



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

**April 20, 2022 at 6:00 p.m.
Normal Public Library Community Room**

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]
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 March 16, 2022
 - B. Approval of Normal Public Library Expenditures for Payment as of April 13, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Insurance Renewal
 - B. Meeting Pod Purchase (Grant Funded)
 - C. Executive Session: Approval of Executive Session Minutes [5 ILCS 120/2(c)(21)]
9. UNFINISHED BUSINESS
 - A. Abatement Update
 - B. Board Planning
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: May 18, 2022
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 states otherwise.

The Board of Trustees of 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
March 16, 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, March 16, 2022. The meeting convened at 6:01 pm, President Jess Ray, presiding.

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

Members Absent: None

Library Staff Present: Brian Chase, Library Director and Jennifer Williams, Technical Services Manager

Community Members Present: None

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Mr. Ray thanked the NPL staff for their hard work and the Library patrons for their continued support.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Jason Shirley, the new Development Coordinator, gave a presentation to the Foundation.

Library Advocacy: Ms. Robb met with the remaining Town Council members: Chamberly Cummings, Karyn Smith, Scott Preston, and Stan Nord.

Library Planning: Mr. Chase is participating in the Town process to select the consultant for the new Uptown 2.0 Master Plan.
5. **Library Director's Report:** Mr. Chase discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
 - A. **Approval of the Minutes of the Regular Board Meeting of February 16, 2022**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$142,008.32 for two February payrolls, and \$52,365.02 for expenditures as of March 9, 2022**

Ms. Davis moved to approve all items on the Omnibus Agenda, Ms. Robb seconded.

Motion passed 7-0.

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

No items were removed from the Omnibus Vote Agenda.

8. NEW BUSINESS

- A. **Executive Session: Approval/Six-Month Review of Executive Session Minutes [Section 5 ILCS 120/2(c)(21)]** Ms. Trunnell moved to enter into Executive Session to discuss Section 5 ILCS 120/2(c)(21). Ms. Ripley-Gataric seconded.

Roll Call votes

Jess Ray – Present
Jd Davis – Present
Katelyn Trunnell – Present
Erin Ripley-Gataric – Present
Lynda Lane – Present
Beth Robb – Present
Amy Erslund – Present

The Board entered into Executive Session at 6:34 pm. The Board exited Executive Session at 6:37 pm and returned to the Regular Meeting.

Ms. Davis moved to not release the Executive Session minutes for the previous six months. Ms. Trunnell seconded.

Motion passed 7-0.

9. UNFINISHED BUSINESS

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

Mr. Chase discussed the abatement bid documents, the letter of intent needed to secure the temporary rental location for the Library, and updates on the potential rental location.

B. **Board Planning (Discussion)**

Bid documents are scheduled to be released in early April. A specific date has not been chosen for the rescheduled Board Planning discussion.

10. Suggested Items for Next Agenda

Board Planning

11. Board Comments and Concerns

None noted

12. Next Meeting Date: April 20, 2022

13. Adjournment

Mr. Ray adjourned the meeting at 7:11 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	223.00
US BANK/P-CARD	Children's Discovery Muse	100.00
US BANK/P-CARD	Food for Foundation Meeti	44.24
US BANK/P-CARD	Monthly drawing for the y	25.00
US BANK/P-CARD	Monthly Drawing for year	25.00
US BANK/P-CARD	Printable Business Cards-	25.99
US BANK/P-CARD	Refunded because they cha	-8.00
US BANK/P-CARD	Sign and Sing 2.11.22 an	120.00
US BANK/P-CARD	This should have been \$10	8.00
US BANK/P-CARD	Winter Reading Prizes	67.36
US BANK/P-CARD	Winter Reading Prizes (10	500.00
US BANK/P-CARD	Winter Reading Prizes (2)	20.00
US BANK/P-CARD	Winter Reading Prizes (5)	50.00
US BANK/P-CARD	Winter Reading Program Pr	100.00
US BANK/P-CARD	Year long Adult Reading C	216.00
Library Fund	- Total	1,516.59

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	1,962.03
BAKER & TAYLOR COMPANIES	ADULT BOOK	15.87
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,457.79
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	10.76
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,454.15
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOK	10.84
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	707.71
BAKER & TAYLOR COMPANIES	YOUNG ADULT/TEEN BOOKS	375.34
BAKER & TAYLOR COMPANIES	YRLY SUBSCRIPTION/ADDL 6	2,295.00
BAKER & TAYLOR CONTINUATION	ADULT BKS-TRAVEL,SS,SCC	74.73
BAKER & TAYLOR CONTINUATION	ADULT BOOK-PRICE GUIDE	38.14
BAKER & TAYLOR CONTINUATION	ADULT BOOKS FOR TRAVEL	153.18
BAKER & TAYLOR CONTINUATION	DK EYEWITNESS/FODORS (5)	90.40
BLACKSTONE PUBLISHING	AUDIO BOOK	34.95
BLACKSTONE PUBLISHING	AUDIO BOOKS (2)	69.89
BLACKSTONE PUBLISHING	AUDIO BOOKS (5)	167.50
BLACKSTONE PUBLISHING	BOOKS ON CD'S (6)	218.48
BLACKSTONE PUBLISHING	CREDIT FOR WRONG FORMAT	-26.91

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Blandinsville-Hire District	HOME AT LAST/ WATSON,MARG	5.75
Blandinsville-Hire District	NO PLACE LIKE HOME/WATSON	5.75
Blandinsville-Hire District	PROCESSING FEE FOR BOTH B	10.00
BRODART COMPANY	FILAMENT TAPE 1/2"	126.90
Cambridge Public Library	LOLITA:VLADIMIR NABOKOV-A	23.95
CENGAGE LEARNING INC	ADULT BOOKS	401.09
CENGAGE LEARNING INC	LARGE PRINT-DIST.PLAN 6	179.22
CENGAGE LEARNING INC	LG PRINT-DIST PLAN 6-MAR	94.47
CENGAGE LEARNING INC	MAR AMISH FICTION3 PLAN(3	70.47
CENGAGE LEARNING INC	MAR BASIC 8 PLAN (2)	56.98
CENGAGE LEARNING INC	MAR CORE 8 PLAN (1)	28.49
CENGAGE LEARNING INC	MAR LP DIST. PLAN (2)	45.73
CENGAGE LEARNING INC	MAR.BASIC 8 PLAN (3)	80.97
CENGAGE LEARNING INC	MAR.CORE 8 PLAN (2)	56.98
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS (2)	46.49
CENTER POINT LARGE PRINT	LARGE PRINT-CHRISTIAN BKS	186.96
CHIEF CITY MECHANICAL INC	REMOVE ELECTRONIC FAUCET	148.00
CHIEF CITY MECHANICAL INC	REMOVE/INSTALL WATER HTR	2,930.00
CHIEF CITY MECHANICAL INC	REPLACE OLD SUMP PUMP	781.00
DEPT OF INNOVATION & TECHNOLOGY	IP ADDRESSES	50.00
EBSCO SUBSCRIPTION SERVICES	CREDIT	-497.19
EBSCO SUBSCRIPTION SERVICES	PUBLIC ACCESS SOFTWARE	2,552.00
ELM USA INC	PADS-BLK,YLW,GRN/SOLUTION	1,201.49
FINDAWAY WORLD LLC	ADULT PLAYAWAYS (6)	367.44
FINDAWAY WORLD LLC	CHILDREN'S BOOKS	516.71
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
GLT 89FM RADIO	6 MO RADIO ADVERTISING	3,400.00
HEARTLAND PARKING INC	3"SNOW REMOVAL 3/10-11/22	120.00
ILLINOIS LIBRARY ASSOCIATION	22-23 ILA MEMBERSHIP - B	250.00
ILLINOIS LIBRARY ASSOCIATION	ILA MEMBERSHIP RENEWAL-RH	75.00
INGRAM LIBRARY SERVICES	ADULT BK	12.00
INGRAM LIBRARY SERVICES	ADULT BOOK	43.40
INGRAM LIBRARY SERVICES	ADULT BOOKS	198.33
INGRAM LIBRARY SERVICES	BLACK LIGHT	5.39
INGRAM LIBRARY SERVICES	BLOOD WEATHER,DRINKING GU	30.57
INGRAM LIBRARY SERVICES	GR AWAKENING VS GRT RESET	10.95
INGRAM LIBRARY SERVICES	PROMISE BROKEN	10.79
INGRAM LIBRARY SERVICES	UNSAFE HAVEN	16.38

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
INGRAM LIBRARY SERVICES	WE WALK BSIDE/ANIMAL MESS	15.29
INSIGHT PUBLIC SECTOR	GOOGLE CHROME LICENSE-5YR	1,462.78
INTERSTATE ALL BATTERY CENTER	LITHUIUM AA CELL-4	21.20
KAEB SANITARY SUPPLY INC	MOTOR ASSY/REPAIR SERVICE	171.00
KANOPI INC	DIGITAL CONTENT	144.00
KROGER-INDY CUSTOMER CHARGES	BOOK BRANCH PROGRAM	9.97
MENARDS	DISTILLED WATER	50.40
MENARDS	DISTILLED WATER/STOR BAGS	27.73
MENARDS	USB SRGE,4USB POWER STRIP	51.98
MIDWEST TAPE	MUSIC CD'S (4)	49.96
MIDWEST TAPE	MUSIC CD'S (5)	77.95
MILLER JANITOR SUPPLY	SUPPLIES FOR BUILDING	787.64
MINERVA SPORTSWEAR	10'X10' TENT	1,393.50
NEW YORK TIMES COMPANY	PUBLIC ACCESS SOFTWARE	2,194.40
NICOR GAS	ENERGY USAGE	3,561.99
NORMALITE	RENEWAL/NORMALITE TO 1/1/	24.95
OVERDRIVE, INC	DIGITAL CONTENT	1,258.77
PANTAGRAPH	PANTAGRAPH GOLD RENEWAL	718.99
SAFESPACE CONCEPTS INC	DESIGN BLKS/CONTAINER SET	867.44
SAMS CLUB	LIBRARY SUPPLIES	92.54
UNIQUE MANAGEMENT SERVICES INC	MAR22 PLACEMENTS (6)	64.50
US BANK/P-CARD	Adult Books - LOCKED DOOR	13.99
US BANK/P-CARD	Adult Books - MIND OVER M	43.96
US BANK/P-CARD	Adult Books - POWER OF TH	15.29
US BANK/P-CARD	Adult Books - REMINDERS O	23.90
US BANK/P-CARD	Adult Craft Program for P	11.00
US BANK/P-CARD	Adult: Take and Make acti	25.98
US BANK/P-CARD	ALA Library Basic Members	555.00
US BANK/P-CARD	Aluminum Telescoping Ease	212.04
US BANK/P-CARD	App Web Hosting for Partn	371.37
US BANK/P-CARD	Aprons for the Maker Acad	27.99
US BANK/P-CARD	Black Flip Chart Bar for	58.68
US BANK/P-CARD	Button Making Supplies	35.99
US BANK/P-CARD	Button making supplies fo	50.47
US BANK/P-CARD	Car Wash	20.00
US BANK/P-CARD	Children's Books - YOUR H	31.94
US BANK/P-CARD	Credit Card Terminal Test	0.22
US BANK/P-CARD	Credit for charging twice	-11.88

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Distilled water	44.55
US BANK/P-CARD	Electronic Wipes - Endust	47.49
US BANK/P-CARD	Face Mask Shield Plastic	18.99
US BANK/P-CARD	For Adult Crafts Programs	134.46
US BANK/P-CARD	Game 1- Mario Kart 8 -Del	49.94
US BANK/P-CARD	Game 2 - Super Smash Brot	49.94
US BANK/P-CARD	Game console- controllers	564.36
US BANK/P-CARD	Items for the Stay-cation	91.98
US BANK/P-CARD	Job Posting for ALA for P	349.00
US BANK/P-CARD	Live chat service 3.2.22	10.00
US BANK/P-CARD	MCLS - Virtual workshop	100.00
US BANK/P-CARD	New DVD Rel. - 355 (4)	71.96
US BANK/P-CARD	New DVD Rel. - AMERICAN	113.93
US BANK/P-CARD	New DVD Rel. - BELFAST (92.69
US BANK/P-CARD	New DVD Rel. - COMING 2 A	35.97
US BANK/P-CARD	New DVD Rel. - DEMONIC (13.99
US BANK/P-CARD	New DVD Rel. - ETERNALS	119.94
US BANK/P-CARD	New DVD Rel. - HOUSE OF G	107.76
US BANK/P-CARD	New DVD Rel. - KING'S MAN	107.64
US BANK/P-CARD	New DVD Rel. - MATRIX RES	59.88
US BANK/P-CARD	New DVD Rel. - MATRIX-JOU	131.93
US BANK/P-CARD	New DVD Rel. - MISS WILLO	12.96
US BANK/P-CARD	New DVD Rel. - MONDAY (1	13.99
US BANK/P-CARD	New DVD Rel. - NATIONAL C	14.96
US BANK/P-CARD	New DVD Rel. - NOWHERE IN	13.99
US BANK/P-CARD	New DVD Rel. - RUN and GU	27.98
US BANK/P-CARD	New DVD Rel. - SHATTERED	13.99
US BANK/P-CARD	New DVD Rel. - WOLF (1)	18.59
US BANK/P-CARD	New Foreign DVD Rel. - GO	22.99
US BANK/P-CARD	New Foreign Lang Rel. -	14.99
US BANK/P-CARD	New Music Rel. - GOOD MOR	11.99
US BANK/P-CARD	New PS4 Game Rel. - JURAS	49.94
US BANK/P-CARD	New PS4 Game Rel. - MARSU	19.99
US BANK/P-CARD	New PS4 Game Rel. - MINEC	39.99
US BANK/P-CARD	New Switch Game - NASCAR	24.99
US BANK/P-CARD	New Switch Game Rel. - MA	29.99
US BANK/P-CARD	New Switch Game Rel. - MI	78.00
US BANK/P-CARD	New Switch Game Rel. - SM	39.99

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New TV DVD Rel. - NORTH W	22.99
US BANK/P-CARD	New TV Rel. - BROOKLYN NI	19.98
US BANK/P-CARD	New TV Rel. - DOCTOR WHO	24.79
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Plastic razor blade scrap	10.98
US BANK/P-CARD	Podcast Hosting Service -	15.00
US BANK/P-CARD	Refill on Supplies for ou	39.99
US BANK/P-CARD	Renewal for web classific	325.00
US BANK/P-CARD	Repl. DVD - NORTHERN EXPO	8.57
US BANK/P-CARD	Repl. DVD - WALTONS S.1	9.94
US BANK/P-CARD	Soap Dispenser Wall Prote	75.10
US BANK/P-CARD	Social Media Advertising	1.20
US BANK/P-CARD	Supplies for Podcasting -	106.49
US BANK/P-CARD	Supplies to help with pre	71.13
US BANK/P-CARD	T8 U Bulb Clips	6.92
US BANK/P-CARD	Thermal Paper Roll	1,108.08
US BANK/P-CARD	TV Series DVD - SUPERGIRL	18.87
US BANK/P-CARD	Virtual Workshop for Sara	220.00
US BANK/P-CARD	Zoom Subscription - 2.16	749.50
US POSTAL SERVICE/HASLER	ACCT.#5287048 - FOR NPL P	3,000.00
VERIZON WIRELESS	ACCT.#880398978-00001/REG	296.58
VERIZON WIRELESS	ACCT#. 880398973-00001/RE	296.58
VERIZON WIRELESS	LINE FOR CURB-IT	49.43
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.43
WALMART COMMUNITY BRC	LIBRARY SUPPLIES	456.71
WATTS COPY SYSTEMS, INC.	IMG CHG 2/22-3/22 COPIERS	115.67
WATTS COPY SYSTEMS, INC.	IMG CHGS 2/22-3/22	63.03
WATTS COPY SYSTEMS, INC.	IMG CHRGS 12/21-3/10/22	464.23
WILCOX ELECTRIC & SERVICE INC	CHANGE OUT BULBS/ALL FLRS	797.70
Library Fund	Library Administration - Total	50,612.75

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
APPLE INC	MACBOOK PRO-LAPTOP & SERV	3,081.99
WATTS COPY SYSTEMS, INC.	AQUOS BOARDS/DISPLAY SYS	20,265.00
Library Replacement Fund	Library Administration - Total	23,346.99

Library Special Reserve Library Administration

Report to Receive and File Town of Normal Expenditures for Payment as of 03/10/2022-04/13/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FELMLEY-DICKERSON CO	FINAL-ACCESSIBLE RESTRMS	12,838.20
Library Special Reserve Library	Administration - Total	12,838.20
Overall - Total		88,314.53

Director's Report
April 20, 2022

1. Monthly Financial Report

Revenue: The March operating revenues were up 2.75% compared to this time last year.

Expenses: A report showing expenses totaling \$88,314.53 from March 10 to April 13 is included in this packet. Two March payrolls totaled \$143,713.78.

2. Circulation

Total circulation for March was 60,304, up 16.6% from last year.

3. Abatement Project

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Final bid documents are pending work by our engineers. We are aware of supply chain issues that could affect the timeline of this project, and thus plan to have materials on hand before commencing work. Late August is the earliest proposed start date for the project.

4. Budget

Our fiscal year concluded on March 31. We ended in a strong financial position.

5. COVID Update

We continue to expand offerings of services and programs. Based on staff input, we removed the acrylic barriers from the service desks.

6. Board Planning

Our Board planning session will be rescheduled to occur after the abatement bids are in.

7. Website Update

The new website went live on April 12. Kudos to Jennifer and Emily for all their efforts in leading this project! We have heard very positive reviews thus far.

8. Uptown South Master Plan

A consultant for the Uptown South Master Plan project should be selected in the near future. This process should include a variety of opportunities for public input.

9. Congratulations to Staff!

- Rhiannon Shoults began the Programming and Youth Services Manager role on April 5.
- Rebecca Gopinath retired on April 15 after more than 22 years at NPL.
- Amy Couillard was promoted to Circulation Supervisor on April 12.
- Stacey Tetzloff will begin in the LTA – Community Services and Outreach role on April 18.

10. Snap Cabs

Our *Bouncing Back from the Pandemic* grant (“Skilling McLean County Residents for Successful Post-Pandemic Employment”) provides up to \$41,000 of funding for two meeting pods. John and I have discussed these pods for the main floor since pre-COVID, and we proposed that Rhiannon include them in the grant to provide space for workforce assistance, Zoom interviews, etc. The three of us have explored options available through various vendors, and we propose that two Snap Cabs be purchased. A final quote is included in this packet. The grant funds will cover purchase of the pods and shipping, but not installation. Grant funding is via reimbursement, so we must initially pay for the pods and then be reimbursed \$40,407.54. Grant funds must be encumbered by September 30, 2022. We are told to expect a lead time of 6-8 weeks.

11. Insurance Renewal

I worked with Van Gundy to prepare our insurance renewal for 2022-2023. Our annual cost will increase by \$172.

12. Summer Reading Challenge

Camp NPL: Read Beyond the Beaten Path will begin June 1! Please visit <https://www.normalpl.org/summerreading> for all the details on this great program.

13. El día de los niños /El día de los libros

On April 30 we will celebrate reading at El día de los niños/El día de los libros (day of the child/day of the book)! Enjoy crafts, virtual reality experiences, a bilingual storytime in Spanish and English, and a family literacy workshop!

We will also have our community partners The Immigration Projects, Conexiones Latinas, and BN Parents here to chat about the resources that they offer. We will also have plenty of new Spanish language items for children and adults available to browse and check out.

14. Asian Heritage Celebration

On April 24 we will celebrate Asian history and culture throughout the library! Learn, participate and celebrate with many different performances and activities, including Chinese Martial Arts performed by a Kung Fu Master, Tea Culture and Tasting, Indian Henna Art, and Asian musical performances to name a few.



Revenue & Expense Report

Account

All

Fiscal Year

FY2021-22

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12

April - March



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	4,065,523.00	4,179,875.00	4,219,285.07	100.94%	4,106,243.12	2.75%
31110-Property Tax	3,845,800.00	3,845,800.00	3,837,594.14	99.79%	3,850,831.82	-0.34%
31530-State Replacement Revenue	110,100.00	163,400.00	237,061.23	145.08%	121,574.17	94.99%
33260-State Grants	65,621.00	125,108.00	90,637.03	72.45%	66,121.25	37.08%
34720-Photocopy Fees	2,000.00	3,600.00	6,079.06	168.86%	511.85	1087.66%
34750-Replacements Books/AV	5,000.00	3,500.00	5,030.15	143.72%	1,748.67	187.66%
38210-Investment Income	36,602.00	36,602.00	39,798.72	108.73%	47,509.68	-16.23%
38530-Donations	200.00	1,665.00	2,915.00	175.08%	2,775.00	5.05%
38910-Miscellaneous	200.00	200.00	169.74	84.87%	15,170.68	-98.88%
222-Library Replacement Fund	92,614.00	58,451.00	60,204.66	103.00%	82,627.90	-27.14%
38210-Investment Income	20,623.00	20,623.00	22,376.66	108.50%	24,506.90	-8.69%
39192-Transfer From	71,991.00	37,828.00	37,828.00	100.00%	58,121.00	-34.92%
223-Library Special Reserve	10,023.00	7,523.00	8,225.11	109.33%	7,545.70	9.00%
38210-Investment Income	7,523.00	7,523.00	8,225.11	109.33%	7,545.70	9.00%
38910-Miscellaneous	2,500.00	0.00				
Total	4,168,160.00	4,245,849.00	4,287,714.84	100.99%	4,196,416.72	2.18%



Revenue & Expense Report

Account

All

Fiscal Year

FY2021-22

0

12

April - March

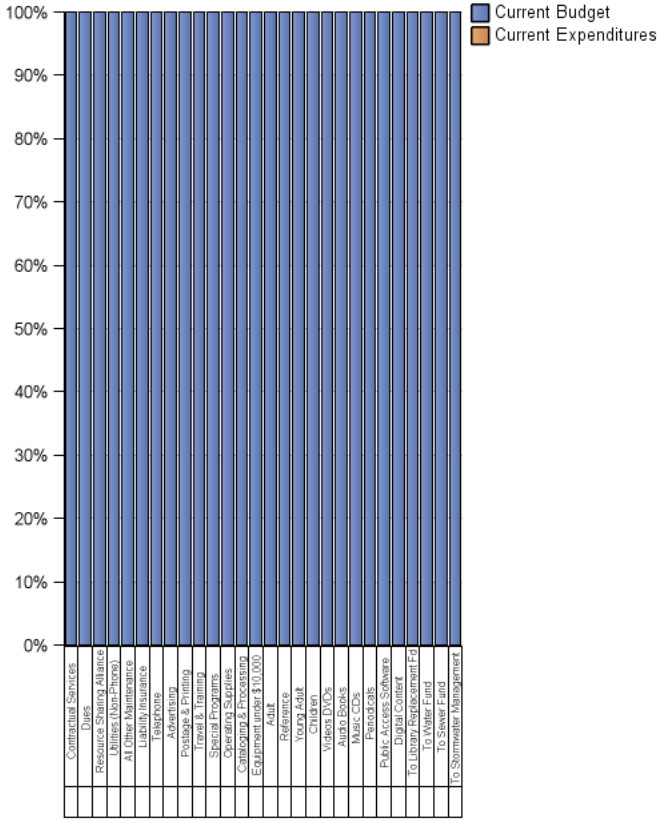
Expense

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	4,129,544.00	5,231,166.00	4,591,004.17	8,899.32	4,599,903.49	631,262.51	3,248,109.48	12.07%
10-Administration	4,129,544.00	5,231,166.00	4,591,004.17	8,899.32	4,599,903.49	631,262.51	3,248,109.48	12.07%
222-Library Replacement Fund	177,000.00	223,650.00	71,517.63	0.00	71,517.63	152,132.37	214,078.30	68.02%
10-Administration	177,000.00	223,650.00	71,517.63	0.00	71,517.63	152,132.37	214,078.30	68.02%
223-Library Special Reserve	1,000.00	972,181.00	87,012.26	0.00	87,012.26	885,168.74	207,053.96	91.05%
10-Administration	1,000.00	972,181.00	87,012.26	0.00	87,012.26	885,168.74	207,053.96	91.05%
Total	4,307,544.00	6,426,997.00	4,749,534.06	8,899.32	4,758,433.38	1,668,563.62	3,669,241.74	25.96%

Budget to Actual Expenditures

Library - Administration (Library Fund)



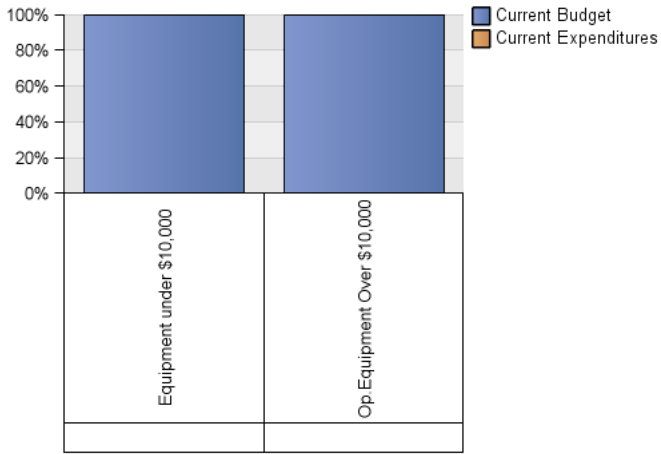
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455.20-10	\$0.00	\$0.00	\$0.00	\$129,626.00	\$129,626.00	\$129,626.00	100%	\$0.00
			221-9010-455.20-20	\$0.00	\$0.00	\$0.00	\$5,796.00	\$5,796.00	\$5,796.00	100%	\$0.00
			221-9010-455.24-10	\$0.00	\$0.00	\$0.00	\$66,890.00	\$66,890.00	\$66,890.00	100%	\$0.00
			221-9010-455.25-10	\$0.00	\$0.00	\$0.00	\$42,000.00	\$42,000.00	\$42,000.00	100%	\$0.00
			221-9010-455.25-60	\$0.00	\$0.00	\$0.00	\$72,000.00	\$72,000.00	\$72,000.00	100%	\$0.00
			221-9010-455.30-10	\$0.00	\$0.00	\$0.00	\$42,991.00	\$42,991.00	\$42,991.00	100%	\$0.00
			221-9010-455.30-15	\$0.00	\$0.00	\$0.00	\$9,270.00	\$9,270.00	\$9,270.00	100%	\$0.00
			221-9010-455.30-20	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.30-25	\$0.00	\$0.00	\$0.00	\$20,600.00	\$20,600.00	\$20,600.00	100%	\$0.00
			221-9010-455.30-35	\$0.00	\$0.00	\$0.00	\$12,240.00	\$12,240.00	\$12,240.00	100%	\$0.00
			221-9010-455.30-40	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.35-10	\$0.00	\$0.00	\$0.00	\$64,000.00	\$64,000.00	\$64,000.00	100%	\$0.00
			221-9010-455.35-15	\$0.00	\$0.00	\$0.00	\$15,450.00	\$15,450.00	\$15,450.00	100%	\$0.00
			221-9010-455.35-80	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455.36-10	\$0.00	\$0.00	\$0.00	\$94,048.00	\$94,048.00	\$94,048.00	100%	\$0.00
			221-9010-455.36-15	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
			221-9010-455.36-20	\$0.00	\$0.00	\$0.00	\$13,506.00	\$13,506.00	\$13,506.00	100%	\$0.00
			221-9010-455.36-25	\$0.00	\$0.00	\$0.00	\$90,041.00	\$90,041.00	\$90,041.00	100%	\$0.00
			221-9010-455.37-15	\$0.00	\$0.00	\$0.00	\$16,480.00	\$16,480.00	\$16,480.00	100%	\$0.00
			221-9010-455.37-20	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$0.00
			221-9010-455.37-30	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$4,500.00	100%	\$0.00
			221-9010-455.38-10	\$0.00	\$0.00	\$0.00	\$17,505.00	\$17,505.00	\$17,505.00	100%	\$0.00

		221-9010-455.38-20	Public Access Software	\$0.00	\$0.00	\$0.00	\$82,400.00	\$82,400.00	\$82,400.00	100%	\$0.00
		221-9010-455.39-10	Digital Content	\$0.00	\$0.00	\$0.00	\$96,099.00	\$96,099.00	\$96,099.00	100%	\$0.00
		221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$77,616.00	\$77,616.00	\$77,616.00	100%	\$0.00
		221-9010-455.95-02	To Water Fund	\$0.00	\$0.00	\$0.00	\$3,365.00	\$3,365.00	\$3,365.00	100%	\$0.00
		221-9010-455.95-07	To Sewer Fund	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$600.00	100%	\$0.00
		221-9010-455.95-10	To Stormwater Management	\$0.00	\$0.00	\$0.00	\$773.00	\$773.00	\$773.00	100%	\$0.00
		Summary		0.00	0.00	0.00	1,029,796.00	1,029,796.00	1,029,796.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)

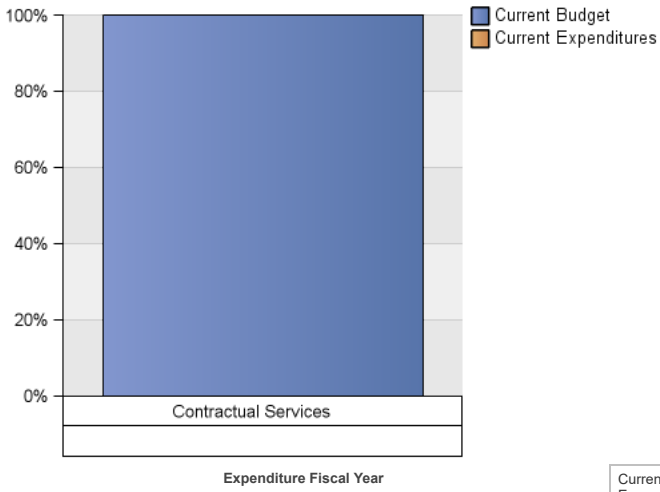


Expenditure Fiscal Year

				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	\$0.00	\$0.00	\$271,225.00	\$271,225.00	\$271,225.00	100%	\$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	0.00	0.00	396,225.00	396,225.00	396,225.00	1.00	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	\$0.00	\$0.00	\$300,000.00	\$300,000.00	\$300,000.00	100%	\$0.00
Summary					0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	1.00	0.00

NPL Circulation Statistics



March 2022

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2020	2021	2022
Juvenile						
Books	333,920	174,623	339,967	12,008	28,491	34,494
Videos *		1,568	2,281		150	230
Audios	10,017	4,869	11,365	377	890	1,203
Magazines	479	193	319	7	61	27
Other	485	74	527	24	9	56
Juvenile - Total	344,901	181,327	354,459	12,416	29,601	36,010
Teen						
Books	14,920	10,141	15,617	456	1,293	1,405
Audios*		109	68		8	9
Magazines	11	6	12	1	3	2
Teen - Total	14,931	10,256	15,697	457	1,304	1,416
Adult						
Books	110,729	70,635	115,139	4,865	10,589	11,488
Videos	33,516	18,750	36,740	1,316	2,867	4,157
Audios	24,951	7,965	12,772	795	1,176	1,166
Magazines	3,865	1,403	2,448	115	240	229
Other	13,204	2,775	9,143	502	447	1,153
Adult - Total	186,265	101,528	176,242	7,593	15,319	18,193
Digital Content						
eAudiobooks**	15,462	19,283	19,544	1,418	1,664	1,710
eBooks**	23,935	35,542	29,571	2,595	2,880	2,537
Magazines	1,328	4,295	1,813	261	162	135
Music	7,341	2,110	360	737	387	47
Streaming Video	2,109	4,621	4,201	259	404	245
Content Passes***			174			11
Digital Content - Total**	50,175	65,851	55,489	5,270	5,497	4,685
Total Circulation**	596,272	358,962	601,887	25,736	51,721	60,304

* Juvenile videos & Teen audios were not counted in these departments prior to April 2020

** eAudiobook & eBook numbers were incorrectly reported prior to April 2021, so these numbers have been adjusted

*** Content Passes counted differently beginning January 2022

NPL Collection Holdings



March 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	83,404	83,812	703	-295	6,057	-5,626
Videos	962	962	0	0	2	-297
Audios	2,417	2,411	0	-6	186	-98
Magazines	168	185	17	0	128	-154
Other	141	126	0	-15	15	-16
Juvenile - Total	87,092	87,496	720	-316	6,388	-6,191
Teen						
Books	5,109	5,177	67	1	539	-1267
Audios	38	38	1	-1	1	-58
Magazines	19	20	1	0	11	-29
Teen - Total	5,166	5,235	69	0	551	-1354
Adult						
Books	54,525	54,894	406	-37	3,876	-4,243
Videos	15,848	15,890	45	-3	638	-341
Audios	13,833	13,874	47	-6	413	-80
Magazines	1,845	1,949	124	-20	1364	-1508
Other	2,086	2,116	17	13	110	-29
Adult - Total	88,137	88,723	639	-53	6,401	-6,201
Total Collection	180,395	181,454	1,428	-369	13,340	-13,746

NPL Digital Content by Month



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

	11.21	12.21	1.22	2.22	3.22	
eRead Illinois						
eAudiobooks	268	310	316	280	289	
eBooks	352	355	406	302	325	
eRead Illinois Total	620	665	722	582	614	
Freanding						
	0	0	4	4	6	
Hoopla						
eAudiobooks	727	762	888	856	906	
eBooks	590	399	538	609	632	
Movies/TV	120	113	88	132	145	
Music	22	31	39	34	47	
Hoopla Total	1,459	1,305	1,553	1,631	1,730	
Kanopy						
Individual Titles Plays	77	86	86	70	55	
Plays Through Passes	61	108	129	102	45	
Kanopy Total Videos Played	138	194	215	172	100	
OverDrive						
eAudio	537	548	606	480	515	
eBooks	1,537	1,559	1,971	1,571	1,574	
Magazines	233	154	160	110	135	
OverDrive Total	2,307	2,261	2,737	2,161	2,224	
Total Downloads or Uses						
eAudiobooks	1,532	1,620	1,810	1,616	1,710	
eBooks	2,479	2,313	2,919	2,486	2,537	
Magazines	233	154	160	110	135	
Music	22	31	39	34	47	
Streaming Video	270	310	303	304	245	
*Hoopla 7-day BingePass						
hoopla Magazines			7	2	2	
The Great Courses			3	0	2	
Curiosity Stream			0	2	0	
Kanopy Passes						
Kids Play	2	3	5	3	3	
Series Play (TGC)	1	2	3	2	1	
OverDrive 7-Day Passes						
The Great Courses	3	1	2	2	1	
IndieFlix	3	0	2	3	1	
Stingray Qello	2	2	0	1	0	
Craftsy	4	0	1	1	1	
Total Passes	15	8	23	16	11	

*Hoopla BingePasses were added in January 2022

NPL Monthly Statistics



March 2022

Library Card Registration

Registration - Fiscal Year 2022

	Beginning count	Registered	Purged	Cards in force YTD	FY21	FY20
Adult	25,367	202	-24	25,545	23,338	34,334
Teen	3,039	115	2	3,156	2,775	3,419
Juvenile	7,738	687	1	8,426	7,438	8,760
Total	36,144	1,004	-21	37,127	33,551	46,513

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	13,678	132,374		
Offsite programs (est)		-		
Year to Date Total		132,374	19,588	282,006

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	3,307	34,188	31,165	15,222
Loaned	3,355	34,941	28,028	16,877
Reciprocal borrowing	13,037	151,526	53,451	191,307

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	2	1	18	18
Adult	785	574	44	5,526
Public Laptop	47	36	46	860
Quick-Use	-	-	-	-
Totals	834	611	44	6,404

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

normalpl.org Site Statistics



March 2022

	Annual Totals Year to Date			March		
	FY 2020	FY 2021	FY 2022	2020	2021	2022
Site Views over time						
Pageviews	402,039	278,906	339,160	27,046	24,975	34,034
Unique Pageviews	315,512	227,035	273,464	21,240	19,637	27,480
Sessions	195,602	153,499	180,762	8,351	13,594	17,395

Top Viewed Pages FY 2022

/	162,195
/events/month	9,728
/databases	6,704
/events/upcoming?status=1	5,602
/reading-challenges	5,529
/services/my-account	5,034
/about-us/get-involved	4,929
/books-more/ebooks-eaudiobooks	4,917
/events/upcoming	3,745
/books-more	3,120

Usage by Device FY 2022

Desktop	56.2%
Mobile	41.4%
Tablet	2.4%

Top Viewed Pages March 2022

/	15,272
/events/month	1,199
/databases	852
/events/month/2022-04	717
/events/upcoming?status=1	579
/about-us/get-involved	532
/services/my-account	465
/events/upcoming	446
/books-more/ebooks-eaudiobooks	413
/reading-challenges	322

Usage by Device Mar 2022

Desktop	54.1%
Mobile	44.0%
Tablet	1.9%

**2022-2023
INSURANCE SUMMARY
PREPARED FOR:**

**NORMAL PUBLIC LIBRARY
206 W. COLLEGE AVENUE
NORMAL, IL 61761**

Presented By:

Agent: Michael E. McGrew
Van Gundy Agency, Inc.
Phone: (309)452-1156
mmcgrew@vangundy.com



Commercial Package Policy 5/1/2022 to 5/1/2023

Property:

\$1,000 Deductible, 90% Coinsurance, Special Form, Replacement Cost, Earthquake, Equipment Breakdown, Building Glass, Water/Sewer Backup, Elite Pac Property Extension

Location: 206 W. College Ave, Normal, IL 61761

Building: \$11,347,023

Business Personal Property: \$3,666,969

Furniture & Fixtures: \$1,203,600

Business Income & Extra Expense: *Actual Loss Sustained*

Building (Shed): \$6,418

General Liability Including Elite Pac GL Extension

Liability extended to parking lot at 108 N Fell Ave, Normal

General Aggregate	\$2,000,000
Products Completed Ops. Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Fire Damage	\$1,000,000
Medical Payments	\$ 5,000

Abuse or Molestation Liability:

Each Occurrence	\$1,000,000
Aggregate Limit	\$2,000,000
No Deductible Applies	

Business Automobile: 2012 Dodge Grand Caravan
(2C4RDGBG3CR389032)
2019 Ford Transit Cargo Van
(NM0LS7E25K1432250)

Bodily Injury & Property Damage	\$1,000,000
Medical Payments	\$ 5,000
Uninsured/Underinsured	\$1,000,000
Comprehensive/\$500 Deductible	Actual Cash Value
Collision/\$1000 Deductible	Actual Cash Value
Hired and Non-Owned Auto	\$1,000,000
Elite Pac Auto Extension	

Electronic Data Processing:

\$500 Deductible	
Equipment Hardware Owned	\$150,000
Media	25,000
Extra Expense	5,000

Scheduled Fine Arts **5,860**

Lego Exhibit (Incl Breakage)

Unscheduled Fine Arts **25,000**

Commercial Umbrella (included in package policy)

\$5,000,000 Each Occurrence / \$5,000,000 Aggregate Limit

Workers' Compensation 5/1/2022 to 5/1/2023

\$100,000 BI Each Accident
\$500,000 BI by Disease- Policy Limit
\$100,000 BI by Disease- Each Employee

Code: 8810 (Public Library Employees & Clerical)

Estimated Payroll: \$1,871,467

Code: 9101 (Public Library Custodial Employees)

Estimated Payroll: \$67,375

Code 7380 (Drivers)

Estimated Payroll: \$16,895

Code 8742 (Salespersons)

Estimated Payroll: \$16,328

D&O/EPLI (Mgmt Liability) 5/29/2022 to 5/29/2023

Directors & Officers Liability	\$2,000,000 Aggregate
Employment Practices Liability	\$2,000,000 Aggregate
\$10,000 Deductible Per Claim	

P r e m i u m S u m m a r y

	<u>2021</u>	<u>2022</u>
Commercial Package Policy (umbrella included)	\$21,968	23,520
Workers' Compensation	7,987	8,398
D&O (\$2M)/ EPLI (\$2M)	7,735	8,674
Cyber Policy	2,730	*
TOTALS:	\$40,420	*\$40,592

*Per our discussion yesterday, we have submitted your cyber application to Beazley and we are awaiting their response to it. I will provide you with the renewal figures from them as soon as those are available. Also as discussed, we will be obtaining an alternate cyber quote through another market (Coalition) that has been providing us with very competitive coverage and pricing.

Meet 4



Access





Quotation 199903

205 Eastgate Dr.
Washington, IL 61571
Phone: 309-427-2500
Fax: 309-427-2600

Quote Date 01-31-22
Quote Title NPL SNAPCAB V1
Customer 3
Terms CREDIT HOLD
Account Rep JOEL RAMSEYER

Quote To

BRIAN CHASE
NORMAL PUBLIC LIBRARY
206 W COLLEGE AVE
NORMAL IL 61761-2576

Ship To

BRIAN CHASE
NORMAL PUBLIC LIBRARY
206 W COLLEGE AVE
NORMAL IL 61761-2576

Phone +1 (309) 452-1757

Phone +1 (309) 452-1757

Sales Location IL/IA FIELD SALES

Quote is Valid for 30 days.

Pricing is based on all product being ordered at the same time and shipping at the same time to one location.

Quote is an offer to purchase specified products under the terms of the enclosed Lincoln Office Master Purchasing Agreement unless otherwise negotiated.

In addition to a purchase order (if issued) a signed copy of this quote is required to initiate order.

All product is special ordered and may only be changed or cancelled in accordance with the manufacturer's policies.

All product returns must be approved by Lincoln Office and subject to a restock fee of 35% plus labor.

Payment is due in full 30 days from the date of invoice unless otherwise negotiated.

Customer may not withhold payment on any invoice because of partial delivery or unresolved installation issues unless otherwise negotiated.

Tentative Delivery/Installation Is 8 To 12 Weeks After Receipt Of Signed Quote (And Customer P.O. If Required). Timeframe Is Based On Manufacturer Lead Time, In-Transit Time, And Availability Of Service.

Tentative Delivery/Installation Cannot Be Guaranteed And Is Subject To Change By The Manufacturer.

Preliminary Quote Only. Pricing is subject to change based on changes to layout, product, finishes, & quantities.

A deposit of 30% is required on all orders for new customers & all orders over \$5,000.

Delivery does not include stair carry or moving existing furniture or equipment.

Freight charges are estimated and actual freight charges will be invoiced.

Line	Description	Quantity	Unit Price	Extended Price
------	-------------	----------	------------	----------------

MEET 4 (2-4 Person) Pod Option

Accepted By _____	Title _____	Date _____
<i>Serving Eastern Iowa, Central Illinois, & Northwest Indiana</i>		



Quotation 199903

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205 Eastgate Dr.
 Washington, IL 61571
 Phone: 309-427-2500
 Fax: 309-427-2600

Line	Description	Quantity	Unit Price	Extended Price
1	SNAPCAB MEET 4 POD - SnapCab Acoustic Pod Meet 4 (Seats 2-4) Exterior Dimensions: 53" x 77" Exterior Height: 91"Interior Dimensions: 47" x 71" Interior Height: 78"Round LED Downlight Task Lighting Fully Framed Door Frame Color - Silver (Standard) Standard Decorative TFL Exterior Panels: Wilsonart TFL - 15 Standard Color Options Finish: TBD Interior Panels (Rear Wall): Wilsonart TFL - 15 Standard Color Options Finish: TBD LINCOLN OF	1	14,041.10	14,041.10
2	INTERIOR PANELS - SnapCab Pods Interior Panels (Side Walls) Acoustic Felt-PET Finish: 8 Standard Color Options LINCOLN OF	1	369.86	369.86
3	WORKSTATION TABLE - SnapCab Pod Workstation Table Integrated 3/4" Thick Surface 34" x 30" Height: 28.5" Finish: North Sea Matte LINCOLN OF	1	479.45	479.45
4	BENCH SEATING (2) - SnapCab Pod Bench Seating (2 Per Pod) Well-suited for the Pod Bench seating provides cushioned comfort in a color that coordinates well with the medium grey flooring and ceiling. Bench Length: 44" Bench Depth: 20" Material: Poly-leatherBack Height: 28" Seat Height: 18.25" Color: Mink LINCOLN OF	1	1,917.81	1,917.81
5	CARPET - SnapCab Pod Interior Carpet Color: Medium Gray LINCOLN OF	1	342.47	342.47

Accepted By _____	Title _____	Date _____
<i>Serving Eastern Iowa, Central Illinois, & Northwest Indiana</i>		



205 Eastgate Dr.
 Washington, IL 61571
 Phone: 309-427-2500
 Fax: 309-427-2600

Quotation 199903

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Line	Description	Quantity	Unit Price	Extended Price
Sub Total				17,150.69
ILLINOIS TAX EXEMPT				0.00
Total				17,150.69
SnapCab Access (ADA) Pod Option				
6	SNAPCAB ACCESS POD - SnapCab Access (ADA) Pod Exterior Dimensions: 77" x 77" Exterior Height: 91" Interior Dimensions: 71" x 71" Interior Height: 86" Round LED Downlight Task Lighting **Barrier Free Entry**Control Knobs on Wall** Horizontal Door Pull Fully Framed Door Frame Color - Silver (Standard) Standard Decorative TFL Exterior Panels: Wilsonart TFL - 15 Standard Color Options Finish: TBD Interior Panels (Rear Wall): Wilsonart TFL - 15 Standard Color Options Finish: TBD LINCOLN OF	1	20,821.92	20,821.92
7	INTERIOR PANELS - SnapCap Access (ADA) Pod Interior Panels (Side Walls) Acoustic Felt - PET Finish: 8 Standard Color Options LINCOLN OF	1	452.05	452.05
8	WORKSTATION TABLE - SnapCab Access (ADA) Pod Workstation Table Corner-mounted ADA compliant 3/4" thick surface Solid phenolic table is an ideal combination of durability, function and style. Shape allows for wheelchair mobility within the Workspace LINCOLN OF	1	712.33	712.33
9	CARPET - SnapCab Access (ADA) Pod Carpet Color: Medium Gray LINCOLN OF	1	520.55	520.55
Sub Total				22,506.85
ILLINOIS TAX EXEMPT				0.00
Total				22,506.85
10	INSTALL NEW - LINCOLN OFFICE TO RECEIVE, INSPECT,	1	1,536.00	1,536.00

Accepted By _____	Title _____	Date _____
<i>Serving Eastern Iowa, Central Illinois, & Northwest Indiana</i>		



Quotation 199903

Page 4 / 5 (cont'd)

205 Eastgate Dr.
Washington, IL 61571
Phone: 309-427-2500
Fax: 309-427-2600

Line	Description	Quantity	Unit Price	Extended Price
10	DELIVER, AND INSTALL NEW FURNITURE DURING NORMAL BUSINESS HOURS			
	4.0.6.1			
	TR-#5			
	PCs-4			
	4-Ws-6			
	2 LADDERS AND SPEED PACKS			
	LINCOLN OF			

Quotation Totals	
Sub Total	41,193.54
LINCOLN OF SNAPCAB FREIGHT	750.00
ILLINOIS SERVICE	0.00
ILLINOIS TAX EXEMPT	0.00
Grand Total	41,943.54

End of Quotation

Accepted By _____	Title _____	Date _____
<i>Serving Eastern Iowa, Central Illinois, & Northwest Indiana</i>		



205 Eastgate Dr.
Washington, IL 61571
Phone: 309-427-2500
Fax: 309-427-2600

Lincoln Office Master Purchase Agreement | Terms & Conditions

- Pricing Terms: Prices quoted by Lincoln Office LLC ("Seller") are FOB shipping point and are guaranteed for 30 days from the date of quotation.
Payment Terms: Products and related services will be invoiced after delivery of the product to the job site.
Purchase Money Security Interest Retained By Seller: Seller reserves and retains title to any security interest in the above-described property, or property described in the applicable quote or purchase order, to secure the payment of the unpaid purchase price of said property.
Acceptance: All orders require an authorized signature from the Buyer recorded on the quote and if required by the customer a purchase order.
Customer Required Date: A mutually agreeable delivery date (between Buyer and Seller) is required for each order and will be used as the customer required date.
Deposits: A deposit of 30% is required on all orders over \$5000 and on all initial orders from new customers.
Cancellation and Changes: Requests for order changes/cancellations for standard orders must be submitted to Seller within five business days from the receipt of order by Seller, and such changes are contingent upon vendor terms and conditions.
Service Charges: A service charge of 18% per annum will be assessed on all unpaid balances after invoice due date in addition to all legal and collection costs incurred.
Delays: If Buyer is unable to receive product at the job site on the mutually agreed upon customer required date, product will be deemed delivered and will be invoiced as if delivered.
Storage: If the job site is not available on the mutually agreed upon customer required date, Seller will store product without charge for 15 days from the designated delivery date.
Returns and Refunds: All product is custom manufactured to meet specific customer needs and therefore cannot be returned.
Field Change Orders: If changes occur on the job site requiring additional work, a Field Change Order with additional charges will be presented by Seller for Buyer's approval.
Conditions of Job Site: Buyer agrees to have job site available, clean, clear, and free of debris prior to commencement of furniture installation and work contracted from other trades will be completed prior to scheduled installation.
Delivery During Normal Business Hours: The service price stated is for installation of goods during normal business hours using Lincoln Office personnel.
Transfer of Ownership: Products delivered and brought on to the job site shall be immediately inspected and accepted by Buyer by signing the Delivery Ticket.
Drop Shipment: Should this quotation provide for drop shipment, the Buyer will provide necessary receiving personnel and will be responsible for offloading and inspecting product.
Punchlist: Immediately upon completion of a project, a representative for the Seller and a representative from the Buyer will prepare a final punchlist outlining necessary work to be performed in order to complete the project as ordered.

By signing this quote I accept that I have read, understand, and agree to the terms and conditions of sale as specified herein.

Accepted By _____ Title _____ Date _____
Serving Eastern Iowa, Central Illinois, & Northwest Indiana