



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
March 27, 2019 at 5:00 PM**

**Location: Normal Public Library - Board Room | 206 W. College Ave., Normal, IL 61761**

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment
6. Library Director's Report
7. Foundation Report
8. New Business
  - A. Cost of Living Adjustment (Discussion)
  - B. Celebration of Service by Joel Studebaker and Shawn Woodson (Discussion)
  - C. Six-Month Review and Approval of Executive Session Minutes: Section 2(c)(21) (Action)
  - D. Executive Session: Section 2(c)(1) Personnel (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: April 24, 2019
12. Adjournment

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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.

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The Board of Trustees of Normal Public Library may attend the McLean County Regional Planning Commission's 14<sup>th</sup> Annual Community Information Forum on Wednesday, April 10, from 7:00 am – 9:00 am at the Chateau Hotel and Conference Center, 1621 Jumer Drive, Bloomington, IL 61704. Carla Bailo, President and CEO of Ann Arbor based Center for Automotive Research (CAR), will speak on the deployment of autonomous vehicles.

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The Board of Trustees of Normal Public Library may attend an election night watch party on Tuesday, April 2, from 6:30-8:30 pm at DESTIHL Brewery, 1200 Greenbriar Dr., Normal, IL 61761. There is no agenda.

**Minutes of the Board of Trustees  
Normal Public Library  
February 27, 2019**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Board Room of the Normal Public Library, Normal, Illinois on Wednesday, February 27, 2019. The meeting convened at 5:01 pm, President Jess Ray presiding, and Jd Davis, secretary.

**Members Present:** Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Pam Lewis, Joel Studebaker, Shawn Woodson, Treasurer, and Katelyn Trunnell.

**Library Staff Present:** Brian Chase, Library Director, Tori Melican, Children's Services Manager, Mariana Mwilambwe, intern from NCHS, Emily Klay, the graphic designer, and Laura Golaszewski, the community engagement manager.

**Community members present:** Jim Rogal, Erin Ripley-Gataric, and Kathleen Lorenz.

**Review of the Agenda:** No corrections or additions

**Approval of Minutes:** Brian Chase noted that there were no January minutes because of the meeting cancelled due to cold weather. Pam Lewis moved to approve the minutes of the December meeting. Joel Studebaker seconded. Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures in the amount of \$141,244.63 and four payrolls in the amount of \$318,015.42 be paid. Ms. Lewis seconded. Motion carried 7-0.

**President's Report:** The Statement of Economic Interest is due May 1<sup>st</sup>. Mr. Ray announced that Karen Schmidt is leaving the Illinois Wesleyan University library, and Scott Walter is taking her place. Sheila Allen's paintings are on display. He thanked Mr. Chase and staff for the end of year report.

Rick Lewis is the new director of the ARC.

**Public Comment:** Mariana Mwilambwe introduced herself as the Library intern.

**Library Director's Report:** Mr. Chase talked about the Live and Learn grant: March 14<sup>th</sup> he is speaking with the grant review team to discuss our qualifications. Plumbing repairs and replacing exterior doors are taking place. Mr. Chase gave kudos to the staff for the 2018 annual report. All of the Town departments create reports, and these are aggregated for the public on the Town website.

Danny Rice, NPL Children's Librarian, has accepted a new position in Elgin as the Bookmobile Manager.

**Foundation Report:** Next meeting is March 12 at 5pm. Author Lisa McMann is visiting in April on the 26/27. They are trying to reach out to sponsors ahead of time. The goal is to raise \$10,000 for the event in sponsorship. The next Library sale is the first weekend of April, with the 5<sup>th</sup> as the presale.

## **New Business:**

### **Strategic Plan**

The group must start thinking about revisiting this, since it expires next year. The current plan was the first created and had buy-in from community members. It created a strong vision and mission for the Library. They wanted measurable goals that went beyond checking out books. Roles that didn't exist when this was made (Laura and Emily) are making the Library grow in directions that could not be planned for; i.e., outreach, the census program, international relations; home delivery, Books on the Go, Peace Meal. There is a deliberate effort to show up at community meetings and see how the Library can assist with any needs, to raise awareness with cohesive marketing and outreach.

- "What a blessing" was a comment from a homebound senior who thought the library was out of reach, but connected through Peace Meals.

Mr. Ray asked how the current goals were. Ms. Golaszewski noted that some goals can be crossed off, but most of them are continual, as the needs of the community shift the Library strives to meet them. Looking at Goal 4 of the current plan, the building limits what services can be provided. The public space does not provide what is needed, and the stacks have been trimmed to accommodate as much as possible. They understand the limitations and work to maximize the capabilities. Ms. Lewis pointed out that the Annual Report was so glowing that it made it seem like the Library was not struggling at all with spacing issues. There is a need to highlight more of the pain points.

Mr. Lindberg suggested adding "collaboration" somewhere in the document, and Mr. Ray suggested it at the end of Goal 1. A new goal will be that now they have put library cards in the kids' hands, they must market it to them and get them in the door. We can build off of this plan, as there is no need to get rid of it all and start over. Don't lose sight of strengths and the "wins" that have been gained. Because of the new outreach, the community engagement and buy-in will be more intensive when the process comes up again.

Ms. Lewis stressed the importance of documentation; the struggles, the number of times that someone wants to book a room and can't because rooms are full or space is full. These situations look good for numbers, but are bad for those who want to use it and can't. Both Mr. Ray and Mr. Studebaker had examples of not being able to schedule rooms even with advance notice.

Brian created a Board calendar for 2019, also includes the Facilities plan for the foreseeable future since the Library is in this building.

### **Next Agenda**

- Revisit COLA discussion
- Finalize updates of Strategic Plan

### **Executive Session**

Ms. Lewis moved, Mr. Woodson seconded, and the Board entered Executive Session with a 7-0 roll call vote at 6:17 pm.

After leaving Executive session at 6:37 pm, Mr. Lindberg moved to adjourn the meeting, and Mr. Studebaker seconded. Motion passed 7-0. The meeting was adjourned at 6:38 pm.

**Town of Normal Expenditures to be approved for Payments**  
**Between Feb 21, 2019 and Mar 20, 2019**

**Library Fund**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HARLAN VANCE COMPANY	STAFF PORTION FOR EXTRA T	279.90
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	33.00
WALMART COMMUNITY BRC	NASA GRANT PROGRAM -RANDI	45.57
Library Fund	- Total	358.47

**Library Fund            Library            Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AUTOMATIC FIRE SPRINKLER, LLC	TEST & INSPECTION	1,487.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,338.74
BAKER & TAYLOR COMPANIES	CHILDREN BOOKS	916.92
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	2,819.22
BAKER & TAYLOR COMPANIES	CHILRDENS BOOKS	158.48
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	546.30
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	131.42
BRODART COMPANY	ADULT BOOK	40.77
BRODART COMPANY	PAPERBACK BOOK	12.50
CENGAGE LEARNING INC	FEB BASIC 8 PLAN	152.94
CENGAGE LEARNING INC	FEB CHRISTIAN FICTION 4PL	98.96
CENGAGE LEARNING INC	FEB CORE 8 PLAN	271.40
CENGAGE LEARNING INC	FEB MYSTERY 6 PLAN	93.71
CENGAGE LEARNING INC	FEB MYSTERY SAMPLER 3 PLN	67.47
CENGAGE LEARNING INC	FEB PEER PICKS 2 PLAN	47.98
CENGAGE LEARNING INC	FEB REVIEWERS CHOICE 2 PL	47.23
CENGAGE LEARNING INC	FEB WHEELER HRDCOVR 5	108.71
CENGAGE LEARNING INC	LARGE PRINT DIST 6 PLAN	161.21
CENGAGE LEARNING INC	MARCH BASIC 8 PLAN	153.69
CENGAGE LEARNING INC	MARCH BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC	MARCH CHRISTIAN FICTION	47.23
CENGAGE LEARNING INC	MARCH CORE 8 PLAN	70.47
CENGAGE LEARNING INC	MARCH REVIEWERS CHOICE 2	47.23
CENGAGE LEARNING INC	MARCH WHEELER HRDCVR 5PLN	51.73
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	45.75
CHIEF CITY MECHANICAL INC	REPLACED GRID STRAINER	121.00
CIRBN, LLC	INTERNET SERVICE MONHTLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATIONS CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,222.84
Enoch Kindseth	ROUND TRIP TO/FROM -300 M	174.00

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<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
Enoch Kindseth	TOLLS - 4	3.80
FINDAWAY WORLD LLC	PLAYAWAYS	1,422.26
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	LIBRARY PORTION FOR BILL	1,569.90
HEARTLAND PARKING INC	PARKING LOT SALTING/NPL	81.00
HEARTLAND PARKING INC	SNOW BRUSH & SALT/NPL	115.50
HEARTLAND PARKING INC	SNOW BRUSHES & SALT/NPL	103.50
HF Group,LLC	BINDERY FOR CHILDREN'S DE	389.29
IMAGE SUPPLY	BLACK & WHITE TAPE ROLLS	1,676.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	196.00
KROGER-INDY CUSTOMER CHARGES	FEB STMT/MISC SUPPLIES	130.41
LE PRINT EXPRESS	2018-19 ACTIVITY GUIDES	1,673.01
MENARDS	MISC SUPPLIES	79.58
MIDWEST TAPE	DVDS	29.98
MIDWEST TAPE	MUSIC CDS	193.86
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	235.00
NEOPOST USA INC	METER RENTAL	85.52
NICOR GAS	ENERGY USAGE	1,147.69
NORMALITE	FOR NORMAL PUBLIC LIBRARY	24.95
ORIENTAL TRADING COMPANY INC	SUMMER READING SUPPLIES	682.63
PURITAN SPRINGS WATER	WATER SERVICE/NPL	39.34
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	4,808.82
RANDOM HOUSE, INC.	AUDIOBOOKS	53.75
RANDOM HOUSE, INC.	CHILDREN AV	212.25
RECORDED BOOKS LLC	CDS	6.95
SAMS CLUB	FEB STMT/MISC SUPPLIES	145.20
Stacey Tetzloff	2/20/19 - 18 MILES FOR DE	10.44
Stacey Tetzloff	2/26/19 - 8 MILES FOR BOO	4.64
Stacey Tetzloff	2/28/19 - 16 MILES FOR DE	9.28
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNIQUE MANAGEMENT SERVICES INC	14 PLACEMENTS	125.30
UNIVERSITY OF ILLINOIS	CHILDRENS BOOKS	1,195.00
US BANK/P-CARD	2019 Talent Conference &	1,130.00
US BANK/P-CARD	4 Copies	39.96
US BANK/P-CARD	40 hours of training for	150.00
US BANK/P-CARD	ALA membership for Randi	270.00
US BANK/P-CARD	App Purchase for Children	279.76
US BANK/P-CARD	Award Registration for IL	10.00

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<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
US BANK/P-CARD	Cleaning Chemicals - Clea	163.18
US BANK/P-CARD	Credit for ret. item - de	-48.99
US BANK/P-CARD	Cricut EasyPress for prog	149.19
US BANK/P-CARD	Disposable Dust Mask	10.72
US BANK/P-CARD	DVD-LEGO	19.92
US BANK/P-CARD	DVD-WILLIAM CONQUEROR	19.92
US BANK/P-CARD	Event Planning training	75.00
US BANK/P-CARD	Food Trays for Artist Sho	22.48
US BANK/P-CARD	For ESPN	40.00
US BANK/P-CARD	Hand Soap Refill (2)	94.40
US BANK/P-CARD	Heat Tape for Drains	42.95
US BANK/P-CARD	John & 1 staff member wil	50.00
US BANK/P-CARD	Kleenex Facial Tissue box	58.96
US BANK/P-CARD	Labels for Partners in Re	19.80
US BANK/P-CARD	large tote bags for progr	35.99
US BANK/P-CARD	Light bulbs - LED/10pk (1	127.01
US BANK/P-CARD	Light electronic parts -	44.96
US BANK/P-CARD	Mailing Board Packets	11.41
US BANK/P-CARD	Membership/Emily K	150.00
US BANK/P-CARD	Mobile Hotspot Data Servi	600.00
US BANK/P-CARD	Monarch Lincoln Award	30.00
US BANK/P-CARD	Monitor cable - HDMI to V	9.99
US BANK/P-CARD	New DVD Rel. - THE WIFE (	119.68
US BANK/P-CARD	New Music Rel. - 2019 GRA	11.88
US BANK/P-CARD	New Music Rel. THANK U	11.97
US BANK/P-CARD	New Rel DVD - AT ETERNITY	51.84
US BANK/P-CARD	New Rel DVD - NIGHT SCHOO	35.92
US BANK/P-CARD	New Rel DVD - NOBODY'S FO	89.70
US BANK/P-CARD	New Rel. DVD - A BOY CALL	31.18
US BANK/P-CARD	New Rel. DVD - BOHEMIAN R	107.76
US BANK/P-CARD	New Rel. DVD - BOY ERASED	75.92
US BANK/P-CARD	New Rel. DVD - DOCTOR WHO	29.99
US BANK/P-CARD	New Rel. DVD - FIRST MAN	143.92
US BANK/P-CARD	New Rel. DVD - HATE U GIV	119.68
US BANK/P-CARD	New Rel. DVD - HERE AND N	89.76
US BANK/P-CARD	New Rel. DVD - HUNTER KIL	59.84
US BANK/P-CARD	New Rel. DVD - INDIVISIBL	44.88
US BANK/P-CARD	New Rel. DVD - JOHNNY ENG	75.92

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<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
US BANK/P-CARD	New Rel. DVD - NIGHT SCHO	35.92
US BANK/P-CARD	New Rel. DVD - SPIRAL (2)	35.98
US BANK/P-CARD	New Rel. DVD - THE NUTCRA	134.45
US BANK/P-CARD	New Rel. Foreign Film - S	17.29
US BANK/P-CARD	New Rel. Music - DUMPLIN'	9.69
US BANK/P-CARD	New Release DVD - Diet Fi	11.99
US BANK/P-CARD	New Release DVD - Goosebu	89.95
US BANK/P-CARD	New Release DVD - Paw Pat	19.98
US BANK/P-CARD	New Release DVD - TEA WIT	19.89
US BANK/P-CARD	New Release DVD - The Boo	89.95
US BANK/P-CARD	Package not delivered. Lo	-29.88
US BANK/P-CARD	Patron Req. - STRANGER T	15.99
US BANK/P-CARD	Patron Req. - GREY'S ANAT	25.99
US BANK/P-CARD	Patron Req. - MISTAKEN ID	11.89
US BANK/P-CARD	Patron Req. - THE DUETS b	13.98
US BANK/P-CARD	Patron Req. for DVD - Nas	29.01
US BANK/P-CARD	Patron Req. TV Series - S	29.98
US BANK/P-CARD	Power Bank/Tech Program	80.99
US BANK/P-CARD	RECORD STORES	1.50
US BANK/P-CARD	Repl. CD - BEST OF BOYZ I	12.95
US BANK/P-CARD	Ret. DVD - NIGHT SCHOOL (	-35.92
US BANK/P-CARD	SHRM - Professional Membe	192.00
US BANK/P-CARD	Sump pump & hose	147.64
US BANK/P-CARD	Supplies for library: Tab	74.12
US BANK/P-CARD	Tax Refund for iTunes App	-19.10
US BANK/P-CARD	Toilet Handle & Valve	19.51
US BANK/P-CARD	Vinyl heat transfer sheet	52.35
US BANK/P-CARD	Volume Purchase Program -	43.00
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	781.20
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	289.22
WALMART COMMUNITY BRC	DISTILLED WATER	16.40
WALMART COMMUNITY BRC	DVDS	615.28
WALMART COMMUNITY BRC	FOOD SUPPLIES	39.10
WALMART COMMUNITY BRC	MISC SUPPLIES	2.55
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	105.14
WESTON WOODS	CHILDREN AUDIOBOOKS	533.63
Library Fund	Library Administration - Total	39,504.48
<b>Overall - Total</b>		<b>39,862.95</b>

## **Director's Report**

### **March 27, 2019**

**1. Monthly Financial Report**

**Revenue:** The February revenues are up 0.58% compared to this time last year.

**Expenses:** An expenditures report as of March 20 is included in this packet.

**2. Circulation**

Circulation was up from February 2018 by 3,555 transactions, an increase of 6.9%. YTD circulation is up 13,604 transactions, an increase of 2.2%.

**3. Board Email Addresses**

Please regularly check your normalpl.org email accounts.

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

The FY2019 Live and Learn Construction Grant Program review committee met on March 14 and unanimously recommended our project for funding. There is \$670,000 in funding available, with \$1.4 million requested. We were told that Secretary of State Jesse White will make the final determination in the next few weeks.

**5. FY2019 Illinois Public Library Per Capita Grant**

We were recently awarded a \$65,621.25 FY2019 Illinois Public Library Per Capita Grant. It is possible the check will be delayed for some time.

**6. Expanded Resource Sharing and Find More Illinois**

Soon we will make music CDs and audio books (all formats) available for interlibrary loan. This change will allow our patrons to request these same item types from other libraries via the RSA catalog. Additionally, we are in the early stages of implementing Find More Illinois, which "aims to expand resource sharing and facilitate discovery and interlibrary loan for Illinois libraries and their patrons" through the use of a single discovery interface that connects the online catalogs of participating libraries."

**7. Explore More Illinois**

On April 1 the Explore More Illinois program will launch. Explore More Illinois is a cultural pass program that allows Illinois public library cardholders access to discounts at museums, zoos, arts centers, historical societies, park districts, recreational facilities and other attractions. This service is free to all Illinois public libraries who choose to participate.

**8. Thank You to Joel and Shawn**

Many thanks to Joel Studebaker and Shawn Woodson for their time and efforts spent serving on the Board of Trustees of Normal Public Library! Their service is greatly appreciated.



**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of February 28, 2019**

	As of February 28, 2019	As of March 31, 2018	Net Change
221 Library Fund	\$ 3,783,586.66	\$ 3,221,657.76	\$ 561,928.90
222 Library Replacement Fund	\$ 2,016,309.04	\$ 1,545,205.07	\$ 471,103.97
Totals	<u>\$ 5,799,895.70</u>	<u>\$ 4,766,862.83</u>	<u>\$ 1,033,032.87</u>

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As of February 28, 2019

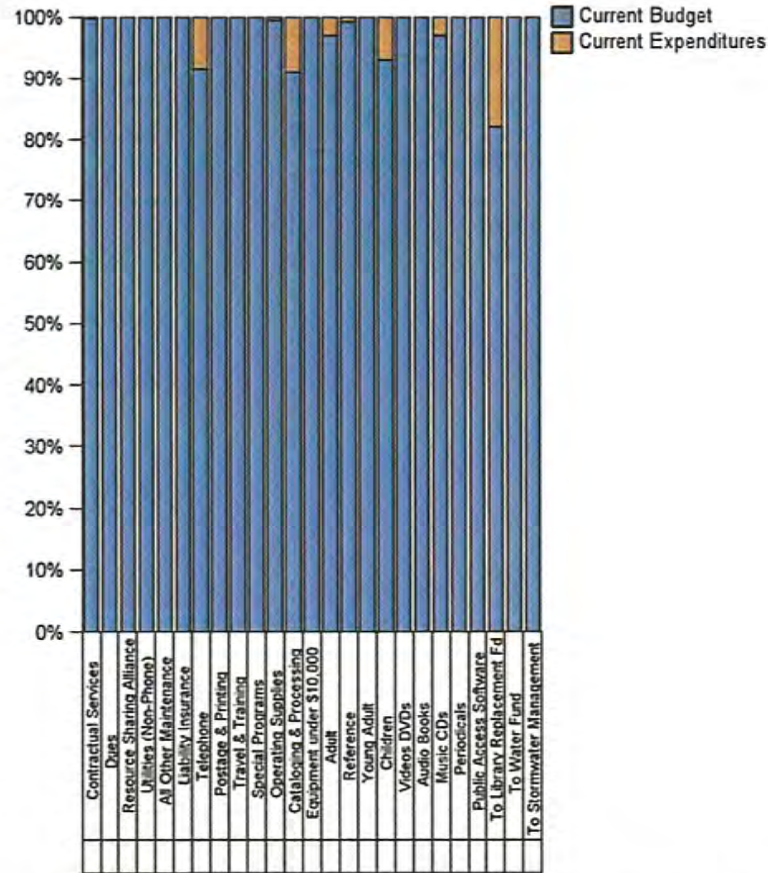
	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,894,641	\$ 3,894,641	100.00	\$ 3,904,167	(0.24)
State Replacement Taxes	106,400	98,120	92.22	106,255	(7.66)
State Library Aid	65,621	65,621	100.00	-	100.00
Fees	37,962	37,761	99.47	57,394	(34.21)
Fines	18,000	14,502	80.57	18,649	(22.24)
Investment Income	45,790	47,600	103.95	38,068	25.04
Contributions & Donations	795	2,278	286.57	6,785	(66.42)
Miscellaneous Revenue	1,356	1,325	97.73	59	2,146.12
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	6,270	(100.00)
<b>Library Fund Total</b>	<b>4,176,565</b>	<b>4,161,849</b>	<b>99.65</b>	<b>4,137,647</b>	<b>0.58</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	16,890	18,165	107.55	13,476	34.79
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	394,113	308,075	78.17	333,232	(7.55)
<b>Library Replacement Fund Total</b>	<b>411,003</b>	<b>326,240</b>	<b>79.38</b>	<b>346,708</b>	<b>(5.90)</b>
<b>Total For All Funds</b>	<b>\$ 4,587,568</b>	<b>\$ 4,488,089</b>	<b>97.83</b>	<b>\$ 4,484,355</b>	<b>0.08</b>

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of February 28, 2019

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,149,971	\$ 3,327,505	\$ 113,890	\$ 708,576	\$ 3,205,885	17.07
Library Fund Total	4,149,971	3,327,505	113,890	708,576	3,205,885	17.07
LIBRARY REPLACEMENT FUND 222						
Administration	190,213	8,100	4,023	178,090	324,857	93.63
Library Replacement Fund Total	190,213	8,100	4,023	178,090	324,857	93.63
Total For All Funds	\$ 4,340,184	\$ 3,335,605	\$ 117,913	\$ 886,666	\$ 3,530,742	20.43

### 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	<u>221-9010-455.20-10</u>	\$344.30	\$101,335.62	\$5,985.69	\$107,104.00	(\$561.61)	\$107,023.00	-1%	\$6,329.99
			<u>221-9010-455.20-20</u>	\$0.00	\$4,552.00	\$100.00	\$5,150.00	\$498.00	\$5,150.00	10%	\$100.00
			<u>221-9010-455.24-10</u>	\$0.00	\$60,744.00	\$0.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$0.00
			<u>221-9010-455.25-10</u>	\$0.00	\$35,014.17	\$0.00	\$49,390.00	\$14,375.83	\$53,040.00	29%	\$0.00
			<u>221-9010-455.25-60</u>	\$0.00	\$21,716.53	\$18,783.81	\$65,851.00	\$25,350.66	\$65,851.00	38%	\$18,783.81

<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	\$34,248.00	\$2,859.00	\$31,253.00	8%	\$1,023.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$1,070.42	\$7,658.47	\$110.50	\$11,608.00	\$2,768.61	\$11,744.00	24%	\$1,180.92
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$16,636.76	\$6,025.29	\$23,907.00	\$1,244.95	\$18,999.00	5%	\$6,025.29
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$10,815.55	\$0.00	\$13,000.00	\$2,184.45	\$15,431.00	17%	\$0.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$16,914.73	\$1,538.19	\$21,847.00	\$3,394.08	\$7,633.00	16%	\$1,538.19
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$275.61	\$37,026.56	\$4,258.11	\$41,386.00	(\$174.28)	\$41,386.00	0%	\$4,533.72
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$1,676.00	\$7,752.02	\$5,461.59	\$17,177.00	\$2,287.39	\$17,349.00	13%	\$7,137.59
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$2,973.41	\$74,577.01	\$7,497.17	\$95,000.00	\$9,952.41	\$105,000.00	10%	\$10,470.58
<a href="#">221-9010-455.36-15</a>	Reference	\$69.12	\$7,818.94	\$0.64	\$9,050.00	\$1,161.30	\$9,000.00	13%	\$69.76
<a href="#">221-9010-455.36-20</a>	Young Adult	\$6.02	\$8,490.56	\$3,343.31	\$12,000.00	\$160.11	\$12,000.00	1%	\$3,349.33
<a href="#">221-9010-455.36-25</a>	Children	\$6,035.45	\$50,632.02	\$20,486.11	\$80,000.00	\$2,846.42	\$83,988.00	4%	\$26,521.56
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$29.98	\$30,480.86	\$6,323.93	\$40,000.00	\$3,165.23	\$47,460.00	8%	\$6,353.91
<a href="#">221-9010-455.37-20</a>	Audio Books	\$16.95	\$19,582.43	\$18,155.52	\$43,000.00	\$5,245.10	\$53,211.00	12%	\$18,172.47
<a href="#">221-9010-455.37-30</a>	Music CDs	\$193.86	\$3,214.48	\$2,532.44	\$6,000.00	\$59.22	\$10,292.00	1%	\$2,726.30
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$14,293.14	\$1,115.81	\$15,552.00	\$143.05	\$17,100.00	1%	\$1,115.81
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$122,393.31	\$0.00	\$127,034.00	\$4,640.69	\$126,000.00	4%	\$0.00
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$86,037.67	\$308,075.34	\$0.00	\$394,113.00	(\$0.01)	\$204,000.00	0%	\$86,037.67
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$2,455.51	\$0.00	\$2,990.00	\$534.49	\$3,700.00	18%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$526.24	\$0.00	\$773.00	\$246.76	\$773.00	32%	\$0.00
Summary		98,728.79	993,072.25	102,741.11	1,277,924.00	83,381.85	1,108,955.00	0.07	201,469.90

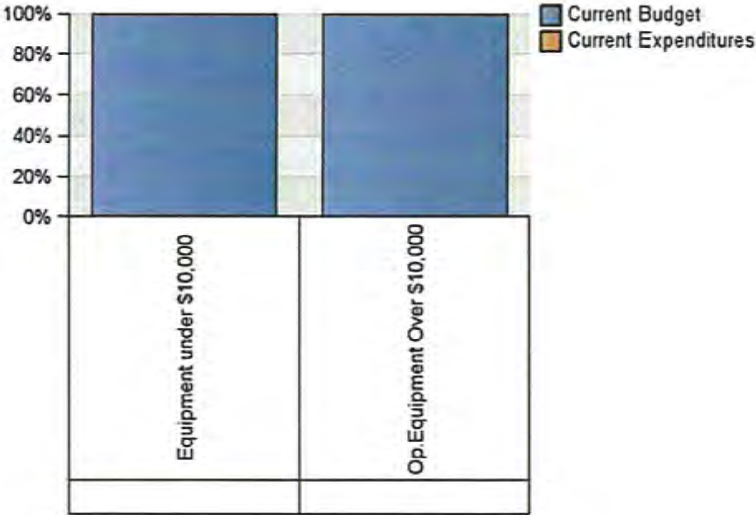
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**Budget to Actual Expenditures**

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	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$8,100.00	\$0.00	\$146,190.00	\$138,090.00	\$96,700.00	94%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$44,023.00	\$44,023.00	\$321,843.00	100%	\$0.00
			Summary	0.00	8,100.00	4,023.00	190,213.00	178,090.00	418,543.00	0.94	4,023.00	

FEBRUARY 2019  
Monthly Statistics

Normal Public Library  
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	FEBRUARY	YTD	FEBRUARY	YTD	FEBRUARY	YTD
Juvenile - Fiction	10,856	128,658	10,333	124,808	10,498	120,220
Nonfiction	4,858	47,504	4,529	45,458	5,045	43,425
Paperbacks	13,638	160,349	12,899	159,168	13,145	158,603
Magazines	47	578	68	516	26	735
Juvenile - AV	723	9,527	621	8,306	592	8,137
Juvenile - Other	29	293	24	221	13	143
Juvenile - Total	30,151	346,909	28,474	338,477	29,319	331,263
Teen - Fiction	1,011	14,536	959	13,909	1,057	13,697
Paperbacks	114	1,521	109	1,762	123	3,112
Magazines	2	40	-	27	-	13
Teen - Total	1,127	16,097	1,068	15,698	1,180	16,822
Adult - Fiction	3,867	48,676	3,867	46,948	3,609	46,265
Nonfiction	3,255	35,646	3,058	38,413	3,601	41,683
Paperbacks	608	9,431	796	10,676	945	11,915
L.P. paperbacks	179	1,272	78	762	63	557
Large Print	1,780	20,725	1,505	19,157	1,916	21,238
Magazines	256	4,316	249	4,598	385	4,508
Other	676	7,581	613	7,817	740	8,354
Adult - Total	10,621	127,647	10,166	128,371	11,259	134,520
DVD	3,309	39,091	3,136	42,450	3,543	45,914
CD	1,136	11,557	870	14,176	1,694	19,527
Books on CD	748	10,146	846	11,665	1,018	13,032
MP3	60	956	52	991	74	849
Streaming Video	108	1,240	53	766	54	852
Downloadable Music	576	8,454	775	8,325	686	9,494
eAudiobooks	1,395	13,876	957	8,749	512	6,084
eBooks	2,444	24,275	1,902	18,062	1,499	16,198
Zinio eMagazines	86	752	52	622	76	723
Playaways	306	4,198	316	3,984	334	4,068
Software/Hardware	126	1,118	65	969	9	136
Video Games	366	3,977	272	3,384	299	3,852
AV - Total	10,660	119,640	9,296	114,143	9,798	120,729
Subtotal - Circulation	52,559	610,293	49,004	596,689	51,556	603,334
<Add deposits: 1500>	1,500	16,500	1,500	16,500	1,500	16,500
<Add in-library use: 1100>	1,100	12,100	1,100	12,100	1,100	12,100
Total Circ	55,159	638,893	51,604	625,289	54,156	631,934

**FEBRUARY 2019**  
**Monthly Statistics**

**Normal Public Library**  
**Collection Development - FY 2018-2019**

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,514	28,470	93	137	2,198	1,510
Nonfiction	19,265	19,324	63	4	1,056	509
Paperbacks	33,012	32,975	131	168	3,617	3,201
Magazines	185	202	17	-	152	188
Juvenile - AV	2,375	2,382	12	5	225	61
Juvenile - Other	84	85	1	-	6	-
<b>Juvenile - YTD Total</b>	<b>83,435</b>	<b>83,438</b>	<b>317</b>	<b>314</b>	<b>7,254</b>	<b>5,469</b>

Teen - Fiction	5,556	5,437	40	159	543	453
Paperbacks	1,020	1,022	3	1	18	23
Magazines	62	64	2	-	33	39
<b>YTD Total</b>	<b>6,638</b>	<b>6,523</b>	<b>45</b>	<b>160</b>	<b>594</b>	<b>515</b>

Adult - Fiction	23,219	23,093	137	263	1,683	1,405
Nonfiction	22,001	22,082	109	28	1,251	1,444
Paperbacks	7,258	7,180	60	138	545	1,095
LP paperbacks	733	732	-	1	49	8
Large Print	9,442	9,497	63	8	718	834
Magazines	2,417	2,559	145	3	1,735	1,911
Other	1,103	1,135	32	-	78	49
<b>YTD Total</b>	<b>66,173</b>	<b>66,278</b>	<b>546</b>	<b>441</b>	<b>6,059</b>	<b>6,746</b>

DVD	17,248	17,334	205	119	1,841	362
CD	10,104	10,120	16	-	196	54
Books on CD	6,392	6,400	9	1	209	80
MP3	978	978	-	-	14	185
Playaways	1,828	1,842	13	(1)	270	87
Software/Hardware	48	48	-	-	3	1
eContent	9,021	9,139	118	-	3,662	194
Video Games	645	645	-	-	98	25
<b>YTD AV Total</b>	<b>46,264</b>	<b>46,506</b>	<b>361</b>	<b>119</b>	<b>6,293</b>	<b>988</b>

<b>Total Collection</b>	<b>202,510</b>	<b>202,745</b>	<b>1,269</b>	<b>1,034</b>	<b>20,200</b>	<b>13,718</b>
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**FEBRUARY 2019**

**Normal Public Library**

Monthly Statistics

Registration - FY 2018-2019				
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	31,155	249	64	31,340
Teen	3,050	4	5	3,049
Juvenile	7,548	25	28	7,545
<b>Total</b>	<b>41,753</b>	<b>278</b>	<b>97</b>	<b>41,934</b>

2019 YTD	2018 YTD	2017 YTD
31,340	28,224	24,808
3,049	1,650	1,483
7,545	6,599	4,405
<b>41,934</b>	<b>36,473</b>	<b>30,696</b>

Patron Count	
Patron Count: Month	21,576
Offsite programs (est)	-
Previous Month YTD	232,062

253,638	254,769	258,388
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Interlibrary Loan and System Holds		
	FEBRUARY 2019	Previous Month YTD
Borrowed/Rec'd	1,291	11,519
Loaned	1,064	12,305
Reciprocal borrowing	17,576	187,516

12,810	10,905	9,599
13,369	11,155	12,051
205,092	213,810	214,215

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	382	299	47
Adult	1,553	1,314	51
Public Laptop	133	137	62
Quick-Use	99	13	8
<b>TOTALS</b>	<b>2,167</b>	<b>1,763</b>	<b>49</b>

YTD Uses
4,142
18,307
1,811
1,010
<b>25,270</b>



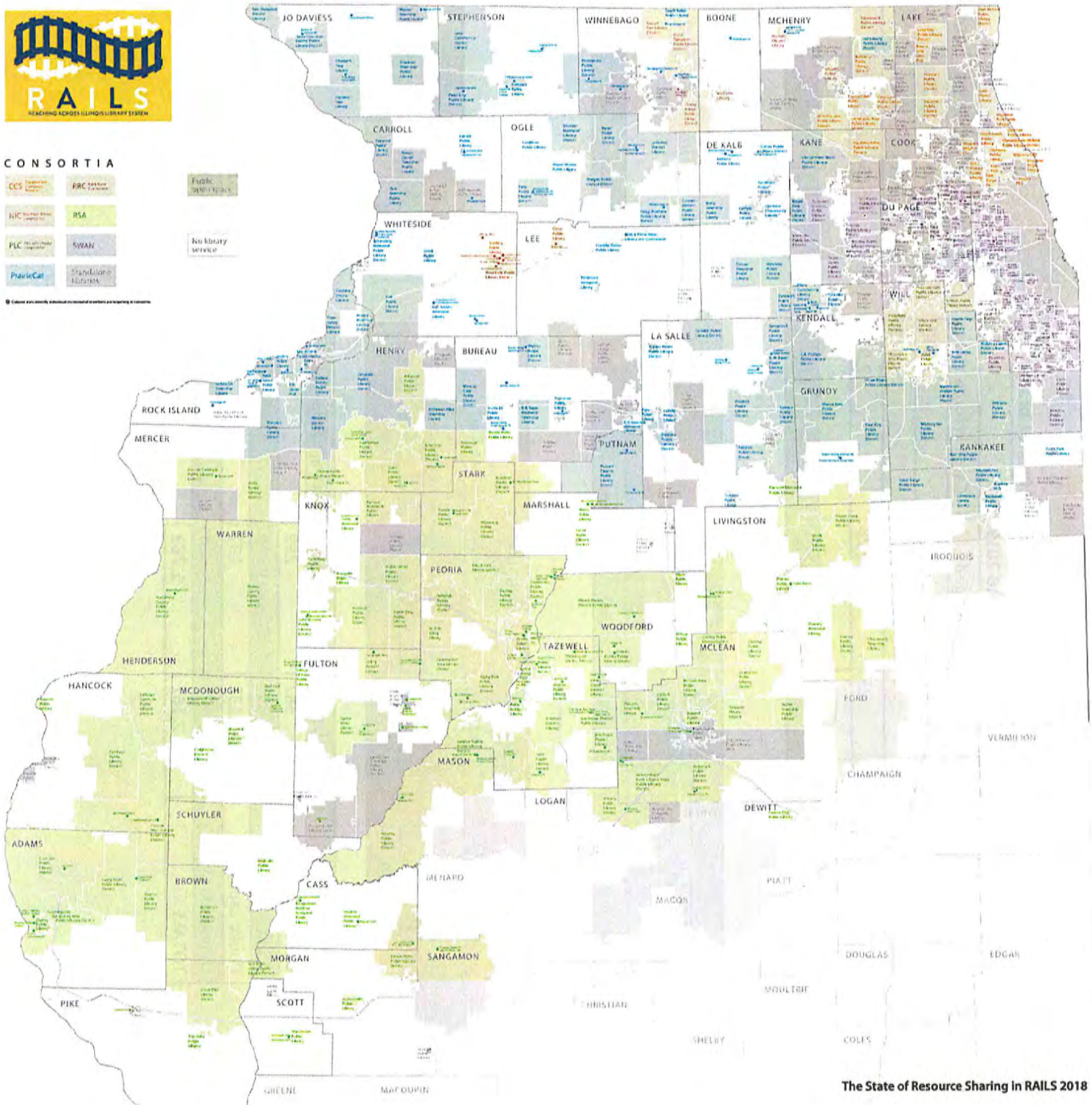
**CONSORTIA**

- CCS
- IRC
- NIC
- PLC
- PublicCat
- IRB
- ISA
- SWAN
- Standalone Libraries

Public  
SHARED

No library  
SERVICE

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The State of Resource Sharing in RAILS 2018