



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
August 26, 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. COVID-19 Update (Discussion)
 - B. Computer Purchase (Action)
 - C. FY2021-FY2026 Budget (Action)
 - D. 2021-2024 Strategic Planning Process (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: September 30, 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
July 29, 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, July 29, 2020. The meeting convened at 5:30pm, President Jess Ray presiding, and Jd Davis, secretary.

Mr. Ray indicated it was prudent to conduct the meeting via Zoom due to COVID-19.

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

Members Absent: Terry Lindberg, Vice President, Katelyn Trunnell

Library Staff Present: Brian Chase, Library Director (attending at Normal Public Library) 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 June 24, 2020 meeting. Mr. Rogal seconded.

Jess Ray - Approved
Terry Lindberg - Absent
Jim Rogal - Approved
Jd Davis - Approved
Katelyn Trunnell - Absent
Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 5-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$122,512.20, and two payrolls for the month of June totaling \$151,682.79. Ms. Ripley-Gataric seconded.

Jess Ray - Approved
Terry Lindberg - Absent
Jim Rogal - Approved
Jd Davis - Approved
Katelyn Trunnell - Absent
Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 5-0.

President's Report:

Mr. Ray congratulated Erin-Ripley-Gataric for the article written about her family in the Pantagraph and for her election to the Green Top Co-op Board. He also extended congratulations to Stephanie Davis-Kahl, the new librarian of the Ames Library at Illinois Wesleyan University. Mr. Ray then read aloud the mission and vision of NPL, reminding the Board that these should be the statements guiding all actions and improvements. He asked the Board to be sure to engage with Library patrons and community members overall, and inquire of them how the Library is meeting their needs in the areas that affect their lives.

Public Comment: None

Library Director's Report:

Mr. Chase discussed the items in the Library Director's Report. Afterward, Ms. Ripley-Gataric asked about plans to reopen the Library, which he replied were first dependent on the work being completed on the main floor restrooms. While the building has been closed to the public, the Library is still able to provide almost all services except computer usage. The staff is currently weighing all options to safely provide this service to patrons.

Ms. Lewis asked if there were any problems noted with other Libraries opening. Mr. Chase responded that some are remarking on low patron count. Mask discussions are being handled with little disruption thus far. Overall impressions are that traffic is low, as patrons are still avoiding public places.

Foundation Report:

The annual meeting of the Foundation Board was moved to September, and they will elect new officers at this time. They are hoping plans move forward with holding the Book Sale this fall, which will raise money and eliminate the backlog of donated materials. They are still pursuing a half-time Development position, which they hope to fill by Labor Day.

New Business**2021-2024 Strategic Planning Process (Discussion)**

The staff survey is completed. The consultants will look at the data, meet with the management staff, and determine what steps to take from it. In August/September the consultants are planning to be in town to meet with stakeholders and community members. This will be moved to Zoom meetings if necessary. Mr. Chase feels that the current pandemic-related disruptions are helping the Library see strengths and weaknesses. These can be built upon and improved during the planning process.

COVID-19 Plan (Discussion)

Mr. Chase noted that the staff has fortunately remained healthy. If the Library opens, the plan is to possibly split the staff into two groups to ensure coverage if an outbreak happens. This may necessitate limiting Library hours. Staffing has been kept lean due to retirements, graduation, and part-time staff leaving for other reasons, but they are closely monitoring levels if more employees are needed.

Instead of buying an excess amount of single-use Plexiglas, the Library purchased white board dividers that have more flexibility in future usage and are popular with patrons. They are working on cleaning protocols in preparation for an eventual opening. Mr. Chase noted that the supply-chain for cleaning supplies is steady, but fragile, which is a concern.

Ms. Ripley-Gataric asked about Unit 5 linking virtually to the Library for ebooks or learning opportunities. Since Unit 5 services five different library districts, this could become expensive and complicated.

FY2021-FY2026 Budget (Discussion).

Mr. Chase expressed concern over the physical collection, since more-expensive digital options became popular during the quarantine and shelter-at-home stages. As Curb-It became available, the digital use did recede and physical materials were more in demand, putting the two options more in balance. Hours of operation are a consideration moving forward, as they must consider serving all patrons the best way possible while still keeping payroll at a responsible level. The Library is looking at peak usage to determine the best times to be open.

Unfinished Business

N/A

Next meeting agenda

N/A

Adjournment

Meeting adjourned at 6:15pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Jul 23, 2020 and Aug 19, 2020

<u>Library Fund</u>	<u>Library</u>	<u>Administration</u>	
<u>Vendor Name</u>	<u>Payment Description</u>		<u>Transaction Amount</u>
4IMPRINT		EAR BUDS W/CASE-500	600.46
APPLE INC		3 IPADS,2 IPAD KEYBRD/CVR	1,544.00
APPLE INC		MAGIC MOUSE 2	79.00
BAKER & TAYLOR COMPANIES		ADULT BOOKS	1,308.83
BAKER & TAYLOR COMPANIES		ADULT FICTION BOOKS	198.14
BAKER & TAYLOR COMPANIES		BOOKS	1,058.73
BAKER & TAYLOR COMPANIES		CHILDREN'S BOOKS	2,339.95
BAKER & TAYLOR COMPANIES		YA BOOKS	487.50
BAKER & TAYLOR CONTINUATION		ADULT BOOKS	70.97
BAKER & TAYLOR CONTINUATION		REFERENCE BOOKS	159.37
BRODART COMPANY		CD PAK W/STRIP/PKT/CARD	805.00
BRODART COMPANY		LIBRARY SUPPLIES	506.28
CDW GOVERNMENT INC		OFFCE 365 RENEWAL	5,150.00
CDW GOVERNMENT INC		SOFTWARE/ASSIST W/LICENSE	4,940.00
CENGAGE LEARNING INC		LARGE PRINT ADULT BOOKS	92.96
CENGAGE LEARNING INC		LARGE PRINT BOOKS	521.80
CENTER POINT LARGE PRINT		LARGE PRINT BOOKS	182.16
CENTER POINT LARGE PRINT		LARGE PRINT BOOKS-2	44.99
CENTRAL SUPPLY CO		SPRAYER/DISINFECTANT/GUN	1,837.60
CHIEF CITY MECHANICAL INC		REPAIR DRINKING FNTN-LIBR	187.00
CIRBN, LLC		INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND		COMMUNICATION CHARGES-JUN	50.00
CONSTELLATION ENERGY SERVICES INC		ENERGY USAGE	2,337.77
CREATIVEBUG LLC		SUBSCRIP.RENEW THRU JUL23	1,200.00
DEMCO INC		PROTECTORS/LABELS	248.93
DIVERSIFIED MECHANICAL INC		1/3 HP CONDENSOR-ECM MOTR	584.78
ELM USA INC		BLACK PAD/COMPOUND SOL	289.95
FINDAWAY WORLD LLC		AUDIO BOOKS	648.64
FINDAWAY WORLD LLC		PLAY-AWAYS	573.65
FRONTIER		PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY		RUBBERIZED PENS-800	2,341.72
ILLINOIS HEARTLAND LIBRARY SYSTEM		2021 OCLC SERVICE FEES	6,424.80
ILLINOIS LIBRARY ASSOCIATION		MEMBERSHIP FOR JOHN FISCH	200.00
International Plastics		BAGS FROM PLASTICS COMPAN	152.87
KAEB SANITARY SUPPLY INC		GLASS CLNR/DISINFECTANT	364.16
KAEB SANITARY SUPPLY INC		PERITEX WIPES/CANISTER	162.56
KAEB SANITARY SUPPLY INC		STEALTH DISP/SANITIZER	499.20

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KROGER-INDY CUSTOMER CHARGES	1 TICKET-LIBRARY SUPPLIES	60.67
LIBRARY IDEAS,LLC	CHILDREN AV-16	641.20
LYNGSOE SYSTEMS, INC.	HOTLINE SERVS-AUG20-AUG21	14,450.00
MENARDS	EMERGENCY PONCHO	9.70
MENARDS	MISC.SUPPLIES-LIBRARY	14.69
MID-AMERICAN SUPPLY COMPANY	LIBRARY WALL CALENDARS	341.78
MIDWEST TAPE	MUSIC CD'S	11.99
MILLER JANITOR SUPPLY	JANITORIAL SUPP-LIBRARY	621.08
MILLER JANITOR SUPPLY	LINERS/TP/TOWELS/HND SOAP	422.58
MOBILE MINI	TUNNEL-TAINER	105.00
NEWSBANK INC	SUBSCRIPTION SEP-FEB2022	3,457.50
NICOR GAS	ENERGY USAGE	186.92
ORIENTAL TRADING COMPANY INC	PROGRAM SUPPLIES-LIBRARY	982.95
OVERDRIVE, INC	DEPOSIT ON ACCT FOR PURCH	5,000.00
PURITAN SPRINGS WATER	WATER SERVICE-NPL	30.77
REACHING ACROSS IL LIBRARY SYSTEM	MEMBERSHIP RENW-JUL-JUN21	2,500.00
RECORDED BOOKS LLC	AUDIOBOOKS	498.80
RECORDED BOOKS LLC	CD'S	294.98
RIEKE OFFICE INTERIORS, INC.	SAFESPACE RX/FREIGHT	5,207.00
SAMS CLUB	MISC SUPPLIES-LIBRARY	447.47
SCHOLASTIC INC	CHILDREN'S BOOKS	4,407.13
TODAYS BUSINESS SOLUTIONS TBS INC	SERV.AGREEMENT 9/20-8/21	600.00
TUMBLEWEED PRESS INC	SUBSC.TO TUMBLEBOOK-JUL21	499.00
ULINE INC	ECON POLY BUBBLE	42.93
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT ADULT BOOKS	64.48
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	193.44
US BANK/P-CARD	ADOBE ACROBAT SOFTWARE LI	55.00
US BANK/P-CARD	AED Batteries & Defibrill	1,039.44
US BANK/P-CARD	Board Packets mailed	8.40
US BANK/P-CARD	Book for Megan to use in	84.50
US BANK/P-CARD	Chat Service for Library	9.00
US BANK/P-CARD	Children's story walk mat	13.98
US BANK/P-CARD	COVID-19	346.97
US BANK/P-CARD	Credit because we returne	-232.74
US BANK/P-CARD	Credit for Children's Boo	-459.00
US BANK/P-CARD	Credit for DVD not receiv	-39.95
US BANK/P-CARD	Credit for Tax charged	-83.64
US BANK/P-CARD	Curb It scheduling softwa	29.00

Town of Normal Expenditures to be approved for Payments
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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	DISINFECTANT WIPES 24 bo	224.99
US BANK/P-CARD	Disinfecting Wipes	259.98
US BANK/P-CARD	Disinfecting Wipes Pack	89.10
US BANK/P-CARD	Disinfecting wipes - 4 re	505.80
US BANK/P-CARD	Disposable Masks & Disinf	104.94
US BANK/P-CARD	Fitness Headset System fo	329.97
US BANK/P-CARD	Floor mats for Ford Van	89.72
US BANK/P-CARD	Hand sanitizers	75.90
US BANK/P-CARD	HAND SANITIZERS.FACE SHIE	75.84
US BANK/P-CARD	Mailed NPL Foundation Ann	4.10
US BANK/P-CARD	Maker space technology	22.95
US BANK/P-CARD	Media mail shipping	7.30
US BANK/P-CARD	Mood pencils for children	533.66
US BANK/P-CARD	Music CD . - RIDING WITH	14.98
US BANK/P-CARD	New DVD Rel. - Saint Fra	34.99
US BANK/P-CARD	New DVD Rel. - ADVENTURES	19.92
US BANK/P-CARD	New DVD Rel. - BAD THERAP	14.99
US BANK/P-CARD	New DVD Rel. - BROOKLYN N	34.98
US BANK/P-CARD	New DVD Rel. - BURDEN (3	44.88
US BANK/P-CARD	New DVD Rel. - ETRUSCAN S	13.99
US BANK/P-CARD	New DVD Rel. - FORCE OF N	25.92
US BANK/P-CARD	New DVD Rel. - INHERITANC	38.88
US BANK/P-CARD	New DVD Rel. - LAST FULL	9.33
US BANK/P-CARD	New DVD Rel. - LOST HUSBA	109.92
US BANK/P-CARD	New DVD Rel. - ONLY (2)	27.98
US BANK/P-CARD	New DVD Rel. - PROXIMITY	9.96
US BANK/P-CARD	New DVD Rel. - SHORT HIST	39.98
US BANK/P-CARD	New DVD Rel. - SINNER S3	29.99
US BANK/P-CARD	New DVD Rel. - SOLDIER'S	12.96
US BANK/P-CARD	New DVD Rel. - SORRY WE M	13.99
US BANK/P-CARD	New DVD Rel. - THE NOMADS	15.99
US BANK/P-CARD	New DVD Rel. - THE QUARRY	25.92
US BANK/P-CARD	New DVD Rel. - WATCHMEN	29.96
US BANK/P-CARD	New Foreign DVD Rel. - CO	24.95
US BANK/P-CARD	New Foreign DVD Rel. - PO	22.99
US BANK/P-CARD	New Music Rel - Various N	48.96
US BANK/P-CARD	New Music Rel. - HOMEGROW	14.98
US BANK/P-CARD	New Music Rel. - LIVE SPI	13.89

Town of Normal Expenditures to be approved for Payments
Between Jul 23, 2020 and Aug 19, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New Music Rel. - MONOVISI	11.29
US BANK/P-CARD	New Music Rel. - PICK ME	12.59
US BANK/P-CARD	New Music Rel. - TRANSLAT	11.88
US BANK/P-CARD	New Music Rel. - WOMEN IN	11.98
US BANK/P-CARD	New Music Rel. - WORK HAR	12.98
US BANK/P-CARD	Podcast monthly hosting f	15.00
US BANK/P-CARD	Primer for Crooked House	24.98
US BANK/P-CARD	Protection Plan for wirel	36.00
US BANK/P-CARD	Returned recpt. printer t	15.65
US BANK/P-CARD	Sign and Sing Storytime f	240.00
US BANK/P-CARD	Social Media Marketing Ch	120.77
US BANK/P-CARD	THERMOMETER. FACE SHIELDS	79.54
US BANK/P-CARD	Video conferencing meetin	14.99
US BANK/P-CARD	Yearly Subscription for G	19.99
US BANK/P-CARD	Zoom account for Children	14.99
VERIZON WIRELESS - PA	LINE FOR CURB-IT CALLS	88.84
VERIZON WIRELESS - PA	REG. PHONE LINES	345.96
WALMART COMMUNITY BRC	DVD	29.92
WATTS COPY SYSTEMS, INC.	COPIES-B/W, COLOR	141.38
WGLT-Normal	LEADOFF SPONSORSHIP FOR 2	750.00
Library Fund	Library Administration - Total	85,279.05

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ELM USA INC	ECO MASTER DISC REPAIR SY	15,000.00
Library Replacement Fund	Library Administration - Total	15,000.00
Overall - Total		100,279.05

Director's Report
August 26, 2020

1. Monthly Financial Report

Revenue: The July operating revenues are down 7.02 % compared to this time last year, due primarily to decreased property tax **Expenses:** A report showing expenses totaling \$100,279.05 from July 23 to August 19 is included in this packet. Two July payrolls totaled \$151,672.42.

2. Circulation

Note: The Normal Public Library facility was closed the entire month of July due to COVID-19. Curbside service resumed on June 8. A summary of Summer Reading Program statistics are included this packet.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

Drywall has been installed. Tile installation is set to begin next week. We anticipate the restrooms will be complete in late September.

5. West Roof

A warranty inspection of the west roof was successful, thus completing the project.

6. Curbside Service

Our "Curb It" service continues to thrive. In addition to circulating items to patrons, we continue accepting both returns and donations of used books. Staff have done a wonderful job in planning and delivering these services, which have been very well received by the community. In July we added browser packs, designed for patrons who are unsure of exact titles they would like to read. Patrons may request books for up to four different readers per browser pack. Staff will select items based on information provided by each patron.

7. 2021-2024 Strategic Planning Process

Our 2021-2024 strategic planning process is underway. We look forward to completing this process this fall.

8. Summer Reading Program

Kudos to staff on delivering another wonderful Summer Reading Program!

9. Audit

Currently we are working to complete the audit for both Normal Public Library and the Normal Public Library Foundation.

10. FY2021-FY2026 Budget Process

We are still in the process of finalizing our draft budget. At this time we anticipate reduced revenues and reduced expenses. We will seek your approval of the budget at the September Board meeting.

11. Landscaping

Thanks to Town of Normal Parks & Recreation, we have new native plants in our landscape.

12. Used Book Sale Fundraiser

We continue to accept donated books. At this time we have determined it is not feasible to have an in-person sale. We are exploring possible alternatives.

13. Virtual Programming

We plan to continue with virtual programming as our primary method of programming through the end of 2020.

14. CDBG/HUD Grant

Unit 5 completed distribution of in-home youth education materials funded by CDBG. This was a wonderful partnership between Normal Public Library, Town of Normal, Children's Discovery Museum and Unit 5.

15. NPLF Development Coordinator

Currently the NPL Foundation is completing a search for their new part-time Development Coordinator position. We are excited for the addition of this very important role, which is fully funded by the NPL Foundation.

16. Computer Purchase

We seek your approval to purchase 32 Dell laptops per the attached quote. These will replace a variety of staff computers, all of which are at least 5 years old. These new machines will enable a more mobile workforce and move us to Windows 10. We have confirmed these items are in stock.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 1,918,022	49.87	\$ 2,041,161	(6.03)
State Replacement Taxes	127,200	60,794	47.79	74,898	(18.83)
State Library Aid	65,621	-	-	-	-
Fees	38,000	538	1.41	13,020	(95.87)
Fines	15,000	738	4.92	5,271	(85.99)
Investment Income	51,000	18,383	36.05	18,067	1.75
Contributions & Donations	200	-	-	650	(100.00)
Miscellaneous Revenue	200	3,473	1,736.65	139	2,398.78
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,143,021	2,001,949	48.32	2,153,206	(7.02)
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	8,124	40.62	8,790	(7.58)
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	21,820	33.33	51,899	(57.96)
Library Replacement Fund Total	85,461	29,944	35.04	60,689	(50.66)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	1,546	77.28	850	81.84
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	4,500	1,546	34.35	1,186,969	(99.87)
Total For All Funds	\$ 4,232,982	\$ 2,033,439	\$ 118	\$ 3,400,864	(40.21)

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

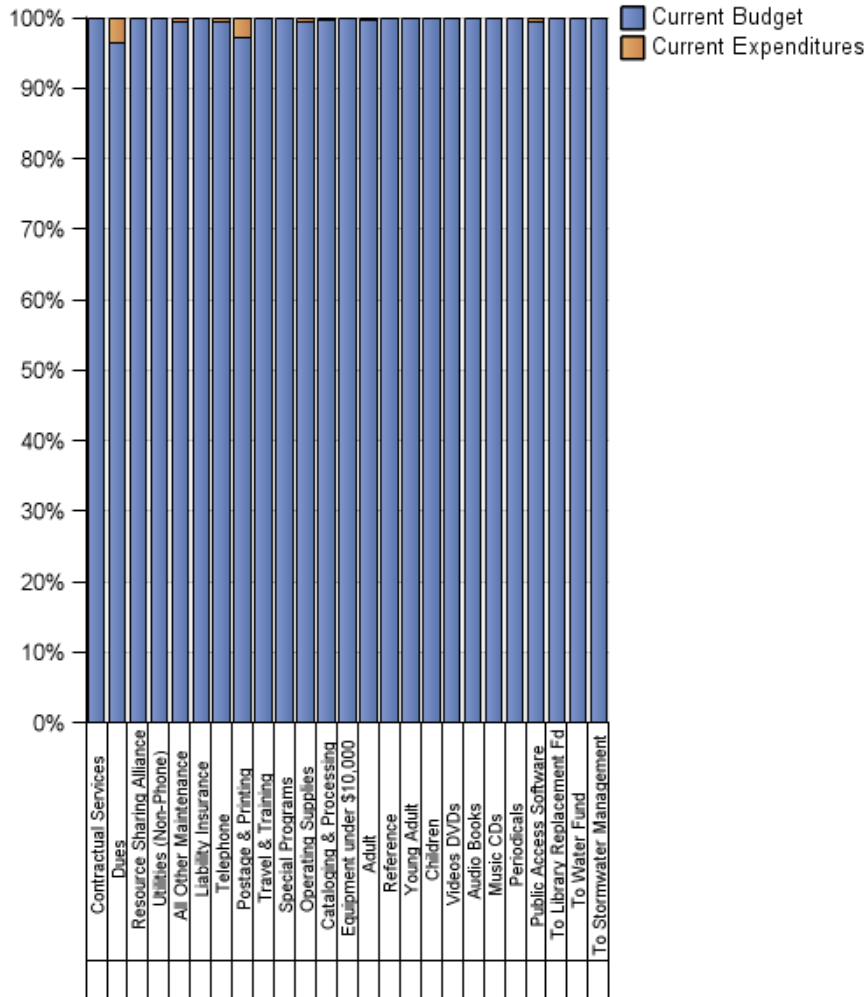
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 1,063,771	\$ 298,993	\$ 3,087,533	\$ 2,141,370	69.38
Library Fund Total	4,450,298	1,063,771	298,993	3,087,533	2,141,370	69.38
LIBRARY REPLACEMENT FUND 222						
Administration	341,830	102,003	36,921	202,906	230,918	59.36
Library Replacement Fund Total	341,830	102,003	36,921	202,906	230,918	59.36
LIBRARY SPECIAL REVENUE FUND 223						
Administration	197,273	8,071	-	189,202	-	95.91
Library Special Revenue Fund Total	197,273	8,071	-	189,202	-	95.91
Total For All Funds	\$ 4,989,401	\$ 1,173,845	\$ 335,914	\$ 3,479,641	\$ 2,372,288	69.74

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

	As of July 31, 2020	As of March 31, 2019	Net Change
221 Library Fund	\$ 3,642,397.39	\$ 2,824,589.08	\$ 817,808.31
222 Library Replacement Fund	\$ 2,101,865.73	\$ 2,187,836.95	\$ (85,971.22)
223 Library Reserve Fund	\$ 1,223,634.56	\$ 1,230,680.13	\$ (7,045.57)
Totals	<u>\$ 5,744,263.12</u>	<u>\$ 5,012,426.03</u>	<u>\$ 731,837.09</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

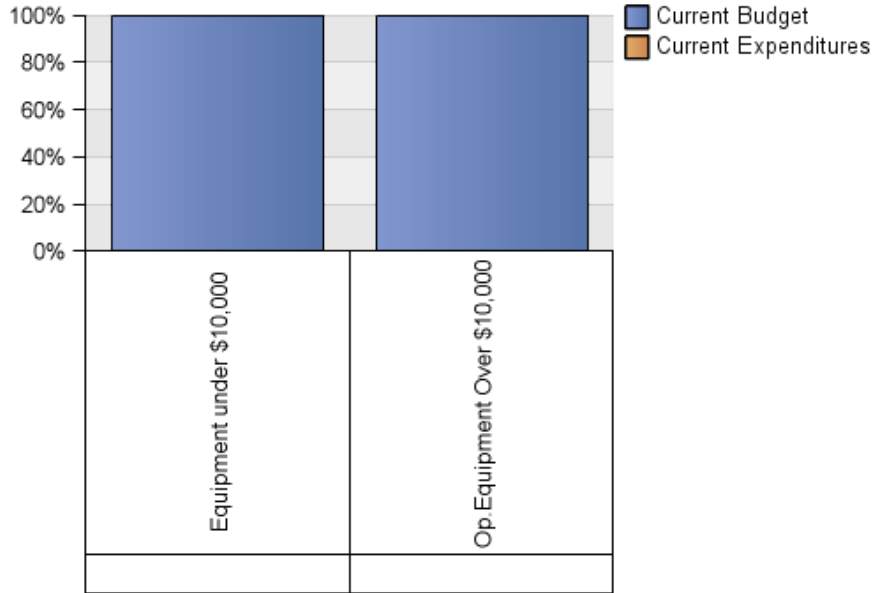


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$60,649.83	\$15,510.15	\$183,540.00	\$107,380.02	59%	\$15,510.15
			221-9010-455.20-20	Dues	\$200.00	\$150.00	\$0.00	\$5,463.00	\$5,113.00	94%	\$200.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$65,701.00	\$65,701.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$5,606.60	\$0.00	\$45,200.00	\$39,593.40	88%	\$0.00
			221-9010-455.25-60	All Other Maintenance	\$621.08	\$31,500.48	\$15,087.53	\$138,361.00	\$91,151.91	66%	\$15,708.61

221-9010-455.30-10	Liability Insurance	\$0.00	\$39,936.00	\$0.00	\$39,971.00	\$35.00	\$35,271.00	0%	\$0.00
221-9010-455.30-15	Telephone	\$76.08	\$2,670.22	\$450.00	\$12,459.00	\$9,262.70	\$12,459.00	74%	\$526.08
221-9010-455.30-25	Postage & Printing	\$750.00	\$8,780.34	\$13,418.05	\$25,363.00	\$2,414.61	\$25,363.00	10%	\$14,168.05
221-9010-455.30-35	Travel & Training	\$0.00	\$59.12	\$0.00	\$15,258.00	\$15,198.88	\$16,458.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$5,312.35	\$1,718.45	\$28,098.00	\$21,067.20	\$8,098.00	75%	\$1,718.45
221-9010-455.35-10	Operating Supplies	\$691.48	\$21,350.47	\$23,478.12	\$109,265.00	\$63,744.93	\$43,906.00	58%	\$24,169.60
221-9010-455.35-15	Cataloging & Processing	\$45.94	\$1,252.77	\$9,567.86	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$9,613.80
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	\$197.28	\$30,916.45	\$50,230.27	\$100,786.00	\$19,442.00	\$100,786.00	19%	\$50,427.55
221-9010-455.36-15	Reference	\$0.00	\$3,408.67	\$1,641.33	\$6,000.00	\$950.00	\$6,000.00	16%	\$1,641.33
221-9010-455.36-20	Young Adult	\$0.00	\$3,878.43	\$8,562.57	\$12,731.00	\$290.00	\$12,731.00	2%	\$8,562.57
221-9010-455.36-25	Children	\$0.00	\$11,542.42	\$56,682.67	\$84,872.00	\$16,646.91	\$84,872.00	20%	\$56,682.67
221-9010-455.37-15	Videos DVDs	\$0.00	\$5,990.76	\$22,400.44	\$42,436.00	\$14,044.80	\$42,436.00	33%	\$22,400.44
221-9010-455.37-20	Audio Books	\$0.00	\$7,364.27	\$19,135.73	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$19,135.73
221-9010-455.37-30	Music CDs	\$0.00	\$560.73	\$2,962.24	\$6,365.00	\$2,842.03	\$6,365.00	45%	\$2,962.24
221-9010-455.38-10	Periodicals	\$0.00	\$627.00	\$10,512.00	\$16,500.00	\$5,361.00	\$16,500.00	32%	\$10,512.00
221-9010-455.38-20	Public Access Software	\$1,200.00	\$25,809.99	\$0.00	\$218,915.00	\$191,905.01	\$138,915.00	88%	\$1,200.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$21,820.32	\$0.00	\$65,461.00	\$43,640.68	\$65,461.00	67%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$376.16	\$0.00	\$3,172.00	\$2,795.84	\$3,172.00	88%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$202.40	\$0.00	\$773.00	\$570.60	\$773.00	74%	\$0.00
Summary		3,781.86	289,765.78	314,357.41	1,291,714.00	683,808.95	982,855.00	0.53	318,139.27

Budget to Actual Expenditures

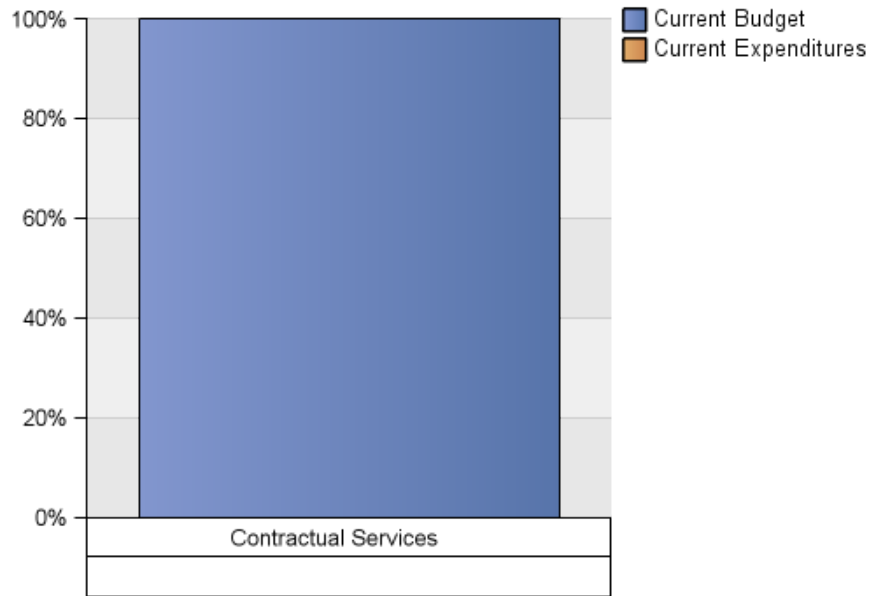
Library - Administration (Library Replacement Fund)



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	\$98,260.03	\$36,921.00	\$201,000.00	\$65,818.97	\$201,000.00	33%	\$36,921.00
			Summary		0.00	102,003.03	36,921.00	341,830.00	202,905.97	341,830.00	0.59	36,921.00

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	\$0.00	\$8,070.76	\$0.00	\$197,273.00	\$189,202.24	\$1,000.00	96%	\$0.00
Summary					0.00	8,070.76	0.00	197,273.00	189,202.24	1,000.00	0.96	0.00

NPL Monthly Circulation Statistics



July 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	142,600	129,817	18,621	36,786	35,761	13,004
Videos *			144			87
Audios	3,956	3,908	619	1,234	1,134	414
Magazines	282	186	17	64	50	17
Other	112	137	26	25	29	23
Juvenile - Total	146,950	134,048	19,427	38,109	36,974	13,545
Teen						
Books	7,465	6,763	1,355	2,112	1,895	987
Audios			13			12
Magazines	30	4	0	11	4	0
Teen - Total	7,495	6,767	1,368	2,123	1,899	999
Adult						
Books	46,419	41,747	8,219	12,531	11,246	5,696
Videos	15,424	13,141	2,237	4,344	3,543	1,470
Audios	10,422	9,082	1,479	2,616	2,542	1,269
Magazines	1,648	1,461	129	518	383	88
Other	5,279	5,160	385	1,439	1,435	278
Adult - Total	79,192	70,591	12,449	21,448	19,149	8,801
Digital Content						
eAudiobooks	4,627	7,520	15,228	1,357	2,012	2,690
eBooks	8,311	11,547	28,876	2,350	3,176	4,423
Magazines	180	384	1,661	29	104	344
Music	2,806	2,345	1,738	666	581	29
Streaming Video	371	491	2,327	89	118	324
Digital Content - Total	16,295	22,287	49,830	4,491	5,991	7,810
Total Circulation	249,932	233,693	83,074	66,171	64,013	31,155

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

NPL Collection Holdings



July 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,285	82,295	471	-461	1,243	-461
Videos	1,258	1,260	2	0	2	0
Audios	2,428	2,465	37	0	79	0
Magazines	245	257	17	-5	60	-5
Other	126	126	0	0	0	0
Juvenile - Total	86,342	86,403	527	-466	1,384	-466
Teen						
Books	6,210	6,296	41	45	133	45
Audios	175	175	0	0	0	0
Magazines	84	86	3	-1	9	-1
Teen - Total	6,469	6,557	44	44	142	44
Adult						
Books	56,916	56,546	289	-659	1,133	-691
Videos	16,723	16,724	67	-66	273	-66
Audios	14,987	14,565	107	-529	202	-529
Magazines	2,990	2,997	111	-104	702	-104
Other	2,130	2,136	1	5	53	5
Adult - Total	93,746	92,968	575	-1,353	2,363	-1,385
Total Collection	186,557	185,928	1,146	-1,775	3,889	-1,807

NPL Digital Content by Month



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

	3.20	4.20	5.20	6.20	7.20	
eRead Illinois						
eAudiobooks	1,146	901	1,294	1,071	1,258	
eBooks	1,568	1,971	2,087	1,787	2,010	
eRead Illinois Total	2,714	2,872	3,381	2,858	3,268	
Freeding	17	0	0	0	0	
Freegal	654	621	146	0	0	

Hoopla

eAudiobooks	653	784	807	734	762	
eBooks	464	769	561	424	376	
Movies/TV	195	304	199	171	192	
Music	48	44	32	23	29	
Hoopla Total	1,360	1,901	1,599	1,352	1,359	

Overdrive

eAudio	441	549	523	623	592	
eBooks	1,805	2,190	2,457	2,172	2,037	
Overdrive Total	2,246	2,739	2,980	2,795	2,629	

Rbdigital

eAudiobooks	95	93	58	72	78	
Magazines	275	231	285	285	344	
Acorn TV views	62	138	295	199	114	
Great Courses views	4	4	10	13	11	
IndieFlix views	0	0	3	0	2	
Learn It Live views	0	1	1	5	5	
Stingray Qello views	0	2	10	5	0	
Streaming Views Total	66	145	319	222	132	

Totals

eAudiobooks	2,335	2,337	2,682	2,500	2,690	
eBooks	3,854	4,930	5,105	4,383	4,423	
Magazines	275	231	285	285	344	
Music	702	665	178	23	29	
Streaming Video	261	449	518	393	324	

NPL Monthly Statistics



July 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,471	70	(14)	34,527	32,608	29,465
Teen	3,408	1	2	3,411	3,170	1,750
Juvenile	8,764	11	(6)	8,769	7,921	6,876
Total	46,643	82	-18	46,707	43,699	38,091

Patron Count	Current YTD	FY20	FY19
Door Count	-		
Offsite programs (est)	-		
Previous Month YTD	0	105,013	100,466

Interlibrary Loan and System Holds

	Jul-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	2,876	376	5,290	4,361
Loaned	2,872	351	5,799	5,048
Reciprocal borrowing	1,544	1,909	76,030	85,629

Public PC Area

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

normalpl.org Site Statistics



July 2020

	Annual Totals			July		
	2018	2019	2020 YTD	2018	2019	2020
Site Views over time						
Pageviews	408,017	403,134	184,153	34,160	36,024	27,744
Unique Pageviews	318,741	317,185	146,637	27,125	28,582	22,620

Top Viewed Pages

2020

/	87,275
/books-more/ebooks-eaudiobooks	6,368
/databases	5,149
/covid19	4,742
/summer	3,837
/events/month	3,628
/services/my-account	3,291
/curbit	3,072
/events/upcoming	2,535
/events/upcoming?status=1	2,238

Usage by Device

2020

Desktop	60.5%
Mobile	35.3%
Tablet	4.1%

Usage by Device

July 2020

Desktop	54.0%
Mobile	41.6%
Tablet	4.4%

Top Viewed Pages

July 2020

/	13,328
/curbit	1,566
/summer	1,184
/services/my-account	850
/browser-pack	688
/books-more/ebooks-eaudiobooks	642
/databases	600
/covid19	588
/books-more	438
/events/upcoming?status=1	308



Our first virtual summer reading challenge!

2,700	Readers registered for the challenge in Beanstack
1,780	Logged at least one day of reading
693	Completed the challenge of reading for 42 days
15,294	Reading and activity badges were earned
8,449	Activities for badges were completed
195	Book reviews written
55,574	Days of reading logged
45,464	Books logged
13,541	Minutes of reading logged
44,592	Virtual tickets earned for prize drawings
120	Prize winners
1,686	Summer Reading in Bag packs given out to kids and teens

Reader Grade Levels	
Babies & Toddlers	223
Preschool	275
Kindergarten	142
1st grade	184
2nd grade	163
3rd grade	198
4th grade	142
5th grade	132
6th grade	115
7th grade	97
8th grade	72
9th grade	50
10th grade	48
11th grade	18
12th grade	24
None given	75
Adult	742

Reading & Activity Badges Earned	
One Day	1,736
Seven days	1,415
14 days	1,230
21 days	1,106
28 days	997
35 days	820
42 days	693
49 days	534
56 days	395
61 days	201
Dig Deeper	826
Go Outside	973
Read Read Read!	644
Library Events	305
2020 Census	836
Book Review	149



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000067249724.1	Sales Rep	David Melgar
Total	\$68,159.36	Phone	(800) 456-3355, 6179073
Customer #	9372436	Email	David_Melgar@Dell.com
Quoted On	Aug. 19, 2020	Billing To	ACCOUNTS PAYABLE
Expires by	Sep. 03, 2020		NORMAL PUBLIC LIBRARY
Deal ID	18152158		206 WEST COLLEGE AVE
			NORMAL, IL 61761-2576

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
David Melgar

Shipping Group

Shipping To	Shipping Method
ENOCH KINDSETH NORMAL PUBLIC LIBRARY 206 W COLLEGE AVE NORMAL, IL 61761-2576 (309) 452-1757	Standard Delivery

Product	Unit Price	Qty	Subtotal
Dell Latitude 5511	\$1,899.99	32	\$60,799.68
Dell Thunderbolt Dock- WD19TB	\$229.99	32	\$7,359.68

Subtotal:	\$68,159.36
Shipping:	\$0.00
Non-Taxable Amount:	\$68,159.36
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$68,159.36
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Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

ENOCH KINDSETH
 NORMAL PUBLIC LIBRARY
 206 W COLLEGE AVE
 NORMAL, IL 61761-2576
 (309) 452-1757

Shipping Method

Standard Delivery

	Qty	Subtotal
Dell Latitude 5511	32	\$60,799.68

Estimated delivery if purchased today:
 Aug. 27, 2020
 Contract # C000000181093
 Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Dell Latitude 5511 MLK BTX	210-AVCW	-	32	-
10th Generation Intel(R) Core i7-10850H (6 Core, 12M cache, 2.7GHz, 5.1GHz Turbo, 35W vPro)	379-BDXG	-	32	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	32	-
No AutoPilot	340-CKSZ	-	32	-
"No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	32	-
Intel(R) UHD Graphics with Thunderbolt for Intel 10th Gen Core i7-10850H	338-BUVW	-	32	-
Intel vPro Technology Enabled	631-ACLE	-	32	-
16GB,1x16GB, DDR4 Non-ECC	370-AFEE	-	32	-
M.2 512GB PCIe NVMe Class 40 Solid State Drive	400-BEMU	-	32	-
No Additional Hard Drive	401-AADF	-	32	-
LCD back cover for Latitude 5511, WLAN/WWAN Capable, Carbon Fiber Reinforced Polymer	320-BDSO	-	32	-
RGB Cam/Mic Bezel with Dell Privacy Shutter	325-BDRC	-	32	-
15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch,220 nits	391-BEZZ	-	32	-
DP Palmrest w/ Touch Fingerprint Reader, FIPS Contacted + Contactless Smart Card Reader, NFC, TBT	346-BFZH	-	32	-
Dual Pointing Backlit US English Keyboard	583-BFBO	-	32	-
Intel AX201 2x2 + Bluetooth 5.1 Driver	555-BFNX	-	32	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	32	-
No Mobile Broadband Card	556-BBCD	-	32	-
4 Cell 68Whr ExpressCharge Capable Battery	451-BCPG	-	32	-
90W 7.4mm EPEAT adapter	492-BCWW	-	32	-
No Anti-Virus Software	650-AAAM	-	32	-
OS-Windows Media Not Included	620-AALW	-	32	-
E5 US Power Cord	450-AAEJ	-	32	-
Latitude 5511 Quick Start Guide	340-CPRR	-	32	-
US Order	332-1286	-	32	-
No Carrying Case	460-BBEX	-	32	-
No Docking Station	452-BBSE	-	32	-

SERI Guide (ENG/FR/Multi)	340-AGIK	-	32	-
Fixed Hardware Configuration	998-EESY	-	32	-
Regulatory Label, FCC	389-DPGZ	-	32	-
Dell Applications for Windows 10	658-BESS	-	32	-
SHIP,NBK,5511,WW,MIN	328-BDLJ	-	32	-
Intel Core i7 Label for vPro	340-CPOZ	-	32	-
No Option Included	340-ACQQ	-	32	-
No Mouse	570-AADK	-	32	-
No Resource DVD / USB	430-XXYG	-	32	-
ENERGY STAR Qualified	387-BBNO	-	32	-
Smart Selection Shipment (S)	800-BBQI	-	32	-
EAN label	389-BKKL	-	32	-
SSD Filler	750-ABKO	-	32	-
Latitude 5511 Bottom Door	321-BFKP	-	32	-
No Removable CD/DVD Drive	429-AATO	-	32	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	32	-
Dell Limited Hardware Warranty	997-8317	-	32	-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-8366	-	32	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	32	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	997-8388	-	32	-
ProSupport Plus: Next Business Day Onsite, 3 Year Extended	997-8389	-	32	-
ProSupport Plus: Accidental Damage Service, 4 Years	997-8390	-	32	-
ProSupport Plus: 7x24 Technical Support, 4 Years	997-8391	-	32	-
			Qty	Subtotal

Dell Thunderbolt Dock- WD19TB	\$229.99	32	\$7,359.68
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Estimated delivery if purchased today:
Aug. 27, 2020
Contract # C000000181093
Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Dell Thunderbolt Dock- WD19TB	210-ARIK	-	32	-
Advanced Exchange Service, 3 Years	824-3984	-	32	-
Dell Limited Hardware Warranty	824-3993	-	32	-

Subtotal:	\$68,159.36
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$68,159.36

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.