



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

**September 21, 2022 at 6:00 p.m.
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. Recognition of former trustee Jess Ray for years of service to the Normal Public Library
3. President’s Report
4. Public Comment
5. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
6. Library Director’s Report
7. 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 August 17, 2022
 - B. Approval of Normal Public Library Expenditures for Payment as of September 14, 2022
8. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
9. NEW BUSINESS
 - A. FY2023-FY2028 Budget Proposal (Action)
 - B. Strategic Planning (Discussion)
 - C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition
 - D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
 - E. Executive Session: [5 ILCS 120/2(c)(21)] Approval/Six-Month Review of Executive Session Minutes
10. UNFINISHED BUSINESS
 - A. Abatement Update
11. Suggested Items for the Next Agenda
12. Board Comments and Concerns
13. Next Meeting Date: October 19, 2022
14. 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 meeting, work sessions and other events, as scheduled.

NOTICE: PURSUANT TO THE OPEN MEETINGS ACT, notice is hereby given the Normal Public Library Board of Trustees has been invited to several events in which a majority of the Trustees may be present. These events include: Uptown South Master Plan Public Meeting, Tuesday, September 27, 2022 – 6:30 pm, Rm 409, City Hall, 4th floor, 11 Uptown Circle, Normal, IL 61761 | Normal Public Library | John Fischer, Interim Library Director | Dated this 19th day of September 2022.

**Minutes of the Board of Trustees
Normal Public Library
August 17, 2022**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, August 17, 2022. The meeting convened at 6:34 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Vice President, Jd Davis, Secretary, Erin Ripley-Gataric, Lynda Lane, Amy Ersland

Members Absent: Katelyn Trunnell

Library Staff Present: John Fischer, Interim Library Director, Jennifer Williams, Laura Golaszewski, Rhiannon Shoults

Community Members Present: Terry Lindberg, Pam Reece, Town of Normal City Manager, Andrew Huhn, Town of Normal Finance Director, Tierra Shickel, Chief Deputy Clerk

1. **Review of the Agenda:** No additions or corrections.
2. **Appointment to the Normal Public Library Board of Trustees (Action)**
Ms. Lane moved to appoint Terry Lindberg to the vacant Normal Public Library Board of Trustees seat, and Ms. Ripley-Gataric seconded.

The motion passed 5-0.

Mr. Lindberg joined the Board officially at this time.

3. **President's Report:** Ms. Robb thanked the staff for their continued great work during the transition. She expressed thanks to Mr. Lindberg for accepting his appointment to fill Mr. Ray's position.
4. **Public Comment:** None
5. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**
Foundation: No meeting held this month.

Library Advocacy: Trustees attended the Town of Normal Reception, and were able to meet with various members of the community.

Library Planning: No meeting held this month.

6. **Library Director's Report:** Mr. Fischer discussed the items in his report. Ms. Shoults discussed the American Rescue grant funded purchases, including the meeting pods, and what they provide to the Library. She discussed the Learning Circle in-depth, and answered questions from the Trustees.

7. **OMNIBUS VOTE AGENDA**

- A. **Approval of the Minutes of the Regular Board Meeting of July 20, 2022**

B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$148,988.48 for two payrolls, and \$49,849.36 for expenditures as of August 11, 2022

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ripley-Gataric seconded.

Motion passed 6-0.

8. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed from the Omnibus Vote Agenda.

9. NEW BUSINESS

A. FY2023-FY2028 Budget Preparation (Discussion)

No discussion this evening. Mr. Fischer asked that all questions be directed to him as needed.

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

Ms. Robb moved to enter Executive Session at 6:48 pm. Ms. Lane seconded.

C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition

Ms. Robb moved to enter Executive Session at 6:48 pm. Ms. Lane seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Absent

Jd Davis – Present

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ermland – Present

Terry Lindberg - Present

The Board invited Ms. Reece, Mr. Huhn, and Mr. Fischer to the Executive Session at 6:58pm to discuss Land Acquisition.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Absent

Jd Davis - Present

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Ermland – Present

Terry Lindberg - Present

The Board exited Executive Session and returned to the Regular Meeting at 7:18 pm.

Ms. Shoults, Ms. Reece, and Mr. Huhn did not return to the Regular Meeting after Executive Session.

10. UNFINISHED BUSINESS

A. Abatement Update

Bid documents are expected to be finalized in the next few weeks. They are waiting on engineers to complete the drawings, but are expected on August 23. Studio GC has provided a range of estimates that they are anticipating. Discussion ensued on when to release the documents.

11. Suggested Items for Next Agenda

Recognition of Service for Mr. Ray

Executive Session – Land, Personnel, Six-month review of Executive Session minutes

12. Board Comments and Concerns

None

13. Next Meeting Date: September 21, 2022

14. Adjournment

Ms. Ripley-Gataric moved to adjournment, and Ms. Lane seconded.

Ms. Robb adjourned the meeting at 7:34 PM.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 08/12/2022-09/14/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	465.00
US BANK/P-CARD	Adult Reading Challenge -	180.50
US BANK/P-CARD	Food supplies for Staff	56.29
US BANK/P-CARD	Prizes for Book Buck Stor	120.80
US BANK/P-CARD	Summer Reading Prizes - \$	700.00
US BANK/P-CARD	Summer Reading Prizes - G	50.00
US BANK/P-CARD	Supplies for Field Day	22.50
Library Fund	- Total	1,595.09

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	LED BULBS	109.89
AEP ENERGY	ENERGY USAGE	5,013.98
ALERT SIGNAL & CONTROL CO	FIRE ALARM INSPECTION	140.00
AUTOMATIC FIRE SPRINKLER, LLC	INSTALL-FIRE SPRINKLR/POD	1,641.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,450.88
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,381.15
BAKER & TAYLOR COMPANIES	TEEN BOOK	9.03
BAKER & TAYLOR COMPANIES	TEEN BOOKS	39.89
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	325.67
BAKER & TAYLOR CONTINUATION	ADULT REFERENCE BOOKS	224.83
BLACKSTONE PUBLISHING	AUDIOBOOKS-2	69.90
BRODART COMPANY	DVD PAK W/STRIP,JUSTAFOLD	1,460.28
Carol Genung	DNA PRESENTATION ON 8/24/	75.00
CENGAGE LEARNING INC	ADULT BOOKS	605.02
CENGAGE LEARNING INC	AUG LG PRINT DIST 6 PLAN	44.25
CENGAGE LEARNING INC	AUG WHEELER WESTERN 2PLAN	41.23
CENGAGE LEARNING INC	AUG.AMISH FICTION3 PLAN-3	72.72
CENGAGE LEARNING INC	LARGE PRINT DIST 6 PLAN	93.75
CENGAGE LEARNING INC	LARGE PRNT DIST.6 PLAN-1	23.25
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS-1	27.71
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS-2	45.75
CENTER POINT LARGE PRINT	ADULT LP BOOKS S/O (8)	191.76
CHIEF CITY MECHANICAL INC	INSTALL SENSOR FAUCET	100.00
CIRBN, LLC	INTERNET SERVICE-AUG22	76.08
COAST TO COAST SOLUTIONS,INC	LIBRARY BAGS-200	179.34
COAST TO COAST SOLUTIONS,INC	SCRATCH PADS ON LIBRARY	464.98
COUNCIL - COMM & ECONOMIC RESEARCH	RENEWAL/COLI PRINT	165.00
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 7/31	50.00
EBSCO SUBSCRIPTION SERVICES	PUBLIC ACCESS SW RESOURCE	4,432.00
ELM USA INC	PADS/COMPOUND SOLUTION	1,115.49

FINDAWAY WORLD LLC	CHILDREN'S PLAYAWAYS-16	784.84
FINDAWAY WORLD LLC	CHILDREN'S WONDERBOOKS-1	56.99
FINDAWAY WORLD LLC	PLAYAWAYS-4	232.46
FINDAWAY WORLD LLC	PLAYAWAYS-6	371.19
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H W WILSON CO	ADULT BOOKS	295.70
IMAGE SUPPLY	K-SUN BLK/WHITE TAPE	1,706.25
INFORMATION TODAY INC	COMPUTERS IN LIBRARIES	106.05
INGRAM LIBRARY SERVICES	ADULT BOOK	36.20
INGRAM LIBRARY SERVICES	ADULT BOOKS	61.58
INGRAM LIBRARY SERVICES	ADULT BOOKS-6	75.66
INTERSTATE ALL BATTERY CENTER	BATTERY BACK UP/COUNTER	32.10
KANOPY INC	DIGITAL CONTENT	163.00
KAVANAGH,SCULLY,SUDOW,WHITE	EMAIL FROM JOHN/LEASING	120.00
KROGER-INDY CUSTOMER CHARGES	2-TICKETS,SPECIAL PROGRMS	114.74
KROGER-INDY CUSTOMER CHARGES	FEE-REQUEST LOST INVOICE	5.00
KROGER-INDY CUSTOMER CHARGES	MISC.SUPPLIES-LIBRARY	470.13
LAUTERBACH & AMEN LLP	AUDIT SERVICES	2,256.00
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS	809.10
Linda Stroh	TEACHING A CLASS: ZERO WA	40.00
MENARDS	48" T8 5000K LED A 16PK	69.99
MENARDS	DISTILLED WATER GL	46.98
MENARDS	WELD EPOXY/FROGTAPE/3M	24.73
MIDWEST TAPE	DIGITAL CONTENT	3,912.19
MILLER JANITOR SUPPLY	HAND SOAP/TP/ROLL TOWEL	388.30
MILLER JANITOR SUPPLY	TOWELS/LINERS	308.65
NEW YORK TIMES COMPANY	ACCT.#867990459 - RENEWAL	1,019.98
NICOR GAS	ENERGY USAGE	276.64
OVERDRIVE, INC	DIGITAL CONTENT	1,791.49
QUADIENT, INC.	QUARTERLY METER RENTAL	59.99
QUILL CORPORATION	LIBRARY OFFICE SUPPLIES	108.70
QUILL CORPORATION	LIBRARY SUPPLIES	263.74
QUILL CORPORATION	PAPER FOR LIBRARY	115.28
QUILL CORPORATION	PENCILS-12PK	5.09
QUILL CORPORATION	SAFETY GOGGLES-1PK	2.29
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	109.96
READER'S DIGEST	READER'S DIGEST LGPRNT 1Y	22.00
RESOURCE SHARING ALLIANCE (RSA)	1 TIME SYSTEM SET UP FEE	100.00
RESOURCE SHARING ALLIANCE (RSA)	HOOPLA FEES FOR FY2023	50.00
RESOURCE SHARING ALLIANCE (RSA)	MOBILE APP	510.00
RON SMITH PRINTING CO INC	STICKERS	820.00
TODAYS BUSINESS SOLUTIONS TBS INC	SRVS AGREEMENT-TBS TOWER	800.00
US BANK/P-CARD	2022 ILA ANNUAL CONFERENC	275.00
US BANK/P-CARD	Adult Books - Patron Req.	39.18
US BANK/P-CARD	AED Pads - AED Battery	456.64
US BANK/P-CARD	Audio Cable Adapter (1)	5.50
US BANK/P-CARD	Bathroom Faucets (1)	420.44

US BANK/P-CARD	BOCD Repl. - LURE OF THE	28.98
US BANK/P-CARD	Car Wash (4)	10.00
US BANK/P-CARD	Children's Books - Patron	41.81
US BANK/P-CARD	Chromebook Adapters (2)	16.94
US BANK/P-CARD	DVD Repl. - FOG (1)	8.56
US BANK/P-CARD	DVD Repl. - SCARFACE (1)	11.17
US BANK/P-CARD	Fluorescent Bulb Recycle	15.00
US BANK/P-CARD	Game repl. - NBA 2K22 P	19.99
US BANK/P-CARD	Latex Gloves (2)	220.21
US BANK/P-CARD	Lawn Trimmer- Lawn Edger-	602.68
US BANK/P-CARD	Light Fixture Bulb Clips	29.39
US BANK/P-CARD	New DVD Rel. - COW (1)	13.99
US BANK/P-CARD	New DVD Rel. - DUAL (1)	13.99
US BANK/P-CARD	New DVD Rel. - DUKE (3)	53.97
US BANK/P-CARD	New DVD Rel. - HOT SEAT	27.98
US BANK/P-CARD	New DVD Rel. - LET THEM A	79.96
US BANK/P-CARD	New DVD Rel. - MINAMATA	35.97
US BANK/P-CARD	New DVD Rel. - MONSTROUS	39.98
US BANK/P-CARD	New DVD Rel. - PAM and TO	173.90
US BANK/P-CARD	New DVD Rel. - THERE ARE	11.99
US BANK/P-CARD	New DVD Rel. - WHITE ELEP	18.99
US BANK/P-CARD	New DVD's Release - Docto	211.89
US BANK/P-CARD	New Foreign Rel. - DRIVE	14.99
US BANK/P-CARD	New Music Rel. - ELVIS OR	13.96
US BANK/P-CARD	New Music Rel. - RENAISSA	11.99
US BANK/P-CARD	New Music Rel. - SPECIAL	12.79
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Patron Req - DVD - AN AME	17.99
US BANK/P-CARD	Patron Req. - Adult books	30.99
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for Mailing Docum	2.64
US BANK/P-CARD	Prizes for Children's Sca	18.39
US BANK/P-CARD	Refund for a Ret. DVD (1	-14.99
US BANK/P-CARD	Refund for Ret. DVD - OKJ	-14.99
US BANK/P-CARD	Refund for tax charged on	-36.73
US BANK/P-CARD	Supplies	62.46
US BANK/P-CARD	Supplies - Adult DIY -Tak	129.33
US BANK/P-CARD	Supplies - Adult DIY Prog	9.99
US BANK/P-CARD	Supplies - Adult DIY Proj	112.41
US BANK/P-CARD	Supplies - Children's Fie	11.06
US BANK/P-CARD	Supplies - Great Pumpkin	140.00
US BANK/P-CARD	Supplies - Sign for Office	17.69
US BANK/P-CARD	Supplies - Story Walk	15.98
US BANK/P-CARD	Supplies - Take and Make	137.25
US BANK/P-CARD	Supplies for DIY Polymer	78.26
US BANK/P-CARD	Supplies for Polymer Clay	164.01

US BANK/P-CARD	TV Series on DVD - DC's L	19.99
VAN GUNDY AGENCY	WORKRS COMP-INCREASE LMETS	98.00
VERIZON WIRELESS	ACCT# 880398978-00001/REG	344.56
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.53
WALMART COMMUNITY BRC	MISC.LIBRARY SUPPLIES	312.23
WATTS COPY SYSTEMS, INC.	BW/COLOR IMAGES CHARGES	507.26
WATTS COPY SYSTEMS, INC.	IMAGE CHRG 5/17-8/16/22	40.89
WATTS COPY SYSTEMS, INC.	IMAGE CHRGS 5/11-8/10/22	376.77
Library Fund	Library Administration - Total	45,934.53

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
LINCOLN OFFICE	MEETING PODS - LIBRARY	41,943.54
Library Replacement Fund Library	Administration - Total	41,943.54
Overall - Total		89,473.16

**Director's Report
September 21, 2022**

1. Monthly Financial Report

Revenue: The August operating revenues were up 47.09% compared to this time last year. Last year there was a delay in receipt of property taxes. (Current Cash Equivalents and Investments Subsidiary Ledger reflect end of July 2022)

Expenses: A report showing expenses totaling \$89,473.16 from August 12 to September 14 is included in this packet. Two payrolls (August 19 and September 2) totaled \$144,714.67.

2. Circulation

Total circulation for August was 69,213 up 19.5% from August last year.

3. Six-Month Review of Executive Session Minutes

Every six months the Board must review the executive session minutes to determine if they should remain confidential. This review is on the agenda this month for your consideration.

4. FY2023-FY2028 Budget

Included in this packet is a draft of the FY2023-FY2028 proposed budget. I am seeking Board approval to continue the Town of Normal budgeting process as presented. Changes may occur due to our learning new information about abatement and related costs and as we move through the budget process.

To summarize the budget—as was the case last year—our revenue projections are not increasing as quickly as our expense projections, due primarily to personnel costs. Currently we have three vacant full-time positions in the budget. We are in a good position for the current fiscal year, and I believe we will be in a good position for the next two fiscal years. Future fiscal years will be more challenging.

Last year a new budget line was added for Digital Content, to encompass e-audio books, ebooks, movies and music accessed via Overdrive, Hoopla and Kanopy, as well as digital magazines accessed via Overdrive. This has proved successful planning for the current budget year and the future. We also added a new budget line for Advertising last year. Partnerships have proved most successful for the planning and use of these funds.

5. Abatement Project

UPDATE: Included in this packet are documents prepared by Studio GC detailing probable costs related to three different scenarios or options for abatement.

6. ILA Conference

Three staff will be attending Illinois Library Association conference in October, two of them partnering for a presentation. As a trustee, attendance for you is optional and I am happy to share details if you have interest. The conference is October 18 - 20 at the Donald E. Stephens Convention Center in Rosemont.



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

0

5

April - August

Revenue

YTD Revenue Pivot

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	4,153,862.00	4,153,862.00	3,205,244.79	77.16%	2,179,093.37	47.09%
31110-Property Tax	3,935,164.00	3,935,164.00	2,951,664.43	75.01%	1,990,353.24	48.30%
31530-State Replacement Revenue	101,000.00	101,000.00	150,478.41	148.99%	79,623.37	88.99%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	87,433.08	-6.74%
34720-Photocopy Fees	2,000.00	2,000.00	4,135.42	206.77%	2,546.37	62.40%
34750-Replacements Books/AV	3,500.00	3,500.00	2,048.93	58.54%	2,021.54	1.35%
38210-Investment Income	34,365.00	34,365.00	10,822.07	31.49%	15,474.75	-30.07%
38530-Donations	200.00	200.00	1,080.00	540.00%	1,565.00	-30.99%
38910-Miscellaneous	200.00	200.00	3,475.15	1737.58%	76.02	4471.36%
222-Library Replacement Fund	96,978.00	96,978.00	25,407.30	26.20%	38,710.10	-34.37%
38210-Investment Income	19,362.00	19,362.00	6,003.30	31.01%	8,713.85	-31.11%
39192-Transfer From	77,616.00	77,616.00	19,404.00	25.00%	29,996.25	-35.31%
223-Library Special Reserve	9,563.00	9,563.00	2,228.23	23.30%	3,190.27	-30.16%
38210-Investment Income	7,063.00	7,063.00	2,228.23	31.55%	3,190.27	-30.16%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,260,403.00	4,260,403.00	3,232,880.32	75.88%	2,220,993.74	45.56%



Revenue & Expense Report

Account

Fiscal Year

All

FY2022-23

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5

April - August

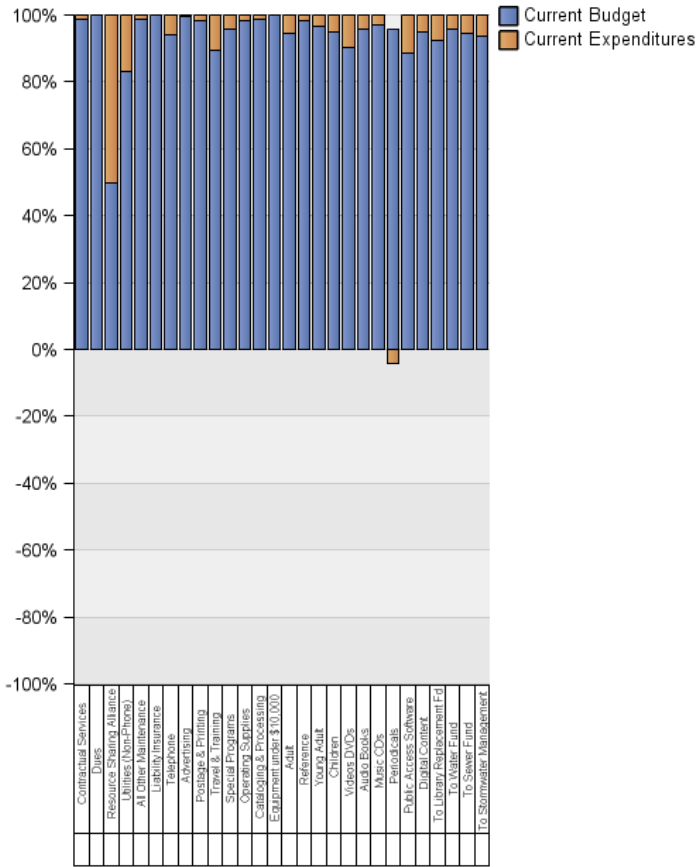
Expense

YTD Expense Pivot

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	4,158,400.00	4,164,462.00	1,335,794.27	255,743.76	1,591,538.03	2,572,923.97	1,253,427.53	61.78%
10-Administration	4,158,400.00	4,164,462.00	1,335,794.27	255,743.76	1,591,538.03	2,572,923.97	1,253,427.53	61.78%
222-Library Replacement Fund	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,300.00	92.64%
10-Administration	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,300.00	92.64%
223-Library Special Reserve	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	58,529.06	96.38%
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	58,529.06	96.38%
Total	4,854,625.00	4,860,687.00	1,375,796.19	255,743.76	1,631,539.95	3,229,147.05	1,319,256.59	66.43%

Budget to Actual Expenditures

Library - Administration (Library Fund)



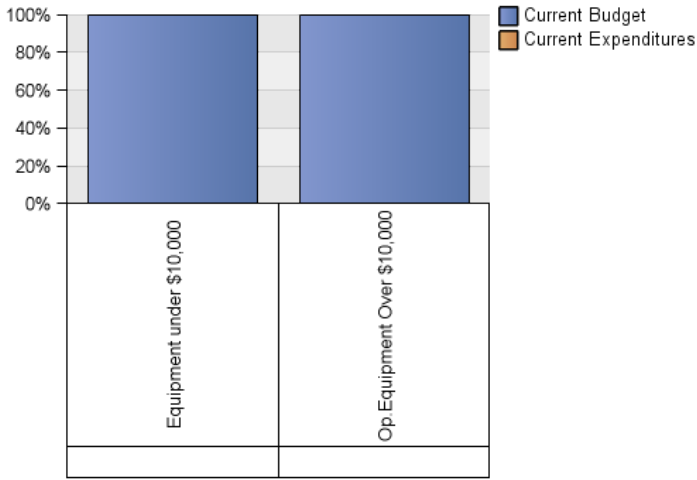
Expenditure Fiscal Year

			Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc		
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$1,498.55	\$37,903.35	\$31,995.33	\$126,398.00	\$55,000.77	\$129,626.00	44%	\$33,493.88
		221-9010-455.20-20	Dues	\$0.00	\$665.00	\$0.00	\$5,796.00	\$5,131.00	\$5,796.00	89%	\$0.00	
		221-9010-455.24-10	Resource Sharing Alliance	\$67,631.00	\$0.00	(\$510.00)	\$67,631.00	\$510.00	\$66,890.00	1%	\$67,121.00	
		221-9010-455.25-10	Utilities (Non-Phone)	\$8,390.90	\$6,694.05	\$0.00	\$42,000.00	\$26,915.05	\$42,000.00	64%	\$8,390.90	
		221-9010-455.25-60	All Other Maintenance	\$943.02	\$3,772.65	\$14,017.02	\$71,259.00	\$52,526.31	\$72,000.00	74%	\$14,960.04	
		221-9010-455.30-10	Liability Insurance	\$0.00	\$46,121.00	\$98.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$98.00	
		221-9010-455.30-15	Telephone	\$599.94	\$1,403.88	\$1,145.68	\$9,270.00	\$6,120.50	\$9,270.00	66%	\$1,745.62	
		221-9010-455.30-20	Advertising	\$70.00	\$910.00	\$0.00	\$15,000.00	\$14,020.00	\$15,000.00	93%	\$70.00	
		221-9010-455.30-25	Postage & Printing	\$388.65	\$7,457.88	\$10,162.84	\$20,600.00	\$2,590.63	\$20,600.00	13%	\$10,551.49	
		221-9010-455.30-35	Travel & Training	\$1,441.62	\$1,237.42	\$0.00	\$12,240.00	\$9,560.96	\$12,240.00	78%	\$1,441.62	
		221-9010-455.30-40	Special Programs	\$823.80	\$11,378.72	\$4,047.26	\$18,429.00	\$2,179.22	\$15,000.00	12%	\$4,871.06	
		221-9010-455.35-10	Operating Supplies	\$1,048.99	\$9,040.09	\$21,980.70	\$66,606.00	\$34,536.22	\$64,000.00	52%	\$23,029.69	
		221-9010-455.35-15	Cataloging & Processing	\$206.27	\$1,269.50	\$11,759.11	\$15,450.00	\$2,215.12	\$15,450.00	14%	\$11,965.38	
		221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00	
		221-9010-455.36-10	Adult	\$5,469.09	\$17,874.51	\$45,428.47	\$94,048.00	\$25,275.93	\$94,048.00	27%	\$50,897.56	
		221-9010-455.36-15	Reference	\$106.05	\$1,839.00	\$1,954.95	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$2,061.00	
		221-9010-455.36-20	Young Adult	\$478.10	\$1,616.16	\$10,505.74	\$13,506.00	\$906.00	\$13,506.00	7%	\$10,983.84	
		221-9010-455.36-25	Children	\$4,673.55	\$12,920.90	\$57,094.43	\$90,041.00	\$15,352.12	\$90,041.00	17%	\$61,767.98	
		221-9010-455.37-15	Videos DVDs	\$1,754.84	\$3,380.23	\$7,414.65	\$16,480.00	\$3,930.28	\$16,480.00	24%	\$9,169.49	
		221-9010-455.37-20	Audio Books	\$656.11	\$2,433.61	\$10,910.28	\$15,027.00	\$1,027.00	\$15,000.00	7%	\$11,566.39	

221-9010-455.37-30	Music CDs	\$136.24	\$823.76	\$2,187.01	\$4,500.00	\$1,352.99	\$4,500.00	30%	\$2,323.25
221-9010-455.38-10	Periodicals	(\$749.00)	\$2,076.25	\$10,415.90	\$17,505.00	\$5,761.85	\$17,505.00	33%	\$9,666.90
221-9010-455.38-20	Public Access Software	\$10,780.55	\$14,969.63	\$16,523.70	\$82,400.00	\$40,126.12	\$82,400.00	49%	\$27,304.25
221-9010-455.39-10	Digital Content	\$5,168.47	\$21,517.97	\$12,558.56	\$96,099.00	\$56,854.00	\$96,099.00	59%	\$17,727.03
221-9010-455.92-22	To Library Replacement Fd	\$6,468.00	\$19,404.00	\$0.00	\$77,616.00	\$51,744.00	\$77,616.00	67%	\$6,468.00
221-9010-455.95-02	To Water Fund	\$155.27	\$643.38	\$0.00	\$3,365.00	\$2,566.35	\$3,365.00	76%	\$155.27
221-9010-455.95-07	To Sewer Fund	\$34.95	\$166.25	\$0.00	\$600.00	\$398.80	\$600.00	66%	\$34.95
221-9010-455.95-10	To Stormwater Management	\$50.60	\$151.80	\$0.00	\$773.00	\$570.60	\$773.00	74%	\$50.60
Summary		118,225.56	227,670.99	269,689.63	1,035,858.00	420,271.82	1,029,796.00	0.41	387,915.19

Budget to Actual Expenditures

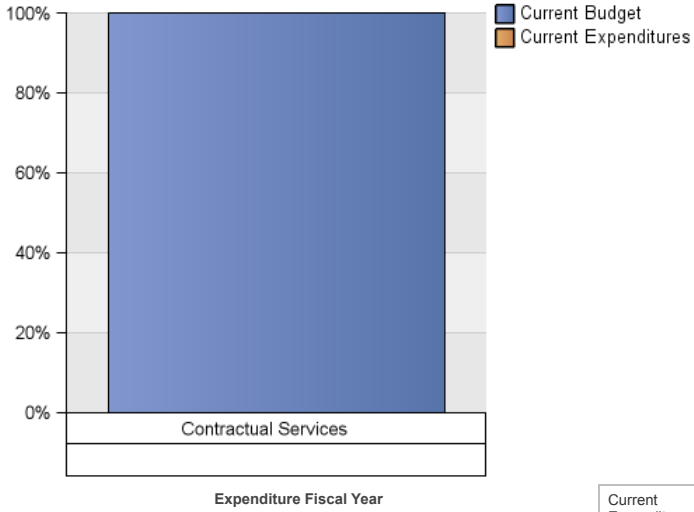
Library - Administration (Library Replacement Fund)



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	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00	\$125,000.00	100%	\$0.00
			Summary		0.00	29,154.42	0.00	396,225.00	367,070.58	396,225.00	0.93	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	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
Summary					0.00	10,847.50	0.00	300,000.00	289,152.50	300,000.00	0.96	0.00

Town of Normal
 Current Cash Equivalents and Investments Subsidiary Ledger
 As of July 31, 2022

Fund Name	Fd #	Investment Type	Security Number	Purchased Date	Due Date	Stated Yield	Actual Yield	Amount Paid	Face Value	Market Price	Market Value
Normal Library Fund	221										
	221										
Normal Library Fund	221	US Bank Money Market Account	105991370				0.00%	\$12,436.98	\$12,436.98	100.000%	\$12,436.98
Normal Library Fund	221	US Bank Investment Managed Account	105991370				1.64%	\$3,021,208.55	\$3,025,712.81	95.416%	\$2,887,004.57
								\$3,033,645.53	\$3,038,149.79		\$2,899,441.55
Library Equipment Replacement Fund	222										
	222										
Library Equipment Replacement Fund	222	US Bank Money Market Account	105991370				0.00%	\$10,520.74	\$10,520.74	100.000%	\$10,520.74
Library Equipment Replacement Fund	222	US Bank Investment Managed Account	105991370				1.64%	\$1,702,273.32	\$1,704,811.19	95.416%	\$1,626,657.26
								\$1,712,794.06	\$1,715,331.93		\$1,637,178.00
Library Special Reserve	223	US Bank Money Market Account	105991370				0.00%	\$1,299.34	\$1,299.34	100.000%	\$1,299.34
Library Special Reserve	223	US Bank Investment Managed Account	105991370				1.64%	\$620,988.73	\$621,914.50	95.416%	\$593,403.98
								\$622,288.07	\$623,213.84		\$594,703.32
Total Town Funds								\$5,368,727.66	\$5,376,695.56		\$5,131,322.86

NPL Circulation Statistics



August 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
Juvenile						
Books	35,980	161,281	187,109	17,359	32,158	39,643
Videos	380	924	1,287	236	213	279
Audios	1,133	5,250	6,668	514	967	1,415
Magazines	27	103	223	10	22	74
Other	34	164	802	8	41	62
Juvenile - Total	37,554	167,722	196,089	18,127	33,401	41,473
Teen						
Books	2,596	7,928	8,117	1,241	1,564	1,679
Audios	24	31	45	11	0	17
Magazines	0	7	5	0	2	1
Teen - Total	2,620	7,966	8,167	1,252	1,566	1,697
Adult						
Books	15,584	52,648	60,055	7,365	11,025	12,831
Videos	4,101	14,996	20,768	1,864	3,175	4,642
Audios	2,182	5,598	6,560	703	1,116	1,531
Magazines	270	1,172	1,310	141	185	339
Other	668	3,579	5,917	283	836	1,245
Adult - Total	22,805	77,993	94,610	10,356	16,337	20,588
Digital Content						
eAudiobooks	8,269	8,153	9,738	1,720	1,597	2,143
eBooks	15,753	12,232	13,501	3,017	2,360	2,888
Magazines	1,966	634	676	305	139	120
Music	1,793	118	200	55	28	38
Streaming Video	2,480	1,829	1,247	153	282	255
Content Passes*			64			11
Digital Content - Total*	30,261	22,966	25,426	5,250	4,406	5,455
Total Circulation*	93,240	276,647	324,292	34,985	55,710	69,213

* Content Passes counted differently beginning January 2022

NPL Collection Holdings



August 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,876	82,511	271	-636	1,683	-2,984
Videos	958	958	0	0	1	-5
Audios	2,262	2,303	45	-4	173	-281
Magazines	242	249	8	-1	66	-2
Other	120	120	0	0	0	-6
Juvenile - Total	86,458	86,141	324	-641	1,923	-3,278
Teen						
Books	5,111	5,125	56	-42	290	-342
Audios	35	35	0	0	0	-3
Magazines	25	25	0	0	5	0
Teen - Total	5,171	5,185	56	-42	295	-345
Adult						
Books	55,267	54,850	363	-780	1,616	-1,660
Videos	16,105	16,139	60	-26	370	-121
Audios	13,854	13,004	26	-876	154	-1024
Magazines	1,963	2,079	132	-16	702	-572
Other	2,142	2,136	4	-10	79	-59
Adult - Total	89,331	88,208	585	-1,708	2,921	-3,436
Total Collection	180,960	179,534	965	-2,391	5,139	-7,059

NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	4.22	5.22	6.22	7.22	8.22	
eRead Illinois						
eAudiobooks	252	256	295	288	267	
eBooks	315	281	306	339	302	
eRead Illinois Total	567	537	601	627	569	
Freeding						
	9	7	7	6	6	
Hoopla						
eAudiobooks	1,004	1,086	1,009	1,075	1,105	
eBooks	664	751	545	571	682	
Movies/TV	120	135	102	109	152	
Music	49	38	35	40	38	
Hoopla Total	1,837	2,010	1,691	1,795	1,977	
Kanopy						
Individual Titles Plays	76	62	87	105	70	
Plays Through Passes	46	49	32	69	33	
Kanopy Total Videos Played	122	111	119	174	103	
OverDrive						
eAudio	526	534	616	654	771	
eBooks	1,550	1,562	1,726	1,974	1,898	
Magazines	128	142	167	119	120	
OverDrive Total	2,204	2,238	2,509	2,747	2,789	
Total Downloads or Uses						
eAudiobooks	1,782	1,876	1,920	2,017	2,143	
eBooks	2,538	2,601	2,584	2,890	2,888	
Magazines	128	142	167	119	120	
Music	49	38	35	40	38	
Streaming Video	242	246	221	283	255	
Hoopla 7-day BingePass						
hoopla Magazines	6	3	3	1	4	
The Great Courses	0	3	4	0	1	
Curiosity Stream	1	2	1	2	2	
Hellosaurus (new 6.22)	0	0	1	0	0	
Kanopy Passes						
Kids Play	2	0	1	2	1	
Series Play (TGC)	3	0	4	6	2	
OverDrive 7-Day Passes						
The Great Courses	1	0	1	0	1	
IndieFlix	1	0	0	0	0	
Stingray Qello	1	2	0	0	0	
Craftsy	0	0	2	0	0	
Total Passes	15	10	17	11	11	

NPL Monthly Statistics



August 2022

Library Card Registration

Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	26,521	455	-254	26,722	24,264	34,627
Teen	3,188	1	-4	3,185	2,985	3,418
Juvenile	8,551	36	-14	8,573	7,653	9,105
Total	38,260	492	-272	38,480	34,902	47,150

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	15,990	73,919		
Offsite programs (est)		-		
Year to Date Total		73,919	53,380	0

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,351	14,905	13,978	7,066
Loaned	3,087	15,189	14,770	6,095
Reciprocal borrowing	19,316	83,692	60,632	8,604

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	1	1	49	2
Adult	954	694	44	3,952
Public Laptop	61	52	51	205
Quick-Use	-	-	-	-
Totals	1,016	747	44	4,159

*Use of Children's PCs is for testing purposes - these are not currently available for patrons.

normalpl.org Site Statistics



August 2022

	Annual Totals Year to Date			August		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
Site Views over time						
Pageviews	110,812	130,053	182,033	2,412	22,462	36,469
Unique Pageviews	89,879	104,320	148,195	19,851	18,313	30,636
Sessions	57,435	69,878	90,715	13,881	12,671	19,718

Top Viewed Pages FY 2023

/	81,104
/events/upcoming	4,960
/events/month	4,554
/summerreading	4,332
/employment	2,090
/learning-resources	1,646
/events/upcoming?page=1	1,567
/challenges	1,353
/download-stream	1,308
/form/library-account-application	1,091

Usage by Device FY 2023

Desktop	50.1%
Mobile	48.0%
Tablet	1.9%

Top Viewed Pages Aug 2022

/	17,485
/events/upcoming	1,005
/events/month	972
/employment	710
/event/camp-npl-field-day-underwood-park	383
/event/visit-npl-sweet-corn-circus-up	329
/form/library-account-application	328
/events/month/2022/09	307
/things/makey-makey	293
/learning-resources	283

Usage by Device Aug 2022

Mobile	53.8%
Desktop	44.3%
Tablet	1.9%

Proposed Budget for Board Approval - Expense Summary

221
Library Fund
Administration

		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
221-9010-455.10-10	Regular Salaries	1,704,108	1,838,825	1,987,340	2,147,168	2,307,743	2,483,564
221-9010-455.11-10	Part-time Salaries	635,102	681,564	725,764	756,470	767,598	778,726
221-9010-455.12-10	Overtime	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.16-10	Employer Social Security	180,026	193,969	208,536	222,492	234,960	248,544
221-9010-455.17-10	IMRF Retirement	182,496	159,071	121,671	99,360	137,097	141,720
221-9010-455.18-10	Health & Dental Insurance	318,098	360,576	385,266	413,673	450,316	475,711
221-9010-455.19-90	Other Personal Benefits	7,000	7,500	8,000	8,500	9,000	9,500
221-9010-455.20-10	Contractual Services	126,398	133,515	137,520	141,646	145,895	150,272
221-9010-455.20-20	Dues	5,796	5,970	6,149	6,333	6,523	6,713
221-9010-455.24-10	Resource Sharing Alliance	67,631	70,850	74,243	77,787	81,500	85,391
221-9010-455.25-10	Utilities (Non-Phone)	53,000	93,000	96,000	99,000	102,000	105,000
221-9010-455.25-60	All Other Maintenance	72,000	73,000	74,000	75,000	76,000	77,000
221-9010-455.30-10	Liability Insurance	46,219	48,609	51,122	53,765	56,544	59,467
221-9010-455.30-15	Telephone	10,197	10,197	11,217	12,339	13,573	14,930
221-9010-455.30-20	Advertising	15,000	15,000	15,000	15,000	15,000	15,000
221-9010-455.30-25	Postage & Printing	20,600	21,218	21,855	22,510	23,185	23,860
221-9010-455.30-35	Travel & Training	12,240	12,485	12,735	12,989	13,249	13,647
221-9010-455.30-40	Special Programs	15,000	15,000	15,000	15,000	15,000	15,000
221-9010-455.35-10	Operating Supplies	66,606	65,000	66,000	67,000	68,000	69,000
221-9010-455.35-15	Cataloging & Processing	15,450	15,914	16,391	16,883	17,389	17,911
221-9010-455.35-80	Equipment under \$10,000	1,000	1,000	1,000	1,000	1,000	1,000
221-9010-455.36-10	Adult	94,048	96,870	99,776	102,769	105,852	109,028
221-9010-455.36-15	Reference	6,000	6,000	6,000	6,000	6,000	6,000
221-9010-455.36-20	Young Adult	13,506	13,911	14,328	14,758	15,201	15,657
221-9010-455.36-25	Children	90,041	92,742	95,524	98,390	101,341	104,381
221-9010-455.37-15	Videos DVDs	16,480	16,974	17,484	18,009	18,549	19,105
221-9010-455.37-20	Audio Books	15,027	15,000	15,000	15,000	15,000	15,000
221-9010-455.37-30	Music CDs	4,500	4,500	4,500	4,500	4,500	4,500
221-9010-455.38-10	Periodicals	17,505	18,030	18,571	19,128	19,702	20,293
221-9010-455.38-20	Public Access Software	82,400	90,872	93,598	96,406	99,298	102,190
221-9010-455.39-10	Digital Content	96,099	92,982	95,771	98,644	101,603	104,562
221-9010-455.92-22	To Library Replacement Fd	77,616	97,398	110,328	123,953	145,951	100,000
221-9010-455.92-23	Library Special Reserve			0			0
221-9010-455.95-02	To Water Fund	2,500	2,500	2,500	2,500	2,500	2,500
221-9010-455.95-07	To Sewer Fund	600	600	600	600	600	600
221-9010-455.95-10	To Stormwater Management	610	610	610	610	610	610
Total		4,071,899	4,372,252	4,610,399	4,866,182	5,179,279	5,397,382

222
Library Replacement Fund
Administration

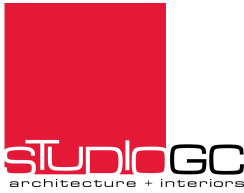
		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
222-9010-455.35-80	Equipment under \$10,000	271,225	54,280	14,700	108,800	21,650	0
222-9010-455.75-10	Op.Equipment Over \$10,000	125,000	35,000	150,000	0	0	0
Total		396,225	89,280	164,700	108,800	21,650	0

223
Library Special Reserve Fund
Administration

		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028
223-9010-455.20-10	Contractual Services	300,000	1,000	1,000	1,000	0	0
223-9010-455.25-60	All Other Maintenance	0	0	0	0	0	0
Total		300,000	1,000	1,000	1,000	0	0

Town of Normal Fund Balance Projections

Fund Name		FY 2022-23 <u>Proposed</u>	FY 2023-24 <u>Proposed</u>	FY 2024-25 <u>Proposed</u>	FY 2025-26 <u>Proposed</u>	FY 2026-27 <u>Proposed</u>	FY 2027-28 <u>Proposed</u>	Change in Equity Over/(Under)
Library Fund 221	Revenue	\$4,414,397	\$4,590,952	\$4,714,402	\$4,841,557	\$4,972,525	\$5,107,423	
	Expense	<u>\$4,071,899</u>	<u>\$4,372,252</u>	<u>\$4,610,399</u>	<u>\$4,866,182</u>	<u>\$5,179,279</u>	<u>\$5,397,382</u>	
	Change in Equity	<u>\$342,498</u>	<u>\$218,700</u>	<u>\$104,003</u>	<u>(\$24,625)</u>	<u>(\$206,754)</u>	<u>(\$289,959)</u>	\$143,863
	Available Fund Balance	\$2,264,670	\$2,607,168	\$2,825,868	\$2,929,871	\$2,905,246	\$2,408,533	
Target Balance 35% of Exps		64%	65%	64%	60%	52%	45%	
Above/(Below) Target		\$1,182,003	\$1,295,580	\$1,316,231	\$1,202,082	\$885,744	\$519,449	
Library Replacement Fund 222	Revenue	\$95,616	\$115,398	\$128,328	\$141,953	\$163,951	\$118,000	
	Expense	<u>\$396,225</u>	<u>\$89,280</u>	<u>\$164,700</u>	<u>\$108,800</u>	<u>\$21,650</u>	<u>\$0</u>	
	Change in Equity	<u>(\$300,609)</u>	<u>\$26,118</u>	<u>(\$36,372)</u>	<u>\$33,153</u>	<u>\$142,301</u>	<u>\$118,000</u>	(\$17,409)
	Available Fund Balance	\$2,004,448	\$1,703,839	\$1,729,957	\$1,693,585	\$1,726,738	\$1,869,039	
Library Special Reserve Fund 223	Revenue	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	
	Expense	<u>\$300,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$0</u>	<u>\$0</u>	
	Change in Equity	<u>(\$290,500)</u>	<u>\$8,500</u>	<u>\$8,500</u>	<u>\$8,500</u>	<u>\$9,500</u>	<u>\$9,500</u>	
	Available Fund Balance	\$3,167,348	\$2,876,848	\$2,885,348	\$2,893,848	\$2,902,348	\$2,911,848	



223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
Phone: 312.253.3400
Fax: 312.253.3401

June 14, 2021

Brian Chase, Director
Normal Public Library
206 W College Avenue
Normal, IL 61761

Re: Normal Public Library – Abatement & Renovation

StudioGC has visited the Normal Public Library on two occasions to document the existing conditions that could potentially be affected by the asbestos abatement work. Our team then developed four preliminary estimates for different degrees of abatement work. The following are brief descriptions that correspond to each scope of work.

Estimate 1 – Full Abatement

The goal of this project is to remove asbestos material from the existing building to the greatest extent possible. All suspended acoustical panel and gypsum ceilings would be removed. All gypsum wall surfaces would be removed to expose interior columns and beams. All ductwork, light fixtures, and other electrical/technology system devices would be removed. All carpet and vinyl base would be removed. The exposed steel structural elements, steel floor/roof deck and metal piping/conduit would be cleaned of the spray fireproofing which contains the asbestos. New ductwork, light fixtures and electrical/technology system devices would be installed with new suspended acoustical panel and gypsum ceilings. Wall surfaces around columns and beams would be repaired and painted. New floor finishes and wall base would complete the project scope.

Estimate 2 – Full Ceiling Abatement

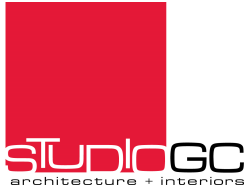
The goal of this project is to remove asbestos material from the existing structural elements and building system components above the ceilings. All suspended acoustical panel and gypsum ceilings would be removed. All light fixtures and other electrical/technology system devices would be removed. All carpet and vinyl base would be removed. The exposed steel structural elements, steel floor/roof deck, ductwork and metal piping/conduit would be cleaned of the spray fireproofing which contains the asbestos. New light fixtures and electrical/technology system devices would be installed with new suspended acoustical panel and gypsum ceilings. New floor finishes and wall base would complete the project scope.

Estimate 3 – Partial Ceiling Abatement

The goal of this project is to remove asbestos material from designated areas of the existing structural elements and building system components above the ceilings that will allow for technology system upgrades to proceed. The designated areas are based on the location of new proposed security and communication devices. For this work, all suspended acoustical panels would be removed, the suspension grid would remain in place. All light fixtures and other electrical/technology system devices would be removed. The exposed steel structural elements, steel floor/roof deck, ductwork and metal piping/conduit in the designated areas would be cleaned of the spray fireproofing which contains the asbestos. New light fixtures and electrical/technology system devices would be installed with new suspended acoustical panels placed in the existing grid.

Estimate 4 – Targeted Area Ceiling Abatement

The goal of this project is to remove asbestos material from smaller targeted areas of the existing structural elements and building system components above the ceilings that will allow for technology system upgrades to proceed. This project intends to reuse all existing building components. The targeted areas are based on the location of new proposed security and communication devices. For this work, only suspended acoustical panels that are needed to do



the work would be removed, the suspension grid would remain in place. All light fixtures and other electrical/technology system devices within the targeted area would be disconnected temporarily. The exposed steel structural elements, steel floor/roof deck, ductwork and metal piping/conduit in the targeted areas would be cleaned of the spray fireproofing which contains the asbestos. The light fixtures and electrical/technology system devices that were temporarily removed would be reinstalled in their same location. Existing suspended acoustical panels would be resituated in the existing grid.

These estimates are preliminary and should not be considered as exact costs of the potential project. Further development of the project details and materials will be needed in order to refine the estimates to ensure the cost reflects the scope.

Darren Schretter, StudioGC

Cc: StudioGC
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Normal Public Library - Abatement & Renovation

6/15/2021

Estimate of Probable Cost - Full Abatement

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$1,567,690
	General Conditions	\$156,769
	Construction Total (Including Site Work)	\$1,724,459
	Design & Construction Contingency	\$172,446
	Construction Total (Including Site Work & Contingency)	\$1,896,905
	GC Fee / Insurance / Bonds	\$84,929.61
	Total Construction	\$1,981,835
	Estimated FF&E Cost From Below	\$0
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$0
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$188,274.28
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$0
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$10,000
	Total Fees	\$198,274.28
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$8,522
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$2,000
	Bid Online Plan Room Costs	\$2,000
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$130,000
Subtotal, Misc. Costs and Fees		\$172,522
Estimated Project Cost	Project Cost	\$2,352,631

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Normal Public Library - Abatement & Renovation

8/29/2022

Estimate of Probable Cost - Abatement & Renovation 1972 Bldg

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$1,985,620
	General Conditions	\$198,562
	Construction Total (Including Site Work)	\$2,184,182
	Design & Construction Contingency	\$109,209
	Construction Total (Including Site Work & Contingency)	\$2,293,391
	GC Fee / Insurance / Bonds	\$105,659.80
	Total Construction	\$2,399,051
	Estimated FF&E Cost From Below	\$0
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$0
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$227,909.84
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$0
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$0
	Total Fees	\$227,909.84
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$0
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$0
	Bid Online Plan Room Costs	\$0
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$90,000
Subtotal, Misc. Costs and Fees		\$120,000
Estimated Project Cost	Project Cost	\$2,746,961

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Normal Public Library - Abatement & Renovation

8/29/2022

Estimate of Probable Cost - Abatement & Renovation of 1972 and 1992 (with FFE)

Building Costs	Demolition	\$0
	Site Development	\$0
	Building Construction	\$4,195,340
	General Conditions	\$419,534
	Construction Total (Including Site Work)	\$4,614,874
	Design & Construction Contingency	\$230,744
	Construction Total (Including Site Work & Contingency)	\$4,845,618
	GC Fee / Insurance / Bonds	\$223,244.53
	Total Construction	\$5,068,862
	Estimated FF&E Cost From Below	\$1,300,000
	FF&E Contingency	\$0
	Total FF&E Including Contingency	\$1,300,000
Design Fees (Including fees based on estimate's contingency)	Architectural, Structural Engineering, Mechanical Engineering, Electrical Engineering, Plumbing/Fire Protection Engineering based upon estimated construction cost	\$481,541.91
	Interior Design (Furniture and Stacks) Design, preparation of bidding documents and bidding	\$123,500
	On-Site observation allowance (Fee hourly not to exceed)	\$0
	Reimbursable Expenses Printing, Travel	\$0
	Total Fees	\$605,041.91
Owner Provided Info/Services		
	Soil Borings	\$0
	Environmental Surveying (Phase 1)	\$0
	Site Surveying	\$0
	Owner's Representation Budget Allowance	\$0
	Owner's Consultants Budget Allowance (Civil/Landscape)	\$0
	Supervision / Reporting)	\$25,000
	Materials and Special Testing (.43% of Construction Cost)	\$0
	Independent, Professional Cost Estimating (.15% of Construction Cost)	\$0
	Builder's Risk Insurance	\$5,000
	Legal Counsel Fees	\$0
	Fundraising Fees	\$0
	Financing Fees	\$0
Owner Costs-Items Purchased		
	Telephone System (w/Public Address)	\$0
	Equipment (Computers, Printers, Copiers, AV, Etc.)	\$0
	Library Equipment	\$0
	Specialty Interior Signage	\$0
	Appliances (Refrig., Microwave, Vending, etc.)	\$0
Owner Costs-Potential + Project Specific		
	Bond Costs-Counsel, Consultants, Fees	\$0
	Printing (Public Notices)	\$0
	Bid Online Plan Room Costs	\$0
	Site Acquisition	\$0
	Utility Engineering & Tie-in Fees	\$0
	Environmental Abatement (Incl. Work)	\$0
	Temporary Storage Lease	\$0
	Temporary Facility Buildout	\$0
	Temporary Facility Lease	\$0
	Temporary Facility Design Fees	\$0
	Permit Costs	\$0
	Plan Commission & Village Board Approvals	\$0
	Moving Materials & Equipment (3 Move)	\$90,000
Subtotal, Misc. Costs and Fees		\$120,000
Estimated Project Cost	Project Cost	\$7,093,904

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