



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

**February 19, 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 the Minutes of the Regular Board Meeting of January 15, 2025
- C. Approval of Normal Public Library Expenditures for Payment as of February 13, 2025
- D. Approve Closing the Library on May 16, 2025 for Staff Development

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

8. NEW BUSINESS

- A. Approval of Patron Privacy Policy (Action)
- B. Waive the formal bidding process and authorize the library director to enter a contract with Minuteman for the purchase of security cameras, infrastructure, installation and service totaling \$49,917.39 (Action)
- C. Discussion of Town of Normal Survey Results
- D. 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: March 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.

Secretary

Date

**Minutes of the Board of Trustees
Normal Public Library
January 15, 2025**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Meeting Room 417, City Hall, Normal, Illinois on Wednesday, January 15, 2024. The meeting convened at 6:03 pm, President Beth Robb, presiding.

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

Members Absent:

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

Community Members Present:

1. **Review of the Agenda:** December 2024 meeting minutes approval delayed.
2. **President's Report:** Ms. Robb had nothing to report.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**
Foundation: Discussion regarding gift policy. Trustees are encouraged to donate to the Foundation.

Library Advocacy: Meeting being scheduled with Sen. Koehler. He and Rep. Chung wrote letters in support of NPL's grant application.

Library Planning: None

Capital Project: None

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

6. **OMNIBUS VOTE AGENDA**

- A. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$181,191.61 for two payrolls, and \$1,160,086.10 for expenditures as of January 13.**
- B. **Approval of Property/Casualty Insurance Renewal (LIRA) 2025**
- C. **Approval of Workers Compensation Insurance Renewal (RPA) 2025**

Ms. Lane moved to approve the Omnibus Vote Agenda, Ms. Ersland seconded.
Motion passed 7-0.

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

- A. Approval of the Regular Board Meeting of December 18, 2024 was postponed for revision.

8. **NEW BUSINESS**

A. Approval of Gift Policy (Action)

Ms. Trunnell moved to approve the Gift Policy as modified, Ms. Erslund seconded.
Motion passed 7-0.

B. Approval of Reference Service Policy (Action)

Mr. Lindberg moved to approve the Reference Service Policy, Ms. Lane seconded.
Motion passed 7-0.

C. Waive the formal bidding process and authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Ominia, TIPS, and GSA Joint purchasing totaling \$991,260. (Action)

Ms. Lane moved to authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Ominia, TIPS, and GSA Joint purchasing totaling an updated amount of \$987,510.00. Ms. Erslund seconded.

Motion passed 7-0.

D. Approval of Per Capita Grant Application (Action)

Ms. Lane moved to approve the Per Capita Grant Application as presented, Mr. Hile-Broad seconded.
Motion passed 7-0.

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

Ms. Robb moved to enter Executive Session at 7:10 pm. Ms. Lane seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Erslund – Present

Terry Lindberg – Absent

Dylan Hile-Broad – Present

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Absent

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Erslund – Present

Terry Lindberg - Absent

Dylan Hile-Broad - Present

The Board and exited Executive Session and returned to the Regular Meeting at 7:21 pm.

9. UNFINISHED BUSINESS

A. Abatement and Renovation Project Update (Discussion)

10. Suggested items for the Next Agenda

A. Review building maintenance schedule

B. Approval of December 18, 2024 revised minutes

11. Board Comments and Concerns

12. Next Meeting Date: February 19, 2025

13. Adjournment

Ms. Trunnell motioned to adjourn the meeting , Mr. Hile-Broad seconded. Meeting adjourned at 7:21 pm.

Secretary

Date

**Director's Report
February 19, 2025**

1. Monthly Financial Report

- **Revenue:** The January operating revenues were up 1% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$594,538.29 from January 14 to February 13 is included in this packet. There are also two payrolls (January 17 and 31) totaling \$183,570.12.

2. Circulation

- Total circulation for January was 25,219, a decrease of 58% due to our renovation project and limited branch collection.

3. Annual Report

- My sincere thanks to the library trustees, library staff, our leadership team and this community for the success of calendar year 2024. Our 2024 Annual report will be included with the Town of Normal Annual Report and is attached to this packet.

4. Capital Project

- We are now in our 11th month of our capital project and we have processed nine payment applications to general contractor Broeren Russo Builders, Inc. Demo is complete on the west floors 1 and 2 and basement.

5. Grants

- Per Capita Grant Submitted successfully on January 15, 2025
- Construction Grant Submitted successfully on January 15, 2025

6. Facilities

- Temporary sealing of the windows has been completed.
- Nicor has confirmed that work will proceed with replacement of the aging supply lines of natural gas and that our meter will be moved to the exterior of the building, requiring the library to install some internal lines. Nicor has also confirmed that repairs of damages will be completed. A timeline for this work has not been shared.

7. Patron Confidentiality

- Patron confidentiality will remain a high priority for service desk personnel.
- ALA provides guidelines to libraries for How to Respond to Law Enforcement Requests for Library Records and User Information
- Normal Public Library will adhere to state and federal law, protect patron privacy, and work with law enforcement upon request, as allowed by law
- A patron privacy policy is on the agenda for February (new policy)

8. Security Cameras

- A proposal for installation and maintenance of a new security camera system is on the agenda for February. Two quotes were received and staff are making a recommendation.

9. Staff Development

- Last year's staff development was very well received and is proposed for May of this year, also on the agenda for your approval.

10. Library Tour, Meeting with Senator Koehler's Staff

- On February 6th, Senator Koehler's Chief of Staff Jennifer Allison, Joshua Crockett (Director of Constituent Outreach), Terry Lindberg, Laura Golaszewski, and I met to tour

our facility and discuss the challenges and successes of our library. We thanked Senator Koehler's staff for their support of our recent Construction Grant Application.

11. Survey Results

- The Town of Normal recently published the latest Zencity survey results which included four questions about the library. This is on the agenda for February.

12. ILA Advocacy

- My work on the ILA Advocacy Committee continues, including development of new website content for ILA and coordination of a proposal for a panel discussion for the ILA Conference 2025 titled Advocacy Tips and Tricks from Legislators. All of this work is possible due to talented subcommittee members in the ILA Advocacy group.

13. Director Review

- My review is on the agenda for discussion in the executive session in February and is scheduled to take place at the March Trustee meeting.

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FOUNDATION-ADULT READING	220.00
US BANK/P-CARD	FOUNDATION-MAKE IT A MOCK	65.95
US BANK/P-CARD	FOUNDATION-POSTAGE STAMP	75.31
US BANK/P-CARD	FOUNDATION-SIGN & SING ST	150.00
Library Fund	- Total	511.26

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	FIRE PANEL TROUBLESHOOTIN	130.00
AMERENIP	NOV 24 UTILITIES	911.79
AMERENIP	OCT 24 UTILITIES	478.59
AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP DUES	690.00
AMERICAN LIBRARY ASSOCIATION	R.SUTTER MEMBERSHIP DUES	265.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,774.41
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,709.36
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	319.15
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	518.48
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	189.04
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SOFTWARE	1,365.00
BUSEY BANK	MO 11/FEB 2025 RENT	3,000.00
CAPSTONE	PUBLIC ACCESS SOFTWARE	1,399.00
CENGAGE LEARNING INC	ADULT BOOKS	808.24
CENTER POINT LARGE PRINT	ADULT BOOKS	296.56
CIRBN, LLC	FIBER RELOCATION-POST ABA	3,393.60
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIRECT ENERGY SERVICES LLC	OCT 24 UTILITIES	884.61
DIVERSIFIED MECHANICAL INC	ABATEMENT FILTER REPLACEM	2,072.28
FRONTIER	MONTHLY PHONE BILL	127.92
GREAT LAKES ACE (LIBRARY)	BOOK DROP BOLTS (2)	3.68
HEARTLAND PARKING INC	SNOW REMOVAL 1/5-1/6	180.00
HEARTLAND PARKING INC	SNOW/ICE REMOVAL 1/13	155.00
HEARTLAND PARKING INC	SNOW/ICE REMOVAL 1/9-10	182.50
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	POLICY CONSULT 12/23/24	340.00
ILLINOIS LIBRARY ASSOCIATION	NPL MEMBERSHIP 2025/26	300.00
ILLINOIS LIBRARY ASSOCIATION	RSHOULTS MEMBERSHIP 25-26	250.00
ILLINOIS LIBRARY ASSOCIATION	RSUTTER MEMBERSHIP 25-26	150.00
ILLINOIS LIBRARY ASSOCIATION	TLINDBERG MEMBERSHIP 2025	75.00

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KAEB SANITARY SUPPLY INC	ECO CHEMICAL DILUTION STA	50.00
LIBRARIES OF ILLINOIS RISK AGENCY	PROP/CASUALTY INSURANCE	36,154.30
LS MECHANICAL LLC	EJECTOR PUMP REPLACEMENT	998.00
MENARDS	DOLLY CASTER RETURN	-31.96
MENARDS	JANITORIAL SUPPLIES, MISC	65.48
MENARDS	MISC MAINT & SUPPLIES	61.70
MENARDS	MISC SUPPLIES	63.99
MENARDS	OFFICE SUPPLIES, WATER	15.04
MENARDS	OPERATING SUPPLIES	236.10
MENARDS	RETURN - PLUG IN CHIME	-26.99
MIDLAND PAPER	OPERATING SUPPLIES	589.88
NICOR GAS	DEC 2024 UTILITIES	630.94
NICOR GAS	NOV 24 UTILITIES	284.97
ORKIN EXTERMINATING CO	REG SERVICE 012225-206BLD	68.00
OVERDRIVE, INC	DIGITAL CONTENT	1,492.31
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	359.94
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	174.77
QUADIENT, INC.	METER RENT/ONLINE MAINT	60.00
Rachel Park	REIMB./RACHEL P. TASKMAST	31.44
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	191.49
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	1,588.34
RISK PROGRAM ADMINISTRATORS	CYBER LIABILITY INS 2025	3,602.00
RON SMITH PRINTING CO INC	MO ACTIVITY GUIDE FEB	335.00
SHELLI ZIMMERMAN	ASL INTERP BABY CLASS 2H	100.00
TODAYS BUSINESS SOLUTIONS TBS INC	QRTLTY PUBLIC FAXES	38.52
US BANK/P-CARD	ADS-WINTER READING BINGO	49.93
US BANK/P-CARD	ADULT BOOKS-LIBSYN RENEWA	15.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQ (1	38.53
US BANK/P-CARD	ADULT BOOKS-PATRON REQ. (64.91
US BANK/P-CARD	ADULT BOOKS-PATRON REQS (52.23
US BANK/P-CARD	AV DIGITAL MEDIA-MUSIC CD	27.26
US BANK/P-CARD	BOARD OF TRUSTEES DINNER	111.53
US BANK/P-CARD	CHILDREN'S BOOKS-PATRON R	10.98
US BANK/P-CARD	CONTRACTUAL-ANNUAL SOFTWA	659.88
US BANK/P-CARD	DVDS-MOVIE REPLACEMENT (1	6.60
US BANK/P-CARD	DVDS-MOVIES (1)	20.95
US BANK/P-CARD	DVDS-MOVIES (13)	246.70
US BANK/P-CARD	DVDS-MOVIES (4); AV DIGIT	89.56

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

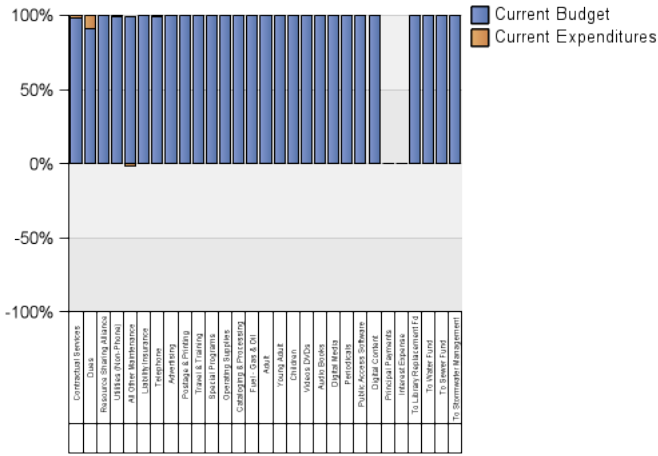
<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FACILITIES-PAPER TOWELS (217.68
US BANK/P-CARD	FACILITIES-TOILET PAPER (119.13
US BANK/P-CARD	OFFICE SUPPLIES-BLACK DRY	9.80
US BANK/P-CARD	OPERATING SUPPLIES-BOTTLE	7.00
US BANK/P-CARD	OPERATING SUPPLIES-DESK R	129.99
US BANK/P-CARD	OPERATING SUPPLIES-FLOOR	59.98
US BANK/P-CARD	OPERATING SUPPLIES-FOLGER	64.96
US BANK/P-CARD	OPERATING SUPPLIES-RETURN	-29.99
US BANK/P-CARD	OPERATING SUPPLIES-ROLLIN	59.98
US BANK/P-CARD	OPERATING SUPPLIES-VAN DE	15.35
US BANK/P-CARD	SPECIAL PROGRAM-TAKE & MA	24.99
US BANK/P-CARD	SPECIAL PROGRAMS-CHILDREN	239.57
US BANK/P-CARD	SPECIAL PROGRAMS-CODE CLU	14.53
US BANK/P-CARD	SPECIAL PROGRAMS-OUTREACH	23.74
US BANK/P-CARD	SPECIAL PROGRAMS-PUZZLES	289.87
US BANK/P-CARD	SPECIAL PROGRAMS-SHRINKY	24.99
US BANK/P-CARD	SPECIAL PROGRAMS-TASKMAST	12.00
US BANK/P-CARD	SPECIAL PROGRAMS-WATERCOL	27.36
US BANK/P-CARD	TRAVEL & TRAINING-ALL STA	50.86
US BANK/P-CARD	TRAVEL & TRAINING-FEB.1 C	20.00
WALMART COMMUNITY BRC	SPECIAL PRGMS, AV GAMES	248.56
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	110.97
YWCA OF MCLEAN COUNTY	DEI CONSULTING	100.00
Library Fund	Library Administration - Total	75,413.93

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HALLETT & SONS EXPERT MOVE DBA	ADULT/CHILDREN SHELF MOVE	19,800.00
HENRICKSEN & COMPANY, INC	1ST FL-PO + STATIONS	16,320.83
HENRICKSEN & COMPANY, INC	2ND FL-PO + STATIONS	17,729.00
HENRICKSEN & COMPANY, INC	ANCILLARY1 TIPPS/OMNIA	135,555.44
HENRICKSEN & COMPANY, INC	ANCILLARY2 TIPPS/OMNIA	38,892.27
HENRICKSEN & COMPANY, INC	AURORA SHELVING GSA	241,401.94
HENRICKSEN & COMPANY, INC	BASEMENT-PO + STATIONS	44,042.97
STUDIO GC INC.	INTERIOR ABATEMENT/RENO	4,870.65
Library Special Reserve	Library Administration - Total	518,613.10
Overall - Total		594,538.29

Budget to Actual Expenditures

Library - Administration (Library Fund)



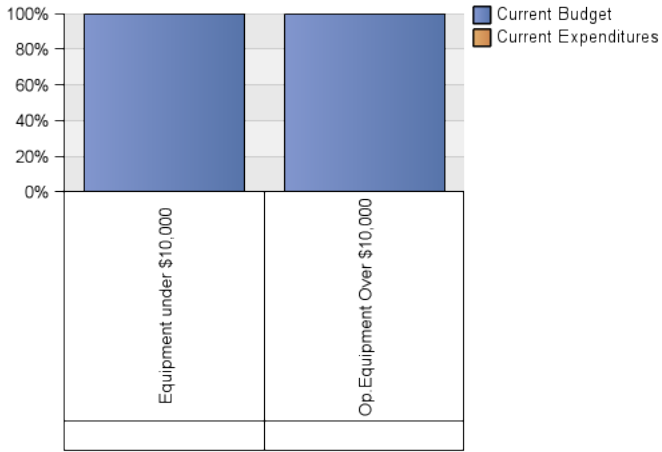
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Description	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund		Administration	221-9010-455.20-10 Contractual Services	\$3,000.00	\$148,095.61	\$21,898.34	\$176,859.00	\$3,865.05	\$131,000.00	2%	\$24,898.34
			221-9010-455.20-20 Dues	\$690.00	\$5,290.00	\$700.00	\$7,000.00	\$320.00	\$7,000.00	5%	\$1,390.00
			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)	\$1,079.40	\$21,500.99	\$35,030.13	\$81,947.00	\$24,336.48	\$72,000.00	30%	\$36,109.53
			221-9010-455.25-60 All Other Maintenance	(\$1,000.00)	\$50,510.45	\$2,973.51	\$69,733.00	\$17,249.04	\$58,200.00	25%	\$1,973.51
			221-9010-455.30-10 Liability Insurance	\$0.00	\$73,853.30	\$696.70	\$74,550.00	\$0.00	\$51,150.00	0%	\$696.70
			221-9010-455.30-15 Telephone	\$76.08	\$4,136.18	\$2,595.90	\$8,000.00	\$1,191.84	\$10,197.00	15%	\$2,671.98
			221-9010-455.30-20 Advertising	\$0.00	\$499.93	\$0.00	\$14,000.00	\$13,500.07	\$16,000.00	96%	\$0.00
			221-9010-455.30-25 Postage & Printing	\$0.00	\$13,270.76	\$8,282.28	\$22,028.00	\$474.96	\$23,600.00	2%	\$8,282.28
			221-9010-455.30-35 Travel & Training	\$0.00	\$13,832.07	\$248.82	\$14,200.00	\$119.11	\$14,200.00	1%	\$248.82
			221-9010-455.30-40 Special Programs	\$0.00	\$8,043.90	\$2,299.64	\$20,000.00	\$9,656.46	\$20,000.00	48%	\$2,299.64
			221-9010-455.35-10 Operating Supplies	\$0.00	\$9,745.62	\$12,548.14	\$37,000.00	\$14,706.24	\$49,000.00	40%	\$12,548.14
			221-9010-455.35-15 Cataloging & Processing	\$0.00	\$5,458.90	\$6,925.43	\$12,385.00	\$0.67	\$15,000.00	0%	\$6,925.43
			221-9010-455.35-50 Fuel - Gas & Oil	\$0.00	\$944.48	\$0.00	\$1,000.00	\$55.52	\$1,000.00	6%	\$0.00
			221-9010-455.36-10 Adult	\$0.00	\$54,053.32	\$18,217.64	\$71,833.00	(\$437.96)	\$85,000.00	-1%	\$18,217.64
			221-9010-455.36-20 Young Adult	\$0.00	\$5,153.65	\$5,146.35	\$12,000.00	\$1,700.00	\$12,000.00	14%	\$5,146.35
221-9010-455.36-25 Children	\$0.00	\$36,350.22	\$26,747.12	\$70,000.00	\$6,902.66	\$70,000.00	10%	\$26,747.12			

		221-9010-455.37-15	Videos DVDs	\$0.00	\$7,506.36	\$3,275.16	\$15,000.00	\$4,218.48	\$15,000.00	28%	\$3,275.16
		221-9010-455.37-20	Audio Books	\$0.00	\$4,766.79	\$5,233.21	\$10,000.00	\$0.00	\$10,000.00	0%	\$5,233.21
		221-9010-455.37-30	Digital Media	\$0.00	\$2,554.81	\$582.66	\$3,500.00	\$362.53	\$3,500.00	10%	\$582.66
		221-9010-455.38-10	Periodicals	\$0.00	\$4,132.65	\$8,483.27	\$12,548.00	(\$67.92)	\$13,000.00	-1%	\$8,483.27
		221-9010-455.38-20	Public Access Software	\$0.00	\$69,930.10	\$17,863.89	\$93,000.00	\$5,206.01	\$93,000.00	6%	\$17,863.89
		221-9010-455.39-10	Digital Content	\$0.00	\$79,177.25	\$18,822.75	\$98,000.00	\$0.00	\$98,000.00	0%	\$18,822.75
		221-9010-455.81-10	Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170,000.00	0%	\$0.00
		221-9010-455.82-10	Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,000.00	0%	\$0.00
		221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$185,480.00	\$0.00	\$222,800.00	\$37,320.00	\$222,000.00	17%	\$0.00
		221-9010-455.95-02	To Water Fund	\$0.00	\$1,382.20	\$0.00	\$2,500.00	\$1,117.80	\$2,500.00	45%	\$0.00
		221-9010-455.95-07	To Sewer Fund	\$0.00	\$387.70	\$0.00	\$600.00	\$212.30	\$600.00	35%	\$0.00
		221-9010-455.95-10	To Stormwater Management	\$0.00	\$506.00	\$0.00	\$610.00	\$104.00	\$610.00	17%	\$0.00
Feb 16, 2025			Summary	3,845.48	880,579.74	198,570.94	1,225,110.00	142,113.84	1,407,357.00	0.12	202,416.42

Budget to Actual Expenditures

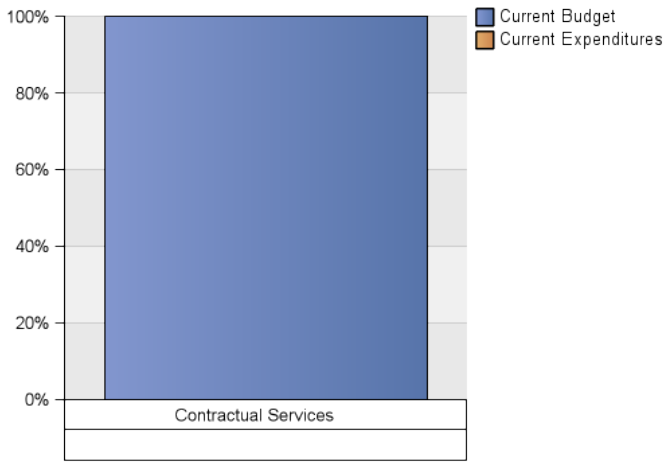
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80 Equipment under \$10,000	\$0.00	\$3,870.02	\$0.00	\$95,800.00	\$91,929.98	\$11,000.00	96%	\$0.00
			222-9010-455.75-10 Op. Equipment Over \$10,000	\$0.00	\$56,898.24	\$0.00	\$127,000.00	\$70,101.76	\$211,000.00	55%	\$0.00
			Summary	0.00	60,768.26	0.00	222,800.00	162,031.74	222,000.00	0.73	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$3,288,877.49	\$129,154.76	\$5,506,801.00	\$2,088,768.75	\$5,506,801.00	38%	\$129,154.76
Summary					0.00	3,288,877.49	129,154.76	5,506,801.00	2,088,768.75	5,506,801.00	0.38	129,154.76



Revenue & Expense Report

Account

Fiscal Year

APM

April - January

All

FY2024-25

0

10

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

Revenue

YTD Revenue Pivot

YTD Revenue Bar Chart

Revenue Transaction Log

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,574,749.00	4,574,749.00	4,369,700.23	95.52%	4,420,426.75	-1.15%
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%	290,782.04	-52.83%
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%	8,170.47	-94.82%
34750-Replacements Books/AV	4,800.00	4,800.00	1,500.44	31.26%	4,986.44	-69.91%
38210-Investment Income	36,000.00	36,000.00	66,687.91	185.24%	80,633.59	-17.30%
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%	3,298.46	-73.86%
222-Library Replacement Fund	242,300.00	242,300.00	131,174.43	54.14%	121,991.26	7.53%
38210-Investment Income	20,300.00	20,300.00	20,174.43	99.38%	40,921.26	-50.70%
39192-Transfer From	222,000.00	222,000.00	111,000.00	50.00%	81,070.00	36.92%
223-Library Special Reserve	2,018,500.00	2,018,500.00	52,074.30	2.58%	31,540.20	65.10%
38210-Investment Income	16,000.00	16,000.00	52,074.30	325.46%	31,540.20	65.10%
38910-Miscellaneous	2,500.00	2,500.00				
39330-Financing Proceeds	2,000,000.00	2,000,000.00				
Total	6,835,549.00	6,835,549.00	4,552,948.96	66.61%	4,573,958.21	-0.46%



Revenue & Expense Report

Account

Fiscal Year

APM

April - January

All

FY2024-25

0

10

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
221-Library Fund	4,819,138.00	4,890,388.00	2,499,242.71	317,296.68	2,816,539.39	2,073,848.61	2,967,371.10	42.41%
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	2,967,371.10	42.41%
222-Library Replacement Fund	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	20,371.89	92.58%
10-Administration	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	20,371.89	92.58%
223-Library Special Reserve	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%
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%
Total	10,547,939.00	10,619,189.0	4,065,147.26	317,296.68	4,382,443.94	6,236,745.06	3,063,564.02	58.73%

NPL Circulation Statistics



January 2025

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2023	2024	2025
Juvenile						
Books	371,970	370,025	104,180	38,250	33,117	8,001
Videos	2,980	3,456	497	372	263	34
Audios	13,466	12,709	5,085	1,373	478	341
Magazines	879	316	33	43	43	0
Other	1,085	554	138	60	64	15
Juvenile - Total	390,380	387,060	109,933	40,098	33,965	8,391
Teen						
Books	14,245	14,243	5,294	1,242	1,308	487
Audios	68	68	24	4	2	0
Magazines	11	9	-1	1	0	0
Teen - Total	14,324	14,320	5,317	1,247	1,310	487
Adult						
Books	117,152	119,866	53,454	11,541	11,383	5,331
Videos	40,841	41,406	13,225	4,000	4,000	1,297
Audios	12,933	11,710	3,394	1,150	977	376
Magazines	2,610	2,759	762	269	259	41
Other	12,044	12,929	5,423	1,426	1,243	491
Adult - Total	185,580	188,670	76,258	18,386	17,862	7,536
Digital Content						
eAudiobooks	20,832	28,353	33,944	2,508	3,322	3,858
eBooks	27,729	31,871	33,240	3,246	3,713	3,835
Magazines	1,248	2,932	4,897	107	547	696
Music	393	388	453	37	27	39
Streaming Video	2,553	3,320	3,264	285	459	335
Content Passes	124	280	321	15	29	42
Digital Content - Total	52,879	67,144	76,119	6,198	8,097	8,805
Total Circulation	643,163	657,194	267,627	65,929	61,234	25,219

NPL Collection Holdings



January 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,142	81,429	358	-71	3,669	-3,051
Videos	934	934	0	0	1	-49
Audios	2,110	2,129	21	-2	130	17
Magazines	155	169	14	0	126	-137
Other	45	44	0	-1	6	-65
Juvenile - Total	84,386	84,705	393	-74	3,932	-3,285
Teen						
Books	4,112	4,159	51	-4	375	-613
Audios	27	27	0	0	0	-3
Magazines	6	6	0	0	4	-15
Teen - Total	4,145	4,192	51	-4	379	-631
Adult						
Books	52,726	52,955	274	-45	3,022	-3,546
Videos	15,774	15,384	20	-410	410	-1543
Audios	9,791	9,800	12	-3	96	-41
Magazines	1,020	1,121	101	0	988	-1216
Other	2,254	2,262	7	1	77	57
Adult - Total	81,565	81,522	414	-457	4,593	-6,289
Total Collection	170,096	170,419	858	-535	8,904	-10,205

NPL Digital Content by Month



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

	9.24	10.24	11.24	12.24	1.25	
eRead Illinois						
eAudiobooks	310	256	225	293	307	
eBooks	290	298	277	378	453	
eRead Illinois Total	600	554	502	671	760	
Freanding	0	0	0	0	0	
Hoopla						
eAudiobooks	1,904	1,921	1,855	2,003	2,208	
eBooks	848	960	913	990	1062	
Movies/TV	145	131	158	137	162	
Music	46	45	64	39	39	
Hoopla Total	2,943	3,057	2,990	3,169	3,471	
Kanopy						
Individual Titles Plays	98	105	94	91	92	
Plays Through Passes	130	108	118	77	81	
Kanopy Total Videos Played	228	213	212	168	173	
OverDrive						
eAudio	1,214	1,130	1,130	1,205	1,343	
eBooks	1,842	1,842	1,796	2,013	2,320	
Magazines	407	506	568	625	696	
OverDrive Total	3,463	3,478	3,494	3,843	4,359	
Total Downloads or Uses						
eAudiobooks	3,428	3,307	3,210	3,501	3,858	
eBooks	2,980	3,100	2,986	3,381	3,835	
Magazines	407	506	568	625	696	
Music	46	45	64	39	39	
Streaming Video	373	344	370	305	335	
Hoopla 7-day BingePasses	26	29	31	27	38	
Kanopy Passes	2	5	3	3	3	
OverDrive 7-Day Passes	1	6	6	5	1	
Total Passes	29	40	40	35	42	

NPL Monthly Statistics



January 2025

Library Card Registration

	Fiscal Year 2025					
	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	22,853	197	82	23,132	21,403	27,911
Teen	1,854	1	-97	1,758	2,523	3,338
Juvenile	8,300	15	-111	8,204	8,266	9,165
Total	32,994	213	-126	33,094	32,192	40,414

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	1,600	21,400	184,012	149,050

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,320	33,511	34,142	31,374
Loaned	2,757	25,335	29,555	30,517
Reciprocal borrowing	2,213	32,107	187,827	170,900

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	224	121	33	2,878

normalpl.org Site Statistics



January 2025

	Annual Totals Year to Date			January		
	FY 2023	FY 2024	FY 2025	2023	2024	2025
Views & Sessions						
Pageviews	345,175	378,405	283,870	37,714	50,406	32,205
Sessions	172,819	188,078	140,149	18,584	23,058	16,323

Top Viewed Pages

FY 2025

/	136,883
/events/upcoming	16,657
/events/month	7,982
/learning-resources	6,450
/employment	4,856
/planning	3,371
/challenges	2,918
/summerreading	2,775
/borrow	2,306
/download-stream	2,244

Usage by Device

FY 2025

Desktop	45.2%
Mobile	53.0%
Tablet	1.8%

Top Viewed Pages

January 2025

/	12,740
/events/upcoming	2,099
/events/month	1,043
/learning-resources	875
/challenges	627
/employment	481
/event/supa-awesome-dog-man-day-community-activity-center-	472
/events/month/2025/02	400
/download-stream	376
/contact	328

Usage by Device

Jan 2025

Desktop	49.8%
Mobile	48.4%
Tablet	1.8%

All Posts Stories Reels Videos Live

Views

47.3K ↑ 119.5%

Reach

11.6K ↑ 110.2%

3-second views

4.3K ↑ 1.5K%

1-minute views

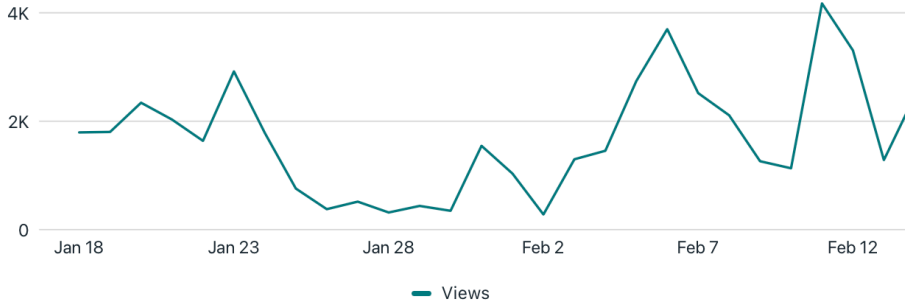
1 ↑ 100%

Content interactions

507 ↑ 220.9%

Watch time

15.5h



Views breakdown

Jan 18 - Feb 14

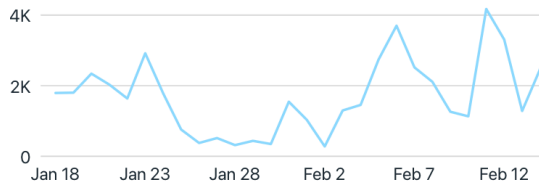
Total 47,345 ↑ 119.5%

From organic 74% ↓ 15.9%

From ads 26% ↑ 116.7%

Views

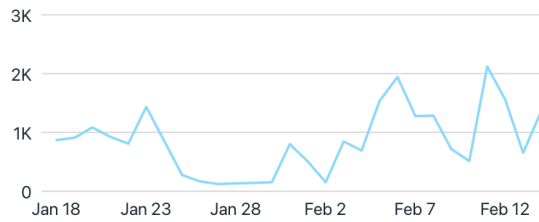
47.3K ↑ 119.5%



Export

Reach

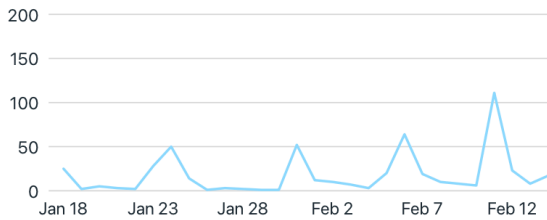
11.6K ↑ 110.2%



Export

Content interactions

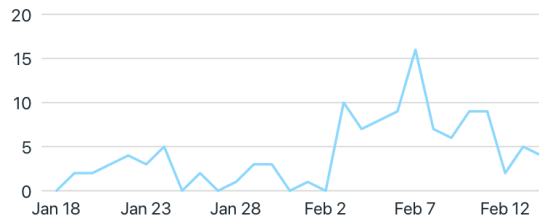
507 ↑ 220.9%



Export

Link clicks

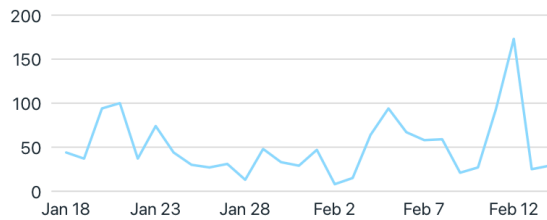
121 ↓ 11.7%



Export

Visits

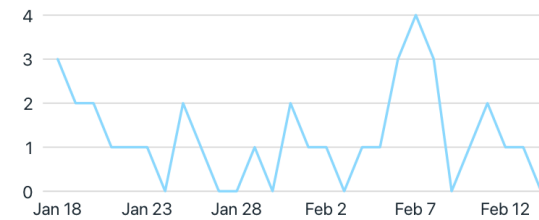
1.4K ↑ 28.6%



Export

Follows

35 ↑ 52.2%



Export

Normal Public Library Trustee Action Report

February 19, 2025

Closing the Library on May 16, 2025 for Staff Development

Prepared By: Leadership Team

Reviewed By: Director

Staff Recommendation: Approval

Community Impact

Staff development at Normal Public Library is essential to our continued growth and success. This ongoing commitment to learning includes attending formal classes, workshops, and conferences, as well as participating in in-service training, one-on-one coaching, possible future site visits, and relevant task forces or committees.

We as leadership support and encourage our staff in their pursuit of professional development, recognizing that it is key to meeting the evolving needs of our patrons. Our annual training programs are shaped by staff suggestions, as we believe that staff engagement is crucial to achieving our goals.

Budget Impact

With the approval of trustees, we will continue to budget for staff development within our training fund.

Background

Last year marked the first year in many that staff were provided a full day of staff development away from the demands of a service desk, focusing on development, training, and valuing the input of staff on specific direction forward.

Strategic Alignment

Priorities 1, 3, and 4



Normal Public Library Trustee Action Report

February 19, 2025

Approval of Privacy Policy

Prepared By: Laura Golaszewski

Reviewed By: Jason Querciagrossa, Town Corporation Counsel

Staff Recommendation: Approval

Community Impact

This policy pertains to the privacy and security of patron data, including use of library materials and technology, personal information, and the content of reference interviews. We are bound by the state's Library Records Confidentiality Act (75 ICLS 70/1) to protect our patrons' privacy and it is recommended that all Illinois Public Libraries have a supporting policy regarding the security of patron information.

Budget Impact

No immediate budget impact.

Background

This addition to our current policies will provide support to staff and reassurance to the public regarding our responsibilities as stewards of our patrons' library data. This policy is based on quality examples of similar library policies from our peers within the state.

Strategic Alignment

Priorities 1, 3

Patron Privacy & Confidentiality

The Board of Trustees seeks to protect the privacy and confidentiality of all who use the library in the pursuit of free speech, thought and association. The Board of Trustees respects and supports an individual's fundamental right to open inquiry without scrutiny by others.

RIGHT TO PRIVACY

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library patrons have the right to access their own borrowing information through the library's catalog or in person. In both instances, a library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

CONFIDENTIALITY

Illinois state law 75 ILCS 70/1 mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library and its resources, facilities and services. Confidentiality includes, but is not limited to, circulation of books, periodicals and other materials, electronic resource searches, interlibrary loan transactions, reference requests and use of technology. The library will not sell, lease or disclose confidential information to outside parties unless required to do so by law.

Unless otherwise required by law, Library records containing personally identifiable information will not be made available to any agency of state, federal or local government unless a warrant, court order, or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Board of Trustees authorizes only the Executive Director or their designee to receive or comply with requests from law enforcement officers. The Executive Director will confer with legal counsel before determining the proper response.

INFORMATION WE COLLECT

Types of personal information collected:

- Name
- Telephone number
- E-mail address
- Library barcode
- Date of birth
- Materials currently checked out, requested, or with fee assessed (such as damages)

HOW WE SAFEGUARD PERSONAL INFORMATION

In order to protect your personal information the library will:

1. Avoid keeping unnecessary records.
2. Remove the correlation between personal information and materials borrowed once these items are returned. (Unless a borrower has elected to retain this information on their account.)
3. Purge and shred outdated records.
4. Have security procedures that protect against loss, destruction and unauthorized access to your information.
5. Ensure that contracts and agreements with providers of electronic resources reflect our policies and legal obligations.
6. Remove from public computers daily: cookies, search histories, cached files and other records of internet use.
7. Not collect personal information from individuals using public access computers in the library.
8. Not collect personal information from individuals visiting the library website from home.

LINKS TO OTHER SITES

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

COOKIES

The library uses cookies to facilitate access to our catalog and electronic resources. Cookies are small data files that are sent to an individual's web browser that are then stored on a computer's hard drive. These cookies do not collect, store or maintain a library user's personally identifiable information. Patrons do not have to accept these cookies to visit or use the website and resources. Cookies may be refused or deleted from a computer's hard drive.

In order to access the library catalog and electronic resources from home, the barcode number from the library card is required for authentication purposes. Providers of licensed electronic resources do not have access to records containing personal information. Any information collected is discarded upon logging off.

CHILDREN'S PRIVACY

The library considers the privacy and safety of children to be very important. Personal information collected by the library is not shared with any other agency or organization. Due to the ease with which children can be induced to divulge personal information on the internet, parents are urged to supervise their children's use of the internet in the library.



Normal Public Library Trustee Action Report

February 19, 2025

Waive the formal bidding process and authorize the library director to enter a contract with Minuteman for the purchase of security cameras, infrastructure, installation and service totaling \$49,917.39

Prepared By: Enoch Kindseth

Reviewed By: Jason Querciagrossa, Town Corporation Counsel

Staff Recommendation: Approval

Community Impact

Normal Public Library utilizes security cameras within our building and on-site. These cameras serve to ensure the safety and security of all visitors and staff by deterring misconduct, aiding in investigations when necessary, and supporting law enforcement in the prosecution of criminal activity, should it occur. A video surveillance policy will be brought to trustees for approval in the coming months.

Budget Impact

This proposal is one of two quotes received on this project and comes under budget for the project. These funds were budgeted for the FY25 in our replacement fund.

Background

For years we have been unable to update library security cameras and infrastructure due to asbestos containing fire proofing in the facility. Since the abatement is complete, we are coordinating replacement of all items to upgrade our system. Careful consideration was made and coordination was handled through Town of Normal I&T staff to balance the need for security cameras and their detailed placement.

Strategic Alignment

Priorities 1, 3, and 4



We have prepared a quote for you

Normal Public Library - CCTV Upgrade

Quote # 039627
Version 1

Prepared for:

Normal Public Library

Enoch Kindseth
ekindseth@normalpl.org

Scope of Work

Scope:

The Town of Normal Public Library has an outdated CCTV system that is reaching end of life. The Public Library is also undergoing a complete remodel. For these reasons the Public Library has decided to retire the existing CCTV system and install a brand new CCTV system with new Cat6 cable.

All cameras will reside on a new Genetec StreamVault server located at the Library. The Library is currently networked to Uptown Station giving this system the ability to be accessed remotely via the network. The Town of Normal will be responsible for providing and installing all required ethernet cable and POE switches. Once all of the required infrastructure has been installed Minuteman will terminate each camera, aim & focus each camera and pull each camera into the new Genetec server.

New Cameras will be as follows:

Exterior Cameras: (4)

- (1) Dual Lens wall mount Camera 2 x 6MP to cover the rear parking lots
- (1) Dual Lens corner mount Camera 2 x 6MP
- (1) 5MP Vandal Dome camera to cover the air conditioning units between buildings
- (1) 5MP Vandal Dome camera to cover the side entrance on N. Fell Ave and the intersection of N. Fell Ave & W. College Dr.

First Floor Cameras: (6)

- (4) 4 x 4MP quad lens vandal dome cameras
- (2) 2 x 5MP dual lens vandal dome cameras

Second Floor Cameras: (5)

- (2) 4 x 4MP quad lens vandal dome cameras
- (3) 5MP single view vandal dome cameras

Lower Level Cameras: (5)

- (1) 5MP Fixed lens vandal dome camera
- (4) 5MP single view vandal dome cameras

Rooftop: (1)

- (1) 5MP Fixed lens vandal dome camera

Scope of Work

Minuteman assumes:

- Assumes all work will be completed during normal business hours of Monday - Friday 7:00AM - 5:00PM.
- That there is not a requirement for prevailing wage and or union labor.
- Customer to install all required Cat6 e cable to each camera location
- Customer to provide POE switches as needed

Existing Devices:

- This proposal assumes that any & all existing conduit, wire, devices & hardware to be used are in satisfactory condition and meet minimum requirements.
- Replacement, repairs and or changes to equipment will require change order authorization by both the customer & Minuteman Security Technologies, Inc.
- Payment Terms: [Net30].
- Progress payments per AIA form will be submitted.
- Final Payment due upon completion of project.

Recurring Fee's

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Recurring Fee's					
Genetec™ Advantage for 1 Omnicast™ Camera – 1 year	\$30.00	\$30.00	21	\$630.00	\$630.00
				Annual Subtotal:	\$630.00
				Subtotal:	\$630.00

Materials

Description	Price	Qty	Ext. Price
Head End Equipment & Software			
Security Center Version	\$0.00	1	\$0.00
Genetec Security Center 5.12	\$0.00	1	\$0.00
GSC Base Standard Package	\$600.00	1	\$600.00
Genetec Streamvault Video Server	\$13,129.29	1	\$13,129.29
1 camera connection	\$150.00	21	\$3,150.00
Field Devices			
(4) Exterior Cameras			
Network vandal outdoor 2CH AI IR dome camera, (6MP X 2 sens	\$1,537.50	2	\$3,075.00
Hanging mount for PNM-C7083RVD/7082RVD and PNM-C12083RVD/12	\$30.00	2	\$60.00
Wall Mount Accessory (white), Compatible with white hanging	\$59.25	2	\$118.50
Corner Mount Adapter Accessory, use with SBP-300WMW1, White	\$59.25	1	\$59.25
Wall Mount Base Compatible with wall mounts SBP-300WMW and	\$37.50	1	\$37.50
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	2	\$823.50
Back box for dome cameras. Compatible with: QNV-C8083R/C908	\$36.75	2	\$73.50
(6) Interior First Floor Cameras			
Wisenet P series network vandal outdoor mini Multi-Directio	\$1,425.00	4	\$5,700.00
Network vandal outdoor Multi-sensor Multi-Directional dome	\$825.00	1	\$825.00

Materials

Description	Price	Qty	Ext. Price
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$494.10	1	\$494.10
(5) Second Floor Cameras			
Wisenet P series network vandal outdoor mini Multi-Directio	\$1,425.00	2	\$2,850.00
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	3	\$1,235.25
(5) Lower Level Cameras			
Network vandal outdoor Multi-sensor Multi-Directional dome	\$825.00	1	\$825.00
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	4	\$1,647.00
(1) Rooftop 5MP Fixed Camera			
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	1	\$411.75
Back box for dome cameras. Compatible with: QNV-C8083R/C908	\$36.75	1	\$36.75
Cabling & Misc.			
Misc Security Installation Materials	\$75.00	1	\$75.00
Shipping & Handling	\$0.00	1	\$0.00
per Day Charge for Aerial Boom/Lift Bucket Truck	\$300.00	2	\$600.00
Subtotal:			\$35,826.39

Labor

Description	Price	Qty	Ext. Price
Installation Services	\$8,450.00	1	\$8,450.00
Programming Services	\$2,704.00	1	\$2,704.00
Project Management Services	\$507.00	1	\$507.00
ONSITE VISIT TRAVEL EXPENSES - Travel expenses including tra	\$1,800.00	1	\$1,800.00
Subtotal:			\$13,461.00

Normal Public Library - CCTV Upgrade



Prepared by:

Illinois

Shawn O'Connell
3314549656
soconnell@minutemanst.com

Prepared for:

Normal Public Library

206 W College Ave
Normal, IL 61761
Enoch Kindseth
(309) 433-3497
ekindseth@normalpl.org

Quote Information:

Quote #: 039627

Version: 1
Delivery Date: 02/10/2025
Expiration Date: 03/31/2025

Quote Summary

Description	Amount
Recurring Fee's	\$630.00
Materials	\$35,826.39
Labor	\$13,461.00
Total: \$49,917.39	

Annual Expenses Summary

Description	Amount
Recurring Fee's	\$630.00
Annual Total: \$630.00	

Payment Terms: Net 30 Days

Illinois

Signature: Shawn O'Connell
Name: Shawn O'Connell
Title: Executive Account Manager
Date: 02/10/2025

Normal Public Library

Signature: _____
Name: Enoch Kindseth
Date: _____

Sales Agreement T&C's

Standard

OPERATION: Customer shall be responsible for: (i) properly testing and setting the system on every closing and to properly turn off the system on each opening (if applicable); (ii) testing any detection device, or other electronic equipment designated in the Proposal prior to setting the System for closed periods; (iii) notifying Minuteman promptly if such equipment fails to respond to the test; and (iv) using and operating the System and the equipment properly and in accordance with proper operating procedures (if customer requires Minuteman Security Technologies). Whenever Minuteman employees or authorized representatives are sent to the Covered Premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, Customer agrees to pay an additional service charge at Minuteman's prevailing rate per occurrence.

DELAYS - INTERRUPTION OF SERVICE: Minuteman shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of Minuteman. Minuteman will not be required to furnish service to Customer while such interruption shall continue.

EXCLUSIONS: Services to be provided by Minuteman pursuant to this Agreement do not include:

- Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment for the System as prescribed by Minuteman and/or the manufacturer of any equipment used in the System, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in the Proposal hereto.
- Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
- Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized supplies or equipment.
- Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from Minuteman's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non-Minuteman equipment and devices not supplied by Minuteman.
- Electrical work external to the equipment or accessories furnished by Minuteman.

ADDITIONAL CHARGES: Unless otherwise specified in the Proposal, service charges for the system are based upon coverage during "normal business hours of operation." Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at Minuteman's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without Minuteman's specific permission, nor permit the same by other contractors. Any work performed by Minuteman to correct Customer's breach of the foregoing obligation shall be corrected and paid for by Customer at Minuteman's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of Minuteman shall be corrected by Minuteman and paid for by Customer in accordance with Minuteman's prevailing rates.

Minuteman shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

LIQUIDATED DAMAGES - MINUTEMAN'S LIMITS OF LIABILITY: Customer understands that Minuteman is not an insurer; that Customer is responsible for obtaining insurance for such reasons or purposes, including theft and vandalism, and in such amounts, as Customer shall

Sales Agreement T&C's

determine. Customer further understands and agrees that the sums payable hereunder to Minuteman are based upon the value of services offered and equipment value provided and such sums are not related to the value of property belonging to Customer or to others located on the Covered Premises. Customer does not and shall not seek indemnity under this Agreement from Minuteman, and specifically waives any rights for indemnity for any damages or losses caused by hazards to customers, invitees, guests, or property of customer or third parties. Customer understands and agrees that the System and the services to be supplied hereunder are designed to detect security breaches, and that MINUTEMAN MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEM OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM. Customer agrees that Minuteman shall not be liable to Customer, its employees, agents or guests, or to any third party, for any losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed upon Minuteman under this Agreement or by negligent acts or omissions of Minuteman, its agents or employees. ~~In all events, it is further agreed that if Minuteman should become liable for any losses or damages for any reason having to do with this Agreement, Minuteman's total liability to Customer shall be limited \$250., which sum the Customer agrees is reasonable. The payment of this amount shall be Minuteman's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer.~~

INDEMNIFICATION: Each party shall indemnify and hold harmless the other, their trustees, officers, professional staff, employees and agents from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively "liabilities"), arising out of the performance of this Agreement to the extent that such liabilities arise from the acts or omissions, negligence, gross or reckless misconduct, or intentional wrongdoing of the indemnifying party, its trustees, officers, professional staff, employees or agents.

WARRANTY: Minuteman Security Technologies, Inc. Full One Year Limited Warranty:

- What is Covered: This warranty covers any defects in materials or workmanship, including installation, with the exceptions stated below.
- How Long Coverage Lasts: This warranty runs for one year from the date your system was installed and accepted.
- What Is Not Covered: This warranty does not cover intentional or un-intentional misuse or of any of the system components or software. The warranty does not cover damage as a result of acts of god (lighting, floods, storms, etc...) or electric surge.
- What Minuteman Will Do: Minuteman will repair any part of the system that is proved to be defective in materials or workmanship. In the event repair is not possible on certain system components, Minuteman will replace said component with similar specification and price.
- How To Get Service: Contact our service department at your nearest service center. A service representative will review your system and take any necessary action to correct problems covered by this warranty.
- How State Law Applies: This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Turnkey Installation

THIS QUOTE INCLUDE: Only the items and quantities of devices listed on this quotation. The design is pending approval of authorities having jurisdiction where approval is required. Pre-installation rough-in followed by one site visit for final connection of head-end w/ training if needed and all required testing to be performed during the same visit. Acceptance and testing documentation (when applicable). For alarm systems with a key lock box, if shown on plans the least expensive lock box will be provided unless specified otherwise. Work is to be performed during the hours of 8:00 AM and 4:30 PM. We may choose to make a network connection in the building to facilitate commissioning and service remotely.

THIS QUOTE DOES NOT INCLUDE: Multiple site visits for phased projects unless it was specifically advised of the phasing schedule prior to providing this quote. Permits, licenses, sales tax, or shipping costs to the customer unless each is specifically listed. Third party approvals or third-party testing or inspections unless specifically listed. Return visits if other trades could not be coordinated to be present during our

Sales Agreement T&C's

original site visit. Labeling of devices, controls or any required signs unless specifically listed on the quote. Unforeseen existing conditions that were not brought to our attention prior to the quote.

IT IS THE CUSTOMER'S RESPONSIBILITY TO: Provide a revised equipment count if the quantities shown are incorrect. Provide a minimum of FIVE business days to schedule. Provide a clean and safe working environment that complies with all OSHA rules and standards. Provide a safe and secure, climate-controlled storage area for tools and the equipment being installed. Provide labeling and any required signs. Provide trash receptacles and pay for all trash removal unless trash removal is specifically listed. Cutting, patching, and painting of any areas affected by the installation unless each of these functions are specifically listed on the quote. If there is a custom annunciator/map or custom control panel, etc. then AutoCAD files must be provided to work from. To pay additional travel and labor costs for any additional unplanned site-visits.

Escalation Clause

TC-Escalation Clause

Due to recent market volatility and ongoing supply chain issues, Minuteman is incorporating the following clause into all proposals and maintenance contracts:

Through no fault of Minuteman, In the event of a delay in product availability or price increase of materials procured by any manufacture and/or distributor, the contract sum, time of completion, or contract requirements shall be adjusted by a change order in accordance with the procedures of the Contract Documents. A change in price of any item of material from our manufactures or distributors will be considered between the date of this contract and the date of installation. Issuance of a purchase order or signed proposal constitutes acceptance of this clause.



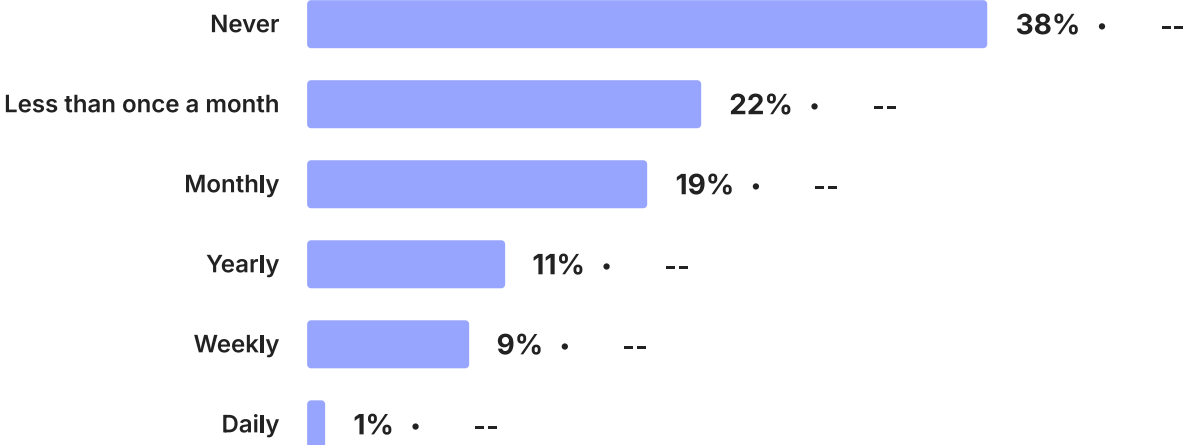
Town of Normal, IL

Community Survey

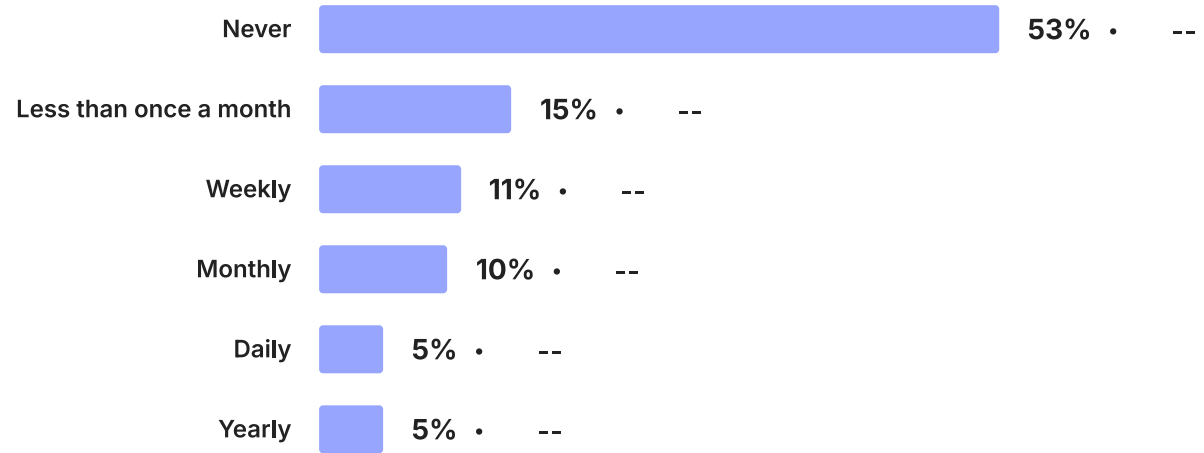
November 2024 - January 2025

Powered by  Zencity

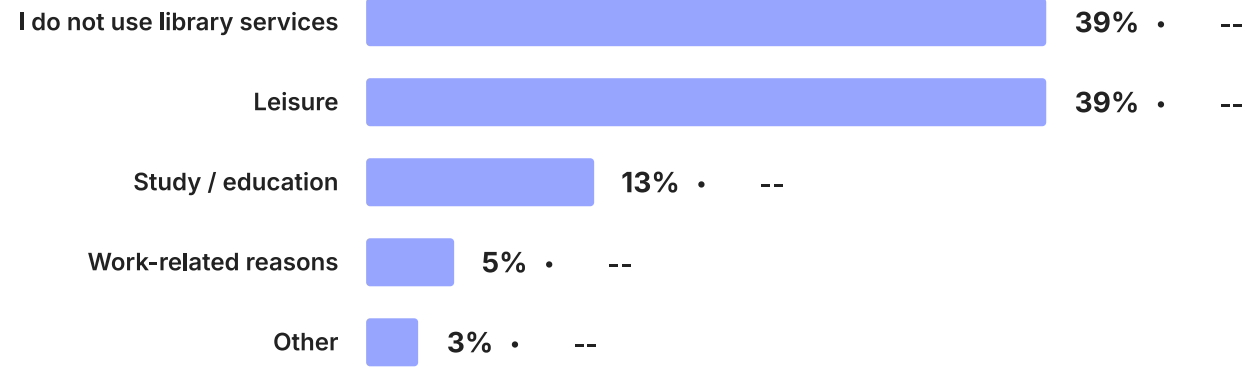
On average, how often do you visit the library?



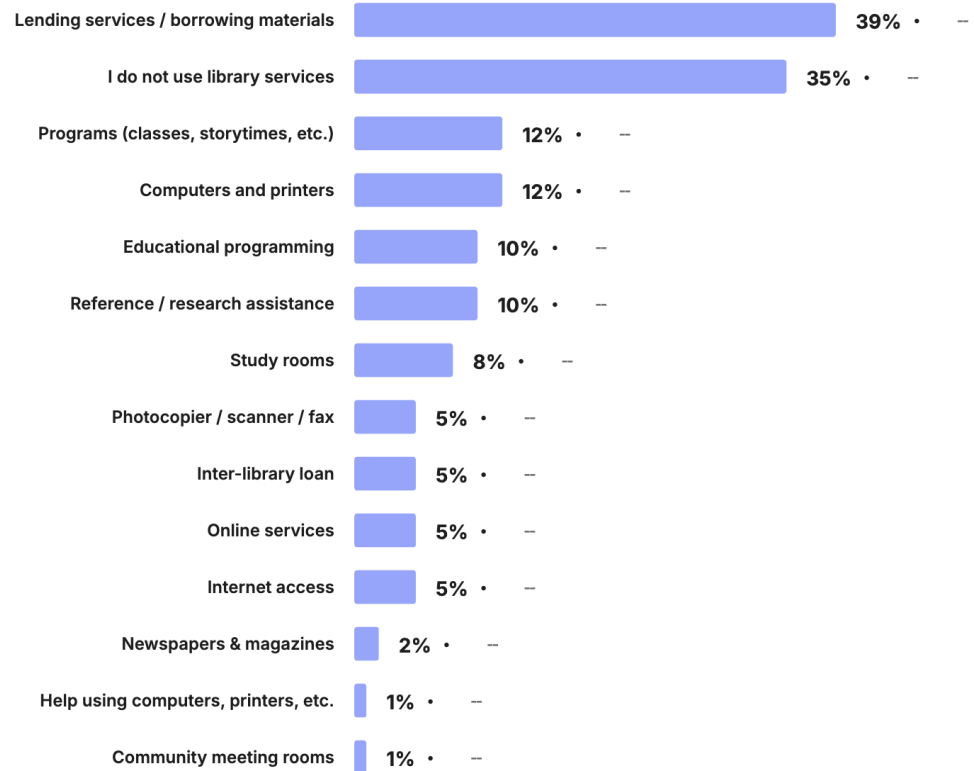
On average, how often do you use the library website or online/digital services (Hoopla, Libby, etc.)?



Why do you primarily use the library and its services?



What are the main services you utilize when visiting the library?





NORMAL PUBLIC LIBRARY



ANNUAL REPORT



As we reflect on 2024, one word truly sums up the year for us: transformational. Once we began a renovation and asbestos abatement project that had been years in the making, staff swiftly pivoted to provide library services in a separate leased space and programs at a variety of off-site locations, all while prioritizing our connection and service to the community. Our temporary branch at 201 W. College, which has allowed us to keep our connection and service to the community thriving, started as a vacant bank building, but thanks to our staff and patrons' energy and enthusiasm, it was transformed into a lively, vibrant library. Meanwhile, our programming staff offered story hours, crafting sessions, puzzle competitions, and other activities at locations around the community, including the Community Activity Center, Coffeehouse, the Normal Masonic Lodge, Normal Township Hall, and Heartland Bank, proving that libraries are about so much more than just their collections and spaces: at their heart, they're about people.

HIGHLIGHTS OF 2024

Throughout this year of change, staff innovated and adapted constantly in order to exceed the level of service that our community has come to expect. Though the spaces available to us were drastically different, our staff met that challenge with creativity, positivity, and open minds. Our patrons let us know what was working (love the drive-thru!) and what wasn't (more directional signage, please!), and staff worked through the kinks together. Some major highlights of 2024 include:

- Began an extensive building renovation and asbestos remediation project, with a projected completion date of June 2025
- Opened and operated a temporary branch at 201 W. College, providing access to computers, technology, collections, and staff
- Added and hired a new position in our Technical Services department, a Children's Collection Development Librarian
- Added and hired two 30-hour Library Technical Assistant positions to aid in technology programming, staff training, and makerspace activities in the future library
- Added and hired a new Programming and Youth Services Librarian, focused on 3D printing and makerspace activities in the future library

- Successfully provided varied and popular programming at several off-site locations
- Increased our presence in the community through tabling at events as well as outreach to preschools, daycares, Unit 5 schools, Heartland Community College, area nursing homes, the McLean County Jail, and others
- Added several unique items to our collections, including radon detectors, Bluetooth transmitters/receivers, and grant-funded Playaway Launchpads for children
- Replaced our network infrastructure including our firewall, network switches, and WiFi access points

SERVICES

As we approached providing library services for our community from a leased space that was smaller than our Community Room at our main building, we had to be ready to take risks and fail forward. Staff worked together to pivot from providing service in a 44,000 square foot building to a 2,100 square foot former Busey Bank branch, and relied on questions, suggestions, and ideas from our patrons in order to shape our branch into the best temporary library possible. We have received consistent, positive feedback from our users indicating that they greatly appreciate all that

our branch library offers, both in the services we provide and as a connection to their library.



A few highlights of the last year include:

- Leasing our temporary branch at 201 W. College, providing access to technology, staff, and our collections
- Added collections and services to our branch as they were requested by patrons, including:
 - Adding space for DVDs
 - Making a menu of magazines so patrons would know what subscriptions were available to them
 - Adding large and visible signage to most sides of our building
 - Giving patrons a look inside our progress through social media videos and posts
- Provided consistent updates to the public on our construction progress and information on how they can use the library during our project
- Created an Equity, Diversity, and Inclusion staff committee in order to reflect and further those principles internally and externally
- Created a weekly in-house newsletter for staff so that we could be up-to-date and confident in our service in a swiftly changing environment
- Continued to offer home delivery service to those who find it difficult to use the library, and saw increased use at our Pop-Up Libraries at area nursing homes
- Through our Unit 5 library card project, created and mailed 900 library cards to Unit 5 students

- Provided countless hours of tech support to help our patrons fill out job applications online, create email addresses, access important documents, download e-books and other resources, print documents, convert files, and more
- Distributed surplus books to various locations, including the McLean County Jail, Little Free Libraries, Carle Cancer Center, Uptown Station, YWCA, and others

Providing service out of two buildings (201 and 206 W. College) and at multiple off-site locations would not be possible without our stellar team of staff. Beyond being cheerfully along for the wild ride this year has been, our staff have made their mark in the library profession by completing advanced degree programs, publishing articles in professional library journals, presenting at state and national conferences, and serving on state and national committees and boards. We are proud of our staff for their drive not only in improving our library, but themselves as well.

PROGRAMS

Our staff provided 453 dynamic, engaging programs throughout the year for 28,601 people of all ages. While we continued several program series from past years that remain in demand, we also added many new series that have been very popular. As we adapted our programs to different rooms and buildings throughout Normal, our patrons continued to show up to read, create, and have fun with us. We greatly value our community's engagement with us and their feedback, and consistently incorporate their requests, comments, and ideas into our programming schedule. Many of our larger, more costly programs would not be possible without the support of Normal Public Library Foundation. Other programming highlights include:

- Worked with our community partners extensively to find space for programming while our building is closed to the public
- Collaborated with groups such as the Illinois Art Station, Communication Junction, Illinois Humanities Road Scholars Speakers Bureau, Latinos en BloNo, and others to bring exciting, relevant programs to our community



- Presented our Summer Reading Challenge in a new environment while maintaining the features our patrons know and love, such as our Book Bucks Store, Summer Reading Kickoff Party (530 attendees) and End Of Summer Reading Bubble Party (220 attendees)
- Began several new programming series, including Cottagecore: Embroidery, TinkerCrafting, Crafty Prints, Partner Project (sewing for families), Family Book Club, Claim Your Future (college application and FAFSA help), and others



- Hosted a Swiftie Par-Tay (135 attendees), Camp Half-Blood (week-long Percy Jackson event series), Pop-Up HERstory with Nomad Theatre (230 attendees), and many more
- Continued our wildly popular murder mystery events for adults and teens, with themes like Lady Whistledown, Wizard of Oz, Prom Night, and others
- Hosted authors Eric Rohmann and Candace Fleming

As in past years, many of our programs benefit greatly from partnership with different community groups. Forming, deepening, and maintaining those relationships to increase the accessibility and value of our programming is something we are always working towards, and this year those partnerships were especially important. A few examples of these partnered programs include El día de los niños/El día de los libros (Day of the Child/Day of the Book) with The Immigration Project, Illinois Art Station, Latinos en BloNo, Western Avenue Community Center, and Bloomington Public Library; Asian Heritage Celebration with ISU AsiaConnect, ISU Lab Schools, and Illinois Art Station; and Pride in the Park with Bloomington Public Library, Prairie Pride Coalition, and PFLAG Bloomington/Normal.



COLLECTIONS

Providing up-to-date, diverse, and engaging collections remained a top priority for us in 2024. With our main building closed to the public, we had a unique opportunity in 2024 to assess and inventory our collections. As part of this effort, we were able to create a clear picture of what's on our shelves and what we might like to add. As we reflected on feedback from our staff and patrons, we made the decision to interfile our adult fiction collections to make them easier to use and adjusted call numbers on our Large Print items so that they are more easily recognizable in our catalog.

Our nontraditional library items, collected in our Library of Things, remain extremely popular with our patrons and maintain a presence in our temporary branch. Board games, robots, sewing machines, ukuleles, and so much more make for a collection that encourages exploration, fun, and lifelong learning. We continued to expand that collection this year with the addition of new board games, Bluetooth transmitters, and radon detectors. This year, our Chromebook kits, WiFi hotspots, and instruments were some of the most popular offerings in our Library of Things.



Other collection highlights from this year include:

- Created storage solutions for our collection during the renovation
- Added grant-funded pre-loaded educational tablets called Playaway Launchpads to our collection
- Maintained access to almost all library holdings through careful planning, storage, and shelving during both phases of our renovation project
- Promoted use of browser and educator packs, which are staff-curated packs or lists of items based on theme, age, etc., so that patrons did not have to research and request individual items for themselves, their families, or their classrooms while they are unable to access our full collections

Digital content remained popular in 2024, with 91,012 digital items circulated. Patrons continue to enjoy accessing free streaming

movies (4,042), music (531), e-books (40,004), e-audiobooks (40,212), magazines (5,849), and more through our digital resources. All content on these platforms are available to Normal residents at no cost.

FACILITIES & SPACES

Providing a safe, healthy facility is a top priority for us, which is reflected in what is by far our biggest achievement of the year: ridding our building of asbestos and asbestos-containing material. This project was years in the making, and after careful planning and budgeting, we were thrilled to get it started in 2024. Beyond removing the asbestos, we are fully renovating and updating our building at 206 W. College to bring it into the 21st century. When we reopen our main location in 2025, our patrons will surely be delighted by the updates and improvements that are currently underway. Already, we have:



- Updated all lighting to LED
- Replaced our network infrastructure for better connectivity and security
- Relocated our networking infrastructure to a designated network room with anti-static floors
- Installed exterior LED wall packs on the building for Fell parking lot illumination and replaced Fell parking lot lightpole to LED
- Upgraded HVAC thermostats in 1972 building as well as replaced 1972 building ductwork
- Wet sealed the majority of our windows for weatherization efficiencies
- Replaced our exterior off-site book drop at Jewel-Osco
- Became a member of the Sustainable Libraries Initiative with plans to complete certification in 2025-2026



WHAT TO EXPECT IN 2025

We are heading into 2025 with optimism and are greatly excited to soon welcome the public into our renovated, updated, and healthy space at 206 W. College. Staff are eager to show off the additions and positive changes to our patrons, which include but are not limited to:

- An all-ages makerspace for crafting, creating, and learning
- A designated teen space that encourages collaboration and conversation, separate from the kids and adult areas
- A children's art-making area on the second floor
- Refreshed meeting spaces in the basement, an updated computer and technology center, and a new open meeting space on the first floor, along with two additional small meeting/study spaces on the first floor
- Updated, comfortable, and eye-catching furnishings throughout all three floors of the building
- Attractive, matching, and more accessible shelving for our print collections
- Improved wayfinding throughout the building
- A renewed and updated Children's Discovery Room, including a new private nursing room

Our staff continue to work extremely hard to prepare our collections, spaces, and each other for our eventual reopening in June 2025. We cannot wait to show the community their new library, and feel confident that the improvements and updates we have made will be appreciated as they were all born out of direct patron feedback over the last several years. We hope our community members see themselves and their vision of their public library reflected in the changes we have made, and we look forward to introducing them to their new library.