



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
January 29, 2020 at 5:30 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. Board Goals / Strategic Planning (Discussion)
 - B. Executive Session: Section 2(c)(1) Personnel (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: February 26, 2020
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. 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.

The Board of Trustees of Normal Public Library may attend the Central Illinois Library Legislative Breakfast which will take place at 8:00 am - 10:00 am on February 14, 2019, at Bloomington-Normal Marriott Hotel, 201 Broadway Ave., Normal, IL 61761. Agenda is as follows: 8:00 am check-in and breakfast; 8:30 am program begins; 10:00 am program concludes.

**Minutes of the Board of Trustees
Normal Public Library
December 18, 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, December 18, 2019. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Jd Davis, Secretary, Pam Lewis, Jim Rogal, Erin Ripley-Gataric, and Katelyn Trunnell.

Members Absent: Terry Lindberg, Vice President

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, 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 November 20, 2019 meeting. Ms. Ripley-Gataric seconded. Motion carried 6-0.

Approval of Expenditures: Ms. Lewis moved to approve the expenditures of \$59,502.61 and three payrolls of \$249,950.68. Ms. Davis seconded. Motion carried 6-0.

President's Report: Mr. Chase, Ms. Davis, and Mr. Ray meet with President Keith Cornille of Heartland Community College. It was an opportunity to discuss ways the Library and HCC can partner in future endeavors. Mr. Ray thanked the staff for all the work they do throughout the year.

Public Comment: None

Library Director's Report: Kudos to staff for a great year and great programming. The recent Polar Express events were very successful. Paul Swiech will fill the local government role for the Pantagraph. Craig Humphrey, long-term custodian, is retiring in January. The Library Planning Committee will meet in January. The new staff seating arrived and the old seating was donated to the Habitat for Humanity ReStore.

Foundation Report: The Foundation will meet in January, and will make plans for individual donor meetings.

New Business

Approval of Bidder for Accessible Restroom Project (Action)

Mr. Chase informed the Board about current ACM (asbestos) testing, which showed less than 1% but still present. The Library is in discussions as to whether they will test again, or opt for abatement. Mr. Chase also provided background information for the alternate additions to the base bid. Ms. Lewis asked about timeline, which is late winter/early spring to start construction. The money is coming from the Special Reserve Fund that the Board created.

Ms. Davis moved to approve Felmley Dickerson as the successful bidder for the main floor accessible restroom project ("toilet room renovation and new toilet room"), including alternates 1-4, for a total of \$174,670, plus a \$10,000 contingency fee as recommended by Dan Pohrte of Product Architecture, for a total construction cost of \$184,670. Ms. Lewis seconded. Motion carried 6-0.

FY2020-2025 Budget (Discussion)

Mr. Chase updated the Board on current budget discussions. The budget remains essentially flat for the upcoming year from the current year, reflecting no opportunity for growth and real possibilities for potential cuts in Library services and hours. Discussions are still occurring for future years.

Director Performance Review Form (Discussion)

Changes were made to the review form for this year. The Likert scale was removed, and the questions focused on items that the Board had direct knowledge of. Mr. Chase informed the Board of how he utilizes the feedback from the review to improve performance for the next year.

Unfinished Business

N/A

Next meeting agenda

Policy Review – Meeting Room Policy

Possible discussion with fundraising consultant Peter Pearson of Library Strategies

Adjournment

Meeting adjourned at 6:56pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Dec 12, 2019 and Jan 22, 2020

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	206.00
Library Fund	- Total	206.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMEREN ILLINOIS COMPANY	LIGHTS-LIB PARKING LOT	500.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,354.94
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	65.81
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,888.13
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	493.24
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	12.04
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	156.91
BARNES & NOBLE INC	CHILDRENS BOOKS	580.87
BARNES & NOBLE INC	GIFT CARDS FOR BOARD	175.00
BILL'S KEY & LOCK SHOP	PADLOCK MAINT.	72.50
BLACKSTONE PUBLISHING	AUDIO BOOKS	531.10
BRODART COMPANY	BOOK/BINDING SUPPLIES	597.06
BRODART COMPANY	DVD SUPPLIES	100.69
BRODART COMPANY	MISC SUPPLIES	504.00
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	36.74
CENGAGE LEARNING INC	BIOGRAPHY BOOKS 2 PLAN	24.74
CENGAGE LEARNING INC	BOOKS-LARGE PRINT	104.23
CENGAGE LEARNING INC	CHRISTIAN FICTION 4 PLAN	47.23
CENGAGE LEARNING INC	DEC CHRISTIAN ROMNC-2 PLA	23.24
CENGAGE LEARNING INC	DEC MYSTERY BOOKS-6 PLAN	146.94
CENGAGE LEARNING INC	DEC MYSTERY SAMPLER BOOKS	67.47
CENGAGE LEARNING INC	DEC PEER PICKS 2	47.23
CENGAGE LEARNING INC	DEC. BOOKS-BASIC 8 PLAN	97.46
CENGAGE LEARNING INC	DECEMBER BOOKS-CORE 8	266.90
CENGAGE LEARNING INC	HARDCOVER BOOKS-5 PLAN	50.23
CENGAGE LEARNING INC	TITLES FOR REVIEW-CHOICE2	47.23
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	273.24
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	318.99
CENTURION TECHNOLOGIES	SOFTWARE MAINT/SUPPORT	593.60
CFRA	OUTLOOK PRINT	430.00
CHIEF CITY MECHANICAL INC	PLUMBING WORK-LIB RESTRM	96.00
CIRBN, LLC	FIBER SPLICING/TERMIN	340.00

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CIRBN, LLC	INTERNET SERVICE	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION CHARGES	50.00
COMPLIANCE SIGNS, LLC	SIGNS FOR RESTRMS-2ND FLR	136.50
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,153.10
DARNALL PRINTING	WINDOW ENVELOPES	249.50
DIVERSIFIED MECHANICAL INC	CONTRACT BILLING:HEAT-A/C	712.10
FINDAWAY WORLD LLC	ADULT BOOKS	104.98
FINDAWAY WORLD LLC	AUDIOBOOKS - CDS	667.39
FINDAWAY WORLD LLC	CREDIT - RETURN	-127.48
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SNOW REMOVAL/SALTING	177.50
HF GROUP LLC	CHILDREN'S REBOUND BOOKS	54.08
ILLINOIS LIBRARY ASSOCIATION	FOR JD DAVIS	30.00
ILLINOIS LIBRARY ASSOCIATION	FOR JIM ROGAL	30.00
ILLINOIS LIBRARY ASSOCIATION	FOR PAMELA LEWIS -ID#1247	30.00
ILLINOIS LIBRARY ASSOCIATION	FOR TERRY LINDBERG	30.00
INFO USA MARKETING INC	REFERENCE SOFTWARE	3,200.00
J.D. POWER	SUBSCRIPTION RENEWAL2020	137.00
KROGER-INDY CUSTOMER CHARGES	MISC SUPPLIES/LIB	85.80
KROGER-INDY CUSTOMER CHARGES	NOV MISC SUPPLIES	195.13
KROGER-INDY CUSTOMER CHARGES	OCT-NOV MISC SUPPLIES/LIB	390.44
LE PRINT EXPRESS	WINTER ACTIVITIES GUIDE	1,481.48
LIBRARY IDEAS,LLC	CHILDRENS BOOKS	689.10
MANGO LANGUAGES	SUBSCRIPTION RENEWAL	3,737.15
MENARDS	AUTO SPRAY/BATTERIES	117.37
MENARDS	BATTERIES-SUPPLIES	28.12
MENARDS	COFFEE/GLOVES/TAPE	37.82
MENARDS	MISC SUPPLIES/LIB	99.59
MENARDS	PORT WALL PLATE	54.94
MENARDS	PORT WALL PLT/SURGE PROT	27.32
MENARDS	RETURN/GLOVES, LAMP	-46.33
MENARDS	SUPPLIES-BLANK/WALL PLATE	18.95
MENARDS	WALL PLATES/COUPLER	15.16
MIDWEST TAPE	AUDIO - MUSIC CDS	27.98
MIDWEST TAPE	AUDIO BOOKS	182.87
MIDWEST TAPE	AUDIOBOOKS - TAPES	12.99
MIDWEST TAPE	CD-SPONGEBOB SQUARE-WS	14.99
MIDWEST TAPE	SOLE SOURCE-ADV. DIGITAL	5,000.00

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MIDWEST TAPE	VIDEOS - DVDS	129.96
MILLER JANITOR SUPPLY	FOAMING HAND SOAP/T.P.	390.70
MYBINDING.COM	LAMINATING FILM	309.40
NICHE ACADEMY LLC	ANNUAL SUBSCRIPTION RENEW	2,800.00
NICOR GAS	ENERGY USAGE	850.18
NORMALITE	RENEWAL FOR NORMAL PUBLIC	24.95
PURITAN SPRINGS WATER	WATER SERVICE NPL	46.69
PURITAN SPRINGS WATER	WATER SERVICE/NPL	39.34
QUILL CORPORATION	OFFICE SUPPLIES/LIB	524.26
QUILL CORPORATION	RELACEMENT PAD/PRINTER 40	21.36
RAINBOW BOOK COMPANY	ADULT/CHILDRENS BOOKS	2,660.81
RECORDED BOOKS LLC	AUDIOBOOKS/CDS	1,279.18
SAMS CLUB	MISC - 2 TICKETS	122.58
ULVERSCROFT LARGE PRINT BOOKS	ADULT LARGE PRINT BOOKS	191.16
UNIQUE MANAGEMENT SERVICES INC	24 PLACEMENTS	214.80
US BANK/P-CARD	AED - Facility Sticker (3	13.24
US BANK/P-CARD	Art Supplies for Children	5.97
US BANK/P-CARD	AVD T5602 - Edge Trim	12.99
US BANK/P-CARD	Christmas Music CD - ROAD	13.01
US BANK/P-CARD	Cleaning Supplies - Floor	20.58
US BANK/P-CARD	Cleaning Supplies - Powde	9.95
US BANK/P-CARD	Credit for Ret. DVDs - GO	-53.88
US BANK/P-CARD	December graduates (2)-Ta	50.00
US BANK/P-CARD	Domain Renewal/Business R	108.28
US BANK/P-CARD	Dry clean - Santa Suit	13.80
US BANK/P-CARD	DVD for Binge Box - BABES	7.99
US BANK/P-CARD	DVD for Binge Box - BEST	5.00
US BANK/P-CARD	DVD for Binge Box - CHARL	16.26
US BANK/P-CARD	DVD for Binge Box - CHRIS	23.72
US BANK/P-CARD	DVD for Binge Box - Elf	5.79
US BANK/P-CARD	DVD for Binge Box - HOWL'	11.99
US BANK/P-CARD	DVD for Binge Box - KIKI'	13.79
US BANK/P-CARD	DVD for Binge Box - LOVE	6.94
US BANK/P-CARD	DVD for Binge Box - MIRAC	6.69
US BANK/P-CARD	DVD for Binge Box - MUPPE	18.48
US BANK/P-CARD	DVD for Binge Box - MY NE	11.99
US BANK/P-CARD	DVD for Binge Box - OFFIC	4.80
US BANK/P-CARD	DVD for Binge Box - PLANE	8.79

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	DVD for Binge Box - SANTA	15.00
US BANK/P-CARD	DVD for Binge Box - SPIRI	21.16
US BANK/P-CARD	DVD for Binge Box - TOY S	18.90
US BANK/P-CARD	DVD for Binge Box - WHITE	12.99
US BANK/P-CARD	DVDs for Binge Box - POLA	11.47
US BANK/P-CARD	DVDs for Binge Box - TOYS	14.99
US BANK/P-CARD	Games for Children's Serv	118.68
US BANK/P-CARD	Garbage Bags 56 Gallons 1	58.06
US BANK/P-CARD	K-Cup coffee for public c	40.97
US BANK/P-CARD	Kristi Cates - ALA/PLA Me	287.00
US BANK/P-CARD	Kristi Cates - PLA confer	305.00
US BANK/P-CARD	LED Light Bulbs / Tool Po	143.37
US BANK/P-CARD	Library Event supplies -	42.97
US BANK/P-CARD	Network Parts - Klein Too	24.15
US BANK/P-CARD	Network Rack Parts - Blan	160.20
US BANK/P-CARD	Network Rack Parts - Rack	323.15
US BANK/P-CARD	New CD Rel. HOTEL DIABLO	10.81
US BANK/P-CARD	New Music CD - CLOSER THA	12.31
US BANK/P-CARD	New Rel. DVD - BATTLE OF	18.27
US BANK/P-CARD	New Rel. DVD - CHAPERONE	47.40
US BANK/P-CARD	New Rel. DVD - CHRISTMAS	23.98
US BANK/P-CARD	New Rel. DVD - COLD WAR (17.97
US BANK/P-CARD	New Rel. DVD - CORPORATE	39.98
US BANK/P-CARD	New Rel. DVD - D-DAY: BAT	9.96
US BANK/P-CARD	New Rel. DVD - FULL COUNT	25.92
US BANK/P-CARD	New Rel. DVD - HUSTLERS (53.88
US BANK/P-CARD	New Rel. DVD - LOUDEST VO	124.95
US BANK/P-CARD	New Rel. DVD - ONCE UPON	107.76
US BANK/P-CARD	New Rel. DVD - VETERAN'S	14.98
US BANK/P-CARD	New Rel. DVD - WHERE'D YO	59.96
US BANK/P-CARD	New Rel. Title - WARNING	36.14
US BANK/P-CARD	New Rel. TV Series - DISC	19.99
US BANK/P-CARD	New Rel. TV Series - SUIT	27.05
US BANK/P-CARD	office supplies	50.00
US BANK/P-CARD	Office Supplies - Large W	33.51
US BANK/P-CARD	Office Supplies - Microwa	49.99
US BANK/P-CARD	Office Supplies - Rubber	6.58
US BANK/P-CARD	Outerwear for Maintenance	197.95

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	Paint for Restroom	91.83
US BANK/P-CARD	Paron Req. - Game ASTRAL	99.88
US BANK/P-CARD	Patron Req. - CRACKING TH	31.00
US BANK/P-CARD	Patron Req. - Foreign Mov	33.98
US BANK/P-CARD	Patron Req.- DVD - FINDIN	6.74
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage - Board Packets m	7.80
US BANK/P-CARD	Postage - Delivery of boo	19.25
US BANK/P-CARD	Reading Program prize (Am	106.24
US BANK/P-CARD	Repl. CD - MULE VARIATION	12.97
US BANK/P-CARD	Returned by Lolita	-111.91
US BANK/P-CARD	Soundtrack - Frozen 2	9.97
US BANK/P-CARD	Soundtrack - LAST CHRISTM	9.99
US BANK/P-CARD	State of BN event	30.00
US BANK/P-CARD	Supplies for Children's P	139.12
US BANK/P-CARD	Supplies for running Ethe	159.60
US BANK/P-CARD	Tech Playground iPad Case	74.95
US BANK/P-CARD	To repair community room	18.96
US BANK/P-CARD	To repair toilet in staff	20.66
US BANK/P-CARD	Website Security Basic Pl	4.99
VERIZON WIRELESS - PA	ACCT.# 880398978-00001 FO	403.66
WALMART COMMUNITY BRC	NOV STMNT-MISC.SUPPLIES	1,339.06
WALZ LABEL AND MAILING SYSTEMS	INK CARTRIDGE	170.12
WATTS COPY SYSTEMS, INC.	COPIERS-IMAGE CHARGES/NPL	114.08
WILCOX ELECTRIC & SERVICE INC	REPLACE 2 EM LIGHTS/LIB	255.00
WILCOX ELECTRIC & SERVICE INC	WIRING/ELECTRICAL	2,405.49
Library Fund Library Administration - Total		50,050.67

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WIDMER INTERIORS	OFFICE EQUIPMENT	38,444.10
Library Replacement Fund Library Administration - Total		38,444.10
Overall - Total		88,700.77

**Director's Report
January 29, 2020**

1. Monthly Financial Report

Revenue: The November operating revenues are up 0.8% compared to this time last year.

Expenses: An expenditures report as of January 22 is included in this packet.

2. Circulation

Circulation was up from December 2019 by 1,644 transactions, an increase of 3.6%. YTD circulation is down by 23,447, a decrease of 4.4%.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

We are told the lead time on doors, door frames and ceramic tile will determine the schedule for the restroom project.

5. West Roof

Bid documents for the west roof replacement are scheduled to be published in late January.

6. Meeting Space Policy Update

We will bring an updated Meeting Space Policy to you at the February 26 meeting. Please share any input you have regarding potential improvements regarding the management or use of our meeting spaces.

7. Sensory App

We have a small team of staff working on the sensory app, which we plan to launch this spring.

8. Director Performance Review

My performance review is scheduled for February 26.

9. Annual Library Certification | RAILS Standards Data Collection

The Illinois State Library Annual Library Certification was completed on January 8. This certification is required to retain system membership and eligibility for grants administered by the Illinois State Library.

10. Yule Ball

The NPL Foundation has scheduled a Yule Ball fundraiser for March 7 at Bloomington Country Club. An all ages event takes place from 3-5 pm, followed by a 21+ event from 7-9 pm. Tickets are \$25 each and go on sale February 3.

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of December 31, 2019

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 5,117,196	\$ 3,680,906	\$ 154,300	\$ 1,281,990	\$ 2,617,995	25.05
Library Fund Total	5,117,196	3,680,906	154,300	1,281,990	2,617,995	25.05
LIBRARY REPLACEMENT FUND 222						-
Administration	511,126	293,372	-	217,754	8,100	42.60
Library Replacement Fund Total	511,126	293,372	-	217,754	8,100	42.60
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	156,713	5,660	-	151,053	-	96.39
Library Special Revenue Fund Total	156,713	5,660	-	151,053	-	96.39
Total For All Funds	\$ 5,785,035	\$ 3,979,938	\$ 154,300	\$ 1,650,797	\$ 2,626,095	28.54

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of December 31 2019

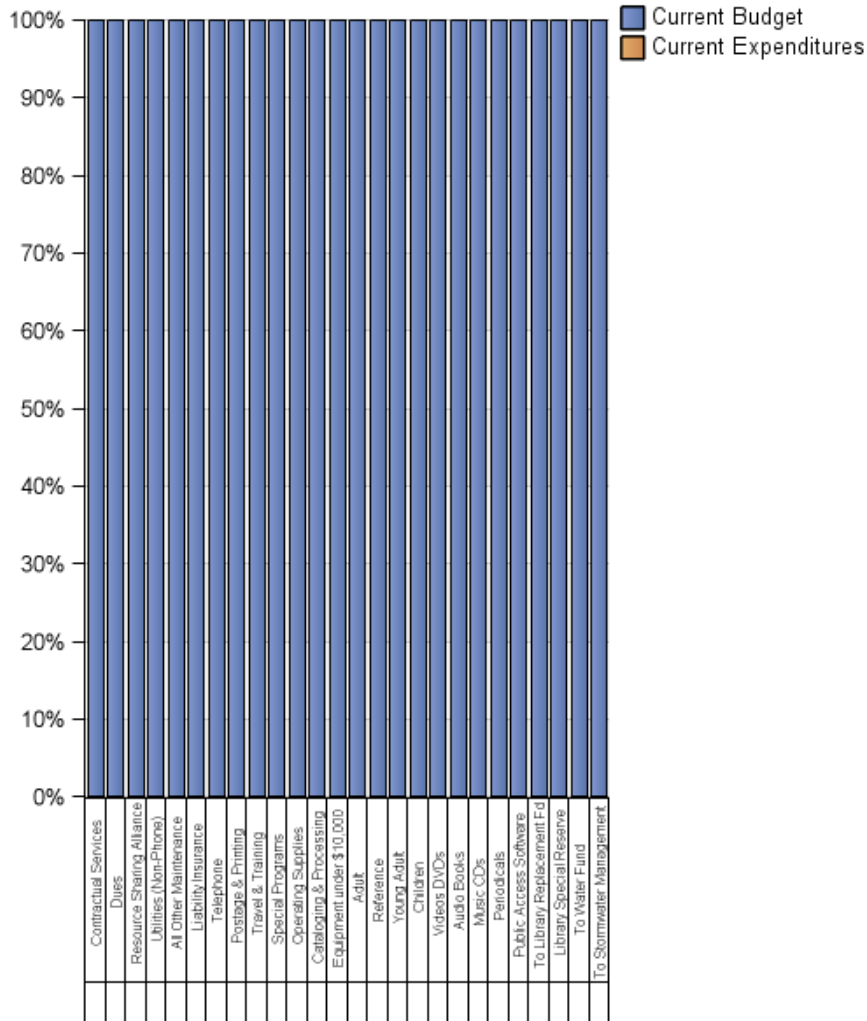
	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 3,900,560	99.92	\$ 3,894,641	0.15
State Replacement Taxes	127,100	114,302	89.93	85,103	34.31
State Library Aid	65,621	65,621	100.00	65,621	0.00
Fees	38,000	26,226	69.02	30,527	(14.09)
Fines	15,000	11,676	77.84	11,878	(1.70)
Investment Income	51,000	36,333	71.24	35,427	2.56
Contributions & Donations	725	2,225	306.90	760	192.76
Miscellaneous Revenue	200	1,154	577.01	1,198	(3.67)
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,201,446	4,158,098	98.97	4,125,155	0.80
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	16,527	82.63	13,093	26.22
Miscellaneous Revenue	-	-	-	-	-
Transfers	323,799	142,192	43.91	136,000	4.55
Library Replacement Fund Total	343,799	158,718	46.17	149,093	6.46
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	1,562	78.11	-	100.00
Miscellaneous Revenue	50,000	50,000	-	-	100.00
Transfers	1,186,119	1,186,119	100.00	-	100.00
Library Special Revenue Fund Total	1,238,119	1,237,681	99.96	-	100.00
Total For All Funds	\$ 5,783,364	\$ 5,554,497	\$ 245	\$ 4,274,248	29.95

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of December 31, 2019

	As of	As of	Net Change
	December 31, 2019	March 31, 2019	
221 Library Fund	\$ 3,739,683.73	\$ 3,456,484.55	\$ 283,199.18
222 Library Replacement Fund	\$ 2,010,277.25	\$ 2,104,722.90	\$ (94,445.65)
223 Library Reserve Fund	\$ 1,232,021.20	\$ -	\$ 1,232,021.20
Totals	<u>\$ 5,749,960.98</u>	<u>\$ 5,561,207.45</u>	<u>\$ 188,753.53</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

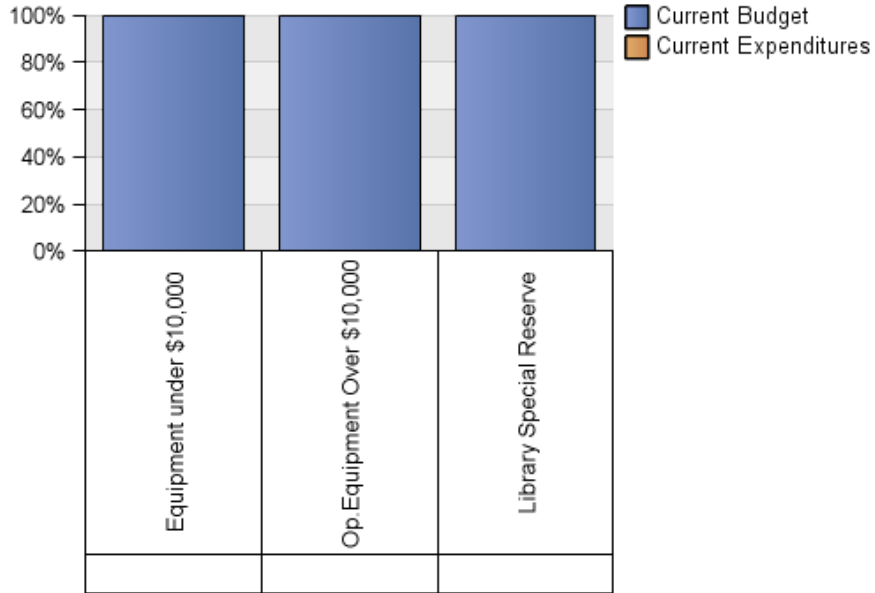


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$73,751.46	\$11,088.67	\$110,233.00	\$25,392.87	\$110,233.00	23%	\$11,088.67
			221-9010-455.20-20	Dues	\$0.00	\$2,981.00	\$0.00	\$5,305.00	\$2,324.00	\$5,305.00	44%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$62,439.00	\$0.00	\$63,174.00	\$735.00	\$63,174.00	1%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$0.00	\$29,649.24	\$0.00	\$42,600.00	\$12,950.76	\$48,100.00	30%	\$0.00
					\$0.00	\$35,204.81	\$15,920.40	\$66,327.00	\$15,201.79	\$66,327.00	23%	\$15,920.40

221-9010-455.25-60	All Other Maintenance									
221-9010-455.30-10	Liability Insurance	\$0.00	\$31,724.00	\$3,276.00	\$34,243.00	(\$757.00)	\$36,006.00	-2%	\$3,276.00	
221-9010-455.30-15	Telephone	\$0.00	\$6,012.22	\$465.36	\$12,096.00	\$5,618.42	\$12,096.00	46%	\$465.36	
221-9010-455.30-25	Postage & Printing	\$0.00	\$16,229.53	\$7,155.64	\$24,624.00	\$1,238.83	\$24,624.00	5%	\$7,155.64	
221-9010-455.30-35	Travel & Training	\$0.00	\$9,833.25	\$0.00	\$25,833.00	\$15,999.75	\$25,833.00	62%	\$0.00	
221-9010-455.30-40	Special Programs	\$0.00	\$904.33	\$2,300.00	\$7,862.00	\$4,657.67	\$7,862.00	59%	\$2,300.00	
221-9010-455.35-10	Operating Supplies	\$0.00	\$32,259.36	\$7,811.96	\$42,628.00	\$2,556.68	\$42,628.00	6%	\$7,811.96	
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$7,675.08	\$7,323.40	\$17,869.00	\$2,870.52	\$17,869.00	16%	\$7,323.40	
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	\$0.00	\$63,569.25	\$14,837.13	\$96,850.00	\$18,443.62	\$97,850.00	19%	\$14,837.13	
221-9010-455.36-15	Reference	\$0.00	\$5,896.76	\$508.24	\$7,000.00	\$595.00	\$6,000.00	9%	\$508.24	
221-9010-455.36-20	Young Adult	\$0.00	\$3,368.50	\$6,231.50	\$12,360.00	\$2,760.00	\$12,360.00	22%	\$6,231.50	
221-9010-455.36-25	Children	\$0.00	\$54,413.83	\$28,971.70	\$85,591.00	\$2,205.47	\$82,400.00	3%	\$28,971.70	
221-9010-455.37-15	Videos DVDs	\$0.00	\$21,909.96	\$15,614.26	\$41,200.00	\$3,675.78	\$41,200.00	9%	\$15,614.26	
221-9010-455.37-20	Audio Books	\$0.00	\$14,531.45	\$21,894.27	\$44,290.00	\$7,864.28	\$44,290.00	18%	\$21,894.27	
221-9010-455.37-30	Music CDs	\$0.00	\$2,437.75	\$2,912.01	\$6,180.00	\$830.24	\$6,180.00	13%	\$2,912.01	
221-9010-455.38-10	Periodicals	\$0.00	\$3,596.58	\$12,093.40	\$16,019.00	\$329.02	\$16,019.00	2%	\$12,093.40	
221-9010-455.38-20	Public Access Software	\$0.00	\$119,191.75	(\$4,104.18)	\$132,300.00	\$17,212.43	\$132,300.00	13%	(\$4,104.18)	
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$142,191.55	\$0.00	\$323,799.00	\$181,607.45	\$155,697.00	56%	\$0.00	
221-9010-455.92-23	Library Special Reserve	\$0.00	\$955,201.00	\$0.00	\$955,201.00	\$0.00	\$955,201.00	0%	\$0.00	
221-9010-455.95-02	To Water Fund	\$0.00	\$1,662.27	\$0.00	\$3,080.00	\$1,417.73	\$3,080.00	46%	\$0.00	
221-9010-455.95-10	To Stormwater Management	\$0.00	\$404.80	\$0.00	\$773.00	\$368.20	\$773.00	48%	\$0.00	
Summary		0.00	1,697,038.73	154,299.76	2,178,437.00	327,098.51	2,014,407.00	0.15	154,299.76	

Budget to Actual Expenditures

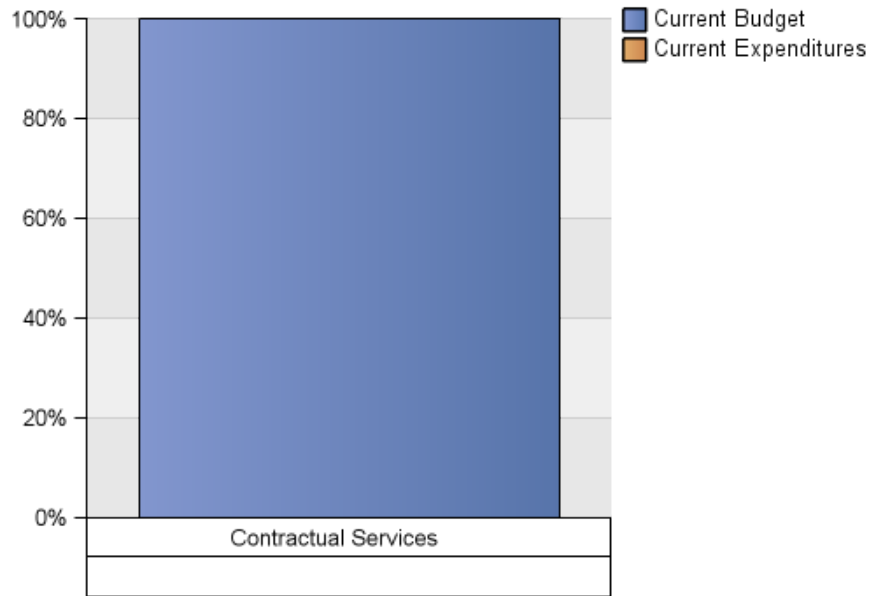
Library - Administration (Library Replacement Fund)



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	\$43,191.18	\$0.00	\$200,945.00	\$157,753.82	\$121,150.00	79%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$19,263.00	\$0.00	\$79,263.00	\$60,000.00	\$125,000.00	76%	\$0.00
			222-9010-455.92-23	Library Special Reserve	\$0.00	\$230,918.00	\$0.00	\$230,918.00	\$0.00	\$230,918.00	0%	\$0.00
			Summary		0.00	293,372.18	0.00	511,126.00	217,753.82	477,068.00	0.43	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$5,660.00	\$0.00	\$156,713.00	\$151,053.00	\$1,000.00	96%	\$0.00
Summary					0.00	5,660.00	0.00	156,713.00	151,053.00	1,000.00	0.96	0.00

DECEMBER 2019
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2019-2020		FY 2018-2019		FY 2017-2018	
	DECEMBER	YTD	DECEMBER	YTD	DECEMBER	YTD
Juvenile - Fiction	8,682	100,663	8,104	108,322	8,835	103,751
Nonfiction	3,093	36,001	3,011	38,179	2,808	36,067
Paperbacks	10,748	127,584	10,430	134,416	10,287	133,600
Magazines	45	403	27	501	44	419
Juvenile - AV	763	8,109	662	8,097	540	7,027
Juvenile - Other	25	265	19	230	29	163
Juvenile - Total	23,356	273,025	22,253	289,745	22,543	281,027
Teen - Fiction	959	11,097	1,053	12,385	1,115	11,664
Paperbacks	80	1,112	136	1,309	166	1,466
Magazines	2	9	4	35	-	27
Teen - Total	1,041	12,218	1,193	13,729	1,281	13,157
Adult - Fiction	3,680	36,517	3,737	40,730	3,875	38,970
Nonfiction	2,657	27,385	2,691	29,095	3,016	31,917
Paperbacks	631	6,444	705	8,052	886	8,945
L.P. paperbacks	144	1,423	224	881	41	628
Large Print	1,650	15,317	1,458	17,001	1,739	16,012
Magazines	379	3,088	453	3,629	387	3,960
Other	664	6,297	530	6,274	551	6,503
Adult - Total	9,805	96,471	9,798	105,662	10,495	106,935
DVD	3,045	26,776	3,533	32,225	3,987	35,763
CD	975	9,270	1,008	9,397	1,241	12,209
Books on CD	652	7,175	836	8,644	981	9,929
MP3	32	450	117	830	67	893
Streaming Video	200	1,411	101	957	73	632
Downloadable Music	625	5,395	621	7,272	784	6,814
eAudiobooks	1,566	16,821	1,288	10,945	880	6,763
eBooks	3,152	25,667	2,139	18,850	1,730	14,081
Zinio eMagazines	103	984	90	562	61	545
Playaways	343	3,244	328	3,535	328	3,336
Software/Hardware	104	693	82	897	72	822
Video Games	342	3,434	310	3,231	286	2,804
AV - Total	11,139	101,320	10,453	97,345	10,490	94,591
Subtotal - Circulation	45,341	483,034	43,697	506,481	44,809	495,710
<Add deposits: 1500>	1,500	13,500	1,500	13,500	1,500	13,500
<Add in-library use: 1100>	1,100	9,900	1,100	9,900	1,100	9,900
Total Circ	47,941	506,434	46,297	529,881	47,409	519,110

DECEMBER 2019

Normal Public Library

Monthly Statistics	Registration - FY 2019-2020			
	Beginning count (YTD)	Registered	Purged	Cards in force YTD
Adult	33,618	163	19	33,762
Teen	3,278	4	(3)	3,285
Juvenile	8,438	17	10	8,445
Total	45,334	184	26	45,492

2020 YTD	2019 YTD	2018 YTD
33,762	30,928	27,741
3,285	3,051	1,636
8,445	7,543	6,660
45,492	41,522	36,037

Patron Count	
Patron Count: Month	33,616
Offsite programs (est)	-
Previous Month YTD	197,000

230,616	214,380	212,084
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Interlibrary Loan and System Holds		
	DECEMBER 2019	Previous Month YTD
Borrowed/Rec'd	978	10,732
Loaned	1,417	12,382
Reciprocal borrowing	14,403	142,291

11,710	10,153	8,660
13,799	10,855	9,433
156,694	171,095	178,008

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)
Children	147	130	53
Adult	1,442	1,422	59
Public Laptop	133	164	74
TOTALS	1,722	1,716	60

YTD Uses
2,972
14,167
1,275
18,889

DECEMBER 2019

Normal Public Library

Monthly Statistics

Collection Development - FY 2019-2020

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,586	28,669	126	43	1,811	1,371
Nonfiction	19,756	19,806	55	5	1,003	672
Paperbacks	32,966	33,084	239	121	2,767	2,756
Magazines	315	164	10	161	118	165
Juvenile - AV	2,546	2,553	14	7	327	147
Juvenile - Other	89	90	1	-	1	1
Juvenile - YTD Total	84,258	84,366	445	337	6,027	5,112

Teen - Fiction	5,158	5,172	58	44	529	640
Paperbacks	900	899	-	1	3	125
Magazines	83	87	4	-	21	-
YTD Total	6,141	6,158	62	45	553	765

Adult - Fiction	22,085	22,150	106	41	1,320	1,412
Nonfiction	21,253	21,162	179	270	1,079	1,664
Paperbacks	7,222	7,263	43	2	366	35
LP paperbacks	777	771	-	6	36	12
Large Print	9,097	9,135	59	21	567	675
Magazines	3,545	3,549	156	152	1,408	457
Other	1,240	1,257	21	4	130	10
YTD Total	65,219	65,287	564	496	4,906	4,265

DVD	18,013	18,128	115	-	1,304	663
CD	8,585	8,586	1	-	129	1,686
Books on CD	5,677	5,698	22	1	148	408
MP3	811	811	-	-	1	158
Playaways	1,981	1,970	24	35	197	88
Software/Hardware	48	48	-	-	-	-
eContent	8,053	-	-	8,053	696	9,968
Video Games	705	707	2	-	65	3
YTD AV Total	43,873	35,948	164	8,089	2,540	12,974

Total Collection	199,491	191,759	1,235	8,967	14,026	23,116
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Normal Public Library

STRATEGIC PLAN | 2017-2020

MISSION

The Normal Public Library is a valuable educational and recreational resource that enriches the quality of life for community residents.

VISION

The Library is a catalyst for literacy, learning, creativity and innovation. We connect, reflect and engage our community and are strong stewards of our valuable resources.

GOALS

GOAL 1: Enrich the quality of life in Normal through community engagement.

STRATEGIES:

1. Develop and strengthen partnerships to meet the community's ongoing and emerging needs.
2. Provide opportunities for meaningful dialogue to advance the community.
3. Increase the Library's visibility as a valued partner and community leader.

GOAL 2: Inspire and nurture literacy, learning, creativity and innovation.

STRATEGIES:

1. Become the hub for creative learning, innovation and discovery.
2. Identify opportunities to increase literacy.
3. Create opportunities for learning across ages and cultures.

GOAL 3: Engage under-served populations through accessibility and convenience.

STRATEGIES:

1. Identify populations that the Library is currently under-serving.
2. Work with community partners to identify gaps and opportunities for serving these populations.
3. Develop strategies for providing valuable and accessible programs and services to these populations.

GOAL 4: Build a dynamic Library that inspires and connects the community.

STRATEGIES:

1. Work with the Town and the Foundation to ensure adequate public and private funding to build a facility that meets future needs.
2. Design and incorporate features that assure safety, accessibility and convenience.
3. Create spaces that welcome and inspire all library users.