



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
November 20, 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. FY2020 Illinois Public Library Per Capita Grant Application (Action)
 - B. FY2020-2025 Budget (Discussion)
 - C. Director Performance Review Form (Discussion)
 - D. Executive Session: Section 2(c)(1) Personnel (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: December 18, 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
October 30, 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, October 30, 2019. The meeting convened at 5:31 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, Erin Ripley-Gataric, and Katelyn Trunnell.

Mr. Lindberg arrived at 5:35pm, after the Approval of Minutes and the Approval of Expenditures. Mr. Lindberg exited the meeting at 6:44 pm, during the Per Capita Grant discussion.

Members Absent: N/A

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

Community Members Present: N/A

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the September 25, 2019 meeting. Ms. Trunnell seconded. Motion carried 6-0.

Approval of Expenditures: Mr. Rogal moved to approve the expenditures of \$99,112.83 and two payrolls of \$162,132.56. Ms. Lewis seconded. Motion carried 6-0.

President's Report: Mr. Ray noted the incident involving a fatality in the College Ave parking deck this morning at 6am. He emphasized the importance of mental health assistance for individuals, and seeking help when needed.

Mr. Ray thanked the staff for their great service, and mentioned the positive email that was sent to Mr. Chase earlier in the week as an example of this.

Public Comment: None

Library Director's Report:

Mr. Chase noted both the finished parking lot and the completed water fountain projects. He discussed all items in his report.

Foundation Report:

The Foundation is exploring how to best structure conversations with individual donors. The annual campaign will take place again, as will Giving Tuesday. Please share any ideas for Giving Tuesday initiatives.

New Business

Closed Dates 2020 (Action)

The Board discussed the dates that the Library will shut down for 2020, as listed in the Board packet. Ms. Lewis moved to approve the Closed Dates 2020 action item as presented. Ms. Ripley-Gataric seconded. The motion passed 7-0.

Seating Purchase (Action)

The Board discussed the purchase of 45 Aeron chairs, priced at a substantial discount per the U.S. Communities joint purchasing contract with Herman Miller, and executed via the local Widmer Interiors office. The Aeron chairs have a strong reputation of durability and high quality. This seating will be located in areas most frequently used by staff. Ms. Lewis moved to approve the purchase of 45 chairs at a total cost of \$38,444.10. Mr. Lindberg seconded. Motion passed 7-0.

FY2020 Illinois Public Library Per Capita Grant Requirements (Discussion)

The requirements for the grant are listed in the Board packet, and the Board was provided information to read for discussion at the meeting. Ms. Lewis completed the Continuing Education portion of the grant.

Discussion ensued on the required reading.

FY2020-2025 Budget (Discussion)

Mr. Chase met with the Town of Normal Budget Committee. The group discussed pension concerns, and the possible need for either a flat or decreased budget ext fiscal year. There should be a slight increase in the EAV. Discussions are ongoing.

Executive Session: Section 2(c)1 Personnel (Discussion)

This item was not needed.

Next meeting agenda

Continued budget discussion
Director Review – Timeline and Process
Board feedback on digital Content, specifically RBdigital

Adjournment

Meeting adjourned at 7:25 pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Oct 24, 2019 and Nov 13, 2019

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	OCT STMT/MISC SUPPLIES	15.29
ALERT SIGNAL & CONTROL CO	KEYPAD REMOVAL	60.00
AMERICAN LIBRARY ASSOCIATION	2019-2020 MEMBERSHIP FOR	225.00
AMERICAN LIBRARY ASSOCIATION	LIB. TECHNOLOGY & SMART LI	395.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,420.19
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	708.33
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	333.58
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	188.18
BILL'S KEY & LOCK SHOP	MOBILE SERVICE, KEYS	75.90
CDW GOVERNMENT INC	STACKING CBL	130.02
CENGAGE LEARNING INC	OCT LARGE PRINT DIST 6 PL	90.74
CENGAGE LEARNING INC	OCT LARGE PRINT DIST 6PLN	54.74
CENGAGE LEARNING INC	OCT MYSTERY 6 PLAN	171.68
CENGAGE LEARNING INC	OCT MYSTERY SAMPLER 3 PLN	67.47
CENGAGE LEARNING INC	OCT PEER PICKS 2 PLAN	47.23
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	319.74
CHIEF CITY MECHANICAL INC	BATHROOM REPAIRS	117.00
CIRBN, LLC	SUBSCRIBER INTRANET	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	3,358.58
COUNCIL - COMM & ECONOMIC RESEARCH	SUBSCRIPTION/COLI	165.00
DEMCO INC	STANDARD CDS, DVD BROWERS	532.36
DENNY'S DOUGHNUTS & BAKERY	ASSORTED DOUGHNUTS	26.20
DEX YP	ADVERTISING CHARGE	34.15
ELM USA INC	BLACK & YELLOW INK PADS	329.95
FINDAWAY WORLD LLC	PLAYAWAYS	952.34
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HF GROUP LLC	DIGICOVER, ADHESIVE RECASE	207.70
IL OFFICE OF THE STATE FIRE MARSHAL	ANNUAL RENEWAL CERTIFICAT	75.00
ILLINOIS LIBRARY ASSOCIATION	2019-20 ILA TRUSTEE MEMBE	75.00
KAVANAGH, SCULLY, SUDOW, WHITE	LEGAL SERVICES	150.00
KONE INC	ANNUAL STATE INSPECTION	304.00
MENARDS	BATTERY, POWER STRIP, PAIL	55.60
MENARDS	LUMBER	12.70
MIDWEST TAPE	DVDS	57.22
MIDWEST TAPE	MUSIC CDS	155.88
MILLER JANITOR SUPPLY	HAND SOAP, TOWELS	235.96

Town of Normal Expenditures to be approved for Payments
Between Oct 24, 2019 and Nov 13, 2019

Vendor Name	Payment Description	Transaction Amount
MILLER JANITOR SUPPLY	TOILET PAPER,PAPER TOWELS	284.65
ORKIN EXTERMINATING CO	PEST CONTROL	792.04
PURITAN SPRINGS WATER	WATER SERVICE/NPL	46.69
QUILL CORPORATION	OFFICE SUPPLIES	321.84
R.P. LUMBER CO INC	PLYWOOD/NETWORK RACK	48.99
RECORDED BOOKS LLC	AUDIOBOOK	7.95
RECORDED BOOKS LLC	AUDIOBOOKS	1,293.53
SAMS CLUB	OCT STMT/MISC SUPPLIES	119.10
TUMBLEWEED PRESS INC	AUDIOBOOK CLOUD RENEWAL	375.00
ULVERSCROFT LARGE PRINT BOOKS	AUDIOBOOKS	94.44
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	16 PLACEMENTS	143.20
US BANK/P-CARD	2019 ILA CONFERENCE REGIS	225.00
US BANK/P-CARD	2019 ILA MEMBERSHIP DUES	150.00
US BANK/P-CARD	3D PRINTING SUPPLIES	172.72
US BANK/P-CARD	5 CD SET	59.99
US BANK/P-CARD	BOARD PACKETS MAILED	10.50
US BANK/P-CARD	CREDIT FOR BOOK RET.MODE	-30.00
US BANK/P-CARD	EXTRA RAMPS	25.68
US BANK/P-CARD	FRANKLIN WIRELESS SPRINT	29.99
US BANK/P-CARD	GARBAGE BAGS 56 GAL. 100/	73.76
US BANK/P-CARD	GAS FOR LAWN MOWER	12.00
US BANK/P-CARD	HAND SOAP REFILL 1250ML	164.82
US BANK/P-CARD	LIBRARY PODCAST HOSTING	15.00
US BANK/P-CARD	MAILED APPLICATION	4.05
US BANK/P-CARD	MOBILE HOTSPOT BATTERY	40.44
US BANK/P-CARD	NEW DVD REL. WEDDING GUE	52.76
US BANK/P-CARD	NEW DVD REL. KEN BURNS: C	133.98
US BANK/P-CARD	NEW DVD REL. RED JOAN (6)	77.76
US BANK/P-CARD	NEW DVD REL.TOY STORY 4	179.71
US BANK/P-CARD	NEW MUSIC REL. DON'T SMIL	9.94
US BANK/P-CARD	NEW MUSIC REL. HOLLYWOOD'	13.99
US BANK/P-CARD	NEW MUSIC REL. IN MY DEFE	11.99
US BANK/P-CARD	NEW MUSIC REL. NFRI BY LA	13.75
US BANK/P-CARD	NEW REL. DVD - FOREIGN FI	21.49
US BANK/P-CARD	NEW REL. TV SERIES - BLUE	27.99
US BANK/P-CARD	NEW RELEASES ON DVD - Var	555.52
US BANK/P-CARD	NEW TV SERIES - CHERNOBYL	99.84

Town of Normal Expenditures to be approved for Payments
Between Oct 24, 2019 and Nov 13, 2019

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	NEW TV SERIES - FULLER HO	19.96
US BANK/P-CARD	NEW TV SERIES - THE GOOD	28.99
US BANK/P-CARD	NEW TV SERIES DVD - THE G	16.96
US BANK/P-CARD	NEW TV SERIES REL. -MODE	14.99
US BANK/P-CARD	NPL LOCAL PROGRAM - FINIS	26.58
US BANK/P-CARD	OFFICE SUPPLIES - PLANNER	34.98
US BANK/P-CARD	PART FOR NETWORK RACK	44.42
US BANK/P-CARD	PATRON DVD REG.FALLEN I	19.97
US BANK/P-CARD	PATRON DVD REQUEST - CROS	9.82
US BANK/P-CARD	PATRON DVD REQUEST- CAGE	19.74
US BANK/P-CARD	PATRON REG. - DEBT-FREE	13.99
US BANK/P-CARD	PATRON REG. - MODERN RESI	30.00
US BANK/P-CARD	PROGRAM SUPPLIES	36.77
US BANK/P-CARD	PROGRAMMING SUPPLIES	127.88
US BANK/P-CARD	REPL. BOOK ON CD - MYSTER	9.94
US BANK/P-CARD	REPL. GAME - BIG BEACH SP	10.88
US BANK/P-CARD	REPL. GAME - SONIC MANIA	28.99
US BANK/P-CARD	RET/BRND108 IN BLACK	-59.94
US BANK/P-CARD	SUPPLIES - RIBBONS/KIDS	13.00
US BANK/P-CARD	SUPPLIES-GLYCERIN	7.29
US BANK/P-CARD	SUPPLIES-PAINT/STREAMER	64.30
US BANK/P-CARD	SUPPLIES/AIR FRESHENER	25.70
VERIZON WIRELESS - PA	ACCT.#880398978-00001 FOR	403.66
WALMART COMMUNITY BRC	SEPT STMT/MISC SUPPLIES	1,022.13
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	638.51
WILCOX ELECTRIC & SERVICE INC	RADON SYSTEM	3,036.59
Library Fund	Library Administration - Total	25,822.37

Library Replacement Fund Library Administration

Vendor Name	Payment Description	Transaction Amount
MCLEAN COUNTY ASPHALT	ASPHALT OVERLAY	19,263.00
Library Replacement Fund	Library Administration - Total	19,263.00

Library Special Reserve Library Administration

Vendor Name	Payment Description	Transaction Amount
PRODUCT LLC	BATHROOM DESIGNS	2,500.00
PRODUCT LLC	CONSTRUCTION DOCUMENTS	3,000.00
Library Special Reserve	Library Administration - Total	5,500.00
Overall - Total		50,585.37

**Director's Report
November 20, 2019**

1. Monthly Financial Report

Revenue: The October operating revenues are up 0.94% compared to this time last year.

Expenses: An expenditures report as of November 13 is included in this packet.

2. Circulation

Circulation was down from October 2018 by 9,804 transactions, a decrease of 16.7%. YTD circulation is down by 23,800, a decrease of 5.5%.

3. Board Email Addresses

Please regularly check your normalpl.org email accounts.

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

Bid documents for the accessible restroom project will be published in the Normalite on November 14. We will seek Board approval of a bid at the December meeting, and plan for the project to be completed by May 2020.

5. Staff Seating

Staff seating has been ordered and is scheduled to arrive in mid-December.

6. FY2020 Illinois Public Library Per Capita Grant

We seek Board approval of the FY2020 Illinois Public Library Per Capita Grant application. Prior to doing so, please review Trustee Facts File (Fourth Edition) Appendices included in this packet.

7. Budget Preparation

The budget process continues to move forward. The budget work session will take place on Thursday, January 16 at noon in the Council chambers.

8. Director Performance Review

Enclosed in this packet is the current performance review form used by the Board to evaluate the library director. A possible timeline for this process:

December 31:	Director goals and accomplishments to Board
January 20:	Board input due to Jd
January 29:	Board executive session to discuss director review
February 26:	Director review

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,870,800	\$ 3,807,550	98.37	\$ 3,794,687	0.34
State Replacement Taxes	100,100	109,004	108.89	81,221	34.21
State Library Aid	40,000	65,621	164.05	65,621	0.00
Fees	33,000	21,395	64.83	24,813	(13.78)
Fines	18,000	9,311	51.73	8,963	3.88
Investment Income	46,500	28,889	62.13	27,696	4.31
Contributions & Donations	200	725	362.50	720	0.69
Miscellaneous Revenue	200	159	79.27	1,157	(86.30)
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	-	-
Library Fund Total	4,114,800	4,042,653	98.25	4,004,878	0.94
LIBRARY REPLACEMENT FUND 222					
Investment Income	17,160	13,419	78.20	10,180	31.82
Miscellaneous Revenue	-	-	-	-	-
Transfers	155,697	90,823	58.33	119,000	(23.68)
Library Replacement Fund Total	172,857	104,243	60.31	129,180	(19.30)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	100	1,327	1,327.44	-	100.00
Miscellaneous Revenue	-	50,000	-	-	100.00
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,186,219	1,237,446	104.32	-	100.00
Total For All Funds	\$ 5,473,876	\$ 5,384,342	\$ 263	\$ 4,134,058	30.24

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

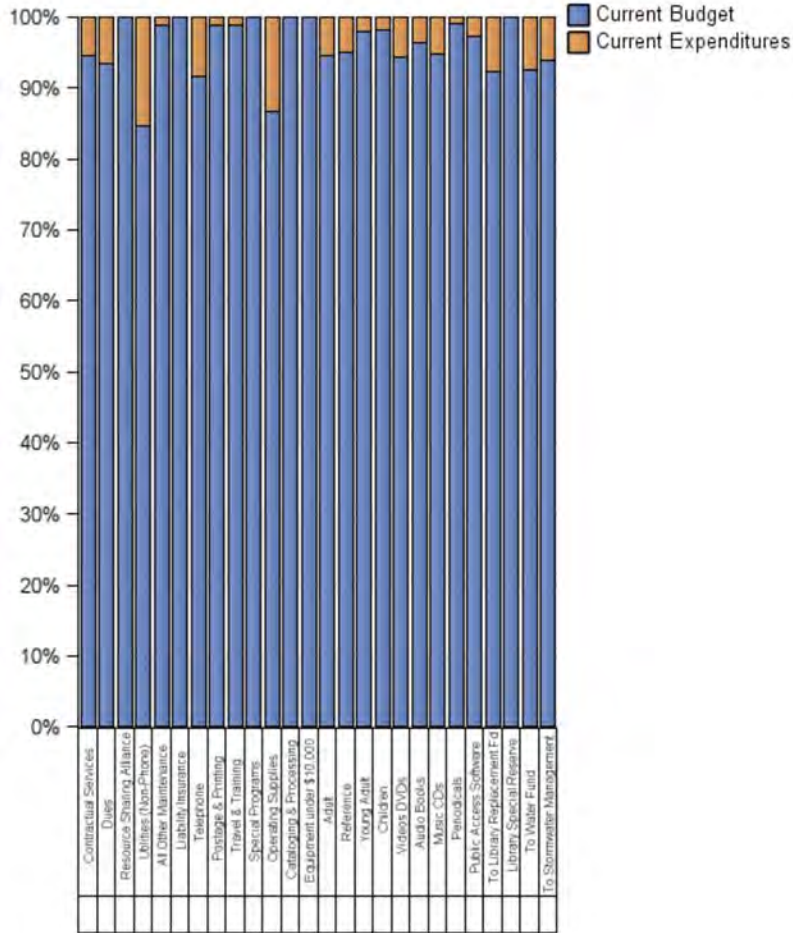
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,068,159	\$ 3,000,358	\$ 217,295	\$ 1,850,506	\$ 1,983,070	36.51
Library Fund Total	5,068,159	3,000,358	217,295	1,850,506	1,983,070	36.51
LIBRARY REPLACEMENT FUND 222						
Administration	655,431	250,181	-	405,250	7,200	61.83
Library Replacement Fund Total	655,431	250,181	-	405,250	7,200	61.83
LIBRARY SPECIAL REVENUE FUND 223						
Administration	1,000	5,500	(5,500)	1,000	-	100.00
Library Special Revenue Fund Total	1,000	5,500	(5,500)	1,000	-	100.00
Total For All Funds	\$ 5,724,590	\$ 3,256,039	\$ 211,795	\$ 2,256,756	\$ 1,990,270	39.42

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

	As of October 31, 2019	As of March 31, 2019	Net Change
221 Library Fund	\$ 4,301,119.73	\$ 3,456,484.55	\$ 844,635.18
222 Library Replacement Fund	\$ 1,999,043.19	\$ 2,104,722.90	\$ (105,679.71)
223 Library Reserve Fund	\$ 1,237,446.44	\$ -	\$ 1,237,446.44
Totals	<u>\$ 6,300,162.92</u>	<u>\$ 5,561,207.45</u>	<u>\$ 738,955.47</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

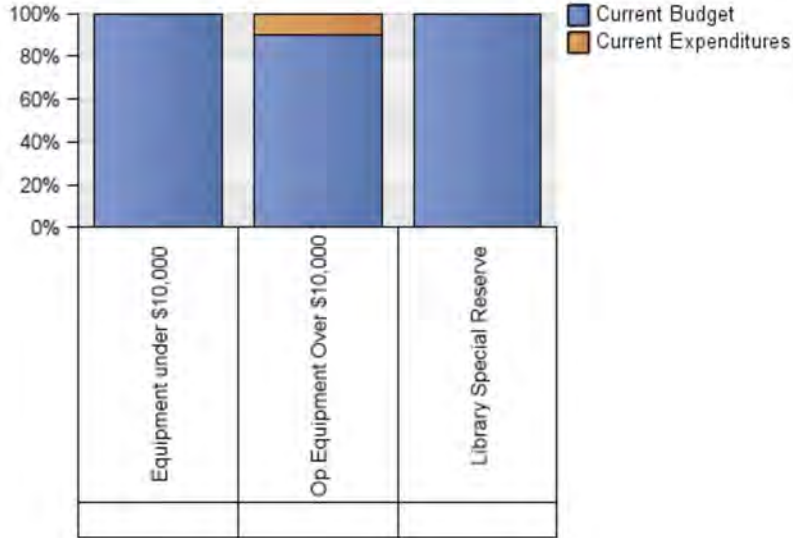


Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc		
Library Fund	Library Administration	221-9010-455.20-10	Contractual Services	\$6,252.19	\$55,369.17	\$12,286.26	\$110,343.00	\$36,435.38	\$110,233.00	33%	\$18,538.45
		221-9010-455.20-20	Dues	\$375.00	\$2,214.00	\$0.00	\$5,305.00	\$2,716.00	\$5,305.00	51%	\$375.00
		221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$62,439.00	\$0.00	\$63,174.00	\$735.00	\$63,174.00	1%	\$0.00
		221-9010-455.25-10	Utilities (Non-Phone)	\$8,663.31	\$14,264.30	\$0.00	\$48,100.00	\$25,172.39	\$48,100.00	52%	\$8,663.31
		221-9010-455.25-60	All Other Maintenance	\$757.73	\$30,131.15	\$18,175.35	\$66,327.00	\$17,262.77	\$66,327.00	26%	\$18,933.08

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	\$1,094.86	\$3,729.96	\$717.52	\$12,096.00	\$6,553.66	\$12,096.00	54%	\$1,812.38
221-9010-455.30-25	Postage & Printing	\$268.74	\$13,944.33	\$8,892.75	\$24,624.00	\$1,518.18	\$24,624.00	6%	\$9,161.49
221-9010-455.30-35	Travel & Training	\$296.28	\$7,187.18	\$0.00	\$25,833.00	\$18,349.54	\$25,833.00	71%	\$296.28
221-9010-455.30-40	Special Programs	\$0.00	\$450.21	\$0.00	\$7,862.00	\$7,411.79	\$7,862.00	94%	\$0.00
221-9010-455.35-10	Operating Supplies	\$6,490.04	\$18,180.53	\$12,323.07	\$42,628.00	\$5,634.36	\$42,628.00	13%	\$18,813.11
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$5,871.05	\$9,127.43	\$17,869.00	\$2,870.52	\$17,869.00	16%	\$9,127.43
221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
221-9010-455.36-10	Adult	\$5,491.07	\$45,534.30	\$26,491.54	\$97,850.00	\$20,333.09	\$97,850.00	21%	\$31,982.61
221-9010-455.36-15	Reference	\$320.20	\$4,348.00	\$1,306.80	\$6,000.00	\$25.00	\$6,000.00	0%	\$1,627.00
221-9010-455.36-20	Young Adult	\$260.03	\$2,752.65	\$6,587.32	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$6,847.35
221-9010-455.36-25	Children	\$1,643.26	\$24,626.87	\$56,826.70	\$85,591.00	\$2,494.17	\$82,400.00	3%	\$58,469.96
221-9010-455.37-15	Videos DVDs	\$2,440.32	\$15,411.35	\$18,284.50	\$41,200.00	\$5,063.83	\$41,200.00	12%	\$20,724.82
221-9010-455.37-20	Audio Books	\$1,710.62	\$9,665.73	\$24,504.29	\$44,290.00	\$8,409.36	\$44,290.00	19%	\$26,214.91
221-9010-455.37-30	Music CDs	\$331.39	\$1,356.67	\$3,332.70	\$6,180.00	\$1,159.24	\$6,180.00	19%	\$3,664.09
221-9010-455.38-10	Periodicals	\$165.00	\$2,746.98	\$12,383.00	\$16,019.00	\$724.02	\$16,019.00	5%	\$12,548.00
221-9010-455.38-20	Public Access Software	\$3,786.20	\$97,782.42	\$479.40	\$132,300.00	\$30,251.98	\$132,300.00	23%	\$4,265.60
221-9010-455.92-22	To Library Replacement Fd	\$12,974.75	\$77,848.50	\$0.00	\$155,697.00	\$64,873.75	\$155,697.00	42%	\$12,974.75
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	\$248.44	\$1,221.24	\$0.00	\$3,080.00	\$1,610.32	\$3,080.00	52%	\$248.44
221-9010-455.95-10	To Stormwater Management	\$50.60	\$303.60	\$0.00	\$773.00	\$418.80	\$773.00	54%	\$50.60
Summary		53,620.03	1,484,304.19	217,294.63	2,017,708.00	262,489.15	2,014,407.00	0.13	270,914.66

Budget to Actual Expenditures

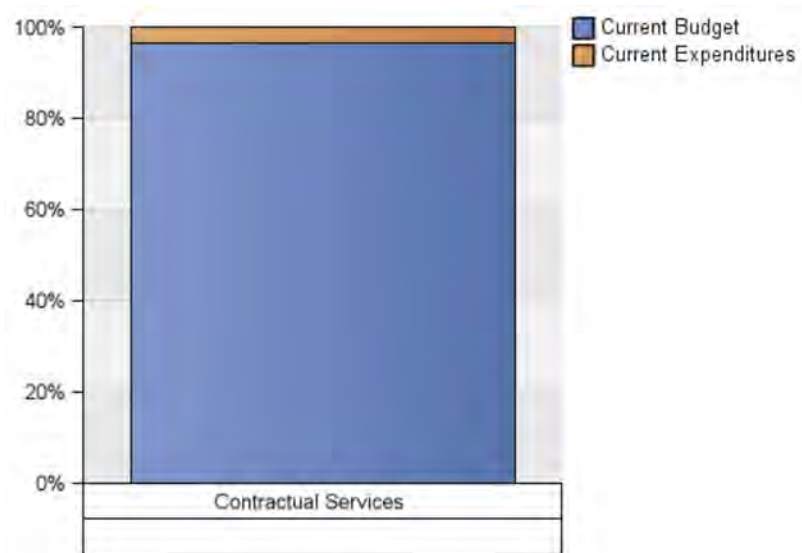
Library - Administration (Library Replacement Fund)



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	\$19,263.00	\$0.00	\$0.00	\$169,023.00	\$149,760.00	\$125,000.00	89%	\$19,263.00
			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		19,263.00	230,918.00	0.00	655,431.00	405,250.00	477,068.00	0.62	19,263.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$5,500.00	\$0.00	\$0.00	\$156,713.00	\$151,213.00	\$1,000.00	96%	\$5,500.00
Summary					5,500.00	0.00	0.00	156,713.00	151,213.00	1,000.00	0.96	5,500.00

OCTOBER 2019
 Monthly Statistics

Normal Public Library
 Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	OCTOBER	YTD	OCTOBER	YTD	OCTOBER	YTD
Juvenile - Fiction	9,748	81,397	12,405	90,066	11,589	84,367
Nonfiction	4,084	28,884	4,996	31,221	4,782	29,536
Paperbacks	12,199	103,489	14,626	111,470	14,609	110,500
Magazines	16	337	56	454	55	347
Juvenile - AV	760	6,428	1,015	6,572	776	5,732
Juvenile - Other	31	232	26	184	15	114
Juvenile - Total	26,838	220,767	33,124	239,967	31,826	230,596
Teen - Fiction	735	9,230	1,052	10,331	1,132	9,537
Paperbacks	71	940	115	1,029	115	1,188
Magazines	-	6	-	31	1	27
Teen - Total	806	10,176	1,167	11,391	1,248	10,752
Adult - Fiction	2,821	29,077	4,357	32,962	3,977	31,262
Nonfiction	2,696	21,965	2,872	23,666	3,389	25,526
Paperbacks	655	5,160	840	6,543	946	7,139
L.P. paperbacks	148	1,143	84	460	71	521
Large Print	1,330	12,231	2,012	13,752	1,683	12,787
Magazines	227	2,352	402	2,762	307	3,211
Other	532	4,971	595	5,113	663	5,303
Adult - Total	8,409	76,899	11,162	85,258	11,036	85,749
DVD	2,055	21,063	3,358	25,438	3,924	28,456
CD	1,068	7,228	1,108	7,481	1,233	9,692
Books on CD	636	5,820	988	6,939	953	7,984
MP3	41	365	88	635	85	730
Streaming Video	212	931	94	729	71	492
Downloadable Music	608	4,079	748	5,949	721	5,233
eAudiobooks	1,986	13,386	1,290	8,462	718	4,968
eBooks	2,671	19,686	1,982	14,634	1,750	10,560
Zinio eMagazines	113	745	64	367	68	441
Playaways	319	2,566	373	2,875	408	2,658
Software/Hardware	75	509	101	741	118	683
Video Games	298	2,834	292	2,588	215	2,294
AV - Total	10,082	79,212	10,486	76,838	10,264	74,191
Subtotal - Circulation	46,135	387,054	55,939	413,454	54,374	401,288
<Add deposits: 1500>	1,500	10,500	1,500	10,500	1,500	10,500
<Add in-library use: 1100>	1,100	7,700	1,100	7,700	1,100	7,700
Total Circ	48,735	405,254	58,539	429,054	56,974	419,488

OCTOBER 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,501	28,451	219	269	1,468	1,246
Nonfiction	19,693	19,684	148	157	867	658
Paperbacks	32,738	32,936	353	155	2,264	2,401
Magazines	285	306	22	1	99	4
Juvenile - AV	2,493	2,526	44	11	291	138
Juvenile - Other	89	89	-	-	-	1
Juvenile - YTD Total	83,799	83,992	786	593	4,989	4,448

Teen - Fiction	5,071	5,110	42	3	417	590
Paperbacks	902	900	-	2	3	124
Magazines	78	81	3	-	15	-
YTD Total	6,051	6,091	45	5	435	714

Adult - Fiction	22,259	22,370	124	13	1,086	958
Nonfiction	22,275	21,897	114	492	807	657
Paperbacks	7,132	7,190	58	-	285	27
LP paperbacks	777	777	-	-	36	6
Large Print	9,003	9,068	75	10	454	629
Magazines	3,455	3,607	160	8	1,098	89
Other	1,196	1,208	13	1	75	4
YTD Total	66,097	66,117	544	524	3,841	2,370

DVD	17,889	18,006	131	14	1,092	573
CD	8,767	8,572	8	203	114	1,685
Books on CD	5,718	5,718	-	-	111	351
MP3	812	812	-	-	1	157
Playaways	1,998	2,018	20	-	159	2
Software/Hardware	48	48	-	-	-	-
eContent	8,053	8,053	-	-	696	1,915
Video Games	704	705	1	-	63	3
YTD AV Total	43,989	43,932	160	217	2,236	4,686

Total Collection	199,936	200,132	1,535	1,339	11,501	12,218
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OCTOBER 2019

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	33,188	306	10	33,484
Teen	3,280	5	12	3,273
Juvenile	8,430	23	16	8,437
Total	44,898	334	38	45,194

2020 YTD	2019 YTD	2018 YTD
33,484	30,555	27,339
3,273	3,042	1,621
8,437	7,530	5,028
45,194	41,127	33,988

Patron Count	
Patron Count: Month	23,611
Offsite programs (est)	-
Previous Month YTD	149,367

172,978	177,042	172,611
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Interlibrary Loan and System Holds		
	OCTOBER 2019	Previous Month YTD
Borrowed/Rec'd	1,467	8,121
Loaned	2,087	8,938
Reciprocal borrowing	15,034	109,616

9,588	8,290	7,053
11,025	8,882	7,763
124,650	140,363	145,131

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	292	226	46
Adult	1,621	1,406	52
Public Laptop	158	207	79
TOTALS	2,071	1,839	53

YTD Uses
2,618
11,355
1,032
15,480

Appendices



Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939 by the ALA Council; amended October 14, 1944; June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to nonprint materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board

resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA website, www.ala.org/oif:

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Digital Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender Identity, Gender Expression, or Sexual Orientation
- Access to Resources in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Importance of Education on Intellectual Freedom
- Intellectual Freedom Principles for Academic Libraries
- Labeling and Rating Systems
- Library-Initiated Programs as a Resource
- Minors and Internet Interactivity
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Services to People with Disabilities
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

Appendix B

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another

individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

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Appendix C

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

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Appendix D

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners—informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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Appendix E

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

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Appendix F

Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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Appendix G

Selected Resources

Library Periodicals

American Libraries. Chicago: American Library Association, free monthly as an ALA member.

ILA Reporter. Chicago: Illinois Library Association, free bimonthly as an ILA member.

Library Journal. New York: Bowker, semimonthly.

Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.

_____. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.

Public Libraries. Chicago: American Library Association, free quarterly as a PLA member.

United for Libraries Newsletter. Chicago: United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations, free to members,

Organizations

NATIONAL

American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

American Library Association

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

ALA Washington Office

1615 New Hampshire Ave., 1st floor NW

Washington, DC 20009-2520

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

<http://www.ala.org/washoff/>

Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

Urban Libraries Council

125 S. Wacker Dr., Ste. 1050

Chicago, IL 60606

phone: (312) 676-0999

fax: (312) 676-0950

<http://www.urbanlibraries.org>

STATE

Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

Illinois Library Association

33 West Grand Ave., Suite 401

Chicago, IL 60654-6799

phone: (312) 644-1896

fax: (312) 644-1899

<http://www.ila.org>

Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use

in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and

- grants of federal funds to local libraries under the Library Services and Technology Act.

Illinois State Library (ISL)

300 S. Second St.

Springfield, IL 62701-1796

phone: (217) 782-2994

phone: 800-665-5576

fax: (217) 785-4326

<http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>

REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, three Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs.

Chicago Public Library System (CPLS)

400 S. State St.

Chicago, IL 60605-1203

phone: (312) 747-4090

fax: (312) 747-4968

<http://www.chipublib.org>

Illinois Heartland Library System (IHLS)

425 Goshen Rd.

Edwardsville, IL 62025-3045

phone: (618) 656-3216 or 800-642-9545

fax: (618) 656-9401

<http://www.illinoisheartland.org>

Reaching Across Illinois Library System (RAILS)

125 Tower Dr.

Burr Ridge, IL 60527-5783

phone: (630) 734-5000

fax: (630) 734-5050

<http://www.railslibraries.info>

Websites

American Library Association

<http://www.ala.org>

Benton Foundation

<http://www.benton.org>

Board Source

<http://www.boardsource.org>

Electronic Frontier Foundation

<http://www.eff.org>

Illinois Library Association

<http://www.ila.org>

Illinois School Library Media Association

<http://www.islma.org>

Illinois State Library

<http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>

Illinois State Library/Administrative Ready Reference Menu

<http://www.il.webjunction.org/readyref>

Institute for Museum and Library Services

<http://www.ims.gov/>

Public Library Association

<http://www.pla.org>

United for Libraries: the Association for Library Trustees, Advocates, Friends and Foundations

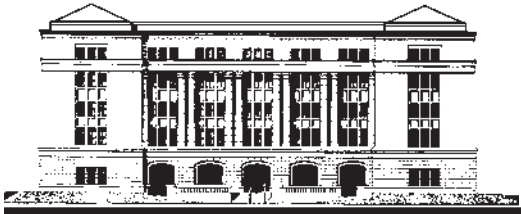
<http://www.ala.org/altaff>

Urban Libraries Council

<http://www.urbanlibraries.org>

NOTE

Many issues involving libraries pass through the U.S. Congress and the Illinois General Assembly each year. For current information including an overview of the legislative session and specific legislation, please go to the ILA website, <http://www.ila.org/advocacy/index.htm>.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

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

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

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

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

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

1. Legal name of library: Normal Public Library

2. Library's control number: 30498 Branch number: 00

3. Contact information of the person completing this grant application:

Preparer's name: Brian Chase
(First name) (Last name)

Preparer's title: Library Director

Preparer's phone number: (309) 433-3499

Preparer's email: bchase@normalpl.org

4. **Population Served:** 52,497

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. Standards Chapter Review, Public Service: The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The library director and the Board of Trustees reviewed Chapter 3, "Personnel," of "Serving our Public 3.0: Standards for Illinois Public Libraries, 2014" on October 30, 2019, including the check list at the end of the chapter. Per that review, Normal Public Library will:

- Review and update job descriptions;
- Include updated job descriptions in personnel policy;
- Improve library-wide orientation for all staff and volunteers;
- Ensure library trustees and administrators are aware of federal, state and local statutes and regulations relevant to personnel administration, as listed at the end of Chapter 3;
- Ensure the library complies with all state and federal laws that affect library operations.

6. Trustees Fact File: The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

Trustees reviewed chapters 11-14 and all appendices of "Trustee Facts File, Fourth Edition" and determined the library will:

- Continue to explore additional sources of funding, including working with the Normal Public Library Foundation on fundraising campaigns, seeking grants, and exploring "round up" opportunities with local merchants;
- Expand and strengthen their local advocacy network, including meetings with elected officials;
- Develop an advocacy plan to define priorities and to optimize resources;
- Be involved in ILA, PLA, ALA;
- Create a public relations policy;
- Prioritize public relations as a duty of designated staff;
- Identify a public relations professional or firm to assist in optimizing the effectiveness of public relations efforts;
- Meet with trustees of neighboring libraries to strengthen relationships;
- Arrange for an attorney to present to the full Board on legal issues related to libraries and trusteeship.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

Trustee Pam Lewis viewed the RAILS webinar "21st Century Libraries for 21st Century Libraries" on October 23, 2019. Library director Brian Chase viewed the RAILS webinar "Keeping Patrons Safe: Our Responsibilities During High-Risk Situations" on October 30, 2019. Modifications to current practices or policies that may occur in the forthcoming year include:

- Add active shooter (Run/Hide/Fight) training video to staff training via Niche Academy (done);
- Conduct security assessment with Normal Police Department; invite NPD for daily safety checks (done);
- Update emergency response plans and protocols; move to monthly training on emergency response scenarios;
- Add AED training to initial and ongoing staff training.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

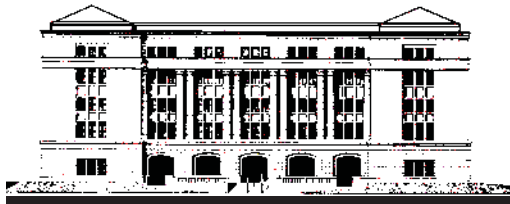
Both library staff and the Board of Trustees are familiar with the Illinois Digital Archives (IDA) and the Digital Public Library of America (DPLA). Normal Public Library does not have a collection of original source materials relevant to Illinois history and culture that would be appropriate for inclusion in the DPLA and the IDA. Staff would like to receive a follow-up call from the Illinois State Library.

Normal Public Library's role in the collection, exhibition and promotion of local history in our community includes:

- Offering a small collection of local history resources, including both circulating and reference collections;
- Referring patrons to the McLean County Museum of History for additional access to local history resources;
- Working with staff at Illinois State University, including both Milner Library and University Archives, to curate historical displays of interest to the local community. A recent collaboration was a joint World War One Centennial display.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

Normal Public Library will use FY2020 grant monies to fund participation in the Resource Sharing Alliance regional consortium to enable resource sharing through reciprocal borrowing, system-wide holds and interlibrary loan. Any remaining grant monies will be used to fund participation in the Alliance Digital Media Library (an ebook consortium administered via the Resource Sharing Alliance), to purchase additional downloadable and/or streaming content for our customers, or to purchase circulating materials for all ages.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Normal Public Library **City:** Normal

Control Number: 30498 **Branch Number:** 00

Fiscal Year: 2018 **Exact amount of Per Capita Grant received:** \$65,621.25

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

FY2018 Illinois Public Library Per Capita Grant funds were used to purchase circulating materials including books, audio books and DVDs for all ages.

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

Normal Public Library Library Director Evaluation Form

(Please check one box in each category)

Overall Rating

	4	Clear Mastery	<p>Overall Rating</p> <p>4 = Clear Mastery – Consistently demonstrates exceptional performance. 3 = Strong Evidence - Often demonstrates performance beyond expectations 2 = Some Evidence – Performance meets expectations. 1 = Development Opportunity – Performance needs attention. 0 = No Opportunity to Observe</p>
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

Category 1 – General Board Assistance

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Assists in the planning of board meeting agendas and organizing supporting data, including official minutes and records. • Makes significant contributions in meetings, both listening and responding. • Keeps board informed on legislative and legal matters affecting the Normal Public Library. • Assists board in orientation of new trustees, including introduction to library procedures, departments and staff.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

Category 2 – Policies and Long Range Planning

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Provides board with adequate information for them to formulate effective policy. • Develops administrative policies that implement board policies. • Implements policies of the board and interprets them to the staff and public. • Prepares and recommends an effective future planning program.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	

Comments:

Category 3 – Finance

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Provides adequate and effective financial information required for making financial and budgetary decisions. • Prepares annual budget for board consideration. • Assists board in developing overall plans for effective use of library finances. • Develops and recommends programs for state and federal grants, as appropriate.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
<p>Comments:</p>			

Category 4 – Building and Grounds

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Directs and supervises maintenance of building, grounds and property. • Assists insurance agent in determining value of library building and contents for adequate coverage.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
<p>Comments:</p>			

Category 5 – Community Relations and Service

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Combines judgment of people and knowledge of library materials to select materials and media that meet reader’s needs. • Evaluates community interests and needs; recommends programs and services designed to respond to these needs. • Maintains and promotes a public information program covering all aspects of library programs and services. • Maintains an effective liaison with local governments, agencies, civic organizations and special interest groups. • Readily understands library users requests; easily approached and responsive.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
<p>Comments:</p>			

Category 6 – Dependability: Reliability in initiating projects and following through on responsibilities.

4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Demonstrates regularity and reliability in maintaining working hours. • Establishes lines of responsibility clearly among staff, day-to-day and in absence of the director. • Begins working on new projects without waiting to be told. • Good supervisory ability; keeps things running smoothly. • Handles board and public inquiries and requests promptly. • Establishes priorities for work to be done, by self and others. • Originates new approaches to problems and encourages subordinates to try new methods and ideas • Converts decisions into effective and decisive action. • Seeks solutions rather than excuses.
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	
<p>Comments:</p>		

Category 7 – Work Relationships: Willingness to cooperate as a team member.

4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> • Encourages and promotes needed personnel development and training programs. • Creates an effective environment through which all employees are informed of board goals, plans and decisions. • Makes full use of the skills and abilities of subordinates. • Recognizes good work of others and expresses appreciation and support. • Deals justly and impartially with personnel; objective, sympathetic and understanding. • Encourages others to express their ideas and opinions. • Has subordinates participate in setting work objectives and schedules. • Effectively delegates responsibilities and authority at all levels. • Periodically checks the performance of others on duties that have been delegated. • Systematically evaluates personnel directly responsible to him. • Understands how off-the-job problems can be related to on-the-job performance. • Has a plan for self-development and is actively engaged in it.
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	
<p>Comments:</p>		

Category 8 – Professional Involvement

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> Participates in local, state and national library activities.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Comments:			

Category 9 – Professional Presentation and Appearance: Professional image, appropriateness of actions and reaction, attention to personal appearance.

	4	Clear Mastery	<p>Competency Description</p> <ul style="list-style-type: none"> Expresses his ideas clearly. Is firm and fair in dealing with subordinates and associates. Creates agreeable relationships and is always cooperative; strong force for group morale. Approaches assignments with enthusiasm. Adjusts rapidly to changes in situations, plans or procedures. Handles workload effectively under pressure. Maintains control of his emotions when things are not going right. Responds intelligently to criticism of his own actions. Is well groomed: dresses appropriately.
	3	Strong Evidence	
	2	Some Evidence	
	1	Development Opportunity	
	0	No Opportunity to Observe	
Comments:			

Additional Comments: