



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

August 21, 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 July 17, 2024
 - B. Approval of Normal Public Library Expenditures for Payment as of August 14, 2024
 - C. Board Policy on The Illinois Freedom of Information Act
 - D. Public Use of the Internet Policy
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Abatement and Renovation Project Funding update with Town of Normal Finance Director Andrew Huhn (Discussion)
9. UNFINISHED BUSINESS
 - A. Abatement and Renovation Project Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: September 18, 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
July 17, 2024**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Ronald J. Hill meeting Room 334, City Hall, Normal, Illinois of the Normal Public Library, Normal, Illinois on Wednesday, July 17, 2024. The meeting convened at 6:04 pm, President Beth Robb, presiding.

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

Members Absent: Amy Ersland, Treasurer, Terry Lindberg, Katelyn Trunnel, Vice President

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:** Mayor's Appreciation Reception attended at Heartland Community College
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

Foundation: Focus group efforts, development plan with Pat Grogg

Library Advocacy: Attended Mayor's Appreciation Reception, upcoming meeting

Library Planning: None

Capital Project: See UNFINISHED BUSINESS

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 June 19, 2024
 - B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$101,066.34 for expenditures, and \$179,586.31 for two payrolls as of July 5, 2024.
Ms. Lane motioned to approve. Ms. Ripley-Gataric seconded. Motion passed 4-0.
7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
No items removed.
8. **NEW BUSINESS**
 - A. FY 2026 Budget (discussion)
 - B. Staff Recognition (discussion)
9. **UNFINISHED BUSINESS**
 - A. Abatement and Renovation Update
10. **Board Comments and Concerns**
11. **Next Meeting Date:** August 21, 2024

12. Adjournment

Ms. Ripley-Gataric motioned to adjourn the meeting , Ms. Lane seconded. Meeting adjourned at 7:01 pm.

Secretary

Date

**Director's Report
August 21, 2024**

1. Monthly Financial Report

Revenue: The July operating revenues were up 2% compared to this time last year.

Expenses: A report showing expenses totaling \$546,233.62 from July 11 to August 14 is included in this packet. Two payrolls (July 19 and August 2) totaled \$182,945.33.

2. Circulation

Total circulation for July was 30,095, down 60% from July 2023, a result of our capital project and closed facility. July's circulation was a 10% increase over June.

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. I am attending budget training on Friday, August 23. Our budget will be entered into the system on or before September 20. I will present our budget for review to Town staff on October 16.

4. Capital Project

We are now in our fifth month of our capital project, we have processed four payment applications to general contractor Broeren Russo Builders, Inc. totaling \$546,088.27.

5. Summer Reading: Read, Renew, Repeat

Congratulations to all staff for making this summer's Read, Renew, Repeat a success. Final participation counts will be presented in my September report.

6. Non Regular Part Time Wage Increase

Following a review of comparison municipalities and in order to stay competitive, we have increased the library non regular part time hourly base rate effective August 1. Starting hourly rate is now \$16.50. Town of Normal Human Resource and Finance played strong support in this increase.

7. Staff Development

Staff have hired four new part time library assistants in the wake of some staff leaving at the end of the summer or in the next month. Michelle Woody, Office Associate, has proved a valuable contributor in coordinating our recruiting, hiring, and onboarding.

8. Strategic Planning

Staff have begun work on strategic planning. Our timeline includes surveying our trustees prior to mid September and including discussion of results for moving forward at our September Trustee meeting. Our objective for this interval is to update the current plan.

9. Professional Development

I have been appointed to the ILA Advocacy Committee, a three year term that began in July. Meetings are monthly and I have volunteered to assist in planning the Legislative breakfast agenda. I will meet with the directors of several central Illinois libraries on August 23 at the Bloomington Public Library.

10. Facilities

Additional signage for the branch library has been installed. There is now additional signage on the east and north sides of the building to better communicate our location. Signage will remain up in the Fell parking lot to discourage ISU students from parking for the better part

of August and September. We are currently working with vendors to provide solutions to our leaking roof and a few leaking windows. Lasting solutions are being considered.

Report to Receive and File Town of Normal Expenditures for Payment as of 07/11/2024-08/14/2024

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	ADULT READING CHALLENGE P	25.00
US BANK/P-CARD	ADULT READING CHALLENGE S	183.50
US BANK/P-CARD	SIGN & SING STORYTIME PRO	150.00
Library Fund	- Total	358.51

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
66DEGREES, LLC	GOOGLE WORKSPACE BUSINESS	4,550.88
66DEGREES, LLC	GWB ARCHIVED USERS	1,179.36
ACE HARDWARE	TUBE VINYL	2.78
ALERT SIGNAL & CONTROL CO	SERVICE CALL 4/10-6/25	455.00
AMERENIP	MAY 24 UTILITIES	712.54
AVANTI'S ITALIAN RESTAURANT	STAFF LUNCH	239.21
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,592.41
BAKER & TAYLOR COMPANIES	ADULT FICTION	51.89
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	5,163.25
BAKER & TAYLOR COMPANIES	YA BOOKS	902.07
BAKER & TAYLOR COMPANIES	YA FICTION	89.68
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	395.73
BILL'S KEY & LOCK SHOP	KEYS	5.52
BLACKSTONE PUBLISHING	ADULT - AUDIOBOOKS	95.46
BUSEY BANK	MO 4/JUL 2024 RENT	3,000.00
BUSEY BANK	MO 5/AUG2024 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	323.87
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	398.11
CENGAGE LEARNING INC	ADULT LG PRINT BOOKS	76.50
CENTER POINT LARGE PRINT	ADULT BOOKS LRG PRINT	196.56
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	49.50
CENTER POINT LARGE PRINT	ADULT LG PRINT BOOKS	196.56
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIVERSIFIED MECHANICAL INC	PREVENTIVE MAINT AGREEMNT	712.10
FASTSIGNS	PRINTING	229.70
FRONTIER	MONTHLY PHONE BILL	127.92
FRONTIER	PHONE SERVICE MONTHLY - L	-127.92
ILLINOIS LIBRARY ASSOCIATION	'24 ILA CONF REG JFISCHER	200.00
ILLINOIS LIBRARY ASSOCIATION	2024-25 ILA MBR A.ERSLAND	75.00

Report to Receive and File Town of Normal Expenditures for Payment as of 07/11/2024-08/14/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KANOPY INC	DIGITAL CONTENT	225.00
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROGRAMS SUPPLIES	78.72
KROGER-INDY CUSTOMER CHARGES	STAFF LUNCH	101.18
Laura Wilson	NPL KROGER COMIC BK CLUB	19.50
LYNGSOE SYSTEMS, INC.	8/29-8/29/25 SERV AGRMNT	14,450.00
Mackinaw District Public Lib.	DAMAGED BOOK FEE/ARTEMIS	22.00
MENARDS	ROUNDUP, GLOVES, TISSUE	47.12
MENARDS	STORAGE BOXES, PAPERTOWEL	37.74
MENARDS	TAPE	16.76
MENARDS	TOILET PAPER/ COUPLER/STO	53.66
MENARDS	WATER, CHEMICALS, REBATE	35.50
MIDWEST EQUIPMENT II	SERV EST LAWN BLOWER REPR	54.00
MIDWEST TAPE	DIGITAL CONTENT	7,159.60
NEW YORK TIMES COMPANY	PERIODICALS-NYT PRINT RNW	1,019.98
NICOR GAS	JUNE 2024 UTILITIES	172.11
NICOR GAS	MAY 24 UTILITIES	371.26
ORKIN EXTERMINATING CO	BEDBUG PREVENT SERV	350.00
OVERDRIVE, INC	DIGITAL CONTENT	2,282.23
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBOOK	117.49
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	240.49
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	74.99
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAYS	176.21
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	726.62
PLAYAWAY PRODUCTS LLC	CHILDREN'S PLAYAWAY	203.70
PLAYAWAY PRODUCTS LLC	CHILDRENS WONDERBOOKS	110.18
PLAYAWAY PRODUCTS LLC	DIGITAL CONTENT	389.94
QUADIENT, INC.	METER RENT/ONLINE MAINT	60.00
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	262.65
REACHING ACROSS IL LIBRARY SYSTEM	FIND MORE IL MEMBERSP FEE	2,250.00
RON SMITH PRINTING CO INC	MTHLY ACTIVITY GUIDE JULY	462.00
RON SMITH PRINTING CO INC	PRINTING	400.01
RUTHERFORD SUITES LLC	PARKING LOT LEASE PAYMENT	19,250.00
Sheri Bruun	REIMB/SHERI B - CREATE W/	23.50
SIKICH LLP	AUDIT SERVICES	1,200.00
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAXES (QTY 935)	112.20
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAXES 4/24-6/24	29.04
UNIQUE MANAGEMENT SERVICES INC	JULY PLACEMENTS	118.25
US BANK/P-CARD	14X MOBILE HOTSPOT DATA P	1,680.00

Report to Receive and File Town of Normal Expenditures for Payment as of 07/11/2024-08/14/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	2X WIRELESS KEYBOARD-MOUS	75.54
US BANK/P-CARD	6-18 PARKING CHICAGO (8 H	45.00
US BANK/P-CARD	ADULT BOOKS	31.98
US BANK/P-CARD	BOOK REQUESTS ADDL COPIE	115.35
US BANK/P-CARD	CHILDREN'S PATRON REQUEST	119.48
US BANK/P-CARD	DVDS (12)	214.78
US BANK/P-CARD	DVDS (3)	58.47
US BANK/P-CARD	DVDS (8)	154.64
US BANK/P-CARD	FAMILY PUZZLE PROGRAM PRI	25.00
US BANK/P-CARD	FOLDER WALL RACK	40.49
US BANK/P-CARD	GARDEN GOODIES TAKE & MAK	345.56
US BANK/P-CARD	LABEL MAKER TAPE X4-CHARG	29.68
US BANK/P-CARD	LED BULBS (3) BRUSH CUTT	196.94
US BANK/P-CARD	NEW MUSIC CD RELEASE	13.98
US BANK/P-CARD	NEXT GENERATION GRANT: PR	35.12
US BANK/P-CARD	OUTDOOR CANOPY TENT	99.99
US BANK/P-CARD	PAPER CRAFTING CLUB SUPPL	21.49
US BANK/P-CARD	PAPER CRAFTING PROGRAM SU	16.48
US BANK/P-CARD	PAPER TOWELS (54 ROLLS-PK	216.14
US BANK/P-CARD	PATRON REQ. VIDEOGAME	29.90
US BANK/P-CARD	PATRON REQUEST (1)	13.19
US BANK/P-CARD	PATRON REQUESTS (2)	26.19
US BANK/P-CARD	PATRON REQUESTS (4)	57.94
US BANK/P-CARD	POWER ADAPTER	35.98
US BANK/P-CARD	RECHARGEABLE LED LANTERN	53.92
US BANK/P-CARD	RENEWAL LIBSYN 324 PLAN -	15.00
US BANK/P-CARD	REPL. VIDEOGAME	21.03
US BANK/P-CARD	RETURN - DVD	-17.91
US BANK/P-CARD	SOAP REFILLS (2 PKS)	59.12
US BANK/P-CARD	STORY WALK YARD SIGN STAK	39.99
US BANK/P-CARD	SUBSCRIPTION RENEWAL	35.62
US BANK/P-CARD	SUMMER READING ADS 5-29 6	50.00
US BANK/P-CARD	SWIFTIE PAR-TAY CRAFT FOA	39.87
US BANK/P-CARD	SWIFTIE PAR-TAY CRAFT SUP	224.83
US BANK/P-CARD	SWIFTIE PAR-TAY SEWING NE	8.99
US BANK/P-CARD	SYMPATHY FLOWERS - BOB WE	96.95
US BANK/P-CARD	TOILET PAPER (12 ROLLS)	39.16
US BANK/P-CARD	TOILET PAPER (24 ROLLS)	87.68

Report to Receive and File Town of Normal Expenditures for Payment as of 07/11/2024-08/14/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	VIDEOGAME	81.98
US BANK/P-CARD	VIDEOGAMES (14)	484.95
US BANK/P-CARD	WIRELESS KEYBOARD & MOUSE	33.17
VERIZON WIRELESS	CELL PHONE MAY 29-JUN28	246.95
VERIZON WIRELESS	CELLPHONES 7/29-8/28	247.05
WALMART COMMUNITY BRC	DVDS, SPECIAL PROGRAMS	337.16
WATTS COPY SYSTEMS, INC.	IMAGES	960.64
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	325.20
Library Fund	Library Administration - Total	86,844.05

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BEST BUY BUSINESS ADVANTAGE ACCT	JBL IRX COLUMN PA SPEAKER	796.45
US BANK/P-CARD	EDUCATIONAL ELECTRONIC DE	214.50
US BANK/P-CARD	EPSON RECEIPT PRINTER	390.00
US BANK/P-CARD	THERMAL RECEIPT PRINTER	217.18
Library Replacement Fund	Library Administration - Total	1,618.13

Library Special Reserve Library Administration

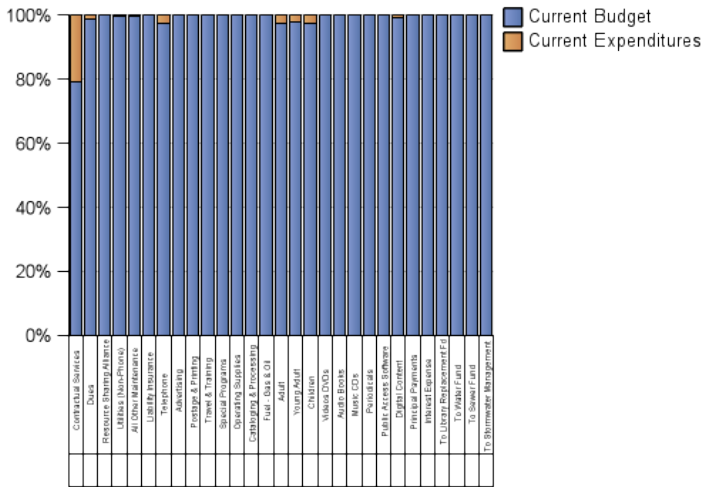
<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BROEREN RUSSO BUILDERS, INC.	P#21037 ABATEMENT/RENO	385,521.00
MCKEE ENVIRONMENTAL INC	ASBEST/AIR QUAL(6/17-7/20	27,600.00
STUDIO GC INC.	ABATEMENT & RENOVATION	44,291.93
Library Special Reserve	Library Administration - Total	457,412.93
Overall - Total		546,233.62

Expense		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
YTD Expense Pivot	221-Library Fund		4,574,749.00	4,574,749.00	2,373,458.72	51.88%	2,369,584.97	0.16%
YTD Expense Bar Chart	31110-Property Tax		4,203,164.00	4,203,164.00	2,149,604.32	51.14%	2,086,692.59	3.01%
Expense Transaction Log	31530-State Replacement Revenue		240,000.00	240,000.00	100,295.30	41.79%	181,113.02	-44.62%
	33260-State Grants		77,785.00	77,785.00	80,990.75	104.12%	77,785.60	4.12%
	34720-Photocopy Fees		8,000.00	8,000.00	423.26	5.29%	3,594.38	-88.22%
	34750-Replacements Books/AV		4,800.00	4,800.00	291.00	6.06%	2,304.02	-87.37%
	38210-Investment Income		36,000.00	36,000.00	41,443.58	115.12%	15,943.75	159.94%
	38530-Donations		1,000.00	1,000.00			540.60	-100.00%
	38910-Miscellaneous		4,000.00	4,000.00	410.51	10.26%	1,611.01	-74.52%
	222-Library Replacement Fund		242,300.00	242,300.00	73,916.30	30.51%	41,128.58	79.72%
YTD Revenue Pivot	38210-Investment Income		20,300.00	20,300.00	18,416.30	90.72%	8,662.58	112.60%
YTD Revenue Bar Chart	39192-Transfer From		222,000.00	222,000.00	55,500.00	25.00%	32,466.00	70.95%
	223-Library Special Reserve		2,018,500.00	2,018,500.00	23,349.76	1.16%	7,506.24	211.07%
Revenue Transaction Log	38210-Investment Income		16,000.00	16,000.00	23,349.76	145.94%	7,506.24	211.07%
	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	2,470,724.78	36.15%	2,418,219.79	2.17%

Expense		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
YTD Expense Pivot	221-Library Fund		4,819,138.00	4,876,388.00	1,109,824.38	483,178.75	1,593,003.13	3,283,384.87	1,117,523.99	67.33%
YTD Expense Bar Chart	10-Administration		4,819,138.00	4,876,388.00	1,109,824.38	483,178.75	1,593,003.13	3,283,384.87	1,117,523.99	67.33%
	222-Library Replacement Fund		222,000.00	222,000.00	3,680.02	0.00	3,680.02	218,319.98		98.34%
Expense Transaction Log	10-Administration		222,000.00	222,000.00	3,680.02	0.00	3,680.02	218,319.98		98.34%
	223-Library Special Reserve		5,506,801.00	5,506,801.00	548,513.40	0.00	548,513.40	4,958,287.60	3,610.00	90.04%
	10-Administration		5,506,801.00	5,506,801.00	548,513.40	0.00	548,513.40	4,958,287.60	3,610.00	90.04%
	Total		10,547,939.00	10,605,189.00	1,662,017.80	483,178.75	2,145,196.55	8,459,992.45	1,121,133.99	79.77%

Budget to Actual Expenditures

Library - Administration (Library Fund)

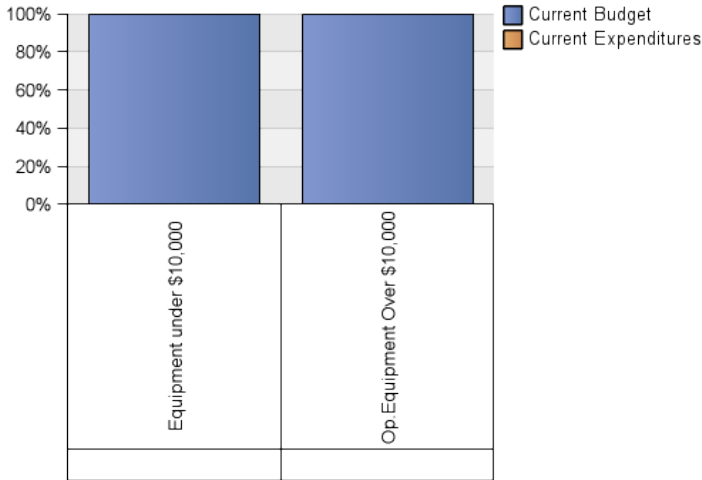


Expenditure Fiscal Year		Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Administration	221-9010-455.20-10 Contractual Services	\$44,569.02	\$50,577.49	\$55,757.23	\$170,000.00	\$19,096.26	11%	\$100,326.25	
		221-9010-455.20-20 Dues	\$75.00	\$3,315.00	\$0.00	\$7,000.00	\$3,610.00	\$7,000.00	52%	\$75.00
		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)	\$169.15	(\$13,595.71)	\$46,974.89	\$72,000.00	\$38,451.67	\$72,000.00	53%	\$47,144.04
		221-9010-455.25-60 All Other Maintenance	\$136.62	\$2,928.72	\$3,887.28	\$58,200.00	\$51,247.38	\$58,200.00	88%	\$4,023.90
		221-9010-455.30-10 Liability Insurance	\$0.00	\$25,392.00	\$24,608.00	\$51,150.00	\$1,150.00	\$51,150.00	2%	\$24,608.00
		221-9010-455.30-15 Telephone	\$247.05	\$1,505.01	\$5,056.10	\$10,197.00	\$3,388.84	\$10,197.00	33%	\$5,303.15
		221-9010-455.30-20 Advertising	\$0.00	\$450.00	\$0.00	\$16,000.00	\$15,550.00	\$16,000.00	97%	\$0.00
		221-9010-455.30-25 Postage & Printing	\$0.00	\$6,124.63	\$15,271.03	\$23,600.00	\$2,204.34	\$23,600.00	9%	\$15,271.03
		221-9010-455.30-35 Travel & Training	\$0.00	\$6,055.04	\$698.82	\$14,200.00	\$7,446.14	\$14,200.00	52%	\$698.82
		221-9010-455.30-40 Special Programs	\$0.00	\$3,163.58	\$2,853.88	\$20,000.00	\$13,982.54	\$20,000.00	70%	\$2,853.88
		221-9010-455.35-10 Operating Supplies	\$0.00	\$4,609.90	\$13,268.67	\$49,000.00	\$31,121.43	\$49,000.00	64%	\$13,268.67
		221-9010-455.35-15 Cataloging & Processing	\$0.00	\$1,217.98	\$10,504.35	\$15,000.00	\$3,277.67	\$15,000.00	22%	\$10,504.35
		221-9010-455.35-50 Fuel - Gas & Oil	\$0.00	\$315.76	\$0.00	\$1,000.00	\$684.24	\$1,000.00	68%	\$0.00
		221-9010-455.36-10 Adult	\$2,241.65	\$21,137.74	\$46,910.80	\$85,000.00	\$14,709.81	\$85,000.00	17%	\$49,152.45
		221-9010-455.36-20 Young Adult	\$249.07	\$2,682.80	\$7,340.13	\$12,000.00	\$1,728.00	\$12,000.00	14%	\$7,589.20

221-9010-455.36-25	Children	\$1,653.57	\$14,694.98	\$46,661.20	\$70,000.00	\$6,990.25	\$70,000.00	10%	\$48,314.77
221-9010-455.37-15	Videos DVDs	\$0.00	\$3,105.45	\$5,337.48	\$15,000.00	\$6,557.07	\$15,000.00	44%	\$5,337.48
221-9010-455.37-20	Audio Books	\$0.00	\$2,133.44	\$7,866.56	\$10,000.00	\$0.00	\$10,000.00	0%	\$7,866.56
221-9010-455.37-30	Music CDs	\$0.00	\$238.12	\$0.00	\$3,500.00	\$3,261.88	\$3,500.00	93%	\$0.00
221-9010-455.38-10	Periodicals	\$0.00	\$3,439.95	\$8,483.27	\$14,116.00	\$2,192.78	\$13,000.00	16%	\$8,483.27
221-9010-455.38-20	Public Access Software	\$0.00	\$24,409.67	\$40,419.10	\$110,134.00	\$45,305.23	\$93,000.00	41%	\$40,419.10
221-9010-455.39-10	Digital Content	\$572.44	\$38,130.02	\$59,297.54	\$98,000.00	\$0.00	\$98,000.00	0%	\$59,869.98
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	\$74,000.00	\$0.00	\$222,000.00	\$148,000.00	\$222,000.00	67%	\$0.00
221-9010-455.95-02	To Water Fund	\$0.00	\$594.70	\$0.00	\$2,500.00	\$1,905.30	\$2,500.00	76%	\$0.00
221-9010-455.95-07	To Sewer Fund	\$0.00	\$173.86	\$0.00	\$600.00	\$426.14	\$600.00	71%	\$0.00
221-9010-455.95-10	To Stormwater Management	\$0.00	\$202.40	\$0.00	\$610.00	\$407.60	\$610.00	67%	\$0.00
Summary		49,913.57	277,002.53	474,346.33	1,464,607.00	663,344.57	1,407,357.00	0.45	524,259.90

Budget to Actual Expenditures

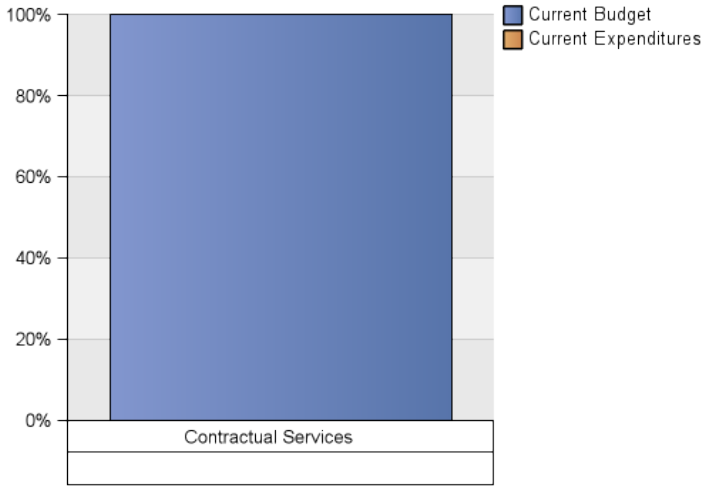
Library - Administration (Library Replacement Fund)



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	\$3,680.02	\$0.00	\$11,000.00	\$7,319.98	\$11,000.00	67%	\$0.00
			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	0.00	3,680.02	0.00	222,000.00	218,319.98	222,000.00	0.98	0.00	

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$548,513.40	\$109,621.80	\$5,506,801.00	\$4,848,665.80	\$5,506,801.00	88%	\$109,621.80
Summary					0.00	548,513.40	109,621.80	5,506,801.00	4,848,665.80	5,506,801.00	0.88	109,621.80

NPL Circulation Statistics



July 2024

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2022	2023	2024
Juvenile						
Books	147,466	161,353	53,027	43,174	43,921	12,148
Videos	1,008	1,522	193	297	468	35
Audios	5,253	6,006	2,120	1,647	1,638	772
Magazines	149	142	26	37	53	1
Other	740	234	67	87	75	9
Juvenile - Total	154,616	169,257	55,433	45,242	46,155	12,965
Teen						
Books	6,438	6,423	2,335	1,927	1,915	746
Audios	28	21	18	14	12	6
Magazines	4	9	-1	1	0	-1
Teen - Total	6,470	6,453	2,352	1,942	1,927	751
Adult						
Books	47,224	50,043	23,278	13,100	13,791	6,245
Videos	16,126	16,153	5,623	4,556	4,378	1,413
Audios	5,029	5,230	1,581	1,327	1,553	309
Magazines	971	1,173	286	303	323	75
Other	4,672	5,537	2,630	1,432	1,590	702
Adult - Total	74,022	78,136	33,398	20,718	21,635	8,744
Digital Content						
eAudiobooks	7,595	10,843	13,313	2,017	2,833	3,356
eBooks	10,613	12,481	13,579	2,890	3,286	3,413
Magazines	556	496	1,650	119	145	422
Music	162	166	176	40	54	48
Streaming Video	992	1,086	1,291	283	294	374
Content Passes	53	87	105	11	28	22
Digital Content - Total	19,971	25,159	30,114	5,360	6,640	7,635
Total Circulation	255,079	279,005	121,297	73,262	76,357	30,095

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NPL Collection Holdings



July 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	80,665	80,573	235	-327	1,465	-1,703
Videos	930	930	0	0	0	-52
Audios	2,067	2,074	19	-12	54	38
Magazines	241	256	15	0	55	21
Other	103	103	0	0	0	0
Juvenile - Total	84,006	83,936	269	-339	1,574	-1,696
Teen						
Books	4,279	3,991	39	-327	169	-575
Audios	30	30	0	0	0	0
Magazines	20	21	1	0	3	1
Teen - Total	4,329	4,042	40	-327	172	-574
Adult						
Books	53,808	52,842	299	-1,265	1,297	-1,934
Videos	15,712	15,732	39	-19	160	-945
Audios	9,775	9,784	17	-8	50	-11
Magazines	1,497	1,596	107	-8	413	-166
Other	2,157	2,163	7	-1	29	6
Adult - Total	82,949	82,117	469	-1,301	1,949	-3,050
Total Collection	171,284	170,095	778	-1,967	3,695	-5,320

NPL Digital Content by Month



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

	3.24	4.24	5.24	6.24	7.24	
eRead Illinois						
eAudiobooks	277	242	252	382	273	
eBooks	271	247	276	281	343	
eRead Illinois Total	548	489	528	663	616	
Freanding	2	1	0	0	1	
Hoopla						
eAudiobooks	1,964	1,846	1,806	1,820	1,824	
eBooks	921	875	901	921	999	
Movies/TV	151	115	124	136	162	
Music	42	56	44	28	48	
Hoopla Total	3,078	2,892	2,875	2,905	3,033	
Kanopy						
Individual Titles Plays	74	162	89	99	79	
Plays Through Passes	195	0	94	98	133	
Kanopy Total Videos Played	269	162	183	197	212	
OverDrive						
eAudio	1,314	1,175	1,216	1,218	1,259	
eBooks	2,272	2,217	2,343	2,104	2,070	
Magazines	521	310	539	379	422	
OverDrive Total	4,107	3,702	4,098	3,701	3,751	
Total Downloads or Uses						
eAudiobooks	3,555	3,263	3,274	3,420	3,356	
eBooks	3,466	3,340	3,520	3,306	3,413	
Magazines	521	310	539	379	422	
Music	42	56	44	28	48	
Streaming Video	420	277	307	333	374	
Hoopla 7-day BingePasses	23	18	29	26	21	
Kanopy Passes	0	0	2	1	1	
OverDrive 7-Day Passes	6	5	0	2	0	
Total Passes	30	23	31	29	22	

NPL Monthly Statistics



July 2024

Library Card Registration

Registration - Fiscal Year 2025

	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	22,016	155	-43	22,128	29,294	26,521
Teen	2,539	3	-2	2,540	3,717	3,188
Juvenile	8,253	418	-7	8,664	9,722	8,551
Total	32,678	576	-52	33,332	42,733	38,260

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	2,500	8,000	78,863	57,929

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,550	13,687	13,331	11,554
Loaned	2,837	10,470	11,523	12,102
Reciprocal borrowing	3,655	17,928	83,692	64,376

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	357	165	28	1,010

normalpl.org Site Statistics



July 2024

	Annual Totals Year to Date			July		
	FY 2023	FY 2024	FY 2025	2022	2023	2024
Views & Sessions						
Pageviews	145,564	143,483	0	34,433	34,237	0
Sessions	70,997	47,559	0	18,082	18,536	0

Top Viewed Pages FY 2025

/	56,739
/events/upcoming	7,032
/events/month	3,270
/summerreading	2,559
/learning-resources	2,416
/employment	2,107
/planning	2,024
/download-stream	998
/borrow	952
/events/month/2024/06	866

Usage by Device FY 2025

Desktop	41.9%
Mobile	56.3%
Tablet	1.8%

Top Viewed Pages July 2024

/	19,863
/events/upcoming	1,621
/events/month	744
/summerreading	691
/employment	583
/event/swiftie-par-tay-community-activity-center-31498	533
/learning-resources	506
/planning	329
/borrow	263
/events/month/2024/08	236

Usage by Device July 2024

Desktop	45.5%
Mobile	52.7%
Tablet	1.8%



Normal Public Library Trustee Action Report

August 21, 2024

Board Policy on The Illinois Freedom of Information Act

Prepared By: John Fischer

Reviewed By: Jennifer Williams

Staff Recommendation: Approval

Community Impact

The Illinois Freedom of Information Act (FOIA) (5 ILCS 140) allows the public to request and inspect public records from state and local government agencies, as well as other public entities. The law aims to increase transparency and protect citizens' privacy while also safeguarding the government's interests. This policy was established in accordance with this Act.

Budget Impact

No immediate budget impact.

Background

Updates to this policy are strictly administrative in nature, including number of staff update, physical and website addresses, modes of accepted requests, and types of information maintained under library control.

Strategic Alignment

Priorities 1-4

Board Policy on The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached. Our elected board of trustees are: Amy Erslund, Dylan Hile-Broad, Lynda Lane, Terry Lindberg, Erin Ripley-Gataric, Beth Robb, Katelyn Trunnell
 - C. The total amount of our operating budget for FY 2022-23 is \$4,554,625.
Funding sources are property taxes, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,962,164. Current year tax rate is 0.4320.
 - D. The office is located at 201 W. College Avenue, Normal, IL, 61761.
 - E. We have approximately the following number of persons employed:
 1. Full-time: 23
 2. Part-time: 48
 - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees which meets monthly on the third Wednesday, at 6:00 PM, at the Town of Normal, City Hall, Multi-Purpose Room 409.
 - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. <https://www.ilsos.gov/departments/library/about/home.html>
We report budgetary information to the Town of Normal. <https://www.normalil.gov/1114/Transparency>
- II. You may request the information and the records available to the public in the following manner:
 - A. Use request form, in writing, in person at the above address, or by email: foia@normalpl.org
 - B. Your request form should be directed to John Fischer, FOIA officer.
 - C. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual cost of copying color copies and other sized copies will be charged.

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Monthly Receipts and Disbursement Reports
 - C. Operating Budgets
 - D. Minutes of the Board of Trustees, Committees
 - E. Library Policies, including Materials Selection
 - F. Adopted Ordinances and Resolutions of the Board
 - G. Monthly and Annual Statistical Reports
 - H. Annual Audits and Reports
 - I. Job Descriptions

Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023; Amended March 20, 2024; Amended August 21, 2024.



REQUEST FOR INFORMATION UNDER THE ILLINOIS FREEDOM OF INFORMATION ACT

TYPE OF REQUEST (select all that apply): Accident Report Public Record

Requester's Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Person or Business you represent: _____

Is the a Commercial Request* YES NO

REPORT TO BE: Emailed (address above) Mailed (address above) Pick Up (you will be notified when ready)

Signature of Requester: _____ Date of Request: _____

FEES: Other Records \$.15/page after the first 50 pages Certified Records \$1.00/certification

*Unless otherwise notified, your request for public records will be complied with within *five* (5) working days after its receipt. Commercial requests will be complied with within 21 working days. PLEASE NOTE some records may be exempt and will be redacted or denied under the Illinois Freedom of Information Act.

Please complete ALL applicable information in order to process your request. BE SPECIFIC.

Report Number: _____ Date(s) of Record: _____

Location: _____

Name of Involved Person(s): _____

Birth Date of Involved Person(s): _____

Details of Records Being Requested: _____

(Library Use Only) DUE DATE: _____

August 2024 Packet 24



Normal Public Library Trustee Action Report

August 21, 2024

Public Use of the Internet Policy

Prepared By: John Fischer

Reviewed By: Jennifer Williams/Laura Golaszewski

Staff Recommendation: Approval

Community Impact

The Normal Public Library provides access to the Internet and encourages its use to enhance the level of services and resources available to our community in accordance with its mission.

Budget Impact

No immediate budget impact.

Background

This policy allows the community access to the internet and helps staff regulate that use in accordance with laws and establishing procedures and limited liability. Updates to this policy now include circulating technology that may allow access to the internet both inside and outside of our facility.

Strategic Alignment

Priorities 1-4

Normal Public Library - Public Use of the Internet Policy

The Normal Public Library provides access to the Internet and encourages its use to enhance the level of services and resources available to our community in accordance with its mission. The library does not offer Internet service as a substitute for other information sources, but as an additional choice among the diverse resources available. The Internet links individuals to the wider world of information exchange that has become a common medium of shared knowledge.

Internet access connects the Normal Public Library to the global community. The content of the Internet is not regulated or managed by traditional rules or laws of a single entity. The library does not, and cannot, control the information available on the Internet. Information found on the Internet should be carefully evaluated for its reliability, accuracy and currency. Library staff may provide limited assistance to users with their Internet information needs, as time and staff knowledge permits. Library patrons should be aware that an online Internet session can easily be viewed and heard by others.

I. The library requires that patrons use the Internet in a responsible manner that respects other individuals and protects the shared resources of the community.

- Patrons using the Internet must comply with all applicable municipal, Illinois, and Federal laws and regulations and all library policies.
- Patrons using the Internet must respect the rights, dignity, privacy, and convenience of others.
- Use of the library's workstations and circulating technology to access Internet sites that are obscene, child pornography, or harmful to minors is prohibited.
- Parents are responsible for supervising their minor children's use of the Internet at the library and while using circulating technology.
- Activities that compromise the security, efficiency, or condition of the library's computer resources are prohibited.
- Failure to comply with the requirements of this policy will result in disciplinary action up to and including the loss of Internet or library privileges.

II. The library disclaims any liability or responsibility arising from access to the Internet or use of information obtained through the Internet, or any consequences thereof.

- The library is not responsible for Internet content or its form of presentation.
- The library cannot guarantee the confidentiality of communications or transactions made on the Internet.
- The library is not responsible for any direct or indirect damages or charges incurred during use of the Internet at the library.

III. The library will establish procedures to assist staff and patrons in the use of the Internet and to maximize the availability of the shared computer workstations.

IV. User Acceptance

- Use of any of the Normal Public Library's computer and technology resources signifies the user's acceptance of the library's policies and procedures related to computers and Internet resources.

Normal Public Library | Strategic Plan 2021-2024

Priority 1: Enhance the patron experience.

Strategy 1: *Ensure Library offerings are convenient and easy to use.*

- Reach out with programs and services to the underserved.
- Support seniors through aging in place initiatives.
- Acknowledge and work to reduce digital divide; communicate via traditional means.

Strategy 2: *Meet patron needs in creative and resourceful ways.*

- Initiate interlibrary programming and collaboration.
- Proactively assess and maintain awareness of patrons' needs.

Priority 2: Engage our community.

Strategy 1: *Cultivate meaningful connections.*

- Offer intergenerational programming.
- Build and sustain strategic partnerships to deliver services to targeted audiences.
- Focus on equity, diversity and inclusion in our operations, collections and services.

Strategy 2: *Foster awareness.*

- Create and implement a communications plan to showcase the Library.
- Create talking points for staff, Board and Foundation Board.
- Identify and empower library champions.

Priority 3: Empower our team.

Strategy 1: *Equip our team to succeed.*

- Develop an organizational structure that optimizes the talents of our staff.
- Design and implement a One Library/One Team initiative, focused on service and teamwork.
- Create a staff contingency plan to ensure continuity of operations.

Strategy 2: *Encourage innovation and collaboration.*

- Identify opportunities for developing distinctive programming based on staff competencies.
- Provide structured opportunities for staff to share ideas and suggestions.
- Create mini grants to enable new initiatives.

Priority 4: Optimize our resources.

Strategy 1: *Maximize impact and efficiency of our board, staff, space, and funding.*

- Develop a space plan for current and future growth of the Library.
- Optimize collection development.
- Implement a Board succession and orientation plan.
- Continue to optimize public funding and work with Foundation to increase private funding.

Strategy 2: *Advocate for alternative revenues to enable exceptional Library experiences.*

- Recruit an advocacy committee to address public funding and facility needs.
- Engage volunteers (Board, Foundation Board, others) in advocating for Library funding.

Adopted by the Board of Trustees of Normal Public Library, February 2021