



**Normal Public Library—Board of Trustees
Monthly Meeting Agenda**

**July 17, 2024 at 6 p.m.
Town of Normal, City Hall, Multi-Purpose Room 409**

1. Review of the Agenda: Corrections or Additions
2. President’s Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]
5. Library Director’s Report
6. OMNIBUS VOTE AGENDA
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - A. Approval of the Minutes of the Regular Board Meeting of June 19, 2024
 - B. Approval of Normal Public Library Expenditures for Payment as of July 10, 2024
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. FY 2026 Budget (Discussion)
 - B. Staff Recognition (Discussion)
9. UNFINISHED BUSINESS
 - A. Abatement and Renovation Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: August 21, 2024
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meetings, work sessions and other events, as scheduled.

**Minutes of the Board of Trustees
Normal Public Library
June 19, 2024**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Multi-Purpose Room 409, City Hall, Normal, Illinois of the Normal Public Library, Normal, Illinois on Wednesday, June 19, 2024. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnel, Vice President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Dylan Hile-Broad

Members Absent: Amy Ersland, Terry Lindberg

Library Staff Present: John Fischer, Library Director, Jennifer Williams

Community Members Present: none

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:**
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

Foundation: Focus group meeting with Pat Grogg last Tuesday.

Library Advocacy: No report.

Library Planning: No report.

Capital Project: Mr. Fischer gave updates on renovations.

5. **Library Director's Report:** Mr. Fischer presented the items in his report.

6. **OMNIBUS VOTE AGENDA**

- A. Approval of the Minutes of the Regular Board Meeting of May 15, 2024
- B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$153,506.44 for expenditures, and \$257,012.21 for three payrolls as of June 7, 2024.
- C. Approval of Non Resident Card (Using the Tax Bill Method)

Ms. Lane motioned to approve. Ms. Trunnell seconded. Motion passed 5-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

No items removed.

8. **NEW BUSINESS**

- A. Authorization of the Parking License Agreement Between the Normal Public Library, Rutherford Suites, LLC and the Town of Normal (Action)

Ms. Lane motioned to approve. Mr. Hile-Broad seconded. Motion passed 5-0.

- B. Substitutes for Capital Committee (Discussion)

C. Update on Project Financing (Discussion)

9. UNFINISHED BUSINESS

10. Board Comments and Concerns

11. Next Meeting Date: July 17, 2024

12. Adjournment

Ms. Ersland motioned to adjourn the meeting , Ms. Ripley seconded. Meeting adjourned at 6:41 pm.

Secretary

Date

Director's Report
July 17, 2024

1. Monthly Financial Report

Revenue: The June operating revenues were up 5.7% compared to this time last year.

Expenses: A report showing expenses totaling \$101,066.34 from June 12 to July 10 is included in this packet. Please note first payment application for our capital project. Three payrolls (June 21 and July 5) totaled \$179,586.31.

2. Circulation

Total circulation for June was 27,284, down 64% from June 2023, a direct result of our capital project and closed facility.

3. FY2024 Budget

The audit for the FY2024 is ongoing. Preparation for FY26 has begun. Current budgeting figures are included in this packet for review and discussion.

4. Summer Reading Events: Read, Renew, Repeat

Congratulations to all staff for making this summer's Read, Renew, Repeat events engaging and memorable for our community. In July we have poetry with Tim Hunt, Camp Half-Blood, BioBlitz Challenge continues, End of Summer Bubble Party, and more! Summer Reading ends on July 31. Thank you to the Foundation for funding many of these events!

5. Staff Recognition

It pleases me to recognize the recent and ongoing efforts of our leadership team in our current project. Jennifer Williams, Laura Golaszewski, Rhiannon Shoults, and Enoch Kindseth are all working to keep our services to the public top notch, bring engaging collections and events to the community and keep our facilities safe, accessible, and clean. Thank you to these staff for their ongoing efforts!

6. Staff Development

Our new Children's Collection Development Librarian, Kelli Hixson, has joined our Technical Services team as of July 8 and is currently onboarding. I am pleased to report that two staff (Randi Sutter and Laura Wilson) will be attending ALSC this September in Denver. From ALA: The Association for Library Service to Children's National Institute is a biennial conference for those serving children and families in libraries; children's literature experts; education and library school faculty; and other interested professionals. One staff member (Morgan Rondinelli) will be attending the Association of Bookmobile & Outreach Services Conference in Indianapolis this October. The library is currently hiring several part time library assistants.

7. Professional Development

Completed in June was my State of Illinois requirement for Open Meetings Act training. I'll be presenting briefly at the ILA Annual Conference on the subject of community benefits of being a fine free library (morning of October 10). I have been appointed to the ILA Advocacy Committee, a three year term that begins this month.

8. Facilities

We are now surveying all remote return boxes for repair and replacement, looking to budget all replacements necessary for FY2026. We are in discussion with Connect Transit about adding a bus stop for the library, creating better accessibility for our community of patrons.

Additional signage for the branch library has been ordered. There will be additional signage on the east and north sides of the building to better communicate our location to the public.



Revenue & Expense Report

Account

All

Fiscal Year

FY2024-25

APM

0

3

April - June

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

Revenue

YTD Revenue Pivot

YTD Revenue Bar Chart

Revenue Transaction Log

| 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 | 4,574,749.00 | 4,574,749.00 | 2,326,074.43 | 50.85% | 2,226,698.84 | 4.46% |
| 31110-Property Tax | 4,203,164.00 | 4,203,164.00 | 2,149,604.32 | 51.14% | 2,086,692.59 | 3.01% |
| 31530-State Replacement Revenue | 240,000.00 | 240,000.00 | 61,744.89 | 25.73% | 120,727.77 | -48.86% |
| 33260-State Grants | 77,785.00 | 77,785.00 | 80,990.75 | 104.12% | | 0.00% |
| 34720-Photocopy Fees | 8,000.00 | 8,000.00 | 423.26 | 5.29% | 2,506.11 | -83.11% |
| 34750-Replacements Books/AV | 4,800.00 | 4,800.00 | 228.00 | 4.75% | 1,895.78 | -87.97% |
| 38210-Investment Income | 36,000.00 | 36,000.00 | 32,747.70 | 90.97% | 13,328.28 | 145.70% |
| 38530-Donations | 1,000.00 | 1,000.00 | | | 450.00 | -100.00% |
| 38910-Miscellaneous | 4,000.00 | 4,000.00 | 335.51 | 8.39% | 1,098.31 | -69.45% |
| 222-Library Replacement Fund | 242,300.00 | 242,300.00 | 54,829.37 | 22.63% | 31,719.41 | 72.86% |
| 38210-Investment Income | 20,300.00 | 20,300.00 | 17,829.37 | 87.83% | 7,369.91 | 141.92% |
| 39192-Transfer From | 222,000.00 | 222,000.00 | 37,000.00 | 16.67% | 24,349.50 | 51.95% |
| 223-Library Special Reserve | 2,018,500.00 | 2,018,500.00 | 12,988.64 | 0.64% | 6,370.73 | 103.88% |
| 38210-Investment Income | 16,000.00 | 16,000.00 | 12,988.64 | 81.18% | 6,370.73 | 103.88% |
| 38910-Miscellaneous | 2,500.00 | 2,500.00 | | | | |
| 39330-Financing Proceeds | 2,000,000.00 | 2,000,000.00 | | | | |
| Total | 6,835,549.00 | 6,835,549.00 | 2,393,892.44 | 35.02% | 2,264,788.98 | 5.70% |



Revenue & Expense Report

Account

All

Fiscal Year

FY2024-25

APM

0

3

April - June

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

Revenue

| 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 | 4,819,138.00 | 4,876,388.00 | 802,133.23 | 482,071.41 | 1,284,204.64 | 3,592,183.36 | 798,418.71 | 73.66% |
| 10-Administration | 4,819,138.00 | 4,876,388.00 | 802,133.23 | 482,071.41 | 1,284,204.64 | 3,592,183.36 | 798,418.71 | 73.66% |
| 222-Library Replacement Fund | 222,000.00 | 222,000.00 | 2,061.89 | 0.00 | 2,061.89 | 219,938.11 | | 99.07% |
| 10-Administration | 222,000.00 | 222,000.00 | 2,061.89 | 0.00 | 2,061.89 | 219,938.11 | | 99.07% |
| 223-Library Special Reserve | 5,506,801.00 | 5,506,801.00 | 91,100.47 | 0.00 | 91,100.47 | 5,415,700.53 | 3,610.00 | 98.35% |
| 10-Administration | 5,506,801.00 | 5,506,801.00 | 91,100.47 | 0.00 | 91,100.47 | 5,415,700.53 | 3,610.00 | 98.35% |
| Total | 10,547,939.00 | 10,605,189.00 | 895,295.59 | 482,071.41 | 1,377,367.00 | 9,227,822.00 | 802,028.71 | 87.01% |

Report to Receive and File Town of Normal Expenditures for Payment as of 06/12/2024-07/10/2024

Library Fund

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|--------------------------------|----------------------------|---------------------------|
| ILLINOIS DEPARTMENT OF REVENUE | SALES TAX PAYMENT | 0.01 |
| US BANK/P-CARD | 3D PRINTING SPOOL - GREEN | 15.00 |
| US BANK/P-CARD | ADULT READING CHALLENGE | 25.00 |
| US BANK/P-CARD | FOUNDATION SUMMER READING | 938.12 |
| US BANK/P-CARD | MA/JU US BANK PCARDS REV | -1,296.01 |
| US BANK/P-CARD | OUTREACH - UNIT5 | 150.00 |
| US BANK/P-CARD | POST-IT NOTE PADS (30) | 167.89 |
| US BANK/P-CARD | SIGN & SING STORYTIME BI | 175.00 |
| US BANK/P-CARD | SUMMER READING CHALLENGE | 167.89 |
| US BANK/P-CARD | SUMMER READING KICKOFF IC | 15.00 |
| US BANK/P-CARD | TAPE REFILLS (2) | 938.12 |
| Library Fund | - Total | 1,296.02 |

Library Fund Library Administration

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|-----------------------------|----------------------------|---------------------------|
| ACE HARDWARE | OPERATING SUPPLIES | 56.16 |
| AMERENIP | APR 24 UTILITIES | 913.64 |
| BAKER & TAYLOR COMPANIES | ADULT BOOKS | 2,902.75 |
| BAKER & TAYLOR COMPANIES | ADULT FICTION | 464.10 |
| BAKER & TAYLOR COMPANIES | ADULT FICTION BOOKS | 248.32 |
| BAKER & TAYLOR COMPANIES | CHILDREN'S BOOKS | 1,715.34 |
| BAKER & TAYLOR COMPANIES | CHILDRENS BOOKS | 110.57 |
| BAKER & TAYLOR COMPANIES | YA BOOKS | 517.95 |
| BAKER & TAYLOR COMPANIES | YA FICTION | 222.77 |
| BAKER & TAYLOR COMPANIES | YA GRAPHIC NOVEL | 22.51 |
| BAKER & TAYLOR COMPANIES | YOUNG ADULT BOOKS | 35.64 |
| BAKER & TAYLOR CONTINUATION | ADULT - REF | 97.96 |
| BAKER & TAYLOR CONTINUATION | REFERENCE BOOKS | 273.08 |
| BARNES & NOBLE INC | ADULT BOOKS | 59.98 |
| BLACKSTONE PUBLISHING | ADULT AUDIOBLES | 85.89 |
| BOOKPAGE | PERIODICALS BOOKPAGE RENW | 1,116.00 |
| BRODART COMPANY | PROCESSING SUPPLIES | 319.44 |
| CENGAGE LEARNING INC | ADULT BOOKS | 502.31 |
| CENGAGE LEARNING INC | ADULT LG PRINT BOOKS | 306.64 |
| CENGAGE LEARNING INC | LARGE PRINT BOOKS | 239.99 |
| CENTER POINT LARGE PRINT | ADULT LG PRINT BOOKS | 241.26 |
| CIRBN, LLC | INTERNET SERVICE MONTHLY | 76.08 |

Report to Receive and File Town of Normal Expenditures for Payment as of 06/12/2024-07/10/2024

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|------------------------------------|----------------------------|---------------------------|
| DATA443 RISK MITIGATION, INC. | ANNUAL RANSOMWARE LICENSE | 800.00 |
| DELL MARKETING LP | MICROSOFT RENEW RES 6113 | 3,331.80 |
| DEMCO INC | CATALOG/PROCESS SUPPLIES | 412.92 |
| DRAMATISTS PLAY SERVICE | ADULT BOOKS - REQSTD PLAY | 29.99 |
| ELM USA INC | DISC CLEANER REPAIR | 570.49 |
| ELM USA INC | DISC CLEANING SUPPLIES | 1,144.95 |
| FRONTIER | MONTHLY PHONE BILL | 127.92 |
| HARLAN VANCE COMPANY | SUMMER READING NPL SHIRTS | 1,226.30 |
| HEYL,ROYSTER,VOELKER & ALLEN, P.C. | 5/16 PROFESSIONAL SERVICE | 400.00 |
| HUNGRY BUNNY, INC. | EVENT CREATIVE HARMONY | 3,000.00 |
| ILLINI FIRE EQUIPMENT CO | FIRE EXTINGUISHER INSPECT | 166.00 |
| KANOPY INC | DIGITAL CONTENT | 457.00 |
| KELSEY J KLOPFENSTEIN | LADY WHISTLEDOWN EVENT | 100.00 |
| KROGER-INDY CUSTOMER CHARGES | SNACKS FOR STAFF | 71.49 |
| LIBRARIES OF ILLINOIS RISK AGENCY | PROP/CASUALTY INSURANCE | 18,175.00 |
| MENARDS | 15QT CLRVW LATCH BOX | 19.96 |
| MENARDS | AIR PURIFIER | 69.99 |
| MENARDS | UTILITY BLADES/PAPER TOWE | 7.76 |
| MENARDS | WEED KILLER, LIGHT BULBS | 29.95 |
| MIDWEST TAPE | DIGITAL CONENT JUNE | 6,920.25 |
| MORGAN RONDINELLI | TUITION REIMB/MORGAN R/NP | 2,500.00 |
| MOTION PICTURE LICENSING CORP | UMBRELLA LIC 8/24-7/25 | 347.36 |
| OVERDRIVE, INC | DIGITAL CONTENT | 2,428.91 |
| OVERDRIVE, INC | DIGITAL CONTENT - AUDIOBO | 69.99 |
| OVERDRIVE, INC | DIGITAL CONTENT EBOOKS | 565.58 |
| PLAYAWAY PRODUCTS LLC | ADULT PLAYAWAY | 418.63 |
| PLAYAWAY PRODUCTS LLC | CHILDREN'S WONDERBOOK | 54.14 |
| POLK CITY DIRECTORIES | ADULT BOOKS | 364.00 |
| REACHING ACROSS IL LIBRARY SYSTEM | PUB ACCESS SOFTWARE-CREAT | 1,050.00 |
| RISK PROGRAM ADMINISTRATORS | CYBER LIABILITY INSURANCE | 2,271.00 |
| RISK PROGRAM ADMINISTRATORS | WORKERS COMP INSURANCE | 4,946.00 |
| Sheri Bruun | NPL REIMB/SHERI B.-HAND-S | 4.33 |
| TUMBLEWEED PRESS INC | RENEWL-AUDIOBOOK CLOUD | 899.00 |
| UNIQUE MANAGEMENT SERVICES INC | JUNE PLACEMENTS | 204.25 |
| UNIQUE MANAGEMENT SERVICES INC | LIBRARY PLACEMENTS | 161.25 |
| US BANK/P-CARD | \$120 CONTRACTUAL \$394 RE | 240.00 |
| US BANK/P-CARD | 3D PRINTING SPOOL - GRAY | 24.99 |
| US BANK/P-CARD | 3D PRINTING SPOOL - GREEN | 24.99 |

Report to Receive and File Town of Normal Expenditures for Payment as of 06/12/2024-07/10/2024

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|--------------------|----------------------------|---------------------------|
| US BANK/P-CARD | ADULT READING CHALLENGE | 24.99 |
| US BANK/P-CARD | BRIDGERTON PROGRAM FRUIT | 117.76 |
| US BANK/P-CARD | BRIDGERTON PROGRAM LUNCH | 99.31 |
| US BANK/P-CARD | BRIDGERTON PROGRAM PRINTE | 21.80 |
| US BANK/P-CARD | BRIDGERTON PROGRAM SUPPLI | 256.65 |
| US BANK/P-CARD | CHILDRENS BKS - PRINCESS | 26.87 |
| US BANK/P-CARD | COIN SEED ENVELOPES X360 | 376.92 |
| US BANK/P-CARD | COMIC BOOK CLUB ITEMS | 55.24 |
| US BANK/P-CARD | CREDIT - SPECIAL PROGRAM | -10.22 |
| US BANK/P-CARD | FOUNDATION SUMMER READING | 33.98 |
| US BANK/P-CARD | GARBAGE LINERS X500 | 175.74 |
| US BANK/P-CARD | GARDEN GOODIES SUPPLIES | 78.38 |
| US BANK/P-CARD | GENERATOR ADAPTER CORD | 60.92 |
| US BANK/P-CARD | HS SUMMER THEATRE SUPPLIE | 52.35 |
| US BANK/P-CARD | IL LIBRARY LAWS & RULES E | 60.00 |
| US BANK/P-CARD | LAMINATOR FILM ROLLS (2) | 217.41 |
| US BANK/P-CARD | LAPTOP CHARGER | 35.63 |
| US BANK/P-CARD | MA/JU US BANK PCARDS REV | -3,860.42 |
| US BANK/P-CARD | MAILED DISC CLEANER TO BE | 53.10 |
| US BANK/P-CARD | MONTHLY SUBSCRIPTION | 29.98 |
| US BANK/P-CARD | MORGAN RONDINELLI OUTREA | 340.00 |
| US BANK/P-CARD | NEW DVD - GET CARTER (1) | 54.08 |
| US BANK/P-CARD | NEW DVD REL. - POPULAR T | 91.67 |
| US BANK/P-CARD | NEW DVD REL. - AMERICAN S | 44.87 |
| US BANK/P-CARD | NEW DVD REL. - BREAK (1) | 129.73 |
| US BANK/P-CARD | NEW DVD REL. - DARKNESS O | 83.26 |
| US BANK/P-CARD | NEW DVD REL. - DRINKWATER | 111.22 |
| US BANK/P-CARD | NEW DVD REL. - LION IN WI | 41.25 |
| US BANK/P-CARD | NEW DVD REL. - MANIFEST S | 36.15 |
| US BANK/P-CARD | NEW DVD REL. - ONE LIFE (| 125.08 |
| US BANK/P-CARD | NEW DVD REL. - RAY DONOVA | 78.61 |
| US BANK/P-CARD | NEW DVD REL. - SCHINDLERS | 105.91 |
| US BANK/P-CARD | NEW DVD REL. - T.I.M. (1) | 14.95 |
| US BANK/P-CARD | NEW DVD REL. - WICKED LIT | 38.62 |
| US BANK/P-CARD | NORMAL LIVE MERCH | 8.79 |
| US BANK/P-CARD | NPL STICKERS X500 | 272.68 |
| US BANK/P-CARD | NPL TABLECLOTHS X2 | 541.88 |
| US BANK/P-CARD | OUTREACH - UNIT5 | 6.64 |

Report to Receive and File Town of Normal Expenditures for Payment as of 06/12/2024-07/10/2024

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|---------------------------|--------------------------------|---------------------------|
| US BANK/P-CARD | OUTREACH - UNIT5 CRAFT FO | 40.62 |
| US BANK/P-CARD | PEEP THIS CONTEST PRIZE | 52.90 |
| US BANK/P-CARD | PICKLEBALL PROGRAM EQUIPM | 32.66 |
| US BANK/P-CARD | PIZZA FOR MANDATORY PT ME | 108.15 |
| US BANK/P-CARD | PLAYS - REQUESTED - THE M | 64.89 |
| US BANK/P-CARD | PLAYS - REQUESTED- LION I | 96.99 |
| US BANK/P-CARD | POST-IT NOTE PADS (30) | 18.83 |
| US BANK/P-CARD | RANDI SUTTER CHILDREN'S | 1,745.62 |
| US BANK/P-CARD | RENEWAL OF LIBSYN ADULT | 27.98 |
| US BANK/P-CARD | STAFF HATS SUMMER 2024 | 583.68 |
| US BANK/P-CARD | STORAGE TRAVEL CASE SUMM | 150.13 |
| US BANK/P-CARD | SUMMER READING BOOK BUCK | 174.09 |
| US BANK/P-CARD | SUMMER READING CHALLENGE | 24.99 |
| US BANK/P-CARD | SUMMER READING KICKOFF IC | 59.55 |
| US BANK/P-CARD | TAPE REFILLS (2) | 8.79 |
| US BANK/P-CARD | TOILET PAPER AND PAPER TO | 138.22 |
| US BANK/P-CARD | WHEEL REPLACEMENT PARTS Y | 54.98 |
| US BANK/P-CARD | YARD SIGN HOLDERS STORYWA | 53.97 |
| US BANK/P-CARD | YOUTH SERVICES - COMIC BO | 101.62 |
| VALUE LINE PUBLISHING INC | ADULT BOOKS | 1,525.00 |
| VALUE LINE PUBLISHING INC | PUBLIC ACCESS SOFTWARE | 7,650.00 |
| VERIZON WIRELESS | NPL CELL PHONES | 246.95 |
| WALMART COMMUNITY BRC | COMIC BOOK CLUB-YOUTH | 122.60 |
| WALMART COMMUNITY BRC | DVDS | 390.04 |
| WALMART COMMUNITY BRC | PARTNER PROJ:HANDSEWN STU | 14.97 |
| WALMART COMMUNITY BRC | SP-OUTREACH SUPPLIES | 20.74 |
| WATTS COPY SYSTEMS, INC. | STAFF PRINTS | 49.51 |
| WORLD BOOK, INC | PUBLIC ACCESS SOFTWARE | 1,726.50 |
| Library Fund | Library Administration - Total | 79,481.32 |

Library Replacement Fund Library Administration

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|--------------------------|--------------------------------|---------------------------|
| US BANK/P-CARD | \$120 CONTRACTUAL \$394 RE | 394.00 |
| US BANK/P-CARD | LAPTOP CHARGER | 394.00 |
| US BANK/P-CARD | MA/JU US BANK PCARDS REV | -394.00 |
| Library Replacement Fund | Library Administration - Total | 394.00 |

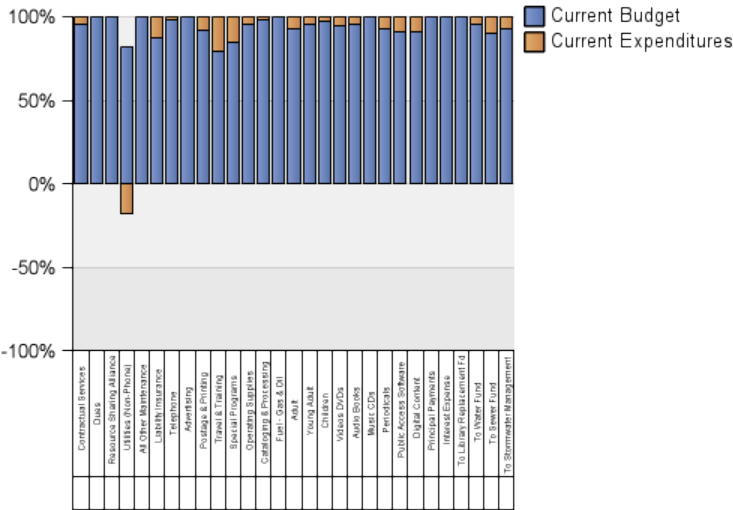
Library Special Reserve Library Administration

Report to Receive and File Town of Normal Expenditures for Payment as of 06/12/2024-07/10/2024

| <u>Vendor Name</u> | <u>Payment Description</u> | <u>Transaction Amount</u> |
|------------------------------------|---|---------------------------|
| MCKEE ENVIRONMENTAL INC | ASBESTOS CONSULTING SERVI | 19,895.00 |
| Library Special Reserve Library | Administration - Total | 19,895.00 |
| Overall - Total | | 101,066.34 |

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 | \$8,163.84 | \$35,521.28 | \$61,289.67 | \$170,000.00 | \$65,025.21 | \$131,000.00 | 38% | \$69,453.51 |
| | | | 221-9010-455.20-20 | Dues | \$0.00 | \$1,065.00 | \$0.00 | \$7,000.00 | \$5,935.00 | \$7,000.00 | 85% | \$0.00 |
| | | | 221-9010-455.24-10 | Resource Sharing Alliance | \$0.00 | \$0.00 | \$0.00 | \$72,800.00 | \$72,800.00 | \$72,800.00 | 100% | \$0.00 |
| | | | 221-9010-455.25-10 | Utilities (Non-Phone) | (\$15,533.36) | \$681.74 | \$5,129.35 | \$72,000.00 | \$81,722.27 | \$72,000.00 | 114% | (\$10,404.01) |
| | | | 221-9010-455.25-60 | All Other Maintenance | \$271.21 | \$1,924.83 | \$4,195.27 | \$58,200.00 | \$51,808.69 | \$58,200.00 | 89% | \$4,466.48 |
| | | | 221-9010-455.30-10 | Liability Insurance | \$7,217.00 | \$0.00 | \$42,783.00 | \$51,150.00 | \$1,150.00 | \$51,150.00 | 2% | \$50,000.00 |
| | | | 221-9010-455.30-15 | Telephone | \$204.00 | \$977.98 | \$5,754.10 | \$10,197.00 | \$3,260.92 | \$10,197.00 | 32% | \$5,958.10 |
| | | | 221-9010-455.30-20 | Advertising | \$0.00 | \$400.00 | \$0.00 | \$16,000.00 | \$15,600.00 | \$16,000.00 | 98% | \$0.00 |
| | | | 221-9010-455.30-25 | Postage & Printing | \$2,125.01 | \$2,750.96 | \$15,922.74 | \$23,600.00 | \$2,801.29 | \$23,600.00 | 12% | \$18,047.75 |
| | | | 221-9010-455.30-35 | Travel & Training | \$3,640.29 | \$1,829.36 | \$0.00 | \$14,200.00 | \$8,730.35 | \$14,200.00 | 61% | \$3,640.29 |
| | | | 221-9010-455.30-40 | Special Programs | \$3,600.45 | \$981.32 | \$2,985.36 | \$20,000.00 | \$12,432.87 | \$20,000.00 | 62% | \$6,585.81 |
| | | | 221-9010-455.35-10 | Operating Supplies | \$2,313.19 | \$1,954.84 | \$13,021.45 | \$49,000.00 | \$31,710.52 | \$49,000.00 | 65% | \$15,334.64 |
| | | | 221-9010-455.35-15 | Cataloging & Processing | \$319.44 | \$868.86 | \$10,329.48 | \$15,000.00 | \$3,482.22 | \$15,000.00 | 23% | \$10,648.92 |
| | | | 221-9010-455.35-50 | Fuel - Gas & Oil | \$0.00 | \$61.94 | \$0.00 | \$1,000.00 | \$938.06 | \$1,000.00 | 94% | \$0.00 |

| | | | | | | | | | |
|------------------------------------|---------------------------|------------------|-------------------|-------------------|---------------------|-------------------|---------------------|-------------|-------------------|
| 221-9010-455.36-10 | Adult | \$6,450.58 | \$10,388.03 | \$53,191.93 | \$85,000.00 | \$14,969.46 | \$85,000.00 | 18% | \$59,642.51 |
| 221-9010-455.36-20 | Young Adult | \$576.10 | \$1,119.25 | \$8,554.65 | \$12,000.00 | \$1,750.00 | \$12,000.00 | 15% | \$9,130.75 |
| 221-9010-455.36-25 | Children | \$1,891.93 | \$7,870.74 | \$53,127.60 | \$70,000.00 | \$7,109.73 | \$70,000.00 | 10% | \$55,019.53 |
| 221-9010-455.37-15 | Videos DVDs | \$868.27 | \$924.94 | \$5,621.88 | \$15,000.00 | \$7,584.91 | \$15,000.00 | 51% | \$6,490.15 |
| 221-9010-455.37-20 | Audio Books | \$504.52 | \$892.32 | \$8,603.16 | \$10,000.00 | \$0.00 | \$10,000.00 | 0% | \$9,107.68 |
| 221-9010-455.37-30 | Music CDs | \$0.00 | \$224.14 | \$0.00 | \$3,500.00 | \$3,275.86 | \$3,500.00 | 94% | \$0.00 |
| 221-9010-455.38-10 | Periodicals | \$1,116.00 | \$1,268.35 | \$8,483.27 | \$14,116.00 | \$3,248.38 | \$13,000.00 | 23% | \$9,599.27 |
| 221-9010-455.38-20 | Public Access Software | \$10,622.86 | \$12,736.81 | \$40,419.10 | \$110,134.00 | \$46,355.23 | \$93,000.00 | 42% | \$51,041.96 |
| 221-9010-455.39-10 | Digital Content | \$10,038.68 | \$18,451.92 | \$69,509.40 | \$98,000.00 | \$1,45519152E-11 | \$98,000.00 | 0% | \$79,548.08 |
| 221-9010-455.81-10 | Principal Payments | \$0.00 | \$0.00 | \$0.00 | \$170,000.00 | \$170,000.00 | \$170,000.00 | 100% | \$0.00 |
| 221-9010-455.82-10 | Interest Expense | \$0.00 | \$0.00 | \$0.00 | \$71,000.00 | \$71,000.00 | \$71,000.00 | 100% | \$0.00 |
| 221-9010-455.92-22 | To Library Replacement Fd | \$0.00 | \$37,000.00 | \$0.00 | \$222,000.00 | \$185,000.00 | \$222,000.00 | 83% | \$0.00 |
| 221-9010-455.95-02 | To Water Fund | \$128.74 | \$334.71 | \$0.00 | \$2,500.00 | \$2,036.55 | \$2,500.00 | 81% | \$128.74 |
| 221-9010-455.95-07 | To Sewer Fund | \$66.94 | \$71.28 | \$0.00 | \$600.00 | \$461.78 | \$600.00 | 77% | \$66.94 |
| 221-9010-455.95-10 | To Stormwater Management | \$50.60 | \$101.20 | \$0.00 | \$610.00 | \$458.20 | \$610.00 | 75% | \$50.60 |
| Summary | | 44,636.29 | 140,401.80 | 482,071.41 | 1,464,607.00 | 797,497.50 | 1,407,357.00 | 0.54 | 526,707.70 |

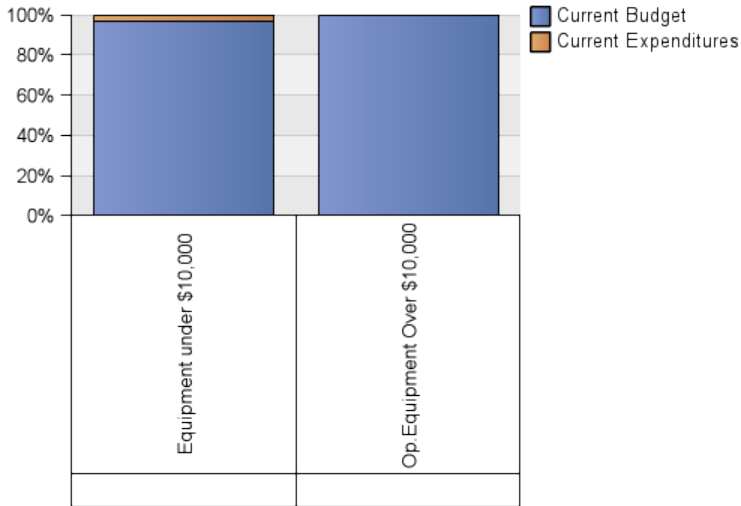
Jul 10, 2024

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Budget to Actual Expenditures

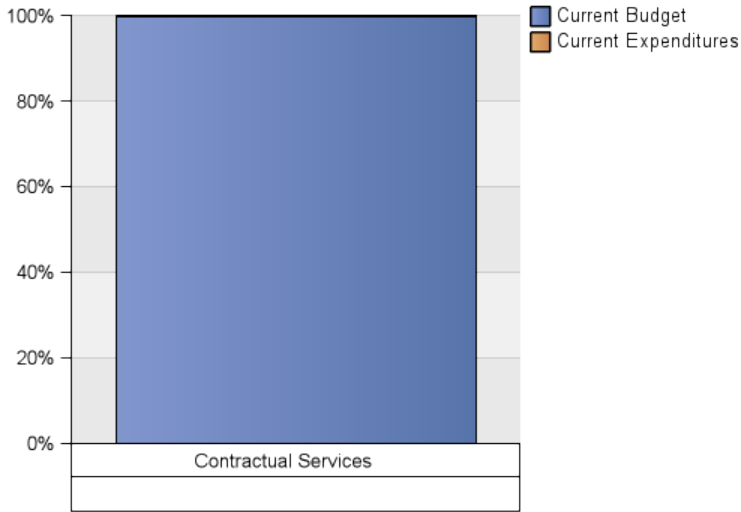
Library - Administration (Library Replacement Fund)



| 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 | \$394.00 | \$1,667.89 | \$0.00 | \$11,000.00 | \$8,938.11 | \$11,000.00 | 81% | \$394.00 |
| | | | 222-9010-455.75-10 | Op. Equipment Over \$10,000 | \$0.00 | \$0.00 | \$0.00 | \$211,000.00 | \$211,000.00 | \$211,000.00 | 100% | \$0.00 |
| | | | Summary | | 394.00 | 1,667.89 | 0.00 | 222,000.00 | 219,938.11 | 222,000.00 | 0.99 | 394.00 |

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 | \$19,895.00 | \$71,205.47 | \$0.00 | \$5,506,801.00 | \$5,415,700.53 | \$5,506,801.00 | 98% | \$19,895.00 |
| Summary | | | | | 19,895.00 | 71,205.47 | 0.00 | 5,506,801.00 | 5,415,700.53 | 5,506,801.00 | 0.98 | 19,895.00 |

NPL Circulation Statistics



June 2024

| | Year to Date | | | Month | | |
|--------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|
| | 2022-2023 | 2023-2024 | 2024-2025 | 2022 | 2023 | 2024 |
| Juvenile | | | | | | |
| Books | 104,292 | 117,432 | 40,879 | 42,065 | 46,927 | 11,800 |
| Videos | 711 | 1,054 | 158 | 355 | 426 | 50 |
| Audios | 3,606 | 4,368 | 1,348 | 1,439 | 1,663 | 528 |
| Magazines | 112 | 89 | 25 | 21 | 36 | 2 |
| Other | 653 | 159 | 58 | 69 | 67 | 12 |
| Juvenile - Total | 109,374 | 123,102 | 42,468 | 43,949 | 49,119 | 12,392 |
| Teen | | | | | | |
| Books | 4,511 | 4,508 | 1,589 | 2,131 | 1,898 | 431 |
| Audios | 14 | 9 | 12 | 11 | 8 | 2 |
| Magazines | 3 | 9 | 0 | 3 | 1 | 0 |
| Teen - Total | 4,528 | 4,526 | 1,601 | 2,145 | 1,907 | 433 |
| Adult | | | | | | |
| Books | 34,124 | 36,252 | 17,033 | 12,366 | 12,780 | 4,826 |
| Videos | 11,570 | 11,775 | 4,210 | 4,066 | 4,022 | 1,123 |
| Audios | 3,702 | 3,677 | 1,272 | 1,195 | 1,236 | 373 |
| Magazines | 668 | 850 | 211 | 290 | 337 | 53 |
| Other | 3,240 | 3,947 | 1,928 | 1,511 | 1,487 | 589 |
| Adult - Total | 53,304 | 56,501 | 24,654 | 19,428 | 19,862 | 6,964 |
| Digital Content | | | | | | |
| eAudiobooks | 5,578 | 8,010 | 9,957 | 1,920 | 2,735 | 3,420 |
| eBooks | 7,723 | 9,195 | 10,166 | 2,584 | 3,123 | 3,306 |
| Magazines | 437 | 351 | 1,228 | 167 | 145 | 379 |
| Music | 122 | 112 | 128 | 35 | 45 | 28 |
| Streaming Video | 709 | 792 | 917 | 221 | 275 | 333 |
| Content Passes | 42 | 59 | 83 | 17 | 19 | 29 |
| Digital Content - Total | 14,611 | 18,519 | 22,479 | 4,944 | 6,342 | 7,495 |
| Total Circulation | 181,817 | 202,648 | 91,202 | 70,466 | 77,230 | 27,284 |

NPL Collection Holdings



June 2024

| | Beginning Total | Ending Total | Current Month | | Year to Date | |
|-------------------------|-----------------|----------------|---------------|---------------|--------------|---------------|
| | | | Added (+) | Change | Added (+) | Change |
| Juvenile | | | | | | |
| Books | 80,633 | 80,665 | 214 | -182 | 1,230 | -1,376 |
| Videos | 974 | 930 | 0 | -44 | 0 | -52 |
| Audios | 2,023 | 2,067 | 1 | 43 | 35 | 50 |
| Magazines | 238 | 241 | 3 | 0 | 40 | 21 |
| Other | 103 | 103 | 0 | 0 | 0 | 0 |
| Juvenile - Total | 83,971 | 84,006 | 218 | -183 | 1,305 | -1,357 |
| Teen | | | | | | |
| Books | 4,526 | 4,279 | 42 | -289 | 130 | -248 |
| Audios | 30 | 30 | 0 | 0 | 0 | 0 |
| Magazines | 20 | 20 | 0 | 0 | 2 | 1 |
| Teen - Total | 4,576 | 4,329 | 42 | -289 | 132 | -247 |
| Adult | | | | | | |
| Books | 54,261 | 53,808 | 276 | -729 | 998 | -669 |
| Videos | 15,672 | 15,712 | 36 | 4 | 121 | -926 |
| Audios | 9,768 | 9,775 | 11 | -4 | 33 | -3 |
| Magazines | 1,426 | 1,497 | 77 | -6 | 306 | -158 |
| Other | 2,147 | 2,157 | 10 | 0 | 22 | 7 |
| Adult - Total | 83,274 | 82,949 | 410 | -735 | 1,480 | -1,749 |
| Total Collection | 171,821 | 171,284 | 670 | -1,207 | 2,917 | -3,353 |

NPL Digital Content by Month



Tracks the number of downloads or uses by month for our different digital content platforms.

| | 2.24 | 3.24 | 4.24 | 5.24 | 6.24 | |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--|
| eRead Illinois | | | | | | |
| eAudiobooks | 256 | 277 | 242 | 252 | 382 | |
| eBooks | 253 | 271 | 247 | 276 | 281 | |
| eRead Illinois Total | 509 | 548 | 489 | 528 | 663 | |
| Freanding | 1 | 2 | 1 | 0 | 0 | |
| Hoopla | | | | | | |
| eAudiobooks | 1,724 | 1,964 | 1,846 | 1,806 | 1,820 | |
| eBooks | 956 | 921 | 875 | 901 | 921 | |
| Movies/TV | 135 | 151 | 115 | 124 | 136 | |
| Music | 48 | 42 | 56 | 44 | 28 | |
| Hoopla Total | 2,863 | 3,078 | 2,892 | 2,875 | 2,905 | |
| Kanopy | | | | | | |
| Individual Titles Plays | 99 | 74 | 162 | 89 | 99 | |
| Plays Through Passes | 0 | 195 | 0 | 94 | 98 | |
| Kanopy Total Videos Played | 99 | 269 | 162 | 183 | 197 | |
| OverDrive | | | | | | |
| eAudio | 1269 | 1314 | 1175 | 1,216 | 1,218 | |
| eBooks | 2,210 | 2,272 | 2,217 | 2,343 | 2,104 | |
| Magazines | 580 | 521 | 310 | 539 | 379 | |
| OverDrive Total | 4,059 | 4,107 | 3,702 | 4,098 | 3,701 | |
| Total Downloads or Uses | | | | | | |
| eAudiobooks | 3,249 | 3,555 | 3,263 | 3,274 | 3,420 | |
| eBooks | 3,420 | 3,466 | 3,340 | 3,520 | 3,306 | |
| Magazines | 580 | 521 | 310 | 539 | 379 | |
| Music | 48 | 42 | 56 | 44 | 28 | |
| Streaming Video | 234 | 420 | 277 | 307 | 333 | |
| Hoopla 7-day BingePasses | 21 | 23 | 18 | 29 | 26 | |
| Kanopy Passes | 0 | 0 | 0 | 2 | 1 | |
| OverDrive 7-Day Passes | 15 | 6 | 5 | 0 | 2 | |
| Total Passes | 36 | 30 | 23 | 31 | 29 | |

NPL Monthly Statistics



June 2024

Library Card Registration

Registration - Fiscal Year 2025

| | Beginning count | Registered | Purged | Cards in force YTD | FY24 | FY23 |
|--------------|--------------------|------------|------------|-----------------------|---------------|---------------|
| Adult | 21,905 | 142 | -31 | 22,016 | 29,016 | 26,238 |
| Teen | 2,534 | 0 | 5 | 2,539 | 3,720 | 3,184 |
| Juvenile | 8,236 | 25 | -8 | 8,253 | 9,690 | 8,518 |
| Total | 32,678 | 167 | -34 | 32,808 | 42,426 | 37,940 |

| Patron Count | Current Month | Current YTD | FY24 | FY23 |
|-----------------------------|------------------|----------------|--------|--------|
| Door Count at 201 W College | 2,700 | 5,500 | 33,360 | 25,578 |

Interlibrary Loan and System Holds

| | Current Month | Current YTD | FY24 | FY23 |
|----------------------|------------------|----------------|--------|--------|
| Borrowed/Rec'd | 3,388 | 10,137 | 9,841 | 8,581 |
| Loaned | 2,854 | 7,633 | 8,581 | 8,933 |
| Reciprocal borrowing | 3,594 | 14,273 | 60,560 | 44,131 |

Public PCs

| | Total Uses | Total Time (hrs) | Average Session (min) | YTD Uses |
|------------------------|------------|---------------------|-----------------------------|----------|
| Public Desktops at 201 | 345 | 159 | 28 | 653 |

normalpl.org Site Statistics



June 2024

| | Annual Totals Year to Date | | | June | | |
|-----------------------------|----------------------------|---------|---------|--------|--------|--------|
| | FY 2023 | FY 2024 | FY 2025 | 2022 | 2023 | 2024 |
| Views & Sessions | | | | | | |
| Pageviews | 111,131 | 109,246 | 84,615 | 37,051 | 40,578 | 28,070 |
| Sessions | 52,915 | 55,619 | 44,668 | 18,822 | 21,016 | 14,846 |

Top Viewed Pages FY 2025

| | |
|-----------------------|--------|
| / | 36,876 |
| /events/upcoming | 5,411 |
| /events/month | 2,526 |
| /learning-resources | 1,910 |
| /summerreading | 1,868 |
| /planning | 1,695 |
| /employment | 1,524 |
| /events/month/2024/06 | 837 |
| /download-stream | 767 |
| /borrow | 689 |

Usage by Device FY 2025

| | |
|---------|-------|
| Desktop | 41.6% |
| Mobile | 56.5% |
| Tablet | 1.9% |

Top Viewed Pages June 2024

| | |
|-----------------------|--------|
| / | 12,188 |
| /events/upcoming | 2,032 |
| /summerreading | 884 |
| /events/month | 786 |
| /learning-resources | 554 |
| /employment | 431 |
| /planning | 347 |
| /events/month/2024/07 | 271 |
| /borrow | 221 |
| /challenges | 219 |

Usage by Device June 2024

| | |
|---------|-------|
| Desktop | 40.7% |
| Mobile | 57.2% |
| Tablet | 2.1% |



LIBRARY

The purpose of the Normal Public Library is to be an educational, cultural, informational, and recreational resource that enriches the quality of life for community residents. To accomplish this the library makes available print and non-print materials, educational and cultural programming, and has a knowledgeable and dedicated staff. Although the primary tool to accomplish the library's mission will be print material, the library will also strive to make efficient and effective use of new and emerging technologies to benefit the residents of Normal.

| Personnel Summary | 2022-23 | 2023-24 | 2024-25 |
|-----------------------------------|-----------|-----------|--------------|
| Library Administrator | 1 | 1 | 1 |
| Director of Adult Services | 1 | 1 | 1 |
| Director of Children's Services | 1 | 1 | 1 |
| Director of Audio/Video Tech | 1 | 1 | 1 |
| Technology and Facilities Manager | 1 | 1 | 1 |
| Librarian | 8 | 8 | 9 |
| Community Engagement Manager | 1 | 1 | 1 |
| Library Business Manager* | 1 | 1 | 0 |
| Graphic Designer | 1 | 1 | 1 |
| Library Technical Assistant | 2 | 2 | 3 |
| Library Assistant II | 3 | 3 | 2 |
| Building Maintenance | 1 | 1 | 1 |
| Office Associate* | 0 | 0 | 1 |
| Total Full-time | 22 | 22 | 23 |
| Assistant I | 20 | 20 | 19.50 |
| Total Part-time | 20 | 20 | 19.50 |
| TOTAL FTE EMPLOYEES | 42 | 42 | 42.50 |

*Noted positions were changed after April 1, 2023 and are reflected in FY2024-25.

FY2023-24 Accomplishments

- Awarded 2023 Illinois Public Library Per Capita Grant
- Awarded 2023 Illinois State Library Project Next Generation Grant funded by IMLS under the Library Services and Technology Act
- Awarded 2023 Illinois Prairie Community Foundation Grant
- Hired a new Office Associate
- Hired a new Maintenance Specialist
- Hired a new Business and Technology Librarian
- Began NPL Code Club
- Continued Partners in Reading with ISU
- Collaborated with Unit 5 by providing a library account for every student
- Collaborated with Bloomington Public Library and Connect Transit by providing one month of free transportation
- Improved accessibility to our collections
- Increased our offerings in our world languages collections
- Began our four-year Strategic Plan
- Completed a succession plan
- Resurfaced and striped the parking lot
- Replaced Book Nook Furniture

FY2024-25 Budget Highlights

- Improve quality and efficiency of operations by recruiting and training knowledgeable, skilled staff and seeking a leading edge with emerging technologies in the field of library science
- Continue to develop and offer quality collections, services, and events to serve our community and fulfill the library's mission and vision
- Add a Collection Development Librarian
- Provide library staff quality training to support the many services we offer our diverse community
- Optimize the facility to exceed the needs and expectations of our community
- Partner with the Normal Public Library Foundation to fund enriching and extraordinary community events
- Secure Illinois State Library grants to support growth and facility maintenance
- Advocate for library growth, funding, and community support with the Illinois Library Association's Ready, Set, Advocate toolkit
- Complete our four-year Strategic Plan

REVENUE BUDGET



| | ACTUAL FY2022-23 | ESTIMATED FY2023-24 | PROPOSED FY2024-25 | PROPOSED FY2025-26 | PROPOSED FY2026-27 | PROPOSED FY2027-28 | PROPOSED FY2028-29 |
|--|---------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Library Fund | | | | | | | |
| 221-0000-311.10-00 Property Tax | 3,897,482 | 3,962,164 | 4,203,164 | 4,329,259 | 4,459,137 | 4,592,911 | 4,730,698 |
| 221-0000-315.30-00 State Replacement Revenue | 391,476 | 300,100 | 240,000 | 204,000 | 204,000 | 204,000 | 204,000 |
| 221-0000-332.60-00 State Grants | 116,883 | 90,185 | 77,785 | 77,785 | 77,785 | 77,785 | 77,785 |
| 221-0000-347.20-00 Photocopy Fees | 8,978 | 8,400 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 221-0000-347.40-00 Local Grants | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| 221-0000-347.50-00 Replacements Books/AV | 8,335 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| 221-0000-381.70-00 Net Change in Fair Value | 1,876 | 0 | 0 | 0 | 0 | 0 | 0 |
| 221-0000-382.10-00 Investment Income | 53,578 | 50,000 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 |
| 221-0000-385.30-00 Donations | 1,790 | 1,000 | 1,000 | 1,000 | 200 | 200 | 200 |
| 221-0000-389.10-00 Miscellaneous | 3,550 | 4,000 | 4,000 | 200 | 200 | 200 | 200 |
| Library Fund Total | 4,483,948 | 4,421,649 | 4,574,749 | 4,661,044 | 4,790,122 | 4,923,896 | 5,061,683 |

EXPENDITURE BUDGET



| | ACTUAL FY2022-23 | ESTIMATED FY2023-24 | PROPOSED FY2024-25 | PROPOSED FY2025-26 | PROPOSED FY2026-27 | PROPOSED FY2027-28 | PROPOSED FY2028-29 |
|--|---------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 221 Library Fund | | | | | | | |
| Salaries & Wages | | | | | | | |
| 221-9010-455.10-10 Regular Salaries | 1,516,197 | 1,723,372 | 1,920,005 | 2,011,374 | 2,099,688 | 2,188,598 | 2,279,441 |
| 221-9010-455.11-10 Part-time Salaries | 400,964 | 681,564 | 725,764 | 756,470 | 767,598 | 778,726 | 778,726 |
| 221-9010-455.12-10 Overtime | 924 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Salaries & Wages Total | 1,918,085 | 2,405,936 | 2,646,769 | 2,768,844 | 2,868,286 | 2,968,324 | 3,059,167 |
| Benefits | | | | | | | |
| 221-9010-455.16-10 Employer Social Security | 142,586 | 182,696 | 199,019 | 208,183 | 215,335 | 222,278 | 228,537 |
| 221-9010-455.17-10 IMRF Retirement | 157,951 | 158,226 | 184,238 | 211,140 | 240,461 | 272,166 | 300,712 |
| 221-9010-455.18-10 Health & Dental Insurance | 247,056 | 309,715 | 373,755 | 403,752 | 427,201 | 451,005 | 485,785 |
| 221-9010-455.19-90 Other Personal Benefits | 4,527 | 7,500 | 8,000 | 8,500 | 9,000 | 9,500 | 10,000 |
| Benefits Total | 552,120 | 658,137 | 765,012 | 831,575 | 891,997 | 954,949 | 1,025,034 |
| Professional Services | | | | | | | |
| 221-9010-455.20-10 Contractual Services | 87,439 | 133,515 | 131,000 | 133,620 | 136,290 | 139,020 | 141,800 |
| 221-9010-455.20-20 Dues | 83,760 | 5,970 | 7,000 | 7,140 | 7,290 | 7,430 | 7,580 |
| 221-9010-455.24-10 Resource Sharing Alliance | 67,631 | 70,850 | 72,800 | 74,260 | 75,740 | 77,260 | 78,800 |
| Professional Services Total | 238,830 | 210,335 | 210,800 | 215,020 | 219,320 | 223,710 | 228,180 |
| Other Purchased Services | | | | | | | |
| 221-9010-455.30-10 Liability Insurance | 46,219 | 49,917 | 51,150 | 52,170 | 53,220 | 54,280 | 55,370 |
| 221-9010-455.30-15 Telephone | 7,567 | 10,274 | 10,197 | 10,400 | 10,610 | 10,820 | 11,040 |
| 221-9010-455.30-20 Advertising | 10,577 | 15,000 | 16,000 | 16,320 | 16,650 | 16,980 | 17,320 |
| 221-9010-455.30-25 Postage & Printing | 19,311 | 30,218 | 23,600 | 24,070 | 24,560 | 25,050 | 25,550 |
| 221-9010-455.30-35 Travel & Training | 10,475 | 11,485 | 14,200 | 14,505 | 14,820 | 9,500 | 9,710 |
| 221-9010-455.30-40 Special Programs | 22,539 | 15,000 | 20,000 | 20,400 | 20,810 | 21,230 | 21,650 |
| Other Purchased Services Total | 116,688 | 131,894 | 135,147 | 137,865 | 140,670 | 137,860 | 140,640 |
| Supplies | | | | | | | |
| 221-9010-455.35-10 Operating Supplies | 46,879 | 65,000 | 49,000 | 49,980 | 50,980 | 52,000 | 53,040 |
| 221-9010-455.35-15 Cataloging & Processing | 9,503 | 15,914 | 15,000 | 15,300 | 15,610 | 15,920 | 16,240 |
| 221-9010-455.35-50 Fuel - Gas & Oil | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 221-9010-455.35-80 Equipment under \$10,000 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 |
| Supplies Total | 56,382 | 82,914 | 65,000 | 66,280 | 67,590 | 68,920 | 70,280 |
| Transfers | | | | | | | |
| 221-9010-455.92-22 To Library Replacement Fd | 77,616 | 97,398 | 222,000 | 170,100 | 90,000 | 74,750 | 238,000 |
| 221-9010-455.92-23 Library Special Reserve | 0 | 750,000 | 0 | 0 | 0 | 0 | 0 |
| 221-9010-455.95-02 To Water Fund | 2,492 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| 221-9010-455.95-07 To Sewer Fund | 634 | 600 | 600 | 600 | 600 | 600 | 600 |
| 221-9010-455.95-10 To Storm Water Mgmt | 607 | 610 | 610 | 610 | 610 | 610 | 610 |
| Transfers Total | 81,349 | 851,108 | 225,710 | 173,810 | 93,710 | 78,460 | 241,710 |
| Property Maintenance | | | | | | | |
| 221-9010-455.25-10 Utilities (Non-Phone) | 55,743 | 69,000 | 72,000 | 76,000 | 80,000 | 84,000 | 88,000 |
| 221-9010-455.25-60 All Other Maintenance | 26,497 | 73,000 | 58,200 | 59,370 | 60,550 | 61,770 | 63,000 |
| Property Maintenance Total | 82,240 | 142,000 | 130,200 | 135,370 | 140,550 | 145,770 | 151,000 |
| Books | | | | | | | |
| 221-9010-455.36-10 Adult | 74,003 | 80,000 | 85,000 | 86,700 | 88,440 | 90,210 | 92,010 |
| 221-9010-455.36-15 Reference | 3,852 | 6,000 | 0 | 0 | 0 | 0 | 0 |
| 221-9010-455.36-20 Young Adult | 9,205 | 13,911 | 12,000 | 12,240 | 12,490 | 12,740 | 12,990 |
| 221-9010-455.36-25 Children | 58,804 | 92,742 | 70,000 | 71,400 | 72,830 | 74,290 | 75,770 |
| Books Total | 145,864 | 192,653 | 167,000 | 170,340 | 173,760 | 177,240 | 180,770 |
| Audio-Visual | | | | | | | |
| 221-9010-455.37-15 Videos DVDs | 15,245 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 221-9010-455.37-20 Audio Books | 8,523 | 15,000 | 10,000 | 10,200 | 10,400 | 10,620 | 10,830 |
| 221-9010-455.37-30 Music CDs | 3,087 | 4,500 | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 |
| Audio-Visual Total | 26,855 | 34,500 | 28,500 | 28,700 | 28,900 | 29,120 | 29,330 |
| Subscriptions | | | | | | | |
| 221-9010-455.38-10 Periodicals | 12,080 | 18,030 | 13,000 | 13,000 | 13,000 | 13,000 | 13,000 |
| 221-9010-455.38-20 Public Access Software | 71,569 | 93,500 | 93,000 | 94,860 | 96,760 | 98,700 | 100,670 |
| Subscriptions Total | 83,649 | 111,530 | 106,000 | 107,860 | 109,760 | 111,700 | 113,670 |
| Debt Services | | | | | | | |
| 221-9010-455.81-10 Principal Payments | 0 | 0 | 170,000 | 176,100 | 182,400 | 188,800 | 195,500 |
| 221-9010-455.82-10 Interest Expense | 0 | 0 | 71,000 | 64,900 | 58,600 | 52,200 | 45,500 |
| Debt Services Total | 0 | 0 | 241,000 | 241,000 | 241,000 | 241,000 | 241,000 |
| Digital Content | | | | | | | |
| 221-9010-455.39-10 Digital Content | 88,793 | 92,982 | 98,000 | 99,960 | 101,960 | 104,000 | 106,670 |
| Digital Content Total | 88,793 | 92,982 | 98,000 | 99,960 | 101,960 | 104,000 | 106,670 |
| 221 Library Fund Total | 3,390,855 | 4,913,989 | 4,819,138 | 4,976,624 | 5,077,503 | 5,241,053 | 5,587,451 |



LIBRARY REPLACEMENT

This fund establishes reserves to provide for the planned acquisition and replacement of equipment within the Library Fund. Implementation of this method serves several purposes:

- Programs capital improvements at a rate which assures that the community's investment in capital equipment will remain intact
- Provides a guideline for capital planning

The costs as presented represent estimated replacement cost less any estimated salvage value. Costs and replacement schedules are reviewed annually to ensure maximum accuracy in determining budget estimates.

FY2023-24 Accomplishments

- Replaced staff PC workstations
- Replaced network rack battery backups
- Replaced staff iPads
- Replaced staff MacBook Pro
- Replaced public and programming laptops
- Replaced postage meter

FY2024-25 Budget Highlights

- Replace security cameras
- Update VOIP phone system
- Replace wireless access points
- Replace network switches and firewall
- Replace four self checks
- Replace public laptops
- Replace staff PC workstations

REVENUE BUDGET



| | ACTUAL FY2022-23 | ESTIMATED FY2023-24 | PROPOSED FY2024-25 | PROPOSED FY2025-26 | PROPOSED FY2026-27 | PROPOSED FY2027-28 | PROPOSED FY2028-29 |
|---|---------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Library Replacement Fund | | | | | | | |
| 222-0000-381.70-00 Net Change in Fair Value | 1,388 | 0 | 0 | 0 | 0 | 0 | 0 |
| 222-0000-382.10-00 Investment Income | 29,906 | 20,300 | 20,300 | 20,300 | 20,300 | 20,300 | 20,300 |
| 222-0000-391.92-21 Transfer From Library Fund | 77,616 | 97,398 | 222,000 | 170,100 | 90,000 | 74,750 | 238,000 |
| Library Replacement Fund Total | 108,910 | 117,698 | 242,300 | 190,400 | 110,300 | 95,050 | 258,300 |

EXPENDITURE BUDGET



| | ACTUAL FY2022-23 | ESTIMATED FY2023-24 | PROPOSED FY2024-25 | PROPOSED FY2025-26 | PROPOSED FY2026-27 | PROPOSED FY2027-28 | PROPOSED FY2028-29 |
|---|---------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 222 Library Replacement Fund | | | | | | | |
| Supplies | | | | | | | |
| 222-9010-455.35-80 Equipment under \$10,000 | 29,154 | 54,280 | 11,000 | 20,100 | 24,000 | 29,750 | 3,000 |
| Supplies Total | 29,154 | 54,280 | 11,000 | 20,100 | 24,000 | 29,750 | 3,000 |
| Transfers | | | | | | | |
| 222-9010-455.92-23 Library Special Reserve | 0 | 1,640,000 | 0 | 0 | 0 | 0 | 0 |
| Transfers Total | 0 | 1,640,000 | 0 | 0 | 0 | 0 | 0 |
| Equipment | | | | | | | |
| 222-9010-455.75-10 Op.Equipment Over \$10,000 | 41,944 | 35,000 | 211,000 | 150,000 | 66,000 | 45,000 | 235,000 |
| Equipment Total | 41,944 | 35,000 | 211,000 | 150,000 | 66,000 | 45,000 | 235,000 |
| 222 Library Replacement Fund Total | 71,098 | 1,729,280 | 222,000 | 170,100 | 90,000 | 74,750 | 238,000 |



LIBRARY SPECIAL RESERVE

This fund is to support the development of the Town's library through expert studies and consultants, purchase of real estate site for buildings, construction of facility and the remodeling, repairing, improving and addition to existing facilities.

FY2023-24 Accomplishments

- Completed architectural designs for facility abatement and renovation
- Began facility abatement and renovation

FY2024-25 Budget Highlights

- Complete facility abatement and renovation
- Replace library furnishings

REVENUE BUDGET



| | ACTUAL FY2022-23 | ESTIMATED FY2023-24 | PROPOSED FY2024-25 | PROPOSED FY2025-26 | PROPOSED FY2026-27 | PROPOSED FY2027-28 | PROPOSED FY2028-29 |
|--|---------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Library Special Reserve Fund | | | | | | | |
| 223-0000-382.10-00 Investment Income | 15,213 | 32,000 | 16,000 | 500 | 500 | 500 | 500 |
| 223-0000-389.10-00 Miscellaneous | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| 223-0000-391.92-21 Transfer From Library Fund | 0 | 750,000 | 0 | 0 | 0 | 0 | 0 |
| 223-0000-381.70-00 Net Change in Fair Value | (20,887) | 0 | 0 | 0 | 0 | 0 | 0 |
| 223-0000-391.92-22 Transfer From Library Replacement | 0 | 1,640,000 | 0 | 0 | 0 | 0 | 0 |
| 223-0000-393.30-00 Financing Proceeds | 0 | 0 | 2,000,000 | 0 | 0 | 0 | 0 |
| Library Special Reserve Fund Total | (5,674) | 2,424,500 | 2,018,500 | 3,000 | 3,000 | 3,000 | 3,000 |