



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
November 18, 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](mailto:comment@normalpl.org) prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in-person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. New Business
  - A. 2021-2024 Strategic Planning Process (Discussion)
  - B. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (Discussion)
  - C. COVID-19 Update (Discussion)
  - D. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)] (Action)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: December 16, 2020 (Regular Meeting)
12. Adjournment

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

**Minutes of the Board of Trustees  
Normal Public Library  
October 28, 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, October 28, 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 at the Library.

**Member Roll Call:**

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

**Library Staff Present:** Brian Chase, Library Director (present onsite at NPL) 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 September 30, 2020 meeting. Mr. Rogal seconded.

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

Motion carried 7-0.

**Approval of Expenditures:** Mr. Lindberg moved to approve the expenditures of \$101,401.64 and two payrolls for the month of September totaling \$148,216.05. Ms. Lewis seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved

Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

Motion carried 7-0.

**President's Report:** Mr. Ray noted the return of patrons to the Library. He thanked the staff for their hard work during a notably stressful time.

**Public Comment:** None

**Library Director's Report:** The Library is open, which has gone well, and it is good to see the patrons again. Mr. Chase pointed out that at this point, the Library is not crowded and the "grab and go" concept is working quite well. He then discussed the items in his report.

**Foundation Report:** Mr. Chase introduced Joel McReynolds to Peter Pearson and Sue Hall, library fundraising consultants. They discussed starting the annual campaign. This will include personalized letters with follow-up, among other ideas tailored to individual donors. They debated pushing monthly giving, with awareness starting on Giving Tuesday.

#### **New Business**

##### **2021 Closed Date (Action)**

Mr. Rogal moved to approve the 2021 Closed Dates. Ms. Trunnell seconded. Mr. Chase then noted the one exception unique to this year, which is December 26. NPL policy does leave the option available to do this.

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

Motion carried 7-0.

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

Mr. Chase stated the importance of these standards guiding the Library. NPL staff will review them and provide feedback for the Board. Ms. Lewis suggested making it a discussion item for each month, which Ms. Davis supported. Mr. Lindberg brought up one of the guidelines involving succession planning, and a short conversation ensued about redundancy and back-ups for each area of the Library. Ms. Lewis stressed the need for technology security in light of a recent public breach of another Town of Normal business.

If any of the trustees have strong feelings about any of the standards, they should email Mr. Chase.

**COVID-19/Reopening Update (Discussion)**

Mr. Chase expressed kudos to staff and appreciation for the patrons’ patience. The staff continues to monitor numbers and health considerations. Curb-It is still functioning and is a backup if needed. Mr. Lindberg asked what indicators the Library was following, and Mr. Chase stated that he was following recommendations from the DCEO and Town of Normal Fire Department. Ms. Trunnell asked about the number of patrons coming to the Library each day. Mr. Chase stated that the first few weeks were slow, but the number is increasing. They have seen between 100-200 people per day for the few weeks the Library has been open.

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

Mr. Chase again asked the Board to consider how to engage Library patrons during the pandemic, especially non-users. This will be an in-depth topic of discussion during the next meeting. The desire is to have a diverse cross section of the community, but the number of responders will be low without the ability to have as many face-to-face interactions. They have connections, but limited ways of doing so beyond impersonal surveys.

Ms. Lewis asked about what engagement they were considering. Mr. Chase wants meaningful conversations, which will likely need to include Zoom meetings or phone calls. Mr. Ray offered suggestions for encouraging participation, and recrafting ideas from the 2016 planning to inform the current needs.

**Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

Ms. Lewis moved to enter Executive Session at 6:24pm for the purpose of reviewing executive session minutes, per Section 2(c)(21). Ms. Trunnell seconded.

The Board exited executive session at 6:28 pm. Ms. Davis moved to approve the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21), and not release those minutes to the public. Mr. Lindberg seconded.

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

**Unfinished Business**

N/A

**Next meeting agenda**

Discussion of the book

**Adjournment**

Meeting adjourned at 6:31pm.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**Town of Normal Expenditures to be approved for Payments**  
**Between Oct 22, 2020 and Nov 11, 2020**

**Library Fund**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS STATE TREASURER	UNCLAIMED CHECKS - LIB	197.17
Library Fund	- Total	197.17

**Library Fund                      Library                      Administration**

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERICAN LIBRARY ASSOCIATION	LIBRARIES:TRUSTEES,FRIEND	55.00
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP DUES FOR NPL-I	500.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,893.85
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	442.42
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,756.86
BAKER & TAYLOR COMPANIES	CREDIT	-3.59
BAKER & TAYLOR COMPANIES	YA BOOKS	434.52
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	73.63
BRODART COMPANY	ADULT BOOK-CAJUN JUSTICE	13.89
BRODART COMPANY	ADULT BOOK-HUSH	14.59
BRODART COMPANY	ADULT BOOK-MIDWIFE MURDER	27.58
BRODART COMPANY	ADULT BOOK-PARTY OF TWO	13.20
BRODART COMPANY	BARCODE PROTECTOR-15 ROLL	512.25
BRODART COMPANY	BOOK-BEACH READ	13.20
BRODART COMPANY	BOOK-WHEN NO ONE WATCHING	13.89
BRODART COMPANY	TAPE BOOK BINDING	320.64
CENGAGE LEARNING INC	LARGE PRINT BOOKS-4	83.25
CENGAGE LEARNING INC	MYSTERY SAMPLER-3	67.47
CENTER POINT LARGE PRINT	ADULT BOOKS-LP	45.00
COMMUNICATION REVOLVING FUND	COMMUNICATION CHRGS-SEP20	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	3,693.79
COUNCIL - COMM & ECONOMIC RESEARCH	COLI PRINT SUBSCRIPTION	165.00
DIVERSIFIED MECHANICAL INC	MAINT/DEHUMIDIFIER INSTAL	1,891.79
ELM USA INC	COMPOUND/SOLUTION	114.95
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
IDEAL ENVIRONMENTAL ENG INC	ASBESTOS CONSULT	1,328.75
IDEAL ENVIRONMENTAL ENG INC	ASBESTOS REMOVAL	1,709.00
KAEB SANITARY SUPPLY INC	BLUE 18" POCKET MOPS	321.74
KAEB SANITARY SUPPLY INC	DISINFECTANT SPRAY	11.80
KAEB SANITARY SUPPLY INC	HAND SANITIZER,DISINFECT	462.65
KAEB SANITARY SUPPLY INC	HEALTHCARE CLEANING CART	633.84
LE PRINT EXPRESS	LIBRARY OPENING SIGNAGE	485.00

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<b><u>Vendor Name</u></b>	<b><u>Payment Description</u></b>	<b><u>Transaction Amount</u></b>
MENARDS	ALCOHOL/BLEACH WIPES	5.28
MENARDS	MISC.SUPPLIES	70.82
MENARDS	MISC.SUPPLIES-NPL	214.91
MID-AMERICAN SUPPLY COMPANY	MASKS	132.46
MIDWEST TAPE	AUDIO BOOKS	26.98
MIDWEST TAPE	AUDIO BOOKS-5	90.95
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES-NPL	413.50
MILLER JANITOR SUPPLY	SANITARY BAG	35.10
MOBILE MINI	20'TUNNEL-TAINER	105.00
NICOR GAS	ENERGY USAGE	164.51
ORKIN EXTERMINATING CO	ADVANCE PAYMENT-DISCOUNT	785.32
ORKIN EXTERMINATING CO	MONTHLY PC STANDARD-NOV20	30.26
PRAIRIE SIGNS INC	FLOOR DECALS 10 X 10"	218.86
PURITAN SPRINGS WATER	WATER SERVICE-NPL	45.97
SAMS CLUB	MISC.SUPPLIES-NPL	47.92
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	280.71
STUARD & ASSOCIATES INC	ANNL.ELEVATOR INSPECTION	220.00
TUMBLEWEED PRESS INC	AUDIOBOOKCLOUD RENEWAL	375.00
ULINE INC	GARMENT RACK/WIDE LOCKER	896.08
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT-NOV.RELEASE	64.48
US BANK/P-CARD	2020 ILA Virtual Conferen	125.00
US BANK/P-CARD	3D Printer Parts & Suppli	75.26
US BANK/P-CARD	3D Printer Parts and Supp	11.85
US BANK/P-CARD	48x48 Clear Vinyl Banner	88.94
US BANK/P-CARD	48x48 Vinyl Sneeze Shield	262.27
US BANK/P-CARD	Alcohol Wipes 50 pcs (1)	52.44
US BANK/P-CARD	Black Waist Apron (6) - F	17.59
US BANK/P-CARD	Board Games - Adult Colle	39.95
US BANK/P-CARD	Board Games for Adult Cir	29.99
US BANK/P-CARD	Cloud Storage/Monthly Hos	9.99
US BANK/P-CARD	Cotton Bib with 2 pockets	23.96
US BANK/P-CARD	Disinfecting Wipes - 75 w	89.90
US BANK/P-CARD	Disinfecting Wipes 1 Buck	359.98
US BANK/P-CARD	Disinfecting Wipes 75 wip	11.97
US BANK/P-CARD	Full Conference ILA Membe	250.00
US BANK/P-CARD	Group Webinar Registratio	129.00
US BANK/P-CARD	Hand Sanitizer - Purell	225.80
US BANK/P-CARD	Hand Soap - GOJO Clear &	112.96

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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	Hand Soap - GOJO Pomeberr	111.76
US BANK/P-CARD	Hotjar PLUS Valid thru 1	39.00
US BANK/P-CARD	Light Bulbs - LED11663 (2	156.80
US BANK/P-CARD	Live Chat - Monthly Billi	9.00
US BANK/P-CARD	Marketing ads on Social m	14.00
US BANK/P-CARD	New DVD Release - BECKMAN	29.92
US BANK/P-CARD	New DVD Release - Becky	8.99
US BANK/P-CARD	New DVD Release - COPPER	9.96
US BANK/P-CARD	New DVD Release - EVERYDA	9.96
US BANK/P-CARD	New DVD Release - HAPPY H	14.96
US BANK/P-CARD	New DVD Release - ICELAND	14.99
US BANK/P-CARD	New DVD Release - NO SAFE	13.99
US BANK/P-CARD	New DVD Release - SAVE YO	29.92
US BANK/P-CARD	New DVD Release - THE 2ND	19.92
US BANK/P-CARD	New DVD Release - THE SEC	110.80
US BANK/P-CARD	New DVD Release - THE TAX	12.96
US BANK/P-CARD	New DVD Release - TOMMASO	27.98
US BANK/P-CARD	New DVD Release - VALLEY	12.96
US BANK/P-CARD	New DVD Release - WEATHER	23.58
US BANK/P-CARD	New DVD Release - WELCOME	12.96
US BANK/P-CARD	New DVD Release - YOUNG J	13.99
US BANK/P-CARD	New Music Release - NOW T	11.99
US BANK/P-CARD	New Music Release - OHMS	10.99
US BANK/P-CARD	New TV Series - DC'S LEGE	17.96
US BANK/P-CARD	New TV Series - NANCY DRE	34.99
US BANK/P-CARD	New TV Series - SUCCESSIO	24.98
US BANK/P-CARD	New TV Series - THE GOOD	29.99
US BANK/P-CARD	New TV Series Release - K	17.99
US BANK/P-CARD	New TV Series Release - O	55.92
US BANK/P-CARD	Online Conference - Assoc	79.00
US BANK/P-CARD	Patron Request - DVD/ACRO	14.32
US BANK/P-CARD	Patron Request/Music - FL	16.99
US BANK/P-CARD	Podcast Hosting	15.00
US BANK/P-CARD	Postage for mailing Board	8.40
US BANK/P-CARD	Postage for mailing NPL F	5.35
US BANK/P-CARD	Purell Hand Sanitizer 20	112.90
US BANK/P-CARD	Refund from conference in	-347.50
US BANK/P-CARD	Remote Bookdrop Paint and	275.87

**Town of Normal Expenditures to be approved for Payments**  
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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Repl. Switch Games (3) Ne	269.94
US BANK/P-CARD	Sign Holder for Stanchion	24.95
US BANK/P-CARD	Signage for Main floor re	144.80
US BANK/P-CARD	Supplies for Children's S	10.88
US BANK/P-CARD	Toilet Bowl Ring Remover	34.00
US BANK/P-CARD	Trays for Indoor Plants (	44.97
US BANK/P-CARD	TV Series - SUCCESSION S	27.99
US BANK/P-CARD	Zoom Account - 9.25.2020-	14.99
US BANK/P-CARD	Zoom for Programming 9.27	14.99
VERIZON WIRELESS - PA	ACCT# 880398978-00001	300.18
VERIZON WIRELESS - PA	EMERGENCY LINE FOR STAFF	49.53
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	150.76
WATTS COPY SYSTEMS, INC.	COPIES-B/W,COLOR	409.09
WILCOX ELECTRIC & SERVICE INC	ADJUST. ON FLOOR OUTLETS	437.11
WILCOX ELECTRIC & SERVICE INC	NPL-REPAIR PHOTO EYE	1,000.00
WILCOX ELECTRIC & SERVICE INC	REPLACED BALLASTS & LAMPS	475.10
Library Fund	Library Administration - Total	28,907.66
<b>Overall - Total</b>		<b>29,104.83</b>



**Director's Report**  
**November 18, 2020**

**1. Monthly Financial Report**

**Revenue:** The October operating revenues are down 1.37% compared to this time last year.

**Expenses:** A report showing expenses totaling \$29,104.83 from October 22 to November 11 is included in this packet. Three October payrolls totaled \$223,867.99.

**2. Circulation**

October circulation showed signs of continued recovery, with a total of 39,846.

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

The new accessible restrooms are now open, in use and appreciated. Several minor issues remain to be remedied, some of which are due to backordered materials.

**4. 2021-2024 Strategic Planning Process**

Our strategic planning process is progressing. Planning consultants Sue Hall and Toni Garvey will engage the NPL Board at the November 18 meeting. This will be a great opportunity for the Board to share any ideas and discuss how to most effectively engage the community during this unusual time. A community survey is planned.

**5. FY2021-FY2026 Budget Process**

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

**6. Ongoing Used Book Sale**

The expanded ongoing used book sale is going well, and it provides an opportunity for community members to have access to the many donated items we have in stock.

**7. Per Capita Grant**

The application for the FY2021 Illinois Public Library Per Capita Grant is not yet available. According to communication from staff at the Illinois State Library, trustees will be required to review *Serving Our Public 4.0: Standards for Illinois Public Libraries* in its entirety, and to report on both our successes and our opportunities for improvement. The Illinois State Library did confirm the application deadline has been extended to March 15, 2021.

**8. Website Project**

Our website is being studied by a Needs Assessment and Usability Evaluation class at the University of Michigan. We look forward to input regarding potential improvements.

**9. Digital Network Access Grant**

We were recently awarded a \$10,000 grant from the Illinois State Library to enhance our digital network access. We will use these funds to upgrade and expand our Wi-Fi offering.

**10. PPE Grant**

We were recently awarded a \$500 grant from the Illinois State Library for PPE reimbursement.

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

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,845,800	\$ 3,792,843	98.62	\$ 3,807,550	(0.39)
State Replacement Taxes	127,200	89,995	70.75	109,004	(17.44)
State Library Aid	65,621	65,621	100.00	65,621	0.00
Fees	38,000	1,258	3.31	21,395	(94.12)
Fines	15,000	1,576	10.51	9,311	(83.07)
Investment Income	51,000	28,850	56.57	28,889	(0.13)
Contributions & Donations	200	75	37.50	725	(89.66)
Miscellaneous Revenue	200	6,938	3,469.17	159	4,263.73
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
<b>Library Fund Total</b>	<b>4,143,021</b>	<b>3,987,158</b>	<b>96.24</b>	<b>4,042,654</b>	<b>(1.37)</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	20,000	14,008	70.04	13,419	4.39
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	38,186	58.33	90,823	(57.96)
<b>Library Replacement Fund Total</b>	<b>85,461</b>	<b>52,193</b>	<b>61.07</b>	<b>104,242</b>	<b>(49.93)</b>
<b>LIBRARY SPECIAL REVENUE FUND 223</b>					
Investment Income	2,000	3,702	185.10	1,327	178.97
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
<b>Library Special Revenue Fund Total</b>	<b>4,500</b>	<b>3,702</b>	<b>82.27</b>	<b>1,237,446</b>	<b>(99.70)</b>
<b>Total For All Funds</b>	<b>\$ 4,232,982</b>	<b>\$ 4,043,053</b>	<b>\$ 240</b>	<b>\$ 5,384,342</b>	<b>(24.91)</b>

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

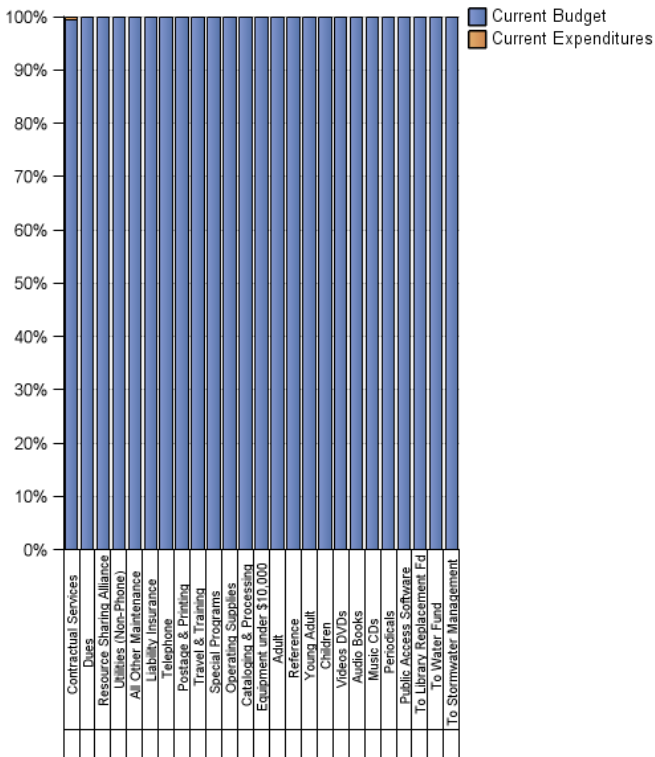
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 1,946,740	\$ 212,725	\$ 2,290,833	\$ 3,000,358	51.48
Library Fund Total	4,450,298	1,946,740	212,725	2,290,833	3,000,358	51.48
LIBRARY REPLACEMENT FUND 222						-
Administration	341,830	203,833	-	137,997	250,181	40.37
Library Replacement Fund Total	341,830	203,833	-	137,997	250,181	40.37
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	248,273	108,156	114,725	25,392	5,500	10.23
Library Special Revenue Fund Total	248,273	108,156	114,725	25,392	5,500	10.23
Total For All Funds	\$ 5,040,401	\$ 2,258,730	\$ 327,449	\$ 2,454,222	\$ 3,256,039	48.69

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

	As of October 31, 2020	As of March 31, 2019	Net Change
221 Library Fund	\$ 4,658,991.69	\$ 2,824,589.08	\$ 1,834,402.61
222 Library Replacement Fund	\$ 1,998,071.29	\$ 2,187,836.95	\$ (189,765.66)
223 Library Reserve Fund	\$ 1,131,902.72	\$ 1,230,680.13	\$ (98,777.41)
Totals	<u>\$ 6,657,062.98</u>	<u>\$ 5,012,426.03</u>	<u>\$ 1,644,636.95</u>

## Budget to Actual Expenditures

Library - Administration (Library Fund )



Expenditure Fiscal Year

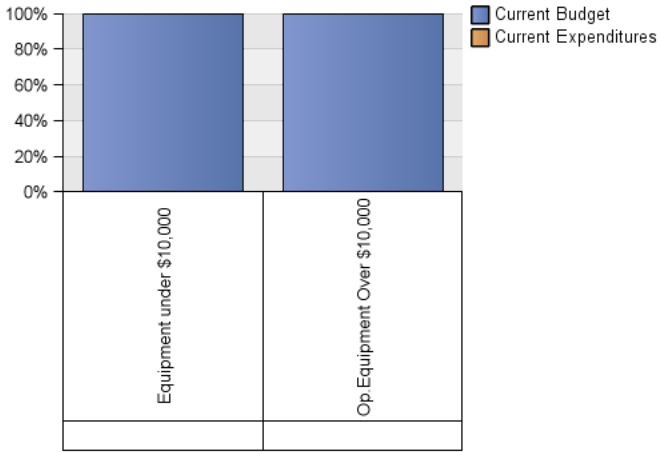
Library Fund	Library	Administration	Expenditure Description	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			<a href="#">221-9010-455.20-10</a> Contractual Services	\$815.58	\$69,298.99	\$17,002.33	\$183,540.00	\$96,423.10	\$113,540.00	53%	\$17,817.91
			<a href="#">221-9010-455.20-20</a> Dues	\$0.00	\$1,629.00	\$555.00	\$5,463.00	\$3,279.00	\$5,463.00	60%	\$555.00
			<a href="#">221-9010-455.24-10</a> Resource Sharing Alliance	\$0.00	\$65,243.00	\$0.00	\$65,243.00	\$0.00	\$65,701.00	0%	\$0.00
			<a href="#">221-9010-455.25-10</a> Utilities (Non-Phone)	\$0.00	\$17,851.99	\$0.00	\$35,000.00	\$17,148.01	\$45,200.00	49%	\$0.00
			<a href="#">221-9010-455.25-60</a> All Other Maintenance	\$0.00	\$52,552.67	\$13,670.93	\$138,361.00	\$72,137.40	\$68,361.00	52%	\$13,670.93
			<a href="#">221-9010-455.30-10</a> Liability Insurance	\$0.00	\$39,936.00	\$0.00	\$39,971.00	\$35.00	\$35,271.00	0%	\$0.00
			<a href="#">221-9010-455.30-15</a> Telephone	\$0.00	\$4,189.41	\$649.71	\$12,000.00	\$7,160.88	\$12,459.00	60%	\$649.71
			<a href="#">221-9010-455.30-25</a> Postage & Printing	\$0.00	\$10,842.90	\$12,485.50	\$25,000.00	\$1,671.60	\$25,363.00	7%	\$12,485.50
			<a href="#">221-9010-455.30-35</a> Travel & Training	\$0.00	\$462.94	\$0.00	\$8,000.00	\$7,537.06	\$16,458.00	94%	\$0.00
			<a href="#">221-9010-455.30-40</a> Special Programs	\$0.00	\$12,321.94	\$1,718.45	\$17,000.00	\$2,959.61	\$8,098.00	17%	\$1,718.45
			<a href="#">221-9010-455.35-10</a> Operating Supplies	\$0.00	\$31,285.12	\$19,561.75	\$70,000.00	\$19,153.13	\$43,906.00	27%	\$19,561.75
			<a href="#">221-9010-455.35-15</a> Cataloging & Processing	\$0.00	\$3,290.88	\$7,575.69	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$7,575.69
			<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	\$0.00	\$45,933.32	\$36,669.61	\$100,786.00	\$18,183.07	\$100,786.00	18%	\$36,669.61
			<a href="#">221-9010-455.36-15</a> Reference	\$0.00	\$4,215.61	\$1,295.09	\$6,000.00	\$489.30	\$6,000.00	8%	\$1,295.09
			<a href="#">221-9010-455.36-20</a> Young Adult	\$0.00	\$8,553.42	\$3,887.58	\$12,731.00	\$290.00	\$12,731.00	2%	\$3,887.58
			<a href="#">221-9010-455.36-25</a> Children	\$0.00	\$19,509.03	\$48,999.06	\$84,872.00	\$16,363.91	\$84,872.00	19%	\$48,999.06
			<a href="#">221-9010-455.37-15</a> Videos DVDs	\$0.00	\$8,333.02	\$22,302.52	\$42,436.00	\$11,800.46	\$42,436.00	28%	\$22,302.52
			<a href="#">221-9010-455.37-20</a> Audio Books	\$0.00	\$9,501.86	\$16,998.14	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$16,998.14
			<a href="#">221-9010-455.37-30</a> Music CDs	\$0.00	\$1,467.69	\$2,604.49	\$6,365.00	\$2,292.82	\$6,365.00	36%	\$2,604.49
			<a href="#">221-9010-455.38-10</a> Periodicals	\$0.00	\$1,139.98	\$10,512.00	\$16,500.00	\$4,848.02	\$16,500.00	29%	\$10,512.00
			<a href="#">221-9010-455.38-20</a> Public Access Software	\$375.00	\$43,077.64	\$0.00	\$218,915.00	\$175,462.36	\$138,915.00	80%	\$375.00
			<a href="#">221-9010-455.92-22</a> To Library Replacement Fd	\$0.00	\$38,185.56	\$0.00	\$58,121.00	\$19,935.44	\$65,461.00	34%	\$0.00
			<a href="#">221-9010-455.95-02</a> To Water Fund	\$0.00	\$1,547.95	\$0.00	\$3,172.00	\$1,624.05	\$3,172.00	51%	\$0.00

		<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$354.20	\$0.00	\$773.00	\$418.80	\$773.00	54%	\$0.00
<b>Summary</b>				<b>1,190.58</b>	<b>490,724.12</b>	<b>216,487.85</b>	<b>1,215,273.00</b>	<b>506,870.45</b>	<b>982,855.00</b>	<b>0.42</b>	<b>217,678.43</b>

Nov 11, 2020

## Budget to Actual Expenditures

Library - Administration (Library Replacement Fund )

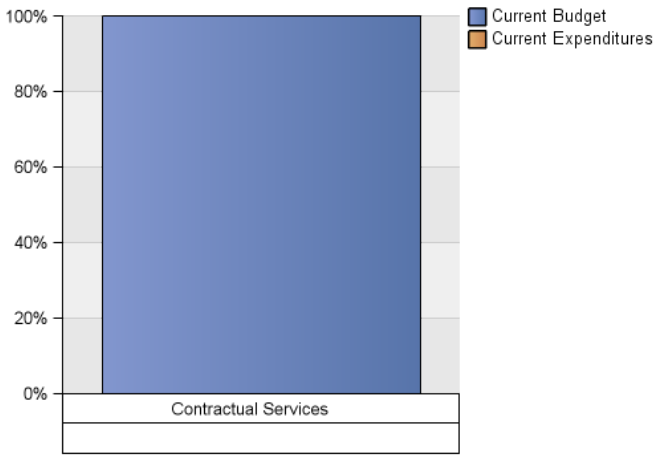


Expenditure Fiscal Year

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

## 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	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$108,156.16	\$114,724.60	\$291,000.00	\$68,119.24	\$1,000.00	23%	\$114,724.60
<b>Summary</b>					<b>0.00</b>	<b>108,156.16</b>	<b>114,724.60</b>	<b>291,000.00</b>	<b>68,119.24</b>	<b>1,000.00</b>	<b>0.23</b>	<b>114,724.60</b>



# NPL Monthly Circulation Statistics



## October 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
<b>Juvenile</b>						
Books	232,757	213,770	72,804	32,027	26,031	19,682
Videos *			745			192
Audios	6,572	6,428	2,061	1,015	760	501
Magazines	454	337	47	56	16	17
Other	184	232	42	26	31	7
<b>Juvenile - Total</b>	<b>239,967</b>	<b>220,767</b>	<b>75,699</b>	<b>33,124</b>	<b>26,838</b>	<b>20,399</b>
<b>Teen</b>						
Books	11,360	10,170	4,954	1,167	806	1,273
Audios			43			9
Magazines	31	6	0	0	0	0
<b>Teen - Total</b>	<b>11,391</b>	<b>10,176</b>	<b>4,997</b>	<b>1,167</b>	<b>806</b>	<b>1,282</b>
<b>Adult</b>						
Books	77,383	69,576	29,857	10,165	7,650	7,634
Videos	25,438	21,063	7,890	3,358	2,055	2,110
Audios	17,930	15,979	3,656	2,557	2,064	764
Magazines	2,762	2,352	533	402	227	170
Other	8,442	8,314	1,115	988	905	227
<b>Adult - Total</b>	<b>131,955</b>	<b>117,284</b>	<b>43,051</b>	<b>17,470</b>	<b>12,901</b>	<b>10,905</b>
<b>Digital Content</b>						
eAudiobooks	8,462	13,394	23,210	1,290	1,986	2,481
eBooks	14,634	19,636	41,133	1,982	2,671	3,912
Magazines	367	731	2,915	64	113	478
Music	5,949	4,114	1,897	748	608	52
Streaming Video	729	931	2,972	94	212	337
<b>Digital Content - Total</b>	<b>30,141</b>	<b>38,806</b>	<b>72,127</b>	<b>4,178</b>	<b>5,590</b>	<b>7,260</b>
<b>Total Circulation</b>	<b>413,454</b>	<b>387,033</b>	<b>195,874</b>	<b>55,939</b>	<b>46,135</b>	<b>39,846</b>

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

# NPL Collection Holdings



October 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,626	82,533	428	-521	2,622	-1,602
Videos	1,260	1,260	0	0	2	0
Audios	2,484	2,483	0	-1	100	-3
Magazines	280	292	12	0	96	-6
Other	129	129	0	0	0	3
<b>Juvenile - Total</b>	<b>86,779</b>	<b>86,697</b>	<b>440</b>	<b>-522</b>	<b>2,820</b>	<b>-1,608</b>
<b>Teen</b>						
Books	5,742	5,840	109	-11	329	-607
Audios	175	95	0	-80	0	-80
Magazines	88	91	3	0	14	-1
<b>Teen - Total</b>	<b>6,005</b>	<b>6,026</b>	<b>112</b>	<b>-91</b>	<b>343</b>	<b>-688</b>
<b>Adult</b>						
Books	54,500	54,263	296	-533	2,316	-4,157
Videos	16,492	16,498	81	-75	449	-468
Audios	13,354	13,361	35	-28	330	-1,861
Magazines	3,274	2,957	128	-445	1,110	-552
Other	2,149	2,167	7	11	80	9
<b>Adult - Total</b>	<b>89,769</b>	<b>89,246</b>	<b>547</b>	<b>-1,070</b>	<b>4,285</b>	<b>-7,029</b>
<b>Total Collection</b>	<b>182,553</b>	<b>181,969</b>	<b>1,099</b>	<b>-1,683</b>	<b>7,448</b>	<b>-9,325</b>

# NPL Digital Content by Month



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

	6.20	7.20	8.20	9.20	10.20	
<b>eRead Illinois</b>						
eAudiobooks	1,071	1,258	1,260	1,406	1,214	
eBooks	1,787	2,010	1,735	1,482	1,530	
<b>eRead Illinois Total</b>	<b>2,858</b>	<b>3,268</b>	<b>2,995</b>	<b>2,888</b>	<b>2,744</b>	
Freeding	0	0	0	0	0	

<b>Hoopla</b>						
eAudiobooks	734	762	751	785	720	
eBooks	424	376	391	532	535	
Movies/TV	171	192	177	165	197	
Music	23	29	55	52	43	
<b>Hoopla Total</b>	<b>1,352</b>	<b>1,359</b>	<b>1,374</b>	<b>1,534</b>	<b>1,495</b>	

<b>Overdrive</b>						
eAudio	623	592	635	603	547	
eBooks	2,172	2,037	2,184	2,021	1,847	
<b>Overdrive Total</b>	<b>2,795</b>	<b>2,629</b>	<b>2,819</b>	<b>2,624</b>	<b>2,394</b>	

<b>Rbdigital</b>						
eAudiobooks*	72	78	61	0	0	
Magazines	285	344	305	471	478	
Acorn TV views	199	114	150	153	138	
Great Courses views	13	11	3	2	1	
IndieFlix views	0	2	0	0	0	
Learn It Live views	5	5	0	0	0	
Stingray Qello views	5	0	0	0	0	
<b>Streaming Views Total</b>	<b>222</b>	<b>132</b>	<b>153</b>	<b>155</b>	<b>139</b>	

<b>Totals</b>						
eAudiobooks	2,500	2,690	2,707	2,794	2,481	
eBooks	4,383	4,423	4,310	4,035	3,912	
Magazines	285	344	305	471	478	
Music	23	29	55	52	52	
Streaming Video	393	324	330	320	337	

# NPL Monthly Statistics



October 2020

## Library Card Registration

### Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,724	128	(19)	34,833	33,484	30,555
Teen	3,482	34	(7)	3,509	3,273	3,042
Juvenile	9,080	219	(6)	9,293	8,437	7,530
<b>Total</b>	<b>47,286</b>	<b>381</b>	<b>-32</b>	<b>47,635</b>	<b>45,194</b>	<b>41,127</b>

Patron Count	Current YTD	FY20	FY19
Door Count	3,105		
Offsite programs (est)	-		
<b>Year to Date Total</b>	<b>3,105</b>	<b>172,978</b>	<b>177,042</b>

## Interlibrary Loan and System Holds

	Oct-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	3,684	10,290	9,588	8,290
Loaned	2,744	9,553	11,025	8,882
Reciprocal borrowing	5,822	12,933	124,650	140,363

## Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	164	93	34	164
Public Laptop	17	11	40	17
Quick-Use	-	-	-	-
<b>Totals</b>	<b>181</b>	<b>104</b>	<b>35</b>	<b>181</b>

# normalpl.org Site Statistics



## October 2020

	Annual Totals			October		
	2018	2019	2020 YTD	2018	2019	2020
<b>Site Views over time</b>						
Pageviews	345,985	341,897	257,732	33,164	32,782	24,561
Unique Pageviews	270,990	269,797	207,054	26,068	25,768	20,323

### Top Viewed Pages **2020**

/	127,142
/books-more/ebooks-eaudiobooks	8,192
/databases	6,982
/covid19	5,788
/services/my-account	5,311
/curbit	5,065
/events/month	4,310
/summer	3,992
/books-more	3,158
/events/upcoming	3,070

### Usage by Device **2020**

Desktop	60.0%
Mobile	36.0%
Tablet	4.0%

### Usage by Device **Oct**

Desktop	60.9%
Mobile	35.8%
Tablet	3.3%

### Top Viewed Pages **October 2020**

/	13,194
/services/my-account	637
/databases	597
/books-more/ebooks-eaudiobooks	592
/curbit	416
/services/browser-pack	399
/grabandgo	374
/about-us/get-involved	367
/events/month	325
/events/upcoming?status=1	305