



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

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

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

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment

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

6. Library Director's Report
7. Foundation Report
8. New Business
 - A. COVID-19 / Reopening Update (Discussion)
 - B. FY2021-FY2026 Budget (Action)
 - C. 2021-2024 Strategic Planning Process (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: October 28, 2020 (Regular Meeting)
12. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. (Note: Town Council meetings may take place via Zoom, if noted on the respective meeting agenda.) Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

Minutes of the Board of Trustees
Normal Public Library
August 26, 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, August 26, 2020. The meeting convened at 5:30pm, 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.

Member Roll Call:

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

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

Community Members Present: N/A

Review of the Agenda: No additions or corrections noted.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the July 29, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 6-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$100,279.05, and two payrolls for the month of July totaling \$151,672.42. Ms. Ripley-Gataric seconded.

Jess Ray - Approved
Terry Lindberg - Absent
Jim Rogal - Approved
Jd Davis - Approved
Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved
Pam Lewis - Approved

Motion carried 6-0.

President's Report: Mr. Ray expressed thanks to the Library staff, and noted that it was nice to see the well-deserved kudos note from a patron of the Library.

Public Comment: None

Library Director's Report:

Mr. Chase discussed the items in the Library Director's Report. In other news, the Library had an all staff meeting on 8/25/20, during which the administration discussed the ongoing situation and encouraged everyone to stay healthy and stay safe.

Ms. Lewis asked about reaching out to local news outlets to promote the CDBG collaborations. Cathy Oloffson, recently hired as the Town of Normal Director of Communications and Community Relations, met with Mr. Chase and discussed intentional marketing efforts between the two entities. Mr. Chase will reach out to Ms. Oloffson about this idea.

Foundation Report: No Report

New Business

COVID-19 Update (Discussion)

Mr. Chase shared more about the staff discussions during the meeting held on 8/25/20. In preparation of reopening operations, their idea is to focus on a single entry, single exit method with an "ambassador" in between the doors to direct patrons. Signs will be posted reminding folks about wearing masks. The expectation must be set to a "grab and go" mentality, with no areas to sit and lounge for longer periods of time. Larger groups would be encouraged to make appointments to visit, creating a safer experience for everyone.

Staff will create a video detailing the current reality of the Library, so that patrons can be informed before they enter. This will show which areas are closed to the public, including seating, and help patrons understand the need to limit their time at the Library. Staff are also working to expand the new sensory app to include the virtual experience.

More discussion will happen about the hours that the Library will open, as they may change to fit needs and maintain high levels of service. Mr. Chase was informed by other open libraries that curbside service could decline by as much as 50%. They are still considering splitting staff into two groups to maintain healthy standards. This would greatly affect the hours the Library could be open.

Ms. Trunnell asked whether staff would still be working virtually if the Library opens, and employees who are parents will be affected. Mr. Chase noted that they are very sensitive to this, and are providing remote opportunities and flexible hours as much as possible. All remote staff members check in at regular intervals.

Computer Purchase (Action)

Ms. Lewis moved to waive the formal bidding process and accept the quote for \$63,999.36 from Dell for the purchase of computer equipment. Ms. Trunnell seconded.

Mr. Rogal asked about the turnaround time for this acquisition. Mr. Chase feels that it will be 5-7 days, as they asked for equipment that was in stock. Within one month they should all be in staff hands and operational.

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

Motion carried 6-0.

FY2021-FY2026 Budget (Action) – Tabled until September 30, 2020.

2021-2024 Strategic Planning Process (Discussion)

July/August saw several administrative vacations, so the process has not seen great strides. However, discussions have still occurred and there is still brainstorming happening. The last strategic planning process brought forth many important changes to the Library, and the staff are encouraged to share ideas. The current situation has also forced the need for new ways of thinking so that plans for any future occurrences can be accounted for.

The focus this time is on outreach, and maintaining the current facility. The last process concentrated on moving to a new facility, which is still a desire but not the main priority. The goal is to find ways to continue to serve the community the best that they can. They are considering setting up volunteer programs; these would be well-thought out before implementation in order to assist Library efforts efficiently.

Unfinished Business

N/A

Next meeting agenda

FY2021-FY2026 Budget (Action)

Adjournment

Meeting adjourned at 6:09pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Aug 20, 2020 and Sep 23, 2020

Library Fund

Vendor Name	Payment Description	Transaction Amount
Alpha Park Public Library	A12602053444 - LIFE ON AL	27.45
Alpha Park Public Library	PROCESSING FEE FOR LOST B	5.00
DAVA ADENIYI	REFUND OF FINES ON NIA'S	22.10
SAMS CLUB	TREATS FOR STAFF FROM A P	63.00
Library Fund	- Total	117.55

Library Fund Library Administration

Vendor Name	Payment Description	Transaction Amount
ACE HARDWARE	CARWAX	8.59
ACE HARDWARE	GROUNDCLR,HOOKS,TAPE	40.46
ACE HARDWARE	LATEX GLOVES/AERATOR STD	13.47
ACE HARDWARE	SAFETY OUTLET/AERATOR STD	7.18
ALERT SIGNAL & CONTROL CO	FIRE INSPECTION	110.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	7,082.39
BAKER & TAYLOR COMPANIES	ADULT FICTION	227.28
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	90.60
BAKER & TAYLOR COMPANIES	AY-ADULT FICTION	131.89
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	305.06
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	2,899.29
BAKER & TAYLOR COMPANIES	YA BOOKS	1,096.90
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	168.71
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	153.70
CENGAGE LEARNING INC	CHRISTIAN FICTION PLAN 4	97.46
CENGAGE LEARNING INC	CREDIT - BILLING ERROR	-7.50
CENGAGE LEARNING INC	LARGE PRINT BOOKS	111.75
CENGAGE LEARNING INC	SEPT-BASIC 8 PLAN	179.18
CENGAGE LEARNING INC	SEPT-CHRISTIAN FICTION 4	97.46
CENGAGE LEARNING INC	SEPT-CORE 8 PLAN	267.65
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	226.41
CENTRAL SUPPLY CO	CORDLESS SPRAYER	625.00
CENTRAL SUPPLY CO	DISINFECTANT	49.00
CENTRAL SUPPLY CO	DISINFECTANT TAB-SPRAYER	105.00
CENTURION HOLDINGS I LLC	SMRTSHIELD RENEW/DEC20-21	593.60
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHRGS-JUL20	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	4,147.25
EBSCO SUBSCRIPTION SERVICES	2-1 EBSCO PACKAGE	4,178.00

Town of Normal Expenditures to be approved for Payments
Between Aug 20, 2020 and Sep 23, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ELM USA INC	COMPOUND-750 ML	74.95
FASTSIGNS	INSERTS FOR SIMPO SIGNS	35.13
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
GREY HOUSE PUBLISHING	REFERENCE BOOKS	295.70
Henry Public Library	LOST BOOK: A66600301977-M	7.00
Heyworth Public Library Dist.	ADVENTURES OF SUPER DIAPE	9.99
ILLINOIS LIBRARY ASSOCIATION	20-21 ILA MEMBERSHIP/RAND	150.00
ILLINOIS LIBRARY ASSOCIATION	ILA TRUSTEE MEMBERSHIP FO	75.00
ILLINOIS STATE UNIVERSITY	STUDENT RACHEL 1/16-5/15	3,740.00
KAEB SANITARY SUPPLY INC	BMOD PLACARD	10.00
KAEB SANITARY SUPPLY INC	FLOOR STANDS-WHITE	900.00
KAEB SANITARY SUPPLY INC	HAND SANITIZER	249.60
KROGER-INDY CUSTOMER CHARGES	LIBRARY SUPPLIES	85.61
LACON PUBLIC LIBRARY	PAYMENT FOR LOST BK TO LA	7.99
LAUTERBACH & AMEN LLP	PROF SERV-AUDIT	200.00
LIBRARY IDEAS,LLC	CHILDREN'S AV	725.10
LIBRARY IDEAS,LLC	CHILDREN'S BOOKS	83.90
MENARDS	MISC SUPPLIES-LIBRARY	25.21
MENARDS	VENOM NITRILE/QT FREEZER	24.38
MIDWEST EQUIPMENT II	BATTERY PACK-WEED WACKER	179.95
MIDWEST TAPE	AUDIO BOOKS	99.92
MIDWEST TAPE	BOOKS ON TAPE	25.98
MIDWEST TAPE	MUSIC CD'S	155.88
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES-NPL	196.04
MOBILE MINI	BOOK QUARANTINE CONTAINER	105.00
MOTION PICTURE LICENSING CORP	MPLC UMBRELLA LICENSE/NPL	250.73
NICOR GAS	ENERGY USAGE	298.17
PURITAN SPRINGS WATER	WATER SERVICE-NPL	38.37
RECORDED BOOKS LLC	CD-NEAR DARK	34.99
RECORDED BOOKS LLC	CD-THE MIDWIFE MURDERS	30.00
RECORDED BOOKS LLC	CD-THE SILENT WIFE	44.95
RESOURCE SHARING ALLIANCE (RSA)	ACCESS/MEMBERSHIP FEES	59,955.00
RESOURCE SHARING ALLIANCE (RSA)	ADML FEES JUL20-JUN2021	5,288.00
SAMS CLUB	MISC.SUPPLIES-NPL	267.40
SCHOLASTIC LIBRARY PUBLISHING	DATABASE RENEWAL SEP20-21	3,197.00
ULINE INC	BUSHEL CANVAS BASKET STCK	1,838.56
ULVERSCROFT LARGE PRINT BOOKS	ADULT LARGE PRINT BOOKS	64.48
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS-5	44.75

Town of Normal Expenditures to be approved for Payments
Between Aug 20, 2020 and Sep 23, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	3D Printing Supplies - Mi	5.88
US BANK/P-CARD	COVID19 to be used as di	1,562.82
US BANK/P-CARD	Curb it Scheduling softwa	29.00
US BANK/P-CARD	Disinfecting wipes (20)	153.80
US BANK/P-CARD	DVD Repl - HARRY POTTER A	24.98
US BANK/P-CARD	Face shields bag of 10 2	99.98
US BANK/P-CARD	Face shields pack of 10 (27.60
US BANK/P-CARD	For CDBG grant initiative	115.44
US BANK/P-CARD	Heavy Duty Yard Stake Bun	39.95
US BANK/P-CARD	Light Bulbs - Sylvania 5	137.80
US BANK/P-CARD	Live Chat - Monthly Billi	9.00
US BANK/P-CARD	Marketing ads on Social m	42.19
US BANK/P-CARD	Monitor for Emily	184.15
US BANK/P-CARD	New DVD Rel - ARCHIVE 1	12.96
US BANK/P-CARD	New DVD Rel - BLOOD AND M	9.96
US BANK/P-CARD	New DVD Rel - BODY Cam 2	25.92
US BANK/P-CARD	New DVD Rel - CAPONE 2	25.92
US BANK/P-CARD	New DVD Rel - CASTLE IN T	14.99
US BANK/P-CARD	New DVD Rel - DEADTECTIVE	9.96
US BANK/P-CARD	New DVD Rel - END OF SENT	29.98
US BANK/P-CARD	New DVD Rel - HIGH NOTE	44.88
US BANK/P-CARD	New DVD Rel - KOBE. A LIF	13.99
US BANK/P-CARD	New DVD Rel - LEGACY OF L	14.89
US BANK/P-CARD	New DVD Rel - MARRIAGE ST	35.94
US BANK/P-CARD	New DVD Rel - MAX RELOAD	17.99
US BANK/P-CARD	New DVD Rel - SCOOB! 3	53.88
US BANK/P-CARD	New DVD Rel - SURVIVE THE	25.92
US BANK/P-CARD	New DVD Rel - SWALLOW 1	12.96
US BANK/P-CARD	New DVD Rel - SWEETNESS I	29.98
US BANK/P-CARD	New DVD Rel - THE OTHER L	19.99
US BANK/P-CARD	New DVD Rel - THE ROOM 1	9.96
US BANK/P-CARD	New DVD Rel - THE SOUL CO	13.74
US BANK/P-CARD	New DVD Rel - YOU SHOULD	59.84
US BANK/P-CARD	New Foreign DVD Rel - RES	9.96
US BANK/P-CARD	New Music Rel - BRIGHTEST	16.99
US BANK/P-CARD	New Music Rel - CEELO GRE	14.97
US BANK/P-CARD	New Music Rel - FOLKLORE	11.99
US BANK/P-CARD	New Music Rel - HEART THE	11.99

Town of Normal Expenditures to be approved for Payments
Between Aug 20, 2020 and Sep 23, 2020

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New Music Rel - MADE OF R	13.98
US BANK/P-CARD	New Rel DVD - RESISTANCE	25.92
US BANK/P-CARD	New TV Rel - CURB YOUR EN	19.99
US BANK/P-CARD	New TV Rel - LAW & ORDER	34.98
US BANK/P-CARD	New TV Series - BLACKLIST	62.96
US BANK/P-CARD	New TV Series - GOOD DOCT	27.96
US BANK/P-CARD	New TV Series - HAWAII FI	29.43
US BANK/P-CARD	New TV Series - HEARTLAND	32.99
US BANK/P-CARD	New TV Series - NCIS NEW	39.96
US BANK/P-CARD	New TV Series - NCIS LOS	94.97
US BANK/P-CARD	New TV Series - THE RESID	62.88
US BANK/P-CARD	Office supplies - Papercl	64.55
US BANK/P-CARD	Online Curb it Form	208.91
US BANK/P-CARD	Patron request - THE WRIT	20.48
US BANK/P-CARD	Podcast Hosting	15.00
US BANK/P-CARD	Postage for mailing Board	8.40
US BANK/P-CARD	Professional Development	10.00
US BANK/P-CARD	Receipt Printer - Epson L	330.59
US BANK/P-CARD	Refund for tax charged fo	-84.37
US BANK/P-CARD	Renewal for 1yr 7-6-20 t	499.98
US BANK/P-CARD	Renewal to Reader's Diges	13.00
US BANK/P-CARD	Repl Game - MINECRAFT -	28.99
US BANK/P-CARD	Repl. Game - LUIGIS MANSI	59.99
US BANK/P-CARD	STAMPS-MAILED W-2	55.55
US BANK/P-CARD	Summer Reading Prizes - \$	1,200.00
US BANK/P-CARD	Supplies - MAXStick 2Go-	685.00
US BANK/P-CARD	This expense is for renew	529.00
US BANK/P-CARD	Training session for Laur	10.00
US BANK/P-CARD	USB wall chargers 2	11.99
US BANK/P-CARD	USB C to VGA cable and ad	26.55
US BANK/P-CARD	Zoom Account	14.99
US BANK/P-CARD	Zoom for Programming - 7-	14.99
VERIZON WIRELESS - PA	ACCT# 880398978-00001	366.05
VERIZON WIRELESS - PA	EMERGENCY LINE FOR STAFF	49.52
VIDCODE	STUDENT LICENSES	400.00
WALMART COMMUNITY BRC	GV 1GL DISTILLED	25.42
WALZ LABEL AND MAILING SYSTEMS	METER TAPES	28.56
WATTS COPY SYSTEMS, INC.	COPIES-COLOR/BW	65.85

**Town of Normal Expenditures to be approved for Payments
Between Aug 20, 2020 and Sep 23, 2020**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WILCOX ELECTRIC & SERVICE INC	CHANGE BALLASTS	212.50
WORLD BOOK, INC	POWER PACK 2010 SCHOOL	2,850.00
Library Fund Library Administration - Total		113,224.16

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DELL MARKETING LP	REPLACEMENT LAPTOPS-32	63,999.36
STUDIO GC INC.	LIBRARY ROOF REPLACEMENT	910.00
Library Replacement Fund Library Administration - Total		64,909.36

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FELMLEY-DICKERSON CO	NPL RESTROOM RENOVATION	73,899.00
Library Special Reserve Library Administration - Total		73,899.00
Overall - Total		252,150.07

Director's Report
September 30, 2020

1. Monthly Financial Report

Revenue: The August operating revenues are down 12.99 % compared to this time last year, due primarily to delayed property tax revenue. **Expenses:** A report showing expenses totaling \$252,150.07 from August 20 to September 23 is included in this packet. Two August payrolls totaled \$149,832.35.

2. Circulation

August circulation was limited to curbside service, which continues to gain strength.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

Fixtures and ceiling are being installed now. We anticipate the restrooms will be complete in late September.

5. 2021-2024 Strategic Planning Process

We are determining how to best engage our community regarding the 2021-2024 strategic planning process.

6. Audit

Audits for both Normal Public Library and the Normal Public Library Foundation have been completed.

7. FY2021-FY2026 Budget Process

Included in this packet is the proposed FY2021-26 operating budget, which has been entered in the Town's financial system. This budget will likely change as we move through the Town's process.

8. NPLF Development Coordinator

Joel McReynolds was recently hired to fill the new role of part-time Development Coordinator, which is fully funded by the NPL Foundation.

9. Used Book Sale Fundraiser

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

10. Sensory App

Please check out the SensoryNPL app, made possible through Giving Tuesday 2019.

11. Per Capita Grant

I anticipate the NPL Board will spend some time at either the October or November meeting satisfying the requirements for the next Per Capita Grant. The official application has not yet been released.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 2,350,551	61.12	\$ 2,694,755	(12.77)
State Replacement Taxes	127,200	73,671	57.92	77,097	(4.44)
State Library Aid	65,621	-	-	-	-
Fees	38,000	637	1.68	16,396	(96.12)
Fines	15,000	738	4.92	6,619	(88.85)
Investment Income	51,000	22,841	44.79	23,536	(2.95)
Contributions & Donations	200	-	-	700	(100.00)
Miscellaneous Revenue	200	4,491	2,245.30	152	2,854.34
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,143,021	2,452,928	59.21	2,819,255	(12.99)
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	10,634	53.17	11,140	(4.55)
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	27,275	41.67	64,874	(57.96)
Library Replacement Fund Total	85,461	37,909	44.36	76,014	(50.13)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	2,465	123.24	1,020	141.65
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	4,500	2,465	54.77	1,187,139	(99.79)
Total For All Funds	\$ 4,232,982	\$ 2,493,302	\$ 158	\$ 4,082,408	(38.93)

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

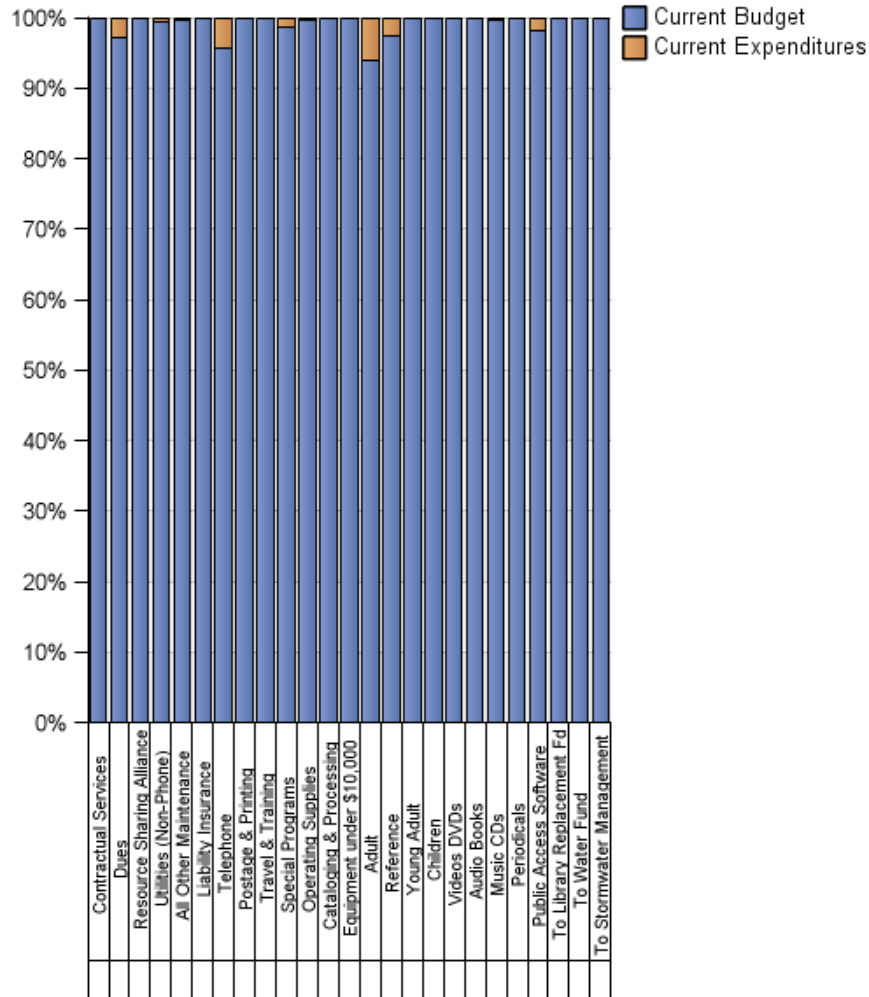
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 1,374,753	\$ 238,772	\$ 2,836,773	\$ 2,415,753	63.74
Library Fund Total	4,450,298	1,374,753	238,772	2,836,773	2,415,753	63.74
LIBRARY REPLACEMENT FUND 222						-
Administration	341,830	102,913	36,921	201,996	230,918	59.09
Library Replacement Fund Total	341,830	102,913	36,921	201,996	230,918	59.09
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	197,273	8,071	-	189,202	-	95.91
Library Special Revenue Fund Total	197,273	8,071	-	189,202	-	95.91
Total For All Funds	\$ 4,989,401	\$ 1,485,736	\$ 275,693	\$ 3,227,971	\$ 2,646,671	64.70

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

	As of	As of	
	August 31, 2020	March 31, 2019	Net Change
221 Library Fund	\$ 3,766,953.17	\$ 2,824,589.08	\$ 942,364.09
222 Library Replacement Fund	\$ 2,084,445.42	\$ 2,187,836.95	\$ (103,391.53)
223 Library Reserve Fund	\$ 1,230,655.48	\$ 1,230,680.13	\$ (24.65)
Totals	<u>\$ 5,851,398.59</u>	<u>\$ 5,012,426.03</u>	<u>\$ 838,972.56</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

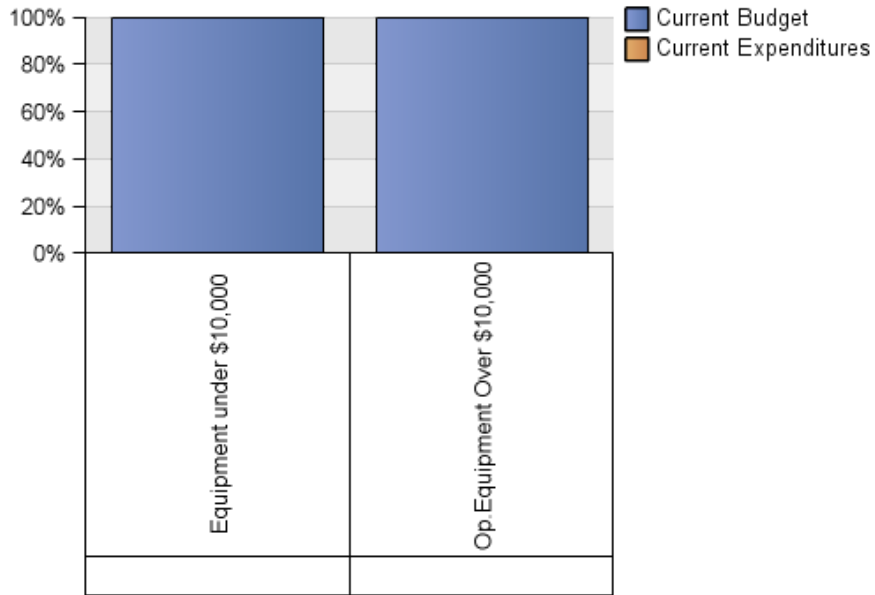


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$257.25	\$62,206.89	\$15,265.40	\$183,540.00	\$105,810.46	\$113,540.00	58%	\$15,522.65
			221-9010-455.20-20	Dues	\$150.00	\$954.00	\$0.00	\$5,463.00	\$4,359.00	\$5,463.00	80%	\$150.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,701.00	\$458.00	\$65,701.00	1%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$298.17	\$9,931.27	\$0.00	\$45,200.00	\$34,970.56	\$45,200.00	77%	\$298.17
			221-9010-455.25-60	All Other Maintenance	\$323.32	\$37,789.08	\$15,040.67	\$138,361.00	\$85,207.93	\$68,361.00	62%	\$15,363.99

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	\$541.65	\$2,874.22	\$400.00	\$12,459.00	\$8,643.13	\$12,459.00	69%	\$941.65
221-9010-455.30-25	Postage & Printing	\$0.00	\$9,665.04	\$13,389.49	\$25,363.00	\$2,308.47	\$25,363.00	9%	\$13,389.49
221-9010-455.30-35	Travel & Training	\$0.00	\$125.93	\$0.00	\$15,258.00	\$15,132.07	\$16,458.00	99%	\$0.00
221-9010-455.30-40	Special Programs	\$400.00	\$11,571.20	\$1,718.45	\$28,098.00	\$14,408.35	\$8,098.00	51%	\$2,118.45
221-9010-455.35-10	Operating Supplies	\$342.35	\$24,806.47	\$22,958.89	\$109,265.00	\$61,157.29	\$43,906.00	56%	\$23,301.24
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$2,352.64	\$8,513.93	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$8,513.93
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	\$6,583.45	\$34,953.79	\$40,949.46	\$100,786.00	\$18,299.30	\$100,786.00	18%	\$47,532.91
221-9010-455.36-15	Reference	\$156.26	\$3,492.09	\$1,697.35	\$6,000.00	\$654.30	\$6,000.00	11%	\$1,853.61
221-9010-455.36-20	Young Adult	\$0.00	\$4,705.72	\$7,735.28	\$12,731.00	\$290.00	\$12,731.00	2%	\$7,735.28
221-9010-455.36-25	Children	\$0.00	\$14,441.71	\$53,783.38	\$84,872.00	\$16,646.91	\$84,872.00	20%	\$53,783.38
221-9010-455.37-15	Videos DVDs	\$0.00	\$7,039.31	\$22,302.52	\$42,436.00	\$13,094.17	\$42,436.00	31%	\$22,302.52
221-9010-455.37-20	Audio Books	\$0.00	\$8,342.84	\$18,157.16	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$18,157.16
221-9010-455.37-30	Music CDs	\$25.98	\$816.56	\$2,839.33	\$6,365.00	\$2,683.13	\$6,365.00	42%	\$2,865.31
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	\$4,178.00	\$30,206.99	\$6,397.65	\$218,915.00	\$178,132.36	\$138,915.00	81%	\$10,575.65
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$27,275.40	\$0.00	\$65,461.00	\$38,185.60	\$65,461.00	58%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$962.95	\$0.00	\$3,172.00	\$2,209.05	\$3,172.00	70%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$253.00	\$0.00	\$773.00	\$520.00	\$773.00	67%	\$0.00
Summary		13,256.43	401,086.08	241,660.96	1,291,714.00	635,710.53	982,855.00	0.49	254,917.39

Budget to Actual Expenditures

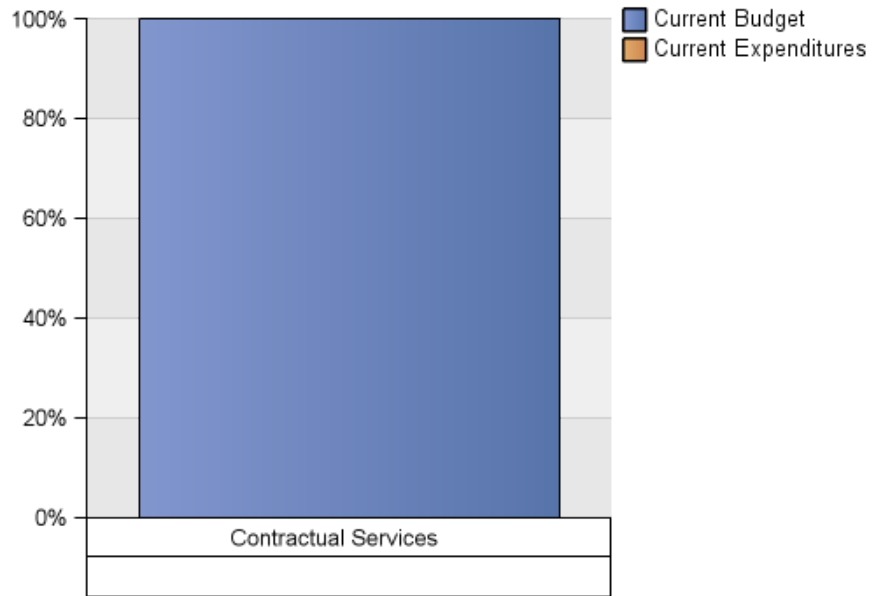
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$3,743.00	\$63,999.36	\$140,830.00	\$73,087.64	\$140,830.00	52%	\$63,999.36
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$99,170.03	\$36,921.00	\$201,000.00	\$64,908.97	\$201,000.00	32%	\$36,921.00
			Summary		0.00	102,913.03	100,920.36	341,830.00	137,996.61	341,830.00	0.40	100,920.36

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$8,070.76	\$214,810.00	\$248,273.00	\$25,392.24	\$1,000.00	10%	\$214,810.00
Summary					0.00	8,070.76	214,810.00	248,273.00	25,392.24	1,000.00	0.10	214,810.00

NPL Monthly Circulation Statistics



August 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	171,364	158,670	35,980	28,764	28,853	17,359
Videos *			380			236
Audios	4,804	4,825	1,133	848	917	514
Magazines	335	244	27	53	58	10
Other	136	165	34	24	28	8
Juvenile - Total	176,639	163,904	37,554	29,689	29,856	18,127
Teen						
Books	9,022	8,171	2,596	1,557	1,408	1,241
Audios			24			11
Magazines	31	4	0	1	0	0
Teen - Total	9,053	8,175	2,620	1,558	1,408	1,252
Adult						
Books	57,618	52,541	15,584	11,199	10,794	7,365
Videos	19,077	16,198	4,101	3,653	3,057	1,864
Audios	13,076	11,732	2,182	2,654	2,650	703
Magazines	2,029	1,785	270	381	324	141
Other	6,455	6,359	668	1,176	1,199	283
Adult - Total	98,255	88,615	22,805	19,063	18,024	10,356
Digital Content						
eAudiobooks	5,996	9,460	17,935	1,369	1,940	2,707
eBooks	10,620	14,281	33,186	2,309	2,734	4,310
Magazines	247	508	1,966	67	124	305
Music	3,367	2,908	1,793	561	563	55
Streaming Video	456	605	2,480	85	114	153
Digital Content - Total	20,686	27,762	57,360	4,391	5,475	7,530
Total Circulation	304,633	288,456	120,339	54,701	54,763	37,265

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

NPL Collection Holdings



August 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,295	82,248	441	-488	1,684	-949
Videos	1,260	1,260	0	0	2	0
Audios	2,465	2,478	17	-4	96	-4
Magazines	257	265	10	-2	70	-7
Other	126	129	0	3	0	3
Juvenile - Total	86,403	86,380	468	-491	1,852	-957
Teen						
Books	6,296	5,688	30	-638	163	-593
Audios	175	175	0	0	0	0
Magazines	86	86	0	0	9	-1
Teen - Total	6,557	5,949	30	-638	172	-594
Adult						
Books	56,546	54,148	346	-2,744	1,479	-3,435
Videos	16,724	16,438	36	-322	309	-388
Audios	14,565	13,529	62	-1,098	264	-1,627
Magazines	2,997	3,076	81	-2	783	-106
Other	2,136	2,158	18	4	71	9
Adult - Total	92,968	89,349	543	-4,162	2,906	-5,547
Total Collection	185,928	181,678	1,041	-5,291	4,930	-7,098

NPL Digital Content by Month



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

	4.20	5.20	6.20	7.20	8.20	
eRead Illinois						
eAudiobooks	901	1,294	1,071	1,258	1,260	
eBooks	1,971	2,087	1,787	2,010	1,735	
eRead Illinois Total	2,872	3,381	2,858	3,268	2,995	
Freeding	0	0	0	0	0	
Freegal	621	146	0	0	0	

Hoopla						
eAudiobooks	784	807	734	762	751	
eBooks	769	561	424	376	391	
Movies/TV	304	199	171	192	177	
Music	44	32	23	29	55	
Hoopla Total	1,901	1,599	1,352	1,359	1,374	

Overdrive						
eAudio	549	523	623	592	635	
eBooks	2,190	2,457	2,172	2,037	2,184	
Overdrive Total	2,739	2,980	2,795	2,629	2,819	

Rbdigital						
eAudiobooks	93	58	72	78	61	
Magazines	231	285	285	344	305	
Acorn TV views	138	295	199	114	150	
Great Courses views	4	10	13	11	3	
IndieFlix views	0	3	0	2	0	
Learn It Live views	1	1	5	5	0	
Stingray Qello views	2	10	5	0	0	
Streaming Views Total	145	319	222	132	153	

Totals						
eAudiobooks	2,337	2,682	2,500	2,690	2,707	
eBooks	4,930	5,105	4,383	4,423	4,310	
Magazines	231	285	285	344	305	
Music	665	178	23	29	55	
Streaming Video	449	518	393	324	330	

NPL Monthly Statistics



August 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,527	126	(26)	34,627	32,864	29,875
Teen	3,411	74	(67)	3,418	3,177	1,765
Juvenile	8,769	373	(37)	9,105	7,951	6,914
Total	46,707	573	-130	47,150	43,992	38,554

Patron Count	Current YTD	FY20	FY19
Door Count	-		
Offsite programs (est)	-		
Previous Month YTD	0	127,190	123,499

Interlibrary Loan and System Holds

	Aug-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,814	3,252	6,622	5,753
Loaned	2,872	3,223	7,344	6,371
Reciprocal borrowing	5,151	3,453	93,011	103,510

Public PC Area

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

normalpl.org Site Statistics



August 2020

	Annual Totals			August		
	2018	2019	2020 YTD	2018	2019	2020
Site Views over time						
Pageviews	408,017	403,134	208,276	32,360	32,399	24,123
Unique Pageviews	318,741	317,185	166,488	25,961	25,936	19,851

Top Viewed Pages **2020**

/	100,502
/books-more/ebooks-eaudiobooks	6,952
/databases	5,670
/covid19	5,286
/summer	3,968
/curbit	3,962
/services/my-account	3,951
/events/month	3,776
/events/upcoming	2,663
/books-more	2,559

Usage by Device **2020**

Desktop	60.0%
Mobile	35.9%
Tablet	4.1%

Usage by Device **August 20**

Desktop	56.5%
Mobile	39.6%
Tablet	3.9%

Top Viewed Pages **July 2020**

/	13,227
/curbit	890
/browser-pack	755
/services/my-account	660
/books-more/ebooks-eaudiobooks	584
/covid19	544
/databases	521
/books-more	353
/about-us/get-involved	323
/library-account-application	303

Normal Public Library 2021-2026 Revenue Projections														
Account #	Description	FY2019 Actual	FY2020 Actual	FY2021 prev	FY2021	FY2022 prev	FY2022	FY2023 prev	FY2023	FY2024 prev	FY2024	FY2025 prev	FY2025	FY2026
221-0000-311.10-00	Property Tax	3,894,641	3,900,560	3,878,800	3,878,800	4,189,350	3,878,800	4,358,244	3,995,164	4,566,894	4,115,019	4,749,570	4,238,469	4,365,624
221-0000-315.30-00	State Replacement Rev.	105,272	138,596	127,200	107,000	127,200	110,100	127,200	109,300	126,900	108,500	126,900	107,800	107,800
221-0000-332.60-00	State Library Aid	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621	65,621
221-0000-339.20-00	Other state grants	0	0	0	0	0	0	0	0	0	0	0	0	0
221-0000-347.10-00	AV fees	26,190	20,656	25,000	25	25,000	0	25,000	0	25,000	0	22,000	0	0
221-0000-347.20-00	Photocopy fees	9,623	9,087	8,000	0	8,000	2,000	8,000	2,000	8,000	2,000	8,000	2,000	2,000
221-0000-347.40-00	Local grants	0	0	0	0	0	0	0	0	0	0	0	0	0
221-0000-347.50-00	Replacement Books/AV	5,182	5,211	5,000	1,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
221-0000-371.40-00	Library fines	15,674	15,029	15,000	1,564	15,000	0	15,000	0	15,000	0	15,000	0	0
221-0000-382.10-00	Investment income	53,010	54,141	51,000	43,674	52,000	36,602	52,000	34,365	53,000	33,656	53,000	35,030	43,148
221-0000-385.30-00	Donations	2,278	2,550	200	200	200	200	200	200	200	200	200	200	200
221-0000-389.10-00	Miscellaneous	1,325	1,283	200	4,570	200	200	200	200	200	200	200	200	200
	Rivian abatement	0		-33,000	-33,000	-33,000	-33,000	-33,000	-33,000	0	0	0	0	0
Total 221 revenue		4,178,816	4,212,734	4,143,021	4,069,454	4,454,571	4,065,523	4,623,465	4,178,850	4,865,815	4,330,196	5,045,491	4,454,320	4,589,593
221-0000-381.70-00	Net Change in Fair Value	32,779	85,659	0	0	0	0	0	0	0	0	0	0	0
222 Replacement														
222-0000-382.10-00	Investment income	20,698	23,621	20,000	24,608	20,000	20,623	20,000	19,362	20,000	18,963	20,000	19,737	24,311
222-0000-391.92-21	Transfer from library fun	434,520	323,799	65,461	58,121	66,230	71,991	62,316	91,591	71,938	67,863	58,788	67,863	63,476
Total 222 revenue		467,062	378,934	85,461	82,729	86,230	92,614	82,316	110,953	91,938	86,826	78,788	87,600	87,787
222-0000-381.70-00	Net Change in Fair Value	11,844	31,514	0	0	0	0	0	0	0	0	0	0	0
223 Special Reserve														
223-0000-382.10-00	Investment income	0	1,766	2,000	8,977	2,000	7,523	2,000	7,063	2,000	6,918	2,000	7,200	8,869
223-0000-389.10-00	Miscellaneous	0	7,205	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
223-0000-391.92-21	Transfer from Library Fun	0	961,298	0	0	0	0	0	0	0	0	0	0	0
223-0000-391.92-22	Transfer from Library Re	0	230,918	0	0	0	0	0	0	0	0	0	0	0
Total 223 revenue		0	1,201,187	4,500	11,477	4,500	10,023	4,500	9,563	4,500	9,418	4,500	9,700	11,369

Town of Normal Expenditure Budget

221
Library
Administration

Budget Level Amount		ESTIMATE FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
221-9010-455.10-10	Regular Salaries	1,742,262	1,807,911	1,872,345	1,938,298	2,005,368	2,071,220
221-9010-455.11-10	Part-time Salaries	566,973	593,955	642,303	675,558	735,075	755,820
221-9010-455.12-10	Overtime	882	926	972	1,021	1,072	1,126
221-9010-455.16-10	Employer Social Security	175,915	182,771	191,161	198,508	207,943	214,313
221-9010-455.17-10	IMRF Retirement	234,901	241,175	236,196	230,124	222,997	217,012
221-9010-455.18-10	Health & Dental Insurance	291,438	306,254	329,493	351,790	373,724	393,458
221-9010-455.19-90	Other Personal Benefits	6,000	6,500	7,000	7,500	8,000	8,500
221-9010-455.20-10	Contractual Services	183,540	116,946	120,455	124,069	127,791	131,625
221-9010-455.20-20	Dues	5,463	5,628	5,796	5,970	6,149	6,333
221-9010-455.24-10	Resource Sharing Alliance	65,243	68,986	72,435	76,057	79,859	83,851
221-9010-455.25-10	Utilities (Non-Phone)	45,200	47,900	49,400	50,800	52,400	54,000
221-9010-455.25-60	All Other Maintenance	138,361	70,357	72,000	73,000	74,000	75,000
221-9010-455.30-10	Liability Insurance	39,971	41,970	44,068	46,271	48,585	51,014
221-9010-455.30-15	Telephone	12,459	12,833	13,218	13,615	14,023	14,444
221-9010-455.30-25	Postage & Printing	25,363	26,124	26,908	27,715	28,546	29,402
221-9010-455.30-35	Travel & Training	15,258	23,158	14,854	21,350	21,777	22,213
221-9010-455.30-40	Special Programs	28,098	8,341	8,591	8,849	9,114	9,387
221-9010-455.35-10	Operating Supplies	109,265	45,223	46,580	47,977	49,416	50,898
221-9010-455.35-15	Cataloging & Processing	18,405	18,958	19,526	20,112	20,715	21,336
221-9010-455.35-80	Equipment under \$10,000	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.36-10	Adult	100,786	103,809	106,923	110,131	113,435	116,839
221-9010-455.36-15	Reference	6,000	6,000	6,000	6,000	6,000	6,000
221-9010-455.36-20	Young Adult	12,731	13,113	13,506	13,911	14,328	14,758
221-9010-455.36-25	Children	84,872	87,418	90,041	92,742	95,524	98,390
221-9010-455.37-15	Videos DVDs	42,436	43,709	45,020	46,371	47,762	49,195
221-9010-455.37-20	Audio Books	45,619	46,987	48,397	49,849	51,344	52,886
221-9010-455.37-30	Music CDs	6,365	6,556	6,753	6,956	7,164	7,380
221-9010-455.38-10	Periodicals	16,500	16,995	17,505	18,030	18,571	19,128
221-9010-455.38-20	Public Access Software	218,915	145,861	153,154	160,812	168,853	177,293
221-9010-455.40-92	Realized Loss on Inv		0				
221-9010-455.92-22	To Library Replacement Fd	58,121	71,991	72,636	91,591	67,863	63,476
221-9010-455.92-23	Library Special Reserve	0				0	
221-9010-455.95-02	To Water Fund	3,172	3,267	3,365	3,466	3,570	3,677
221-9010-455.95-10	To Stormwater Management	773	773	773	773	773	773
Total		4,302,287	4,173,395	4,338,374	4,520,216	4,682,741	4,821,747

Town of Normal Expenditure Budget

222
Library
Administration

Budget Level Amount		ESTIMATE FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
222-9010-455.35-80	Equipment under \$10,000	158,773	177,000	170,025	24,150	16,300	134,800
222-9010-455.40-92	Realized Loss on Inv		0				
222-9010-455.75-10	Op.Equipment Over \$10,000	235,130	0	171,000	0	150,000	
Total		393,903	177,000	341,025	24,150	166,300	134,800

Town of Normal Expenditure Budget

223
Library
Administration

Budget Level Amount		ESTIMATE FY2020-21	PROPOSED FY2021-22	PROPOSED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26
223-9010-455.20-10	Contractual Services	291,000	1,000	1,000	1,000	1,000	1,000
223-9010-455.25-60	All Other Maintenance	0	0	0	0	0	0
Total		291,000	1,000	1,000	1,000	1,000	1,000