



**Normal Public Library Board of Trustees  
Agenda for Monthly Board Meeting  
April 28, 2021 at 5:30 p.m.**

**Location: Online via Zoom, and streaming via YouTube at <https://www.youtube.com/user/NormalPL>.**

**The President of the Board of Trustees of Normal Public Library has determined that it is prudent to meet virtually due to COVID-19.**

1. Review of the Agenda: Corrections or Additions
2. Approval of the Minutes of the Previous Meeting (Action)
3. Approval of Expenditures (Action)
4. President's Report
5. Public Comment

NOTE CHANGE: Public Comment will be available only by use of Zoom Meetings. Public Commenters will need to register by emailing their full name and phone number that will be used to call into the meeting to library staff at [comment@normalpl.org](mailto:comment@normalpl.org) prior to 5:30 p.m. on the day of the scheduled meeting. As this meeting will be completely virtual, no persons will be present in the library and no in-person Public Comment will be allowed. Once Public Commenter has registered with library staff, they will receive the meeting call-in number and meeting ID, along with instructions on how to join the virtual meeting for Public Comment. Besides the exceptions listed above, Public Participation Guidelines (available at <https://www.normalpl.org/about-us/policies>) will remain the same.

6. Library Director's Report
7. Foundation Report
8. Library Advocacy Report
9. New Business
  - A. Insurance Renewal (Action)
  - B. Illinois Public Library Annual Report (Action)
  - C. Freedom of Information Policy Update (Action)
  - D. Architectural Services for Interior Abatement (Action)
  - E. Purchase of Shelving for Children's Area (Action)
  - F. Celebration of Pam Lewis and Terry Lindberg
10. Unfinished Business (None)
  - A. COVID-19 Update
11. Suggested Items for the Next Agenda
12. Next Meeting Date: May 26, 2021 (Regular Meeting)
13. Adjournment

*The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council and/or special Council meetings, work sessions and other events, all scheduled as needed.*

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**March 31, 2021**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held Online via Zoom, and streaming via YouTube on Wednesday, March 31, 2021. The meeting convened at 5:30 pm, President Jess Ray presiding, and Jd Davis, secretary. Mr. Ray read a statement detailing his decision to hold this meeting virtually as opposed to in-person at the Library.

**Member Roll Call:**

Jess Ray - Present  
Terry Lindberg – Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Pam Lewis – Present

**Library Staff Present:** Brian Chase, Library Director (present onsite at NPL) and John Fischer, Adult Services and Circulation Manager.

**Community Members Present:** None

**Review of the Agenda:** None

**Approval of Minutes:** Ms. Lewis moved to approve the minutes of the February 24, 2021 meeting. Ms. Trunnell seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric – Approved  
Pam Lewis - Approved

Motion carried 7-0.

**Approval of Expenditures:** Ms. Trunnell moved to approve the expenditures totaling \$40,421.81 from February 18, 2021 to March 22, 2021 and two payrolls for the month of February totaling \$145,482.52. Ms. Ripley-Gataric seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

Motion carried 7-0.

**President's Report:** Mr. Ray reminded the Board to fill out their Statement of Economic Interest, and to vote in the upcoming local elections. He thanked the Library staff for their hard work.

**Public Comment:** None

**Library Director's Report:** Mr. Chase informed the Board that the Library is steadily increasing in patrons and business. He then discussed the items in his report. Ms. Lewis asked what improvements to expect with the website update. Mr. Chase answered that the majority will be simplifying navigation and making it more user-friendly. Digital content will be highlighted more. All of the content and pages will be examined to see if any updates are needed. Ms. Lewis suggested more photography. Mr. Lindberg asked what a "Drupal" was, and Mr. Chase stated it was a platform utilized in web design.

**Foundation Report:** Ms. Lewis noted that the Foundation Board is utilizing Facebook fundraisers in conjunction with Library Giving Day on April 7<sup>th</sup>. A Jason's Deli fundraiser is scheduled for April 8<sup>th</sup>.

**Library Advocacy Report:** Ms. Trunnell volunteered to spearhead this subcommittee. This is an opportunity for newly-elected members to be active on the Board right away.

#### **New Business**

##### **Audit Contract (Action)**

The information is contained in the Board packet. The Town and the Library Foundation have approved their parts. This is a contract for the next two fiscal years, with a maximum cost Year 1 of \$4,846 and Year 2 of \$4,967.

Mr. Lindberg moved to approve the Audit Contract with Lauterbach and Amen, LLP. Ms. Lewis second.

Jess Ray - Approved

Terry Lindberg - Approved

Jim Rogal - Approved

Jd Davis - Approved

Katelyn Trunnell - Approved

Erin Ripley-Gataric - Approved

Pam Lewis - Approved

The motion passed 7-0.

##### **COVID-19 Update (Discussion)**

Mr. Chase shared that the staff is doing a great job, and the patrons are following all the rules. The Library is steadily getting busier. Staff are eligible for vaccinations, which increases safety and comfort with the increased in-person traffic. Other libraries are relaxing restrictions, but NPL will continue with the current restrictions for the foreseeable future. The health and safety of staff and patrons are the most important factors to consider. Ms. Trunnell asked if they would be tracking to see how many staff members had opted to be vaccinated. The Library is not formally tracking, but the overall sentiment is positive toward doing so.

**Executive Session: Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21) (Action)**

The Board entered Executive Session at 5:51 pm. Mr. Rogal moved, Ms. Ripley-Gataric seconded.

Entry Roll Call:

Jess Ray - Present  
Terry Lindberg - Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Absent  
Pam Lewis - Present

The Board left Executive Session at 5:58pm. Mr. Ray moved, and Ms. Davis seconded.

Exit Roll Call:

Jess Ray - Present  
Terry Lindberg - Present  
Jim Rogal - Present  
Jd Davis - Present  
Katelyn Trunnell - Present  
Erin Ripley-Gataric - Present  
Pam Lewis - Present

Ms. Davis moved to approve the Six-Month Review/Approval of Executive Session Minutes: Section 2(c)(21), and not release those minutes to the public. Ms. Ripley-Gataric seconded.

Jess Ray - Approved  
Terry Lindberg - Approved  
Jim Rogal - Approved  
Jd Davis - Approved  
Katelyn Trunnell - Approved  
Erin Ripley-Gataric - Approved  
Pam Lewis - Approved

The motion passed 7-0.

**Unfinished Business**

N/A

**Next meeting agenda**

IPLAR

**Adjournment**

Mr. Ray adjourned the meeting at 6:01 pm.

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Secretary

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Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 03/23/2021-04/21/2021

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	435.00
<b>Library Fund</b>	<b>- Total</b>	<b>435.00</b>

## Library Fund                      Library                      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AEP ENERGY	ENERGY USAGE	1,824.10
ALERT SIGNAL & CONTROL CO	YEARLY MONITORING 5/21-22	293.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,894.17
BAKER & TAYLOR COMPANIES	ADULT FICTION BOOKS	268.35
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,570.91
BAKER & TAYLOR COMPANIES	YA BOOKS	7.23
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	177.75
BAKER & TAYLOR CONTINUATION	REFERENCE BOOKS	247.19
BLACKSTONE PUBLISHING	AUDIO BOOK	100.82
BLACKSTONE PUBLISHING	AUDIO BOOKS-11	384.23
BLACKSTONE PUBLISHING	AUDIO BOOKS-2	65.94
BLACKSTONE PUBLISHING	AUDIO BOOKS-3	88.83
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	605.73
BRODART COMPANY	ADULT BOOKS	23.34
BRODART COMPANY	CIRCULATION SUPP-DVD,CD'S	463.73
CDW GOVERNMENT INC	BULK ETHERNET CABLES	615.54
CENGAGE LEARNING INC	ADULT-LARGE PRINT DIST-6	18.00
CENGAGE LEARNING INC	LARGE PRINT ADULT BOOKS	333.62
CENGAGE LEARNING INC	LARGE PRINT BOOKS	98.21
CENGAGE LEARNING INC	LARGE PRINT BOOKS-BASIC 8	56.23
CENGAGE LEARNING INC	LARGE PRINT BOOKS-CORE 8	135.70
CENGAGE LEARNING INC	LARGE PRINT BOOKS-DIST.6	91.48
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	182.16
CENTER POINT LARGE PRINT	LARGE PRINT ADULT BOOKS	68.24
CENTRAL ILLINOIS WINDOW CLEANING	WINDOWS CELANING	525.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND	MONTHLY SRVS FEE-NPL	50.00
DENNY'S DOUGHNUTS & BAKERY	LILY'S LAST DAY	15.40
DIVERSIFIED MECHANICAL INC	DUCT WORK-OFFICE CRAWL SP	3,272.30
DIVERSIFIED MECHANICAL INC	EXHAUST WRK FOR RESTROOMS	773.05
DIVERSIFIED MECHANICAL INC	SCHEDULED FILTER CHARGE	521.42
DIVERSIFIED MECHANICAL INC	TEMP CNTRL CONTRACT BILL	712.10

## Report to Receive and File Town of Normal Expenditures for Payment as of 03/23/2021-04/21/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
EBSCO SUBSCRIPTION SERVICES	CONSUMER REPORTS ACCESS	2,478.00
ELM USA INC	SUPPLIES FOR 3-D PRINTER	1,387.85
FINDAWAY WORLD LLC	CHILDREN'S BOOKS	46.49
FINDAWAY WORLD LLC	PLAYAWAYS FOR PATRONS	569.91
FINDAWAY WORLD LLC	TALKING BOOK-CHILDREN'S	46.49
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
H W WILSON CO	REFERENCE BOOK FOR STAFF	432.50
INTERSTATE ALL BATTERY CENTER	BATTERIES FOR SCOOTER/NPL	190.00
KAEB SANITARY SUPPLY INC	JANITORIAL SUPPLIES	178.24
KANOPY INC	DIGITAL CONTENT-PATRONS	413.00
KROGER-INDY CUSTOMER CHARGES	NPL SUPPLIES	32.08
LAKESHORE LEARNING MATERIALS	CHILDREN'S BOOKS/MATERIAL	1,365.82
LIBRARY IDEAS,LLC	CHILDREN'S TALKING BOOKS	725.10
MENARDS	SUPPLIES FOR LIBRARY	24.40
MENARDS	SUPPLIES FOR MAINT-GLUE	8.98
MIDWEST EQUIPMENT II	GRASS TRIMMER/WORK LIGHT	247.74
MIDWEST TAPE	CD'S	37.97
MIDWEST TAPE	CD'S FOR ADULT SERVICES	99.93
MIDWEST TAPE	HOOPLA DIGITAL-MARCH 2021	3,186.65
MIDWEST TAPE	MUSIC CDS	105.92
MILLER JANITOR SUPPLY	JANITORIAL SUPPLIES	364.66
NATIONAL PEN COMPANY	JOURNAL WITH BLUE PENS	234.42
NICOR GAS	ENERGY USAGE	1,475.88
OVERDRIVE, INC	CHILDREN'S BOOKS	2,000.00
OVERDRIVE, INC	ELECTRONIC MAGAZINES FEE	8,000.00
PANTAGRAPH	ACCT.#230-00005782-NORMAL	594.00
PANTAGRAPH	AD FOR LIBRARY IS OPEN	30.50
PRESIDIO NETWORKED SOLUTIONS	2 WIFI ACCESS POINTS	1,190.00
PRESIDIO NETWORKED SOLUTIONS	WIFI ACCESS PTS/BRACKETS	9,159.13
PRESIDIO NETWORKED SOLUTIONS	WIFI ACCESS PTS/LICENSES	4,986.00
PRESIDIO NETWORKED SOLUTIONS	WIFI INFRASTRUCTURE ASMNT	2,510.01
PURITAN SPRINGS WATER	WATER SERVICE-NPL MAR21	40.43
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	4,525.70
SAM LEMAN INC	OIL/FILTER CHANGE-NPL VAN	41.78
SAMS CLUB	MISC.LIBRARY SUPPLIES	141.98
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	218.33
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC PRINTING HARDWARE	8,767.00
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC SIMPLE SCAN/SUPPRT	3,485.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 03/23/2021-04/21/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ULVERSCROFT LARGE PRINT BOOKS	ADULT LARGE PRINT BOOKS	67.52
UNIQUE MANAGEMENT SERVICES INC	MARCH PLACEMENTS-COLLECTN	35.80
US BANK/P-CARD	Chat Service Monthly Fee	9.00
US BANK/P-CARD	(5) annual Zoom accounts	744.18
US BANK/P-CARD	Art Supplies for Adult Pr	10.76
US BANK/P-CARD	Credit for a return - Dam	-59.22
US BANK/P-CARD	emarketing for patrons 3-	2,079.00
US BANK/P-CARD	Facebook Advertising - NP	10.51
US BANK/P-CARD	Hand Soap - Refill 1200ml	147.30
US BANK/P-CARD	Hard Black case for Bit C	38.97
US BANK/P-CARD	New DVD Rel. - 100 DAYS T	16.98
US BANK/P-CARD	New DVD Rel. - ALL MY LIF	71.96
US BANK/P-CARD	New DVD Rel. - CALL TO SP	25.92
US BANK/P-CARD	New DVD Rel. - CROODS- A	71.96
US BANK/P-CARD	New DVD Rel. - ELIZABETH	17.99
US BANK/P-CARD	New DVD Rel. - FATALE (3	38.22
US BANK/P-CARD	New DVD Rel. - FEAR OF RA	38.88
US BANK/P-CARD	New DVD Rel. - HALF BROTH	53.97
US BANK/P-CARD	New DVD Rel. - HORIZON LI	14.96
US BANK/P-CARD	New DVD Rel. - LAST VERME	14.96
US BANK/P-CARD	New DVD Rel. - MISS SCARL	22.99
US BANK/P-CARD	New DVD Rel. - MONSTER HU	71.84
US BANK/P-CARD	New DVD Rel. - MONSTER ZO	19.92
US BANK/P-CARD	New DVD Rel. - REDEMPTION	12.96
US BANK/P-CARD	New DVD Rel. - RIGHT ONE	12.96
US BANK/P-CARD	New DVD Rel. - SCOOBY-DOO	29.92
US BANK/P-CARD	New DVD Rel. - SECRETS SH	24.99
US BANK/P-CARD	New DVD Rel. - SILK ROAD	12.96
US BANK/P-CARD	New DVD Rel. - VERY EXCEL	38.88
US BANK/P-CARD	New Music Rel. - HIGHLIGH	13.55
US BANK/P-CARD	New Music Rel. - NOBODY I	11.07
US BANK/P-CARD	New Music Rel. - POSTER G	11.29
US BANK/P-CARD	New Music Rel. - WHEN YOU	11.98
US BANK/P-CARD	New PLAYSTATION 4 Game -	133.36
US BANK/P-CARD	New SWITCH Game - MY UNIV	39.98
US BANK/P-CARD	New SWITCH Game - PAW PAT	22.99
US BANK/P-CARD	New SWITCH Game - STARDEW	53.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 03/23/2021-04/21/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New SWITCH Game - TAXI CH	34.99
US BANK/P-CARD	New SWITCH Games - SUPER	119.98
US BANK/P-CARD	New TV Series Rel. - 100	34.99
US BANK/P-CARD	New TV Series Rel. - LOVE	24.96
US BANK/P-CARD	New TV Series Rel. - RIVI	37.58
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Plastic Glue 1oz (pack of	28.83
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing Board	8.40
US BANK/P-CARD	Program Supplies - Craft	96.89
US BANK/P-CARD	PURELL Hand Sanitizer - c	210.04
US BANK/P-CARD	Repl. Game - SPONGEBOB- T	11.98
US BANK/P-CARD	Vacuums- Batteries and Ch	824.97
US BANK/P-CARD	Website Hosting Service	353.37
US BANK/P-CARD	Yearly Subscription for 1	19.99
US BANK/P-CARD	Zoom Teleconferencing - C	-4.35
VERIZON WIRELESS	ACCT.#880398978-00001/ 7	335.06
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.58
WALMART COMMUNITY BRC	PROGRAM SUP-CHILDREN DEPT	411.24
WATTS COPY SYSTEMS, INC.	COPY MACHINE USAGE-STAFF	412.14
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES	351.95
WATTS COPY SYSTEMS, INC.	PUBLIC COPY MACHINE USE	43.02
WILCOX ELECTRIC & SERVICE INC	EXTENDED OUTLET/CONDUIT	184.21
Library Fund	Library Administration - Total	86,638.73

### Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
APPLE INC	REPLACE COMPUTER FOR JOHN	2,438.00
Library Replacement Fund	Library Administration - Total	2,438.00
<b>Overall - Total</b>		<b>89,511.73</b>



**Director's Report**  
**April 28, 2021**

**1. Monthly Financial Report**

**Revenue:** The March operating revenues are down 2.44% compared to this time last year.

**Expenses:** A report showing expenses totaling \$89,511.73 from March 23 to April 21 is included in this packet. Two March payrolls totaled \$142,181.36.

**2. Circulation**

We continue to enjoy welcoming more patrons back in the building. Total circulation for March was 53,374.

**3. FY2019 Live and Learn Construction Grant Opportunity [Accessible Restrooms Project]**

Replacement door hardware was installed by the contractor, but one lingering issue is still unresolved due to a delay in delivery of materials.

**4. 2021-2024 Strategic Planning Process**

We have made progress on the implementation plan but it is not yet complete.

**5. Digital Network Access Grant**

The grant-funded Wi-Fi assessment has been completed. Per the recommended design, we will add seven new access points inside our facility, plus two serving our parking lots. Currently we are coordinating the installation of the new access points. (This project is delayed due to the need for abatement in the east ceiling.)

**6. Ameren Grant for Lighting**

We are in the process of applying for an Ameren grant that will potentially cover nearly 60% of the cost for conversion of our current lighting to LED bulbs with no ballasts. Lighting in the café space will be improved with a simpler, more efficient design. (This project is delayed due to the need for abatement in the east ceiling.)

**7. Ongoing Used Book Sale**

The ongoing used book sale is open for business! Patrons are really enjoying the expanded ongoing sale.

**8. Retirement**

Mari McKeeth, our amazing Collection Development Librarian, will be retiring on May 14 following a 30 year career at NPL. We wish Mari all the best in her retirement!

**9. Insurance Renewal**

It is time for our annual insurance renewal with Van Gundy. Enclosed in this packet is a proposal showing the maximum total cost for the coming year, plus projections through 2026.

**10. Illinois Public Library Annual Report (IPLAR)**

Enclosed is the FY2021 IPLAR. We are seeking your approval and authorization to submit the report on behalf of the NPL Board President and Secretary.

**11. Freedom of Information Act (FOIA) Policy Update**

Enclosed is an updated FOIA Policy. Updates include budget and staffing figures.

**12. Architectural Services for Abatement**

We need to abate asbestos which is present above the ceiling in the east half of our facility. This will require replacement of all ceiling tile and air vents, plus preparation for new Ethernet and improved lighting. Enclosed is a proposal from StudioGC Architecture to design and administer this project.

**13. New Shelving for Children's**

Children's staff have identified new furniture to allow for additional growth and easier browsing in non-fiction, picture books, Vox books, Wonderbooks, and various media. A proposal for this improvement is on the agenda for your consideration.

**14. Thank you to Pam Lewis and Terry Lindberg**

On behalf of staff and patrons, a huge thank you to Pam Lewis and Terry Lindberg for their many years of service – and countless efforts – as key members on the Board of Trustees of Normal Public Library!

Town of Normal  
Statement of Revenues - Library Fund  
Budget and Actual  
As o March 31, 2021

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
<b>LIBRARY FUND 221</b>					
Property Tax	\$ 3,850,832	\$ 3,850,832	100.00	\$ 3,900,560	(1.27)
State Replacement Taxes	114,314	121,574	106.35	137,529	(11.60)
State Library Aid	66,121	66,121	100.00	65,621	0.76
Fees	1,872	2,306	123.20	34,955	(93.40)
Fines	1,576	1,576	100.00	15,030	(89.51)
Investment Income	43,674	47,510	108.78	52,949	(10.27)
Contributions & Donations	2,575	2,775	107.77	2,550	8.82
Miscellaneous Revenue	7,000	15,171	216.72	1,283	1,082.44
Transfers	-	-	100.00	-	-
Sale of Assets	-	-	100.00	-	-
<b>Library Fund Total</b>	<b>4,087,964</b>	<b>4,107,865</b>	<b>100.49</b>	<b>4,210,477</b>	<b>(2.44)</b>
<b>LIBRARY REPLACEMENT FUND 222</b>					
Investment Income	24,608	24,507	99.59	23,195	5.66
Miscellaneous Revenue	-	-	-	-	-
Transfers	58,121	58,121	100.00	323,799	(82.05)
<b>Library Replacement Fund Total</b>	<b>82,729</b>	<b>82,628</b>	<b>99.88</b>	<b>346,994</b>	<b>(76.19)</b>
<b>LIBRARY SPECIAL REVENUE FUND 223</b>					
Investment Income	8,977	7,546	84.06	1,766	327.28
Miscellaneous Revenue	2,500	-	-	50,000	(100.00)
Transfers	-	-	100.00	1,186,119	(100.00)
<b>Library Special Revenue Fund Total</b>	<b>11,477</b>	<b>7,546</b>	<b>65.75</b>	<b>1,237,885</b>	<b>(99.39)</b>
<b>Total For All Funds</b>	<b>\$ 4,182,170</b>	<b>\$ 4,198,038</b>	<b>\$ 266</b>	<b>\$ 5,795,356</b>	<b>(27.56)</b>

Town of Normal  
Statement of Expenditures - Library Fund  
Budget and Actual  
As of March 31, 2021

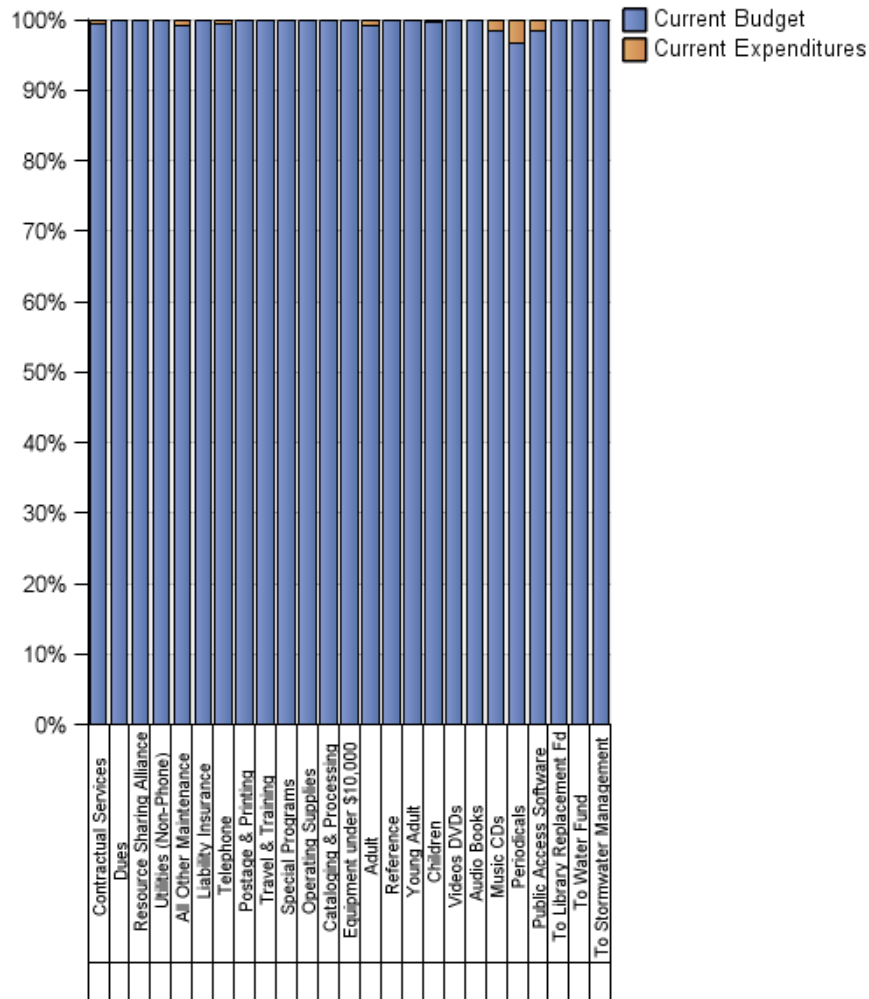
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,227,848	\$ 3,248,109	\$ 19,884	\$ 959,855	\$ 4,765,843	22.70
Library Fund Total	4,227,848	3,248,109	19,884	959,855	4,765,843	22.70
						-
LIBRARY REPLACEMENT FUND 222						
Administration	393,903	214,078	2,438	177,387	304,050	45.03
Library Replacement Fund Total	393,903	214,078	2,438	177,387	304,050	45.03
						-
LIBRARY SPECIAL REVENUE FUND 223						
Administration	291,000	207,054	17,981	65,965	7,205	22.67
Library Special Revenue Fund Total	291,000	207,054	17,981	65,965	7,205	22.67
						-
Total For All Funds	\$ 4,912,751	\$ 3,669,242	\$ 40,303	\$ 1,203,206	\$ 5,077,098	24.49

**Town of Normal**  
**Statement of Cash and Investment Balances**  
**Library Funds**  
**As of March 31, 2021**

		As of	As of	
		March 31, 2021	March 31, 2020	Net Change
221	Library Fund	\$ 3,574,713.45	\$ 2,824,589.08	\$ 750,124.37
222	Library Replacement Fund	\$ 2,018,261.00	\$ 2,187,836.95	\$ (169,575.95)
223	Library Reserve Fund	\$ 1,030,826.98	\$ 1,230,680.13	\$ (199,853.15)
	Totals	<u>\$ 5,592,974.45</u>	<u>\$ 5,012,426.03</u>	<u>\$ 580,548.42</u>

## Budget to Actual Expenditures

Library - Administration (Library Fund )

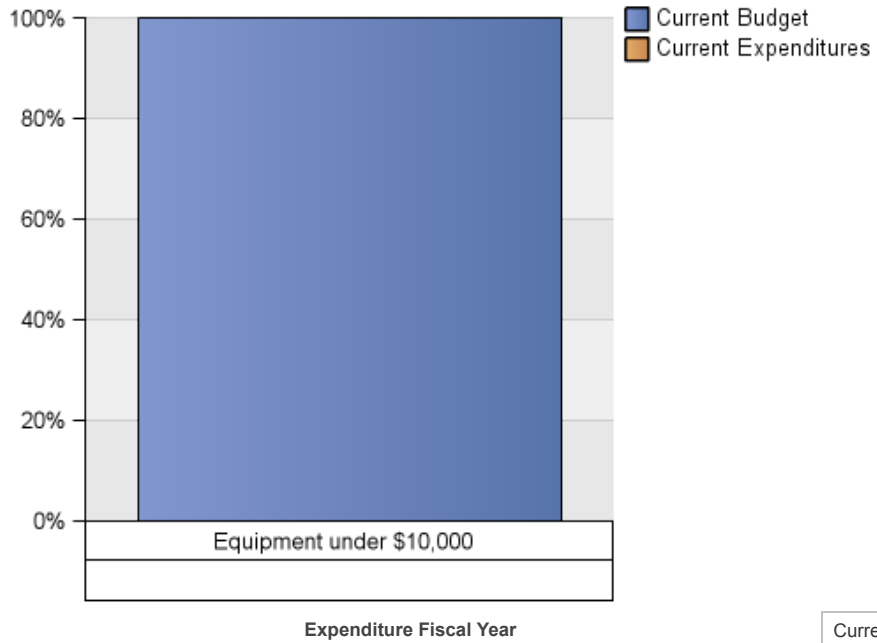


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$712.10	\$0.00	\$37,287.90	\$116,946.00	\$78,946.00	68%	\$38,000.00
			<a href="#">221-9010-455.20-20</a>	Dues	\$0.00	\$0.00	\$0.00	\$5,628.00	\$5,628.00	100%	\$0.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$68,986.00	\$68,986.00	100%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$47,900.00	\$47,900.00	100%	\$0.00
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$554.66	\$0.00	\$16,545.34	\$60,000.00	\$42,900.00	72%	\$17,100.00

<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$0.00	\$0.00	\$41,970.00	\$41,970.00	\$41,970.00	100%	\$0.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$76.08	\$0.00	\$600.00	\$12,000.00	\$11,323.92	\$12,000.00	94%	\$676.08
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	100%	\$0.00
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$0.00	\$0.00	\$23,158.00	\$23,158.00	\$23,158.00	100%	\$0.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	\$9,000.00	100%	\$0.00
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$15.40	\$0.00	\$27,834.60	\$45,223.00	\$17,373.00	\$45,223.00	38%	\$27,850.00
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$0.00	\$0.00	\$18,958.00	\$18,958.00	\$18,958.00	100%	\$0.00
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$810.72	\$0.00	\$64,034.28	\$103,809.00	\$38,964.00	\$103,809.00	38%	\$64,845.00
<a href="#">221-9010-455.36-15</a>	Reference	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	100%	\$0.00
<a href="#">221-9010-455.36-20</a>	Young Adult	\$0.00	\$0.00	\$0.00	\$13,113.00	\$13,113.00	\$13,113.00	100%	\$0.00
<a href="#">221-9010-455.36-25</a>	Children	\$163.20	\$0.00	\$79,936.80	\$87,418.00	\$7,318.00	\$87,418.00	8%	\$80,100.00
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$0.00	\$0.00	\$0.00	\$43,709.00	\$43,709.00	\$43,709.00	100%	\$0.00
<a href="#">221-9010-455.37-20</a>	Audio Books	\$0.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$45,000.00	100%	\$0.00
<a href="#">221-9010-455.37-30</a>	Music CDs	\$105.92	\$0.00	\$2,094.08	\$6,556.00	\$4,356.00	\$6,556.00	66%	\$2,200.00
<a href="#">221-9010-455.38-10</a>	Periodicals	\$594.00	\$0.00	\$11,000.00	\$16,995.00	\$5,401.00	\$16,995.00	32%	\$11,594.00
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$2,478.00	\$0.00	\$0.00	\$145,861.00	\$143,383.00	\$145,861.00	98%	\$2,478.00
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$0.00	\$0.00	\$71,991.00	\$71,991.00	\$71,991.00	100%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$0.00	\$0.00	\$3,267.00	\$3,267.00	\$3,267.00	100%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$0.00	\$0.00	\$773.00	\$773.00	\$773.00	100%	\$0.00
<b>Summary</b>		<b>5,510.08</b>	<b>0.00</b>	<b>419,483.00</b>	<b>1,020,261.00</b>	<b>595,267.92</b>	<b>1,020,261.00</b>	<b>0.58</b>	<b>424,993.08</b>

## Budget to Actual Expenditures

Library - Administration (Library Replacement Fund )

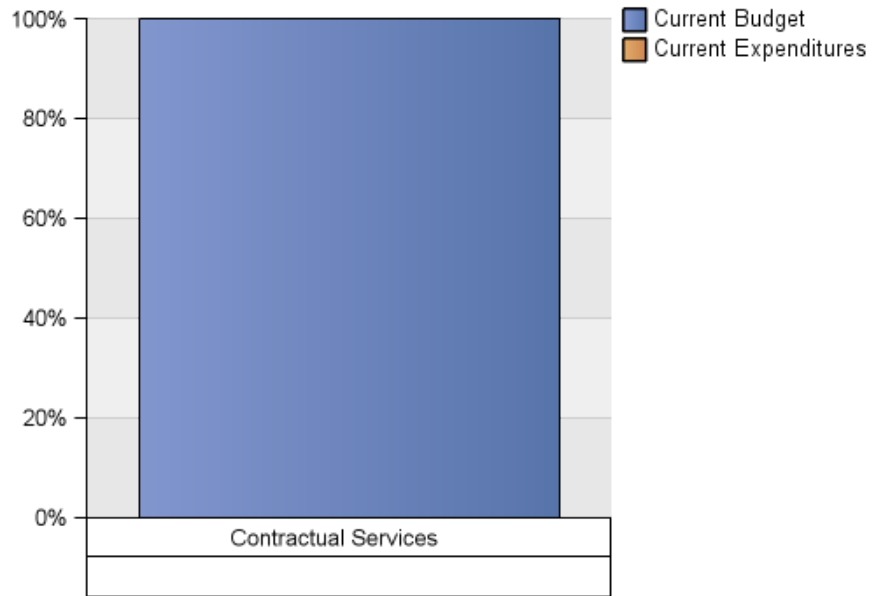


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$177,000.00	\$177,000.00	\$177,000.00	100%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>177,000.00</b>	<b>177,000.00</b>	<b>177,000.00</b>	<b>1.00</b>	<b>0.00</b>



## Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1.00</b>	<b>0.00</b>

# NPL Circulation Statistics



## March 2021

	Year to Date			Month		
	2018-2019	2019-2020	2020-2021	2019	2020	2021
<b>Juvenile</b>						
Books	367,215	333,920	174,623	30,704	12,008	21,614
Videos *			1,568			106
Audios	10,418	10,017	4,869	891	377	646
Magazines	649	479	193	71	7	29
Other	325	485	74	32	24	10
<b>Juvenile - Total</b>	<b>378,607</b>	<b>344,901</b>	<b>181,327</b>	<b>31,698</b>	<b>12,416</b>	<b>29,601</b>
<b>Teen</b>						
Books	17,290	14,920	10,141	1,233	456	1,042
Audios*			109			9
Magazines	41	11	6	1	1	3
<b>Teen - Total</b>	<b>17,331</b>	<b>14,931</b>	<b>10,256</b>	<b>1,234</b>	<b>456</b>	<b>1,304</b>
<b>Adult</b>						
Books	125,892	110,729	70,635	10,142	4,865	8,637
Videos	42,845	33,516	18,750	3,754	1,316	2,382
Audios	29,034	24,951	7,965	2,177	795	854
Magazines	4,685	3,865	1,403	369	115	233
Other	13,939	13,204	2,775	1,263	502	328
<b>Adult - Total</b>	<b>216,395</b>	<b>186,265</b>	<b>101,528</b>	<b>17,705</b>	<b>7,593</b>	<b>15,319</b>
<b>Digital Content</b>						
eAudiobooks	15,683	23,218	35,913	1,807	2,335	2,698
eBooks	26,899	35,394	61,463	2,624	3,854	3,848
Magazines	768	1,342	4,295	16	275	162
Music	9,060	7,306	2,110	606	702	38
Streaming Video	1,391	2,109	4,621	151	259	404
<b>Digital Content - Total</b>	<b>53,801</b>	<b>69,369</b>	<b>108,402</b>	<b>5,204</b>	<b>7,425</b>	<b>7,150</b>
<b>Total Circulation</b>	<b>666,134</b>	<b>615,466</b>	<b>401,513</b>	<b>55,841</b>	<b>27,890</b>	<b>53,374</b>

\* Juvenile videos & Teen audios were not previously counted in these departments

# NPL Collection Holdings



## March 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,539	82,865	537	-211	4,177	-3,148
Videos	1,258	1,258	0	0	2	-2
Audios	2,259	2,330	0	71	228	-275
Magazines	167	199	15	17	133	-151
Other	128	127	0	-1	0	0
<b>Juvenile - Total</b>	<b>86,351</b>	<b>86,779</b>	<b>552</b>	<b>-124</b>	<b>4,540</b>	<b>-3,576</b>
<b>Teen</b>						
Books	5,769	5,841	54	18	516	-828
Audios	95	95	0	0	0	-80
Magazines	32	37	1	4	20	-62
<b>Teen - Total</b>	<b>5,896</b>	<b>5,973</b>	<b>55</b>	<b>22</b>	<b>536</b>	<b>-970</b>
<b>Adult</b>						
Books	54,806	54,971	209	-44	3,631	-4,719
Videos	16,265	15,625	76	-716	665	-1,630
Audios	13,450	13,518	54	14	447	-1,872
Magazines	1,703	1,970	139	128	1,552	-2,120
Other	2,193	2,031	19	-181	95	-159
<b>Adult - Total</b>	<b>88,417</b>	<b>88,115</b>	<b>497</b>	<b>-799</b>	<b>6,390</b>	<b>-10,500</b>
<b>Total Collection</b>	<b>180,664</b>	<b>180,867</b>	<b>1,104</b>	<b>-901</b>	<b>11,466</b>	<b>-15,046</b>

# NPL Digital Content by Month



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

	11.20	12.20	1.21	2.21	3.21	
<b>eRead Illinois</b>						
eAudiobooks	1,173	1,226	1,341	1,026	1,301	
eBooks	1,622	1,766	1,880	1,441	1,332	
<b>eRead Illinois Total</b>	<b>2,795</b>	<b>2,992</b>	<b>3,221</b>	<b>2,467</b>	<b>2,633</b>	
<b>Freanding</b>						
	10	8	1	0	5	
<b>Hoopla</b>						
eAudiobooks	766	701	775	746	813	
eBooks	548	526	612	635	557	
Movies/TV	268	181	155	158	139	
Music	48	40	50	27	38	
<b>Hoopla Total</b>	<b>1,630</b>	<b>1,448</b>	<b>1,592</b>	<b>1,566</b>	<b>1,547</b>	
<b>Kanopy</b>						
Regular Play Credits	-	-	-	6	129	
Kids Play Credits	-	-	-	4	23	
Series Play Credits	-	-	-	0	8	
<b>Kanopy Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>160</b>	
<b>OverDrive</b>						
eAudio	530	583	547	591	584	
eBooks	1,714	1,880	2,014	1,835	1,954	
Magazines (began 2.3.21)	-	-	-	123	162	
<b>Overdrive Total</b>	<b>2,244</b>	<b>2,463</b>	<b>2,561</b>	<b>2,549</b>	<b>2,700</b>	
<b>RBdigital</b>						
Magazines (now in OverDrive)	405	313	377	-	-	
Acorn TV views	39	91	182	134	104	
Great Courses views	4	5	0	0	1	
IndieFlix views	0	0	0	0	0	
Learn It Live views	0	0	3	0	0	
Method Test Prep views	0	0	0	1	0	
Stingray Qello views	2	0	0	10	0	
<b>Rbdigital View Total</b>	<b>45</b>	<b>96</b>	<b>185</b>	<b>145</b>	<b>105</b>	
<b>Totals</b>						
eAudiobooks	2,469	2,510	2,663	2,363	2,698	
eBooks	3,884	4,180	4,507	3,911	3,848	
Magazines	405	313	377	123	162	
Music	58	40	50	27	38	
Streaming Video	315	277	340	313	404	

# NPL Monthly Statistics



March 2021

## Library Card Registration

### Registration - Fiscal Year 2021

	Beginning count	Registered	Purged	Cards in force YTD	FY20	FY19
Adult	23,236	170	(68)	23,338	34,334	31,518
Teen	2,782	3	(10)	2,775	3,419	3,055
Juvenile	7,441	18	(21)	7,438	8,760	7,596
<b>Total</b>	<b>33,459</b>	<b>191</b>	<b>-99</b>	<b>33,551</b>	<b>46,513</b>	<b>42,169</b>

Patron Count	Current Month	Current YTD	FY20	FY19
Door Count	8,735	19,588		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>19,588</b>	<b>282,006</b>	<b>276,207</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY20	FY19
Borrowed/Rec'd	3,487	27,359	15,222	12,810
Loaned	3,063	24,423	16,877	13,369
Reciprocal borrowing	6,930	43,751	191,307	205,092

## Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	-	-	-	-
Adult	316	164	31	1,060
Public Laptop	25	17	40	133
Quick-Use	-	-	-	-
<b>Totals</b>	<b>341</b>	<b>181</b>	<b>32</b>	<b>1,193</b>

# normalpl.org Site Statistics



## March 2021

	Annual Totals Year to Date			March		
	FY 2019	FY 2020	FY 2021	2019	2020	2021
<b>Site Views over time</b>						
Pageviews	398,982	402,039	278,906	33,813	27,046	24,975
Unique Pageviews	314,222	315,512	227,035	26,570	21,240	19,637
<b>Sessions</b>	195,968	195,602	153,499	16,847	13,587	13,594

### Top Viewed Pages FY 2021

/	140,722
/books-more/ebooks-eaudiobooks	8,125
/databases	7,410
/curbit	7,405
/services/my-account	6,906
/covid19	5,513
/summer	3,925
/books-more	3,683
/events/month	3,501
/services/browser-pack	3,417

### Usage by Device FY 2021

Desktop	58.3%
Mobile	38.0%
Tablet	3.7%

### Top Viewed Pages March 2021

/	13,310
/databases	555
/services/my-account	500
/books-more/ebooks-eaudiobooks	413
/about-us/get-involved	409
/events/month	318
/books-more/check-it-out-podcast	312
/services/browser-pack	296
/about-us/board-trustees	280
/covid19	276

### Usage by Device March

Desktop	59.7%
Mobile	37.4%
Tablet	2.9%

**NORMAL PUBLIC LIBRARY**  
**INSURANCE PREMIUM PROJECTIONS- Ongoing**

<b>Policy Year</b>	<b>20-21 Actual</b>	<b>21-22 Quotes</b>	<b>22-23 Projections</b>	<b>23-24 Projections</b>	<b>24-25 Projections</b>	<b>25-26 Projections</b>
Package w/umbrella	\$20,924	\$21,968	\$23,066	\$24,219	\$25,429	\$26,700
Work Comp	\$7,952	\$7,987	\$8,386	\$8,805	\$9,245	\$9,707
D&O/EPLI	\$7,248	\$7,735	\$8,121	\$8,527	\$8,953	\$9,400
Cyber	\$2,380	\$2,730	\$3,009	\$3,159	\$3,317	\$3,483
<b>Totals</b>	<b>\$38,504</b>	<b>\$40,420</b>	<b>\$42,582</b>	<b>\$44,710</b>	<b>\$46,944</b>	<b>\$49,290</b>

**NORMAL PUBLIC LIBRARY****IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30498
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0382
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Normal Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	206 West College Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Normal
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61761
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	206 West College Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Normal
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61761
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	3094521757
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	3094525312
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	<a href="http://www.normalpl.org">http://www.normalpl.org</a>

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Brian Chase
1.15 Title	Director
1.16 Library Director's E-mail	<a href="mailto:bchase@normalpl.org">bchase@normalpl.org</a>

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	Town
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**



**CONTRACT FOR SERVICES**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McLean
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	52,497
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

**Service Outlet Name**

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORMAL P.L.	NORMAL PUBLIC LIBRARY		

**ISL Control Number**

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
NORMAL P.L.	30498	3049800

**Street Address**

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
NORMAL P.L.	206 WEST COLLEGE AVENUE		

**Address**

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORMAL P.L.	NORMAL		61761	

**County & Phone**

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORMAL P.L.	McLean		3094521757	

**Square Feet**

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORMAL P.L.	44,000		

**IDs****Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
NORMAL P.L.	2,868	42	19,588	12	42

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	04/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	03/31/2021
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Brian Chase
3.5 Telephone Number of Person Preparing Report	309-433-3499
3.6 FAX Number	309-452-5312
3.7 E-Mail Address	bchase@normalpl.org

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

**Referendum 1**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 2**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 3**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 4**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Referendum 5**

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by

backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

**CURRENT LIBRARY BOARD (5.1 - 5.13)**

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

**First Member**

5.5 Name	Jess Ray
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	309-454-1397
5.9 E-mail Address	jray@normalpl.org
5.10 Home Address	1502 Estate Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

**Second member**

5.5 Name	Walter (Terry) Lindberg
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	309-287-5857
5.9 E-mail Address	tlindberg@normalpl.org
5.10 Home Address	1617 Ensign Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

**Third member**

**Third member**

<b>5.5 Name</b>	<b>Jessica (Jd) Davis</b>
<b>5.6 Trustee Position</b>	Secretary
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2023</b>
<b>5.8 Telephone Number</b>	<b>309-310-2797</b>
<b>5.9 E-mail Address</b>	<b>jdavis@normalpl.org</b>
<b>5.10 Home Address</b>	<b>403 Marian Ave.</b>
<b>5.11 City</b>	<b>Normal</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>61761</b>

**Fourth member**

<b>5.5 Name</b>	<b>Katelyn Trunnell</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2025</b>
<b>5.8 Telephone Number</b>	<b>309-310-8034</b>
<b>5.9 E-mail Address</b>	<b>ktrunnell@normalpl.org</b>
<b>5.10 Home Address</b>	<b>1005 Sheridan Rd.</b>
<b>5.11 City</b>	<b>Normal</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>61761</b>

**Fifth member**

<b>5.5 Name</b>	<b>Pam Lewis</b>
<b>5.6 Trustee Position</b>	Treasurer
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2021</b>
<b>5.8 Telephone Number</b>	<b>309-838-9080</b>
<b>5.9 E-mail Address</b>	<b>plewis@normalpl.org</b>
<b>5.10 Home Address</b>	<b>1627 Gregory</b>
<b>5.11 City</b>	<b>Normal</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>61761</b>

**Sixth member**

<b>5.5 Name</b>	<b>Erin Ripley-Gataric</b>
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2025</b>
<b>5.8 Telephone Number</b>	<b>309-242-1274</b>
<b>5.9 E-mail Address</b>	<b>eripley-gataric@normalpl.org</b>
<b>5.10 Home Address</b>	<b>1311 E. Vernon Ave.</b>
<b>5.11 City</b>	<b>Normal</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>61761</b>

**Seventh member**

<b>5.5 Name</b>	<b>Jim Rogal</b>
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	<b>04/2025</b>
<b>5.8 Telephone Number</b>	<b>217-622-9752</b>
<b>5.9 E-mail Address</b>	<b>jrogal@normalpl.org</b>
<b>5.10 Home Address</b>	<b>1625 Ensign Dr.</b>
<b>5.11 City</b>	<b>Normal</b>
<b>5.12 State</b>	<b>IL</b>
<b>5.13 Zip Code</b>	<b>61761</b>

**Eighth member**

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

**Ninth member**

<b>5.5 Name</b>	
<b>5.6 Trustee Position</b>	
<b>5.7 Present Term Ends (mm/year)</b>	
<b>5.8 Telephone Number</b>	
<b>5.9 E-mail Address</b>	
<b>5.10 Home Address</b>	
<b>5.11 City</b>	
<b>5.12 State</b>	
<b>5.13 Zip Code</b>	

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	44,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Our Wellness Room, located in our children's area, provides a private, quiet space for patrons who need such a space for a brief time. It is available on a first come, first served basis and features adjustable lighting, a couch, a mobile divider which can be used as a privacy screen, a child-size table with animal chairs, puzzles, fidget/sensory toys and wiggle seats. Weighted blankets are available at the Children's Information Desk.
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	0
6.4a Total Number of Study Rooms	0
6.4b Total number of times study room(s) used by the public during the fiscal year	0

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

**Age of Facility**

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities				12		

**Type of Work Needed**

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling		\$100,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$50,000	0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning	1	\$30,000	0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)	1	\$15,000	0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement	1	\$75,000	0	\$0
Security measures	1	\$40,000	0	\$0
Energy conservation				

		\$5,000	0	\$0
Repair of sidewalks, curbing, parking areas		\$15,000	0	\$0
Accessibility measures		\$30,000	0	\$0
Technology upgrading	1	\$25,000	0	\$0
New building construction (construction of a new facility)	1	\$36,000,000	0	\$0
Building additions (adding square feet to existing facility)			0	\$0

### Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling			0	\$0
Structural repairs (walls, foundations, etc.)			0	\$0
Roof repair/replacement			0	\$0
Heating/ventilation/air conditioning			0	\$0
Electrical systems other than alarms			0	\$0
Plumbing systems			0	\$0
Egress systems (doors, stairs, etc.)			0	\$0
Fire protection (detectors, alarms, etc.)			0	\$0
Asbestos abatement			0	\$0
Security measures			0	\$0
Energy conservation			0	\$0
Repair of sidewalks, curbing, parking areas			0	\$0
Accessibility measures			0	\$0
Technology upgrading	1	\$20,000	0	\$0
New building construction (construction of a new facility)			0	\$0
Building additions (adding square feet to existing facility)			0	\$0

### ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

#### Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$10,500,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	



7.6 Other	
7.7 Provide a general description of the property acquired.	

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Operating fund has a balance of \$3,494,854.91 and is intended to serve as cash flow until next receipt of property taxes. Replacement fund has a balance of \$2,043,699.97 and is intended to provide for the planned replacement of equipment. Special reserve fund has a balance of \$1,037,268.87 and is intended to provide for improvement of the library through expert studies and/or consultants, purchase of real estate for library buildings, construction of a new facility, or the remodel, repair, improvement or addition to the existing facility.

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

**NOTE: Round answers to the nearest whole dollar.**

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$3,850,832
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$3,845,800
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**State Government**

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$65,621
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$121,574
8.5 Other State Government funds received	\$500
8.6 If Other, please specify	PPE reimbursement grant
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$187,695

**Federal Government**

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

**Other Income**

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$2,775
8.14 Other receipts intended to be used for operating expenditures	\$66,563
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$69,338
8.16 Other non-capital receipts placed in reserve funds	\$0

**Total Operating Receipts**

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$4,107,865
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**Safeguarding of Library Funds**

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's

certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

#### OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

#### STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE:** Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$1,806,750
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$591,772
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$2,398,522

#### COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE:** Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$145,623
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10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$85,551
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$39,083
10.3b Please provide an explanation of the other types of material expenditures.	Music CDs, DVDs, video games, audio books
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$270,257

#### OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE:** Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$497,314
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$3,166,093

#### CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

##### Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE:** Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$0

##### Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

<b>12.7 Total Capital Expenditures [PLSC 405]</b>	<b>\$408,570</b>
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**PERSONNEL (13.1 - 13.46)**

**Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.**

**Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.**

**The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.**

**Group A**

**This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.**

Summary	11	11	\$471.98	440.00
<b>13.1 Position Title</b>	<b>13.2 Primary Work Area</b>	<b>13.3 Hourly Rate</b>	<b>13.4 Total Hours/Week</b>	
Children's Librarian	Children's Services	\$36.10	40.00	
Children's Librarian	Children's Services	\$36.10	40.00	
Teen Librarian	Young Adult Services	\$37.00	40.00	
Cataloging Librarian	Cataloging	\$31.43	40.00	
Collection Development Librarian	Collection Development Acquisitions	\$40.04	40.00	
Circulation Supervisor	Circulation	\$39.26	40.00	
Community Engagement Manager	Other Type of Librarian	\$37.00	40.00	
Technical Services Manager	Collection Development Acquisitions	\$43.54	40.00	
Adult Services & Circulation Manager	Adult Services	\$49.52	40.00	
Children's Services Manager	Children's Services	\$49.52	40.00	
Library Director	Library Director	\$72.47	40.00	

**Group A Total**

<b>13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]</b>	<b>11.00</b>
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**Group A hidden group hours**

**Group B**

**This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.**

Summary				
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	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
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**Group B Total**

13.11 Total Group B: FTE Other Librarians (13.10/40)	
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	11.00

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	317.50
13.14 Minimum hourly rate actually paid	\$29.52
13.15 Maximum hourly rate actually paid	\$46.32
13.16 Total FTE Group C employees (13.13 / 40)	7.94

**Group D**

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	594.00
13.18 Minimum hourly rate actually paid	\$11.00
13.19 Maximum hourly rate actually paid	\$16.00
13.20 Total FTE Group D employees (13.17 / 40)	14.85

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	96.00
13.22 Minimum hourly rate actually paid	\$13.00
13.23 Maximum hourly rate actually paid	\$15.50
13.24 Total FTE Group E employees (13.21 / 40)	2.40
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	25.19
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	36.19

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	80.00	71	\$52,213.81	\$83,033.77
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Children's Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	52	\$52,213.81	\$83,033.77
	Children's Librarian	Children's Services	Master's Degree (ALA accredited)	40.00	19	\$52,213.81	\$83,033.77

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

**Eliminated Librarian Positions**

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

**SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)**

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,868
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	2,868
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	42
14.3 Total annual visits/attendance in the library [PLSC 501]	19,588
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

**PROGRAMS & ATTENDANCE (15.1 - 15.17)****Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

**Note:** Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Passive Programs:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	193	8,243	84	4,078
Young Adult	93	760	6	374
Other	70	1,628	12	1,059
Total	356	10,631	102	5,511
<u>15.17a</u> Did the library provide any special programming for patrons on the autism spectrum?	No			
<u>15.17b</u> Please describe the programming provided.				

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	33,551
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	33,551
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes



**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	143,677
17.2 Current Print Serial Subscriptions [PLSC 460]	186
17.3 Total Print Materials (17.1+17.2)	143,863
17.4 E-books Held at end of the fiscal year [PLSC 451]	64,195
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	15,943
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	15,943
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	16,683
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	29,444

**Electronic Collections**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	25
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	41

**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	101,528
18.2 Number of young adult materials loaned	10,256
18.3 Number of children's materials loaned [PLSC 551]	181,327
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	293,111

**Report circulation, including renewals, by the material types below.**

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	255,399
18.6 Videos/DVDs- Physical	20,318
18.7 Audios (include music)- Physical	12,943
18.8 Magazines/Periodicals- Physical	1,602
18.9 Other Items- Physical	2,849
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	293,111
18.11 Use of Electronic Materials [PLSC 552]	108,402
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	401,513
18.13 Successful Retrieval of Electronic Information [PLSC 554]	57,666
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	166,068
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	459,179
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	24,423
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	27,359

**PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

**Reference Transactions**

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"**

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	10,000
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Estimate Based on Typical Week(s)

**One-on-One Tutorials**

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	-1 Unknown
--	------------

**AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	128
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	26
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

**INTERNET (21.1 - 21.9)**

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	6.4 - 43 Mbps
21.2b If Other, please specify	NA
21.3 What is the monthly cost of the library's internet access?	\$76
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	21
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	1,207
21.6 Wireless Sessions Per Year [PLSC 652] <sup>2</sup>	20,000
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	153,499 --Select--

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Utilizing CIRBN and VOIP through the Town of Normal

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$846
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,717.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	Normal Public Library was closed 9 months of FY2021 due to COVID-19.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	Virtual programming, , curbside service, home delivery, browser packs, online library card registration, online chat service, curbside programming (including summer reading program and 1,000 Books Before Kindergarten), literacy packs for local students via CDBG/HUD grant
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

**COVID-19 QUESTIONS**

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	No
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).**

<sup>1</sup>, Our facility is a combination of two structures, one completed in 1972, the other in 1992. (0-2021-04-22)

<sup>2</sup>, 21.6 Not currently tracked (0-2021-04-19)

## Normal Public Library – Board Policy on The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY 2021-22 is \$4,129,544.00.  
Funding sources are property taxes, fees, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,845,800.00. Current year tax rate is 0.43367.
  - D. The office is located at 206 W. College Avenue, Normal, IL, 61761.
  - E. We have approximately the following number of persons employed:
    1. Full-time: 22 (including 5 vacancies)
    2. Part-time: 37
  - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees, which meets monthly on the last Wednesday of the month, at 5:00 PM, in the Board Room of the Normal Public Library. Its members are: Jess Ray, President; Terry Lindberg, Vice-President; Jd Davis, Secretary; Katelyn Trunnell, Treasurer; Pam Lewis; Erin Ripley-Gataric, and Jim Rogal.
  - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Jesse White (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
- II. You may request the information and the records available to the public in the following manner:
  - A. Use request form. (see attached)
  - B. Your request form should be directed to Brian Chase, FOIA officer.
  - C. You must indicate whether you have a “commercial purpose” in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual cost of copying color copies and other sized copies will be charged.

- F. If records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
  - G. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of five (5) working days may be necessary to properly respond.
  - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
  - I. You may appeal the decision of the FOIA officer to the President of the Normal Public Library Board of Trustees.
  - J. The place and times where the records will be available are as follows:  
By appointment between 9:00 A.M. to 5:00 P.M., Monday through Friday, Normal Public Library, Administrative Offices.
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
  - B. Monthly Receipts and Disbursement Reports
  - C. Operating Budgets
  - D. Minutes of the Board of Trustees, Committees
  - E. Library Policies, including Materials Selection
  - F. Adopted Ordinances and Resolutions of the Board
  - G. Monthly and Annual Statistical Reports

*Approved by Board of Trustees of Normal Public Library on April 28, 2021*

**Normal Public Library  
Freedom of Information Request**

Requestor's Name (or business name, if applicable)	Date of Request	Phone Number
Street Address		
City	State	Zip
Description of Records Requested:		
_____		
_____		
_____		
_____		

**Response (Requestor does not fill in below this line)**

A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> The documents will be made available upon payment of copying costs in sum of \$_____. <input type="checkbox"/> You may inspect the records at _____ on the date of _____.
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ _____ <p align="center">Appeals may be made to the President of the Normal Public Library Board.</p>

**The information required by this form is mandatory to comply with 5 ILCS 140/1.  
Failure to so provide may result in this form not being processed.**

FOIA Officer	Date of Reply
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223 West Jackson Boulevard  
Suite 1200  
Chicago, IL 60606  
Phone: 312 253 3400  
Fax: 312 253 3401

## Architectural Services Proposal

Date: April 22, 2021  
To: Mr. Brian Chase, Director  
Normal Public Library  
206 W College Avenue  
Normal, IL 61761  
  
From: StudioGC, Inc.  
Re: Interior Abatement & Renovation

Dear Mr. Chase;

StudioGC is pleased to present this proposal for architectural services for the interior renovation of the Normal Public Library's building in conjunction with the abatement of the hazardous materials.

### Scope of Work

StudioGC will field survey the existing building to identify all areas that will be affected by the hazardous material abatement work. Following the field survey, SGC will coordinate with a selected environmental consultant to prepare drawings and specifications for permitting and competitive bidding of the abatement work and the subsequent interior restoration. SGC will administer the competitive bidding and subsequent contract negotiation process. SGC will provide construction administration services during the restoration work and assist in closing out the project.

### Owner Provided Items

Owner shall provide access to all available existing building as-built drawings, asbestos testing reports and other related documentation.

Owner shall contract with an environmental consultant that will be responsible for the assisting in the preparation of the abatement scope drawings and specifications, obtaining special permits related to abatement work, posting necessary notices, administration of the abatement work, and reporting of the completed work to environmental regulatory agencies.

### Compensation & Terms

StudioGC will provide the services outlined above for a fee of 9.5% of the overall cost of the abatement and interior restoration work exclusive of reimbursable expenses. If the construction cost of the work is \$90,000 or less StudioGC's fee would be fixed at \$8,550.

Billing will be made monthly for work performed during the previous month. Bills will be



prepared on a percentage basis of the basic service fee. The percentage billed will correlate with the estimated completion level of the scope of work at time of billing. Payment for all invoices is due 30 days from the invoice date.

Additional Services

Any other services not specifically identified above as being provided by StudioGC shall be considered an Additional Service. Any Additional Service shall be agreed upon in writing as an amendment to this proposal prior to commencement of requested added service. The compensation for any Additional Service will be negotiated at the time of the request.

Reimbursable Expenses

StudioGC Inc's direct Expenses, are those costs incurred on or directly for the Client's project, including, but not limited to, necessary transportation costs, laboratory tests and analyses, printing, scanning, postage and reproduction charges, all reimbursable costs associated with other consultants and other similar costs. Reimbursement for Direct Expenses will be based on actual charges when furnished by commercial sources according to current rates when furnished by StudioGC Inc. Direct expenses shall be billed at a multiplier of 1.1.

If this proposal is acceptable, please sign a copy and forward one fully executed original of this document to our office. Retain the other copy for your contract file. If you wish to discuss the proposal in more detail, we are happy to do so at your convenience.

Thank you for considering StudioGC as your partner in creating a better library. We look forward to another opportunity to work with you to provide the best possible library services to the residents of Normal.

OWNER:

TITLE:

DATE:

ARCHITECT:

TITLE: Pat Callahan, Principal

DATE: April 22, 2021

Cc: Vicki Luczynski, StudioGC

3/29/2021

LFI QT-2308-REV Proposal for:

Library Furniture International  
797 Glenn Ave.  
Wheeling, IL. 60090  
ph: 847-564-9497

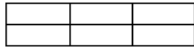
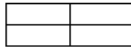
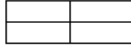
Factory: Multiple

Normal Public Library, IL

Lead Time: 10-12 weeks

OPTION (4) - (Estey)

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
SH-1	7	ESTEY	Des. Series	<b>DF PICTURE BOOK SHELVING - 48"H - MOBILE</b>	\$ 1,423	\$ 9,961



\*Shelving layout

base  
row 2  
row 3

3 rows high  
15"D browsing bin (14" actual)  
13"D browsing bin (12" actual)  
13"D browsing bin (12" actual)

STEEL COLOR:  
SIGNAGE:  
CASTERS:  
END PANELS

TBD  
6" high  
YES  
Laminate, See EP-1

3	STARTERS
4	ADDERS
	CASTERS
	SIGNAGE

EP-1	6	LFI Custom		<b>DF END PANELS</b>	\$ 391	\$ 2,346
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6

Standard Laminate End Panel  
48-1/2"H x 31-1/2"W x 1" thick  
Laminate: TBD  
PVC Edge Color: TBD

TOTAL FOB FACTORY \$ 12,308

\*Pricing is subject to change until all finishes and specifications have been decided upon\*

INSTALLATION + FREIGHT \$ 3,358  
\* prevailing wage labor rate \*

TOTAL \$ 15,666

3/29/2021

Factory: Multiple

Lead Time: 10-12 weeks

**LFI QT-2308-REV Proposal for:**

**Normal Public Library, IL**

**OPTION (4) - (Estey)**

Library Furniture International  
797 Glenn Ave.  
Wheeling, IL. 60090  
ph: 847-564-9497

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p><b>QUOTATION TERMS</b></p> <p>* quotes are valid for 60 days            * quotes are based on stated quantities; any change in quantity may require re-quoting            * prices include standard materials/finishes unless otherwise noted</p> <p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote            * LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p><b>PAYMENT TERMS</b></p> <p>0% deposit; 100% due upon completion</p> <p><b>TO ACCEPT THIS QUOTE:</b></p> <p>* sign and date below as formal acknowledgement of the quote terms            * please forward a deposit if one is required per the quote terms            * please fax back to LFI at 847-564-9337 and we will begin processing your order            * LFI will coordinate and schedule in-bound freight of your order.            * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.            * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.            * Factories and freight carriers will require digital photography of any damage related issues.</p> <p>Signature _____ Date _____</p>		
<b>TOTAL</b>					<b>\$</b>	<b>15,666</b>