



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

**January 15, 2025 at 6 p.m.  
Town of Normal, City Hall, Executive Board Room 417**

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 December 18, 2024
  - B. Approval of Normal Public Library Expenditures for Payment as of January 13, 2025
  - C. Approval of Property/Casualty Insurance Renewal (LIRA) 2025
  - D. Approval of Workers’ Compensation Insurance Renewal (RPA) 2025
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Approval of Gift Policy (Action)
  - B. Approval of Reference Service Policy (Action)
  - C. Waive the formal bidding process and authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Omnia, TIPS, and GSA joint purchasing totaling \$991,260. (Action)
  - D. Approval of Per Capita Grant Application (Action)
  - E. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
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: February 19, 2025
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  
December 18, 2024**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in Executive Board Room 417, City Hall, Normal, Illinois on Wednesday, December 18, 2024. The meeting convened at 6:06 pm, President Beth Robb, presiding.

**Members Present:** Beth Robb, President, Katelyn Trunnel, Vice-President, Lynda Lane, Terry Lindberg

**Members Absent:** Secretary, Erin Ripley-Gataric, Treasurer, Amy Ersland, Dylan Hile-Broad

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

**Community Members Present:**

1. **Review of the Agenda:** Decided to table Executive Session until the January meeting
2. **President's Report:** Ms. Robb reported that the letter was distributed to the Mayor. The Mayor assisted in distributing the letter to all of the Council members.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**  
**Foundation:** Nothing to report, they will meet next week

**Library Advocacy:** Rep. Chung toured the library on December 2

**Library Planning:** No report

**Capital Project:** No report

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 November 20, 2024**
- B. **Approval of the Minutes of the Special Board Meeting of December 4, 2024**
- C. **Approval of Normal Public Library Expenditures for Payment, including \$181,273.32 for two payrolls, and \$168,698.02 for expenditures as of December 11, 2024**
- D. **Cyber Liability Insurance Renewal 2025**

Ms. Lane moved to approve the Omnibus Vote Agenda, Mr. Lindberg seconded.

Motion passed 4-0.

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

No items were removed.

8. **NEW BUSINESS**

**A. Gift Policy (Action)**

Tabled until the January meeting

**B. Social Media Policy (Action)**

Ms. Lane moved to approve. Ms. Trunnel seconded.

Motion passed 4-0.

**C. Authorize Library Director to Spend Library Reserves for Abatement and Renovation Not to Exceed \$7,506,801 as Budgeted for FY25 and FY26 (Action)**

Ms. Lane moved to approve. Mr. Lindberg seconded.

Motion passed 4-0.

**D. Per Capita Grant Application and Annual Review of Standards for Illinois Public Libraries**

**E. Executive Session: [5 ILCS 120/2(c)(1)] Personnel**

Tabled until the January meeting

**9. UNFINISHED BUSINESS**

A. Abatement and Renovation Project Update (Discussion)

**10. Suggested items for the Next Agenda**

A. Per Capita Grant Application Approval

B. Executive Session: Personnel

**11. Board Comments and Concerns**

**12. Next Meeting Date:** January 15, 2025

**13. Adjournment**

Ms. Lane motioned to adjourn the meeting, Ms. Trunnel seconded. Meeting adjourned at 7:13 pm.

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Secretary

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Date

## Director's Report January 15, 2025

### 1. Monthly Financial Report

- **Revenue:** The December operating revenues were up 1% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$ 1,160,086.10 from December 13 to December 14 is included in this packet. Please note a significant pay application to Broeren Russo Builders, Inc. There are also two payrolls (December 20 and January 3) totaling \$ 181,191.61.

### 2. Circulation

- Total circulation for December was 22,940 a decrease of 60% due to our renovation project and limited branch collection.

### 3. Capital Project

- We are now in our tenth month of our capital project, we have processed eight payment applications to general contractor Broeren Russo Builders, Inc. Our latest estimate for ongoing electrical work is \$232,753.44. Demo is underway on the west floors 1 and 2 and basement.

### 4. Facilities

- Temporary sealing of the windows has been completed.
- The grant application for the metal roof project is being submitted today.
- Nicor identified a number of older supply lines and is working to resolve the issue, after a report of natural gas odor from staff last week. The library will be responsible for an lines from the building supply and inspections will require any code updates.

### 5. Kudos to Staff

- My great appreciation to library staff for remaining flexible through our December move and finding space to work, keeping up spirits and service, and staying fresh on training as we move forward into 2025 and what will be a year of renewal.

# Report to Receive and File Town of Normal Expenditures for Payment as of 12/11/2024-01/13/2025

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	ADULT READING CHALLENGE N	1,255.27
US BANK/P-CARD	ADULT READING CHALLENGE P	25.00
US BANK/P-CARD	ADULT READING CHALLENGE S	173.50
US BANK/P-CARD	SIGN AND SING ASL STORYTI	150.00
US BANK/P-CARD	WINTER READING BINGO STIC	152.72
US BANK/P-CARD	WINTER READING PRIZES-CHI	3,409.42
Library Fund	- Total	5,165.91

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	FIRE ALARM PANEL RECONN	162.50
AMERENIP	OCT 24 UTILITIES	406.15
AMERENIP	SEPT 24 UTILITIES	814.62
AVANTI'S ITALIAN RESTAURANT	FOOD FOR WIZARD OF OZ PRO	153.85
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,290.01
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,293.17
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	242.40
BAKER & TAYLOR CONTINUATION	CONTINUATION ADULT BOOKS	89.96
BLACK BOOK	ADULT BOOKS	538.99
BLACKSTONE PUBLISHING	ADULT AUDIO BOOKS	82.62
BRODART COMPANY	CHILDREN'S BOOKS	66.15
BUSEY BANK	MO 10/JAN 2025 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	893.52
CENTER POINT LARGE PRINT	ADULT BOOKS	77.96
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
DEMCO INC	CATALOG/PROCESS SUPPLIES	101.28
DIRECT ENERGY SERVICES LLC	SEPT 24 UTILITIES	616.53
DIVERSIFIED MECHANICAL INC	ABATEMENT DUCTWORK PATCH	3,668.63
DIVERSIFIED MECHANICAL INC	FURNACE MAINTENANCE	1,033.62
DIVERSIFIED MECHANICAL INC	QRTLY HVAC MAINTENANCE	712.10
DIVERSIFIED MECHANICAL INC	THERMOSTAT REPLACEMENTS	3,592.75
FRONTIER	MONTHLY PHONE BILL	127.92
HEARTLAND PARKING INC	SNOW REMOVAL 12/12/24	336.25
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	BOARD CONSULT J.FISCHER	140.00
HF GROUP LLC	PROCESSING SUPPLIES	112.09
J.D. POWER	ADULT BOOKS	350.00
KANOPY INC	DIGITAL CONTENT	508.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/11/2024-01/13/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KONE INC	ANNUAL ELEVATOR MAINT PLN	2,883.72
KONE INC	ELEV ANNUAL INSPECTN 12/4	340.00
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROG-DEC TAKE&MAK	2.99
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROGRAMS SUPPLIES	17.32
MENARDS	ICE MELT	39.96
MENARDS	MISC SUPPLIES W/REBATE	86.05
MENARDS	OPERATING SUPPLIES	75.49
MENARDS	PORTABLE ELEC HEATER	70.94
NEWSBANK INC	PUBLIC ACCESS SOFTWARE	6,656.00
NICOR GAS	OCT 24 UTILITIES	144.41
ORKIN EXTERMINATING CO	MONTHLY PEST CONTROL @201	68.00
ORKIN EXTERMINATING CO	MONTHLY PEST CONTROL@206	136.00
OVERDRIVE, INC	DIGITAL CONTENT	2,543.31
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	357.19
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	694.33
RISK PROGRAM ADMINISTRATORS	LIABILITY INSURANCE	8,705.00
RON SMITH PRINTING CO INC	JAN ACTIVITY GUIDE	335.00
RON SMITH PRINTING CO INC	MTHLY ACTIVITY GUIDE-DEC	335.00
UNIQUE MANAGEMENT SERVICES INC	DEC PLACEMENTS (4)	43.00
UNIQUE MANAGEMENT SERVICES INC	NOVEMBER PLACEMENTS	86.00
US BANK/P-CARD	11-14-24 SEMI-ANNUAL LIRA	8.50
US BANK/P-CARD	ADULT BOOK (1)	39.99
US BANK/P-CARD	ADULT BOOK-PATRON REQUEST	23.99
US BANK/P-CARD	ADULT BOOKS-MONTHLY RENEW	15.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQUES	188.94
US BANK/P-CARD	ALL OTHER MAINTENANCE-CAR	50.00
US BANK/P-CARD	ANNUAL RENEWAL NEWSLETTER	3,150.70
US BANK/P-CARD	DVDS-MOVIE (1)	14.70
US BANK/P-CARD	DVDS-MOVIES (2)	37.47
US BANK/P-CARD	DVDS-MOVIES (3)	45.88
US BANK/P-CARD	DVDS-MOVIES (4)	67.79
US BANK/P-CARD	GAMES-PS5 (1) NSW (1)	119.98
US BANK/P-CARD	LUNCH FOR FULL DAY WALK-T	77.52
US BANK/P-CARD	MISC. OFFICE SUPPLIES-POS	66.42
US BANK/P-CARD	OPERATING SUPLIES-PLASTIC	74.32
US BANK/P-CARD	OPERATING SUPPLIES-2025 P	8.49
US BANK/P-CARD	OPERATING SUPPLIES-3D PRI	181.93
US BANK/P-CARD	OPERATING SUPPLIES-5.25	39.58

## Report to Receive and File Town of Normal Expenditures for Payment as of 12/11/2024-01/13/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OPERATING SUPPLIES-AA BAT	35.28
US BANK/P-CARD	OPERATING SUPPLIES-ACCOUN	27.90
US BANK/P-CARD	OPERATING SUPPLIES-BRANCH	50.38
US BANK/P-CARD	OPERATING SUPPLIES-MEETIN	32.69
US BANK/P-CARD	OPERATING SUPPLIES-NPL CU	25.90
US BANK/P-CARD	OPERATING SUPPLIES-PACKIN	40.22
US BANK/P-CARD	PERIODICAL 13-WEEK RENEWA	68.25
US BANK/P-CARD	PUBLIC ACCESS SOFTWARE-CR	95.88
US BANK/P-CARD	RADON SYSTEM SERVICE	225.00
US BANK/P-CARD	REFUND-DVD (1)	-26.71
US BANK/P-CARD	REFUND-SPECIAL PROGRAMS-A	-62.49
US BANK/P-CARD	SNOW ICE REMOVAL WINTER B	134.98
US BANK/P-CARD	SPECIAL PROGRAMS-ADULT OZ	283.39
US BANK/P-CARD	SPECIAL PROGRAMS-MESH POU	20.49
US BANK/P-CARD	SPLIT CHARGE-SPECIAL PROG	120.00
US BANK/P-CARD	TOILET BOWL CLEANER X12	51.89
US BANK/P-CARD	TRAINING-HOMELESS TRAININ	1,149.00
VERIZON WIRELESS	CELL PHONE NOV29-DEC28	247.30
VERIZON WIRELESS	CELLPHONES OCT29-NOV28	247.30
WALMART COMMUNITY BRC	SPECIAL PROG SUPPLY, DVDS	2,072.43
Washington District Library	DAMAGED BOOK FEE/I AM ZIO	11.00
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	248.57
WILCOX ELECTRIC & SERVICE INC	FELL AVE LIGHTPOLE INSTAL	3,006.00
YWCA OF MCLEAN COUNTY	DEI CONSULTING	100.00
Library Fund	Library Administration - Total	57,598.79

### Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BROEREN RUSSO BUILDERS, INC.	P#21037 ABATEMENT/RENOVAT	1,092,450.76
STUDIO GC INC.	ABATEMENT & RENOVATION	4,870.64
Library Special Reserve	Library Administration - Total	1,097,321.40
<b>Overall - Total</b>		<b>1,160,086.10</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2024-25

APM

0

9

April - December

**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
<b>221-Library Fund</b>	<b>4,574,749.00</b>	<b>4,574,749.00</b>	<b>4,369,700.23</b>	<b>95.52%</b>	<b>4,373,551.56</b>	<b>-0.09%</b>
31110-Property Tax	4,203,164.00	4,203,164.00	4,081,409.91	97.10%	3,945,185.32	3.45%
31530-State Replacement Revenue	240,000.00	240,000.00	137,150.64	57.15%	256,433.05	-46.52%
33260-State Grants	77,785.00	77,785.00	81,559.98	104.85%	86,573.58	-5.79%
34720-Photocopy Fees	8,000.00	8,000.00	423.26	5.29%	7,380.22	-94.26%
34750-Replacements Books/AV	4,800.00	4,800.00	1,500.44	31.26%	4,568.29	-67.16%
38210-Investment Income	36,000.00	36,000.00	66,687.91	185.24%	69,496.49	-4.04%
38530-Donations	1,000.00	1,000.00	105.74	10.57%	796.85	-86.73%
38910-Miscellaneous	4,000.00	4,000.00	862.35	21.56%	3,117.76	-72.34%
<b>222-Library Replacement Fund</b>	<b>242,300.00</b>	<b>242,300.00</b>	<b>131,174.43</b>	<b>54.14%</b>	<b>108,287.80</b>	<b>21.14%</b>
38210-Investment Income	20,300.00	20,300.00	20,174.43	99.38%	35,315.30	-42.87%
39192-Transfer From	222,000.00	222,000.00	111,000.00	50.00%	72,972.50	52.11%
<b>223-Library Special Reserve</b>	<b>2,018,500.00</b>	<b>2,018,500.00</b>	<b>52,074.30</b>	<b>2.58%</b>	<b>27,357.45</b>	<b>90.35%</b>
38210-Investment Income	16,000.00	16,000.00	52,074.30	325.46%	27,357.45	90.35%
38910-Miscellaneous	2,500.00	2,500.00				
39330-Financing Proceeds	2,000,000.00	2,000,000.00				
<b>Total</b>	<b>6,835,549.00</b>	<b>6,835,549.00</b>	<b>4,552,948.96</b>	<b>66.61%</b>	<b>4,509,196.81</b>	<b>0.97%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2024-25

APM

0

9

April - December

**Expense**

YTD Expense Pivot

YTD Expense Bar Chart

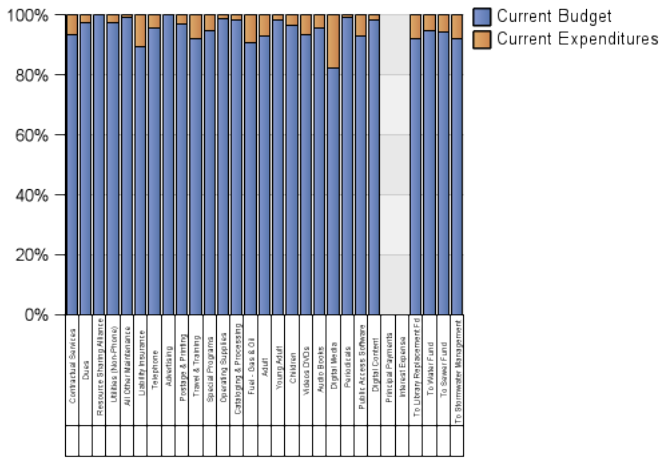
Expense Transaction Log

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
<b>221-Library Fund</b>	<b>4,819,138.00</b>	<b>4,890,388.00</b>	<b>2,499,242.71</b>	<b>317,296.68</b>	<b>2,816,539.39</b>	<b>2,073,848.61</b>	<b>2,695,002.24</b>	<b>42.41%</b>
10-Administration	4,819,138.00	4,890,388.00	2,499,242.71	317,296.68	2,816,539.39	2,073,848.61	2,695,002.24	42.41%
<b>222-Library Replacement Fund</b>	<b>222,000.00</b>	<b>222,000.00</b>	<b>16,462.84</b>	<b>0.00</b>	<b>16,462.84</b>	<b>205,537.16</b>	<b>19,583.31</b>	<b>92.58%</b>
10-Administration	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	19,583.31	92.58%
<b>223-Library Special Reserve</b>	<b>5,506,801.00</b>	<b>5,506,801.00</b>	<b>1,549,441.71</b>	<b>0.00</b>	<b>1,549,441.71</b>	<b>3,957,359.29</b>	<b>75,821.03</b>	<b>71.86%</b>
10-Administration	5,506,801.00	5,506,801.00	1,549,441.71	0.00	1,549,441.71	3,957,359.29	75,821.03	71.86%
<b>Total</b>	<b>10,547,939.00</b>	<b>10,619,189.00</b>	<b>4,065,147.26</b>	<b>317,296.68</b>	<b>4,382,443.94</b>	<b>6,236,745.06</b>	<b>2,790,406.58</b>	<b>58.73%</b>



### Budget to Actual Expenditures

Library - Administration (Library Fund )



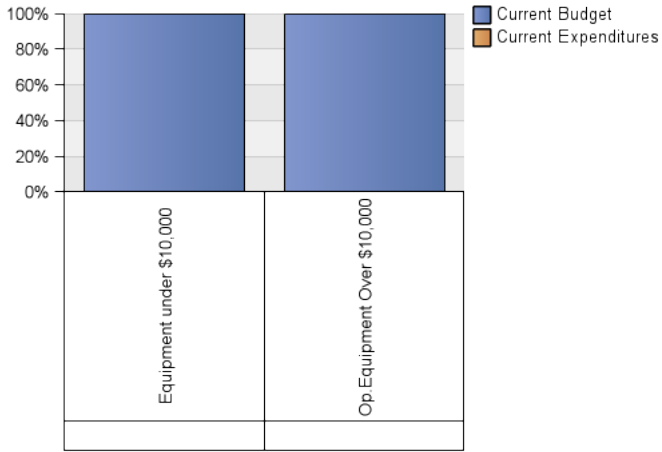
Expenditure Fiscal Year

Library Fund	Library	Administration	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	\$11,565.64	\$130,906.53	\$28,919.11	\$164,859.00	(\$6,532.28)	\$131,000.00	-4%	\$40,484.75
			221-9010-455.20-20 Dues	\$180.00	\$4,070.00	\$0.00	\$7,000.00	\$2,750.00	\$7,000.00	39%	\$180.00
			221-9010-455.24-10 Resource Sharing Alliance	\$0.00	\$74,016.50	\$0.00	\$74,017.00	\$0.50	\$72,800.00	0%	\$0.00
			221-9010-455.25-10 Utilities (Non-Phone)	\$2,015.58	\$16,250.13	\$32,715.69	\$81,947.00	\$30,965.60	\$72,000.00	38%	\$34,731.27
			221-9010-455.25-60 All Other Maintenance	\$547.92	\$32,736.83	\$3,127.46	\$69,733.00	\$33,320.79	\$58,200.00	48%	\$3,675.38
			221-9010-455.30-10 Liability Insurance	\$8,705.00	\$25,392.00	\$15,903.00	\$74,550.00	\$24,550.00	\$51,150.00	33%	\$24,608.00
			221-9010-455.30-15 Telephone	\$356.16	\$3,404.80	\$3,047.20	\$8,000.00	\$1,191.84	\$10,197.00	15%	\$3,403.36
			221-9010-455.30-20 Advertising	\$0.00	\$450.00	\$0.00	\$14,000.00	\$13,550.00	\$16,000.00	97%	\$0.00
			221-9010-455.30-25 Postage & Printing	\$670.00	\$12,250.26	\$8,677.28	\$22,028.00	\$430.46	\$23,600.00	2%	\$9,347.28
			221-9010-455.30-35 Travel & Training	\$1,235.02	\$12,214.66	\$148.82	\$14,200.00	\$601.50	\$14,200.00	4%	\$1,383.84
			221-9010-455.30-40 Special Programs	\$1,099.31	\$6,227.98	\$2,062.44	\$20,000.00	\$10,610.27	\$20,000.00	53%	\$3,161.75
			221-9010-455.35-10 Operating Supplies	\$532.68	\$7,986.62	\$12,707.39	\$49,000.00	\$27,773.31	\$49,000.00	57%	\$13,240.07
			221-9010-455.35-15 Cataloging & Processing	\$213.37	\$5,245.53	\$6,925.43	\$12,385.00	\$0.67	\$15,000.00	0%	\$7,138.80
			221-9010-455.35-50 Fuel - Gas & Oil	\$100.71	\$777.65	\$0.00	\$1,000.00	\$121.64	\$1,000.00	12%	\$100.71
			221-9010-455.36-10 Adult	\$5,271.89	\$44,122.34	\$22,706.06	\$71,833.00	(\$267.29)	\$85,000.00	0%	\$27,977.95
			221-9010-455.36-20 Young Adult	\$167.50	\$4,667.00	\$5,437.50	\$12,000.00	\$1,728.00	\$12,000.00	14%	\$5,605.00
221-9010-455.36-25 Children	\$2,598.21	\$29,476.37	\$31,011.78	\$70,000.00	\$6,913.64	\$70,000.00	10%	\$33,609.99			

		<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$1,063.05	\$6,093.49	\$3,275.16	\$15,000.00	\$4,568.30	\$15,000.00	30%	\$4,338.21
		<a href="#">221-9010-455.37-20</a>	Audio Books	\$439.81	\$3,967.04	\$5,593.15	\$10,000.00	\$9.09494702E-13	\$10,000.00	0%	\$6,032.96
		<a href="#">221-9010-455.37-30</a>	Digital Media	\$737.84	\$1,537.96	\$820.42	\$3,500.00	\$403.78	\$3,500.00	12%	\$1,558.26
		<a href="#">221-9010-455.38-10</a>	Periodicals	\$68.25	\$4,064.40	\$8,483.27	\$12,548.00	(\$67.92)	\$13,000.00	-1%	\$8,551.52
		<a href="#">221-9010-455.38-20</a>	Public Access Software	\$6,751.88	\$58,825.88	\$17,863.89	\$93,000.00	\$9,558.35	\$93,000.00	10%	\$24,615.77
		<a href="#">221-9010-455.39-10</a>	Digital Content	\$1,748.99	\$75,277.87	\$20,973.14	\$98,000.00	\$0.00	\$98,000.00	0%	\$22,722.13
		<a href="#">221-9010-455.81-10</a>	Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,000.00	0%	\$0.00
		<a href="#">221-9010-455.82-10</a>	Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,000.00	0%	\$0.00
		<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$18,660.00	\$148,160.00	\$0.00	\$222,800.00	\$55,980.00	\$222,000.00	25%	\$18,660.00
		<a href="#">221-9010-455.95-02</a>	To Water Fund	\$131.25	\$1,058.15	\$0.00	\$2,500.00	\$1,310.60	\$2,500.00	52%	\$131.25
		<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$35.64	\$312.08	\$0.00	\$600.00	\$252.28	\$600.00	42%	\$35.64
		<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$354.20	\$0.00	\$610.00	\$205.20	\$610.00	34%	\$50.60
Jan 13, 2025			<b>Summary</b>	<b>64,946.30</b>	<b>709,846.27</b>	<b>230,398.19</b>	<b>1,225,110.00</b>	<b>219,919.24</b>	<b>1,407,357.00</b>	<b>0.18</b>	<b>295,344.49</b>

### Budget to Actual Expenditures

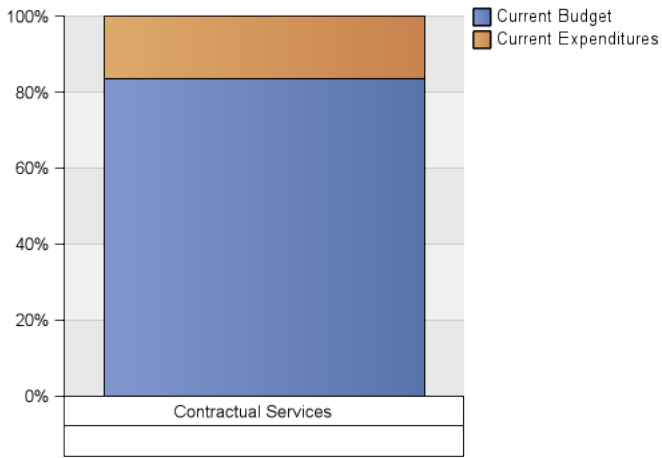
Library - Administration (Library Replacement Fund)



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	<a href="#">222-9010-455.35-80</a> Equipment under \$10,000	\$0.00	\$3,870.02	\$0.00	\$95,800.00	\$91,929.98	\$11,000.00	96%	\$0.00
			<a href="#">222-9010-455.75-10</a> Op. Equipment Over \$10,000	\$0.00	\$56,898.24	\$0.00	\$127,000.00	\$70,101.76	\$211,000.00	55%	\$0.00
			<b>Summary</b>	<b>0.00</b>	<b>60,768.26</b>	<b>0.00</b>	<b>222,800.00</b>	<b>162,031.74</b>	<b>222,000.00</b>	<b>0.73</b>	<b>0.00</b>

### 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	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$1,097,321.40	\$1,672,942.99	\$0.00	\$5,506,801.00	\$2,736,536.61	\$5,506,801.00	50%	\$1,097,321.40
<b>Summary</b>					<b>1,097,321.40</b>	<b>1,672,942.99</b>	<b>0.00</b>	<b>5,506,801.00</b>	<b>2,736,536.61</b>	<b>5,506,801.00</b>	<b>0.50</b>	<b>1,097,321.40</b>

# NPL Circulation Statistics



## December 2024

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2022	2023	2024
<b>Juvenile</b>						
Books	333,720	336,908	96,179	33,618	31,235	7,441
Videos	2,608	3,193	463	349	286	31
Audios	12,093	12,231	4,744	1,295	977	395
Magazines	836	273	33	526	22	0
Other	1,025	490	123	55	57	23
<b>Juvenile - Total</b>	<b>350,282</b>	<b>353,095</b>	<b>101,542</b>	<b>35,843</b>	<b>32,577</b>	<b>7,890</b>
<b>Teen</b>						
Books	13,003	12,935	4,807	1,022	1,105	399
Audios	64	66	24	1	6	3
Magazines	10	9	-1	2	0	0
<b>Teen - Total</b>	<b>13,077</b>	<b>13,010</b>	<b>4,830</b>	<b>1,025</b>	<b>1,111</b>	<b>402</b>
<b>Adult</b>						
Books	105,611	108,483	48,123	10,834	10,751	5,005
Videos	36,841	37,406	11,928	4,478	4,268	878
Audios	11,783	10,733	3,018	1,249	972	305
Magazines	2,341	2,500	721	319	248	71
Other	10,618	11,686	4,932	871	1,171	503
<b>Adult - Total</b>	<b>167,194</b>	<b>170,808</b>	<b>68,722</b>	<b>17,751</b>	<b>17,410</b>	<b>6,762</b>
<b>Digital Content</b>						
eAudiobooks	18,324	25,031	30,086	2,166	3,001	3,501
eBooks	24,483	28,158	29,405	2,748	3,257	3,381
Magazines	1,141	2,385	4,201	127	505	625
Music	356	361	414	41	38	39
Streaming Video	2,268	2,861	2,929	262	366	305
Content Passes	109	251	279	13	44	35
<b>Digital Content - Total</b>	<b>46,681</b>	<b>59,047</b>	<b>67,314</b>	<b>5,357</b>	<b>7,211</b>	<b>7,886</b>
<b>Total Circulation</b>	<b>577,234</b>	<b>595,960</b>	<b>242,408</b>	<b>59,976</b>	<b>58,309</b>	<b>22,940</b>

# NPL Collection Holdings



## December 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	80,935	81,142	286	-79	3,311	-2,980
Videos	934	934	0	0	1	-49
Audios	2,091	2,110	19	0	109	19
Magazines	151	155	4	0	112	-137
Other	45	45	0	0	6	-64
<b>Juvenile - Total</b>	<b>84,156</b>	<b>84,386</b>	<b>309</b>	<b>-79</b>	<b>3,539</b>	<b>-3,211</b>
<b>Teen</b>						
Books	4,105	4,112	12	-5	324	-609
Audios	27	27	0	0	0	-3
Magazines	5	6	1	0	4	-15
<b>Teen - Total</b>	<b>4,137</b>	<b>4,145</b>	<b>13</b>	<b>-5</b>	<b>328</b>	<b>-627</b>
<b>Adult</b>						
Books	52,652	52,726	284	-210	2,748	-3,501
Videos	15,737	15,774	47	-10	390	-1133
Audios	9,793	9,791	6	-8	84	-38
Magazines	922	1,020	98	0	887	-1216
Other	2,244	2,254	11	-1	70	56
<b>Adult - Total</b>	<b>81,348</b>	<b>81,565</b>	<b>446</b>	<b>-229</b>	<b>4,179</b>	<b>-5,832</b>
<b>Total Collection</b>	<b>169,641</b>	<b>170,096</b>	<b>768</b>	<b>-313</b>	<b>8,046</b>	<b>-9,670</b>

# NPL Digital Content by Month



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

	8.24	9.24	10.24	11.24	12.24	
<b>eRead Illinois</b>						
eAudiobooks	297	310	256	225	293	
eBooks	393	290	298	277	378	
<b>eRead Illinois Total</b>	<b>690</b>	<b>600</b>	<b>554</b>	<b>502</b>	<b>671</b>	
<b>Freanding</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Hoopla</b>						
eAudiobooks	1,790	1,904	1,921	1,855	2,003	
eBooks	968	848	960	913	990	
Movies/TV	159	145	131	158	137	
Music	44	46	45	64	39	
<b>Hoopla Total</b>	<b>2,961</b>	<b>2,943</b>	<b>3,057</b>	<b>2,990</b>	<b>3,169</b>	
<b>Kanopy</b>						
Individual Titles Plays	73	98	105	94	91	
Plays Through Passes	114	130	108	118	77	
<b>Kanopy Total Videos Played</b>	<b>187</b>	<b>228</b>	<b>213</b>	<b>212</b>	<b>168</b>	
<b>OverDrive</b>						
eAudio	1,240	1,214	1,130	1,130	1,205	
eBooks	2,018	1,842	1,842	1,796	2,013	
Magazines	445	407	506	568	625	
<b>OverDrive Total</b>	<b>3,703</b>	<b>3,463</b>	<b>3,478</b>	<b>3,494</b>	<b>3,843</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	3,327	3,428	3,307	3,210	3,501	
eBooks	3,379	2,980	3,100	2,986	3,381	
Magazines	445	407	506	568	625	
Music	44	46	45	64	39	
Streaming Video	246	373	344	370	305	
<b>Hoopla 7-day BingePasses</b>	<b>25</b>	<b>26</b>	<b>29</b>	<b>31</b>	<b>27</b>	
<b>Kanopy Passes</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>3</b>	
<b>OverDrive 7-Day Passes</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>5</b>	
<b>Total Passes</b>	<b>30</b>	<b>29</b>	<b>40</b>	<b>40</b>	<b>35</b>	

# NPL Monthly Statistics



## December 2024

### Library Card Registration

	Fiscal Year 2025			Cards in force YTD	FY24	FY23
	Beginning count	Registered	Purged			
Adult	22,787	112	-46	22,853	21,134	27,466
Teen	1,813	3	38	1,854	2,519	3,330
Juvenile	8,394	7	-101	8,300	8,243	9,142
<b>Total</b>	<b>32,994</b>	<b>122</b>	<b>-109</b>	<b>33,007</b>	<b>31,896</b>	<b>39,938</b>

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	1,800	19,800	166,970	133,805

### Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,093	30,191	31,096	28,203
Loaned	2,267	22,578	26,567	27,325
Reciprocal borrowing	2,054	29,894	171,295	152,106

### Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	247	136	33	2,654



# normalpl.org Site Statistics



## December 2024

	Annual Totals Year to Date			December		
	FY 2023	FY 2024	FY 2025	2022	2023	2024
<b>Views &amp; Sessions</b>						
Pageviews	307,461	327,999	251,665	30,463	27,212	23,026
Sessions	154,235	165,020	123,826	14,857	17,139	11,485

### Top Viewed Pages FY 2025

/	124,143
/events/upcoming	14,558
/events/month	6,939
/learning-resources	5,575
/employment	4,375
/planning	3,092
/summerreading	2,756
/challenges	2,291
/borrow	2,031
/download-stream	1,868

### Usage by Device FY 2025

Desktop	44.8%
Mobile	53.3%
Tablet	1.9%

### Top Viewed Pages December 2024

/	12,276
/events/upcoming	1,023
/challenges	917
/learning-resources	642
/events/month	562
/events/month/2025/01	345
/employment	336
/event/kid-market-applications-open-33766	236
/download-stream	192
/borrow	181

### Usage by Device Dec 2024

Desktop	47.3%
Mobile	50.6%
Tablet	2.1%



## **Normal Public Library Trustee Action Report**

January 15, 2025

### **Approval of Renewal in the Libraries of Illinois Risk Agency Insurance Program, Workers' Compensation and Liability/Property**

Prepared by: John Fischer

Reviewed by: NA

Staff Recommendation: Approval

#### **Community Impact**

To maintain continued operations for the Library it is important for the Library to keep coverage for the protection of its property, personnel, and cyber liability. This program also promotes valuable risk management, highlighting our greatest threats and potential opportunities, allowing our library to become stronger. Effective risk management will benefit our library in a variety of ways.

#### **Budget Impact**

Allocated funds in the Library's operating budget account for participation in LIRA for both FY25 and FY26.

#### **Background**

The director received valuable input regarding the positive attributes of joining LIRA from multiple libraries in Illinois. Normal Public Library joined LIRA in May of 2024.

#### **Strategic Alignment**

Priorities 1-4



# Property/Casualty Invoice

December 31, 2024 through December 31, 2025

## Libraries of Illinois Risk Agency (LIRA)

### Normal Public Library

**DUE BY January 31, 2025**

Coverage Description	Company	Policy #	Effective Date	Amount Due:
Package Policy	Certain Underwriters at Lloyd's	PK1031024	12/31/2024	\$6,271.42
Excess Property	Federal Insurance Company	3604-63-43	12/31/2024	\$8,037.28
Boiler & Machinery	Federal Insurance Company	7643-40-40	12/31/2024	\$426.63
Excess Liability (\$5M XS \$1M; \$5M XS \$6M)	Hudson Excess Ins. Co.; Evanston Ins. Co.	GAXS000081-01; MKLV3EUE101887	12/31/2024	\$2,962.32
Volunteer Accident	Berkley Life and Health Ins. Co.	PAI L219020352101	12/31/2024	\$520.62
Cyber Liability	Palomar Excess and Surplus Ins. Co.	PLMCBSHWOQ0UYZ003	12/31/2024	\$3,602.00
Gallagher Crisis Protect (GCP)	Certain Underwriters at Lloyd's	B1262FC0262325	12/31/2024	\$2,151.73
Administration/Brokerage Service Fee	Arthur J. Gallagher RMS	N/A	12/31/2024	\$3,561.35
Claims Administration Fee	Gallagher Bassett Services	N/A	12/31/2024	\$1,026.09
Loss Control Services	Gallagher Bassett Services	N/A	12/31/2024	\$1,100.00
Sponsorship Fee	ILA Sponsorship Fee	N/A	12/31/2024	\$250.00
Operation's Fee	Libraries of Illinois Risk Agency	N/A	12/31/2024	\$747.00
Loss Fund - Package	Libraries of Illinois Risk Agency	N/A	12/31/2024	\$5,497.85
<b>Total Due:</b>				<b>\$36,154.30</b>

**PLEASE MAKE CHECK PAYABLE TO Libraries of Illinois Risk Agency AND REMIT TO:**  
 Libraries of Illinois Risk Agency C/o ILA  
 560 W. Washington Blvd., Suite 330  
 Chicago, IL 60661-2692

**DUE BY January 31, 2025**



Rolling Meadows, IL 60008  
 Phone: (630)773-3800

Normal Public Library District  
 206 W College Ave  
 Normal, IL 61761-4511

<b>Invoice #</b> 5400271	Page 1 of 1
Account Number	Date
NORMPUB-02	12/16/2024
BALANCE DUE ON	
12/31/2024	
AMOUNT PAID	Amount Due
	\$8,705.00

Workers Compensation    PolicyNumber: 83WEBG5H0Y    Company: Trumbull Insurance Company    Effective: 12/31/2024 to 12/31/2025

Client	Item #	Trans Eff Date	Due Date	Trans	Description	Amount
Normal Public Library District	36723803	12/31/2024	12/31/2024	RENB	Workers Compensation	\$8,451.00
Normal Public Library District	36723804	12/31/2024	12/31/2024	CFEE	Expense Constant	\$160.00
Normal Public Library District	36723807	12/31/2024	12/31/2024	ASMT	State Assessment	\$94.00
Total Invoice Balance:						\$8,705.00

Please include invoice number with your remittance to expedite processing.

Please send your remittance to:    Risk Program Administrators  
 PO Box 39735  
 Chicago, IL 60694-9700



## **Normal Public Library Trustee Action Report**

January 15, 2025

### **Approval of Gift Policy**

Prepared By: John Fischer

Reviewed By: Phil Lenzini

Staff Recommendation: Approval

### **Community Impact**

The purpose of this policy is to govern the acceptance by Normal Public Library of all or specific types of gifts, and to provide guidance to prospective donors.

### **Budget Impact**

No immediate budget impact.

### **Background**

This policy is new as of 2025.

### **Strategic Alignment**

Priorities 1-4

## Gift Acceptance Policy Normal Public Library

Normal Public Library solicits and accepts gifts for purposes that will help it further and fulfill its mission. Normal Public Library encourages prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies govern acceptance of gifts made to Normal Public Library.

**Purpose of the Policy:** The purpose of this policy is to govern the acceptance by Normal Public Library of all or specific types of gifts, and to provide guidance to prospective donors.

**Gift Review:** On behalf of the Library, the Library Director shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

Any gift or proposed gift that does not comply with this policy will be reviewed and must be approved by the Library Director. As indicated below, certain proposed gifts may require the approval of the Library Board of Trustees.

Use of Legal Counsel: Normal Public Library will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- A. Gifts of securities that are subject to restrictions or buy-sell agreements
- B. Documents naming Normal Public Library as trustee or requiring it to act in any fiduciary capacity
- C. Gifts requiring Normal Public Library to assume financial or other obligations
- D. Transactions with potential conflicts of interest
- E. Gifts of property that may be subject to environmental or other regulatory restrictions

**Restrictions on Gifts:** Normal Public Library will not accept gifts that:

- A. Would result in Normal Public Library violating its corporate charter
- B. Are too difficult or too expensive to administer in relation to their value
- C. Would result in any unacceptable consequences for the organization
- D. Are for purposes outside Normal Public Library's mission.

Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Library Board of Trustees, in consultation with the Library Director. The Library reserves the right to decline any gift.

**Gifts Generally Accepted Without Review:**

- Cash. Cash gifts are acceptable in any form, including by check, money order, credit card, or online... [Provide additional requirements and restrictions for all gift types as needed.]
- Marketable Securities. [Include details about the transfer process, liquidation timeframe, restrictions, approval processes, etc.]
- Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities, and Retirement Plans.

**Gifts Accepted Subject to Prior Review:**

Certain forms of gifts or donated properties will be subject to review by the Library Board of Trustees prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- Tangible Personal Property. [Details about acceptance requirements, restrictions, approval processes and criteria, etc.]
- Life Insurance.

- Real Estate.

### **Memorial Books**

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. Materials that become obsolete, outmoded, or worn are withdrawn on a regular basis from the active collection regardless of how the item was acquired.

### **Donation of Art Objects and Other Types of Materials**

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Library Board of Trustees.

### **Acknowledgements of Spaces by Recognition**

For acknowledgement and public recognition, proposals must receive approval by the Board of Trustees. Acknowledgement will not extend beyond the normal life of the collection, space, or area, but may be modified based on Board of Trustees approval. Accepted donations of \$10,000 to \$49,999 carry a term of 10 years acknowledgement and accepted donations from \$50,000 to \$99,999 carry a term for 15 years. All such proposals will be memorialized in writing.

Morality Clause: Gift agreements will include a morality clause which will grant the Library the opportunity to remove naming if the donor or the donor's business practices are no longer aligned with the organization and its mission. The intent of the morality clause it is to prepare for any potential risks to the institution's reputation, avoid compromising the community's trust should the donor(s) become negatively scrutinized and protect the organization's mission. Should this instance arise, the removal of naming is subject to the approval of the Board of Trustees, and the donor will be notified.

Terms of accepted donations over \$100,000 will be determined through a consultation with the Board of Trustees and must be memorialized in writing.

### **Restriction**

No donation can be accepted unless it is given to the Library without restrictions, unless the Library Board of Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Library Board of Trustees, they are in the best interests of the library. The library does not commit itself to perpetually housing a donation.

### **Income Tax Statements**

The Library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax-deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

*Approved by the Board of Trustees of Normal Public Library: January 15, 2025.*



## **Normal Public Library Trustee Action Report**

January 15, 2025

### **Approval of Reference Service Policy**

Prepared By: John Fischer

Reviewed By: Leadership Staff

Staff Recommendation: Approval

### **Community Impact**

This policy governs reference service. Reference Service is the provision of information in response to a patron's questions. It is recommended that all Illinois Public Libraries offer reference services and have a supporting policy.

### **Budget Impact**

No immediate budget impact.

### **Background**

This policy revision is a long needed update to our 2005 policy and is based on quality Illinois library examples.

### **Strategic Alignment**

Priorities 1-4



## **Reference Service Policy**

### **Normal Public Library**

Reference service and materials are available to all persons regardless of the race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics of the patron.

Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, email, instant messaging, and TTY.

Names of patrons and the transactions which occur between patrons and the staff are confidential and not discussed outside a professional context.

In the event that a reference question cannot be answered with the resources within the library's collection, staff will make every effort to provide guidance on other trusted agencies that might have the resources to fulfill the request.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

When offering help with technology, staff will offer basic help on devices and software applications, but are not responsible for any changes made to the devices.

*Approved by the Board of Trustees of Normal Public Library: July 27, 2005; Amended January 15, 2025.*



## **Normal Public Library Trustee Action Report**

January 15, 2025

**Waive the formal bidding process and authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Omnia, TIPS, and GSA joint purchasing totaling \$991,260.**

Prepared By: John Fischer

Reviewed By: Jason Querciagrossa

Staff Recommendation: Approval

### **Community Impact**

This completes purchase of FF&E through Henricksen related to our Asbestos Abatement and Renovation Project.

### **Budget Impact**

Originally budgeted with the Asbestos Abatement and Renovation Project from the Special Reserve Fund.

### **Background**

Scheduled replacement of public furniture for spaces, meeting rooms, reading areas, and general spaces throughout the library. Scheduled replacement of staff furniture including staff workrooms, breakrooms, private offices, and public staff fixtures designed to serve the public. Replacement of these new items will become part of the library's capital replacement schedule and budget.

### **Strategic Alignment**

Priorities 1-4

Customer Name: Normal Public Library  
 Design Firm: Studio GC

Account Executive: Ally Wojick  
 Email: a.wojick@henricksen.com  
 Phone: 847-275-1693

Pricing Last Updated: 1/13/2025

**FINAL OVERALL PRICING SUMMARY**

DESCRIPTION	PO #	COST
AURORA SHELVING & SIGNAGE	25010220	\$482,803.89
FIRST FLOOR WORKSTATIONS & PRIVATE OFFICES	24120971	\$32,641.67
SECOND FLOOR WORKSTATIONS & PRIVATE OFFICES	24120972	\$35,458.00
BASEMENT FLOOR WORKSTATIONS & PRIVATE OFFICES <i>Includes Design/PM Hours and Labor for all Floors</i>	24120970	\$88,085.95
ANCILLARY QUOTE #1	24120920	\$270,735.94
<b>TOTAL OVERALL PROJECT COST</b>		<b>\$909,725.45</b>
BUDGET GOAL \$		995,000.00
<b>UNDER BUDGET \$</b>		<b>85,274.55</b>

**ADDITIONAL QUOTE TO ORDER**

DESCRIPTION	PO #	COST
ANCILLARY QUOTE #2	24120921	\$158,534.05
<b>TOTAL COST \$</b>		<b>158,534.05</b>



## **Normal Public Library Trustee Action Report**

January 15, 2025

### **Approval of 2025 Per Capita Grant**

Prepared By: John Fischer  
Reviewed By: Leadership Team  
Staff Recommendation: Approval

### **Community Impact**

This annual State grant provides much needed revenue to the library in the amount of \$78,000.

### **Budget Impact**

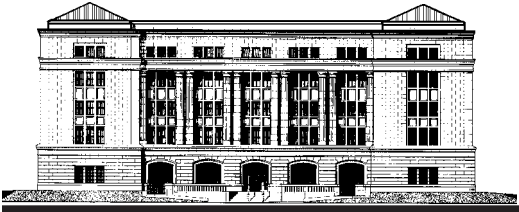
Provides annual revenue estimated at just under 2% of our annual operating budget.

### **Background**

Normal Public Library applies for and is annually awarded this State grant.

### **Strategic Alignment**

Priorities 1-4



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**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANT APPLICATION**

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library’s regular budget and that it will not reduce, nor cause to have reduced, the public library’s levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library’s Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer’s Name:** \_\_\_\_\_  
*(First Name)* *(Last Name)*

**Preparer’s Title:** \_\_\_\_\_

**Preparer’s Phone Number:** \_\_\_\_\_

**Preparer’s Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)



## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

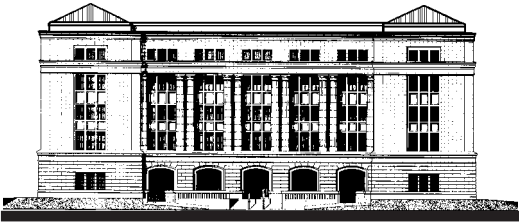
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



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**Certification of Eligibility for Grants  
Pursuant to  
75 ILCS 10/ Illinois Library System Act  
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

*Submit with grant application*

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

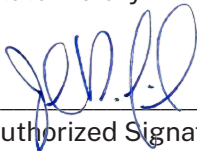
\_\_\_\_\_  
Name of Library or Agency

**Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

**Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

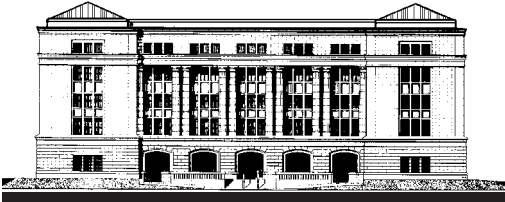
By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Name (Typed or Printed)

\_\_\_\_\_  
Title



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## Illinois Public Library Per Capita Grant Expenditures Report

**Control Number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Library Name:** \_\_\_\_\_

**Exact amount of Per Capita Grant received in Fiscal Year 2023:** \_\_\_\_\_

Based on the library's Planned Use of Grant Funds from the FY2023 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2023 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13