



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
July 29, 2020 at 5:30 PM**

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

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

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

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

6. Library Director's Report
7. Foundation Report
8. New Business
 - A. 2021-2024 Strategic Planning Process (Discussion)
 - B. COVID-19 Update (Discussion)
 - C. FY2021-FY2026 Budget (Discussion)
9. Unfinished Business (None)
10. Suggested Items for the Next Agenda
11. Next Meeting Date: August 26, 2020 (Regular Meeting)
12. Adjournment

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

Minutes of the Board of Trustees
Normal Public Library
June 24, 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, June 24, 2020. The meeting convened at 5:30pm, 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 and John Fischer, Adult Services and Circulation Manager.

Community Members Present: N/A

Review of the Agenda: At 6:02pm, it was noted that the agenda item **DVD Fees and Overdue Fines (Action)** should be changed to **DVD Fees and Overdue Fines for the Whole Library Collection (Action)**.

Approval of Minutes: Mr. Rogal moved to approve minutes of the May 27, 2020 meeting. Ms. Lewis seconded.

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

Motion carried 6-0.

Approval of Expenditures: Ms. Ripley-Gataric moved to approve the expenditures of \$69,039.92, and three payrolls for the month of May totaling \$233,090.23. Ms. Lewis seconded.

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

Motion carried 6-0.

President's Report:

Thank the staff of NPL, and the patrons for their understanding and their willingness to work through the challenges.

Public Comment: None

Library Director's Report:

Mr. Chase discussed all items in the Director's Report. He offered kudos to the staff for a wonderful job dealing with constant transitions, and thanks to the Board for support. Mr. Ray asked if Mr. Chase had noticed any unexpected trends during the shelter-at-home phase. Mr. Chase stated that they were watching carefully how Curb-It and reopening the Library affect the high usage of digital media. The demands for different media (digital, physical, CDs, etc) will change, so they are keeping an eye for how this should be reflected in the budget.

Ms. Trunnell commented on the Story Walk, which has been a success. Ms. Ripley-Gataric and Mr. Fischer both produced ideas for an adult walk. Mr. Rogal asked about the number of people taking advantage of the Curb-It program. Mr. Fischer noted that the number who make reservations is around 550, but that does not take into account those who drop in without calling ahead. Ms. Lewis asked about the likelihood of having a sale before the end of the year, and Mr. Chase detailed time, volunteer, and monetary considerations of having a sale offsite.

Foundation Report:

The Foundation will meet in July for their annual meeting. The Foundation gave \$5000 to support Summer Reading to purchase books for awards. They are working to post the position for the part-time development person. They are in the midst of the yearly Foundation audit.

New Business

Nonresident Fee (Action)

Mr. Chase provided the calculations for the Nonresident Fee. Mr. Ray noted that very few patrons need to take advantage of this, based on the location of NPL. Ms. Lewis moved to accept the nonresident fee of \$182.04 for the coming year. Ms. Trunnell seconded.

Jess Ray - Approved

Terry Lindberg - Absent

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 6-0.

DVD Fees and Overdue Fines for the Whole Library Collection (Action).

Mr. Chase noted that they found a 1938 Rules & Regulations of NPL, which contained some fun history for this topic. Fines that year were 2 cents per day, with a \$1 nonresident fee.

Because of fee removal, NPL will now be able to share collections with other libraries and expand titles for patrons. NPL and BPL will both do this, and do a public release of the information together late next week. Ms. Trunnell asked about whether removing the DVD will affect the collection purchases, but Mr. Chase noted that streaming habits likely lessen the past need to buy multiple copies of a title. Ms. Lewis noted that theaters are closed, so more people may be looking to NPL to provide movie entertainment. Mr. Chase mentioned that even some theaters are moving offerings virtually.

Mr. Rogal moved to remove the DVD fees and overdue fines for the whole Library collection. Ms. Ripley-Gataric seconded.

Jess Ray – Approved

Terry Lindberg - Absent

Jim Rogal – Approved

Jd Davis – Approved

Katelyn Trunnell – Approved

Erin Ripley-Gataric – Approved

Pam Lewis – Approved

Motion carried 6-0.

2021-2024 Strategic Planning Process (Discussion)

The staff survey will go out soon, and the staff will have two weeks to complete it. The goal is to discover how to better serve the patrons internally. The Board and community will be surveyed in August.

COVID-19 Plan (Discussion)

Curb-It is going very well, and patrons are excited to be “back” at the Library. Quarantine time for returned materials has decreased from seven to three days. The Library is also accepting donations for the book sale. The Town is being incredibly helpful with items needed to store materials and run the outdoor Curb-It program. The next challenge is how to sustain/expand the program as businesses reopen, since people are becoming accustomed to the convenience.

There are a multitude of ways that libraries around the country are opening, with varying degrees of limitations. Mr. Chase anticipates starting with a mostly grab & go system, with limited seating reserved for computer use. Patrons will be encouraged to use hand sanitizer before handling materials. Keeping the door count manageable has not been an issue elsewhere in the State, but staff will prepare a plan in case it is an issue.

The restrooms are still not completed, which is a factor. Ms. Lewis asked about a completion date for the restrooms, and Mr. Chase estimated the end of July due to delays.

BPL is opening on Monday and NPL staff will monitor this and make adjustments as necessary. Ms. Ripley-Gataric asked about BPL’s parameters for opening, which Mr. Chase said it was best to look at their website, which offers the complete list.

Unfinished Business

N/A

Next meeting agenda

N/A

Adjournment

Meeting adjourned at 6:17pm.

Secretary

Date

Town of Normal Expenditures to be approved for Payments
Between Jun 18, 2020 and Jul 22, 2020

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	20.00
US BANK/P-CARD	Sign & Sing Storytime (B	120.00
Library Fund	- Total	140.00

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	FLEX TAPE	19.99
ACE HARDWARE	INSECTICIDE/GLOVES	16.76
ACE HARDWARE	WD FLR NTRL 23OZ	6.99
ALERT SIGNAL & CONTROL CO	FIRE SPRINKLER REPAIR	120.00
AUTOMATIC FIRE SPRINKLER, LLC	MATERIALS/LABOR FOR EQUIP	2,059.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,215.13
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	239.94
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	1,599.34
BAKER & TAYLOR COMPANIES	YA BOOKS	617.68
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	202.96
BLACK BOOK	NEW CAR COST GUIDE2020-22	418.50
BOOKPAGE	12-MONTH PERIDICAL	588.00
BOTTOM LINE PERSONAL	24 ISSUES OF BOTTOM LINE	39.00
BOUND TO STAY BOUND BOOKS INC	CHILDRENS BOOKS	63.86
CENGAGE LEARNING INC	JULY-BASIC 8 PLAN	127.45
CENGAGE LEARNING INC	JUNE CORE 8 PLAN	98.96
CENGAGE LEARNING INC	JUNE-CORE 8 PLAN	95.96
CENGAGE LEARNING INC	L.P. BOOKS	50.23
CENGAGE LEARNING INC	LARGE PRINT BOOK	28.49
CENGAGE LEARNING INC	LARGE PRINT BOOKS	755.79
CENGAGE LEARNING INC	LP BOOKS	1,629.15
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	273.24
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANING	1,200.00
CHIEF CITY MECHANICAL INC	SUMP PUMP REPAIR-NPL	98.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	COMMUNICATION SERVS MAY20	50.00
CONSTELLATION ENERGY SERVICES INC	ENERGY USAGE	2,397.83
DENNY'S DOUGHNUTS & BAKERY	DOUGHNUTS & ROLLS	10.99
DIVERSIFIED MECHANICAL INC	BLOWER MOTOR/CIRCUIT BRD	494.15
DIVERSIFIED MECHANICAL INC	TEMP CONTROL/JUL20-SEP20	712.10
ELM USA INC	BLACK PAD #1-10 TOTAL	77.45

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FINDAWAY WORLD LLC	AUDIOBOOKS-CD'S	251.21
FINDAWAY WORLD LLC	PLAYAWAYS	348.69
FINDAWAY WORLD LLC	PLAYAWAYS-8	449.92
FINDAWAY WORLD LLC	SUCCESS KIT-PA-LEVEL 1	2,009.67
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HARLAN VANCE COMPANY	11RAC BALLOONS	545.23
HARLAN VANCE COMPANY	SHIRTS-NPL	1,109.50
ILLINI FIRE EQUIPMENT CO	EXTINGUISHER MAINT.-NPL	154.25
KAEB SANITARY SUPPLY INC	FLOOR STANDS-WHITE	750.00
KAEB SANITARY SUPPLY INC	ZOOM UPRIGHT VACUUM	2,229.48
KLEEN AIR FILTER CO	FILTERS	996.68
KROGER-INDY CUSTOMER CHARGES	2 TICKETS	43.06
LAUTERBACH & AMEN LLP	AUDIT SERVICES	4,142.00
MCLEAN COUNTY GLASS	DOOR PADDLE HANDLE REPAIR	60.40
MENARDS	CLOROX WIPES	17.16
MENARDS	STORAGE,PONCHO-MISC.SUPP	27.78
MIDWEST TAPE	MUSIC CD'S	325.77
MILLER JANITOR SUPPLY	DISINFECTANT/CLEANER	112.50
MILLER JANITOR SUPPLY	RECYCLE BAGS	83.16
MOBILE MINI	20' TUNNEL-TAINER	105.00
MOBILE MINI	RENTAL-TUNNEL TAINER	431.28
PERMACARD	PC LOT CHARGES	2,175.47
PURITAN SPRINGS WATER	WATER SERV-5/15-6/11/20	6.00
PURITAN SPRINGS WATER	WATER SERVICE/NPL-JUNE20	65.11
RECORDED BOOKS LLC	AUDIOBOOK	27.67
RECORDED BOOKS LLC	AUDIOBOOK-CHILDRENS	42.07
RECORDED BOOKS LLC	AUDIOBOOKS	208.57
RECORDED BOOKS LLC	CHILDRENS BOOKS	14.99
RECORDED BOOKS LLC	CREDIT FOR OVERPAYMENT	-283.00
RECORDED BOOKS LLC	INSPIRATIONAL CD'S	527.60
SAMS CLUB	MISC SUPPLIES + INT	314.67
SAMS CLUB	MISC SUPPLIES-LIBRARY	46.48
SCHOLASTIC INC	YA SUMMER READING PRIZES	2,040.19
US BANK/P-CARD	Adjustable Stand up Desk	355.50
US BANK/P-CARD	Bags for Curb It - Homebo	374.48
US BANK/P-CARD	Batteries AAA - Pack of 1	23.99
US BANK/P-CARD	Cancellation refund for b	-37.17
US BANK/P-CARD	Cancellation refund on bo	-14.15

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Cancellation refund to bo	-20.18
US BANK/P-CARD	Chat Service Monthly Fee	9.00
US BANK/P-CARD	Disposable Face Masks	180.37
US BANK/P-CARD	E-Blast & Article for NPL	250.00
US BANK/P-CARD	Face Masks	24.97
US BANK/P-CARD	Greeting Cards for Staff	10.50
US BANK/P-CARD	Hardware for Podcasting &	12.99
US BANK/P-CARD	Infrared Thermometer/Disp	768.11
US BANK/P-CARD	Jamberry Big Book purchas	13.85
US BANK/P-CARD	Keys for shipping contain	20.70
US BANK/P-CARD	Marketing/Promotions on F	69.18
US BANK/P-CARD	Mesh Laundry Bags 12 smal	33.98
US BANK/P-CARD	Mobile Hotspots Annual Da	720.00
US BANK/P-CARD	Music CD - I CRY WHEN I L	18.86
US BANK/P-CARD	New DVD Rel. - 1BR (3)	59.97
US BANK/P-CARD	New DVD Rel. - AN ALMOST	20.49
US BANK/P-CARD	New DVD Rel. - ARKANSAS (25.92
US BANK/P-CARD	New DVD Rel. - BAD BOYS F	89.80
US BANK/P-CARD	New DVD Rel. - BIRDS OF P	71.96
US BANK/P-CARD	New DVD Rel. - BLOODSHOT	53.88
US BANK/P-CARD	New DVD Rel. - BLUMHOUSES	71.84
US BANK/P-CARD	New DVD Rel. - BRAHMS: TH	25.92
US BANK/P-CARD	New DVD Rel. - BUFFALOED	34.58
US BANK/P-CARD	New DVD Rel. - CATS (201	35.92
US BANK/P-CARD	New DVD Rel. - CODA (2)	26.58
US BANK/P-CARD	New DVD Rel. - DISNEY ZOM	35.98
US BANK/P-CARD	New DVD Rel. - DOLITTLE	107.68
US BANK/P-CARD	New DVD Rel. - EMMA (2020	41.37
US BANK/P-CARD	New DVD Rel. - ENDINGS	39.90
US BANK/P-CARD	New DVD Rel. - ESCAPE FRO	19.98
US BANK/P-CARD	New DVD Rel. - GRETEL & H	17.99
US BANK/P-CARD	New DVD Rel. - HIDDEN LIF	19.99
US BANK/P-CARD	New DVD Rel. - I STILL BE	74.80
US BANK/P-CARD	New DVD Rel. - IN SAFE HA	17.99
US BANK/P-CARD	New DVD Rel. - INVISIBLE	89.80
US BANK/P-CARD	New DVD Rel. - IP MAN 4:	13.99
US BANK/P-CARD	New DVD Rel. - JUSTICE LE	19.99
US BANK/P-CARD	New DVD Rel. - LAST MOMEN	13.99

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - LIKE A BOS	71.84
US BANK/P-CARD	New DVD Rel. - LITTLE WOM	74.95
US BANK/P-CARD	New DVD Rel. - LOOKING FO	35.98
US BANK/P-CARD	New DVD Rel. - NEVER REAL	39.38
US BANK/P-CARD	New DVD Rel. - ONCE WERE	14.99
US BANK/P-CARD	New DVD Rel. - ONWARD (3	59.79
US BANK/P-CARD	New DVD Rel. - ORDINARY L	59.97
US BANK/P-CARD	New DVD Rel. - PHOTOGRAPH	53.88
US BANK/P-CARD	New DVD Rel. - POSTCARD K	38.88
US BANK/P-CARD	New DVD Rel. - RHYTHM SEC	71.84
US BANK/P-CARD	New DVD Rel. - RIDE LIKE	125.91
US BANK/P-CARD	New DVD Rel. - SONG OF NA	35.98
US BANK/P-CARD	New DVD Rel. - SONIC THE	89.80
US BANK/P-CARD	New DVD Rel. - STANDING U	25.92
US BANK/P-CARD	New DVD Rel. - STAR WARS.	99.80
US BANK/P-CARD	New DVD Rel. - THE ASSIST	59.84
US BANK/P-CARD	New DVD Rel. - THE CURREN	31.38
US BANK/P-CARD	New DVD Rel. - THE GENTLE	71.84
US BANK/P-CARD	New DVD Rel. - THE LODGE	35.98
US BANK/P-CARD	New DVD Rel. - THE NIGH C	38.88
US BANK/P-CARD	New DVD Rel. - THE TURNIN	29.92
US BANK/P-CARD	New DVD Rel. - THE WARRAN	9.96
US BANK/P-CARD	New DVD Rel. - THE WAY BA	71.95
US BANK/P-CARD	New DVD Rel. - THINK LIKE	13.99
US BANK/P-CARD	New DVD Rel. - VIVARIUM (25.92
US BANK/P-CARD	New DVD Rel. - WILDLIFE	68.97
US BANK/P-CARD	New Music Rel - JESUS IS	12.59
US BANK/P-CARD	New Music Rel. - AFTER HO	10.87
US BANK/P-CARD	New Music Rel. - ALWAYS I	15.13
US BANK/P-CARD	New Music Rel. - FUTURE N	11.99
US BANK/P-CARD	New Rel. DVD - JUST MERCY	89.80
US BANK/P-CARD	New Rel. DVD - ROBERT THE	9.96
US BANK/P-CARD	New Rel. TV Series - ARRO	14.99
US BANK/P-CARD	New Rel. TV Series - CALL	27.99
US BANK/P-CARD	New Rel. TV Series - CRIM	27.96
US BANK/P-CARD	New Rel. TV Series - DOCT	34.99
US BANK/P-CARD	New Rel. TV Series - FEAR	19.96
US BANK/P-CARD	New Rel. TV Series - LUCI	14.99

Town of Normal Expenditures to be approved for Payments
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US BANK/P-CARD	New Rel. TV Series - MR.	29.99
US BANK/P-CARD	New Rel. TV Series - POWE	24.99
US BANK/P-CARD	New Rel. TV Series - RAY	26.99
US BANK/P-CARD	New TV Series - MADAM SEC	24.88
US BANK/P-CARD	New TV Series Rel. - THE	19.99
US BANK/P-CARD	Office Supplies - Post it	35.96
US BANK/P-CARD	Paper Shredder for Tori's	211.87
US BANK/P-CARD	Podcasting & Yoga Hardwar	8.56
US BANK/P-CARD	Podcasting Hosting Servic	15.00
US BANK/P-CARD	Postage for mailing board	9.60
US BANK/P-CARD	Prime Video - LOST HUSBAN	9.99
US BANK/P-CARD	Purchase book: Mouse Pain	7.32
US BANK/P-CARD	purchased book: In the Ta	70.22
US BANK/P-CARD	purchased book: Jamberry	64.64
US BANK/P-CARD	purchased book: Mouse Pai	25.30
US BANK/P-CARD	purchased product for cla	22.58
US BANK/P-CARD	Purell Hand Sanitizer	69.95
US BANK/P-CARD	Receipt printer for Libra	232.74
US BANK/P-CARD	Refund For Board Books	-465.19
US BANK/P-CARD	Refund for Prime Video bo	-9.99
US BANK/P-CARD	Refund for Wrong Price on	-2.99
US BANK/P-CARD	Refund on book cancellati	-7.32
US BANK/P-CARD	Repl. SWITCH GAME - SUPER	59.99
US BANK/P-CARD	Scheduling Software for C	29.00
US BANK/P-CARD	Sesame Street Squiggle Sh	924.19
US BANK/P-CARD	Summer Reading Materials	155.59
US BANK/P-CARD	Supplies for Curb It - Wa	39.99
US BANK/P-CARD	Supplies for CURB It SERV	44.55
US BANK/P-CARD	Supplies for Paper Shredd	62.33
US BANK/P-CARD	Virtual Meetings - ZOOM	14.99
US BANK/P-CARD	Walkie Talkie 3 Year Pro	9.99
US BANK/P-CARD	Yard Signs - Summer Readi	176.82
US BANK/P-CARD	Yearly Subscription for e	19.99
US BANK/P-CARD	Zoom for Programming 5/2	14.99
VALUE LINE PUBLISHING INC	VL SM & MID CAP-5/20-5/21	1,425.00
VAN GUNDY AGENCY	CYBER & PRIVACY LIABILITY	2,380.00
VAN GUNDY AGENCY	POLICY RENEW-WORKMNS COMP	7,952.00
VAN GUNDY AGENCY	POLICY RENEWAL-DIRECTORS	7,248.00

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
VAN GUNDY AGENCY	POLICY RENEWAL-PACKAGE	20,924.00
VAN GUNDY AGENCY	WORKMAN'S COMP-AUDIT	1,212.00
VERIZON WIRELESS - PA	LINE FOR CURB-IT CALLS	72.40
VERIZON WIRELESS - PA	REG. PHONE LINES	381.10
WALMART COMMUNITY BRC	MISC SUPPLIES-LIBRARY	41.93
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES-NPL	2,999.93
WGLT-Normal	LEADOFF SPONSORSHIP FOR 1	750.00
ZOOBEAN INC	SECOND YR LICENSE-PLUS	1,695.00
Library Fund	Library Administration - Total	90,442.41

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
WILCOX ELECTRIC & SERVICE INC	INSTALL NEW PIPE-NPL	2,551.03
WYMAN ROOFING & SHEET METAL INC	PAY #2-ROOF REPLACEMENT	21,308.00
Library Replacement Fund Library	Administration - Total	23,859.03

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCKEE ENVIRONMENTAL INC	ENVIRONMENTAL HEALTH SERV	6,575.00
PRODUCT LLC	DESIGN SERVICES-CONSTRUCT	1,495.76
Library Special Reserve Library	Administration - Total	8,070.76
Overall - Total		122,512.20

Director's Report
July 29, 2020

1. Monthly Financial Report

Revenue: The June operating revenues are down 20.6% compared to this time last year, due primarily to decreased property tax **Expenses:** A report showing expenses totaling \$122,512.20 from June 18 to July 22 is included in this packet. Two June payrolls totaled \$151,682.79.

2. Circulation

Note: The Normal Public Library facility was closed the entire month of June due to COVID-19. Curbside service resumed on June 8. In addition to our typical statistics, we have added site analytics for normalpl.org. Thank you to Jim for this suggestion, and to Jennifer for making it happen.

3. Board Email Accounts

Please regularly check your normalpl.org email accounts.

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

The brick work required to modify the entry to the two public restrooms near the north entry has been completed. Some of the brick salvaged from this project was used to fill in the thru-wall book return on the north side of the building, a change we have been considering for some time. Currently we are without restrooms on the main floor.

5. West Roof

Metal edging, delayed by the manufacturer, was recently installed. We are awaiting a warranty inspection to complete the project.

6. Curbside Service

Our "Curb It" service continues to thrive. In addition to circulating items to patrons, we continue accepting both returns and donations of used books. Staff have done a wonderful job in planning and delivering these services, which have been very well received by the community. In July we added browser packs, designed for patrons who are unsure of exact titles they would like to read. Patrons may request books for up to four different readers per browser pack. Staff will select items based on information provided by each patron.

7. 2021-2024 Strategic Planning Process

Our 2021-2024 strategic planning process is underway. Staff were surveyed regarding how we can best structure our organization and support them in their efforts to serve the community, and to ensure we are providing them the necessary training, tools and freedom to thrive as a team.

8. Summer Reading Program

"Digging Deeper" continues! Participants are keeping their reading muscles strong and tracking their progress via Beanstack. Distribution of Summer Reading in a Bag – including a book, activities and prizes – will continue through July 31. Story walks in the parks have been

very popular this summer, as have virtual programs. Kudos to staff for their hard work and creativity in making this program a success! See normalpl.org/summer for details.

9. 1,000 Books Before Kindergarten

We recently completed a drive-up distribution of prizes for children who completed a phase of 1,000 Books Before Kindergarten during our closure. Prizes continue to be offered via curbside service.

10. DVD Fees and Overdue Fines

The response to the elimination of overdue fines and DVD fees has been overwhelmingly positive. This change reduces barriers to library usage, expands access to DVD collections owned by other libraries and greatly reduces the need for staff and patrons to handle cash or other payment methods. Champaign Public Library recently announced that they will cease charging overdue fines.

11. Audit

Currently we are working to complete the audit for both Normal Public Library and the Normal Public Library Foundation.

12. FY2021-FY2026 Budget Process

I am working with staff to complete a proposed budget through FY2026. At this time we anticipate slightly reduced revenues and reduced expenses. We will seek your approval of the draft budget at the August Board meeting.

13. Landscaping

Thanks to Town of Normal Parks & Recreation, we have new native plants in our landscape.

14. Electrostatic Sprayer

We recently purchased an electrostatic sprayer, which provides touchless sanitizing and disinfecting of surfaces throughout the library. This sprayer is a key tool in helping us effectively and efficiently sanitize and disinfect our facility.

15. Used Book Sale

We continue to accept donated books, with hopes of having a used book sale this fall. We are exploring potential venues that could offer plenty of space for social distancing.

16. Virtual Programming

We plan to continue with virtual programming as our primary method of programming through the end of 2020.

17. CDBG/HUD Grant

The Town of Normal is allocating \$15,000 of its annual Community Development Block Grant (CDBG) funding, distributed by the U.S. Department of Housing and Urban Development, to partner with the Normal Public Library, the Children's Discovery Museum, and Community School District Unit 5 in the creation and distribution of in-home youth education materials for low- moderate-income households during the present pandemic. CDBG funds are principally meant to benefit the lives and neighborhoods of a community's most potentially underserved

or at-risk members. For many years, the Town has made youth activities and education services a top priority for these limited funds and is now especially proud to partner with the NPL, CDM, and Unit 5 in providing this kind of assistance to households that might not otherwise have the resources or free time to supplement their children's education at home during the pandemic.

With this funding, the Normal Public Library will create a summer reading bag containing two books (to keep), an educational literacy-based activity packet, craft supplies, information about Normal Public Library resources available and more designed for age groups 3-6, 7-9, and 10-12. Additionally, the Children's Discovery Museum will create a package of 8 hands-on educational activities (for grades K through 6th) focusing on the components of STEAM – science, technology, engineering, art, and math – meant to promote creative thinking, problem solving, and resiliency.

These materials will then be distributed in partnership with Unit 5 at its annual backpack giveaway event on Friday, August 14, 2020. At this event, low- and moderate-income families with children in grades Pre-K through 8th will drive through the event, in a manner that will maximize social distancing, and be provided with one Unit 5 backpack full of school supplies, one NPL summer reading bag, and one CDM STEAM packet per school-age child.

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of June 30, 2020

		As of June 30, 2020	As of March 31, 2019	Net Change
221	Library Fund	\$ 3,594,556.92	\$ 2,824,589.08	\$ 769,967.84
222	Library Replacement Fund	\$ 2,115,832.29	\$ 2,187,836.95	\$ (72,004.66)
223	Library Reserve Fund	\$ 1,230,082.52	\$ 1,230,680.13	\$ (597.61)
	Totals	<u>\$ 5,710,389.21</u>	<u>\$ 5,012,426.03</u>	<u>\$ 697,963.18</u>

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As o June 30, 2020

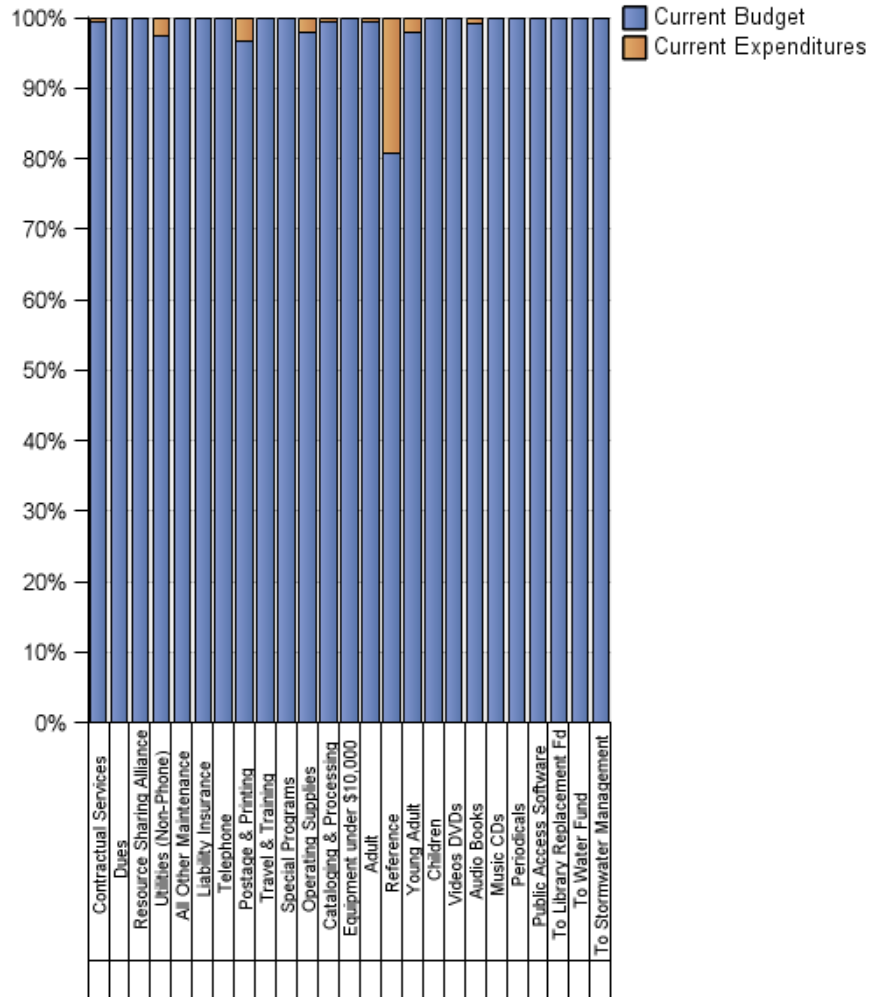
	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,845,800	\$ 1,625,437	42.27	\$ 2,041,161	(20.37)
State Replacement Taxes	127,200	43,368	34.09	56,566	(23.33)
State Library Aid	65,621	-	-	-	-
Fees	38,000	507	1.33	9,472	(94.65)
Fines	15,000	712	4.75	4,011	(82.25)
Investment Income	51,000	10,990	21.55	10,036	9.51
Contributions & Donations	200	-	-	50	(100.00)
Miscellaneous Revenue	200	3,054	1,526.94	120	2,444.89
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
Library Fund Total	4,143,021	1,684,068	40.65	2,121,416	(20.62)
LIBRARY REPLACEMENT FUND 222					
Investment Income	20,000	3,960	19.80	5,326	(25.65)
Miscellaneous Revenue	-	-	-	-	-
Transfers	65,461	16,365	25.00	38,924	(57.96)
Library Replacement Fund Total	85,461	20,325	23.78	44,250	(54.07)
LIBRARY SPECIAL REVENUE FUND 223					
Investment Income	2,000	23	1.13	628	(96.40)
Miscellaneous Revenue	2,500	-	-	-	-
Transfers	-	-	100.00	1,186,119	(100.00)
Library Special Revenue Fund Total	4,500	23	0.50	1,186,747	(100.00)
Total For All Funds	\$ 4,232,982	\$ 1,704,416	65	\$ 3,352,413	(49.16)

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of June 30, 2020

	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,450,298	\$ 766,448	\$ 329,840	\$ 3,354,010	\$ 1,789,884	75.37
Library Fund Total	4,450,298	766,448	329,840	3,354,010	1,789,884	75.37
LIBRARY REPLACEMENT FUND 222						-
Administration	341,830	63,144	58,229	220,457	230,918	64.49
Library Replacement Fund Total	341,830	63,144	58,229	220,457	230,918	64.49
LIBRARY SPECIAL REVENUE FUND 223						-
Administration	197,273	8,071	-	189,202	-	95.91
Library Special Revenue Fund Total	197,273	8,071	-	189,202	-	95.91
Total For All Funds	\$ 4,989,401	\$ 837,663	\$ 388,069	\$ 3,763,670	\$ 2,020,802	75.43

Budget to Actual Expenditures

Library - Administration (Library Fund)

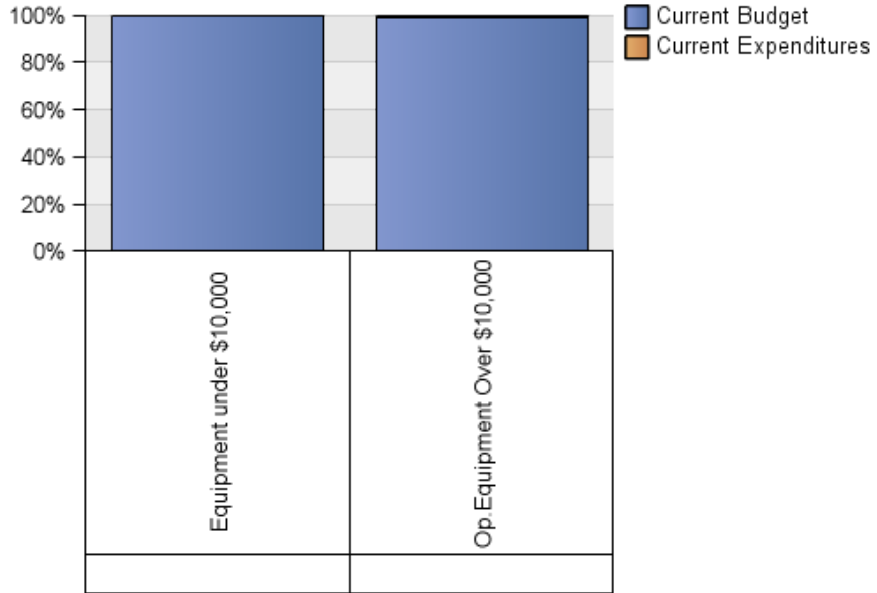


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$892.50	\$35,460.41	\$19,540.93	\$183,540.00	\$127,646.16	70%	\$20,433.43
			221-9010-455.20-20	Dues	\$0.00	\$150.00	\$0.00	\$5,463.00	\$5,313.00	97%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$65,701.00	\$65,701.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$1,175.80	\$2,083.53	\$0.00	\$45,200.00	\$41,940.67	93%	\$1,175.80
			221-9010-455.25-60	All Other Maintenance	\$173.69	\$18,249.26	\$19,228.41	\$138,361.00	\$100,709.64	73%	\$19,402.10

221-9010-455.30-10	Liability Insurance	\$0.00	\$38,724.00	\$1,165.00	\$39,971.00	\$82.00	\$35,271.00	0%	\$1,165.00
221-9010-455.30-15	Telephone	\$0.00	\$2,057.50	\$500.00	\$12,459.00	\$9,901.50	\$12,459.00	79%	\$500.00
221-9010-455.30-25	Postage & Printing	\$849.15	\$4,012.58	\$16,305.00	\$25,363.00	\$4,196.27	\$25,363.00	17%	\$17,154.15
221-9010-455.30-35	Travel & Training	\$0.00	\$15.48	\$0.00	\$15,258.00	\$15,242.52	\$16,458.00	100%	\$0.00
221-9010-455.30-40	Special Programs	\$0.00	\$5,072.35	\$1,718.45	\$28,098.00	\$21,307.20	\$8,098.00	76%	\$1,718.45
221-9010-455.35-10	Operating Supplies	\$2,311.07	\$10,572.93	\$24,371.65	\$109,265.00	\$72,009.35	\$43,906.00	66%	\$26,682.72
221-9010-455.35-15	Cataloging & Processing	\$79.92	\$666.57	\$10,120.08	\$18,405.00	\$7,538.43	\$18,405.00	41%	\$10,200.00
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	\$633.21	\$22,022.30	\$53,688.49	\$100,786.00	\$24,442.00	\$100,786.00	24%	\$54,321.70
221-9010-455.36-15	Reference	\$1,425.00	\$1,202.84	\$2,422.16	\$6,000.00	\$950.00	\$6,000.00	16%	\$3,847.16
221-9010-455.36-20	Young Adult	\$258.55	\$2,889.98	\$9,292.47	\$12,731.00	\$290.00	\$12,731.00	2%	\$9,551.02
221-9010-455.36-25	Children	\$0.00	\$7,754.28	\$60,929.81	\$84,872.00	\$16,187.91	\$84,872.00	19%	\$60,929.81
221-9010-455.37-15	Videos DVDs	\$0.00	\$5,398.32	\$22,430.36	\$42,436.00	\$14,607.32	\$42,436.00	34%	\$22,430.36
221-9010-455.37-20	Audio Books	\$348.69	\$5,868.14	\$20,283.17	\$45,619.00	\$19,119.00	\$45,619.00	42%	\$20,631.86
221-9010-455.37-30	Music CDs	\$0.00	\$395.21	\$2,974.23	\$6,365.00	\$2,995.56	\$6,365.00	47%	\$2,974.23
221-9010-455.38-10	Periodicals	\$0.00	\$627.00	\$10,512.00	\$16,500.00	\$5,361.00	\$16,500.00	32%	\$10,512.00
221-9010-455.38-20	Public Access Software	\$0.00	\$12,928.69	\$499.00	\$218,915.00	\$205,487.31	\$138,915.00	94%	\$499.00
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$16,365.24	\$0.00	\$65,461.00	\$49,095.76	\$65,461.00	75%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$249.27	\$0.00	\$3,172.00	\$2,922.73	\$3,172.00	92%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$151.80	\$0.00	\$773.00	\$621.20	\$773.00	80%	\$0.00
Summary		8,147.58	192,917.68	338,981.21	1,291,714.00	751,667.53	982,855.00	0.58	347,128.79

Budget to Actual Expenditures

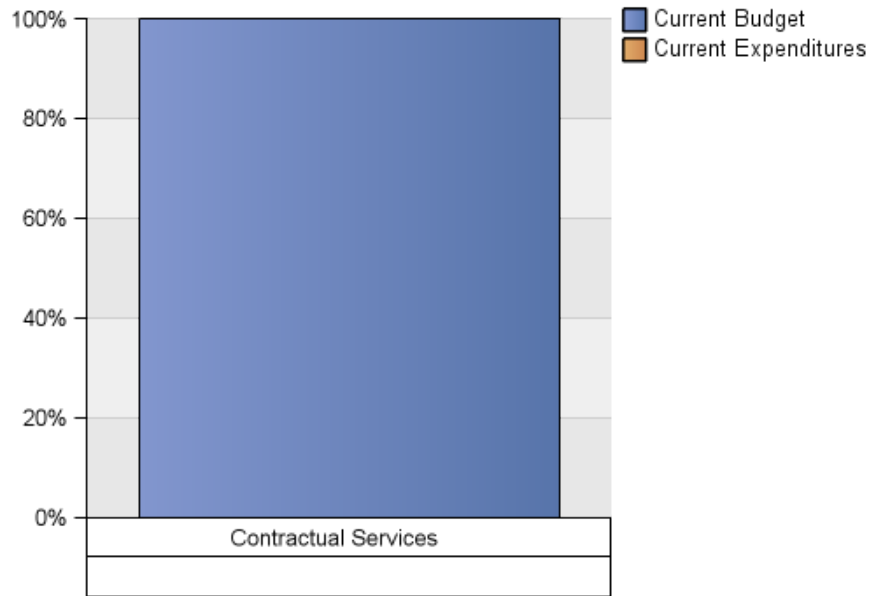
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$3,743.00	\$0.00	\$140,830.00	\$137,087.00	\$140,830.00	97%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$2,551.03	\$59,401.00	\$58,229.00	\$201,000.00	\$80,818.97	\$201,000.00	40%	\$60,780.03
			Summary		2,551.03	63,144.00	58,229.00	341,830.00	217,905.97	341,830.00	0.64	60,780.03

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$8,070.76	\$0.00	\$197,273.00	\$189,202.24	\$1,000.00	96%	\$0.00
Summary					0.00	8,070.76	0.00	197,273.00	189,202.24	1,000.00	0.96	0.00

NPL Monthly Circulation Statistics



June 2020

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2018	2019	2020
Juvenile						
Books	105,814	94,056	5,241	46,574	39,865	4,865
Videos *			57			57
Audios	2,722	2,774	203	1,193	1,155	201
Magazines	218	136	0	132	41	0
Other	87	108	3	47	41	3
Juvenile - Total	108,841	97,074	5,504	47,946	41,102	5,126
Teen						
Books	5,353	4,868	342	2,484	2,246	316
Audios			1			1
Magazines	19	-	0	6	-	0
Teen - Total	5,372	4,868	343	2,490	2,246	317
Adult						
Books	33,888	30,501	2,280	13,168	10,494	2,037
Videos	11,080	9,598	707	4,392	3,329	647
Audios	7,806	6,540	200	2,820	2,266	190
Magazines	1,130	1,078	40	479	386	39
Other	3,840	3,725	94	1,689	1,489	81
Adult - Total	57,744	51,442	3,321	22,548	17,964	2,994
Digital Content						
eAudiobooks	3,270	5,508	7,519	1,284	1,857	2,500
eBooks	5,961	8,371	14,418	2,051	2,894	4,383
Magazines	151	280	801	47	103	285
Music	2,140	1,764	866	635	475	23
Streaming Video	282	373	1,198	117	112	393
Digital Content - Total	11,804	16,296	24,802	4,134	5,441	7,584
Total Circulation	183,761	169,680	33,970	77,118	66,753	16,021

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

NPL Collection Holdings



June 2020

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,979	82,285	605	-299	772	-299
Videos *	1,260	1,258	0	-2	0	-2
Audios	2,507	2,428	42	-121	42	-121
Magazines	194	245	43	8	43	8
Other	126	126	0	0	0	0
Juvenile - Total	86,066	86,342	690	-414	857	-414
Teen						
Books	6,142	6,210	67	1	92	1
Audios	175	175	0	0	0	0
Magazines	77	84	6	1	6	1
Teen - Total	6,394	6,469	73	2	98	2
Adult						
Books	57,465	56,916	622	-1,171	844	-1,203
Videos	16,525	16,723	206	-8	206	-8
Audios	16,252	14,987	85	-1,350	95	-1,350
Magazines	3,140	2,990	467	-617	591	-617
Other	2,073	2,130	52	5	52	5
Adult - Total	95,455	93,746	1,432	-3,141	1,788	-3,173
Total Collection	187,915	186,557	2,195	-3,553	2,743	-3,585

NPL Digital Content by Month



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

	2.20	3.20	4.20	5.20	6.20	
eRead Illinois						
eAudiobooks	855	1,146	901	1,294	1,071	
eBooks	1,040	1,568	1,971	2,087	1,787	
eRead Illinois Total	1,895	2,714	2,872	3,381	2,858	
Freeding	11	17	0	0	0	
Freegal	501	654	621	146	0	

Hoopla

eAudiobooks	565	653	784	807	734	
eBooks	308	464	769	561	424	
Movies/TV	149	195	304	199	171	
Music	40	48	44	32	23	
Hoopla Total	1,062	1,360	1,901	1,599	1,352	

Overdrive

eAudio	476	441	549	523	623	
eBooks	1,448	1,805	2,190	2,457	2,172	
Overdrive Total	1,924	2,246	2,739	2,980	2,795	

Rbdigital

eAudiobooks	71	95	93	58	72	
Magazines	118	275	231	285	285	
Acorn TV views	48	62	138	295	199	
Great Courses views	1	4	4	10	13	
IndieFlix views	4	0	0	3	0	
Learn It Live views	0	0	1	1	5	
Stingray Qello views	0	0	2	10	5	
Streaming Views Total	53	66	145	319	222	

Totals

eAudiobooks	1,967	2,335	2,337	2,682	2,500	
eBooks	2,807	3,854	4,930	5,105	4,383	
Magazines	118	275	231	285	285	
Music	541	702	665	178	23	
Streaming Video	202	261	449	518	393	

NPL Monthly Statistics



June 2020

Library Card Registration

Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	34,414	69	(12)	34,471	32,314	27,498
Teen	3,416	1	(9)	3,408	3,150	1,660
Juvenile	8,766	2	(4)	8,764	7,884	6,546
Total	46,596	72	-25	46,643	43,348	35,704

Patron Count	Current YTD	FY20	FY19
Door Count	-		
Offsite programs (est)	-		
Previous Month YTD	0	76,793	71,506

Interlibrary Loan and System Holds

	Jun-20	Previous Month YTD	FY20	FY19
Borrowed/Rec'd	376	-	3,760	3,079
Loaned	351	-	4,278	3,640
Reciprocal borrowing	1,525	-	56,094	62,077

Public PC Area

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

normalpl.org Site Statistics



June 2020

	Annual Totals			June		
	2018	2019	2020 YTD	2018	2019	2020
Site Views over time						
Pageviews	408,017	403,134	156,409	35,762	41,148	27,066
Unique Pageviews	318,741	317,185	124,017	28,172	32,050	22,020

Top Viewed Pages **2020**

/	73,947
/books-more/ebooks-eaudiobooks	5,726
/databases	4,549
/covid19	4,154
/events/month	3,430
/summer	2,653
/services/my-account	2,441
/events/upcoming	2,267
events/upcoming?status=1	1,930
/books-more	1,768

Usage by Device **2020**

Desktop	61.8%
Mobile	34.1%
Tablet	4.1%

Usage by Device **June 2020**

Desktop	55.6%
Mobile	39.9%
Tablet	4.5%

Top Viewed Pages **June 2020**

/	12,210
/summer	1,832
/curbit	1,505
/covid19	932
/books-more/ebooks-eaudiobooks	844
/services/my-account	711
/databases	648
/books-more	399
/events/upcoming	334
/events/month	314