	<b>65,139</b>	<b>65,506</b>	<b>584</b>	<b>218</b>	<b>1,710</b>	<b>850</b>

DVD	17,335	17,371	75	39	434	550
CD	9,827	9,715	4	116	42	470
Books on CD	6,011	5,992	8	27	62	28
MP3	880	880	-	-	-	88
Playaways	1,906	1,930	24	-	69	-
Software/Hardware	48	48	-	-	-	-
eContent	8,732	7,816	156	1,072	459	1,915
Video Games	662	675	13	-	31	1
<b>YTD AV Total</b>	<b>45,401</b>	<b>44,427</b>	<b>280</b>	<b>1,254</b>	<b>1,097</b>	<b>3,052</b>

<b>Total Collection</b>	<b>201,283</b>	<b>200,777</b>	<b>1,674</b>	<b>2,181</b>	<b>5,189</b>	<b>5,261</b>
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**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 [voting or non-voting?] member of all committees. [Or strike the second sentence?]

### **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 according to the timelines and provisions of 75 ILCS 5/4-4.

## **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. Officer terms shall be two years. [Or until the meeting following the next election of Library Trustees?]

## **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. The meeting notice will include the meeting agenda and at least the general topic description of any items to be acted upon.

## **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. Public Comment
4. Library Administrator's Report
5. Committee Reports
6. Unfinished Business
7. New Business

## **Sec. 8**

Unless otherwise specified in these Bylaws or by statute, 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**

- a.) All routine business of the library is discussed and approved by the entire Board at regular or special meetings. When deemed desirable, the Board may direct the appointment of ad hoc committees, which meet for a limited duration to investigate topics of defined scope. (or)

- b.) 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. (or)
- c.) The Library Board shall function as a committee of the whole, with special assignments being undertaken by individuals or ad hoc committees as deemed appropriate. 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; December 18, 2013; July 31, 2019.*

## **NORMAL PUBLIC LIBRARY**

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

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

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

Petitions, written or electronic correspondence to the Library shall be presented to the Library at the next regularly scheduled Library meeting.