



**Normal Public Library - Board of Trustees
Monthly Meeting Agenda**

**February 16, 2022 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of January 19, 2022
 - B. Report to Receive and File Normal Public Library Expenditures for Payment as of February 9, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Abatement Project Update - Presentation by StudioGC Architects
 - B. 2021 Annual Report
 - C. Executive Session: [5 ILCS 120/2(c)(1)] Personnel (Director Performance Review)
9. UNFINISHED BUSINESS
 - A. Board Planning
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: March 16, 2022
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically states otherwise.

The Board of Trustees of Normal Public Library may attend Normal Town Council meetings, work sessions and other events, as scheduled, including the Uptown Connector/Underpass project public meeting, to take place from 5 to 7 pm on Wednesday, February 16, in room 409 of Uptown Station, 11 Uptown Circle, Normal, IL 61761.

Minutes of the Board of Trustees
Normal Public Library
January 19, 2022

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, January 19, 2022. The meeting convened at 6:00 pm, Secretary Jd Davis, presiding.

Members Present: Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Beth Robb, Amy Ersland

Members Absent: Jess Ray, President, Katelyn Trunnell, Vice President

Library Staff Present: Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

Community Members Present: None

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Ms. Davis thanked the NPL staff for their hard work and the Library patrons for their continued support. She encouraged Board members to sign up for the Year-Round Adult Reading Challenge.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Ms. Ripley-Gataric told the Board about the open development coordinator position and the proposed process for filling it.

Library Advocacy: Mr. Chase noted that the planning for Uptown South will begin around April 1st, 2022. Mr. Chase and Ms. Robb have been assured that Library representation will be involved in this planning.

Library Planning: The next meeting is on Friday, January 28th.
5. **Library Director's Report:** Mr. Chase discussed the items in his report. A special mention was made of the Budget session on January 28th. The Library also recently hired six part-time staff, and there is one open full-time position. Mr. Chase answered questions from Trustees about Library material audits, and whether the Library has received formal complaints about any pieces in the collection.
6. **OMNIBUS VOTE AGENDA**
 - A. **Approval of the Minutes of the Regular Board Meeting of December 15, 2021**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$151,476.30 for two December payrolls, and \$72,167.40 for expenditures as of January 12, 2022**

Ms. Davis moved to approve all items on the Omnibus Agenda, Ms. Gataric-Ripley seconded.

Motion passed 5-0.

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed from the Omnibus Vote Agenda.

8. NEW BUSINESS

A. Strategic Plan Review (Discussion)

Mr. Chase provided information for the discussion. The Library staff requests feedback on this plan and process. The Board asked questions about individual points in the Plan, and Mr. Chase provided answers.

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

Ms. Davis moved to enter into Executive Session to discuss Section 2(c)(1) Personnel. Ms. Lane seconded.

Roll Call votes

Jess Ray – Absent

Jd Davis – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ersland – Present

The Board entered into Executive Session at 6:56 pm. The Board exited Executive Session at 7:08 pm and returned to the Regular Meeting.

9. UNFINISHED BUSINESS

A. Abatement Update (Discussion)

Mr. Chase informed the Board that the creation of the bid documents has been delayed. The potential leased space is still available, and Mr. Chase is working with Town officials on negotiating details and a possible letter of intent regarding the property.

B. Board Planning (Discussion)

The delay of the bid documents requires the cancellation of the February 26th Board Planning meeting, with a future reschedule date. Timing for this meeting is on hold until solid plans are made for their release.

10. Suggested Items for Next Agenda

Personnel Policy – update to align with Town COLA changes, Juneteenth discussion, parental leave
Abatement
Board Planning
Executive

11. Board Comments and Concerns

Local Elections in April 2023

12. Next Meeting Date: February 16, 2022

13. Adjournment

Ms. Davis adjourned the meeting at 7:33 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 01/13/2022-02/09/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	227.00
KROGER-INDY CUSTOMER CHARGES	TICKET#1221723001_21C5076	250.00
US BANK/P-CARD	Program -Sign and Sing St	120.00
US BANK/P-CARD	Supplies - Custom 2x2 Cir	69.00
Library Fund	- Total	666.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	SUPPLIES FOR MAINT.	37.79
AEP ENERGY	ENERGY USAGE	1,751.68
BAKER & TAYLOR COMPANIES	ADULT BOOK	15.87
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,419.29
BAKER & TAYLOR COMPANIES	CHILD'S BOOK	22.74
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,856.87
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	189.58
BAKER & TAYLOR CONTINUATION	ADULT BOOKS-TRAVEL	63.52
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS-ADULTS	47.33
BLACKSTONE PUBLISHING	AUDIO BOOKS	39.99
BLACKSTONE PUBLISHING	AUDIO BOOKS - 1	69.90
BLACKSTONE PUBLISHING	AUDIO BOOKS - 8	328.65
BLACKSTONE PUBLISHING	AUDIO BOOKS-3	104.85
BLACKSTONE PUBLISHING	AUDIO BOOKS-7	235.24
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	1,191.71
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SOFTWARE	1,300.00
BRODART COMPANY	ADULT BOOK	13.20
CENGAGE LEARNING INC	JAN.LARGE PRINT DIST 6PLN	77.22
CENGAGE LEARNING INC	JAN22 CHRISTIAN FICT.PLN4	122.95
CENGAGE LEARNING INC	JAN22 CORE 8 PLAN-7	179.18
CENGAGE LEARNING INC	JAN22 LRGEPRNT DIST.6PLAN	22.50
CENGAGE LEARNING INC	LARGE PRINT BASIC 8-JAN22	180.68
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	47.25
CHIEF CITY MECHANICAL INC	SRVS-WOMEN'S RR-BASEMENT	369.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DEMCO INC	SUPPLIES	54.54
DEPT OF INNOVATION & TECHNOLOGY	IP ADDRESSES	50.00
DIVERSIFIED MECHANICAL INC	AGREEMNT 3OF4 1/1-3/31/22	712.10
DIVERSIFIED MECHANICAL INC	INSTALL BOX COVER-COLL.BX	48.25

Report to Receive and File Town of Normal Expenditures for Payment as of 01/13/2022-02/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ELM USA INC	SOLUTION/COMPOUND/PADS	1,108.89
FINDAWAY WORLD LLC	CH1 PLAYAWAYS	1,104.78
FINDAWAY WORLD LLC	PLAYAWAYS/AUDIOBKS	213.71
FINDAWAY WORLD LLC	PLAYAWAYS/AUDIOBOOKS	404.93
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	FREEZING SLUSH 1/1-2/2022	108.00
HEARTLAND PARKING INC	SNOW REMOVAL/SALT 1/15/22	92.00
ILLINOIS LIBRARY ASSOCIATION	FOR JD DAVIS: 2022-2023 (75.00
ILLINOIS LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP RENEWE	300.00
INFORMATION TODAY INC	SUBSCRIPTION RENEWAL- 20	226.00
INGRAM LIBRARY SERVICES	ADULT BOOKS	23.98
INGRAM LIBRARY SERVICES	CHILDREN'S BOOK	7.79
INTERSTATE ALL BATTERY CENTER	1000MAH NICD AA CELL	7.08
J.D. POWER	USED CAR GUIDE/NPL	210.00
KAEB SANITARY SUPPLY INC	HEPA MEDIA VAC BAGS/CLNR	175.60
KANOPIY INC	DIGITAL CONTENT	256.00
KONE INC	MAINT-1/1/22-12/31-22	2,793.00
KROGER-INDY CUSTOMER CHARGES	SUPPLIES/SPECIAL PROJECT	208.36
MENARDS	BAGS-MASKS FOR THE PUBLIC	24.74
MENARDS	DISC CLEANER/REPAIR	14.26
MENARDS	LIBRARY SUPPLIES	35.13
MENARDS	MASKS,FIRE EXTINGUISHER	22.05
MENARDS	SUPPLIES	18.39
MIDWEST TAPE	DIGITAL CONTENT	3,168.85
MILLER JANITOR SUPPLY	GARBAGE BAGS/HAND SOAP	238.95
NICOR GAS	ENERGY USAGE	1,543.91
OVERDRIVE, INC	DIGITAL CONTENT	1,880.38
QUALITY TRUCK & EQUIPMENT CO	PUSH SALT SPREADER	369.00
QUILL CORPORATION	OFFICE SUPPLIES-LABELS	3.40
QUILL CORPORATION	OFFICE SUPPLIES-LIBRARY	224.58
RESUMAYDAY	LAUREN MILLIGAN:VIRTUAL P	250.00
SCHOLASTIC LIBRARY PUBLISHING	FULL MOON PARTY (2)	31.19
SCHOLASTIC LIBRARY PUBLISHING	I AM A GOOD FRIEND (2)	31.19
US BANK/P-CARD	Adult Books - Retirement	57.96
US BANK/P-CARD	Annual Holiday Gift Card	175.00
US BANK/P-CARD	Annual Membership - Profe	225.00
US BANK/P-CARD	Annual Software Subscript	359.88
US BANK/P-CARD	Banner Paper for Bulletin	9.72

Report to Receive and File Town of Normal Expenditures for Payment as of 01/13/2022-02/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Bulb Recycling	36.00
US BANK/P-CARD	Car Wash for Library Van	15.00
US BANK/P-CARD	Cataloging and Processing	93.60
US BANK/P-CARD	Chat Service Monthly Fee	10.00
US BANK/P-CARD	Children's Program Suppli	160.80
US BANK/P-CARD	Chrome Books Refund becau	-2,863.32
US BANK/P-CARD	Chromebooks Order - Repro	2,694.89
US BANK/P-CARD	Email Marketing-Promotion	2,271.50
US BANK/P-CARD	For Chromebooks purchased	166.61
US BANK/P-CARD	Garbage Bags - 56 gallons	43.42
US BANK/P-CARD	Graphic Design Program -	25.49
US BANK/P-CARD	Heavy Duty Shovel-Cable P	370.19
US BANK/P-CARD	Light Bulb Recycling	12.00
US BANK/P-CARD	Movavi Video Suite 2022 -	67.95
US BANK/P-CARD	New DVD Rel. - ANTLERS (29.98
US BANK/P-CARD	New DVD Rel. - AUSCHWITZ	23.98
US BANK/P-CARD	New DVD Rel. - BROADCAST	19.89
US BANK/P-CARD	New DVD Rel. - CASTLE FAL	12.96
US BANK/P-CARD	New DVD Rel. - DJINN (1)	18.70
US BANK/P-CARD	New DVD Rel. - EVERY LAST	19.98
US BANK/P-CARD	New DVD Rel. - FRENCH DIS	44.97
US BANK/P-CARD	New DVD Rel. - HALLOWEEN	135.93
US BANK/P-CARD	New DVD Rel. - HOLLER (2	27.98
US BANK/P-CARD	New DVD Rel. - MANY SAINT	53.88
US BANK/P-CARD	New DVD Rel. - MAYDAY (2	42.02
US BANK/P-CARD	New DVD Rel. - SMALL ENGI	27.98
US BANK/P-CARD	New DVD Rel. - SPENCER (51.84
US BANK/P-CARD	New DVD Rel. - SUPERDEEP	13.99
US BANK/P-CARD	New DVD Rel. - ZEROES AND	27.98
US BANK/P-CARD	New Music Rel. - JACKETS	14.76
US BANK/P-CARD	New Music Rel. - JUSTICE	10.29
US BANK/P-CARD	New Music Rel. - KING'S D	10.99
US BANK/P-CARD	New Music Rel. - LEDISI S	8.99
US BANK/P-CARD	New Music Rel. - NIGHT DA	10.97
US BANK/P-CARD	New Music Rel. - NO STRAN	9.79
US BANK/P-CARD	New Music Rel. - PLANET H	11.98
US BANK/P-CARD	New Music Rel. - SING 2 S	11.99
US BANK/P-CARD	New Music Rel. - SUPERBLU	13.98

Report to Receive and File Town of Normal Expenditures for Payment as of 01/13/2022-02/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New Music Rel. - TIME TRA	16.99
US BANK/P-CARD	New Music Rel. - TRAVELER	8.79
US BANK/P-CARD	New Nintendo Switch Game	54.99
US BANK/P-CARD	New PS4 Game Rel. - MARVE	29.99
US BANK/P-CARD	New Rel. DVD - BLUE BAYOU	48.27
US BANK/P-CARD	New TV Rel. - MANIFEST S.	23.49
US BANK/P-CARD	New TV Series - MANIFEST	29.99
US BANK/P-CARD	Online Software Storage 1	9.99
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage - For mailing Boa	9.36
US BANK/P-CARD	Postage - Mailed Foundati	2.32
US BANK/P-CARD	Postage for Mailing Inter	3.82
US BANK/P-CARD	Program Supplies - 12 Pcs	13.98
US BANK/P-CARD	Program Supplies - 20 Pcs	34.95
US BANK/P-CARD	Program Supplies - 900 Pc	293.52
US BANK/P-CARD	Program Supplies - Adult	14.80
US BANK/P-CARD	Program Supplies - Crafts	59.92
US BANK/P-CARD	Program Supplies - Poster	9.95
US BANK/P-CARD	Program Supplies - Replac	119.94
US BANK/P-CARD	Public Access Software -	769.50
US BANK/P-CARD	Reading Program Supplies	248.49
US BANK/P-CARD	Refund - Ret. Laptop carr	-30.39
US BANK/P-CARD	Refund - Ret. Music CD -	-10.69
US BANK/P-CARD	Repl. TV Series - LAW and	14.57
US BANK/P-CARD	Supplies - Art Gallery Ha	100.96
US BANK/P-CARD	Supplies - Plastic Zip Ba	35.08
US BANK/P-CARD	Supplies - Universal Lens	24.99
US BANK/P-CARD	Supplies - Wooden Train L	44.99
US BANK/P-CARD	Supplies for Disc Cleaner	1,043.89
US BANK/P-CARD	Temporary signs to be use	75.71
US BANK/P-CARD	VFor Virtual-Hybrid Progr	1,998.00
US BANK/P-CARD	Video Editing Software -	-4.00
VERIZON WIRELESS	ACCT.#880398978-00001 / 6	296.58
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.43
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	366.36
WATTS COPY SYSTEMS, INC.	IMG CHRGS 10/13-1/12/22	294.39
Library Fund	Library Administration - Total	38,632.43
Overall - Total		39,298.43

Director's Report
February 16, 2022

1. Monthly Financial Report

Revenue: The January operating revenues were up 1.61% compared to this time last year.

Expenses: A report showing expenses totaling \$39,298.43 from January 13 to February 9 is included in this packet. Two January payrolls totaled \$132,426.24.

2. Circulation

Total circulation for January was 52,024.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Engineers are designing a solution that will abandon ductwork in the walls, and instead move it to the ceiling. This additional design work has caused a delay, with bid documents now scheduled to be available in early March. We are aware of supply chain issues that could affect the timeline of this project.

4. FY2022-FY2027 Budget

Thank you to Beth and Lynda for attending the Council's budget work session on January 26.

5. COVID Update

We continue to expand offerings of services and programs, with the goal of ensuring the health and safety of both patrons and staff. In-person programming is resuming, with social distancing in place and masks required.

6. Board Planning

Our Board planning session will be rescheduled to occur after the abatement bids are in.

7. Website Update

Progress continues on the update and enhancement of our website. We anticipate the new site will go live in April.

8. Central Illinois Library Legislative Meet-up

The Central Illinois Library Legislative Meet-up will was held via Zoom on January 28. This event is an opportunity for staff and trustees at central Illinois libraries to interact with our legislators and Illinois Library Association representatives. The event was well attended by both library representatives and legislators. Board participation was appreciated!

9. Increased Programming

Our programming team is doing a great job of offering a wide variety of programs. Please check out our calendar at normalpl.org/events to explore upcoming offerings.



Revenue & Expense Report

Account

Fiscal Year

All

FY2021-22

0

10

April - January

Expense

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,065,523.00	4,179,275.00	4,146,404.72	99.21%	4,080,643.26	1.61%
31110-Property Tax	3,845,800.00	3,845,800.00	3,837,594.14	99.79%	3,850,831.82	-0.34%
31530-State Replacement Revenue	110,100.00	163,400.00	184,129.72	112.69%	114,314.29	61.07%
33260-State Grants	65,621.00	125,108.00	87,433.08	69.89%	66,121.25	32.23%
34720-Photocopy Fees	2,000.00	3,000.00	4,900.53	163.35%	425.90	1050.63%
34750-Replacements Books/AV	5,000.00	3,500.00	4,415.16	126.15%	1,401.72	214.98%
38210-Investment Income	36,602.00	36,602.00	25,123.12	68.64%	37,302.60	-32.65%
38530-Donations	200.00	1,665.00	2,665.00	160.06%	2,575.00	3.50%
38910-Miscellaneous	200.00	200.00	143.97	71.99%	7,670.68	-98.12%
222-Library Replacement Fund	92,614.00	58,451.00	48,581.16	83.11%	68,904.89	-29.50%
38210-Investment Income	20,623.00	20,623.00	14,109.63	68.42%	18,758.06	-24.78%
39192-Transfer From	71,991.00	37,828.00	34,471.53	91.13%	50,146.83	-31.26%
223-Library Special Reserve	10,023.00	7,523.00	5,192.99	69.03%	5,443.78	-4.61%
38210-Investment Income	7,523.00	7,523.00	5,192.99	69.03%	5,443.78	-4.61%
38910-Miscellaneous	2,500.00	0.00				
Total	4,168,160.00	4,245,249.00	4,200,178.87	98.94%	4,154,991.93	1.09%

Revenue

YTD Revenue Pivot



Revenue & Expense Report

Account

Fiscal Year

All

FY2021-22

0

10

April - January



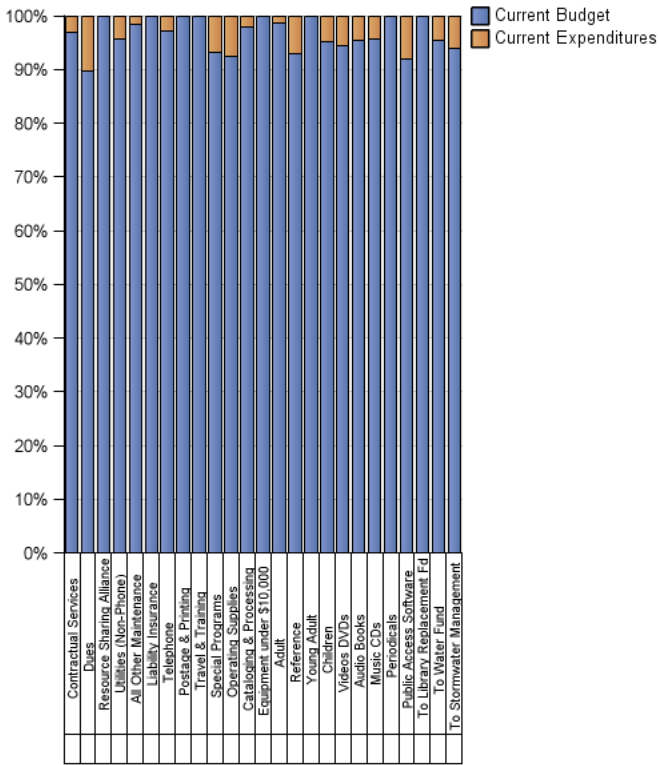
Expense

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,129,544.00	5,123,166.00	3,896,758.99	140,382.99	4,037,141.98	1,086,024.02	2,664,164.38	21.20%
10-Administration	4,129,544.00	5,123,166.00	3,896,758.99	140,382.99	4,037,141.98	1,086,024.02	2,664,164.38	21.20%
222-Library Replacement Fund	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	203,833.39	78.46%
10-Administration	177,000.00	223,650.00	48,170.64	0.00	48,170.64	175,479.36	203,833.39	78.46%
223-Library Special Reserve	1,000.00	972,181.00	72,224.06	10,617.64	82,841.70	889,339.30	207,053.96	91.48%
10-Administration	1,000.00	972,181.00	72,224.06	10,617.64	82,841.70	889,339.30	207,053.96	91.48%
Total	4,307,544.00	6,318,997.00	4,017,153.69	151,000.63	4,168,154.32	2,150,842.68	3,075,051.73	34.04%

YTD Expense Pivot

Budget to Actual Expenditures

Library - Administration (Library Fund)



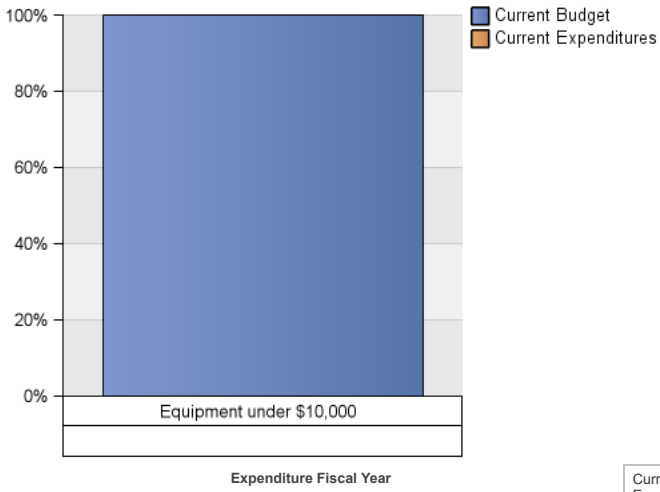
Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$3,893.10	\$97,571.03	\$14,643.34	\$125,851.00	\$9,743.53	\$116,946.00	8%	\$18,536.44
			221-9010-455.20-20	Dues	\$648.00	\$2,356.00	\$0.00	\$5,628.00	\$2,624.00	\$5,628.00	47%	\$648.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$60,705.00	\$0.00	\$60,705.00	\$0.00	\$68,986.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$1,751.68	\$26,666.34	\$0.00	\$40,000.00	\$11,581.98	\$47,900.00	29%	\$1,751.68
			221-9010-455.25-60	All Other Maintenance	\$1,193.83	\$30,176.54	\$11,771.17	\$70,357.00	\$27,215.46	\$60,000.00	39%	\$12,965.00
			221-9010-455.30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,000.00	\$0.00	\$41,970.00	0%	\$580.00
			221-9010-455.30-15	Telephone	\$254.00	\$5,616.22	\$150.00	\$9,000.00	\$2,979.78	\$12,000.00	33%	\$404.00
			221-9010-455.30-25	Postage & Printing	\$15.50	\$5,638.19	\$8,417.96	\$20,000.00	\$5,928.35	\$25,000.00	30%	\$8,433.46
			221-9010-455.30-35	Travel & Training	\$0.00	\$2,450.64	\$0.00	\$9,401.00	\$6,950.36	\$23,158.00	74%	\$0.00
			221-9010-455.30-40	Special Programs	\$1,107.85	\$4,289.32	\$6,540.14	\$15,000.00	\$3,062.69	\$9,000.00	20%	\$7,647.99
			221-9010-455.35-10	Operating Supplies	\$5,053.53	\$39,732.88	\$13,421.88	\$63,000.00	\$4,791.71	\$45,223.00	8%	\$18,475.41
			221-9010-455.35-15	Cataloging & Processing	\$309.59	\$8,328.61	\$4,632.40	\$15,000.00	\$1,729.40	\$18,958.00	12%	\$4,941.99
			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	\$1,183.62	\$50,491.62	\$23,402.80	\$91,309.00	\$16,230.96	\$103,809.00	18%	\$24,586.42
			221-9010-455.36-15	Reference	\$450.00	\$2,600.50	\$997.00	\$6,000.00	\$1,952.50	\$6,000.00	33%	\$1,447.00
			221-9010-455.36-20	Young Adult	\$0.00	\$7,937.04	\$4,362.96	\$13,113.00	\$813.00	\$13,113.00	6%	\$4,362.96
			221-9010-455.36-25	Children	\$4,470.61	\$54,188.19	\$23,042.72	\$87,418.00	\$5,716.48	\$87,418.00	7%	\$27,513.33
			221-9010-455.37-15	Videos DVDs	\$943.66	\$9,687.03	\$3,283.44	\$16,000.00	\$2,085.87	\$43,709.00	13%	\$4,227.10
			221-9010-455.37-20	Audio Books	\$952.35	\$9,400.39	\$7,605.98	\$20,000.00	\$2,041.28	\$45,000.00	10%	\$8,558.33
			221-9010-455.37-30	Music CDs	\$203.81	\$2,044.10	\$1,393.59	\$4,500.00	\$858.50	\$6,556.00	19%	\$1,597.40
			221-9010-455.38-10	Periodicals	\$0.00	\$10,594.50	\$2,654.30	\$16,995.00	\$3,746.20	\$16,995.00	22%	\$2,654.30
			221-9010-455.38-20	Public Access Software	\$7,069.50	\$65,528.53	\$0.00	\$80,000.00	\$7,401.97	\$145,861.00	9%	\$7,069.50
			221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$34,471.53	\$0.00	\$37,828.00	\$3,356.47	\$71,991.00	9%	\$0.00
			221-9010-455.95-02	To Water Fund	\$152.22	\$1,456.43	\$0.00	\$3,267.00	\$1,658.35	\$3,267.00	51%	\$152.22

		221-9010-455.95-10	To Stormwater Management	\$50.60	\$455.40	\$0.00	\$773.00	\$267.00	\$773.00	35%	\$50.60
		Summary		29,703.45	572,806.03	126,899.68	853,145.00	123,735.84	1,020,261.00	15%	156,603.13

Feb 8, 2022

Budget to Actual Expenditures

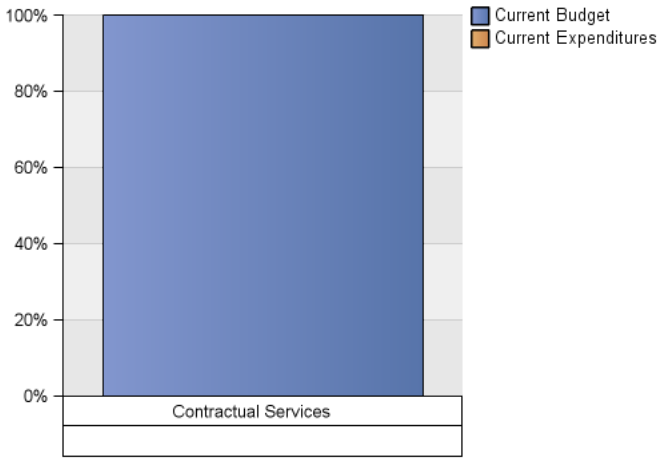
Library - Administration (Library Replacement Fund)



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	\$48,170.64	\$0.00	\$142,650.00	\$94,479.36	\$177,000.00	66%	\$0.00
Summary					0.00	48,170.64	0.00	142,650.00	94,479.36	177,000.00	66%	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	\$58,020.06	\$10,617.64	\$972,181.00	\$903,543.30	\$1,000.00	93%	\$10,617.64
Summary					0.00	58,020.06	10,617.64	972,181.00	903,543.30	1,000.00	93%	10,617.64

NPL Circulation Statistics



January 2022

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2020	2021	2022
Juvenile						
Books	293,719	124,518	305,473	29,471	14,434	27,322
Videos *		1,312	2,051		107	239
Audios	8,824	3,333	10,162	715	335	953
Magazines	444	103	292	41	10	72
Other	362	55	471	97	2	65
Juvenile - Total	303,349	129,321	318,449	30,324	14,888	28,651
Teen						
Books	13,435	7,806	14,212	1,226	872	1,514
Audios*		92	59		12	5
Magazines	10	0	10	1	0	0
Teen - Total	13,445	7,898	14,281	1,227	884	1,519
Adult						
Books	96,552	51,409	103,651	9,466	6,592	10,539
Videos	29,416	13,501	32,583	2,640	1,470	3,784
Audios	22,138	5,935	11,606	1,999	624	1,176
Magazines	3,428	930	2,219	340	97	167
Other	11,583	2,000	7,990	1,159	251	934
Adult - Total	163,117	73,775	158,049	15,604	9,034	16,600
Digital Content						
eAudiobooks**	12,758	16,077	16,218	1,408	1,577	1,810
eBooks**	19,284	29,874	24,548	2,012	3,004	2,919
Magazines	1,053	4,010	1,568	83	377	160
Music	6,098	2,045	279	668	50	39
Streaming Video	1,649	3,904	3,652	238	340	303
Content Passes***			147			23
Digital Content - Total**	40,842	55,910	46,265	4,409	5,348	5,254
Total Circulation**	520,753	266,904	537,044	51,564	30,154	52,024

* Juvenile videos & Teen audios were not counted in these departments prior to April 2020

** eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

*** Content Passes counted differently beginning January 2022

NPL Collection Holdings



January 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	83,525	83,405	503	-623	5,072	-5,048
Videos	964	962	0	-2	2	-297
Audios	2,404	2,399	2	-7	165	-89
Magazines	170	177	11	-4	106	-140
Other	145	142	0	-3	13	2
Juvenile - Total	87,208	87,085	516	-639	5,358	-5,572
Teen						
Books	5,657	5,678	21	0	429	-656
Audios	39	38	0	-1	0	-57
Magazines	18	19	2	-1	10	-29
Teen - Total	5,714	5,735	23	-2	439	-742
Adult						
Books	54,350	54,298	291	-343	3,135	-4,098
Videos	15,727	15,788	61	0	529	-334
Audios	13,789	13,813	25	-1	344	-72
Magazines	2,505	1,780	128	-853	1145	-1458
Other	2,090	2,073	2	-19	82	-44
Adult - Total	88,461	87,752	507	-1,216	5,235	-6,006
Total Collection	181,383	180,572	1,046	-1,857	11,032	-12,320

NPL Digital Content by Month



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

	9.21	10.21	11.21	12.21	1.22	
eRead Illinois						
eAudiobooks	303	297	268	310	316	
eBooks	331	395	352	355	406	
eRead Illinois Total	634	692	620	665	722	
Freanding						
	9	1	0	0	4	
Hoopla						
eAudiobooks	725	745	727	762	888	
eBooks	504	481	590	399	538	
Movies/TV	81	110	120	113	88	
Music	31	38	22	31	39	
Hoopla Total	1,341	1,374	1,459	1,305	1,553	
Kanopy						
Individual Titles Plays	97	87	77	86	86	
Plays Through Passes	100	59	61	108	129	
Kanopy Total Videos Played	197	146	138	194	215	
OverDrive						
eAudio	496	537	537	548	606	
eBooks	1,401	1,483	1,537	1,559	1,971	
Magazines	179	208	233	154	160	
OverDrive Total	2,076	2,228	2,307	2,261	2,737	
Totals						
eAudiobooks	1,524	1,579	1,532	1,620	1,810	
eBooks	2,245	2,360	2,479	2,313	2,919	
Magazines	179	208	233	154	160	
Music	31	38	22	31	39	
Streaming Video	283	260	270	310	303	
*Hoopla 7-day BingePass						
hoopla Magazines					7	
The Great Courses					3	
Curiosity Stream					0	
Kanopy Passes						
Kids Play	3	3	2	3	5	
Series Play (TGC)	3	0	1	2	3	
OverDrive 7-Day Passes						
The Great Courses passes	1	2	3	1	2	
IndieFlix passes	4	1	3	0	2	
Stingray Qello passes	0	0	2	2	0	
*Craftsy passes	-	1	4	0	1	
Total Passes	11	7	15	8	23	

*Craftsy was added to OverDrive in October 2021, Hoopla BingePasses were added in January 2022

NPL Monthly Statistics



January 2022

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	24,990	198	0	25,188	23,742	34,006
Teen	3,038	6	-4	3,040	2,800	3,393
Juvenile	7,711	16	-3	7,724	7,540	8,660
Total	35,739	220	-7	35,952	34,082	46,059

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	10,756	108,192		
Offsite programs (est)		-		
Year to Date Total		108,192	4,169	250,219

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	3,221	28,228	27,359	15,222
Loaned	3,100	29,429	24,423	16,877
Reciprocal borrowing	11,063	115,036	43,751	191,307

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	-	-	-	15
Adult	588	379	39	4,164
Public Laptop	33	32	59	764
Quick-Use	-	-	-	-
Totals	621	411	40	4,943

*Use of Children's PCs was for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



January 2022

	Annual Totals Year to Date			January		
	FY 2020	FY 2021	FY 2022	2020	2021	2022
Site Views over time						
Pageviews	342,346	230,453	273,676	37,771	27,068	35,021
Unique Pageviews	268,383	187,728	220,731	29,480	21,894	28,852
Sessions	165,541	125,518	147,071	17,979	14,761	19,251

Top Viewed Pages **FY 2022**

/	132,937
/events/month	7,489
/databases	5,258
/reading-challenges	4,576
/events/upcoming?status=1	4,492
/services/my-account	4,121
/books-more/ebooks-eaudiobooks	4,090
/about-us/get-involved	3,898
/events/upcoming	2,971
/books-more	2,611

Usage by Device **FY 2022**

Desktop	56.8%
Mobile	40.7%
Tablet	2.5%

Top Viewed Pages **January 2022**

/	15,699
/events/month	1,069
/reading-challenges	914
/give	755
/databases	701
/events/month/2022-02	557
/about-us/get-involved	519
/books-more/ebooks-eaudiobooks	496
/events/upcoming?status=1	491
/services/my-account	479

Usage by Device **Jan 2022**

Desktop	56.1%
Mobile	41.6%
Tablet	2.3%



NORMAL PUBLIC LIBRARY



ANNUAL REPORT

While 2021 was another year shaped and defined by the ongoing COVID-19 pandemic, Normal Public Library remained agile and flexible in meeting our community's needs. As guidelines and best practices evolved throughout the year, staff created and adapted library services, programs, and collections to connect and engage our patrons within a constantly shifting environment. We continued to leverage our invaluable community partners and relationships to reach individuals and families at home, within our community, and in our physical spaces to meet people where they were most comfortable. With safety and health at the forefront of our efforts, we prioritized friendly service, adaptability, and equity to optimize the library experience for all.

HIGHLIGHTS OF 2021

- Continued offering and improving our virtual services, curbside pick-up, browser packs, and home delivery to provide our patrons with multiple options for accessing the library
- Maintained a healthy and safe facility while balancing services and safety for our community and staff
- Streamlined hiring and implemented library-wide cross-training, to make optimal use of staff and provide consistent, high-quality customer service throughout our facility
- Provided a wide array of virtual and hybrid in-person/virtual programs across a variety of platforms, including Baby Rock, Tuesday Tales, Jam Session, STEAM Club, Sign and Sing interactive story times, Move and Groove scavenger hunts on Zoom, Knitting and Crocheting Club, Poetry is Normal, Teen Writing Workshop, financial planning workshops, and more
- Convened the Remembering 9/11 Project, which incorporated a poster-session from the 9/11 Museum and Memorial in our art gallery with oral histories collected from local residents
- Resumed in-person programming within the library as well as at the Community Activity Center, including the much beloved train show, genealogy programming, An Inside Look with Heartland Theatre, Seed Swap, Hauntings and History of Bloomington-Normal, Kickapoo of Central Illinois with Bill Kemp, and many others
- Returned to in-person outreach at schools and senior residential facilities, including at Bloom Community School, Unit 5 schools, McLean County Juvenile Detention Center, ARC, Evergreen Village, Evergreen Place, Blair House, and Meadows at Mercy Creek, among others
- Updated our public computers as well as our scanning, copying, and printing equipment, and completed a grant-funded Wi-Fi assessment
- Continued our partnership with Unit 5 to create library card accounts for all students, mailed directly to the students
- NPL Foundation, and its first-ever part-time Development Coordinator, continued to garner financial support for NPL
- Established regular communication with NPL users through a biweekly email newsletter promoting library news, programs, and tips
- Combined all acquisitions, processing, and cataloging functions into a single department to optimize efficiency
- Continued lease of 57 additional parking spaces, which is much appreciated by our patrons
- Awarded Illinois Public Library Per Capita Grant in the amount of \$77,433.08 to provide funding for resource sharing and collection development
- Awarded ARPA-funded Bouncing Back from the Pandemic: Developing Resources for the Local Workforce Grant in the amount of \$47,675 to provide funding for local workforce development, including classes, learning circles, guest speakers, and the installation of sound-proof meeting pods
- Added budget lines for digital content and advertising
- With staff from Bloomington Public Library, presented a session at the Illinois Library Association's annual conference about services for families and individuals on the autism spectrum
- Developed our 2021-2024 strategic plan
- Added three new trustees to the library's board, welcomed many new staff members, and celebrated four retirements

SERVICES

As it became clear that 2021 would again be a unique year for all of us, staff renewed their commitment to offering services that prioritize adaptability and accessibility. We knew that strengthening our communications, providing more options and opportunities for programming, and approaching outreach creatively would all be integral to providing exemplary service to our community. To accomplish those goals, staff:

- Remained active on local boards and committees, including Human Service Council, Central Illinois Community Educators, East Central Illinois Area Agency on Aging Reducing Social Isolation Committee, Intellectual and Developmental Disabilities Council, among others
- Actively sought out in-person outreach opportunities for seniors, students, and families in settings outside the library's building, including at events and fairs
- Provided free books via our Books on the Go service at the McLean County Jail, School Street Food Pantry, Carle BroMenn Behavioral Health and Addiction Unit, Carle Cancer Center, and Uptown Station
- Maintained and promoted the ability to apply for a library card online



- Purchased two Owl devices to deliver a superior virtual/in-person hybrid programming experience
- Increased "Take and Make"-style programs that encourage patrons to get creative at home with materials and ideas provided by NPL



- Partnered with the Town of Normal for the PCs for People event
- Provided summer activity kits to Unity Community Center

Curbside service continued to be incredibly popular, averaging over 60 curbside pickups per day. Requests for our contactless home

delivery service increased, partially due to a wonderful partnership with Faith in Action. We provided fresh collections of large-print materials, including new books, to five senior living facilities every six weeks. As we learned more about COVID-19, we were able to adapt our quarantine procedures for materials and devise a safe, efficient method to get materials to patrons in a timely manner.

The Normal Public Library Foundation (NPLF) continued to be an essential partner in helping us offer services, programs, and collections far beyond what our budget allows. This year, we were thrilled to see the Foundation grow to employ a part-time Development Coordinator, who established the NPLF newsletter, ran a successful campaign for NPL's Library of Things, and created the First Edition Club, an easy way for supporters to give on a monthly basis. NPLF completed another successful annual campaign, receiving generous support from both individuals and corporations.



While we were again unable to hold our large biannual book sales, the continued success of the ongoing sale area on our first floor elicited positive feedback from patrons, and we remain committed to keeping that area stocked with fresh, new items each week. We continue to receive quality donations from our generous community, and the sales from the ongoing book sale have roughly equaled the dollar amount we earned from our larger sales in years past.

PROGRAMS

While the beginning of 2021 saw most of our programming in a virtual or passive format, we were able to creatively expand our offerings as the year progressed. We proudly provided 404 programs across all formats this year. Some of the highlights included:

- Winter Reading for all ages (690 registered)
- Nine StoryWalks throughout the year at parks and schools in Normal and in Uptown Normal (2,005 participants total)
- Summer Reading (2,692 registered)
- Teen Take and Make Crafts (over 300 kits distributed)
- Poetry is Normal Presents, funded by NPLF and featuring poets including Susanna Lang, Christina Lovin, Denise Duhamel, and others

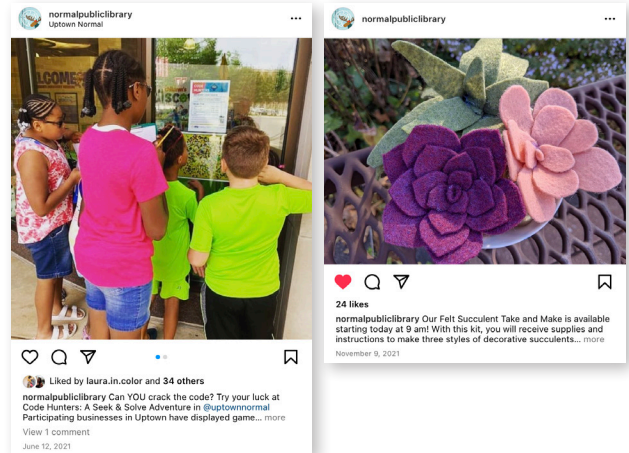


- Baby Rock at Anderson Park (242 participants in 6 sessions)
- Teen Dungeons & Dragons and Game Nights on Discord

- STEAM Club
- Winter Wonderland crafts and activities for all ages (245 participants)
- Code Hunters in Uptown Normal with Uptown Partners
- Enhanced program offerings for adults, including Dinner in an Instant, Genealogy Basics, Hauntings & History of Bloomington-Normal, Kickapoo of Central Illinois, Vision Boards, and DIY Spa
- Virtual Classroom Visits (over 50 in 2021)
- Leaf Man interactive StoryWalk: borrowed by Oakdale and Parkside elementary schools and saw a combined 680 students participate. Lending the StoryWalk allowed us to reduce transportation barriers for families who couldn't get to the park where the walk was originally installed
- And many others!



Continued collaboration with our valued community partners served to enhance and expand our program offerings, and we were thrilled to be able to work with Heartland Theatre, Communication Junction, Normal Parks and Recreation, Children's Discovery Museum, Uptown Partners, and many others. These partnerships remain essential to our efforts to engage and reflect our wide, diverse audience with our programming.



With the hiring of a new programming librarian this year, we have been able to greatly expand our offerings for adults. Our take and make crafts in particular have been a hit, including a felt succulent, macrame plant holder, and a DIY spa kit. Programs about local history, genealogy, and utilizing some of our specialized crafting equipment like our Silhouette have also proven popular.

COLLECTIONS

This year was our first full year of being fine-free, and we continue to receive support and positive feedback from our community regarding this change. Providing accessible, diverse collections is extremely important to us at NPL, and we remain committed to using data-driven decisions to update and streamline our physical and digital collections. To accomplish this, we use special library databases to identify areas of the collection that need additional or updated materials, and order materials specifically to fulfill those needs.

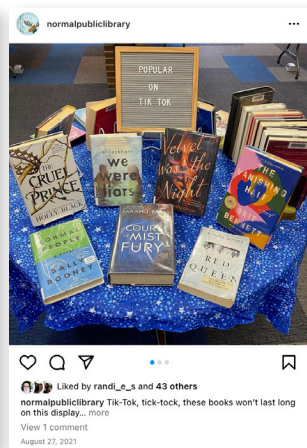
Our Library of Things grew not only in popularity, but also in number this year. We added many new items, thanks in part to a successful fundraiser by the Normal Public Library Foundation. We purchased new tech

toys, several ukuleles, outdoor games, craft kits, CD players, and so much more. These items were especially sought after as people continued to look for activities that could be done at home and in small groups, and most importantly, were free.



Our physical collection spaces improved this past year as we:

- Moved our biographies closer to our nonfiction section to create more seating and study space
- Provided more spacing in our new items shelving to allow a better experience browsing for those visitors using wheelchairs or walkers
- Colocated all science fiction books on the main floor and shelved short stories in alphabetical order within fiction to improve the patron experience
- Removed unused copies of older items to limit use of the our highest shelves, making our collection easier and safer to access
- Purchased new and classic items in science fiction and horror to round out existing materials
- Added monthly displays to highlight fiction, nonfiction, AV, and other items on a selected theme, such as games, royalty, baking, etc.



Digital content remained extremely popular, comprising 9% of our annual circulation for the year. Patrons are able to access free streaming movies, music, TV, e-books, e-audiobooks, magazines, and more through Hoopla, eRead Illinois, OverDrive, and more. This year, we added Kanopy (streaming video content), LOTE Online for Kids (stories in languages other than English), and Craftsy (craft tutorials) to our virtual branch. All content on these platforms is available to Normal residents at no cost. As these resources can occasionally come with a bit of a learning curve, we increased training both in and outside the library on how to access these resources, including at the senior facilities we visit.

SPACES

The ongoing COVID-19 pandemic has highlighted the many challenges and opportunities available to us in our current space, and we took advantage of our time in 2021 to reimagine and revitalize many of the physical spaces that our patrons know and love. The grant-funded accessible restrooms on our first floor were fully completed in 2021, and we also completed an accessibility audit with the Town to understand how we can continue making our facility as barrier-free as possible for persons of all abilities.

Spaces for people to meet and gather are consistently in high demand, especially as we have seen communal spaces become increasingly scarce as the pandemic continues. To address this need and give patrons more space to gather safely, we added seating in the center area of the first floor, in our biography area, and in our cafe area. As we were placing tables and chairs in the cafe, we barely had them set up before patrons were sitting down to read their newspaper or get on their laptop!

In our Children's area, 2021 saw the return of our tech playground and the reopening of our extremely popular Discovery Room. While these spaces were closed, we fielded questions daily from patrons about when they could expect their return, so we were thrilled to be able to reopen both of these spaces in a way that prioritized the health and safety of patrons and staff.





Our public gallery space hosted works from regional artists bringing arts, photography, and crafts to our community including life-size paintings by Rick Lewis, quilts from fourteen members of the Hands All Around Quilt Guild, and several works of art by our very own library staff.

MOVING FORWARD

This past year found us innovating, creating, and adapting to provide the highest possible level of service for our community. While the challenges and uncertainty of COVID-19 continued to shape the scope of our services and programs, we are proud to have responded with new and exciting opportunities for our patrons that were met with enthusiasm and joy. We continued to forge new partnerships while nurturing and growing our existing connections, all of which will serve us well in the future as we develop and deliver effective and impactful services, programs, and collections to our community.



Moving into 2022, Normal Public Library intends to build upon the changes made during our second pandemic year by closely following our 2021–2024 strategic plan and the goals therein. We will continue to prioritize programs, services, and collections that are intuitive, user-friendly, and inclusive. Hybrid programming that offers both virtual and in-person attendance will remain a vital option as we move forward, and we will continue to offer browser packs and curbside pickup indefinitely.

Though we do not know what the next year will bring, we will do our best to proactively and positively meet any new or ongoing challenges. Our patrons and our community remain our focus, and we are excited to see how we grow together in 2022!





WHAT TO EXPECT IN 2022

- Continue to deliver exceptional services, collections, and programs for all ages in various formats, including in-person, virtually, hybrid, and off-site
- Continue optimizing our resources, including our staff, budget, and spaces
- Launch an updated and more user-friendly website
- Work with the Library Planning Committee to advance discussions regarding the library's space challenges
- One-on-one appointments with librarians to assist patrons with tech help, using library resources, genealogy, and more
- Programs for adults funded by the Illinois Humanities Council and the Road Scholars Speaking Bureau
- New book clubs for adults, including Romance Me and Book Brunch
- Continue to implement the goals and priorities outlined in the 2021–2024 strategic plan, with a focus towards best serving the public
- Possible abatement project
- Advocate for consideration and prioritization in the Uptown South planning process
- Draft a marketing and communication action plan
- Enhance collections, services, and programming for families and individuals in our community who do not speak English as their primary language