



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
June 24, 2020 at 5:30 PM**

Location: Online via Zoom, and streaming via YouTube at <https://www.youtube.com/user/NormalPL>.

The President of the Board of Trustees of Normal Public Library has determined that it is prudent to meet virtually due to COVID-19.

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

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at comment@normalpl.org prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in-person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. New Business
 - A. Nonresident Fee (Action)
 - B. DVD Fees and Overdue Fines (Action)
 - C. 2021-2024 Strategic Planning Process (Discussion)
 - D. COVID-19 Update (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: July 29, 2020 (Regular Meeting)
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
May 27, 2020

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, May 27, 2020. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

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

Members Absent: None.

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

Community Members Present: N/A

Review of the Agenda: 2021-2023 Strategic Planning Process (Action) adjusted to the correct dates of 2021-2024 Strategic Planning Process (Action).

Approval of Minutes: Mr. Rogal moved to approve the minutes of the April 29, 2020 meeting with the addition of the closing time. Ms. Lewis seconded. Motion carried 7-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$131,006.46, and the February, March, and April payroll totaling \$472,506.41. Ms. Trunnell seconded. Motion carried 7-0.

President's Report:

Mr. Ray thanked the Board for being at the Zoom meeting, and thanked the NPL staff being here during these unprecedented times.

Public Comment: None

Library Director's Report:

Mr. Chase thanked the Board for their time. He informed the Board that digital content increased during the lockdown, as expected. Restroom abatement is almost finished and is waiting for the sink to be completed, but the Library is hopeful to have Curb-It starting soon. Mr. Chase then discussed the items located in the Director's Report of the Board packet.

Mr. Rogal asked about the increase in digital, specifically Hoopla, and the impact that will have on the budget for this year and next. Mr. Chase informed the Board that libraries across the nation are discussing solutions to this issue, including limiting pay-per-use options or higher-priced options. He noted that Hoopla brought forward free options that did not count against a patron's monthly total.

Mr. Rogal asked about YouTube, Facebook, and website views, and how the Library was tracking live viewings vs those who come back and watch later. Mr. Chase does not have the analytics at this time, but both gentlemen noted that the online programs had garnered a following well beyond Normal's borders.

Mr. Lindberg asked about whether Bloomington had started their curbside service, and Mr. Chase confirmed that this was happening. Ms. Ripley-Gataric asked about offsite returns. At this point it will be through the Curb-It program as a single point of collection, and the items will be quarantined for seven days. The Library is considering how to handle donations, but that will not start at this time. Mr. Chase noted that the Library is considering an offsite venue for the next book sale to allow for more space. Mr. Lindberg noted that some of the donations could be directed to the Little Free Library program.

Mr. Ray asked about the Beanstack app, which the Library is using for the Summer Reading program. Mr. Chase encouraged the Board to download and check it out.

Ms. Lewis asked about patron response to being closed. Mr. Chases stated that the patrons ask about summer reading, but respond positively when they hear that a new restroom is one reason that this cannot happen right now.

Mr. Ray congratulated the Bloomington Public Library Director for being elected President of ILA.

Foundation Report:

Mr. Chase shared Peter Pearson's report in the Board packet. He reiterated that our role as a Board is advocacy for the Foundation. The Library is in the process of hiring a part-time development person to help move the project forward. The Foundation donated \$5000 toward summer reading, which went toward purchasing books for youth participants. The Foundation annual meeting is in July, where officers will be elected.

New Business

2021-2024 Strategic Planning Process (Action)

Mr. Chase is seeking approval Ms. Lewis and Mr. Ray stated support for Sue Hall and Toni Garvey to run the project, for a total of \$9400 plus expenses. They will work with Leadership, Foundation, the Board, staff, and community members to create the Strategic Plan. The hope is for the plan to be completed by September to inform any budget needs for next year. Ms. Lewis asked whether the new development position would be included in the planning process, and Mr. Chase indicated that it could guide what this person works on.

Mr. Rogal motioned to complete Strategic Planning process with Sue Hall, not to exceed \$10,000. Ms. Lewis seconded. Motion passed 7-0.

Personnel Policy Update: Emergency Closings (Action)

Ms. Lewis moved to approve the Personnel Policy Update: Emergency Closings. Mr. Rogal seconded. Discussion ensued. Ms. Trunnell asked about part-time workers, and whether this document should include how they are paid. The Library carried an average number of hours for each employee. Ms. Davis asked about the leave policy. Motion passed. 7-0.

COVID-19 Plan (Discussion)

Ms. Lewis asked about whether Illinois has considered libraries essential services at this point. Mr. Chase informed the Board that, on DCEO recommendation, by not being specifically defined, there is flexibility in the services that can be offered based on ability and need. Curbside is being offered most often in this phase, while "grab and go" indoor services are being considered for the next phase with physical distancing guidelines.

Ms. Trunnell asked how walking and biking patrons might use the Curb-It service, and Mr. Chase gave an overview of how they envision the process. Mr. Chase noted that big concern is weather, as there is no overhead cover available. The staff is also creating “browser packs”, where the patron answers a few questions and the staff selects books for them based on their answers. This is also being done through the Facebook page currently.

Ms. Davis asked about staff comfort level and how training will happen for new procedures. Mr. Chase noted that the staff is excited to come back, and the Library is striving to work around childcare and any other logistical issues.

Approval of Executive Session Minutes: Section 2(c)(21) (Action)

Ms. Davis moved to enter executive session for the Approval of Executive Session Minutes: Section 2(c)(21) (Action). Ms. Lewis seconded.

Executive Session entered at 6:27 pm.

Executive Session left at 6:29 pm.

Unfinished Business

N/A

Next meeting agenda

COVID-19 (Discussion)

Strategic Planning Process Update (Discussion)

Adjournment

Meeting adjourned at 6:34pm.

Ms. Davis moved to adjourn; Ms. Trunnell seconded.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between May 21, 2020 and Jun 17, 2020

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Sign and Sing Storytime P	90.00
Library Fund	- Total	90.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	BEDDING PLANTS & SUPPLIES	110.37
ACE HARDWARE	RIVER PEBBLES, CONCRETE BL	53.85
ACE HARDWARE	SPARK PLUG	8.99
ALERT SIGNAL & CONTROL CO	SERVICE CALL-SYS TEST/NPL	60.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	5,464.59
BAKER & TAYLOR COMPANIES	ADULT FICTION	32.86
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	336.61
BAKER & TAYLOR COMPANIES	AY-ADULT BOOKS	177.93
BAKER & TAYLOR COMPANIES	AY-ADULT FICTION BOOKS	449.31
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	524.89
BAKER & TAYLOR COMPANIES	YA BOOKS	727.04
BAKER & TAYLOR COMPANIES	YOUNG ADULT GRAPHIC NOVEL	6.02
BAKER & TAYLOR COMPANIES	ZY-ADULT FICTION BOOKS	-155.28
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	578.84
CENGAGE LEARNING INC	ADULT BOOKS	72.74
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION SERVS-APR20	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,160.56
ENVISION WARE INC	SECURITY-1 YR MAINT.	5,969.04
FASTSIGNS	BILLBOARD AD	635.67
FINDAWAY WORLD LLC	AUDIOBOOKS - CDS	2,588.34
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HR SOURCE	20-21 MEMBERSHIP DUES	1,040.00
Jacqueline Jankowski	STAKES FOR STORY WALK PRO	23.96
MENARDS	LUMBER, PEA GRAVEL, PAIL	69.09
MENARDS	MAINT.SUPPLIES	8.62
MILLER JANITOR SUPPLY	GARBAGE LINERS	32.23
MILLER PARK ZOO	VIRTUAL PROGRAM - MILLER	50.00
NICOR GAS	ENERGY USAGE	861.50
ORIENTAL TRADING COMPANY INC	SR-PROGRAM SUPPLIES	381.55
POLK CITY DIRECTORIES	CITY DIRECTRY-PUBLICATION	624.00
PRESIDIO NETWORKED SOLUTIONS	FIREWALL MIGRATION/NPL	2,675.00

Town of Normal Expenditures to be approved for Payments
Between May 21, 2020 and Jun 17, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>	
PURITAN SPRINGS WATER	WATER SERVICE/NPL	6.00	
QUADIENT, INC.	ONLINE METER RENTAL	85.50	
QUILL CORPORATION	OFFICE SUPPLIES/NPL	247.12	
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	3,255.92	
RECORDED BOOKS LLC	POWER OF SILENCE-BOOK	41.40	
RELIANCE BARCODE SOLUTIONS LLC	PAPER W/MATTE LAMINATE	666.57	
RUTHERFORD SUITES LLC	CONTRACT-PRKG LOT LICENSE	15,000.00	
SAM LEMAN INC	CARAVAN OIL CHANGE	40.18	
SAMS CLUB	MEMBERSHIP + SUPPLIES/NPL	175.97	
SCHOLASTIC INC	CHILDREN'S BKS FOR SRP PZ	4,640.80	
ULINE INC	RUBBER SIGN BASE,POST,CVR	2,698.29	
US BANK/P-CARD	Adult Service - 3D Printe	797.98	
US BANK/P-CARD	Advertisement on Facebook	30.00	
US BANK/P-CARD	Bags for Curb It & SRP	588.61	
US BANK/P-CARD	Board packets mailed	10.80	
US BANK/P-CARD	Credit for Tax charged	-154.92	
US BANK/P-CARD	Domain Registration - Ren	10.00	
US BANK/P-CARD	Double Face Solid Grosgra	263.26	
US BANK/P-CARD	E-Gift Cards for May the	40.00	
US BANK/P-CARD	Fellowes Presentation Cov	18.36	
US BANK/P-CARD	Gas for Mower	12.00	
US BANK/P-CARD	Monthly subscription	14.99	
US BANK/P-CARD	On-line Marketing emails	2,632.92	
US BANK/P-CARD	PLA 3D Printer Filament	257.92	
US BANK/P-CARD	Podcast Hosting Services	15.00	
US BANK/P-CARD	Quilt Cotton Fabric (7yd)	124.88	
US BANK/P-CARD	Quilt Cotton Fabric/Threa	286.89	
US BANK/P-CARD	Related to purchase of ha	-28.32	
US BANK/P-CARD	Zoom 4/25/20-5/24/20	14.99	
VALUE LINE PUBLISHING INC	DATABASE-RENEWAL	7,100.00	
VERIZON WIRELESS - PA	ACCT# 880398978-00001	356.32	
WATTS COPY SYSTEMS, INC.	COPIES-COLOR,B/W	73.17	
WATTS COPY SYSTEMS, INC.	TONER-VARIOUS COLORS	62.00	
Library Fund	Library Administration	- Total	65,206.92

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HERMES EQUIPMENT CO., INC.	WASHER/DRYER/INSTALLATION	3,743.00

Town of Normal Expenditures to be approved for Payments
Between May 21, 2020 and Jun 17, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Library Replacement Fund Library	Administration - Total	3,743.00
Overall - Total		69,039.92



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 4, 2020

Mr. Brian Chase, Library Director
Normal Public Library
206 West College Avenue
Normal, Illinois 61761-2576

Dear Mr. Chase:

I am pleased to award the Normal Public Library a FY2020 Illinois Public Library Per Capita Grant in the amount of \$65,621.25. Over \$15 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address patron and community needs. I know that libraries count on these grants for important expenses such as paying for materials, programming and technology.

Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for those who need help to better their lives and are the best and most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

Sincerely,

A handwritten signature in cursive script that reads "Jesse White".

Jesse White, Secretary of State
and State Librarian

cc: Jess Ray, Normal Public Library Board President

JW:isl

Director's Report
June 24, 2020

1. Monthly Financial Report

Revenue: The May operating revenues are down 69.23% compared to this time last year, due primarily to decreased property tax revenue – likely due to the payment due date being extended by two weeks. We were recently awarded a \$65,621.25 Per Capita Grant from the Illinois State Library. **Expenses:** A report showing expenses totaling \$69,039.92 from May 21 to June 17 is included in this packet. Three May payrolls totaled \$233,090.23.

2. Circulation

Note: Normal Public Library was closed the entire month of May due to COVID-19. Please see the new statistics format included in this report, which illustrate usage of digital content.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

Demolition of the main floor restrooms is complete. A layout challenge regarding entry to the restrooms was identified, which resulted in additional brick work to modify the entry. Currently we are without restrooms on the main floor.

5. West Roof

Metal edging, delayed by the manufacturer, is scheduled for installation the week of June 22.

6. Curbside Service

Our “Curb It” service returned in an expanded fashion on June 8. In addition to circulating items to patrons, we also began accepting both returns and used book donations. All services have been very well received by the community, and staff have done a wonderful job in planning and delivering these services.

7. 2021-2024 Strategic Planning Process

Our 2021-2024 strategic planning process is underway. Soon a survey will go out to all staff to solicit their input regarding how we can best structure our organization and support them in their efforts to serve the community, and to ensure we are providing them the necessary training, tools and freedom to thrive as a team.

8. Summer Reading Program

“Digging Deeper” is up and running! Participants are keeping their reading muscles strong and tracking their progress via Beanstack. Our distribution of Summer Reading in a Bag – including a book, activities and prizes - will take place July 6-11. See normalpl.org/summer for details.

9. 1,000 Books Before Kindergarten

We are approaching the one-year anniversary of our 1,000 Books Before Kindergarten program, which has been very well received by our community. Currently we have 667 children registered, and 23 children have completed the program. Kudos to Randi Sutter and Tori Melican for their leadership of this program! An appreciative parent commented:

“Just wanted to say a big THANKS for putting together this wonderful program and making it fun for the little ones!

My four year old can't get enough of it and can't wait to turn in her last 100 on Wednesday morning—although she is mad I am making her wait a day! She loves crossing off the books and when we get close to 100 she makes me read non-stop till we get to 100 and then politely demands that we go straight to the library so she can pick a prize from the treasure chest and find out where her koala bear is in the jungle! She was already a book lover before this program but this has brought her to a new level—so THANKS!!!”

10. Nonresident Fee

On an annual basis, Illinois libraries must indicate if they will or will not participate in the nonresident card program, and, if so, what the fee will be for a nonresident card. This fee indicates the cost for an individual who lives in an area unserved by public libraries to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account. The general mathematical formula to determine the fee is:

$$\frac{\text{Library income from local property taxes}}{\text{service population}} = \$ \frac{\text{_____}}{\text{capita}}$$

Then: \$/capita X average family size = cost of family card

For Normal Public Library:

$$\frac{\$3,900,560}{52,497} = \frac{\$74.30}{\text{capita}}$$

$$\$74.30 \times 2.45 = \underline{\underline{\$182.04}}$$

Assuming we wish to continue offering nonresident cards for the coming year, I recommend the cost be set at **\$182.04.**

From the RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."

11. DVD Fees and Overdue Fines

We propose the elimination of both the DVD fees and overdue fines. We see this as a positive move that will remove financial barriers for our patrons. Given the economic challenges that have resulted due to the pandemic, we feel this is a great time to remove these barriers. The two revenues, both of which are decreasing over time, account for less than 1% of the budget. Both fines and DVD fees have been suspended during our closure.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o May 31, 2020

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 253,562	6.59	\$ 929,297	(72.71)
State Replacement Taxes	127,200	43,600	34.28	56,566	(22.92)
State Library Aid	65,621	-	-	-	-
Fees	38,000	497	1.31	5,344	(90.71)
Fines	15,000	712	4.75	2,861	(75.12)
Investment Income	51,000	6,203	12.16	5,507	12.64
Contributions & Donations	200	-	-	50	(100.00)
Miscellaneous Revenue	200	3,019	1,509.38	110	2,642.82
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,143,021	307,592	7.42	999,735	(69.23)
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	2,247	11.24	3,299	(31.88)
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	10,910	16.67	25,950	(57.96)
Library Replacement Fund Total	85,461	13,157	15.40	29,249	(55.02)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	17	0.87	432	(95.96)
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	4,500	17	0.39	1,186,551	(100.00)
Total For All Funds	\$ 4,232,982	\$ 320,767	\$ 23	\$ 2,215,535	(85.52)

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of May 31, 2020

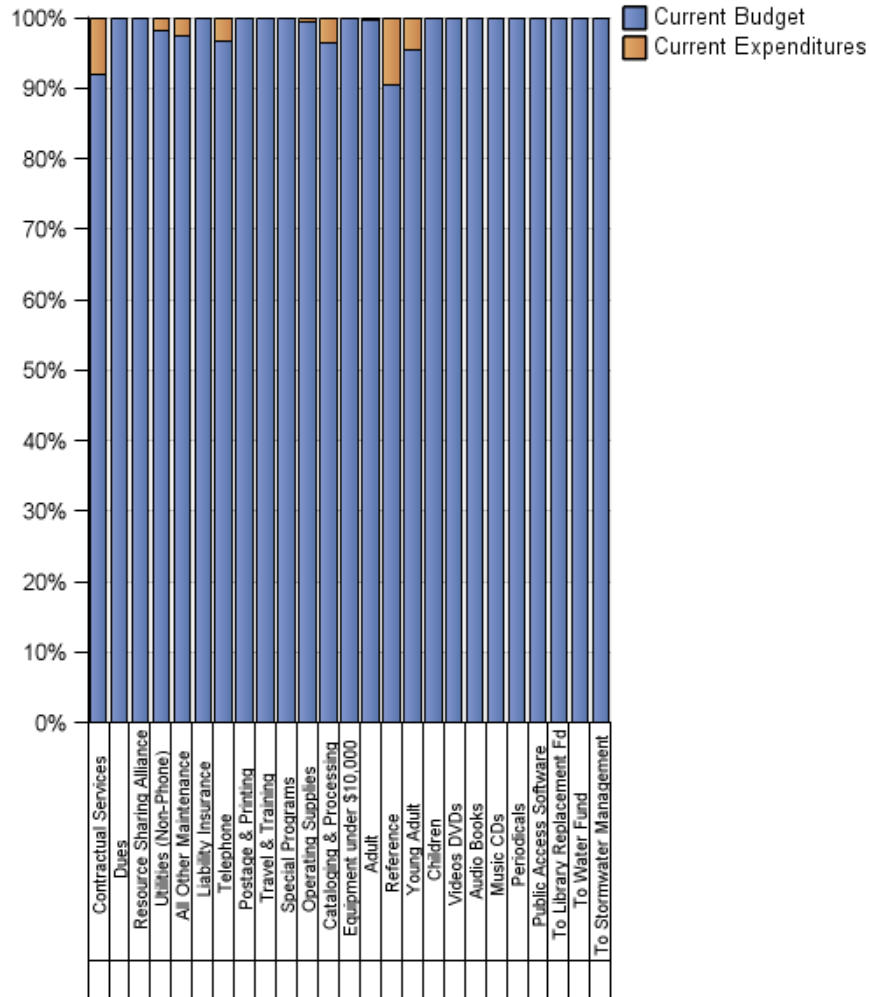
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 466,359	\$ 386,621	\$ 3,597,318	\$ 1,489,208	80.83
Library Fund Total	4,450,298	466,359	386,621	3,597,318	1,489,208	80.83
LIBRARY REPLACEMENT FUND 222						
Administration	341,830	63,144	54,486	224,200	230,918	65.59
Library Replacement Fund Total	341,830	63,144	54,486	224,200	230,918	65.59
LIBRARY SPECIAL REVENUE FUND 223						
Administration	1,000	-	-	1,000	-	100.00
Library Special Revenue Fund Total	1,000	-	-	1,000	-	100.00
Total For All Funds	\$ 4,793,128	\$ 529,503	\$ 441,107	\$ 3,822,518	\$ 1,720,126	79.75

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of May 31, 2020

	As of May 31, 2020	As of March 31, 2019	Net Change
221 Library Fund	\$ 2,508,972.97	\$ 2,824,589.08	\$ (315,616.11)
222 Library Replacement Fund	\$ 2,113,036.10	\$ 2,187,836.95	\$ (74,800.85)
223 Library Reserve Fund	\$ 1,230,697.60	\$ 1,230,680.13	\$ 17.47
Totals	<u>\$ 4,622,009.07</u>	<u>\$ 5,012,426.03</u>	<u>\$ (390,416.96)</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

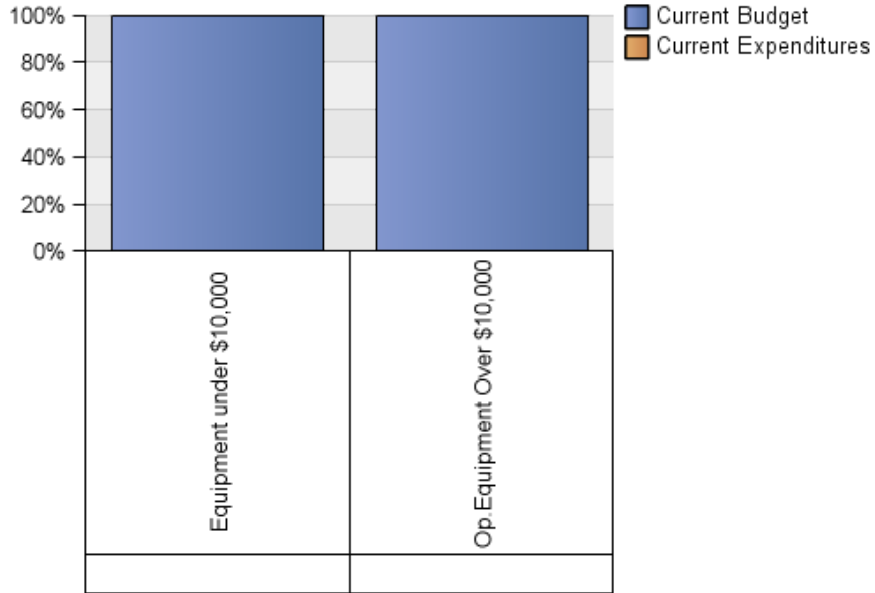


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$16,100.00	\$13,957.95	\$16,728.18	\$183,540.00	\$136,753.87	\$113,540.00	75%	\$32,828.18
			221-9010-455.20-20	Dues	\$0.00	\$150.00	\$0.00	\$5,463.00	\$5,313.00	\$5,463.00	97%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$65,701.00	\$65,701.00	\$65,701.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$861.50	\$0.00	\$0.00	\$45,200.00	\$44,338.50	\$45,200.00	98%	\$861.50
			221-9010-455.25-60	All Other Maintenance	\$3,639.68	\$13,705.86	\$15,542.59	\$138,361.00	\$105,472.87	\$68,361.00	76%	\$19,182.27

221-9010-455.30-10	Liability Insurance	\$0.00	\$220.00	\$38,504.00	\$38,771.00	\$47.00	\$35,271.00	0%	\$38,504.00
221-9010-455.30-15	Telephone	\$432.40	\$917.60	\$550.00	\$12,459.00	\$10,559.00	\$12,459.00	85%	\$982.40
221-9010-455.30-25	Postage & Printing	\$0.00	\$2,574.30	\$17,414.50	\$25,363.00	\$5,374.20	\$25,363.00	21%	\$17,414.50
221-9010-455.30-35	Travel & Training	\$0.00	\$15.48	\$0.00	\$16,458.00	\$16,442.52	\$16,458.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$5,072.35	\$1,718.45	\$28,098.00	\$21,307.20	\$8,098.00	76%	\$1,718.45
221-9010-455.35-10	Operating Supplies	\$485.09	\$4,255.35	\$27,779.76	\$109,265.00	\$76,744.80	\$43,906.00	70%	\$28,264.85
221-9010-455.35-15	Cataloging & Processing	\$666.57	\$0.00	\$10,200.00	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$10,866.57
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	\$211.55	\$16,902.21	\$58,466.24	\$100,786.00	\$25,206.00	\$100,786.00	25%	\$58,677.79
221-9010-455.36-15	Reference	\$624.00	\$578.84	\$3,847.16	\$6,000.00	\$950.00	\$6,000.00	16%	\$4,471.16
221-9010-455.36-20	Young Adult	\$605.10	\$127.96	\$9,666.94	\$12,731.00	\$2,331.00	\$12,731.00	18%	\$10,272.04
221-9010-455.36-25	Children	\$57.01	\$6,465.73	\$61,577.26	\$84,872.00	\$16,772.00	\$84,872.00	20%	\$61,634.27
221-9010-455.37-15	Videos DVDs	\$0.00	\$2,583.00	\$22,430.36	\$42,436.00	\$17,422.64	\$42,436.00	41%	\$22,430.36
221-9010-455.37-20	Audio Books	\$41.40	\$2,588.34	\$23,870.26	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$23,911.66
221-9010-455.37-30	Music CDs	\$0.00	\$0.00	\$0.00	\$6,365.00	\$6,365.00	\$6,365.00	100%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$0.00	\$0.00	\$16,500.00	\$16,500.00	\$16,500.00	100%	\$0.00
221-9010-455.38-20	Public Access Software	\$0.00	\$11,233.69	\$1,695.00	\$218,915.00	\$205,986.31	\$138,915.00	94%	\$1,695.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$10,910.16	\$0.00	\$65,461.00	\$54,550.84	\$65,461.00	83%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$188.08	\$0.00	\$3,172.00	\$2,983.92	\$3,172.00	94%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$101.20	\$0.00	\$773.00	\$671.80	\$773.00	87%	\$0.00
Summary		23,724.30	92,548.10	387,390.70	1,291,714.00	788,050.90	982,855.00	0.61	411,115.00

Budget to Actual Expenditures

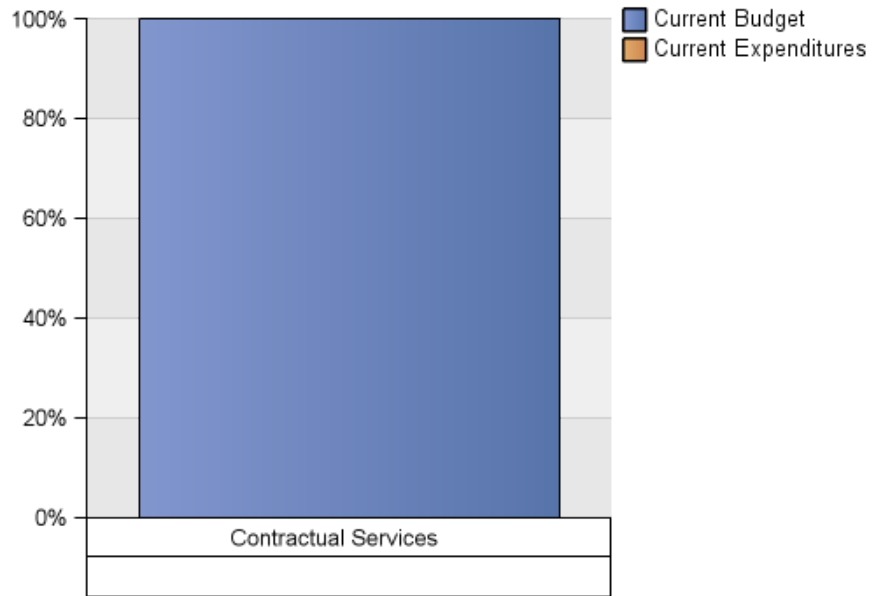
Library - Administration (Library Replacement Fund)



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	\$3,743.00	\$0.00	\$140,830.00	\$137,087.00	\$140,830.00	97%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$59,401.00	\$58,229.00	\$201,000.00	\$83,370.00	\$201,000.00	41%	\$58,229.00
			Summary		0.00	63,144.00	58,229.00	341,830.00	220,457.00	341,830.00	0.64	58,229.00

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	\$0.00	\$0.00	\$0.00	\$197,273.00	\$197,273.00	\$1,000.00	100%	\$0.00
			Summary	0.00	0.00	0.00	197,273.00	197,273.00	1,000.00	1.00	0.00

NPL Monthly Circulation Statistics



May 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	59,240	54,191	376	28,979	26,446	298
Videos *			0	-	-	0
Audios	1,529	1,619	2	769	843	0
Magazines	86	95	0	40	49	0
Other	40	67	0	17	28	0
Juvenile - Total	60,895	55,972	378	29,805	27,366	298
Teen						
Books	2,869	2,622	26	1,658	1,399	21
Audios			0			0
Magazines	13	0	0	7	0	0
Teen - Total	2,882	2,622	26	1,665	1,399	21
Adult						
Books	20,720	20,007	243	10,362	9,736	224
Videos	6,688	6,269	60	3,212	2,985	51
Audios	4,986	4,274	10	2,430	2,256	6
Magazines	651	692	1	341	332	0
Other	2,151	2,236	13	1,089	1,100	4
Adult - Total	35,196	33,478	327	17,434	16,409	285
Digital Content						
eAudiobooks	1,986	3,651	5,019	1,083	1,810	2,682
eBooks	3,910	5,477	10,035	2,073	2,975	5,105
Magazines	104	177	516	43	111	285
Music	1,505	1,289	843	727	618	178
Streaming Video	165	261	805	90	128	500
Digital Content - Total	7,670	10,855	17,218	4,016	5,642	8,750
Total Circulation	106,643	102,927	17,949	52,920	50,816	9,354

* Juvenile videos & Teen audios were not previously counted in these departments

NPL Monthly Statistics



May 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,408	54	(48)	34,414	31,966	28,892
Teen	3,419	-	(3)	3,416	3,135	1,668
Juvenile	8,766	2	(2)	8,766	7,809	6,784
Total	46,593	56	-53	46,596	42,910	37,344

Patron Count	Current YTD	FY20	FY19
Door Count	-		
Offsite programs (est)	-		
Previous Month YTD	0	50,274	45,287

Interlibrary Loan and System Holds

	May-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	-	-	2,408	1,883
Loaned	-	-	2,865	2,299
Reciprocal borrowing	-	-	33,806	36,966

Public PC Area

	Total Uses	Total Time (hrs)	Session (min)	YTD Uses
Children	-	-	-	-
Adult	-	-	-	-
Public Laptop	-	-	-	-
Quick-Use	-	-	-	-
Totals	-	-	-	-

NPL Collection Holdings



May 2020

	Beginning Total	Ending Total	Current Month		Year to Date		
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)	
Juvenile							
Books	81,812	81,979	167	0	167	0	
Videos *	1,260	1,260	0	0	0	0	
Audios	2,507	2,507	0	0	0	0	
Magazines	194	194	0	0	0	0	
Other	126	126	0	0	0	0	
Juvenile - Total	85,899	86,066	167	0	167	0	
Teen							
Books	6,117	6,142	25	0	25	0	
Audios	175	175	0	0	0	0	
Magazines	77	77	0	0	0	0	
Teen - Total	6,369	6,394	25	0	25	0	
Adult							
Books	57,275	57,465	222	-32	222	-32	
Videos	16,525	16,525	0	0	0	0	
Audios	16,242	16,252	10	0	10	0	
Magazines	3,016	3,140	124	0	124	0	
Other	2,073	2,073	0	0	0	0	
Adult - Total	95,131	95,455	356	-32	356	-32	
Total Collection	187,399	187,915	548	-32	548	-32	

Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	1.20	2.20	3.20	4.20	5.20	
eRead Illinois						
eAudiobooks	855	855	1,146	901	1,294	
eBooks	1,305	1,040	1,568	1,971	2,087	
eRead Illinois Total	2,160	1,895	2,714	2,872	3,381	
Freeding	4	11	17	0	0	
Freegal	583	501	654	621	146	

Hoopla

eAudiobooks	658	565	653	784	807	
eBooks	340	308	464	769	561	
Movies/TV	143	149	195	304	199	
Music	50	40	48	44	32	
Hoopla Total	1,191	1,062	1,360	1,901	1,599	

Overdrive

eAudio	488	476	441	549	523	
eBooks	1,467	1,448	1,805	2,190	2,457	
Overdrive Total	1,955	1,924	2,246	2,739	2,980	

Rbdigital

eAudiobooks	86	71	95	93	58	
Magazines	97	118	275	231	285	
Acorn TV 7-day passes	92	48	62	138	295	
Great Courses 7-day passes	3	4	2	1	4	
IndieFlix 7-day passes	0	0	4	0	0	
Learn It Live 7-day passes	0	0	0	0	1	
Stingray Qello 7-day passes	0	0	0	0	2	
Rbdigital 7-Day Passes Total	95	52	68	139	302	

Totals

eAudiobooks	2,087	1,967	2,335	2,337	2,682	
eBooks	3,116	2,807	3,854	4,930	5,105	
Magazines	97	118	275	231	285	
Music	633	541	702	665	178	
Streaming Video	238	201	259	305	500	