



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

**October 16, 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 September 18, 2024
  - B. Approval of Normal Public Library Expenditures for Payment as of October 14, 2024
  - C. ADA Policy
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Approval to waive the formal bidding process and accept a quote from Dell Midwestern Higher Education Compact (MHEC) Master Agreement in the amount of \$43,898.24 to replace staff workstations and related equipment in line with our FY25 budget schedule.  
(Action)
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: November 20, 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  
September 18, 2024**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Multi-Purpose Room 409, City Hall, Normal, Illinois on Wednesday, September 18, 2024. The meeting convened at 6:01 pm, President Beth Robb, presiding.

**Members Present:** Beth Robb, President, Katelyn Trunnel, Vice-president, Erin Ripley-Gataric, Secretary, Amy Erslund, Treasurer, Dylan Hile-Broad, Terry Lindberg

**Members Present via phone:** Lynda Lane

**Members Absent:**

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

**Community Members Present:** none

Mr. Hile-Broad moved to allow remote participation by Ms. Lane pursuant to Open Meetings Act for the reason of illness. Ms. Trunnell seconded the motion.

The motion passed 6-0.

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb will address during library advocacy report.
3. **Public Comment:** Board received information regarding City Hall elevators.
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**  
**Foundation:** Ms. Lane reported that several Foundation board members will be leaving soon, and new members are being sought.

**Library Advocacy:** Ms. Robb discussed the proposed Town of Normal loan to NPL with Mayor Koos. No issues anticipated.

**Library Planning:** No report. Next scheduled meeting is in October.

**Capital Project:** Report to be delivered during Director's 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 August 21, 2024.**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$184,640.83 for two payrolls, and \$821,214.07 for expenditures as of September 12, 2024.**
- C. **Rules of Conduct for Library Users Policy**
- D. **3D Printing Policy**
- E. **Holiday and Closed Schedule 2025**

Ms. Lane moved to remove Item C, Rules of Conduct for Library Users policy and approve the remaining items in the Omnibus Vote Agenda. Ms. Ersland seconded.

Motion passed 7-0

Item C was removed from the Omnibus Vote by Ms. Ripley-Gataric.  
Items A, B, D, and E were approved by Omnibus Vote.

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

**A. Rules of Conduct for Library Users Policy**

Ms. Trunnel moved to approve the Rules of Conduct for Library Users Policy as amended, Ms. Lane seconded.

Motion passed 7-0.

**8. NEW BUSINESS**

**A. Fiscal Budget 2026 ( Motion)**

Mr. Lindberg motioned to approve the 2026 Fiscal Budget as presented. Mr. Hile-Broad seconded.

The motion passed 7-0.

**B. Executive Session: [5 ICLS 120/2(c)(21)] Six-Month Review of Executive Session Minutes.**

Mr. Lindberg moved to not release the executive session minutes. Mr. Hile-Broad seconded.

The motion passed 7-0.

**9. UNFINISHED BUSINESS**

**A. Abatement and Renovation Project Update (Discussion)**

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

**A. Update on renovation**

**10. Board Comments and Concerns**

Mr. Lindberg recognized Mr. Fischer's efforts in communicating construction info and issues with the board, to their agreement.

**11. Next Meeting Date: October 16, 2024**

**12. Adjournment**

Ms. Robb motioned to adjourn the meeting , Ms. Ripley-Gataric seconded. Meeting adjourned at 7:02 pm.

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Secretary

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Date

**Director's Report  
October 16, 2024**

**1. Monthly Financial Report**

**Revenue:** The September operating revenues were up 6.3% compared to this time last year.

**Expenses:** A report showing expenses totaling \$62,538.07 from September 13 to October 14 is included in this packet. Three payrolls (September 13, 27 and October 11) totaled \$275,888.96.

**2. Circulation**

Total circulation for September was 23,506, down 62% from September 2023, a result of our capital project and closed facility.

**3. FY2026 Budget**

Our budget will be entered into the Town system on September 20. I will present our budget for review to Town staff on the afternoon of October 16.

**4. Capital Project**

We are now in our seventh month of our capital project, we have processed six payment applications to general contractor Broeren Russo Builders, Inc. totaling \$1,399,094.78. Our latest estimate for ongoing electrical work is \$246,840.00. The original estimate was \$298,000.00. A week ago we received notice of a credit of \$64,200.00 due to a planned but not necessary Moisture Vapor Emission Control (MVE) system in the east building on floors 1 and 2. This MVE system will be applied to the basement floor. The contractor will test again before flooring is applied in the west building.

**5. Strategic Planning**

In light preparation of our strategic planning next year, the Town Communications director has provided us space in our upcoming Town survey to ask our community basic library use questions. This survey will be released in the next week.

**6. Library Planning Committee**

Our next scheduled Library Planning Committee is on the calendar for October 25, 2024.

**7. ILA Legislative Meetup**

The 2024 ILA Legislative Meetup will take place at 8 am on December 10 at the Bloomington-Normal Marriott Hotel.

**8. Facilities**

As a reminder, several windows have been sealed on the 1992 building's west, north and south sides with positive results. Temporary sealing of the roof has been completed. To date we have had no further leaks detected. We learned in August that a new metal roof is needed. I am working with Studio GC to continue the roof design and bid work and submitting an application for a Public Library Construction Grant to the Illinois State Library.

**9. ILA Conference**

Thank you to the trustees who attended ILA on Trustee Day this year in Peoria and thank you for supporting staff attendance. Rhiannon Shoults, Jessalyn Ummel, and I were able to attend in full or in part. I attended only on Thursday, October 10, my brief report follows:

- A. 9-10 am, Fostering Compassionate and Empathetic Library Policies for a Better Work Culture: this excellent panel presentation highlighted policies that lead to more compassion asking administrators and trustees to start policy

planning with staff and/or patron in mind. Policies to improve may include paid leave, rules of use, bereavement, interlibrary loan.

- B. 10-11 am, Exhibits and networking (Facility Sight)
- C. 11-noon, I presented on a panel for Illinois Libraries: Making an Impact with IHLS and RAILS. It was good presentation with about 40 people attending. I enjoyed working with folks from RAILS and IHLS, too.
- D. Noon-1:30, lunch and networking
- E. Closing Keynote: Imani Barbarin, Imani spoke on the disabled and ways that libraries already and can further serve with accessibility and inclusion. Imani was inspirational.
- F. 3-4 pm, Everything Old Is New Again: Real Talk About Public Library Building Renovations: Another great panel discussion, each library represented their respective projects, all somewhat smaller in scope than our current project but similar take-aways.

# Report to Receive and File Town of Normal Expenditures for Payment as of 09/13/2024-10/14/2024

## 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 PROGRAM STI	155.50
US BANK/P-CARD	PROGRAM-LUNCHTIME YOGA FI	29.30
US BANK/P-CARD	SIGN & SING STORYTIME PRO	150.00
US BANK/P-CARD	SUMMER READING PRIZES (3	90.00
<b>Library Fund</b>	<b>- Total</b>	<b>424.81</b>

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	JUL 24 UTILITIES	776.80
AMERENIP	JUNE 2024 UTILITIES	2,397.73
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,112.68
BAKER & TAYLOR COMPANIES	ADULT FICTION	1,582.75
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	4,088.01
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	895.31
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	243.34
BLACKSTONE PUBLISHING	ADULT AUDIOBOOKS	47.74
BUSEY BANK	MO 7/OCT 2024 RENT	3,000.00
CENGAGE LEARNING INC	ADULT BOOKS	596.07
CENGAGE LEARNING INC	ADULT FICTION	425.85
CENTER POINT LARGE PRINT	ADULT BOOKS	47.25
CENTER POINT LARGE PRINT	ADULT FICTION	196.56
COUNCIL - COMM & ECONOMIC RESEARCH	ADULT BOOKS	190.00
DIRECT ENERGY SERVICES LLC	DIRECT ENERGY	8,990.50
DIRECT ENERGY SERVICES LLC	JUNE 2024 UTILITIES	2,736.19
DIRECT ENERGY SERVICES LLC	MAY 24 UTILITIES	1,194.01
EBSCO SUBSCRIPTION SERVICES	PUBLIC ACCESS SOFTWARE	4,747.00
FRONTIER	MOTHLY PHONE BILL	127.92
ILLINOIS LIBRARY ASSOCIATION	'24 ILA ANNUAL CONF	275.00
ILLINOIS LIBRARY ASSOCIATION	24 IL ANNUAL CONF	250.00
ILLINOIS LIBRARY ASSOCIATION	24 ILA ANNUAL CONF	1,150.00
INSIGHT PUBLIC SECTOR	GOOGLE CHROME UPGRD	565.95
KAEB SANITARY SUPPLY INC	VACUUM CHARGER	243.94
KANOPY INC	DIGITAL CONTENT	260.00
KROGER-INDY CUSTOMER CHARGES	ART SPARKS SUPPLIES	19.02
MENARDS	TAPE, YRD STK, TISSUE	39.84
MENARDS	WEEDKILLER W/REBATE	21.77

## Report to Receive and File Town of Normal Expenditures for Payment as of 09/13/2024-10/14/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MIDWEST TAPE	DIGITAL CONTENT	7,225.62
NICOR GAS	AUG 2024 GAS USAGE	142.19
ORKIN EXTERMINATING CO	PEST CONTROL	204.00
OVERDRIVE, INC	DIGITAL CONTENT	1,431.85
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	374.94
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	820.65
PROQUEST INFORMATION & LEARNING	PUBLIC ACCESS SOFTWARE	3,914.33
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	20.30
Randi Sutter	REIMB./RANDI S. CONFERENC	1,699.66
SCHOLASTIC LIBRARY PUBLISHING	PUBLIC ACCESS SOFTWARE	3,393.00
SIKICH LLP	AUDIT SERVICES	1,200.00
US BANK/P-CARD	13-WEEK RENEWAL SUBSCR -	48.62
US BANK/P-CARD	3D PRINTING SUPPLIES-STEE	91.84
US BANK/P-CARD	4-WHEEL FOLDING DOLLY CAR	88.99
US BANK/P-CARD	ADULT BOOK-PATRON REQUEST	42.44
US BANK/P-CARD	ADULT BOOKS-PATRON REQUES	158.03
US BANK/P-CARD	CABLE PATCH PANELS (2)	118.00
US BANK/P-CARD	CHILDREN'S BOOK-PATRON RE	19.81
US BANK/P-CARD	DISINFECT WIPES (2 ROLLS	57.90
US BANK/P-CARD	DISPENSER TP ROLLS (24)	87.30
US BANK/P-CARD	DVDS-DOC X1	18.99
US BANK/P-CARD	DVDS-MOVIES (2)	86.88
US BANK/P-CARD	DVDS-MOVIES (4)	75.96
US BANK/P-CARD	DVDS-MOVIES (5)	79.48
US BANK/P-CARD	DVDS-MOVIES (6)	91.74
US BANK/P-CARD	DVDS-MOVIESX1 TV SHOWX1	41.44
US BANK/P-CARD	DVDS-MOVIESX1 TVX2 DOCX1	71.89
US BANK/P-CARD	DVDS-TV SHOW (1)	14.34
US BANK/P-CARD	DVDS-TV SHOWS (1)	29.99
US BANK/P-CARD	FOLDING OUTDOOR CHAIRS (3	239.97
US BANK/P-CARD	GAMES-PS4 X1	65.00
US BANK/P-CARD	GAMES-PS5 X5 SWITCH X3	340.08
US BANK/P-CARD	KLEENEX (48 BOXES)	83.74
US BANK/P-CARD	LAPTOP BATTERIES (2)	58.33
US BANK/P-CARD	LED FLASHLIGHTS (4)	16.98
US BANK/P-CARD	LIBSYN SUBSCRIP 9-1-30-24	15.00
US BANK/P-CARD	NEWSPAPER HAND SOAP (2)	6.18
US BANK/P-CARD	OPERATING SUPPLIES-BLUETO	44.98

## Report to Receive and File Town of Normal Expenditures for Payment as of 09/13/2024-10/14/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	PAPER DESK PLANNER '25 (1	10.70
US BANK/P-CARD	PAPER TWLS X22 SOAP X4	221.79
US BANK/P-CARD	RENEWAL ANNUAL SUBSCR -RE	30.00
US BANK/P-CARD	ROOF SEALANT (4)	55.92
US BANK/P-CARD	SPECIAL PROGRAMS SUPPLIES	702.10
US BANK/P-CARD	SPECIAL PROGRAMS-NECK FAN	72.68
US BANK/P-CARD	STAFF LOUNGE REPLACEMENT	39.35
US BANK/P-CARD	TABLECLOTH COLOR CHANGE	18.98
US BANK/P-CARD	WIRE DESK ORGANIZER (1) -	15.99
US BANK/P-CARD	XL NITRILE GLOVES (5 BX)	69.24
VERIZON WIRELESS	CELLPHONES 7/29-8/28	247.05
WALMART COMMUNITY BRC	DVDS, CDS, NEW GAMES	707.16
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	80.63
YWCA OF MCLEAN COUNTY	DEI CONSULTING	100.00
Library Fund	Library Administration - Total	62,113.26
<b>Overall - Total</b>		<b>62,538.07</b>





**Revenue & Expense Report**

Account

All

Fiscal Year

FY2024-25

APM

0

6

April - September

**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>4,337,951.04</b>	<b>94.82%</b>	<b>4,167,032.97</b>	<b>4.10%</b>
31110-Property Tax	4,203,164.00	4,203,164.00	4,081,409.91	97.10%	3,848,258.81	6.06%
31530-State Replacement Revenue	240,000.00	240,000.00	107,537.99	44.81%	190,848.73	-43.65%
33260-State Grants	77,785.00	77,785.00	81,559.98	104.85%	77,785.60	4.85%
34720-Photocopy Fees	8,000.00	8,000.00	423.26	5.29%	5,040.77	-91.60%
34750-Replacements Books/AV	4,800.00	4,800.00	1,433.44	29.86%	3,128.01	-54.17%
38210-Investment Income	36,000.00	36,000.00	65,060.09	180.72%	39,190.06	66.01%
38530-Donations	1,000.00	1,000.00	105.74	10.57%	540.60	-80.44%
38910-Miscellaneous	4,000.00	4,000.00	420.63	10.52%	2,240.39	-81.23%
<b>222-Library Replacement Fund</b>	<b>242,300.00</b>	<b>242,300.00</b>	<b>131,000.24</b>	<b>54.07%</b>	<b>69,547.43</b>	<b>88.36%</b>
38210-Investment Income	20,300.00	20,300.00	20,000.24	98.52%	20,867.43	-4.16%
39192-Transfer From	222,000.00	222,000.00	111,000.00	50.00%	48,680.00	128.02%
<b>223-Library Special Reserve</b>	<b>2,018,500.00</b>	<b>2,018,500.00</b>	<b>51,858.50</b>	<b>2.57%</b>	<b>16,295.00</b>	<b>218.25%</b>
38210-Investment Income	16,000.00	16,000.00	51,858.50	324.12%	16,295.00	218.25%
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>4,520,809.78</b>	<b>66.14%</b>	<b>4,252,875.40</b>	<b>6.30%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2024-25

APM

0

6

April - September

**Expense**

YTD Expense Pivot

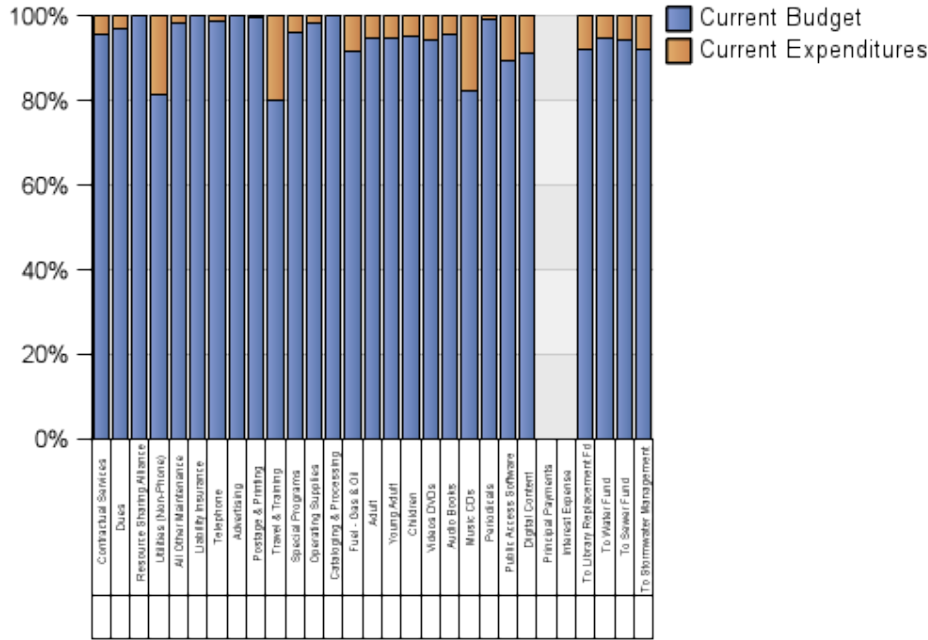
YTD Expense Bar Chart

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>2,239,175.67</b>	<b>334,376.33</b>	<b>2,573,552.00</b>	<b>2,316,836.00</b>	<b>1,875,160.88</b>	<b>47.38%</b>
10-Administration	4,819,138.00	4,890,388.00	2,239,175.67	334,376.33	2,573,552.00	2,316,836.00	1,875,160.88	47.38%
<b>222-Library Replacement Fund</b>	<b>222,000.00</b>	<b>222,000.00</b>	<b>3,462.84</b>	<b>0.00</b>	<b>3,462.84</b>	<b>218,537.16</b>	<b>9,631.28</b>	<b>98.44%</b>
10-Administration	222,000.00	222,000.00	3,462.84	0.00	3,462.84	218,537.16	9,631.28	98.44%
<b>223-Library Special Reserve</b>	<b>5,506,801.00</b>	<b>5,506,801.00</b>	<b>1,271,476.01</b>	<b>0.00</b>	<b>1,271,476.01</b>	<b>4,235,324.99</b>	<b>3,610.00</b>	<b>76.91%</b>
10-Administration	5,506,801.00	5,506,801.00	1,271,476.01	0.00	1,271,476.01	4,235,324.99	3,610.00	76.91%
<b>Total</b>	<b>10,547,939.00</b>	<b>10,619,189.00</b>	<b>3,514,114.52</b>	<b>334,376.33</b>	<b>3,848,490.85</b>	<b>6,770,698.15</b>	<b>1,888,402.16</b>	<b>63.76%</b>

### Budget to Actual Expenditures

Library - Administration (Library Fund )



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$8,093.58	\$99,396.57	\$46,167.29	\$184,000.00	\$30,342.56	\$131,000.00	16%	\$54,260.87
			<a href="#">221-9010-455.20-20</a>	Dues	\$200.00	\$3,390.00	\$0.00	\$7,000.00	\$3,410.00	\$7,000.00	49%	\$200.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$74,016.50	\$0.00	\$74,017.00	\$0.50	\$72,800.00	0%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$16,271.29	(\$9,292.80)	\$39,519.69	\$72,000.00	\$25,501.82	\$72,000.00	35%	\$55,790.98
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$881.44	\$25,972.16	\$3,555.75	\$58,200.00	\$27,790.65	\$58,200.00	48%	\$4,437.19

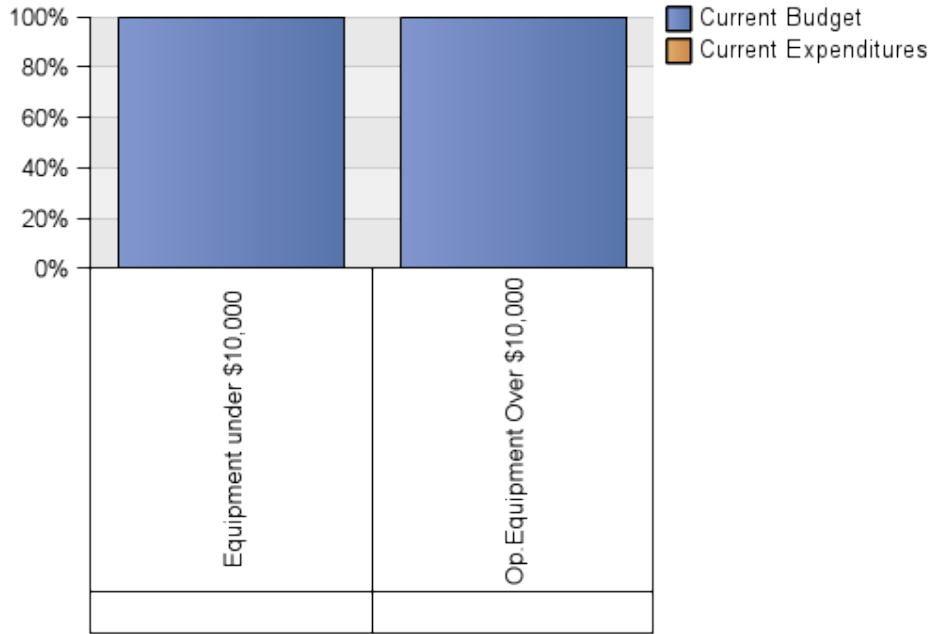
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$25,392.00	\$24,608.00	\$51,150.00	\$1,150.00	\$51,150.00	2%	\$24,608.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$127.92	\$2,203.11	\$4,477.13	\$10,197.00	\$3,388.84	\$10,197.00	33%	\$4,605.05
<a href="#">221-9010-455.30-20</a>	Advertising	\$0.00	\$450.00	\$0.00	\$16,000.00	\$15,550.00	\$16,000.00	97%	\$0.00
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$18.98	\$7,586.05	\$14,256.03	\$23,600.00	\$1,738.94	\$23,600.00	7%	\$14,275.01
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$3,474.66	\$6,055.04	\$302.77	\$14,200.00	\$4,367.53	\$14,200.00	31%	\$3,777.43
<a href="#">221-9010-455.30-40</a>	Special Programs	\$767.10	\$3,732.89	\$2,710.42	\$20,000.00	\$12,789.59	\$20,000.00	64%	\$3,477.52
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$755.01	\$5,404.60	\$13,186.86	\$49,000.00	\$29,653.53	\$49,000.00	61%	\$13,941.87
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$1,392.85	\$10,329.48	\$15,000.00	\$3,277.67	\$15,000.00	22%	\$10,329.48
<a href="#">221-9010-455.35-50</a>	Fuel - Gas & Oil	\$87.90	\$525.76	\$0.00	\$1,000.00	\$386.34	\$1,000.00	39%	\$87.90
<a href="#">221-9010-455.36-10</a>	Adult	\$4,725.07	\$28,149.98	\$38,202.74	\$85,000.00	\$13,922.21	\$85,000.00	16%	\$42,927.81
<a href="#">221-9010-455.36-20</a>	Young Adult	\$658.11	\$3,244.61	\$6,369.28	\$12,000.00	\$1,728.00	\$12,000.00	14%	\$7,027.39
<a href="#">221-9010-455.36-25</a>	Children	\$3,344.61	\$19,577.27	\$40,116.67	\$70,000.00	\$6,961.45	\$70,000.00	10%	\$43,461.28
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$882.87	\$3,714.91	\$4,472.44	\$15,000.00	\$5,929.78	\$15,000.00	40%	\$5,355.31

Oct 14, 2024	<a href="#">221-9010-455.37-20</a>	Audio Books	\$422.68	\$2,649.00	\$6,928.32	\$10,000.00	\$0.00	\$10,000.00	0%	\$7,351.00
	<a href="#">221-9010-455.37-30</a>	Music CDs	\$740.08	\$238.12	\$815.00	\$3,500.00	\$1,706.80	\$3,500.00	49%	\$1,555.08
	<a href="#">221-9010-455.38-10</a>	Periodicals	\$81.62	\$3,465.93	\$8,483.27	\$14,116.00	\$2,085.18	\$13,000.00	15%	\$8,564.89
	<a href="#">221-9010-455.38-20</a>	Public Access Software	\$13,003.00	\$31,803.55	\$28,278.22	\$108,917.00	\$35,832.23	\$93,000.00	33%	\$41,281.22
	<a href="#">221-9010-455.39-10</a>	Digital Content	\$9,179.70	\$47,223.33	\$41,596.97	\$98,000.00	\$0.00	\$98,000.00	0%	\$50,776.67
	<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	\$18,500.00	\$92,500.00	\$0.00	\$222,000.00	\$111,000.00	\$222,000.00	50%	\$18,500.00
	<a href="#">221-9010-455.95-02</a>	To Water Fund	\$131.25	\$795.65	\$0.00	\$2,500.00	\$1,573.10	\$2,500.00	63%	\$131.25
	<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$35.64	\$240.80	\$0.00	\$600.00	\$323.56	\$600.00	54%	\$35.64
	<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$253.00	\$0.00	\$610.00	\$306.40	\$610.00	50%	\$50.60
	<b>Summary</b>		<b>82,433.11</b>	<b>480,080.88</b>	<b>334,376.33</b>	<b>1,237,607.00</b>	<b>340,716.68</b>	<b>1,407,357.00</b>	<b>0.28</b>	<b>416,809.44</b>

3:09:22 PM

### Budget to Actual Expenditures

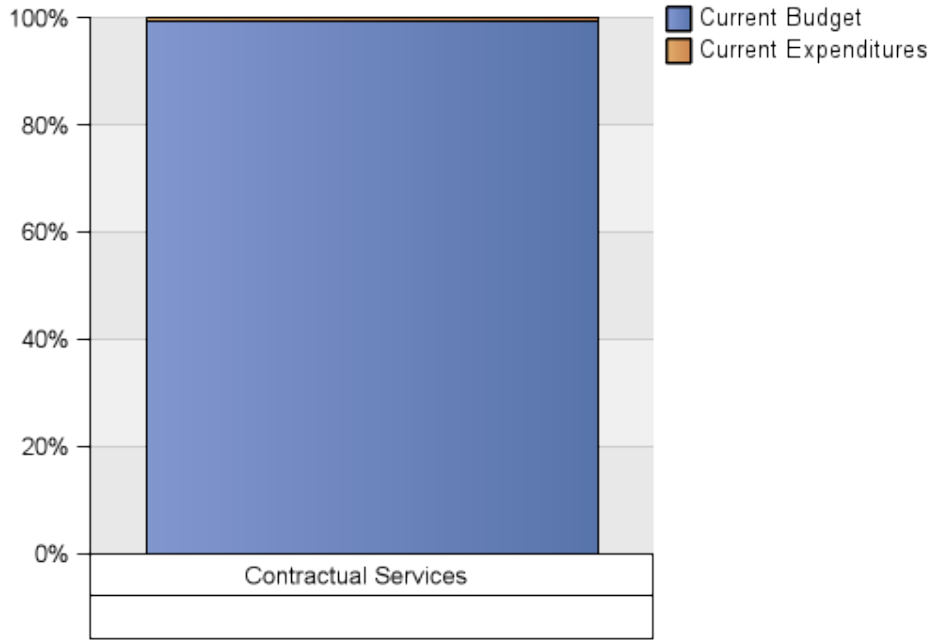
Library - Administration (Library Replacement Fund)



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	\$3,462.84	\$0.00	\$11,000.00	\$7,537.16	\$11,000.00	69%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$211,000.00	\$211,000.00	\$211,000.00	100%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>3,462.84</b>	<b>0.00</b>	<b>222,000.00</b>	<b>218,537.16</b>	<b>222,000.00</b>	<b>0.98</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	\$34,515.00	\$1,236,961.01	\$0.00	\$5,506,801.00	\$4,235,324.99	\$5,506,801.00	77%	\$34,515.00
<b>Summary</b>					<b>34,515.00</b>	<b>1,236,961.01</b>	<b>0.00</b>	<b>5,506,801.00</b>	<b>4,235,324.99</b>	<b>5,506,801.00</b>	<b>0.77</b>	<b>34,515.00</b>

# NPL Circulation Statistics



## September 2024

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2022	2023	2024
<b>Juvenile</b>						
Books	223,573	235,039	71,003	36,464	35,021	8,646
Videos	1,559	2,283	291	272	310	45
Audios	8,035	8,760	3,324	1,367	1,299	528
Magazines	242	196	32	19	27	1
Other	860	347	76	58	50	3
<b>Juvenile - Total</b>	<b>234,269</b>	<b>246,625</b>	<b>74,726</b>	<b>38,180</b>	<b>36,707</b>	<b>9,223</b>
<b>Teen</b>						
Books	9,496	9,129	3,482	1,379	1,074	544
Audios	51	43	21	6	6	0
Magazines	6	9	-1	1	0	0
<b>Teen - Total</b>	<b>9,553</b>	<b>9,181</b>	<b>3,502</b>	<b>1,386</b>	<b>1,080</b>	<b>544</b>
<b>Adult</b>						
Books	72,159	74,726	32,740	12,104	11,308	4,350
Videos	24,564	24,804	8,438	3,796	4,235	1,303
Audios	7,929	7,770	2,115	1,369	1,073	300
Magazines	1,543	1,705	469	233	260	75
Other	7,141	8,061	3,555	1,224	1,186	448
<b>Adult - Total</b>	<b>113,336</b>	<b>117,066</b>	<b>47,317</b>	<b>18,726</b>	<b>18,062</b>	<b>6,476</b>
<b>Digital Content</b>						
eAudiobooks	11,828	16,395	20,068	2,090	2,729	3,428
eBooks	16,151	18,640	19,938	2,650	3,002	2,980
Magazines	752	904	2,502	76	237	407
Music	227	249	266	27	34	46
Streaming Video	1,506	1,688	1,910	259	305	373
Content Passes	76	150	164	12	32	29
<b>Digital Content - Total</b>	<b>30,540</b>	<b>38,026</b>	<b>44,848</b>	<b>5,114</b>	<b>6,339</b>	<b>7,263</b>
<b>Total Circulation</b>	<b>387,698</b>	<b>410,898</b>	<b>170,393</b>	<b>63,406</b>	<b>62,188</b>	<b>23,506</b>

# NPL Collection Holdings



## September 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	80,470	80,315	332	-487	2,206	-2,702
Videos	935	935	0	0	0	-47
Audios	2,075	2,080	8	-3	74	24
Magazines	261	277	17	-1	77	20
Other	103	100	0	-3	0	-3
<b>Juvenile - Total</b>	<b>83,844</b>	<b>83,707</b>	<b>357</b>	<b>-494</b>	<b>2,357</b>	<b>-2,708</b>
<b>Teen</b>						
Books	4,031	4,040	24	-15	238	-595
Audios	30	30	0	0	0	0
Magazines	20	20	0	0	3	0
<b>Teen - Total</b>	<b>4,081</b>	<b>4,090</b>	<b>24</b>	<b>-15</b>	<b>241</b>	<b>-595</b>
<b>Adult</b>						
Books	53,093	52,934	277	-436	1,893	-2,438
Videos	15,756	15,793	48	-11	239	-963
Audios	9,786	9,792	8	-2	61	-14
Magazines	1,654	1,746	110	-18	609	-212
Other	2,162	2,173	12	-1	42	3
<b>Adult - Total</b>	<b>82,451</b>	<b>82,438</b>	<b>455</b>	<b>-468</b>	<b>2,844</b>	<b>-3,624</b>
<b>Total Collection</b>	<b>170,376</b>	<b>170,235</b>	<b>836</b>	<b>-977</b>	<b>5,442</b>	<b>-6,927</b>



# NPL Digital Content by Month



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

	5.24	6.24	7.24	8.24	9.24	
<b>eRead Illinois</b>						
eAudiobooks	252	382	273	297	310	
eBooks	276	281	343	393	290	
<b>eRead Illinois Total</b>	<b>528</b>	<b>663</b>	<b>616</b>	<b>690</b>	<b>600</b>	
<b>Freanding</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
<b>Hoopla</b>						
eAudiobooks	1,806	1,820	1,824	1,790	1,904	
eBooks	901	921	999	968	848	
Movies/TV	124	136	162	159	145	
Music	44	28	48	44	46	
<b>Hoopla Total</b>	<b>2,875</b>	<b>2,905</b>	<b>3,033</b>	<b>2,961</b>	<b>2,943</b>	
<b>Kanopy</b>						
Individual Titles Plays	89	99	79	73	98	
Plays Through Passes	94	98	133	114	14	
<b>Kanopy Total Videos Played</b>	<b>183</b>	<b>197</b>	<b>212</b>	<b>187</b>	<b>228</b>	
<b>OverDrive</b>						
eAudio	1,216	1,218	1,259	1,240	1,214	
eBooks	2,343	2,104	2,070	2,018	1,842	
Magazines	539	379	422	445	407	
<b>OverDrive Total</b>	<b>4,098</b>	<b>3,701</b>	<b>3,751</b>	<b>3,703</b>	<b>3,463</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	3,274	3,420	3,356	3,327	3,428	
eBooks	3,520	3,306	3,413	3,379	2,980	
Magazines	539	379	422	445	407	
Music	44	28	48	44	46	
Streaming Video	307	333	374	246	373	
<b>Hoopla 7-day BingePasses</b>	<b>29</b>	<b>26</b>	<b>21</b>	<b>25</b>	<b>26</b>	
<b>Kanopy Passes</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	
<b>OverDrive 7-Day Passes</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	
<b>Total Passes</b>	<b>31</b>	<b>29</b>	<b>22</b>	<b>30</b>	<b>29</b>	

# NPL Monthly Statistics



## September 2024

### Library Card Registration

	Fiscal Year 2025					
	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	22,320	210	-7	22,523	29,886	26,981
Teen	1,808	6	-2	1,812	3,689	3,327
Juvenile	7,846	15	-11	7,850	9,890	9,114
<b>Total</b>	<b>31,974</b>	<b>231</b>	<b>-20</b>	<b>32,185</b>	<b>43,465</b>	<b>39,422</b>

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	2,500	13,000	115,730	89,038

### Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,229	20,280	20,701	18,540
Loaned	2,379	15,354	17,826	18,396
Reciprocal borrowing	2,315	23,073	121,580	100,688

### Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	343	171	30	1,745

# normalpl.org Site Statistics



## September 2024

	Annual Totals Year to Date			September		
	FY 2023	FY 2024	FY 2025	2022	2023	2024
<b>Views &amp; Sessions</b>						
Pageviews	213,776	216,656	171,429	31,743	35,748	27,877
Sessions	107,249	112,010	86,178	16,534	18,203	13,345

Top Viewed Pages	FY 2025
/	68,143
/events/upcoming	8,591
/events/month	3,992
/learning-resources	3,032
/employment	2,705
/summerreading	2,641
/planning	2,292
/borrow	1,225
/form/library-account-application	1,182
/download-stream	1,135

Usage by Device	FY 2025
Desktop	44.3%
Mobile	53.9%
Tablet	1.9%

Top Viewed Pages	September 2024
/	11,404
/events/upcoming	1,559
/events/month	722
/learning-resources	616
/employment	534
/events/month/2024/10	500
/event/bnBsLXRpbn	370
/form/browser-pack	273
/borrow	268
/form/library-account-application	223

Usage by Device	Sep 2024
Desktop	44.9%
Mobile	53.3%
Tablet	1.8%



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

October 16, 2024

### **Americans with Disabilities Act (ADA) Policy**

Prepared By: John Fischer

Reviewed By: Phil Lenzini

Staff Recommendation: Approval

#### **Community Impact**

To provide top quality facility, services, and events to our community keeping each accessible by everyone in our community. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the library will not discriminate against qualified individuals with disabilities on the basis of disability in the library's services, programs, or activities. Standards for Illinois Public Libraries (2020) recommends enacting this policy.

#### **Budget Impact**

Periodic impact to budget in terms of services and budget considerations for facility improvements and maintenance.

#### **Background**

This policy is new for Normal Public Library.

#### **Strategic Alignment**

Priorities 1-4

## Americans with Disabilities Act (ADA) Normal Public Library

### Purpose

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the library will not discriminate against qualified individuals with disabilities on the basis of disability in the library's services, programs, or activities.

### Employment

The library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA) of 1990.

### Effective Communication

The library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the library's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

### Modifications to Policies and Procedures

Normal Public Library is committed to act in accordance with the Americans with Disabilities Act of 1990 (ADA) by providing policies, practices and procedures for nondiscrimination and accommodation to qualified individuals with disabilities. The library offers various accommodations for programming and services including: home delivery of library items, high-visibility and large print keyboards, screen-reading or screen magnification tools, sensory kits, closed captioning for movies, wheelchair and walker accessible seating, sign language services, curbside pickup. Qualified individuals with disabilities may make requests for reasonable accommodation from Normal Public Library. The library will make all reasonable modifications to policies, practices and programs to ensure that people with disabilities have an equal opportunity to enjoy all library programs, services, and activities. However, the ADA does not require the library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Any persons who require reasonable accommodation should contact the library as soon as possible but no later than 72 hours before the scheduled event. The library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing any services or reasonable accommodations and modifications.

### Service Animals

In addition, the library acts as facilitator between the patron and services to the blind and physically handicapped and welcomes all service animals in the library. According to the ADA, a service animal can be either a dog or a miniature horse. Service animals are not required to be certified or equipped with any identifying markers to be used within the library. There will be no charges or restrictions on the use of service animals within any public area of the library. No

staff or board member or volunteer will discriminate against patrons or visitors with service animals or require information on any disability. Patrons or visitors with service animals may be asked what tasks the animal has been trained to provide and can be responsible for any behavior or clean up issue caused by the service animal. Any service animal if not behaved (including aggressive barking, unprovoked, any waste elimination, etc.) can be prohibited from admission or sent out from the library.

#### ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the library. The Library's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a recording of the complaint, will be made available for persons with disabilities upon request. The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Facilities Manager, Normal Public Library  
206 W College Avenue  
Normal, IL 61761

Within 15 calendar days after receipt of the complaint, the Facilities Manager or their designee will arrange to meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Facilities Manager or their designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the library and offer options for substantive resolution of the complaint. If the response by the Facilities Manager or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Director or their designee. Within 15 calendar days after receipt of the appeal, the Director or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. All written complaints received by the Director or their designee, appeals to the Director or their designee, and responses from these two offices will be retained by the library for at least three years.



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

October 16, 2024

**Approval to waive the formal bidding process and accept a quote from Dell Midwestern Higher Education Compact (MHEC) Master Agreement in the amount of \$43,898.24 to replace staff workstations and related equipment in line with our FY25 budget schedule.**

Prepared By: Enoch Kindseth  
Reviewed By: John Fischer  
Staff Recommendation: Approval

### **Community Impact**

To provide replacement laptop workstations and docking stations for all staff and shared workstations. These laptops are on a replacement schedule. These replacements were part of the planned FY25 budget.

### **Budget Impact**

This will impact the Replacement Fund in the amount of \$43,898.24.

### **Background**

Dell has been the provider for library workstations for at least a decade. These will provide continuity in replacement and workflow for staff.

### **Strategic Alignment**

Priorities 1-4



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<b>Quote Name:</b>	<b>24-10-7 Staff Laptops v2</b>	Sales Rep	Jacob Olson
<b>Quote No.</b>	<b>3000181971541.5</b>	Phone	1(800) 456-3355, 6176470
<b>Total</b>	<b>\$43,898.24</b>	Email	Jacob.Olson@dell.com
Customer #	9372436	<b>Billing To</b>	ENOCH KINDSETH
Quoted On	Oct. 11, 2024		NORMAL PUBLIC LIBRARY
Expires by	Oct. 17, 2024		206 W COLLEGE AVE
	Dell Midwestern Higher		NORMAL, IL 61761
Contract Name	Education Compact		
	(MHEC) Master Agreement		
Contract Code	C000000979569		
Customer Agreement #	MHEC-04152022		
Deal ID	28270910		

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jacob Olson

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
ENOCH KINDSETH NORMAL PUBLIC LIBRARY 206 W COLLEGE AVE NORMAL, IL 61761-2576 (309) 452-1757	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 5550	\$1,139.52	32	\$36,464.64
Dell UltraSharp 24 USB-C@Hub Mon-U2424HE	\$232.30	32	\$7,433.60

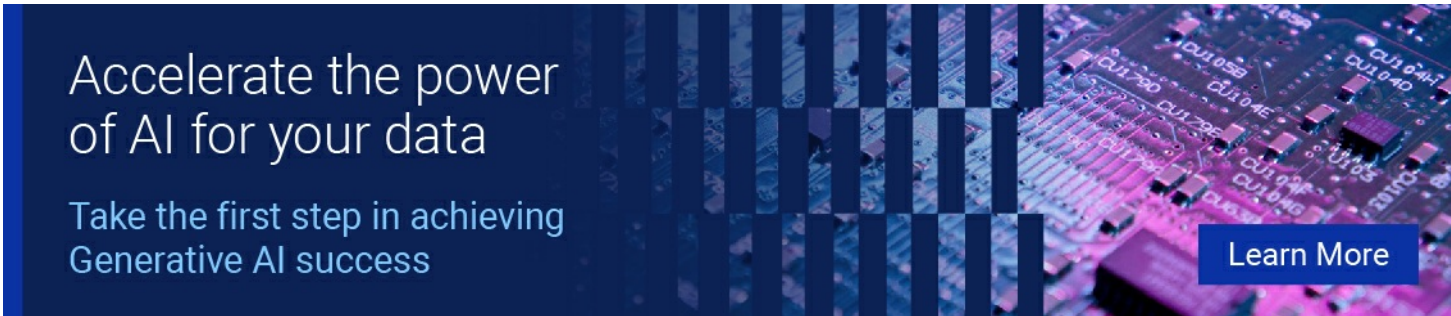


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Subtotal:	\$43,898.24
Shipping:	\$0.00
Non-Taxable Amount:	\$43,898.24
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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Total:	\$43,898.24
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## Shipping Group Details

### Shipping To

ENOCH KINDSETH  
 NORMAL PUBLIC LIBRARY  
 206 W COLLEGE AVE  
 NORMAL, IL 61761-2576  
 (309) 452-1757

### Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
<b>Dell Latitude 5550</b>		<b>\$1,139.52</b>	<b>32</b>	<b>\$36,464.64</b>
Estimated delivery if purchased today: Oct. 22, 2024 Contract # C000000979569 Customer Agreement # MHEC-04152022				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 5550 BTX Base	210-BLMN	-	32	-
Intel Core Ultra 7 165U vPro (12 MB cache, 12 cores, 14 threads, up to 4.9 GHz Turbo)	379-BFNM	-	32	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	32	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	32	-
Assembly Base MTL 5550	338-CNRG	-	32	-
Integrated Intel graphics for Intel Core Ultra 7 165U vPro processor	338-CNRN	-	32	-
Latitude 5550 Bottom Door, MTL U15	321-BKTQ	-	32	-
Intel Rapid Storage Technology Driver	409-BCXY	-	32	-
Intel vPro Enterprise Technology Enabled	631-BBSS	-	32	-
32 GB: 2 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel Core processors)	370-BBTM	-	32	-
512 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	400-BRFW	-	32	-
15.6", FHD 1920x1080, 60Hz, IPS, Non-Touch, AG, 250 nit, 45% NTSC, FHD+IR Cam	391-BJFL	-	32	-
English US backlit AI hotkey keyboard with numeric keypad, 99-key	583-BLNH	-	32	-
Intel AX211 WLAN Driver	555-BKQC	-	32	-
Intel Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth 5.3 wireless card	555-BKLQ	-	32	-
3-cell, 54 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDGX	-	32	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	32	-
No Security	346-BKLV	-	32	-
E4 Power Cord 1M for US	537-BBDO	-	32	-
Latitude 5550 Quick Start Guide	340-DMNY	-	32	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	32	-
ENERGY STAR Qualified	387-BBPC	-	32	-
Fixed Hardware Configuration	998-GXGF	-	32	-
Dell Additional Software	658-BFQB	-	32	-
BTS MTL 65W ADPT	340-DMLZ	-	32	-

Intel Core Ultra vPro Enterprise Label	389-FGSQ	-	32	-
POD Label	389-EDJB	-	32	-
FHD HDR IR Camera, ExpressSign-In, No Intelligent Privacy, TNR, Camera Shutter, Microphone	319-BBKH	-	32	-
Intel Connectivity Performance Suite for Evo/vPro	640-BBTB	-	32	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	32	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	32	-
Dell Limited Hardware Warranty	997-8317	-	32	-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-8366	-	32	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	32	-
ProSupport Plus: Keep Your Hard Drive, 4 Years	997-8388	-	32	-
ProSupport Plus: Next Business Day Onsite, 3 Year Extended	997-8389	-	32	-
ProSupport Plus: Accidental Damage Service, 4 Years	997-8390	-	32	-
ProSupport Plus: 7x24 Technical Support, 4 Years	997-8391	-	32	-

<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>\$232.30</b>	<b>32</b>	<b>\$7,433.60</b>

**Dell UltraSharp 24 USB-C®Hub Mon-U2424HE**

Estimated delivery if purchased today:  
 Oct. 21, 2024  
 Contract # C000000979569  
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell UltraSharp 24 USB-C®Hub Mon-U2424HE	210-BKRY	-	32	-
Dell Limited Hardware Warranty	814-5380	-	32	-
ProSupport: Advanced Exchange Service, 4 Years	814-5400	-	32	-
ProSupport: 7x24 Technical Support, 4 Years	814-5408	-	32	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	32	-

<b>Subtotal:</b>	<b>\$43,898.24</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

<b>Total:</b>	<b>\$43,898.24</b>
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## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.