



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
August 28, 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. Electronic Meetings Policy (Action)
 - B. FY2020-2025 Budget (Action)

9. Unfinished Business
 - A. Board Bylaws (Action)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: September 25, 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.

**Minutes of the Board of Trustees
Normal Public Library
July 31, 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, July 31, 2019. The meeting convened at 5:35 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. Trunnell moved to approve the minutes of the June 26, 2019 meeting. Ms. Davis seconded. Motion carried 6-0.

Approval of Expenditures: Ms. Trunnell moved to approve the expenditures of \$102,973.23 and two payrolls be paid for \$170,534.03. Ms. Lewis seconded. Motion carried 6-0.

President's Report: Mr. Ray recognized the write-up in the Pantagraph for the Fix It Fair. Thanks to the staff, and to the Board!

Public Comment: None

Library Director's Report: Mr. Chase asked for Board opinion on whether the parking lot spaces should be angled to make parking easier for patrons. If they spots were diagonal, it allows for easier access to the second parking lot, and better spacing for accessible spots. All Board members agreed that the diagonal parking would be an improvement. The potential loss of one spot is less of a concern now that the library has use of the second lot. Options will also be discussed for keeping cars from idling in front of the entrance doors and the book drop-off.

Mr. Rogal asked about the drop in circulation. Mr. Chase noted that it is a nation-wide trend, but other libraries are combatting it by auto-renewing materials for their patrons. The drop is across multiple categories. People are also using the libraries for activities other than checking out books.

Mr. Chase discussed digital concerns that the Library is having. For example, Hoopla is a great service, but expensive, and hard to budget a set number for due to it being a pay-per-use model. Lynda was sold to LinkedIn, and will soon require a LinkedIn account to utilize the service. A digital content team has been set up to research all options moving forward. They will present these at the August meeting for further budgeting discussions.

Foundation Report: The audit is almost completed, and is going well.

New Business

Board Bylaws Review (Action)

Mr. Lindberg is not here, so no action can be taken. Tabled until next meeting.

FY2020-2025 Budget (Discussion)

Two revenues can be controlled within the Library: DVD fees, and fines.

Circulation has increased over the years, leading to a greater number of potential fines being issued. There are hybrid options available: making children’s books fine-free, and children’s DVDs free to rent. Fines are designed solely to bring the materials back into the Library, and not to generate revenue.

Coupons are handed out for DVDs in many different ways, so there are opportunities to not pay for these rentals. The Library is also planning to offer one free renewal for each rental. Complaints are not reported as often as they were due to a decrease in the fee and longer rental times.

Discussion ensued over how lost revenue from these initiatives would be recouped, how waiving fines for only certain groups would affect staff time, and other considerations for keeping or removing these fees and fines.

Unfinished Business:

Rules for Public Comment (Action)

Mr. Lenzini suggested that the line under item #9, involving petitions, written or electronic correspondence, could be removed entirely. Ms. Lewis also pointed out that a semicolon was needed in item #6. The Board agreed after discussion.

Ms. Lewis moved to approve the Rules for Public Comment as amended, to remove the final statement, adjust the grammar in #6, and correct the numbering of the list. Ms. Trunnell seconded as amended. The motion passed 6-0.

Next meeting agenda

Discussion Item – Allowing electronic participation during meetings for Board members.

Possible Action Item – Budget

Discussion Item – Board By-laws

Adjournment

Meeting adjourned at 6:58 pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Jul 25, 2019 and Aug 21, 2019

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	74.00
US BANK/P-CARD	Food for Library Foundati	80.60
Library Fund	- Total	154.60

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	JULY STMT/MISC SUPPLIES	68.37
AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP RENEWAL/RA	0.00
AMERICAN LIBRARY ASSOCIATION	LIBRARIES:TRUSTEES,FRIEND	55.00
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL FOR NP	500.00
APRIL L FISHER	2-CLASSES: SUMMER LEGO DA	50.00
APRIL L FISHER	34 -MAKE IT,TAKE IT LEGO	170.00
AVANTI'S ITALIAN RESTAURANT	GONDOLAS	348.11
BAKER & TAYLOR COMPANIES	ADULT - HARDBACKS	469.10
BAKER & TAYLOR COMPANIES	ADULT - HARDBOUND	940.27
BAKER & TAYLOR COMPANIES	ADULT - PAPERBACKS	33.63
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,478.93
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	1,610.15
BAKER & TAYLOR COMPANIES	CREDIT	-16.92
BAKER & TAYLOR COMPANIES	GRAPHIC NOVELS	24.70
BAKER & TAYLOR COMPANIES	YA BOOKS	6.02
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	72.71
BAKER & TAYLOR CONTINUATION	TRAVEL & PRICE GUIDES	32.96
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	120.17
BLACKSTONE PUBLISHING	AUDIOBOOKS	23.99
BRODART COMPANY	S BARCODE	729.25
CALLAWAY & ASSOCIATES INC	RADON TESTING	1,475.00
CASEY'S GARDEN SHOP INC	FLOWERS	56.98
CASEY'S GARDEN SHOP INC	PERENNIALS,ANNUALS	84.01
CDW GOVERNMENT INC	ELECTRONIC DISTRBUTION	227.50
CENGAGE LEARNING INC	AUGUST BASIC 8 PLAN	209.17
CENGAGE LEARNING INC	AUGUST BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	AUGUST CHRISTIAN FICTION	121.45
CENGAGE LEARNING INC	AUGUST CHRISTIAN ROMANCE	47.23
CENGAGE LEARNING INC	AUGUST CORE 8 PLAN	203.17
CENGAGE LEARNING INC	AUGUST MYSTERY 6 PLAN	146.19
CENGAGE LEARNING INC	AUGUST REVIEWERS CHOICE 2	48.73

Town of Normal Expenditures to be approved for Payments
Between Jul 25, 2019 and Aug 21, 2019

Vendor Name	Payment Description	Transaction Amount
CENGAGE LEARNING INC	AUGUST WHEELER HRDCOVER 5	106.46
CENGAGE LEARNING INC	JULY LARGE PRINT 6 PLAN	21.75
CENGAGE LEARNING INC	JULY LARGE PRINT DIST 6PL	86.99
CENGAGE LEARNING INC	JULY MYSTERY SAMPLER 3PLN	67.47
CENGAGE LEARNING INC	JULY PEER PICKS 2 PLAN	47.23
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	592.23
CIRBN, LLC	INTRANET SUBSCRIBER	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	8,806.47
Craig Humphrey	BISSELL VACUUM EXTRA BATT	49.99
FINDAWAY WORLD LLC	PLAYAWAYS	1,318.53
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	BUSINESS CARD MAGNETS	77.66
ILLINOIS HEARTLAND LIBRARY SYSTEM	ANNUALLY SERVICE FEES	6,424.80
ILLINOIS LIBRARY ASSOCIATION	ALA MEMBERSHIP RENEWAL/RA	150.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	51.20
INTERSTATE ALL BATTERY CENTER	COMPUTER BACKUP BATTERIES	85.10
KROGER-INDY CUSTOMER CHARGES	JUNE STMT/MISC SUPPLIES	206.17
LIBRARY IDEAS,LLC	CHILDRENS AUDIOBOOKS	1,238.40
LYNGSOE SYSTEMS, INC.	SERVICE AGREEMENT	14,450.00
MENARDS	CREDIT	-35.95
MENARDS	MISC SUPPLIES	124.88
MENARDS	WEED KILLER,GARDEN GLOVES	132.47
MIDWEST TAPE	ADVANCE DIGITAL PAYMENT	5,000.00
MIDWEST TAPE	CDS	131.90
MIDWEST TAPE	DVDS	413.04
MIDWEST TAPE	MUSIC CDS	196.85
MIDWEST TAPE	PLAYWAYS	47.99
MILLER JANITOR SUPPLY	GLASS CLEANER	47.00
MILLER JANITOR SUPPLY	PAPER TOWELS,TOILET PAPER	200.75
PRODUCT LLC	ACCESSIBLE RESTROOMS	3,155.44
PRODUCT LLC	SPACE PLANNING PROJECT	1,500.00
PURITAN SPRINGS WATER	WATER SERVICE/NPL	54.04
QUILL CORPORATION	OFFICE SUPPLIES	109.25
RANDOM HOUSE, INC.	AUDIO BOOKS	41.25
RANDOM HOUSE, INC.	AUDIOBOOKS	22.50
RANDOM HOUSE, INC.	CD'S	52.50

Town of Normal Expenditures to be approved for Payments
Between Jul 25, 2019 and Aug 21, 2019

Vendor Name	Payment Description	Transaction Amount
Reader's Digest	ACCT.#0769423179 -NORMAL	23.98
Rebecca Gopinath	FEE FOR TRAINING AT RAILS	20.00
Rebecca Gopinath	PARKING FEE	6.00
RECORDED BOOKS LLC	AUDIOBOOKS	174.40
RECORDED BOOKS LLC	CDS	552.40
RESOURCE SHARING ALLIANCE (RSA)	ADML FEES	4,230.00
SAMS CLUB	JULY STMT/MISC SUPPLIES	76.06
SWANK MOTION PICTURES INC	COPYRIGHT SITE LICENSE	920.00
TELEVEND SERVICES INC	PREPAID FAX CARDS	151.20
TODAYS BUSINESS SOLUTIONS TBS INC	BSA TOWER AGREEMENT	600.00
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	19 PLACEMENTS	170.05
US BANK/P-CARD	Accucut Dies/cutting plas	400.50
US BANK/P-CARD	Adult Books - Electric Ba	22.39
US BANK/P-CARD	Adult Books - The Cake by	21.90
US BANK/P-CARD	Apple Developer Program A	105.19
US BANK/P-CARD	Audio Cables - 3.5mm auxi	15.98
US BANK/P-CARD	Credit - Incorrect tax	-8.08
US BANK/P-CARD	Credit - Refund for Tax c	-6.19
US BANK/P-CARD	Credit for Returned Phone	-31.19
US BANK/P-CARD	Discard Stamp for Mari M.	11.49
US BANK/P-CARD	Dues for John F - Regula	220.00
US BANK/P-CARD	Find More Illinois traini	28.99
US BANK/P-CARD	Foreign DVD for Binge Box	8.95
US BANK/P-CARD	Gas for Van. Travel to Pe	43.22
US BANK/P-CARD	Hand Soap - Antibacterial	96.90
US BANK/P-CARD	INB/E-Pay Change Request	4.05
US BANK/P-CARD	Library Marketing Confere	900.00
US BANK/P-CARD	Mailed Board Packets for	7.80
US BANK/P-CARD	Mailed NPL Foundation - N	4.05
US BANK/P-CARD	Mobile Hotspot for Staff	18.00
US BANK/P-CARD	Music CD Repl. - NOW THAT	6.77
US BANK/P-CARD	New DVD Rel - HOTEL MUMBA	89.95
US BANK/P-CARD	New DVD Rel. - AFTERMATH	89.94
US BANK/P-CARD	New DVD Rel. - CAPTIVE ST	31.98
US BANK/P-CARD	New DVD Rel. - DISAPPEARA	29.98
US BANK/P-CARD	New DVD Rel. - DUMBO (5)	99.95
US BANK/P-CARD	New DVD Rel. - HUMMINGBIR	74.36

Town of Normal Expenditures to be approved for Payments
Between Jul 25, 2019 and Aug 21, 2019

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	New DVD Rel. - MAZE (3)	41.97
US BANK/P-CARD	New DVD Rel. - POISON ROS	71.64
US BANK/P-CARD	New DVD Rel. - US (4)	71.84
US BANK/P-CARD	New DVD Rel. - US (8)	143.68
US BANK/P-CARD	New DVD Rel. - WONDER PAR	89.80
US BANK/P-CARD	New Music Rel. - MADAME X	11.88
US BANK/P-CARD	New Music Rel. - ROCKETMA	12.21
US BANK/P-CARD	New Nintendo Switch Game	36.99
US BANK/P-CARD	New Nintendo Switch Games	454.89
US BANK/P-CARD	New TV Season - SUITS S.8	27.05
US BANK/P-CARD	Package mailed to Lisa Mc	4.69
US BANK/P-CARD	Patron Req. DVD - UNSTUCK	94.00
US BANK/P-CARD	Patron Req. Foreign Film	46.82
US BANK/P-CARD	Prize box for 1000 books	20.99
US BANK/P-CARD	Service Plan for Mobile H	120.00
US BANK/P-CARD	Summer Reading Prizes/Chi	48.00
US BANK/P-CARD	Supplies for Adult Event	59.95
US BANK/P-CARD	Supplies For Adult Events	97.69
US BANK/P-CARD	Supplies/Coaster Tile	16.08
US BANK/P-CARD	Tax Refunded on Treasure	-2.41
US BANK/P-CARD	TV Series - LAW AND ORDER	58.73
US BANK/P-CARD	Workshop/Central IL AFP -	40.00
US BANK/P-CARD	Yearly Subscription - Goo	19.99
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	403.05
WALMART COMMUNITY BRC	JUNE STMT/MISC SUPPLIES	1,027.52
WATTS COPY SYSTEMS, INC.	IMAGE CHARGE/NPL	104.77
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES	95.89
ZOOBEAN INC	FIRST YEAR LICENSE	1,695.00
Library Fund	Library Administration - Total	69,882.58
Overall - Total		70,037.18

Director's Report August 28, 2019

1. Monthly Financial Report

Revenue: The July operating revenues are down 2.58% compared to this time last year. We have yet to receive the FY2019 per capita grant check.

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

2. Circulation

Circulation was down from July 2018 by 2,158 transactions, a decrease of 3.1%. YTD circulation is down by 16,239, a decrease of 6.2%.

3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

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

We continue to move forward in selection of materials and fixtures for the new restrooms. The grant check has not yet arrived.

5. Parking Lot Project

We have worked with Ryan Otto, Town Engineer, to explore necessary maintenance for our parking lot. Following Ryan's evaluation, we are seeking to complete an overlay and re-striping of the lot this fall. We will add one accessible parking space, increase the "no parking" area adjacent to the building, and possibly create diagonal parking on the west half of 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 July Board meeting, are included in this packet. One additional change would be to combine the three portions of Article IV (A, B and C) into a single section, such as:

"The Library Board shall function as a committee of the whole. All routine business of the library is discussed and approved by the entire Board at regular or special meetings. 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."

7. Rules for Public Comment

The updated Rules for Public Comment have been posted on our website and in the Board Room.

8. Budget Preparation

The library budget must be entered in the Town's financial system by September 16. I am still awaiting some key revenue projections from Finance. Our Digital Content Team has identified potential improvements and preferred licensing models that will enable us to budget appropriately in providing the best content and user experience for our patrons. The Town Council's budget review work session is tentatively scheduled for Thursday, January 16, 2020. The general overview is at 12:00 pm, followed by the library portion at 12:30 pm.

9. Summer Reading for All Ages

Kudos to our wonderful staff for all of their hard work in delivering an excellent summer reading program, and thank you to our sponsors for their generous contributions of prizes!

10. Used Book Sale

The Used Book Sale, a major fundraiser for the Normal Public Library Foundation, will take place next month in our Community Room. Please help spread the word!

Friday, September 13 / 4:30-7:30 pm (Preview Sale; \$5 admission)

Saturday, September 14 / 8:00 am – 4:00 pm

Sunday, September 15 / 1:00 – 4:00 pm (Bag Sale)

Monday, September 16 / 9:0 am – 7:00 pm (Free Day!)

11. Fall 2019 Activity Guide

The new activity guide is now available in print and online (normalpl.org/guide). The guide is a great resource to keep informed on what's happening at NPL.

12. Binge Boxes

We are now circulating binge boxes, which are themed collections of DVDs. These are already very popular and have prompted requests to grow the collection.

13. Partners in Reading

Registration for Partners in Reading continues until August 30. This program offers children in first through sixth grade the opportunity to develop a lifelong love of reading through a weekly partner program. Sessions begin the week of September 9.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,870,800	\$ 2,041,161	52.73	\$ 2,045,869	(0.23)
State Replacement Taxes	100,100	74,898	74.82	63,571	17.82
State Library Aid	40,000	-	-	65,621	(100.00)
Fees	33,000	13,020	39.46	13,266	(1.85)
Fines	18,000	5,271	29.28	4,891	7.77
Investment Income	46,500	18,067	38.85	15,873	13.82
Contributions & Donations	200	650	325.00	25	2,500.00
Miscellaneous Revenue	200	139	69.35	1,152	(87.96)
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	-	-
Library Fund Total	4,114,800	2,153,207	52.33	2,210,268	(2.58)
LIBRARY REPLACEMENT FUND 222					
Investment Income	17,160	8,790	51.23	5,917	48.56
Miscellaneous Revenue	-	-	-	-	-
Transfers	155,697	51,899	33.33	68,000	(23.68)
Library Replacement Fund Total	172,857	60,689	35.11	73,917	(17.90)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	100	850	850.09	-	100.00
Miscellaneous Revenue	-	-	-	-	-
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,186,219	1,186,969	100.06	-	100.00
Total For All Funds	\$ 5,473,876	\$ 3,400,865	188	\$ 2,284,185	48.89

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

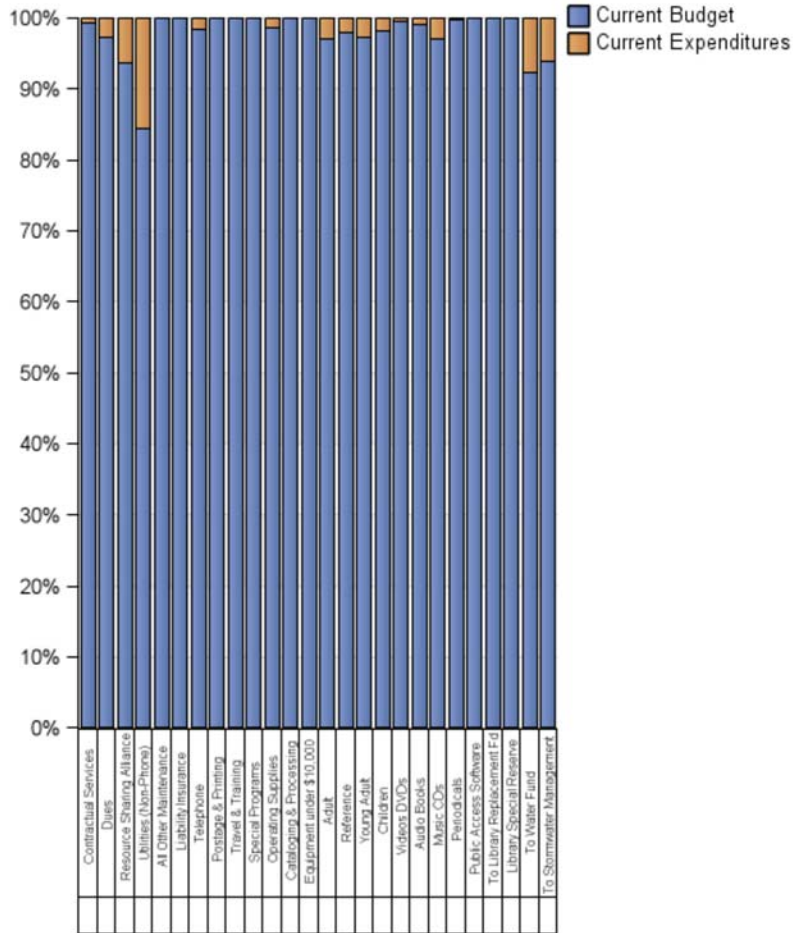
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,068,159	\$ 2,141,370	\$ 261,853	\$ 2,664,936	\$ 1,166,070	52.58
Library Fund Total	5,068,159	2,141,370	261,853	2,664,936	1,166,070	52.58
LIBRARY REPLACEMENT FUND 222						
Administration	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	\$ 2,372,288	\$ 261,853	\$ 3,090,449	\$ 1,166,070	53.99

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

		As of July 31, 2019	As of March 31, 2018	Net Change
221	Library Fund	\$ 3,328,093.47	\$ 3,456,484.55	\$ (128,391.08)
222	Library Replacement Fund	\$ 1,934,201.80	\$ 2,104,722.90	\$ (170,521.10)
223	Library Reserve Fund	\$ 1,186,969.09	\$ -	\$ 1,186,969.09
	Totals	<u>\$ 5,262,295.27</u>	<u>\$ 5,561,207.45</u>	<u>\$ (298,912.18)</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)



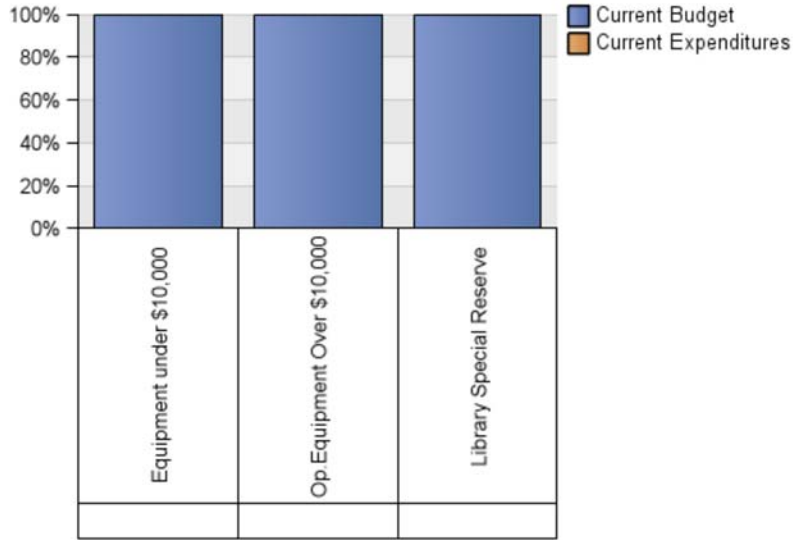
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10 Contractual Services	\$770.05	\$46,671.98	\$17,285.85	\$110,343.00	\$45,615.12	\$110,233.00	41%	\$18,055.90
			221-9010-455.20-20 Dues	\$150.00	\$1,864.00	\$0.00	\$5,305.00	\$3,291.00	\$5,305.00	62%	\$150.00
			221-9010-455.24-10 Resource Sharing Alliance	\$4,230.00	\$58,209.00	\$0.00	\$63,174.00	\$735.00	\$63,174.00	1%	\$4,230.00
			221-9010-455.25-10 Utilities (Non-Phone)	\$8,806.47	\$5,177.10	\$0.00	\$48,100.00	\$34,116.43	\$48,100.00	71%	\$8,806.47

221-9010-455.25-60	All Other Maintenance	\$54.04	\$5,817.09	\$19,927.82	\$66,327.00	\$40,528.05	\$66,327.00	61%	\$19,981.86
221-9010-455.30-10	Liability Insurance	\$0.00	\$31,724.00	\$3,276.00	\$36,006.00	\$1,006.00	\$36,006.00	3%	\$3,276.00
221-9010-455.30-15	Telephone	\$204.00	\$2,660.33	\$1,019.68	\$12,096.00	\$8,211.99	\$12,096.00	68%	\$1,223.68
221-9010-455.30-25	Postage & Printing	\$0.00	\$8,260.76	\$13,417.92	\$24,624.00	\$2,945.32	\$24,624.00	12%	\$13,417.92
221-9010-455.30-35	Travel & Training	\$0.00	\$6,749.59	\$0.00	\$25,833.00	\$19,083.41	\$25,833.00	74%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$244.74	\$0.00	\$7,862.00	\$7,617.26	\$7,862.00	97%	\$0.00
221-9010-455.35-10	Operating Supplies	\$595.20	\$14,276.61	\$14,753.96	\$42,628.00	\$13,002.23	\$42,628.00	31%	\$15,349.16
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$5,310.23	\$9,688.25	\$17,869.00	\$2,870.52	\$17,869.00	16%	\$9,688.25
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	\$2,904.87	\$24,598.02	\$38,924.35	\$97,850.00	\$31,422.76	\$97,850.00	32%	\$41,829.22
221-9010-455.36-15	Reference	\$120.17	\$3,570.27	\$2,284.56	\$6,000.00	\$25.00	\$6,000.00	0%	\$2,404.73
221-9010-455.36-20	Young Adult	\$341.01	\$2,059.92	\$7,199.07	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$7,540.08
221-9010-455.36-25	Children	\$1,530.03	\$10,599.72	\$69,660.81	\$85,591.00	\$3,800.44	\$82,400.00	4%	\$71,190.84
221-9010-455.37-15	Videos DVDs	\$234.38	\$8,895.06	\$23,797.54	\$41,200.00	\$8,273.02	\$41,200.00	20%	\$24,031.92
221-9010-455.37-20	Audio Books	\$356.19	\$7,265.55	\$28,148.13	\$44,290.00	\$8,520.13	\$44,290.00	19%	\$28,504.32
221-9010-455.37-30	Music CDs	\$186.86	\$870.35	\$3,632.49	\$6,180.00	\$1,490.30	\$6,180.00	24%	\$3,819.35
221-9010-455.38-10	Periodicals	\$23.98	\$1,150.76	\$11,824.00	\$16,019.00	\$3,020.26	\$16,019.00	19%	\$11,847.98
221-9010-455.38-20	Public Access Software	\$0.00	\$60,099.38	\$6,906.44	\$132,300.00	\$65,294.18	\$132,300.00	49%	\$6,906.44
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$51,899.00	\$0.00	\$155,697.00	\$103,798.00	\$155,697.00	67%	\$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	\$258.29	\$577.77	\$0.00	\$3,080.00	\$2,243.94	\$3,080.00	73%	\$258.29
221-9010-455.95-10	To Stormwater Management	\$50.60	\$151.80	\$0.00	\$773.00	\$570.60	\$773.00	74%	\$50.60
Summary		20,816.14	1,313,904.03	274,046.87	2,017,708.00	408,940.96	2,014,407.00	0.20	294,863.01

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year

Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80 Equipment under \$10,000	\$0.00	\$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

JULY 2019
 Monthly Statistics

Normal Public Library
 Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	JULY	YTD	JULY	YTD	JULY	YTD
Juvenile - Fiction	13,549	49,321	13,763	54,589	13,578	50,923
Nonfiction	4,089	16,438	4,415	18,366	3,972	16,739
Paperbacks	18,123	64,058	18,608	69,645	18,710	67,072
Magazines	50	186	64	282	68	241
Juvenile - AV	1,134	3,908	1,234	3,956	1,044	3,483
Juvenile - Other	29	137	25	112	15	71
Juvenile - Total	36,974	134,048	38,109	146,950	37,387	138,529
Teen - Fiction	1,731	6,127	1,924	6,775	1,717	6,119
Paperbacks	164	636	188	690	249	772
Magazines	4	4	11	30	8	11
Teen - Total	1,899	6,767	2,123	7,495	1,974	6,902
Adult - Fiction	4,946	17,710	5,356	19,803	5,164	18,528
Nonfiction	3,429	13,166	3,730	14,538	4,172	15,268
Paperbacks	792	3,083	1,006	3,915	1,180	4,122
L.P. paperbacks	77	705	21	228	46	316
Large Print	2,002	7,083	2,418	7,935	1,902	7,310
Magazines	383	1,461	518	1,648	486	2,083
Other	817	3,085	850	3,256	838	3,286
Adult - Total	12,446	46,293	13,899	51,323	13,788	50,913
DVD	3,543	13,141	4,344	15,424	4,645	16,912
CD	1,179	3,980	951	4,258	1,605	5,621
Books on CD	927	3,423	1,118	4,099	1,172	4,693
MP3	42	233	92	377	109	407
Streaming Video	118	491	89	371	62	261
Downloadable Music	581	2,345	666	2,806	719	3,014
eAudiobooks	2,012	7,520	1,357	4,627	726	2,648
eBooks	3,176	11,547	2,350	8,311	1,513	5,522
Zinio eMagazines	104	384	29	180	70	257
Playaways	394	1,446	455	1,688	371	1,472
Software/Hardware	68	276	88	432	105	392
Video Games	550	1,799	501	1,591	455	1,458
AV - Total	12,694	46,585	12,040	44,164	11,552	42,657
Subtotal - Circulation	64,013	233,693	66,171	249,932	64,701	239,001
<Add deposits: 1500>	1,500	6,000	1,500	6,000	1,500	6,000
<Add in-library use: 1100>	1,100	4,400	1,100	4,400	1,100	4,400
Total Circ	66,613	244,093	68,771	260,332	67,301	249,401

JULY 2019

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	32,314	322	28	32,608
Teen	3,150	17	(3)	3,170
Juvenile	7,884	55	18	7,921
Total	43,348	394	43	43,699

2020 YTD	2019 YTD	2018 YTD
32,608	29,465	26,193
3,170	1,750	1,592
7,921	6,876	4,903
43,699	38,091	32,688

Patron Count	
Patron Count: Month	28,220
Offsite programs (est)	-
Previous Month YTD	76,793

105,013	100,466	101,026
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	Interlibrary Loan and System Holds	
	JULY 2019	Previous Month YTD
Borrowed/Rec'd	1,530	3,760
Loaned	1,521	4,278
Reciprocal borrowing	19,936	56,094

5,290	4,361	3,722
5,799	5,048	4,254
76,030	85,629	86,964

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	497	503	61
Adult	1,741	1,416	49
Public Laptop	148	150	61
Quick-Use	104	13	8
TOTALS	2,490	2,082	50

YTD Uses
1,787
6,465
558
383
9,193

JULY 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,616	28,672	135	79	908	465
Nonfiction	19,634	19,734	136	36	381	122
Paperbacks	33,484	33,678	456	262	1,394	789
Magazines	250	259	10	1	51	3
Juvenile - AV	2,489	2,484	20	25	181	70
Juvenile - Other	89	89	-	-	-	1
Juvenile - YTD Total	84,562	84,916	757	403	2,915	1,450

Teen - Fiction	5,189	5,090	51	150	268	461
Paperbacks	1,020	901	-	119	-	120
Magazines	73	74	1	-	8	-
YTD Total	6,282	6,065	52	269	276	581

Adult - Fiction	22,030	22,075	230	185	746	913
Nonfiction	22,115	22,216	118	17	509	40
Paperbacks	7,020	7,055	36	1	145	22
LP paperbacks	768	778	10	-	36	5
Large Print	9,436	9,257	64	243	262	248
Magazines	2,989	3,142	163	10	620	76
Other	1,148	1,148	-	-	13	2
YTD Total	65,506	65,671	621	456	2,331	1,306

DVD	17,371	17,505	137	3	571	553
CD	9,715	9,423	27	319	69	789
Books on CD	5,992	5,913	21	100	83	128
MP3	880	880	-	-	-	88
Playaways	1,930	1,960	31	1	100	1
Software/Hardware	48	48	-	-	-	-
eContent	7,816	7,947	131	-	590	1,915
Video Games	675	690	17	2	48	3
YTD AV Total	44,427	44,366	364	425	1,461	3,477

Total Collection	200,777	201,018	1,794	1,553	6,983	6,814
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Normal Public Library
Electronic Meetings Policy

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

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

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

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

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

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

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

Approved by the Board of Trustees of Normal Public Library, August 28, 2019.

**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 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.

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 Board of Trustees of Normal Public Library, July 25, 2007; Amended July 28, 2010; December 18, 2013; August 28, 2019.