



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
December 16, 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. 2021-2024 Strategic Planning Process (Discussion)
 - B. COVID-19 Update (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: January 27, 2021 (Regular Meeting)
12. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed.

**Minutes of the Board of Trustees
Normal Public Library
November 18, 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, November 18, 2020. The meeting convened at 5:31pm, President Jess Ray presiding, and Jd Davis, secretary. Mr. Ray read a statement detailing his decision to hold this meeting virtually as opposed to in-person at the Library.

Member Roll Call:

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

Ms. Trunnell arrived at 6:18 pm, during the Strategic Planning section of the agenda.

Library Staff Present: Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

Guests Present (via Zoom): Toni Garvey and Sue Hall

Review of the Agenda: The discussion on Standards can be tabled until the December meeting.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the October 28, 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 \$29,104.83 and three payrolls for the month of October totaling \$223,867.99. 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.

President's Report: Mr. Ray expressed his appreciation for the NPL staff and board members.

Public Comment: None

Library Director's Report: Mr. Chase discussed the Wifi and PPE grants. The Library is back to providing only curbside service as of last week. Children's Librarian Jane Jankowski has resigned her position to move closer to family. Mr. Chase attended a virtual institute today, and noted that libraries across the country are having challenges, but still striving to serve their communities however possible.

Foundation Report: The Foundation is launching the Annual Campaign. Joel McReynolds met with Sue Hall and Peter Pearson. A correspondence will be going out to potential donors, with an emphasis on monthly giving. If the Board has any suggestions for recipients of this communication, let Mr. Chase know.

New Business:

2021-2024 Strategic Planning Process (Discussion)

Mr. Chase thanked Ms. Hall and Ms. Garvey for their assistance with the planning. They gave a background of the last strategic planning process, and what has commenced so far with this one. The Board provided input to the planning, answering questions and providing feedback.

Review of "Serving Our Public 4.0: Standards for Illinois Public Libraries" (Discussion)

Discussion tabled until the December Board meeting.

COVID-19 (Discussion)

Mr. Chase thanked the Board for the support for the changes. Staff has been excellent at reverting to curbside again. The goal is to keep everyone safe and healthy through the holidays. Mr. Chase noted that the Library is not accepting donations at this time, in an effort to keep the focus on curbside.

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

Ms. Davis moved to enter Executive Session per Section 2(c)(21), approval of Executive Session minutes, at 7:31pm. Ms. Lewis seconded.

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

The Board entered Executive Session at 7:31 pm.

The Board exited Executive Session at 7:34 pm.

Ms. Davis moved to approve the Executive Session Minutes: Section 2(c)(21) from the October 28, 2020 meeting.

Mr. Lewis seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis – Approved

Unfinished Business

N/A

Next meeting agenda

Standards Discussion

Update to Strategic Planning Process

Adjournment

Meeting adjourned at 7:37pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

Library Fund

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	NASA grant funds-Randi	284.85
US BANK/P-CARD	NPL Foundation expense; p	51.00
US BANK/P-CARD	Security Tinted Envelopes	13.31
Library Fund	- Total	349.16

Library Fund Library Administration

Vendor Name	Payment Description	Transaction Amount
ACE HARDWARE	PRIMER, PAINT SUPPLIES	31.11
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,649.40
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	416.07
BAKER & TAYLOR COMPANIES	ADULT NON-FICTION BOOKS	67.33
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	282.64
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	200.52
BAKER & TAYLOR COMPANIES	YA BOOKS	61.34
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	434.41
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	228.43
BARNES & NOBLE INC	ADULT BOOKS	190.98
BARNES & NOBLE INC	CHILDREN'S BOOKS	37.98
BRAINFUSE INC	ONLINE EDUCATION1/21-1/22	3,000.00
BRODART COMPANY	CDS	644.00
BRODART COMPANY	S TAPE BOOK BINDING	365.76
CENGAGE LEARNING INC	LARGE PRINT BOOKS	91.50
CENGAGE LEARNING INC	LARGE PRINT BOOKS-3	57.74
CENGAGE LEARNING INC	NOV - CORE 8 PLAN	28.49
CENGAGE LEARNING INC	NOV CHRISTIAN FICTION 4	95.96
CENGAGE LEARNING INC	NOVEMBER BASIC 8 PLAN-9	236.16
CENGAGE LEARNING INC	NOVEMBER CORE 8 PLAN-7	182.93
CENTER POINT LARGE PRINT	LARGE PRINT BOOK	23.25
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	182.16
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
CONSTELLATION ENERGY SERVICES INC	OCTOBER 2020	2,594.19
CUSHINGS COMMERCIAL CARPETS INC	INSTALL LVT ARMSTRONG	350.00
CUSHINGS COMMERCIAL CARPETS INC	SMALL BASE INSTALL	85.00
DIVERSIFIED MECHANICAL INC	DUCT CLEANING SVC	897.00
DIVERSIFIED MECHANICAL INC	FILTERS-AIR HANDLER/LIB	952.00
FINDAWAY WORLD LLC	FINDAWAYS	1,278.55
FRONTIER	PHONE SERVICE MONTHLY - L	127.92

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
IL OFFICE OF THE STATE FIRE MARSHAL	ANNUAL RENEW-ELEV.SAFETY	75.00
ILLINOIS LIBRARY ASSOCIATION	839969 ILA MEMBERSHIP DUE	75.00
INFORMATION TODAY INC	10-ISSUE SUBSCRIPTION	119.95
INTERSTATE ALL BATTERY CENTER	BATTERIES	77.40
INTERSTATE ALL BATTERY CENTER	BATTERIES/LIGHTING	85.00
KAEB SANITARY SUPPLY INC	MOP BINS/BUCKETS-LIB	110.06
KEWANEE PUBLIC LIBRARY	LOST/MAGNOLIA TABLE V.2 (40.00
KONE INC	ELEVATOR INSPECTION	317.00
KROGER-INDY CUSTOMER CHARGES	MISC SUPPLIES/LIB	371.10
LIBRARY IDEAS,LLC	CHILDREN'S AV (18)	725.10
MANGO LANGUAGES	SUBSCRIPTION RENEWAL-1 YR	3,924.01
MENARDS	20PK HAND WARMERS/COMBOPK	46.95
MENARDS	DROP CLOTH/BRUSH,LINER	29.65
MENARDS	FLR PAINT ANTISKID WHT/A	30.98
MENARDS	LOBBY BROOM/DUST PAN +	36.96
MIDWEST MARKETING INC	FROST WINDOW FILM/LIB	108.00
MIDWEST TAPE	AUDIO BOOKS	12.99
MIDWEST TAPE	CD - DRUMMER BOY	11.99
MIDWEST TAPE	DVD - WIDESCREEN	89.96
MILLER JANITOR SUPPLY	TOWELS,LINERS,TP,GLOVES	408.87
NEWSBANK INC	SUBSCRIPTION MAR21-FEB22	1,389.00
NICOR GAS	OCTOBER 2020	498.96
NORMAL ROTARY CLUB	POINSETTIAS FOR THE LIBRA	125.00
PURITAN SPRINGS WATER	WATER SERVICE-NPL	30.77
QUADIENT, INC.	ONLINE METER RENTAL-MAR21	59.99
QUILL CORPORATION	MONTHLY PLANNER	18.36
QUILL CORPORATION	OFFICE SUPPLIES-NPL	225.59
QUILL CORPORATION	STAPLER	12.98
QUINCY PUBLIC LIBRARY	PROCESSING FEE	5.00
QUINCY PUBLIC LIBRARY	REPL. FOR STAINED BK-DEAD	26.99
SAMS CLUB	INV.#3750 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#3751 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#6061-ODOBAN /DISINFE	7.98
SAMS CLUB	INV.#8146 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#8147 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#8148 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#8149 - LYSOL 4 PAC	16.98
SAMS CLUB	INV.#8150 - LYSOL 4 PAC	16.98

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
SAMS CLUB	INV.#8151 - LYSOL 4 PAC	16.98
SAMS CLUB	MISC SUPP-NPL	75.92
SCHOLASTIC LIBRARY PUBLISHING	BOOK - HARDCOVER	18.20
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS (8)	145.60
TODAYS BUSINESS SOLUTIONS TBS INC	ANNL SERV/MAINT AGREEMENT	1,790.00
ULVERSCROFT LARGE PRINT BOOKS	BOOKS-ADULT LG PRINT	64.48
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-29	259.55
UNITED STATES POSTAL SERVICE	FOR P.O.BOX 325-NORMAL PU	254.00
US BANK/P-CARD	3D Printing Supplies: Hat	19.99
US BANK/P-CARD	3D Printing Supplies: Tec	21.24
US BANK/P-CARD	4-Shelf Storage Unit (1)	54.99
US BANK/P-CARD	AED Inspection Cards pk-2	17.02
US BANK/P-CARD	Calendar Planners for 202	42.95
US BANK/P-CARD	Calendars: Desk Pads-Plan	75.93
US BANK/P-CARD	Car Wash for Library Van	15.00
US BANK/P-CARD	Clorox Disinfecting Wipes	418.21
US BANK/P-CARD	Creative Cloud Storage 1T	9.99
US BANK/P-CARD	Disposable Isolation Gown	70.84
US BANK/P-CARD	DVD Repl. - NEW ELEMENTAR	9.96
US BANK/P-CARD	Ethyl Alcohol Wipes 50pac	119.50
US BANK/P-CARD	Hotjar PLUS Valid thru 1	39.00
US BANK/P-CARD	Live Chat - Monthly Billi	9.00
US BANK/P-CARD	Lysol Disinfecting Wipes	37.36
US BANK/P-CARD	Monk Disinfecting Wipes -	103.49
US BANK/P-CARD	Monk Disinfecting Wipes 8	539.85
US BANK/P-CARD	Monthly Zoom for Children	14.99
US BANK/P-CARD	New DVD Rel. - Foreign T	18.59
US BANK/P-CARD	New DVD Rel. - 5 YEARS AP	39.98
US BANK/P-CARD	New DVD Rel. - ALONE (2)	25.92
US BANK/P-CARD	New DVD Rel. - AMULET (1	17.99
US BANK/P-CARD	New DVD Rel. - ANTEBELLUM	59.96
US BANK/P-CARD	New DVD Rel. - BEFORE THE	19.99
US BANK/P-CARD	New DVD Rel. - BILL and T	35.98
US BANK/P-CARD	New DVD Rel. - BLACKBIRD	101.91
US BANK/P-CARD	New DVD Rel. - BLUE RIDGE	31.41
US BANK/P-CARD	New DVD Rel. - CATS & DOG	14.96
US BANK/P-CARD	New DVD Rel. - CHRISTMAS	10.99
US BANK/P-CARD	New DVD Rel. - CRIMINAL A	16.99

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - CRITICAL T	12.96
US BANK/P-CARD	New DVD Rel. - CUT THROAT	25.92
US BANK/P-CARD	New DVD Rel. - DOORMAN (25.92
US BANK/P-CARD	New DVD Rel. - EL CAMINO:	30.69
US BANK/P-CARD	New DVD Rel. - FRIENDSGIV	38.88
US BANK/P-CARD	New DVD Rel. - GODWINK CH	9.96
US BANK/P-CARD	New DVD Rel. - HARD KILL	12.96
US BANK/P-CARD	New DVD Rel. - MIRACLE ON	9.99
US BANK/P-CARD	New DVD Rel. - MISBEHAVIO	77.91
US BANK/P-CARD	New DVD Rel. - MORTAL (2	25.98
US BANK/P-CARD	New DVD Rel. - MY HERO AC	39.92
US BANK/P-CARD	New DVD Rel. - NO ESCAPE	27.98
US BANK/P-CARD	New DVD Rel. - OWNERS (3	39.96
US BANK/P-CARD	New DVD Rel. - RAINY DAY	79.96
US BANK/P-CARD	New DVD Rel. - SCARE PACK	9.96
US BANK/P-CARD	New DVD Rel. - SECRETS WE	59.84
US BANK/P-CARD	New DVD Rel. - SILENCING	38.97
US BANK/P-CARD	New DVD Rel. - SPONTANEOU	25.98
US BANK/P-CARD	New DVD Rel. - SWITCHED	25.92
US BANK/P-CARD	New DVD Rel. - TREMORS: S	12.96
US BANK/P-CARD	New DVD Rel. - UPSIDE-DOW	59.84
US BANK/P-CARD	New DVD Rel. - VANISHED	51.84
US BANK/P-CARD	New Holiday Music - BLUES	11.59
US BANK/P-CARD	New Holiday Music - CHRIS	27.86
US BANK/P-CARD	New Holiday Music - HOLLY	15.16
US BANK/P-CARD	New Holiday Music - IT'S	41.16
US BANK/P-CARD	New Holiday Music - KACEY	11.29
US BANK/P-CARD	New Holiday Music - MOONL	12.89
US BANK/P-CARD	New Holiday Music - THIS	13.98
US BANK/P-CARD	New Holiday Music - TORI	12.59
US BANK/P-CARD	New Holiday Music - VERY	28.96
US BANK/P-CARD	New Music CD - BEASTIE BO	13.95
US BANK/P-CARD	New Music CD - NOW 76 (1	9.99
US BANK/P-CARD	New Music CD - SPELL MY N	11.54
US BANK/P-CARD	New Music Holiday - CHRIS	10.98
US BANK/P-CARD	New Music Holiday - WE NE	5.98
US BANK/P-CARD	New Music Rel. - BLOOD &	13.97
US BANK/P-CARD	New Music Rel. - DISCO by	13.69

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	New Music Rel. - LETTER T	11.99
US BANK/P-CARD	New Music Rel. - LOVE GOE	11.88
US BANK/P-CARD	New Music Rel. - NERVOUS	13.32
US BANK/P-CARD	New Music Rel. - POSITION	11.99
US BANK/P-CARD	New Music Rel. - THIS DRE	13.20
US BANK/P-CARD	New Music Rel. - TWENTY Y	9.97
US BANK/P-CARD	New Music Rel. - What You	11.99
US BANK/P-CARD	New TV Rel - VIKINGS S.6	19.96
US BANK/P-CARD	New TV Rel. - CROWN S.3	24.99
US BANK/P-CARD	New TV Rel. - MASTERPIECE	22.99
US BANK/P-CARD	New TV Rel. - THE GOOD WI	19.99
US BANK/P-CARD	New TV Rel. - WHEN CALLS	21.99
US BANK/P-CARD	Office supplies: markers-	68.88
US BANK/P-CARD	Paint for Staff Entry Way	62.10
US BANK/P-CARD	Podcast hosting for Novem	15.00
US BANK/P-CARD	Postage - Application for	4.10
US BANK/P-CARD	Postage - Board Packets	18.00
US BANK/P-CARD	Purell Hand Sanitizer 20o	225.80
US BANK/P-CARD	Purell Hand Sanitizer fli	71.28
US BANK/P-CARD	Purell Hand Sanitizer pum	89.99
US BANK/P-CARD	Repl. Game - Kinect Star	18.90
US BANK/P-CARD	Returned a Calendar Plann	-10.99
US BANK/P-CARD	Shelf Hooks & Shelf Liner	35.98
US BANK/P-CARD	Sign and Sing Storytime (120.00
US BANK/P-CARD	Social Media ..advertisin	11.52
US BANK/P-CARD	Teleconferencing for the	14.99
US BANK/P-CARD	Virtual Conference-Oct. 2	150.00
US BANK/P-CARD	Water Fountain Filters (103.80
US BANK/P-CARD	Web Camera (1)	119.00
US BANK/P-CARD	Wire Hangers 40 per pack	23.88
US BANK/P-CARD	Work Gloves	46.47
US POSTAL SERVICE/HASLER	ACCT.#5287048-FOR NPL POS	3,000.00
WALMART COMMUNITY BRC	SUPPLIES - LIB	13.16
WATTS COPY SYSTEMS, INC.	COPIES/LIB #5700-06	4.92
WATTS COPY SYSTEMS, INC.	COPIES/LIB #5701-06	4.39
WATTS COPY SYSTEMS, INC.	COPIES/LIB #6621-07	39.32
WATTS COPY SYSTEMS, INC.	COPIES/LIB #8870-03	84.13
Library Fund	Library Administration - Total	37,251.82

Town of Normal Expenditures to be approved for Payments
Between Nov 12, 2020 and Dec 9, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Overall - Total		37,600.98

**Director's Report
December 16, 2020**

1. Monthly Financial Report

Revenue: The November operating revenues are down 3.71% compared to this time last year, mostly due to decreased property tax receipts. **Expenses:** A report showing expenses totaling \$37,600.98 from November 12 to December 9 is included in this packet. Two November payrolls totaled \$149,057.82.

2. Circulation

November circulation showed signs of continued recovery, with a total of 42,137.

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

Several minor issues remain to be remedied, all of which we hope to have completed by the end of December.

4. 2021-2024 Strategic Planning Process

Our strategic planning process is progressing and we are working through a draft plan. The Board's input was very valuable in helping us move forward.

5. FY2021-FY2026 Budget Process

The library levy is projected to remain flat. The Town Council's Budget Review Work Session is tentatively scheduled for January 14, 2021, at 9:00 a.m.

6. Ongoing Used Book Sale

The expanded ongoing used book sale is on hold while we are in curbside-only mode. We are exploring possible solutions to make it accessible via curbside.

7. Per Capita Grant

I will prepare a draft Per Capita Grant application for your consideration at the January 27 meeting. The official application is now available, with a deadline of March 15, 2021.

8. Website Project

Our website is being studied by a Needs Assessment and Usability Evaluation class at the University of Michigan, a process which will be complete in the very near future. This work has confirmed our belief that our patrons would benefit from a cleaner, simpler site. I anticipate we will make some structural modifications to our site in early 2021.

9. Digital Network Access Grant

Our Wi-Fi assessment should be completed in early January.

10. Winter Reading Challenge

We are preparing an expanded winter reading challenge for all ages. Please stay tuned for details regarding this very fun and simple program, which will include participation prizes and the opportunity to win gift cards to local businesses.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o November 30, 2020

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 3,792,843	98.62	\$ 3,900,560	(2.76)
State Replacement Taxes	107,000	89,995	84.11	109,004	(17.44)
State Library Aid	65,621	65,621	100.00	65,621	0.00
Fees	1,025	1,685	164.42	24,422	(93.10)
Fines	1,564	1,576	100.77	10,731	(85.31)
Investment Income	43,674	30,211	69.17	31,097	(2.85)
Contributions & Donations	200	75	37.50	725	(89.66)
Miscellaneous Revenue	7,000	6,958	99.40	475	1,364.91
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,071,884	3,988,966	97.96	4,142,635	(3.71)
LIBRARY REPLACEMENT FUND 222					
Investment Income	24,608	14,770	60.02	14,402	2.55
Miscellaneous Revenue	-	-	-	-	-
Transfers	58,121	42,173	72.56	116,507	(63.80)
Library Replacement Fund Total	82,729	56,942	68.83	130,909	(56.50)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	8,977	3,983	44.37	1,448	175.10
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	11,477	3,983	34.71	1,237,567	(99.68)
Total For All Funds	\$ 4,166,090	\$ 4,049,892	\$ 202	\$ 5,511,111	(26.51)

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of November 30, 2020

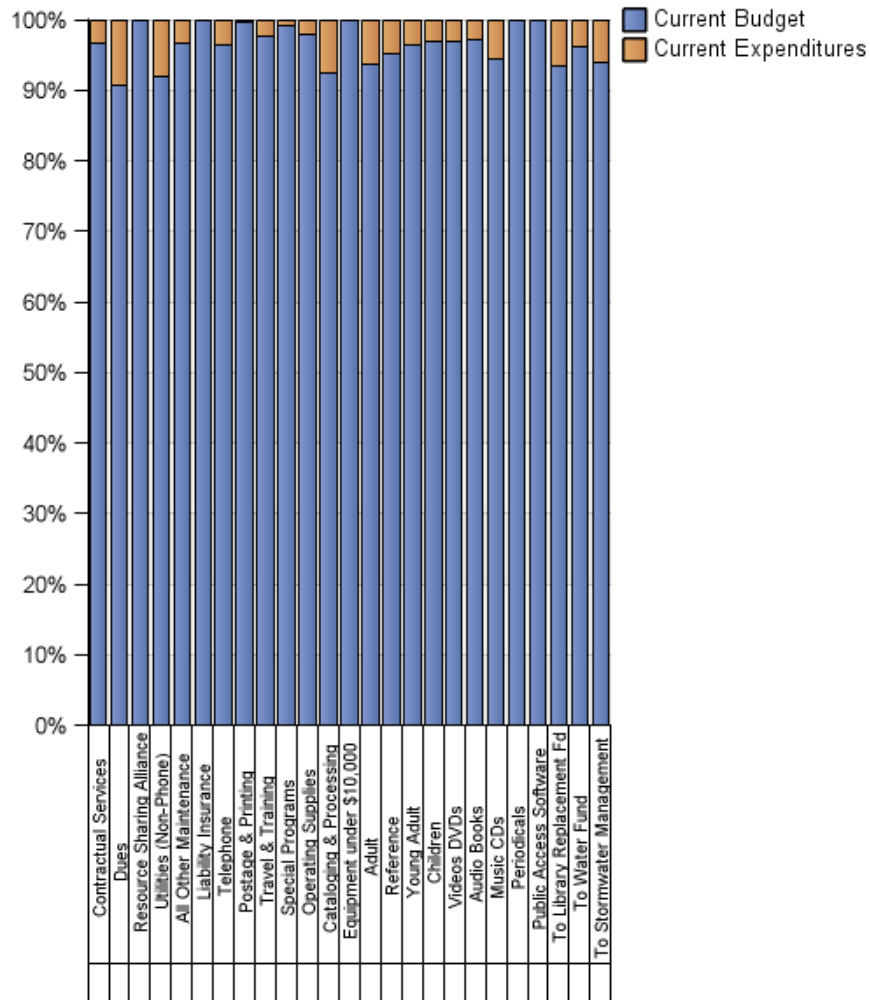
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,227,848	\$ 2,189,204	\$ 187,055	\$ 1,851,589	\$ 3,382,861	43.80
Library Fund Total	4,227,848	2,189,204	187,055	1,851,589	3,382,861	43.80
LIBRARY REPLACEMENT FUND 222						-
Administration	393,903	203,833	-	190,070	254,928	48.25
Library Replacement Fund Total	393,903	203,833	-	190,070	254,928	48.25
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	291,000	108,156	114,725	68,119	5,500	23.41
Library Special Revenue Fund Total	291,000	108,156	114,725	68,119	5,500	23.41
Total For All Funds	\$ 4,912,751	\$ 2,501,194	\$ 301,780	\$ 2,109,777	\$ 3,643,289	42.94

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of November 30, 2020

	As of	As of	
	November 30, 2020	March 31, 2019	Net Change
221 Library Fund	\$ 4,427,268.11	\$ 2,824,589.08	\$ 1,602,679.03
222 Library Replacement Fund	\$ 2,002,820.28	\$ 2,187,836.95	\$ (185,016.67)
223 Library Reserve Fund	\$ 1,132,184.18	\$ 1,230,680.13	\$ (98,495.95)
Totals	<u>\$ 6,430,088.39</u>	<u>\$ 5,012,426.03</u>	<u>\$ 1,417,662.36</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

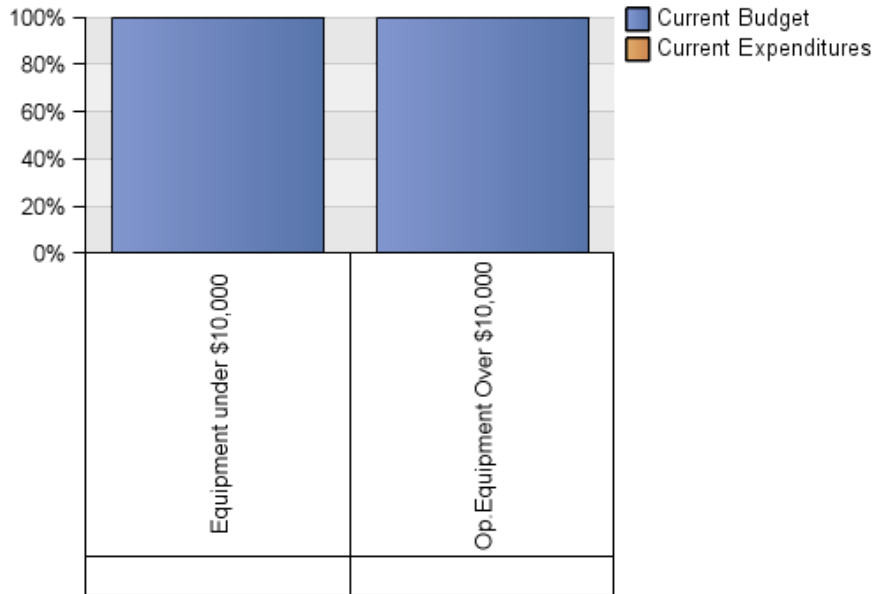


Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc			
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$6,391.34	\$69,298.99	\$15,616.57	\$183,540.00	\$92,233.10	\$113,540.00	50%	\$22,007.91
			221-9010-455.20-20	Dues	\$555.00	\$1,629.00	\$0.00	\$5,463.00	\$3,279.00	\$5,463.00	60%	\$555.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,243.00	\$0.00	\$65,701.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$3,093.15	\$17,851.99	\$0.00	\$35,000.00	\$14,054.86	\$45,200.00	40%	\$3,093.15
			221-9010-455.25-60	All Other Maintenance	\$4,841.68	\$52,552.67	\$11,984.87	\$138,361.00	\$68,981.78	\$68,361.00	50%	\$16,826.55

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	\$425.79	\$4,189.41	\$300.00	\$12,000.00	\$7,084.80	\$12,459.00	59%	\$725.79
221-9010-455.30-25	Postage & Printing	\$93.61	\$10,842.90	\$12,425.51	\$25,000.00	\$1,637.98	\$25,363.00	7%	\$12,519.12
221-9010-455.30-35	Travel & Training	\$190.14	\$462.94	\$0.00	\$8,000.00	\$7,346.92	\$16,458.00	92%	\$190.14
221-9010-455.30-40	Special Programs	\$120.00	\$12,321.94	\$1,718.45	\$17,000.00	\$2,839.61	\$8,098.00	17%	\$1,838.45
221-9010-455.35-10	Operating Supplies	\$1,386.84	\$31,285.12	\$18,739.88	\$70,000.00	\$18,588.16	\$43,906.00	27%	\$20,126.72
221-9010-455.35-15	Cataloging & Processing	\$1,522.01	\$3,290.88	\$6,053.68	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$7,575.69
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	\$6,658.71	\$45,933.32	\$30,042.89	\$100,786.00	\$18,151.08	\$100,786.00	18%	\$36,701.60
221-9010-455.36-15	Reference	\$302.40	\$4,215.61	\$992.69	\$6,000.00	\$489.30	\$6,000.00	8%	\$1,295.09
221-9010-455.36-20	Young Adult	\$455.50	\$8,553.42	\$3,432.08	\$12,731.00	\$290.00	\$12,731.00	2%	\$3,887.58
221-9010-455.36-25	Children	\$2,699.40	\$19,509.03	\$46,299.66	\$84,872.00	\$16,363.91	\$84,872.00	19%	\$48,999.06
221-9010-455.37-15	Videos DVDs	\$1,367.71	\$8,333.02	\$22,212.56	\$42,436.00	\$10,522.71	\$42,436.00	25%	\$23,580.27
221-9010-455.37-20	Audio Books	\$1,278.55	\$9,501.86	\$15,719.59	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$16,998.14
221-9010-455.37-30	Music CDs	\$378.89	\$1,467.69	\$2,565.52	\$6,365.00	\$1,952.90	\$6,365.00	31%	\$2,944.41
221-9010-455.38-10	Periodicals	\$0.00	\$1,139.98	\$10,512.00	\$16,500.00	\$4,848.02	\$16,500.00	29%	\$10,512.00
221-9010-455.38-20	Public Access Software	\$375.00	\$43,077.64	\$0.00	\$218,915.00	\$175,462.36	\$138,915.00	80%	\$375.00
221-9010-455.92-22	To Library Replacement Fd	\$3,987.09	\$38,185.56	\$0.00	\$58,121.00	\$15,948.35	\$65,461.00	27%	\$3,987.09
221-9010-455.95-02	To Water Fund	\$128.31	\$1,547.95	\$0.00	\$3,172.00	\$1,495.74	\$3,172.00	47%	\$128.31
221-9010-455.95-10	To Stormwater Management	\$50.60	\$354.20	\$0.00	\$773.00	\$368.20	\$773.00	48%	\$50.60
Summary		36,301.72	490,724.12	198,615.95	1,215,273.00	489,631.21	982,855.00	0.40	234,917.67

Budget to Actual Expenditures

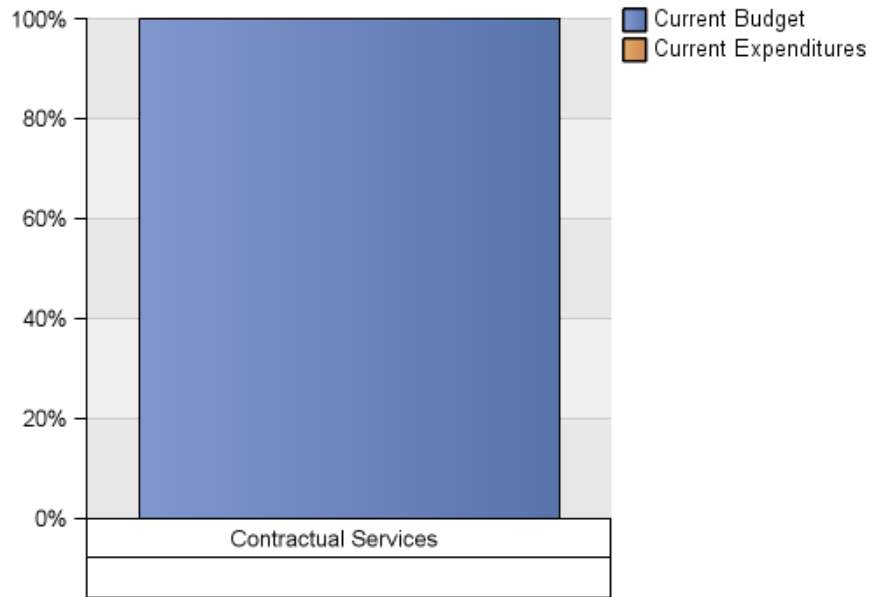
Library - Administration (Library Replacement Fund)



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	\$67,742.36	\$0.00	\$158,773.00	\$91,030.64	\$140,830.00	57%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$136,091.03	\$0.00	\$235,130.00	\$99,038.97	\$201,000.00	42%	\$0.00
			Summary		0.00	203,833.39	0.00	393,903.00	190,069.61	341,830.00	0.48	0.00

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	\$108,156.16	\$114,724.60	\$291,000.00	\$68,119.24	\$1,000.00	23%	\$114,724.60
Summary					0.00	108,156.16	114,724.60	291,000.00	68,119.24	1,000.00	0.23	114,724.60

NPL Monthly Circulation Statistics



November 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	259,372	241,725	94,579	26,615	27,955	21,775
Videos *			945			200
Audios	7,435	7,346	2,628	863	918	567
Magazines	474	358	55	20	21	8
Other	211	240	47	27	8	5
Juvenile - Total	267,492	249,669	98,254	27,525	28,902	22,555
Teen						
Books	12,505	11,170	6,063	1,145	1,000	1,109
Audios*			46			3
Magazines	31	7	0	0	1	0
Teen - Total	12,536	11,177	6,109	1,145	1,001	1,112
Adult						
Books	86,944	78,324	37,549	9,561	8,747	7,692
Videos	28,692	23,731	10,097	3,254	2,668	2,207
Audios	20,117	18,137	4,561	2,187	2,158	905
Magazines	3,176	2,709	724	414	357	191
Other	9,480	9,314	1,459	1,038	1,000	344
Adult - Total	148,409	132,215	54,390	16,454	14,930	11,339
Digital Content						
eAudiobooks	9,657	15,263	25,679	1,195	1,869	2,469
eBooks	16,711	22,465	45,017	2,077	2,829	3,884
Magazines	472	867	3,320	105	136	405
Music	6,651	4,805	1,955	702	691	58
Streaming Video	856	1,211	3,287	127	280	315
Digital Content - Total	34,347	44,611	79,258	4,206	5,805	7,131
Total Circulation	462,784	437,672	238,011	49,330	50,638	42,137

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

NPL Collection Holdings



November 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,533	82,717	323	-139	2,945	-1,741
Videos	1,260	1,258	0	-2	2	-2
Audios	2,483	2,491	20	-12	120	-15
Magazines	292	293	0	1	96	-5
Other	129	129	0	0	0	3
Juvenile - Total	86,697	86,888	343	-152	3,163	-1,760
Teen						
Books	5,840	5,817	59	-82	388	-689
Audios	95	95	0	0	0	-80
Magazines	91	90	0	-1	14	-2
Teen - Total	6,026	6,002	59	-83	402	-771
Adult						
Books	54,263	54,308	328	-283	2,644	-4,440
Videos	16,498	16,186	68	-380	517	-848
Audios	13,361	13,382	23	-2	353	-1,863
Magazines	2,957	2,959	36	-34	1,146	-586
Other	2,167	2,149	1	-19	81	-10
Adult - Total	89,246	88,984	456	-718	4,741	-7,747
Total Collection	181,969	181,874	858	-953	8,306	-10,278

NPL Digital Content by Month



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

	7.20	8.20	9.20	10.20	11.20	
eRead Illinois						
eAudiobooks	1,258	1,260	1,406	1,214	1,173	
eBooks	2,010	1,735	1,482	1,530	1,622	
eRead Illinois Total	3,268	2,995	2,888	2,744	2,795	
Freeding						
	5	11	12	22	10	
Hoopla						
eAudiobooks	762	751	785	720	766	
eBooks	376	391	532	535	548	
Movies/TV	192	177	165	197	268	
Music	29	55	52	43	48	
Hoopla Total	1,359	1,374	1,534	1,495	1,630	
Overdrive						
eAudio	592	635	603	547	530	
eBooks	2,037	2,184	2,021	1,847	1,714	
Overdrive Total	2,629	2,819	2,624	2,394	2,244	
Rbdigital						
eAudiobooks*	78	61	0	0	0	
Magazines	344	305	471	478	405	
Acorn TV views	114	150	153	138	39	
Great Courses views	11	3	2	1	1	
IndieFlix views	2	0	0	0	0	
Learn It Live views	5	0	0	0	0	
Stingray Qello views	9	0	0	10	0	
Streaming Views Total	141	153	155	149	40	
Totals						
eAudiobooks	2,690	2,707	2,794	2,481	2,469	
eBooks	4,423	4,310	4,035	3,912	3,884	
Magazines	344	305	471	478	405	
Music	29	55	52	52	58	
Streaming Video	324	330	320	337	315	

NPL Monthly Statistics



November 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,833	75	(12)	34,896	33,618	30,749
Teen	3,509	-	3	3,512	3,278	3,046
Juvenile	9,293	3	(11)	9,285	8,438	7,537
Total	47,635	78	-20	47,693	45,334	41,332

Patron Count	Current Month	Current YTD	FY20	FY19
Door Count	1,064	4,169		
Offsite programs (est)		-		
Year to Date Total		4,169	197,000	198,836

Interlibrary Loan and System Holds

	Current Month	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,064	13,354	10,732	9,388
Loaned	2,495	12,048	12,382	9,902
Reciprocal borrowing	7,321	20,254	142,291	157,366

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	130	75	34	294
Public Laptop	22	17	46	39
Quick-Use	-	-	-	-
Totals	181	104	35	333

normalpl.org Site Statistics



November 2020

	Annual Totals			November		
	2018	2019	2020 YTD	2018	2019	2020
Site Views over time						
Pageviews	379,704	374,625	280,211	33,719	32,728	22,479
Unique Pageviews	296,662	294,894	225,532	25,672	25,097	18,478

Top Viewed Pages **2020**

/	139,101
/books-more/ebooks-eaudiobooks	8,665
/databases	7,479
/covid19	5,995
/services/my-account	5,891
/curbit	5,657
/events/month	4,558
/summer	4,002
/books-more	3,495
/events/upcoming	3,262

Usage by Device **2020**

Desktop	59.9%
Mobile	36.2%
Tablet	3.9%

Usage by Device **Nov**

Desktop	58.5%
Mobile	38.1%
Tablet	3.4%

Top Viewed Pages **November 2020**

/	11,959
/curbit	592
/services/my-account	580
/services/browser-pack	512
/databases	497
/books-more/ebooks-eaudiobooks	473
/books-more	337
/events/month	248
/covid19	207
/services	203