



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
July 21, 2021 at 6:00 p.m.**

**Location: Normal Public Library
Community Room**

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. Library Advocacy Report

9. New Business
 - A. Abatement Project (Discussion)
 - B. Architectural Services for Planning (Action)
 - C. FY2022-FY2027 Budget Preparation (Discussion)
 - D. Trustee Appointment Process (Discussion)
 - E. Staff Recognition (Discussion)

10. Unfinished Business (None)

11. Suggested Items for the Next Agenda
12. Next Meeting Date: August 18, 2021
13. Adjournment

Note: The Board of Trustees of Normal Public Library regularly scheduled meetings will take place at 6:00 pm on the third Wednesday of each month at Normal Public Library. This schedule is in effect through May 2023.

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.

The Board of Trustees of Normal Public Library may attend the memorial service for Joan Steinburg, to be held at 2:00 pm on Thursday, July 22, at First Presbyterian Church, 2000 E. College Ave., Normal, IL 61761.

**Minutes of the Board of Trustees
Normal Public Library
June 16, 2021**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, June 16, 2021. The meeting convened at 6:00pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Jim Rogal, Vice President, Jd Davis, Secretary, Erin Ripley-Gataric, Katelyn Trunnell, Lynda Lane, Beth Robb.

Ms. Davis left the meeting at 7:24pm, during the Abatement Discussion, at which time Ms. Ripley-Gataric assumed responsibility for taking minutes.

Members Absent: None

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

Community Members Present: None

Review of the Agenda: No corrections or additions

Approval of Minutes: Ms. Lane moved to approve the minutes of the May 26, 2021 meeting. Ms. Ripley-Gataric seconded.

Motion carried 7-0.

Approval of Expenditures: Ms. Robb moved to approve the expenditures totaling \$25,734.54 from May 20, 2021 to June 9, 2021 and two payrolls for the month of May totaling \$139,240.55. Ms. Ripley-Gataric seconded.

Motion carried 7-0.

President's Report: Mr. Ray thanked the staff of NPL, the Trustees, and the patrons for their continued support. He reminded the Board that the ILA conference is October 12-14, and to let Mr. Chase know if interested in attending. McLean County History Museum History Makers Gala is available to view, which features Barbara Stuart being awarded. Barbara was a former President of both the NPL Board of Trustees and the Friends of Normal Public Library.

Public Comment: None

Library Director's Report:

Mr. Chase acknowledged Ms. Williams and Mr. Fischer for their assistance in making virtual Board meetings run smoothly. He then discussed the items in his report. He noted specifically that, for the Nonresident Card Fee action item, no patrons needed to take advantage of this program over the last year.

Foundation Report:

Ms. Lane attended the Destihl book sale, and stated that it was well-presented and visually appealing. Mr. Chase noted there was a positive turnout and had good sales, with a Foundation Board member matching all sales for the day. Mr. Chase met with Ms. Ripley-Gataric to discuss her new Foundation role. Mr. Chase reminded the Board that Mr. McReynolds, NPL Foundation Development Director, is leaving at the end of June, and the responsibilities will be divided among other staff for the summer. Recruitment will start for a replacement later in the summer.

Library Advocacy Report:

No report at this time.

New Business**Nonresident Card Fee (Action)**

Ms. Trunnell moved to participate in the Nonresident Card Fee program, and that the cost be set at \$179.71, per the general mathematical formula. Ms. Lane seconded.

The motion passed 7-0.

Abatement Project (Discussion)

Mr. Chase provided the Board with the letter of estimates from StudioGC Architects, as well as a breakdown of objectives, options, and considerations for the Board. The numbers include demo, abatement, and construction. He noted that the numbers do not include moving the Library operations to another location, as all options involve the staff tentatively not being able to occupy the East section of the facility. He discussed these items and asked for feedback from the Board. The project could encompass 20,000 square foot of ceiling.

Mr. Ray asked whether there was enough funding for the project without having to dip too far into negative numbers. The money in the Special Reserve fund will go far to cover the costs of most of the options, but may deplete it when the cost for moving operations is included. Mr. Ray also gave a history of the repairs done on the current building, and the Board and Library's push for a new building. Ms. Ripley-Gataric asked about the Town perspective; Mr. Chase had a discussion with Town officials, and the funding for a new facility is still several years into the future. Ms. Lane asked about resale value if a full abatement is not completed; Mr. Chase noted that it is a liability, but not a complete hindrance based on the buyer's intentions. The group discussed possible options for moving operations, and timeframes for the various projects. Board discussion indicated a desire for Mr. Chase to move forward in developing bid documents for a full ceiling abatement in the east half of the facility.

Unfinished Business**Covid-19 Update**

Mr. Chase informed the Board that in-person programming has been tentatively planned for this fall.

Next meeting agenda No items suggested.

Adjournment

Mr. Ray adjourned the meeting at 7:45 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 06/10/2021-07/14/2021

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	257.00
Library Fund	- Total	257.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,185.45
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	15.77
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,726.85
BAKER & TAYLOR COMPANIES	YA BOOKS	501.94
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	314.38
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	173.80
BAKER & TAYLOR CONTINUATION	CIRCULATING REF.BOOKS	69.12
BOOKPAGE	PERODICAL SUBSCRIPTION	588.00
BOTTOM LINE PERSONAL	ACCT.# 001053700030155424	39.00
BRODART COMPANY	ADULT BOOK	28.49
CDW GOVERNMENT INC	ANNUAL ANTI VIRUS/LICENSE	2,080.00
CENGAGE LEARNING INC	ADULT BOOKS	95.97
CENGAGE LEARNING INC	ADULT BOOKS-FICTION	70.47
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	116.99
CENGAGE LEARNING INC	LARGE PRINT ADULT BOOKS	25.59
CENGAGE LEARNING INC	LARGE PRINT BOOK	17.25
CENGAGE LEARNING INC	LARGE PRINT BOOKS	569.78
CENGAGE LEARNING INC	LG PRINT BOOKS 6 PLAN PL	46.50
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	48.75
CENTER POINT LARGE PRINT	LARGE PRINT ADULT BOOKS	182.16
CHIEF CITY MECHANICAL INC	REPAIR WORK	429.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
COMMUNICATION REVOLVING FUND	COMMUNICATION SRVS-MAY21	50.00
DIVERSIFIED MECHANICAL INC	QTRLY CONTRACT MAINT.	712.10
ELM USA INC	PADS-YELLOW/GREEN-COMPND2	324.95
ELM USA INC	YELLOW/GREEN PADS	466.49
FINDAWAY WORLD LLC	ADULT AUDIO BOOKS	671.14
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
ILLINI FIRE EQUIPMENT CO	EXTINGUISHER MAINTENANCE	288.75
ILLINOIS LIBRARY ASSOCIATION	REGISTRATION FOR BETH ROB	125.00
ILLINOIS LIBRARY ASSOCIATION	REGISTRATION FOR JD DAVIS	125.00
ILLINOIS LIBRARY ASSOCIATION	REGISTRATION FOR LYNDA LA	125.00

Report to Receive and File Town of Normal Expenditures for Payment as of 06/10/2021-07/14/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
INTERSTATE ALL BATTERY CENTER	BACKUP BATTERIES	95.70
KAEB SANITARY SUPPLY INC	3 VACUUM BELTS	7.50
KANOPY INC	MONTHLY DIGITAL CONTENT	210.00
KONE INC	ELEVATOR MAINTENANCE	2,793.00
KROGER-INDY CUSTOMER CHARGES	4 TICKETS-WATER/SUPPLIES	50.09
LAUTERBACH & AMEN LLP	AUDIT SERVICES	2,646.00
LIBRARY IDEAS,LLC	TALKING BOOKS FOR KIDS	83.90
MENARDS	COVID19 BAGS FOR MASKS	18.45
MENARDS	MISC.SUPPLIES-NPL	65.36
MIDWEST EQUIPMENT II	2 BLADES-SHARPENED	14.00
MIDWEST TAPE	MONTHLY DIGITAL CONTENT	5,469.33
MIDWEST TAPE	MUSIC CD	11.99
MIDWEST TAPE	MUSIC CD'S	151.89
MYBINDING.COM	LAMINTATING FILM-6 ROLLS	417.69
NICOR GAS	ENERGY USAGE	709.43
ORKIN EXTERMINATING CO	CANINE BUG DETECTION	1,700.00
OVERDRIVE, INC	CREDIT-EBOOKS/AUDIO	2,000.00
POLK CITY DIRECTORIES	CITY DIRECTORY-BL AREA	364.00
QUILL CORPORATION	LIBRARY OFFICE SUPPLIES	193.53
QUILL CORPORATION	LIBRARY SUPPLIES	104.94
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	2,776.40
RESOURCE SHARING ALLIANCE (RSA)	ACCESS/MEMBERSHIP FEE	59,955.00
SAM LEMAN INC	MAINT CHECK-LIBRARY VAN	76.87
SAMS CLUB	LIBRARY SUPPLIES	274.68
ULINE INC	SUPPLIES-CD DISC CLEANER	44.89
UNIQUE MANAGEMENT SERVICES INC	JUNE21 PLACEMENTS-8	71.60
US BANK/P-CARD	Beach balls (550) and bla	2,997.61
US BANK/P-CARD	Change of address report	680.92
US BANK/P-CARD	Children's programs-Elleme	321.84
US BANK/P-CARD	Credit card testing on th	1.00
US BANK/P-CARD	Disposable Face Mask pack	8.86
US BANK/P-CARD	Disposable Masks 50-pk	9.86
US BANK/P-CARD	DVD - Patron Req. - MOVIE	24.95
US BANK/P-CARD	Electronic Screen Wipes -	34.60
US BANK/P-CARD	Face Masks KN95 PK of 20	21.95
US BANK/P-CARD	Google Storage for John F	19.99
US BANK/P-CARD	Ironing Board for the lib	24.99
US BANK/P-CARD	Live Chat June 2- 2021 -	10.00

Report to Receive and File Town of Normal Expenditures for Payment as of 06/10/2021-07/14/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Mobile Hotspot Battery	14.84
US BANK/P-CARD	mouse-keyboard combo (2)	71.98
US BANK/P-CARD	mouse-keyboard combo (2)	71.98
US BANK/P-CARD	New DVD Rel. - ABOVE SUSP	25.92
US BANK/P-CARD	New DVD Rel. - AMERICAN F	27.98
US BANK/P-CARD	New DVD Rel. - BOOGIE (2	33.98
US BANK/P-CARD	New DVD Rel. - CHAOS WALK	91.96
US BANK/P-CARD	New DVD Rel. - CITY OF LI	55.96
US BANK/P-CARD	New DVD Rel. - COSMIC SIN	25.92
US BANK/P-CARD	New DVD Rel. - COURIER (29.92
US BANK/P-CARD	New DVD Rel. - EMBATTLED	15.49
US BANK/P-CARD	New DVD Rel. - ENDANGERED	13.99
US BANK/P-CARD	New DVD Rel. - FATHER (4	59.96
US BANK/P-CARD	New DVD Rel. - FLASHBACK	27.98
US BANK/P-CARD	New DVD Rel. - FULLER HOU	17.99
US BANK/P-CARD	New DVD Rel. - HAPPILY (2	19.92
US BANK/P-CARD	New DVD Rel. - HUNTED (1	13.99
US BANK/P-CARD	New DVD Rel. - LONG WEEKE	35.98
US BANK/P-CARD	New DVD Rel. - MINARI (4	50.96
US BANK/P-CARD	New DVD Rel. - Nest (3)	41.97
US BANK/P-CARD	New DVD Rel. - RAYA AND	79.96
US BANK/P-CARD	New DVD Rel. - SALISBURY	27.98
US BANK/P-CARD	New DVD Rel. - SENIOR MOM	39.98
US BANK/P-CARD	New DVD Rel. - SHITHOUSE	47.20
US BANK/P-CARD	New DVD Rel. - SON (2)	29.18
US BANK/P-CARD	New DVD Rel. - SUPERNATUR	29.96
US BANK/P-CARD	New DVD Rel. - SUPERNOVA	53.90
US BANK/P-CARD	New DVD Rel. - TOM AND JE	53.88
US BANK/P-CARD	New DVD Rel. - UNHEALER	25.92
US BANK/P-CARD	New DVD Rel. - VAULT (2)	19.98
US BANK/P-CARD	New DVD Rel. - ZEROVILLE	39.98
US BANK/P-CARD	New MUSIC Rel. - NOW 78	9.97
US BANK/P-CARD	NINTENDO SWITCH GAME - V	29.99
US BANK/P-CARD	NINTENDO SWITCH GAME - HO	39.99
US BANK/P-CARD	NINTENDO SWITCH GAME - IN	28.88
US BANK/P-CARD	NINTENDO SWITCH GAME - SP	39.99
US BANK/P-CARD	NOMADLAND	12.59
US BANK/P-CARD	Online Software Storage S	9.99

Report to Receive and File Town of Normal Expenditures for Payment as of 06/10/2021-07/14/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Pass for Streaming Servic	5.98
US BANK/P-CARD	Patron Req. - Music CD -	13.99
US BANK/P-CARD	Payment for Chicago Tribu	175.82
US BANK/P-CARD	Podcasting Hosting Servic	15.00
US BANK/P-CARD	Postage for Board Packets	16.80
US BANK/P-CARD	Sign and Sing	120.00
US BANK/P-CARD	Supplies for children's p	117.96
US BANK/P-CARD	Water Fountain Filters (111.69
US BANK/P-CARD	WEBCAM	59.09
VERIZON WIRELESS	ACCT.#880398978-00001/ 7	329.39
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.60
WALMART COMMUNITY BRC	PROGRAM SUPPLIES	211.99
WATTS COPY SYSTEMS, INC.	COPIES-B/W & COLOR	1,188.11
WATTS COPY SYSTEMS, INC.	IMAGE CHGS 5/11-6/10/21	63.74
WGLT-Normal	SPECIAL PROMO:(40 BTA SPO	900.00
WILCOX ELECTRIC & SERVICE INC	ADD/REPLACE OUTLETS-LABOR	1,193.45
WILCOX ELECTRIC & SERVICE INC	INSTALL NEW DEVICE COVERS	183.74
WILCOX ELECTRIC & SERVICE INC	LABOR/MATERIALS-HVAC	1,473.47
WILCOX ELECTRIC & SERVICE INC	REPLACE EMERGENCY LIGHTS	1,586.91
WYMAN ROOFING & SHEET METAL INC	ROOFING REPAIRS	685.95
ZOOBEAN INC	SOFTWRE-CHALLENGE WEBSITE	1,995.00
Library Fund	Library Administration - Total	111,822.25

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FELMLEY-DICKERSON CO	RESTROOM ACCESSIBLE PROJ	47,096.70
STUDIO GC INC.	DESIGN-ABATEMENT/RENOVATE	1,425.00
Library Special Reserve	Library Administration - Total	48,521.70
Overall - Total		160,600.95

Director's Report
July 21, 2021

1. Monthly Financial Report

Revenue: The June operating revenues are up 21.8% over this time last year, due primarily to earlier receipt of property taxes. **Expenses:** A report showing expenses totaling \$160,600.95 from June 10 to July 14 is included in this packet. Two June payrolls totaled \$137,774.42.

2. Circulation

We continue to see increased traffic. Total circulation for June was 62,734.

3. FY2021 Illinois Public Library Per Capita Grant

We were successful in our application for the FY2021 Illinois Public Library Per Capita Grant. Our award letter, included in this packet, indicates we will receive \$77,433.08. This is a substantial increase over our award of \$65,621.25 received in recent years.

4. Abatement Project

We need to abate asbestos present above the ceiling in the east half of our facility. This will require replacement of all ceiling tile, grid, diffusers and grilles. StudioGC Architects are working on bid documents for this project. Staff are planning for operations and seeking programming spaces to ensure continued service to the community throughout this project. We propose additional architectural services to optimize the outcome of this project in terms of accessibility, shelving, furniture, and overall design.

5. Illinois Library Association Public Policy Committee

I was recently appointed to serve a 3-year term on the ILA Public Policy Committee, whose charge is:

Provides the association's focus on legislative matters; recommends studies on projects designed to advance the development of all types of libraries; advocates legislative action which advances library service for all residents of Illinois.

This experience should integrate nicely with our increased efforts on advocacy. For ILA resources related to advocacy, please see <https://www.ila.org/advocacy/legislative-issues>.

6. Budget Preparation

I would like to discuss any desired changes to revenues or expenses as we begin preparing the FY2022-FY2027 budget.

7. Summer Reading Program

Reading Colors Your World continues through July 31. The program is going well!

8. Board Appointment

Jim Rogal has shared his intent to resign from the Board of Trustees of Normal Public Library due to his appointment to the McLean County Board. This vacancy will be filled via appointment until the April 2023 election.

Revenue & Expense Report		Account	Fiscal Year	1		3		April - June	
		All	FY2021-22						
Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year	
221-Library Fund	4,129,544.00	4,145,210.00	680,213.11	344,419.89	1,024,633.00	3,120,577.00	766,448.05	75.28%	
10-Administration	4,129,544.00	4,145,210.00	680,213.11	344,419.89	1,024,633.00	3,120,577.00	766,448.05	75.28%	
222-Library Replacement Fund	177,000.00	184,300.00	7,300.00	0.00	7,300.00	177,000.00	63,144.00	96.04%	
10-Administration	177,000.00	184,300.00	7,300.00	0.00	7,300.00	177,000.00	63,144.00	96.04%	
223-Library Special Reserve	1,000.00	72,181.00	48,521.70	12,825.00	61,346.70	10,834.30	8,070.76	15.01%	
10-Administration	1,000.00	72,181.00	48,521.70	12,825.00	61,346.70	10,834.30	8,070.76	15.01%	
Total	4,307,544.00	4,401,691.00	736,034.81	357,244.89	1,093,279.70	3,308,411.30	837,662.81	75.16%	

Revenue & Expense Report		Account	Fiscal Year	1		3		April - June	
		All	FY2021-22						
Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year			
221-Library Fund	4,065,523.00	4,065,523.00	2,050,462.57	50.44%	1,683,330.58	21.81%			
31110-Property Tax	3,845,800.00	3,845,800.00	1,990,353.24	51.75%	1,625,437.33	22.45%			
31530-State Replacement Revenue	110,100.00	110,100.00	43,716.54	39.71%	43,368.35	0.80%			
33260-State Grants	65,621.00	65,621.00	10,000.00	15.24%		0.00%			
34720-Photocopy Fees	2,000.00	2,000.00	1,701.70	85.09%		0.00%			
34750-Replacements Books/AV	5,000.00	5,000.00	1,275.56	25.51%	480.96	165.21%			
38210-Investment Income	36,602.00	36,602.00	3,272.98	8.94%	10,990.07	-70.22%			
38530-Donations	200.00	200.00	100.00	50.00%		0.00%			
38910-Miscellaneous	200.00	200.00	42.55	21.28%	3,053.87	-98.61%			
222-Library Replacement Fund	92,614.00	92,614.00	13,843.58	14.95%	20,325.24	-31.89%			
38210-Investment Income	20,623.00	20,623.00	1,845.08	8.95%	3,960.00	-53.41%			
39192-Transfer From	71,991.00	71,991.00	11,998.50	16.67%	16,365.24	-26.68%			
223-Library Special Reserve	10,023.00	10,023.00	676.50	6.75%	22.63	2889.39%			
38210-Investment Income	7,523.00	7,523.00	676.50	8.99%	22.63	2889.39%			
38910-Miscellaneous	2,500.00	2,500.00							
Total	4,168,160.00	4,168,160.00	2,064,982.65	49.54%	1,703,678.45	21.21%			

Town of Normal
 Current Cash Equivalents and Investments Subsidiary Ledger
 As of June 30, 2021

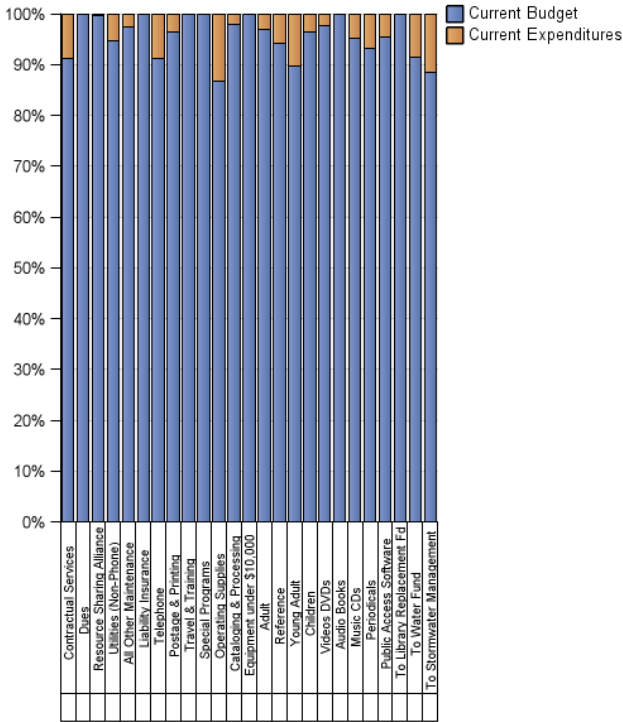
Fund Name	Fd #	Investment Type	Security Number	Purchased Date	Due Date	Stated Yield	Actual Yield	Amount Paid	Face Value	Market Price	Market Value
Normal Library Fund	221										
	221										
Normal Library Fund	221	US Bank Money Market Account	105991370				0.00%	\$50,082.56	\$50,082.56	100.000%	\$50,082.56
Normal Library Fund	221	US Bank Investment Managed Account	105991370				1.25%	\$2,946,262.99	\$2,949,205.67	101.237%	\$2,985,677.43
								\$2,996,345.55	\$2,999,288.23		\$3,035,759.99
Library Equipment Replacement Fund	222										
Library Equipment Replacement Fund	222	US Bank Money Market Account	105991370				0.00%	\$26,756.39	\$26,756.39	100.000%	\$26,756.39
Library Equipment Replacement Fund	222	US Bank Investment Managed Account	105991370				1.25%	\$1,660,045.89	\$1,661,703.92	101.237%	\$1,682,253.61
								\$1,686,802.28	\$1,688,460.31		\$1,709,010.00
Library Special Reserve	223	US Bank Money Market Account	105991370				0.00%	\$7,222.11	\$7,222.11	100.000%	\$7,222.11
Library Special Reserve	223	US Bank Investment Managed Account	105991370				1.25%	\$605,584.14	\$606,188.99	101.237%	\$613,685.51
								\$612,806.25	\$613,411.10		\$620,907.62
Total Town Funds								\$5,295,954.08	\$5,301,159.64		\$5,365,677.61

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of June 30, 2021

		As of June 30, 2021	As of March 31, 2021	Net Change
221	Library Fund	\$ 4,721,689.85	\$ 3,286,439.26	\$ 1,446,976.40
222	Library Replacement Fund	\$ 2,022,554.23	\$ 2,023,394.94	\$ 4,293.23
223	Library Reserve Fund	\$ 989,071.95	\$ 1,037,424.29	\$ (41,755.03)
	Totals	<u>\$ 7,733,316.03</u>	<u>\$ 6,347,258.49</u>	<u>\$ 1,151,269.63</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

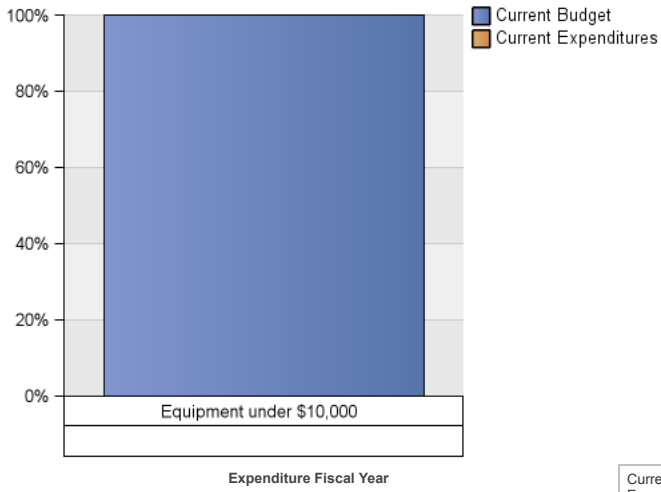


Expenditure Fiscal Year

Library Fund	Library	Administration	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
		221-9010-455.20-10	Contractual Services	\$11,166.76	\$29,324.66	\$26,198.86	\$116,946.00	\$50,255.72	\$116,946.00	43%	\$37,365.62
		221-9010-455.20-20	Dues	\$0.00	\$875.00	\$0.00	\$5,628.00	\$4,753.00	\$5,628.00	84%	\$0.00
		221-9010-455.24-10	Resource Sharing Alliance	\$250.00	\$0.00	\$65,243.00	\$68,986.00	\$3,493.00	\$68,986.00	5%	\$65,493.00
		221-9010-455.25-10	Utilities (Non-Phone)	\$2,733.25	\$0.01	\$0.00	\$47,900.00	\$45,166.74	\$47,900.00	94%	\$2,733.25
		221-9010-455.25-60	All Other Maintenance	\$1,933.55	\$3,007.62	\$14,392.54	\$75,666.00	\$56,332.29	\$60,000.00	74%	\$16,326.09
		221-9010-455.30-10	Liability Insurance	\$0.00	\$40,420.00	\$580.00	\$41,970.00	\$970.00	\$41,970.00	2%	\$580.00
		221-9010-455.30-15	Telephone	\$1,145.71	\$714.88	\$500.00	\$12,000.00	\$9,639.41	\$12,000.00	80%	\$1,645.71
		221-9010-455.30-25	Postage & Printing	\$916.80	\$1,528.29	\$11,040.01	\$25,000.00	\$11,514.90	\$25,000.00	46%	\$11,956.81
		221-9010-455.30-35	Travel & Training	\$0.00	\$475.38	\$0.00	\$23,158.00	\$22,682.62	\$23,158.00	98%	\$0.00
		221-9010-455.30-40	Special Programs	\$0.00	\$845.68	\$1,995.07	\$9,000.00	\$6,159.25	\$9,000.00	68%	\$1,995.07
		221-9010-455.35-10	Operating Supplies	\$6,837.37	\$4,546.91	\$24,324.11	\$45,223.00	\$9,514.61	\$45,223.00	21%	\$31,161.48
		221-9010-455.35-15	Cataloging & Processing	\$417.69	\$253.90	\$12,428.41	\$18,958.00	\$5,858.00	\$18,958.00	31%	\$12,846.10
		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	\$3,369.60	\$8,736.50	\$53,077.82	\$103,809.00	\$38,625.08	\$103,809.00	37%	\$56,447.42
		221-9010-455.36-15	Reference	\$364.00	\$1,662.50	\$1,186.00	\$6,000.00	\$2,787.50	\$6,000.00	46%	\$1,550.00
		221-9010-455.36-20	Young Adult	\$1,501.91	\$1,366.54	\$10,031.55	\$13,113.00	\$213.00	\$13,113.00	2%	\$11,533.46
		221-9010-455.36-25	Children	\$3,156.69	\$9,520.04	\$67,423.27	\$87,418.00	\$7,318.00	\$87,418.00	8%	\$70,579.96
		221-9010-455.37-15	Videos DVDs	\$1,062.74	\$1,176.70	\$13,000.00	\$43,709.00	\$28,469.56	\$43,709.00	65%	\$14,062.74
		221-9010-455.37-20	Audio Books	\$0.00	\$1,352.28	\$25,647.72	\$45,000.00	\$18,000.00	\$45,000.00	40%	\$25,647.72
		221-9010-455.37-30	Music CDs	\$325.29	\$394.30	\$1,721.35	\$6,556.00	\$4,115.06	\$6,556.00	63%	\$2,046.64
		221-9010-455.38-10	Periodicals	\$1,222.82	\$594.00	\$10,412.00	\$16,995.00	\$4,766.18	\$16,995.00	28%	\$11,634.82
		221-9010-455.38-20	Public Access Software	\$7,054.18	\$10,228.45	\$499.00	\$145,861.00	\$128,079.37	\$145,861.00	88%	\$7,553.18
		221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$11,998.50	\$0.00	\$71,991.00	\$59,992.50	\$71,991.00	83%	\$0.00
		221-9010-455.95-02	To Water Fund	\$304.44	\$151.07	\$0.00	\$3,267.00	\$2,811.49	\$3,267.00	86%	\$304.44
		221-9010-455.95-10	To Stormwater Management	\$101.20	\$50.60	\$0.00	\$773.00	\$621.20	\$773.00	80%	\$101.20
		Summary		43,864.00	129,223.81	339,700.71	1,035,927.00	523,138.48	1,020,261.00	0.50	383,564.71

Budget to Actual Expenditures

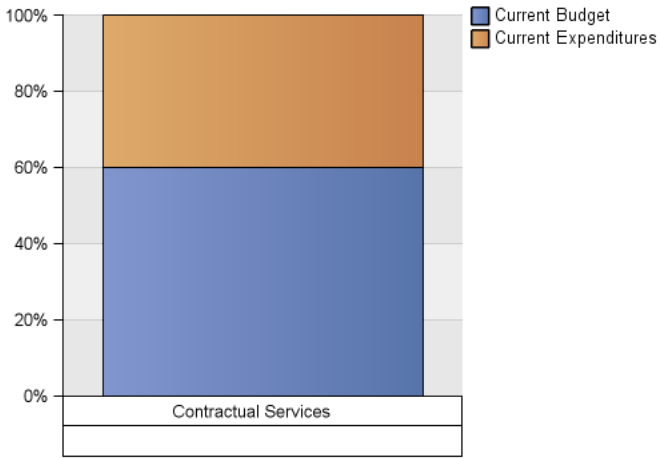
Library - Administration (Library Replacement Fund)



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	\$7,300.00	\$0.00	\$184,300.00	\$177,000.00	\$177,000.00	96%	\$0.00
Summary				0.00	7,300.00	0.00	184,300.00	177,000.00	177,000.00	0.96	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	\$48,521.70	\$0.00	\$12,825.00	\$72,181.00	\$10,834.30	\$1,000.00	15%	\$61,346.70
Summary					48,521.70	0.00	12,825.00	72,181.00	10,834.30	1,000.00	0.15	61,346.70

NPL Circulation Statistics



June 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
Juvenile						
Books	94,056	5,241	90,597	39,865	4,865	38,455
Videos *		57	504		57	219
Audios	2,774	203	3,094	1,155	201	1,174
Magazines	136	0	47	41	0	22
Other	108	3	81	41	3	34
Juvenile - Total	97,074	5,504	94,323	41,102	5,126	39,904
Teen						
Books	4,868	342	4,399	2,246	316	1,814
Audios*		1	20		1	9
Magazines	0	0	5	0	0	2
Teen - Total	4,868	343	4,424	2,246	317	1,825
Adult						
Books	30,501	2,280	29,784	10,494	2,037	11,209
Videos	9,598	707	8,771	3,329	647	3,514
Audios	6,540	200	2,881	2,266	190	674
Magazines	1,078	40	762	386	39	321
Other	3,725	94	1,686	1,489	81	840
Adult - Total	51,442	3,321	43,884	17,964	2,994	16,558
Digital Content						
eAudiobooks**	3,670	4,871	4,938	1,300	1,610	1,717
eBooks**	5,709	9,856	7,446	1,862	2,997	2,344
Magazines	266	801	373	103	285	107
Music	1,799	866	70	475	23	25
Streaming Video	373	1,198	1,182	112	393	254
Digital Content - Total**	11,817	17,592	14,009	3,852	5,308	4,447
Total Circulation**	165,201	26,760	156,640	65,164	13,745	62,734

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

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

NPL Collection Holdings



June 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	83,245	83,761	857	-341	1,138	-758
Videos	969	968	0	-1	0	-289
Audios	2,306	2,299	2	-9	0	-24
Magazines	222	234	12	0	25	-2
Other	134	134	0	0	0	7
Juvenile - Total	86,876	87,396	871	-351	1,163	-1,066
Teen						
Books	5,995	6,059	69	-5	162	-8
Audios	95	95	0	0	0	0
Magazines	41	42	1	0	3	1
Teen - Total	6,131	6,196	70	-5	165	-7
Adult						
Books	55,230	55,520	306	-16	643	-384
Videos	15,434	15,402	67	-99	89	-280
Audios	13,583	13,606	24	-1	68	-3
Magazines	2,159	2,282	124	-1	259	-70
Other	2,026	2,030	4	0	8	-13
Adult - Total	88,432	88,840	525	-117	1,067	-750
Total Collection	181,439	182,432	1,466	-473	2,395	-1,823

NPL Digital Content by Month



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

	2.21	3.21	4.21	5.21	6.21	
eRead Illinois						
eAudiobooks	205	267	257	289	325	
eBooks	318	364	315	305	380	
eRead Illinois Total	523	631	572	594	705	
Freeding						
	0	5	0	4	2	
Hoopla						
eAudiobooks	746	813	738	808	771	
eBooks	635	557	472	579	405	
Movies/TV	158	139	160	164	90	
Music	27	38	24	21	25	
Hoopla Total	1,566	1,547	1,394	1,572	1,291	
Kanopy						
Kids Play Credits	4	23	7	2	6	
Series Play Credits	0	8	4	4	4	
Kanopy Total Videos Played	20	424	283	168	159	
OverDrive						
eAudio	591	584	535	594	621	
eBooks	1,835	1,954	1,673	1,754	1,557	
Magazines	123	162	158	108	107	
Great Courses views/licenses	0	1	0	1	2	
IndieFlix views/licenses	0	0	0	1	1	
Stingray Qello views/licenses	10	0	3	0	2	
*OverDrive Total	2,549	2,700	2,366	2,456	2,285	
Rbdigital [unavailable after 5.17.21]						
Acorn TV views	134	104	192	56	0	
Learn It Live views	0	0	0	0	0	
Method Test Prep views	1	0	0	0	0	
**Rbdigital View Total	145	105	192	56	0	
Totals						
eAudiobooks	1,542	1,664	1,530	1,691	1,717	
eBooks	2,788	2,880	2,460	2,642	2,344	
Magazines	123	162	158	108	107	
Music	27	38	24	21	25	
Streaming Video	313	404	638	390	254	

*OverDrive Total, February-April does not include Great Courses, IndieFlix, and Stingray Qello

**Rbdigital Total, February-April does include Great Courses, IndieFlix, and Stingray Qello

NPL Monthly Statistics



June 2021

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	23,554	213	4	23,771	34,471	32,314
Teen	2,966	18	(5)	2,979	3,408	3,150
Juvenile	7,578	39	(13)	7,604	8,764	7,884
Total	34,098	270	-14	34,354	46,643	43,348

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	12,506	28,939		
Offsite programs (est)		-		
Year to Date Total		28,939	0	76,793

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,638	8,124	-	3,760
Loaned	3,088	8,654	-	4,278
Reciprocal borrowing	27,053	46,916	-	56,094

Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	435	231	32	858
Public Laptop	122	89	44	199
Quick-Use	-	-	-	-
Totals	557	320	35	1,771

normalpl.org Site Statistics



June 2021

	Annual Totals Year to Date			June		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
Site Views over time						
Pageviews	109,762	58,945	80,040	41,148	27,066	30,610
Unique Pageviews	85,365	47,408	63,131	32,050	22,020	24,581
Sessions	50,523	28,874	40,788	18,474	13,999	15,031

Top Viewed Pages FY 2022

/	40,670
/reading-challenges	2,357
/events/month	1,728
/about-us/get-involved	1,513
/databases	1,461
/books-more/ebooks-eaudiobooks	1,428
/summer	1,404
/events/upcoming?status=1	1,391
/services/my-account	1,314
/events/upcoming	867

Usage by Device FY 2022

Desktop	56.8%
Mobile	40.6%
Tablet	2.6%

Top Viewed Pages June 2021

/	13,993
/reading-challenges	1,578
/events/month	962
/summer	876
/events/upcoming?status=1	672
/about-us/get-involved	671
/books-more/ebooks-eaudiobooks	524
/services/my-account	470
/events/upcoming	420
/databases	405

Usage by Device June

Desktop	53.6%
Mobile	43.8%
Tablet	2.6%



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State and State Librarian

June 24, 2021

Mr. Brian Chase, Library Director
Normal Public Library
206 West College Avenue
Normal, Illinois 61761-2576

Dear Mr. Chase:

I am pleased to award the Normal Public Library a FY2021 Illinois Public Library Per Capita Grant in the amount of \$77,433.08. Over \$7.9 million is being awarded this year.

Illinois Public Library Per Capita and Equalization Aid Grants help ensure public libraries have the resources to address the needs of the community. Libraries count on these grants for important expenses such as purchasing materials, supporting programming and improving technology.

Libraries have until December 31, 2022 to expend these grant funds. The FY2021 expenditures report must be submitted with the FY2023 application, due January 15, 2023.

Our public libraries are truly the cornerstones of our communities. They are a lifesaver for many and are the most reliable resource Illinois citizens have to obtain information.

I am extremely proud of the outstanding service public libraries provide to patrons.

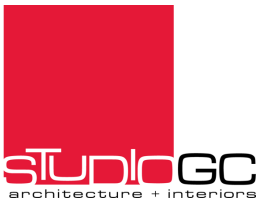
Sincerely,

A handwritten signature in black ink that reads "Jesse White".

Jesse White
Secretary of State and State Librarian

cc: Jess Ray
Normal Public Library Per Capita File

JW:isl



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

Architectural Services Proposal

Date: July 15, 2021
To: Mr. Brian Chase, Director
Normal Public Library
206 W College Avenue
Normal, IL 61761

From: StudioGC, Inc.
Re: Planning

Dear Mr. Chase;

StudioGC is pleased to present this proposal for architectural planning services.

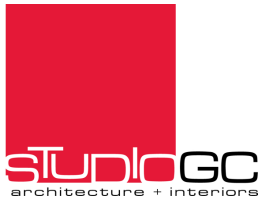
Scope of Work

1. Discovery Phase

- a. Identify what has already been evaluated to avoid duplication of services.
- b. Prepare facility assessment detailing condition and anticipated remaining service lifetimes of major building components including Mechanical, Electrical and Plumbing systems, finishes and building envelope.
- c. Prepare a summary of anticipated facility work with predicted costs and timing
- d. Review 2019/2020 service data and usage trends to evaluate changes and lessons learned during the pandemic
- e. Meet with NPL administration to discuss goals including but not limited to:
 - i. Target collection size & associated shelving
 - ii. Potential new services like drive up, 24-hour lockers etc.
 - iii. Balance of interior amenities, social spaces and non-traditional library features vs. books and traditional services.
- f. Identify work to be performed concurrently with planned environmental abatement such as recarpeting, painting, relighting, IT/Power etc.

2. Conceptual Design Phase

- a. Work with Library to design potential modifications based on Discovery Phase findings to promote current thinking re services: Books vs social & creative spaces etc.
- b. Evaluate phasing plan(s) and project options for work identified above
 - i. Stay on-site and stay open
 - ii. Stay on-site temporary closure
 - iii. Move off-site during remediation work



1. Identify general requirements for temporary off-site facility (if applicable)
 - c. Evaluate accessibility and provide conceptual plan to bring library up to current standards.
 - d. Create project calendar based on scope and selected phasing plan
 - e. Create project estimate based on scope and selected phasing plan
 - f. Present calendar & costs to Library Board and/or City
 - g. After completion and on approval of above prepare proposal for architectural services based on agreed-upon scope for work

Owner Provided Items

Owner shall provide access to all available existing building as-built drawings, testing reports and other related documentation.

Compensation & Terms

Lump sum \$19,500 (a portion of this will be credited against future work)

Billing will be made monthly for work performed during the previous month. Bills will be prepared on a percentage basis of the basic service fee. The percentage billed will correlate with the estimated completion level of the scope of work at time of billing. Payment for all invoices is due 30 days from the invoice date.

Additional Services

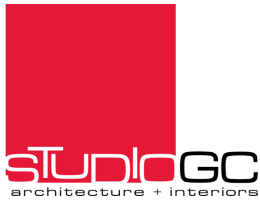
Any other services not specifically identified above as being provided by StudioGC shall be considered an Additional Service. Any Additional Service shall be agreed upon in writing as an amendment to this proposal prior to commencement of requested added service. The compensation for any Additional Service will be negotiated at the time of the request.

Reimbursable Expenses

StudioGC Inc's direct Expenses, are those costs incurred on or directly for the Client's project, including, but not limited to, necessary transportation costs, laboratory tests and analyses, printing, scanning, postage and reproduction charges, all reimbursable costs associated with other consultants and other similar costs. Reimbursement for Direct Expenses will be based on actual charges when furnished by commercial sources according to current rates when furnished by StudioGC Inc. Direct expenses shall be billed at a multiplier of 1.1.

If this proposal is acceptable, please sign a copy and forward one fully executed original of this document to our office. Retain the other copy for your contract file. If you wish to discuss the proposal in more detail, we are happy to do so at your convenience.

Thank you for considering StudioGC as your partner in creating a better library. We look forward to



another opportunity to work with you to provide the best possible library services to the residents of Normal.

OWNER:

TITLE:

DATE:

ARCHITECT.

TITLE: Pat Callahan, Principal

DATE: July 15, 2021

Cc: Vicki Luczynski, StudioGC



206 W. College Ave. | Normal,
Illinois 61761
309.433.3499 •
309.454.4668
normalpl.org • ask@normalpl.org

Board of Trustees of Normal Public Library Seeks Applicants to Fill Vacancy

The Board of Trustees of Normal Public Library seeks applicants to fill a vacancy on the Board due to the resignation of Jim Rogal.

The Board of Trustees will appoint an individual to fill the vacancy until a successor is elected at the regular election for Board members in April 2023. The Board will accept letters of interest through August 2, 2021. The vacancy will be acted upon as soon as possible.

Applicants must submit a letter of interest that includes:

- Brief biography;
- A statement outlining interest in, and commitment to, serving on a public library board;
- Description of qualifications relevant to the role of Library Trustee.

Applicants will be interviewed based upon their letters of interest. Any resident of Normal who is a U.S. citizen, age 18 or older and a registered voter is eligible to serve.

Interested applicants should submit a letter of interest to:

Brian Chase, Director
Normal Public Library
206 W. College Ave.
Normal, IL, 61761;

Or via email to bchase@normalpl.org.

Letters of interest must be received by August 2, 2021.