



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
December 18, 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. Approval of Bidder for Accessible Restroom Project (Action)
 - B. FY2020-2025 Budget (Discussion)
 - C. Director Performance Review Form (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: January 29, 2020
12. Adjournment

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

The Board of Trustees of Normal Public Library may attend the Budget Work Session of the Normal Town Council, tentatively scheduled for 12:00 pm on January 16, 2020, at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761.

**Minutes of the Board of Trustees
Normal Public Library
November 21, 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, November 20, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jim Rogal acting as secretary.

Members Present: Jess Ray, President, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

Members Absent: Jd Davis, Secretary, Pam Lewis, Terry Lindberg, Vice President

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, and John Fischer, Adult Services and Circulation Manager, 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 October 30, 2019 meeting. Ms. Ripley-Gataric seconded. Motion carried 4-0.

Approval of Expenditures: Ms. Ripley-Gataric moved to approve the expenditures of \$50,585.37 and two payrolls of \$ 164,400.24. Ms. Trunnell seconded. Motion carried 4-0.

President's Report: Mr Ray said thank you to staff.

Public Comment: None

Library Director's Report:

Mr. Chase, staff seating has been ordered. DVD coupons will be for sale. Custom catalogs for different specific topics such as games and "library of things" may be an option. 50th episode of the podcast came out today. Meet and greet with the Bloomington Public Library is being pursued. Water Fountain on the basement level needs to be fixed or replaced. Sensory App (Infiniteach) that will provide library specific information to assist patrons in preparing for a visit to the library.

Foundation Report: Annual campaign and Giving Tuesday coming up. Structure conversations for early 2020 for individual donors.

New Business

FY2020 Illinois Public Library Per Capita Grant Application (Action)

Discussed review of chapters required under the application such as the Library bill of Rights. We have already started putting some of the suggestions into practice such as a security assessment by the Normal Police Department. Motion made by Ms. Ripley-Gataric and second by Ms Trunnell. Motion carried 4-0.

FY202-2025 Budget (Discussion)

Nothing has been done since changes were asked for based on a slight reduction in our budget. Digital costs continue to rise in the per use content. January 16th at noon will be the budget discussion with the Town of Normal at noon.

Director Performance Review Form (Discussion)

Possible changes to the review form and how that might impact our current review timeline. Changes would need to be submitted by January 1st. Chairman Ray had some general ideas on how some of the forms could be changed without too much impact to the process. Ms. Trunnell commented about her one time filling out the form and what she has seen in other forms used by other libraries through an ILA training session she attended. It should not be a review of the library but of the director specific. Mr. Chase will make some of the basic changes to the form that were suggested and will forward it back to the board for further review.

Executive Session: None

Next meeting agenda

- Choosing of bid for accessible restroom renovations
- 2020 Budget discussion
- Director Performance review

Adjournment

Meeting adjourned at 6:24pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Nov 14, 2019 and Dec 11, 2019

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	54.00
Kyle O'Daniel	REPLACE CHECK 106901	66.52
Kyle O'Daniel	REPLACE CHECK 111176	17.76
Library Fund	- Total	138.28

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
APRIL L FISHER	CHRISTMAS ORNAMENT CLASSE	70.00
APRIL L FISHER	MAKE IT TAKE IT LEGO SETS	195.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,633.92
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	129.24
BAKER & TAYLOR COMPANIES	BOOKS	887.40
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,535.63
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	2,133.89
BAKER & TAYLOR COMPANIES	YA BOOKS	10.20
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	353.46
BAKER & TAYLOR CONTINUATION	COMM ACCT	135.72
BAKER & TAYLOR CONTINUATION	CONTINUATION ACCT BOOKS	292.00
BARNES & NOBLE INC	ADULT BOOKS	152.60
BILL'S KEY & LOCK SHOP	MOBILE SERVICE	77.00
BRODART COMPANY	ADULT BOOK	14.60
CDW GOVERNMENT INC	PATCH PANEL	525.60
CDW GOVERNMENT INC	TRIPP 1FT CAT6 SNAGLESS	657.80
CDW GOVERNMENT INC	TRIPP 50PK 3FT CAT 5	436.60
CENGAGE LEARNING INC	BOOKS - PEER PICKS	47.23
CENGAGE LEARNING INC	BOOKS-MYSTERY SAMPLER	67.47
CENGAGE LEARNING INC	LARGE PRINT BOOKS-6 PLAN	23.25
CENGAGE LEARNING INC	NOV BASIC 8 PLAN	210.67
CENGAGE LEARNING INC	NOV BIOGRAPHY 2 PLAN	77.22
CENGAGE LEARNING INC	NOV CHRISTIAN FICTION 4	97.46
CENGAGE LEARNING INC	NOV CHRISTIAN ROMANCE 2PL	47.23
CENGAGE LEARNING INC	NOV CORE 8 PLAN	153.69
CENGAGE LEARNING INC	NOV LARGE PRINT 6 PLAN	91.50
CENGAGE LEARNING INC	NOV MYSTERY 6 PLAN	173.18
CENGAGE LEARNING INC	NOV REVIEWERS CHOICE 2 PL	47.23
CENGAGE LEARNING INC	WHEELER HRDCVR 5 PLAN	134.95
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	46.50
CHIEF CITY MECHANICAL INC	DRINKING FOUNTAIN REPAIRS	3,859.00
CHIEF CITY MECHANICAL INC	FAUCET REPLACEMENT	98.00
CIRBN, LLC	INTERNET SERVICE	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION SVCS STWD	50.00
ELM USA INC	COMPOUND 750 ML SOL D	185.95
Emily Klay	3 DAYS @ CONFERENCE IN ST	627.79
Enoch Kindseth	TO/FROM SPRINGFIELD FOR M	88.16
Feras Becerra	SUPPLIES FROM HOBBY LOBBY	68.40
FINDAWAY WORLD LLC	PLAYAWAYS	1,482.25
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SALT AND SNOW REMOVAL	252.00
INFORMATION TODAY INC	SUBSCRIPTION RENEWAL	114.95
Jessica Davis	ILA TRUSTEE DAY IN TINLEY	128.76

JUNIOR LIBRARY GUILD	CHILDRENS BOOKS	16,646.72
Laura Golaszewski	MEALS @CONFERENCE IN ST.L	55.68
Lolita Green	5 POINSETTIA FROM ROTARY	50.00
MENARDS	FLASHLIGHTS, SUPPLIES	61.90
MIDWEST TAPE	AUDIO BOOKS	89.98
MIDWEST TAPE	CD WHAT YOU SEE WHAT YOU	21.98
MIDWEST TAPE	DUTCH HOUSE	79.98
MIDWEST TAPE	DVD CRAWL, INDIAN HORSE	118.20
MIDWEST TAPE	DVDS	119.93
MIDWEST TAPE	MUSIC CDS	107.92
MIDWEST TAPE	SOLE SOURCE	5,000.00
MILLER JANITOR SUPPLY	BATHROOM DISINFECTANT	73.00
MILLER JANITOR SUPPLY	ICE MELT,TOILET PAPER	350.75
NEOPOST USA INC	METER RENTAL	85.51
NEW YORK TIMES COMPANY	WEB SUBSCRIPTION	1,606.80
NICOR GAS	ENERGY USAGE	359.77
QUILL CORPORATION	OFFICE SUPPLIES	118.52
QUILL CORPORATION	PRINTER PAD	7.37
RECORDED BOOKS LLC	AUDIO BOOKS	801.19
RECORDED BOOKS LLC	BOOK ON CD	69.98
SAMS CLUB	FOOD, OFFICE SUPPLIES	365.10
SCHOLASTIC INC	CHILDRENS BOOKS	343.09
TODAYS BUSINESS SOLUTIONS TBS INC	ANNUAL SERVICE AGREEMENT	1,790.00
UNIQUE MANAGEMENT SERVICES INC	21 PLACEMENTS	187.95
UNITED STATES POSTAL SERVICE	FOR PO BOX #325- NORMAL P	234.00
US BANK/P-CARD	55-60 Gallon Trash Bags (53.98
US BANK/P-CARD	Antibacterial Foam Handwa	140.55
US BANK/P-CARD	Antibacterial Hand Soap 1	174.85
US BANK/P-CARD	Apple Lightning to Digita	44.96
US BANK/P-CARD	Art Gallery Supplies - Pi	17.95
US BANK/P-CARD	Bissell Cordless Vacuum (374.98
US BANK/P-CARD	Black Garbage Bags 16 gal	47.99
US BANK/P-CARD	Bubble Machine Fluid /1 G	59.92
US BANK/P-CARD	Emily's Design Conference	695.00
US BANK/P-CARD	Ethernet Crimper (1)	38.58
US BANK/P-CARD	Family Board Games - IMHO	57.68
US BANK/P-CARD	Food supplies for Events:	33.39
US BANK/P-CARD	Heavy Duty Cable Ties 100	14.37
US BANK/P-CARD	Heavy Duty Rolling Snow P	69.99
US BANK/P-CARD	Holiday Music CD - BEST O	9.99
US BANK/P-CARD	Holiday Music CD - CHICAG	9.97
US BANK/P-CARD	Holiday Music CD - CHRIST	26.87
US BANK/P-CARD	Holiday Music CD - CLASSI	12.98
US BANK/P-CARD	Holiday Music CD - ESSENT	16.95
US BANK/P-CARD	Holiday Music CD - GREATE	6.89
US BANK/P-CARD	Holiday Music CD - LIGHT	7.20
US BANK/P-CARD	Holiday Music CD - MAGIC	13.33
US BANK/P-CARD	Holiday Music CD - VERVE	12.66
US BANK/P-CARD	Hotel Accommodation for J	316.92
US BANK/P-CARD	HP Transfer Belt for Lase	270.48
US BANK/P-CARD	Ink Toner for HP Printer	586.49
US BANK/P-CARD	Ipad Case - Tech Playgrou	14.99
US BANK/P-CARD	Light Weight Nitrile Grip	21.98
US BANK/P-CARD	Lightning to HDMI Adapter	13.99
US BANK/P-CARD	Lunch for Volunteers cond	48.48

US BANK/P-CARD	Mailing - Board Packets	18.30
US BANK/P-CARD	New DVD Rel. - SUPER SIZE	18.51
US BANK/P-CARD	New Music Rel. - SURFACIN	11.29
US BANK/P-CARD	New Music Rel. Soundtrack	12.94
US BANK/P-CARD	New Rel. DVD - ANGRY BIRD	71.96
US BANK/P-CARD	New Rel. DVD - BRIAN BANK	71.96
US BANK/P-CARD	New Rel. DVD - CINDERELLA	19.98
US BANK/P-CARD	New Rel. DVD - GOOD BOYS	53.88
US BANK/P-CARD	New Rel. DVD - LION KING	119.96
US BANK/P-CARD	New Rel. DVD - PUPPY SWAP	8.72
US BANK/P-CARD	New Rel. TV Series DVD -	95.97
US BANK/P-CARD	New TV Rel. DVD - POLDARK	29.99
US BANK/P-CARD	New TV Series DVD - YELLO	19.95
US BANK/P-CARD	Pass Thru Modular Data PI	24.15
US BANK/P-CARD	Pizza For Children's Hall	50.00
US BANK/P-CARD	Plenum rated for ethernet	89.57
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Program Supplies - Art	4.67
US BANK/P-CARD	Program Supplies - Table	48.31
US BANK/P-CARD	Program Supplies for Chil	82.73
US BANK/P-CARD	Pwder Free Nitrile Textur	63.61
US BANK/P-CARD	Repl. Audio book - WAR &	13.98
US BANK/P-CARD	Repl. DVD - HALLOWEENTOWN	28.98
US BANK/P-CARD	Repl. DVD - HONEY I BLEW	5.99
US BANK/P-CARD	Repl. Music CD - NEW HORI	18.99
US BANK/P-CARD	Request - HBR's 10 Must R	27.78
US BANK/P-CARD	Supplies for Children's P	11.98
US BANK/P-CARD	Surface Cleaner - Clean b	91.78
US BANK/P-CARD	TV Series - VERA SET EIGH	26.57
US BANK/P-CARD	Wire Crimper & Twisted Pa	57.92
VERIZON WIRELESS - PA	ACCT.# 880398978-00001 FO	403.66
WALMART COMMUNITY BRC	OCT STMT/MISC SUPPLIES	1,233.06
WATTS COPY SYSTEMS, INC.	IMAGE CHARGE	92.00
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES	141.53
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	93.22
WILCOX ELECTRIC & SERVICE INC	REMOVE OLD OUTLET 3 NEW	701.18
Library Fund	Library Administration - Total	54,457.25

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CDW GOVERNMENT INC	1 FT CAT 6 SNAGLESS BLUE	394.01
CDW GOVERNMENT INC	1000FT CAT 6 CABLE BLUE	1,227.72
CDW GOVERNMENT INC	500VA LI ION 120V	320.35
CDW GOVERNMENT INC	APC SMART 1500VA SMARTCON	2,805.00
Library Replacement Fund Library	Administration - Total	4,747.08

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
NORMALITE	BID CALL NOTICE/NPL	160.00
Library Special Reserve Library	Administration - Total	160.00

Total expenditures:

\$59,502.61

**Director's Report
December 18, 2019**

1. Monthly Financial Report

Revenue: The November operating revenues are up 0.74% compared to this time last year.

Expenses: An expenditures report as of December 11 is included in this packet.

2. Circulation

Circulation was up from November 2018 by 1,309 transactions, an increase of 2.5%. YTD circulation is down by 25,091, a decrease of 5.2%.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

Advertisement for bids for the accessible restroom project was published in the Normalite on November 14. A mandatory pre-bid meeting was held on November 22. Bids were opened on December 12. We now seek Board approval of a successful bidder, 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

The Illinois State Library has confirmed receipt of the FY2020 Per Capita Grant application

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 a revised performance review form, as requested at the November meeting. 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

9. NPL Foundation Annual Campaign

The NPL Foundation will soon begin its second annual campaign.

10. Sensory App

Thanks to the generosity of our community on Giving Tuesday, we will move forward in developing a sensory app for our patrons.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 3,900,560	99.92	\$ 3,894,641	0.15
State Replacement Taxes	127,100	109,004	85.76	81,221	34.21
State Library Aid	65,621	65,621	100.00	65,621	0.00
Fees	38,000	24,422	64.27	27,778	(12.08)
Fines	15,000	10,731	71.54	10,545	1.77
Investment Income	51,000	31,097	60.97	30,492	1.98
Contributions & Donations	725	725	100.00	720	0.69
Miscellaneous Revenue	200	475	237.74	1,157	(58.90)
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,201,446	4,142,635	98.60	4,112,175	0.74
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	14,402	72.01	11,231	28.23
Miscellaneous Revenue	-	-	-	-	-
Transfers	219,244	116,507	53.14	136,000	(14.33)
Library Replacement Fund Total	239,244	130,909	54.72	147,231	(11.09)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	1,448	72.41	-	100.00
Miscellaneous Revenue	50,000	50,000	-	-	100.00
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,238,119	1,237,567	99.96	-	100.00
Total For All Funds	\$ 5,678,809	\$ 5,511,112	\$ 253	\$ 4,259,406	29.39

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

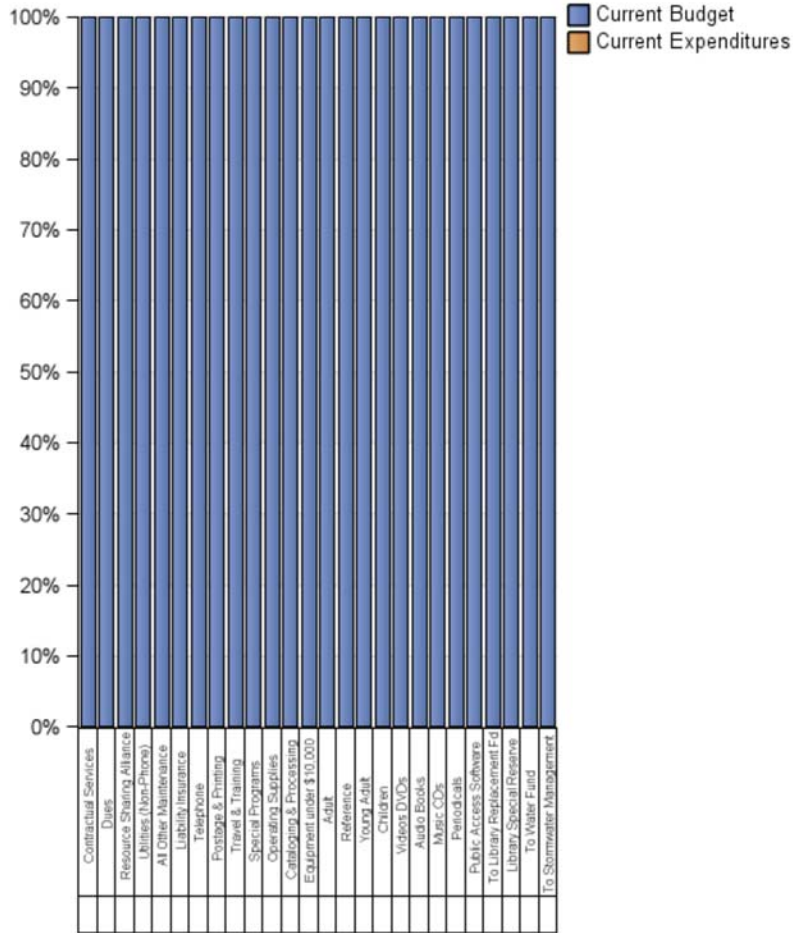
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,087,664	\$ 3,382,861	\$ 200,985	\$ 1,503,818	\$ 2,353,881	29.56
Library Fund Total	5,087,664	3,382,861	200,985	1,503,818	2,353,881	29.56
LIBRARY REPLACEMENT FUND 222						-
Administration	511,126	254,928	(4,747)	260,945	7,200	51.05
Library Replacement Fund Total	511,126	254,928	(4,747)	260,945	7,200	51.05
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	156,713	5,500	160	151,053	-	96.39
Library Special Revenue Fund Total	156,713	5,500	160	151,053	-	96.39
Total For All Funds	\$ 5,755,503	\$ 3,643,289	\$ 196,398	\$ 1,915,816	\$ 2,361,081	33.29

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

	As of	As of	
	November 30, 2019	March 31, 2019	Net Change
221 Library Fund	\$ 4,018,002.74	\$ 3,456,484.55	\$ 561,518.19
222 Library Replacement Fund	\$ 2,025,659.69	\$ 2,104,722.90	\$ (79,063.21)
223 Library Reserve Fund	\$ 1,232,067.24	\$ -	\$ 1,232,067.24
Totals	<u>\$ 6,043,662.43</u>	<u>\$ 5,561,207.45</u>	<u>\$ 482,454.98</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)



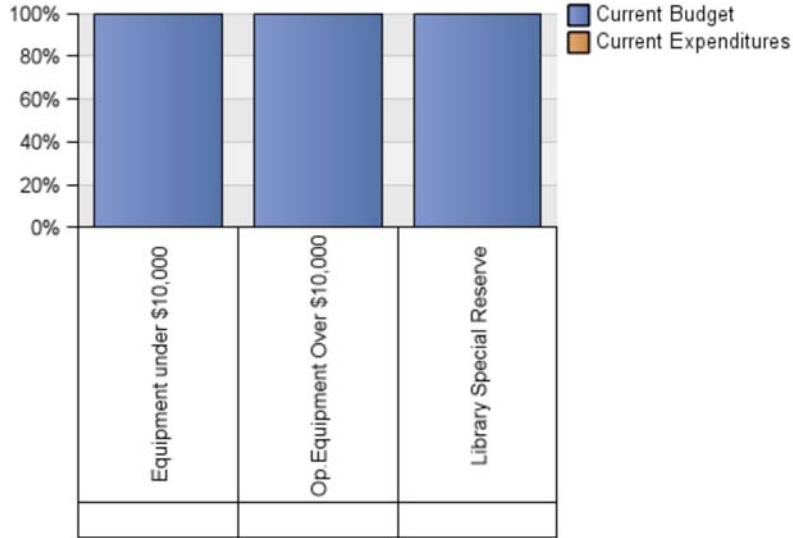
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Description	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$69,780.42	\$13,615.61	\$110,233.00	\$26,836.97	\$110,233.00	24%	\$13,615.61
			221-9010-455.20-20	Dues	\$0.00	\$2,664.00	\$0.00	\$5,305.00	\$2,641.00	\$5,305.00	50%	\$0.00
			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)	\$0.00	\$26,645.96	\$0.00	\$42,600.00	\$15,954.04	\$48,100.00	37%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$32,900.92	\$17,220.97	\$66,327.00	\$16,205.11	\$66,327.00	24%	\$17,220.97

221-9010-455.30-10	Liability Insurance	\$0.00	\$31,724.00	\$3,276.00	\$34,243.00	(\$757.00)	\$36,006.00	-2%	\$3,276.00
221-9010-455.30-15	Telephone	\$0.00	\$4,950.90	\$591.44	\$12,096.00	\$6,553.66	\$12,096.00	54%	\$591.44
221-9010-455.30-25	Postage & Printing	\$0.00	\$14,316.88	\$8,807.24	\$24,624.00	\$1,499.88	\$24,624.00	6%	\$8,807.24
221-9010-455.30-35	Travel & Training	\$0.00	\$9,463.04	\$0.00	\$25,833.00	\$16,369.96	\$25,833.00	63%	\$0.00
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	\$0.00	\$29,579.63	\$9,527.39	\$42,628.00	\$3,520.98	\$42,628.00	8%	\$9,527.39
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$6,403.41	\$8,595.07	\$17,869.00	\$2,870.52	\$17,869.00	16%	\$8,595.07
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	\$0.00	\$57,969.61	\$19,647.76	\$96,850.00	\$19,232.63	\$97,850.00	20%	\$19,647.76
221-9010-455.36-15	Reference	\$0.00	\$5,309.85	\$665.15	\$7,000.00	\$1,025.00	\$6,000.00	15%	\$665.15
221-9010-455.36-20	Young Adult	\$0.00	\$3,356.46	\$6,243.54	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$6,243.54
221-9010-455.36-25	Children	\$0.00	\$31,115.96	\$52,188.57	\$82,400.00	(\$904.53)	\$82,400.00	-1%	\$52,188.57
221-9010-455.37-15	Videos DVDs	\$0.00	\$19,667.10	\$17,041.49	\$41,200.00	\$4,491.41	\$41,200.00	11%	\$17,041.49
221-9010-455.37-20	Audio Books	\$0.00	\$13,275.48	\$22,619.14	\$44,290.00	\$8,395.38	\$44,290.00	19%	\$22,619.14
221-9010-455.37-30	Music CDs	\$0.00	\$2,044.97	\$3,135.85	\$6,180.00	\$999.18	\$6,180.00	16%	\$3,135.85
221-9010-455.38-10	Periodicals	\$0.00	\$3,459.58	\$12,230.40	\$16,019.00	\$329.02	\$16,019.00	2%	\$12,230.40
221-9010-455.38-20	Public Access Software	\$0.00	\$108,175.42	\$3,279.40	\$132,300.00	\$20,845.18	\$132,300.00	16%	\$3,279.40
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$116,507.40	\$0.00	\$323,799.00	\$207,291.60	\$155,697.00	64%	\$0.00
221-9010-455.92-23	Library Special Reserve	\$0.00	\$955,201.00	\$0.00	\$955,201.00	\$0.00	\$955,201.00	0%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$1,469.68	\$0.00	\$3,080.00	\$1,610.32	\$3,080.00	52%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$354.20	\$0.00	\$773.00	\$418.80	\$773.00	54%	\$0.00
Summary		0.00	1,609,225.08	200,985.02	2,175,246.00	365,035.90	2,014,407.00	0.17	200,985.02

Budget to Actual Expenditures

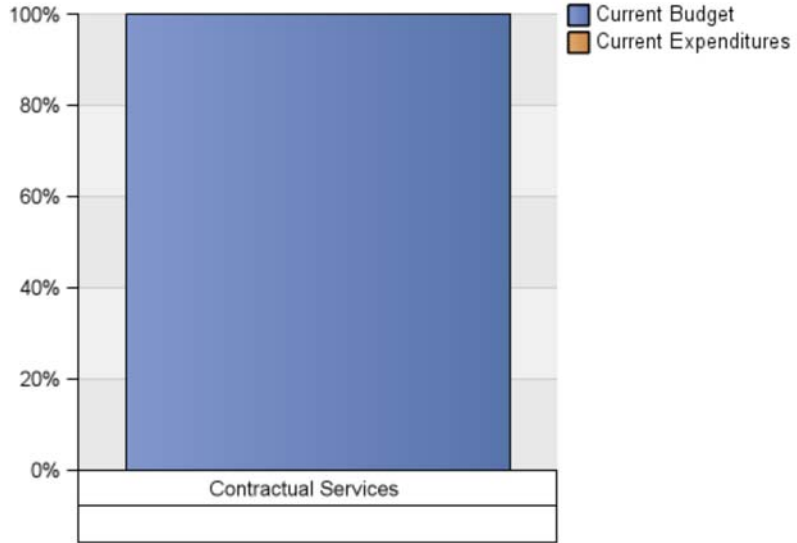
Library - Administration (Library Replacement Fund)



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	\$4,747.08	\$0.00	\$200,945.00	\$196,197.92	\$121,150.00	98%	\$0.00
			222-9010-455.75-10	Op.Equipment Over \$10,000	\$0.00	\$19,263.00	\$0.00	\$79,263.00	\$60,000.00	\$125,000.00	76%	\$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	254,928.08	-4,747.08	511,126.00	260,945.00	477,068.00	0.51	-4,747.08

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	\$0.00	\$5,500.00	\$160.00	\$156,713.00	\$151,053.00	\$1,000.00	96%	\$160.00
Summary					0.00	5,500.00	160.00	156,713.00	151,053.00	1,000.00	0.96	160.00

NOVEMBER 2019
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	NOVEMBER	YTD	NOVEMBER	YTD	NOVEMBER	YTD
Juvenile - Fiction	10,584	91,981	10,152	100,218	10,549	94,916
Nonfiction	4,024	32,908	3,947	35,168	3,723	33,259
Paperbacks	13,347	116,836	12,516	123,986	12,813	123,313
Magazines	21	358	20	474	28	375
Juvenile - AV	918	7,346	863	7,435	755	6,487
Juvenile - Other	8	240	27	211	20	134
Juvenile - Total	28,902	249,669	27,525	267,492	27,888	258,484
Teen - Fiction	908	10,138	1,001	11,332	1,012	10,549
Paperbacks	92	1,032	144	1,173	112	1,300
Magazines	1	7	-	31	-	27
Teen - Total	1,001	11,177	1,145	12,536	1,124	11,876
Adult - Fiction	3,760	32,837	4,031	36,993	3,833	35,095
Nonfiction	2,763	24,728	2,738	26,404	3,375	28,901
Paperbacks	653	5,813	804	7,347	920	8,059
L.P. paperbacks	136	1,279	197	657	66	587
Large Print	1,436	13,667	1,791	15,543	1,486	14,273
Magazines	357	2,709	414	3,176	362	3,573
Other	662	5,633	631	5,744	649	5,952
Adult - Total	9,767	86,666	10,606	95,864	10,691	96,440
DVD	2,668	23,731	3,254	28,692	3,320	31,776
CD	1,067	8,295	908	8,389	1,276	10,968
Books on CD	703	6,523	869	7,808	964	8,948
MP3	53	418	78	713	96	826
Streaming Video	280	1,211	127	856	67	559
Downloadable Music	691	4,770	702	6,651	797	6,030
eAudiobooks	1,869	15,255	1,195	9,657	915	5,883
eBooks	2,829	22,515	2,077	16,711	1,791	12,351
Zinio eMagazines	136	881	105	472	43	484
Playaways	335	2,901	332	3,207	350	3,008
Software/Hardware	80	589	74	815	67	750
Video Games	258	3,092	333	2,921	224	2,518
AV - Total	10,969	90,181	10,054	86,892	9,910	84,101
Subtotal - Circulation	50,639	437,693	49,330	462,784	49,613	450,901
<Add deposits: 1500>	1,500	12,000	1,500	12,000	1,500	12,000
<Add in-library use: 1100>	1,100	8,800	1,100	8,800	1,100	8,800
Total Circ	53,239	458,493	51,930	483,584	52,213	471,701

NOVEMBER 2019

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	33,484	160	26	33,618
Teen	3,273	5	-	3,278
Juvenile	8,437	17	16	8,438
Total	45,194	182	42	45,334

2020 YTD	2019 YTD	2018 YTD
33,618	30,749	27,583
3,278	3,046	1,627
8,438	7,537	6,657
45,334	41,332	35,867

Patron Count	
Patron Count: Month	24,022
Offsite programs (est)	-
Previous Month YTD	172,978

197,000	196,836	194,642
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Interlibrary Loan and System Holds		
	NOVEMBER 2019	Previous Month YTD
Borrowed/Rec'd	1,144	9,588
Loaned	1,357	11,025
Reciprocal borrowing	17,641	124,650

10,732	9,388	7,924
12,382	9,902	8,915
142,291	157,366	162,844

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	207	165	48
Adult	1,370	1,255	55
Public Laptop	110	138	75
TOTALS	1,687	1,558	55

YTD Uses
2,825
12,725
1,142
17,167

NOVEMBER 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,451	28,586	217	82	1,685	1,328
Nonfiction	19,684	19,756	81	9	948	667
Paperbacks	32,936	32,966	264	234	2,528	2,635
Magazines	306	315	9	-	108	4
Juvenile - AV	2,526	2,546	22	2	313	140
Juvenile - Other	89	89	-	-	-	1
Juvenile - YTD Total	83,992	84,258	593	327	5,582	4,775

Teen - Fiction	5,110	5,158	54	6	471	596
Paperbacks	900	900	-	-	3	124
Magazines	81	83	2	-	17	-
YTD Total	6,091	6,141	56	6	491	720

Adult - Fiction	22,370	22,085	128	413	1,214	1,371
Nonfiction	21,897	21,253	93	737	900	1,394
Paperbacks	7,190	7,222	38	6	323	33
LP paperbacks	777	777	-	-	36	6
Large Print	9,068	9,097	54	25	508	654
Magazines	3,607	3,545	154	216	1,252	305
Other	1,208	1,240	34	2	109	6
YTD Total	66,117	65,219	501	1,399	4,342	3,769

DVD	18,006	18,013	97	90	1,189	663
CD	8,572	8,585	14	1	128	1,686
Books on CD	5,718	5,677	15	56	126	407
MP3	812	811	-	1	1	158
Playaways	2,018	1,981	14	51	173	53
Software/Hardware	48	48	-	-	-	-
eContent	8,053	8,053	-	-	696	1,915
Video Games	705	705	-	-	63	3
YTD AV Total	43,932	43,873	140	199	2,376	4,885

Total Collection	200,132	199,491	1,290	1,931	12,791	14,149
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12.12.19

Memorandum:

Normal Public Library: Toilet Room Renovation and New Toilet Room Recommendation to Award

Brian Chase, Library Director
Normal Public Library
206 W College Ave, Normal, IL 61761
Main: (309) 452-1757

Brian:

On December 12, 2019 at 10:00 am, the library accepted and opened a total of 4 public bids for the toilet room renovation project at the library. The apparent low bidder was Felmley Dickerson Co. with a total base bid \$160,000. The budget estimate submitted for the Illinois Live and Learn Grant was \$145,100 plus our fees. The difference in these numbers is attributed to replacement of the existing plaster ceilings with new acoustical ceiling tiles also including new lighting in the (3) existing toilet rooms.

There were also a total of 4 bid alternates were included in the bid documents that represented scope that was added after the initial estimate.

Alternates 1-4: (indicates Felmley Dickerson's bid to complete the work proposed in the alternates):

1. Replace existing floor mounted toilets with wall hung toilets in (2) public restrooms to be renovated. This alternate was proposed due to the ease of cleaning. (\$6100)
2. Replace the existing exhaust fan for the (2) public restrooms and the staff restroom. It was discovered after the initial estimate that the existing exhaust fan was not functioning properly and was undersized. (\$2500)
3. Replace existing doors and frames in the (2) public restrooms to be renovated. This alternate was proposed as part of the adding the ADA operators and changing the existing door hardware. (\$2100)
4. Add additional electric heat to the storage room and staff restroom to temper these spaces and reduce occurrences of condensation at this locations and in storage below. (\$3970)

The total cost for alternates 1-4 is \$14,760 for a total project cost of \$174,670. We would also request that a \$10,000 contingency be added to the project total that will be carried by the library for unforeseen conditions. Any change orders for the project will be approved by the library director prior to execution. Therefore, the total sum for approval by the board is \$184,670.

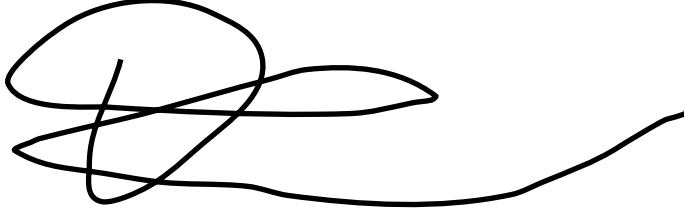
Upon approval by the board of trustees and a full review of the scope with Felmley Dickerson Co, product architecture + design will provide an AIA A105-2017 standard small project agreement between owner and contractor for review and signature. As part

product architecture + design

of the contract, Felmley Dickerson will provide a project schedule for approval with a tentative start date in 8 weeks dependent upon the availability of materials. Should the scope review with Felmley Dickerson result in an error that would invalidate their bid submittal, we will contact Brian Chase immediately and begin review with the second low bidder, PJ Hoerr, which we do not foresee.

If there are any questions, please do not hesitate to contact me directly at (312) 202-0701 or dpohrte@product-architects.com

Best-

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

Dan Pohrte
Partner, product architecture + design

**Normal Public Library
Library Director Evaluation Form**

Overall Rating

Overall level of performance.

Comments:

Category 1 – General Board Assistance

- 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.
- Keeps board informed of relevant community and government engagement events

Comments:

Category 2 – Policies and Long Range Planning

- Provides board with adequate information for them to formulate effective policy.
- Develops administrative procedures to effectively implement board policies.
- Implements policies of the board and interprets them to the staff and public.
- Prepares and recommends an effective future planning program.

Comments:

Category 3 – Finance

- 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.

Comments:

Category 4 – Building and Grounds

- Directs and supervises maintenance of building, grounds and property.
- Assists insurance agent in determining value of library building and contents for adequate coverage.

Comments:

Category 5 – Community Relations and Service

- 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.

Comments:

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

- 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.

Comments:

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

- 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.

Comments:

Category 8 – Professional Involvement

- Participates in local, state and national library activities.

Comments:

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

- 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 swiftly and effectively 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.

Comments:

Additional Comments: