



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
June 27, 2018 at 5:00 PM**

Location: Normal Public Library - Board Room | 206 W. College Ave., Normal, IL 61761

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
6. Library Director's Report
7. Foundation Report

8. New Business
 - A. Ordinance Establishing Prevailing Wage Rates (Action Item; Roll Call Vote)
 - B. Executive Session: Land Acquisition [Section 2(c)(5)]
 - C. Executive Session: Appointment to NPL Board of Trustees [Section 2(c)(3)]
 - D. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)]
 - E. Land Acquisition (Action)
 - F. Appointment to NPL Board of Trustees (Action)

9. Unfinished Business
 - A. Policy Prohibiting Sexual Harassment (Action)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: July 25, 2018
12. Adjournment

The Board of Trustees of Normal Public Library may attend the regular meetings of the Normal Town Council, which take place at 7:00 pm on the first and third Monday of each month at City Hall, Fourth Floor, 11 Uptown Circle, Normal, IL 61761. Parking is available in the Uptown Station Parking Deck. The Board may also attend special Council meetings, work sessions and other events, all scheduled as needed.

**Minutes of the Board of Trustees
Normal Public Library
May 30, 2018**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the board room of the Normal Public Library, Normal, Illinois on Wednesday, May 30, 2018. The meeting convened at 5:02 pm, President Jess Ray presiding, and JD Davis, acting secretary.

Members Present: Jess Ray, President, Pam Lewis, Joel Studebaker, and JD Davis. Adam Rahn joined at 5:28 pm.

Library Staff Present: Brian Chase, Library Director, John Fischer, Adult Services Manager, Tori Melican, Children's Services Manager.

Review of the Agenda: No corrections or additions were made.

Approval of Minutes: Ms. Lewis moved to approve the minutes of the April 25, 2018 meeting. Mr. Studebaker seconded. Motion carried 4-0.

Approval of Expenditures: Ms. Lewis moved that expenditures of \$60,693.01 and 2 payrolls totaling \$155,791.75 be paid. Mr. Studebaker seconded. Motion carried 4-0.

President's Report:

Mr. Ray expressed his gratitude for the Autism kits that were mentioned in the Pantagraph. He thanked fellow board member Mr. Rahn for his service, and informed the board that Mr. Rahn would be resigning after the June meeting. Mr. Ray also thanked the committee for reviewing applicants to fill the current board vacancy, and thanked the library staff for doing a great job at the recent author events.

Public Comment: None.

Library Director's Report:

Mr. Chase gave an overview of his Director's Report from the board packet. Mr. Chase informed the board that the NPL Program Guide for the summer is completed, and another will be released in three months. Summer reading had over 1,000 participants in the first 8 hours, and that library fines would be forgiven if a patron signed up for summer reading. Mr. Chase shared kind words from a patron who has books delivered with her Peace Meal and loves the service, and he also informed the board that the FY17 per capita grant check had been received.

Foundation Report:

Ms. Lewis mentioned the great turnout on both the author and DESTIHL events, the Foundation is preparing for their annual audit, and that current policies are being reviewed. Ms. Lewis also mentioned that the first Annual Campaign kicks off in fall 2018.

New Business:

- A. Uptown TIF Extension (Discussion)

Pam Reece discussed the 12-year Uptown Normal TIF extension and responded to questions.

B. Executive Session: Land Acquisition [Section 2(c)(5)] (Action)

Ms. Lewis moved that the board enter executive session for the purpose of Section 2(c)(5), Land Acquisition. Mr. Studebaker seconded. The board requested that Ms. Reece and Mr. Day join the executive session. The board entered executive session at 5:30pm. The executive session ended at 6:23pm.

C. Land Acquisition

The board decided to take no action at this time.

D. Nonresident Fee (Action)

Ms. Lewis motioned that the nonresident fee be approved as presented, Mr. Studebaker seconded. Motion passed 5-0.

E. Appointment to NPL Board of Trustees [Section 2(c)(3)] (Action) and F. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)].

Ms. Davis moved that the board enter executive session for the purposes of Section 2(c)(3) Appointment to the NPL Board of Trustees and Section 2(c)(21) Approval of Executive Session Minutes. Mr. Rahn seconded. The board requested that Library Director Mr. Chase be present during executive session. The board entered executive session at 6:27pm. The board exited executive session at 7:00pm.

G. Appointment to NPL Board of Trustees.

Mr. Rahn motioned that the board appoint Mr. Shawn Woodson to fill the current vacancy. Ms. Lewis seconded. Motion carried 5-0.

Unfinished Business:

A. Policy Prohibiting Sexual Harassment (Discussion)

It was suggested that the Policy Prohibiting Sexual Harassment created in consultation with attorney Phil Lenzini be acted upon at the June meeting.

B. Disclosure Policy (Discussion)

No further action is planned at this time.

Suggested Items for Next Agenda: Sexual Harassment Policy, NPL Board Appointment.

Adjournment: Meeting was adjourned at 7:19pm.

The next regularly scheduled meeting will be Wednesday, June 27, at 5:00pm.

Signed:

Secretary, Normal Public Library

Date of Approval

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
Library Administration		
KAVANAGH,SCULLY,SUDOW,WHITE	LEGAL SERVICES	\$660.00
PRODUCT LLC	FEASIBILITY STUDY	\$5,344.62
UNIQUE MANAGEMENT SERVICES INC	9 PLACEMENTS	\$80.55
HILL & HILL PLUMBING & HEATING INC	BATHROOM PLUMBING REPAIR	\$638.18
PRODUCT LLC	MASTERPLAN SERVICES	\$3,000.00
DIVERSIFIED MECHANICAL INC	AV COOLING DRAIN LINE FIX	\$182.00
CARDMEMBER SERVICE	ILA - MEMBERSHIP DUES - J	\$200.00
CARDMEMBER SERVICE	ILA - MEMBERSHIP DUES - K	\$150.00
ILLINOIS LIBRARY ASSOCIATION	FOR LAURA GOLASZEWSKI MEM	\$150.00
NICOR GAS	ENERGY USAGE	\$235.98
ACE HARDWARE	MAY STMT/MISC SUPPLIES	\$19.40
MENARDS	WALL BRACKETS	\$1.49
MENARDS	SALAD BOWL SETS	\$19.98
PURITAN SPRINGS WATER	WATER SERVICE/NPL	\$67.45
MILLER JANITOR SUPPLY	FOAMING HAND SOAP	\$238.26
ULINE INC	TISSUES,TOILET PAPER	\$326.34
RESTORING TOUCH LLC	FLOOR CLEANING & WAXING	\$2,892.00
CENTRAL SUPPLY CO	TOWELS,TISSUE	\$205.97
CARDMEMBER SERVICE	BP - FACILITIES MTG.-SITE	\$37.55
CARDMEMBER SERVICE	HEARTSMART - DEFIB. PAD P	\$159.30
CARDMEMBER SERVICE	CONNOR CO. - BEMIS WHITE	\$48.96
CARDMEMBER SERVICE	AMAZON MKTPLC - TELEPHONE	\$97.93
FASTSIGNS	WINDOW DECALS & INSTALL	\$115.50
LAWSON PRODUCTS INC	DRAIN OPENER,ODOR CONTRL+	\$463.77
MILLER JANITOR SUPPLY	RECYCLE CONTAINERS W/LOGO	\$56.91
ULINE INC	55-60 GAL TRASH BAGS	\$170.72
CENTRAL SUPPLY CO	BATHROOM TISSUE & TOWELS	\$267.96
VAN GUNDY AGENCY	WORKERS COMP/RENEW POLICY	\$8,442.00
VAN GUNDY AGENCY	WORKERS COMP/ENDORSEMENT	(\$702.00)
VAN GUNDY AGENCY	D & O/POLICY	\$6,082.00
VAN GUNDY AGENCY	D & O ENDORSEMENT	\$874.00
VAN GUNDY AGENCY	PACKAGE/RENEW POLICY	\$13,472.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	\$76.08
CIRBN, LLC	INTERNET SERVICE MONTHLY	\$76.08
FRONTIER	PHONE SERVICE MONTHLY - L	\$127.92
CIRBN, LLC	INTERNET SERVICE MONTHLY	\$76.08
VERIZON WIRELESS - PA	ACCT# 880398978-00001	\$155.59
VERIZON WIRELESS - PA	ACCT# 890398978-00002	\$277.49
DEX MEDIA	ADVERTISING CHARGE	\$33.65
NEOPOST USA INC	METER RENTAL	\$86.24
PIP PRINTING	COLUMN POSTERS	\$79.44
MEDIBAG CO INC	FY18/19-RENEWAL	\$295.00
CARDMEMBER SERVICE	MAILCHIMP - MONTHLY NEWSL	\$25.00
CARDMEMBER SERVICE	USPS - RETURN BOOKS	\$19.60
CARDMEMBER SERVICE	USPS - RETURNED BOOKS TO	\$10.64
CARDMEMBER SERVICE	FACEBOOK - ADVERTISING FO	\$36.07
Karen McClure	TO/FROM MEETING AT RSA	\$21.25
Karen McClure	LUNCH DURING LIBRARY VISI	\$10.90
Emily Klay	TO SANTORI PUBLIC & DEKAL	\$143.88
CARDMEMBER SERVICE	PAYPAL-CONF/LAURA G..NON	\$90.00
CARDMEMBER SERVICE	EB REACHING FORWARD SOUTH	\$150.00
CARDMEMBER SERVICE	EB ENGAGEMENT MARKETING -	\$640.86
CARDMEMBER SERVICE	IL TOLLWAY - REACHING FOR	\$1.50
CARDMEMBER SERVICE	BP NEWARK-SUBWAY - LUNCH/	\$17.79
CARDMEMBER SERVICE	JEWEL - I-PASS FOR VAN	\$32.90
CARDMEMBER SERVICE	WEBINAR - JOHN F.	\$79.00
John Fischer	REIMB. FOR PARKING IN CHI	\$20.00
MISC LIBRARY REFUNDS	REGISTRATION FOR YOUNG AT	\$40.00
Rebecca Gopinath	MCLEAN CTY CLERK - NOTARY	\$7.00
Rebecca Gopinath	OFFICE DEPOT -NOTARY STAM	\$24.99
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	\$63.68

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
CDW GOVERNMENT INC	SYMANTEC SOFTWARE	\$499.00
WALMART COMMUNITY BRC	MISC SUPPLIES	\$21.74
WALMART COMMUNITY BRC	PROGRAM SUPPLIES	\$38.83
WALMART COMMUNITY BRC	PROGRAM SUPPLIES	\$60.19
KROGER-INDY CUSTOMER CHARGES	APR/MAY/MISC SUPPLIES	\$245.80
SAMS CLUB	MAY STMT/MISC SUPPLIES	\$712.58
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	\$130.70
CARDMEMBER SERVICE	KROGER - HADDIX READING C	\$20.00
CARDMEMBER SERVICE	AVANTI'S- HADDIX.AUTHOR L	\$27.95
CARDMEMBER SERVICE	DOLLAR TREE - SUPPLIES FO	\$5.00
CARDMEMBER SERVICE	TARGET - PROGRAM SUPPLY -	\$19.99
CARDMEMBER SERVICE	OFFICE DEPOT - CREDIT FOR	(\$7.44)
CARDMEMBER SERVICE	FRESH MKT- TREATS FOR FOU	\$14.97
CARDMEMBER SERVICE	SUBWAY - FOR FOUNDATION M	\$43.98
CARDMEMBER SERVICE	MEIJER - COFFEE PODS FOR	\$50.00
CARDMEMBER SERVICE	OFFICE DEPOT - SUPPLIES	\$121.70
CARDMEMBER SERVICE	CREDIT	(\$0.01)
CARDMEMBER SERVICE	TESTING CREDIT CARD MACHI	\$0.01
CARDMEMBER SERVICE	AMAZON MKTPLC - LAPTOP SL	\$28.48
CARDMEMBER SERVICE	AMAZON MKTPLC - CYAN TONE	\$17.00
CARDMEMBER SERVICE	AMAZON MKTPLC - CASES FOR	\$48.93
CARDMEMBER SERVICE	AMAZON.COM - CRAFTS FOR A	\$97.97
CARDMEMBER SERVICE	AMAZON.COM - FURNITURE FO	\$55.99
CARDMEMBER SERVICE	AMAZON.COM - FURNITURE FO	\$55.99
CARDMEMBER SERVICE	CLEAR SOLUTIONS - BOOK DI	\$400.90
CARDMEMBER SERVICE	IN BRAND SPIRIT - ZIP TIG	\$328.37
CARDMEMBER SERVICE	AMAZON MKTPLC - SUMMER RE	\$39.55
CARDMEMBER SERVICE	WORTHINGTON DIRECT INC. C	\$1,296.64
CARDMEMBER SERVICE	GOOGLE - DIGITAL STORAGE	\$19.99
Pat Willard	MILEAGE REIMB. FOR PICKIN	\$10.36
BLACKBOURN MEDIA PACKAGING	12CD TRAYS	\$458.85
BAKER & TAYLOR COMPANIES	YA BOOKS	\$148.27
CENGAGE LEARNING INC	MAY MYSTERY SAMPLER 3PLAN	\$67.47
CENGAGE LEARNING INC	MAY PEER PICKS 2 PLAN	\$47.23
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$45.75
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$30.88
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$255.70
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$347.19
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$333.98
CENGAGE LEARNING INC	MAY LARGE PRINT DIST 6PLN	\$79.48
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$934.15
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$372.15
CENGAGE LEARNING INC	MAY BIOGRAPHY 2 PLAN	\$26.99
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$273.24
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$328.27
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$252.42
BRODART COMPANY	ADULT BOOKS	\$13.19
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	\$94.44
CARDMEMBER SERVICE	AMAZON - ADULT BOOKS (3)	\$32.39
CARDMEMBER SERVICE	GOOGLE - RENEWAL TO DOMAI	\$10.00
CARDMEMBER SERVICE	TECHSOUP - HOTSPOTS	\$60.00
CARDMEMBER SERVICE	MOBILE BEACON - HOTSPOTS	\$600.00
CARDMEMBER SERVICE	LIBERATED SYNDICATION - P	\$15.00
CARDMEMBER SERVICE	AMAZON MKTPLC - GAME COLL	\$29.99
CARDMEMBER SERVICE	RDA TOOLKIT LIC. RENEWAL	\$202.94
CARDMEMBER SERVICE	REFUND FOR TAX PAID FOR R	(\$11.94)
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$67.62
BAKER & TAYLOR COMPANIES	HARDCOVER BOOKS	\$165.83
BAKER & TAYLOR COMPANIES	PAPERBACK BOOKS	\$563.50
BAKER & TAYLOR COMPANIES	ADULT BOOKS	\$262.82
CENGAGE LEARNING INC	JUNE CORE 8 PLAN	\$266.15
CENGAGE LEARNING INC	WHEELER HARDCOVER 5 PLAN	\$162.69

Town of Normal Library Expenditures to be Approved for Payment as of: June 20, 2018

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
CENGAGE LEARNING INC	JUNE CHRISTIAN FICTION 4	\$97.46
CENGAGE LEARNING INC	JUNE REVIEWERS CHOICE 2	\$47.23
CENGAGE LEARNING INC	JUNE MYSTERY 6 PLAN	\$119.20
CENGAGE LEARNING INC	JUNE CHRISTIAN ROMANCE 2	\$47.23
CENGAGE LEARNING INC	JUNE BIOGRAPHY 2 PLAN	\$77.22
CENGAGE LEARNING INC	JUNE BASIC 8 PLAN	\$245.16
CENGAGE LEARNING INC	JUNE MYSTERY 6 PLAN	\$26.24
CENGAGE LEARNING INC	LARGE PRINT BOOKS	\$47.25
MOTION PICTURE LICENSING CORP	MPLC CERTIFICATE OF LIC	\$240.06
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	\$51.02
POLK CITY DIRECTORIES	CITY DIRECTORY	\$624.00
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES	\$288.24
VALUE LINE PUBLISHING INC	INVESTMENT RENEWAL	\$1,375.00
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	\$433.70
SCHOLASTIC BOOK FAIRS	YOUNG ADULT BOOKS	\$378.53
BAKER & TAYLOR COMPANIES	YA BOOKS	\$36.65
BAKER & TAYLOR COMPANIES	BOOKS	\$632.59
BAKER & TAYLOR COMPANIES	HARD COVER BOOKS	\$78.71
BAKER & TAYLOR COMPANIES	PAPERBACK - WOLVERINE	\$24.11
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$217.11
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$47.21
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$182.18
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$75.91
BAKER & TAYLOR COMPANIES	CHILDRENS BOOKS	\$100.51
RANDOM HOUSE, INC.	AUDIOBOOKS	\$37.50
MIDWEST TAPE	DVDS	\$280.87
WALMART COMMUNITY BRC	DVDS	\$705.04
WALMART COMMUNITY BRC	DVDS	\$89.76
WALMART COMMUNITY BRC	DVDS	\$261.08
MIDWEST TAPE	AUDIOBOOKS	\$119.97
WALMART COMMUNITY BRC	DVDS	\$234.28
WALMART COMMUNITY BRC	DVDS	\$556.44
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$16.93
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$46.47
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$26.73
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$12.81
CARDMEMBER SERVICE	AMAZON.COM - DVDS	\$52.78
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$18.83
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$19.62
CARDMEMBER SERVICE	AMAZON MKTPLC - DVDS	\$32.99
MIDWEST TAPE	DVDS	\$67.47
BRILLIANCE CORPORATION INC	CD BOOK	\$11.99
FINDAWAY WORLD LLC	PLAYAWAYS	\$1,173.55
RECORDED BOOKS LLC	AUDIOBOOKS	\$201.80
BLACKSTONE PUBLISHING	CD	\$3.97
MIDWEST TAPE	MUSIC CDS	\$120.91
MIDWEST TAPE	MUSIC CDS	\$41.97
MIDWEST TAPE	MUSIC CDS	\$56.96
CARDMEMBER SERVICE	TARGET - CDS	\$33.97
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$12.83
CARDMEMBER SERVICE	AMAZON.COM - MUSIC CDS	\$15.97
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$12.95
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$9.94
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$39.99
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$29.98
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$17.85
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$15.10
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$19.74
CARDMEMBER SERVICE	AMAZON MKTPLC - MUSIC CDS	\$18.48
BOOKPAGE	BOOKPAGE/MONTHLY SHIPMENT	\$528.00
ILLINOIS HEARTLAND LIBRARY SYSTEM	EZPROXY HOSTING SERVICES	\$1,559.00
MORNINGSTAR INC	2018-19 SUBSCRIPTION	\$2,435.00

<u>Vendor Name</u>	<u>Description</u>	<u>Transaction Amount</u>
MIDWEST TAPE	ADVANCE DIGITAL PAYMENT	\$17,000.00
	Library Administration Total	\$89,091.19
	Library Fund	\$89,091.19
	Grand Total	\$89,091.19

Director's Report

June 27, 2018

1. Monthly Financial Report

Revenue: The May revenues are slightly lower than this time last year, due primarily to property tax revenues. **Expenses:** An expenditures report as of June 20 is included in this packet.

2. Circulation

Circulation was up from May 2017 by 608 transactions, an increase of 1%. YTD circulation is up 2,130 transactions, an increase of 2%.

3. Board Email Addresses

Please regularly check your normalpl.org email addresses and let me know if you need any assistance.

4. Unit 5 Initiative

We meet with Unit 5 representatives in the near future to confirm the registration process is in place for all incoming elementary, junior high and high school students to receive library cards.

5. Feasibility Study

The feasibility study of our current site is progressing. We are tentatively planning a presentation at the August 29 Board meeting.

6. Prevailing Wage

The annual prevailing wage ordinance is on the agenda for your consideration. Also included are the list of rates, the certification and the announcement.

7. Budget FY2017-2022

We are in the early stages of budget preparation for the next five years. This is time to consider any new initiatives or potential changes in revenue (such as DVD fees or going fine-free), services or staffing. I have yet to receive the budget handbook, which will list key dates for the process.

8. Partnership with PATH and Project Oz

Beginning July 2, staff from Project Oz and PATH will be present in our facility on Mondays from 5:00 – 6:00 pm. A staff member will set up in the adult computer area to be visible to both adults and teens, and will be providing assistance with everything from job applications to accessing state benefits. The board room will be available if they need a private space for discussion. Our aim is to aid in making these services easily accessible.

9. 2019 ALA/AIA Library Building Awards Committee

I was selected to serve as a juror for the 2019 American Library Association / American Institute of Architects Library Building Awards Committee. This group is charged with recognizing excellence in the architectural design and planning of libraries.

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of May 31, 2018

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,903,800	\$ 906,873	23.23	\$ 919,582	(1.38)
State Replacement Taxes	103,000	46,026	44.69	53,206	(13.49)
State Library Aid	40,000	-	-	-	-
Fees	35,000	7,543	21.55	5,267	43.21
Fines	20,000	3,390	16.95	3,837	(11.64)
Investment Income	40,500	4,856	11.99	3,879	25.18
Contributions & Donations	200	-	-	1,295	(100.00)
Miscellaneous Revenue	200	27	13.54	34	(20.38)
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	1,501	(100.00)
Library Fund Total	4,148,700	968,715	23.35	988,601	(2.01)
LIBRARY REPLACEMENT FUND 222					
Investment Income	13,000	1,918	14.75	1,368	40.19
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	204,000	34,000	16.67	34,948	(2.71)
Library Replacement Fund Total	217,000	35,918	16.55	36,316	(1.10)
Total For All Funds	\$ 4,365,700	\$ 1,004,633	23.01	\$ 1,024,917	(1.98)

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of May 31, 2018

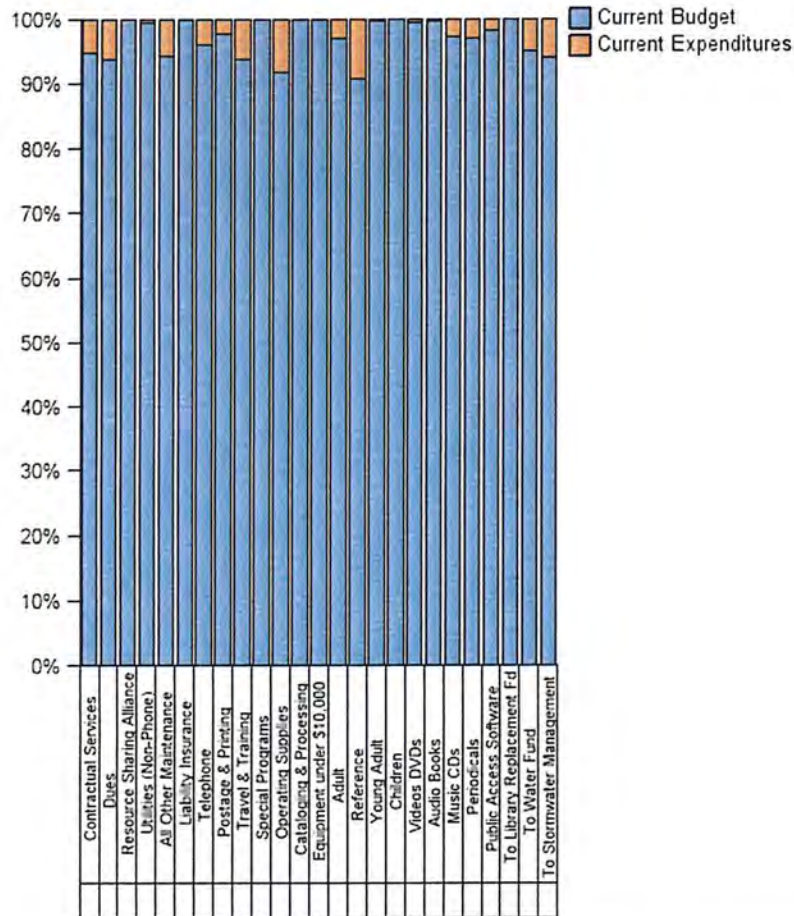
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,139,275	\$ 436,614	\$ 355,316	\$ 3,347,345	\$ 462,493	80.87
Library Fund Total	4,139,275	436,614	355,316	3,347,345	462,493	80.87
LIBRARY REPLACEMENT FUND 222						
Administration	422,566	-	4,023	418,543	52,959	99.05
Library Replacement Fund Total	422,566	-	4,023	418,543	52,959	99.05
Total For All Funds	\$ 4,561,841	\$ 436,614	\$ 359,339	\$ 3,765,888	\$ 515,452	82.55

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of May 31, 2018

	As of May 31, 2018	As of March 31, 2018	Net Change
221 Library Fund	\$ 3,642,277.99	\$ 3,221,657.76	\$ 420,620.23
222 Library Replacement Fund	\$ 1,581,152.83	\$ 1,545,205.07	\$ 35,947.76
Totals	\$ 5,223,430.82	\$ 4,766,862.83	\$ 456,567.99

Budget to Actual Expenditures

Library - Administration (Library Fund)



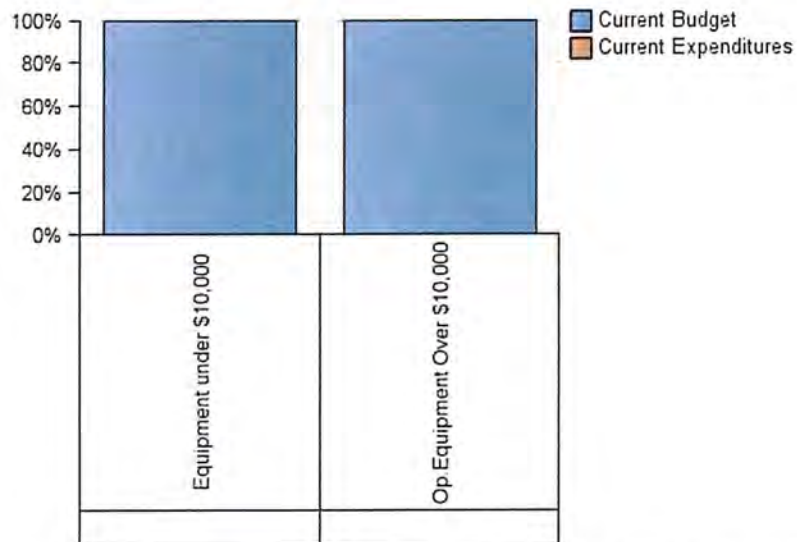
Expenditure Fiscal Year

Library Fund	Library	Administration	Expenditure Fiscal Year	Category	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			221-9010-455.20-10	Contractual Services	\$6,004.62	\$2,629.69	\$17,365.91	\$107,104.00	\$81,103.78	\$107,023.00	76%	\$23,370.53
			221-9010-455.20-20	Dues	\$350.00	\$669.00	\$0.00	\$5,150.00	\$4,131.00	\$5,150.00	80%	\$350.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$60,572.00	\$60,572.00	\$60,572.00	100%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$235.98	\$566.31	\$0.00	\$53,040.00	\$52,237.71	\$53,040.00	98%	\$235.98

221-9010-455.25-60	All Other Maintenance	\$4,006.31	\$2,544.91	\$25,583.66	\$65,851.00	\$33,716.12	\$65,851.00	51%	\$29,589.97
221-9010-455.30-10	Liability Insurance	\$0.00	\$28,318.00	\$1,682.00	\$31,253.00	\$1,253.00	\$31,253.00	4%	\$1,682.00
221-9010-455.30-15	Telephone	\$509.16	\$1,127.08	\$866.35	\$11,744.00	\$9,241.41	\$11,744.00	79%	\$1,375.51
221-9010-455.30-25	Postage & Printing	\$465.75	\$2,618.91	\$9,473.54	\$19,165.00	\$6,606.80	\$18,999.00	34%	\$9,939.29
221-9010-455.30-35	Travel & Training	\$1,012.05	\$622.55	\$0.00	\$15,431.00	\$13,796.40	\$15,431.00	89%	\$1,012.05
221-9010-455.30-40	Special Programs	\$0.00	\$130.95	\$2,300.00	\$7,633.00	\$5,202.05	\$7,633.00	68%	\$2,300.00
221-9010-455.35-10	Operating Supplies	\$3,774.94	\$2,586.42	\$21,301.32	\$41,386.00	\$13,723.32	\$41,386.00	33%	\$25,076.26
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$1,788.35	\$10,211.65	\$17,349.00	\$5,349.00	\$17,349.00	31%	\$10,211.65
221-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
221-9010-455.36-10	Adult	\$3,233.23	\$10,006.08	\$56,271.21	\$105,065.00	\$35,554.48	\$105,000.00	34%	\$59,504.44
221-9010-455.36-15	Reference	\$912.24	\$1,124.55	\$6,313.21	\$9,000.00	\$650.00	\$9,000.00	7%	\$7,225.45
221-9010-455.36-20	Young Adult	\$36.65	\$1,332.56	\$9,730.79	\$12,000.00	\$900.00	\$12,000.00	8%	\$9,767.44
221-9010-455.36-25	Children	\$0.00	\$5,133.60	\$56,116.86	\$83,988.00	\$22,737.54	\$83,988.00	27%	\$56,116.86
221-9010-455.37-15	Videos DVDs	\$227.16	\$4,913.43	\$23,661.60	\$47,460.00	\$18,657.81	\$47,460.00	39%	\$23,888.76
221-9010-455.37-20	Audio Books	\$201.80	\$4,010.58	\$33,065.50	\$54,471.00	\$17,193.12	\$53,211.00	32%	\$33,267.30
221-9010-455.37-30	Music CDs	\$283.76	\$403.38	\$3,936.25	\$10,292.00	\$5,668.61	\$10,292.00	55%	\$4,220.01
221-9010-455.38-10	Periodicals	\$528.00	\$19.98	\$11,872.00	\$17,100.00	\$4,680.02	\$17,100.00	27%	\$12,400.00
221-9010-455.38-20	Public Access Software	\$2,435.00	\$24,697.00	\$18,034.16	\$127,034.00	\$81,867.84	\$126,000.00	64%	\$20,469.16
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$34,000.00	\$0.00	\$204,000.00	\$170,000.00	\$204,000.00	83%	\$0.00
221-9010-455.95-02	To Water Fund	\$197.23	\$485.05	\$0.00	\$3,700.00	\$3,017.72	\$3,700.00	82%	\$197.23
221-9010-455.95-10	To Stormwater Management	\$50.60	\$20.24	\$0.00	\$773.00	\$702.16	\$773.00	91%	\$50.60
Summary		24,464.48	129,748.62	366,586.01	1,111,561.00	590,761.89	1,108,955.00	0.53	391,050.49

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year

					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$96,700.00	\$96,700.00	\$96,700.00	100%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$325,866.00	\$325,866.00	\$321,843.00	100%	\$0.00
			Summary		0.00	0.00	0.00	422,566.00	422,566.00	418,543.00	1.00	0.00

MAY 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	MAY	YTD	MAY	YTD	MAY	YTD
Juvenile - Fiction	11,141	22,717	10,723	21,544	9,722	20,191
Nonfiction	3,757	8,287	3,489	8,062	3,022	7,082
Paperbacks	14,081	28,236	13,399	27,193	12,532	25,657
Magazines	40	86	48	110	59	140
Juvenile - AV	769	1,529	726	1,397	729	1,449
Juvenile - Other	17	40	9	25	5	17
Juvenile - Total	29,805	60,895	28,394	58,331	26,069	54,536
Teen - Fiction	1,485	2,570	1,403	2,428	1,116	2,026
Paperbacks	173	299	174	309	492	925
Magazines	7	13	1	2	-	-
Teen - Total	1,665	2,882	1,578	2,739	1,608	2,951
Adult - Fiction	4,488	8,594	4,332	8,233	4,188	7,948
Nonfiction	3,170	6,744	3,513	6,980	3,918	7,866
Paperbacks	929	1,806	973	1,824	1,197	2,403
L.P. paperbacks	56	144	83	156	62	104
Large Print	1,719	3,432	1,964	3,507	1,921	3,804
Magazines	341	651	584	1,059	387	756
Other	701	1,369	731	1,452	699	1,440
Adult - Total	11,404	22,740	12,180	23,211	12,372	24,321
DVD	3,212	6,688	4,000	8,118	4,172	8,797
CD	1,006	2,176	1,352	2,591	1,691	3,776
Books on CD	939	1,865	1,132	2,230	1,175	2,263
MP3	81	177	114	175	89	148
Streaming Video	90	165	73	148	101	181
Downloadable Music	727	1,505	734	1,568	1,038	2,006
eAudiobooks	1,083	1,986	550	1,229	514	940
eBooks	2,073	3,910	1,379	2,581	1,561	3,041
Zinio eMagazines	43	104	53	126	64	143
Playaways	404	768	361	665	428	789
Software/Hardware	94	223	93	163	2	5
Video Games	294	559	319	638	327	685
AV - Total	10,046	20,126	10,160	20,232	11,162	22,774
Subtotal - Circulation	52,920	106,643	52,312	104,513	51,211	104,582
<Add deposits: 1500>	1,500	3,000	1,500	3,000	1,500	3,000
<Add in-library use: 1100>	1,100	1,100	1,100	1,100	1,100	1,100
Total Circ	55,520	110,743	54,912	108,613	53,811	107,182

MAY 2018

Normal Public Library

Monthly Statistics	Registration - FY 2018-2019				2018 YTD	2017 YTD	2016 YTD
	Beginning count (YTD)	Registered	Purged	Cards in force YTD			
Adult	28,745	235	382	28,892	28,892	25,554	24,647
Teen	1,655	7	20	1,668	1,668	1,535	1,440
Juvenile	6,657	149	276	6,784	6,784	4,806	4,501
Total	37,057	391	678	37,344	37,344	31,895	30,588

Patron Count				2018 YTD	2017 YTD	2016 YTD	
Patron Count: Month							21,361
Offsite programs (est)				-			
Previous Month YTD				23,926	45,287	46,661	45,929

	Interlibrary Loan and System Holds		2018 YTD	2017 YTD	2016 YTD
	MAY 2018	Previous Month YTD			
Borrowed/Rec'd	828	1,055	1,883	1,440	1,527
Loaned	1,107	1,192	2,299	2,027	2,098
Reciprocal borrowing	17,151	19,815	36,966	38,579	35,923

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	332	260	47	755
Main Adult	1,798	1,233	41	3,553
Public Laptop	157	172	66	392
Quick-Use	97	13	8	181
TOTALS	2,384	1,678	42	4,881

MAY 2018

Normal Public Library

Monthly Statistics

Collection Development - FY 2018-2019

	Beginning Total	Ending Total
Juvenile - Fiction	28,401	28,617
Nonfiction	19,075	19,282
Paperbacks	32,466	32,579
Magazines	240	253
Juvenile - AV	2,190	2,226
Juvenile - Other	84	84
Juvenile - YTD Total	82,456	83,041

Current Month		YTD	
Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
246	15	632	48
213	23	222	35
255	185	619	329
15	-	35	-
39	34	47	37
-	-	5	-
768	257	1,560	449

Teen - Fiction	5,485	5,594
Paperbacks	1,069	1,072
Magazines	70	77
YTD Total	6,624	6,743

109	3	147	7
3	1	7	2
7	-	10	-
119	4	164	9

Adult - Fiction	22,788	22,898
Nonfiction	21,849	21,844
Paperbacks	7,971	7,864
LP paperbacks	692	698
Large Print	9,650	9,572
Magazines	2,588	2,745
Other	1,061	1,061
YTD Total	66,599	66,682

109	80	338	218
92	92	201	172
42	148	87	157
6	-	13	-
65	142	152	146
164	16	342	202
-	-	-	-
478	478	1,133	895

DVD	16,165	16,344
CD	9,962	9,964
Books on CD	6,299	6,316
MP3	1,187	1,187
Playaways	1,685	1,713
Software/Hardware	46	47
eContent	5,477	7,893
Video Games	572	617
YTD AV Total	41,393	44,081

180	1	375	2
2	1	24	1
20	5	81	6
-	1	-	2
28	2	82	2
1	-	1	-
2,416	-	2,416	-
45	-	45	-
2,692	10	3,024	13

Total Collection	197,072	200,547
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4,057	749	5,881	1,366
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STATE OF ILLINOIS)
) SS
COUNTY OF MCLEAN)

CERTIFICATE

I, Adam Rahn, the undersigned, do hereby certify that I am the duly appointed, qualified and now acting Secretary of the Normal Public Library Board of Trustees in the County of McLean and State of Illinois, and that as an official, I am the keeper of records and files of the Board of Trustees of the Normal Public Library.

I do further certify that the foregoing is a true and correct copy of the Prevailing Wage Act Ordinance as passed by the Board of Trustees of said Library at a meeting held on the 27th day of June, 2018, and that said ordinance was duly passed by a yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of this ordinance were taken openly; that the vote on the adoption of this ordinance was taken openly; that the meeting was held at the specified time and place convenient to the public; that notice of the meeting was properly published; and that the meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and the applicable provisions of the Local Library Act of the State of Illinois and that this Board of Trustees has complied with all the applicable provisions of the Act and with all of the procedural rules of the Board of Trustees.

I further certify that said ordinance has not been amended or repealed but remains in full force and effect at this time.

WITNESS my hand and the official seal of my office this 27th day of June, A.D. 2018.

Secretary, Normal Public Library Board of Trustees

2018 ANNUAL ORDINANCE (#2018-1)

AN ORDINANCE ESTABLISHING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, (820 ILCS 130/); and

WHEREAS, that Act requires that the Normal Public Library of the County of McLean, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Library employed in performing construction of public works, for Normal Public Library;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE NORMAL PUBLIC LIBRARY:

Section 1. To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Normal Public Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in McLean County as determined by the Department of Labor of the State of Illinois as of June of the current year, a copy of the most determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor and of the State of Illinois shall supersede the Department's prior determination and apply to any and all public works construction undertaken by the Normal Public Library. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

Section 2. Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Normal Public Library to the extent required by the aforesaid Act.

Section 3. The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Library this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications, or contract language shall reference the most recent wage determination for McLean County as published by the Illinois Department of Labor on its website.

Section 4. The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees

who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5. The Secretary of the Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

Section 6. The Secretary of the Board of Trustees shall cause to be published, in a newspaper of general circulation within the area, a Notice of the approval of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Section 7. This Ordinance shall be in full force and effect from and after its approval as provided by law.

PASSED this 27th day of June, 2018.

By: _____
President, Board of Trustees
Normal Public Library

ATTEST:

Secretary, Board of Trustees
Normal Public Library

NOTICE OF ORDINANCE NO. 2018-1

TAKE NOTICE that the Board of Library Trustees of the Normal Public Library, pursuant to "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works", approved June 26, 1941, as amended, has determined on, and as effective from, June 27, 2018, that the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Normal Public Library, is the same as determined by the Department of Labor of the State of Illinois for McLean County as of June, 2018. A copy of the full ordinance and the Department of Labor determination is available for inspection by any interested party in the main office of the Normal Public Library at 206 West College Avenue, Normal, Illinois, and to any employer or association of employers and any person or association of employees who have filed, or file their names and addresses, requesting copies of the same.

Normal Public Library
MCLEAN COUNTY, ILLINOIS

By: Adam Rahn
Secretary of the Board of Trustees

**Prevailing Wage rates
for McLean County
effective Sept. 1, 2017**

Trade Title	Region	Type	Class	Base Wage	Fore-man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	BLD		30.05	31.05	1.5	1.5	2	7.80	13.70	0.00	0.80
ASBESTOS ABT-GEN	ALL	HWY		33.04	33.59	1.5	1.5	2	7.80	14.20	0.00	0.80
ASBESTOS ABT-MEC	ALL	BLD		32.78	35.28	1.5	1.5	2	12.12	11.70	0.00	0.72
BOILERMAKER	ALL	BLD		39.50	42.50	2	2	2	7.07	12.47	0.00	0.40
BRICK MASON	ALL	BLD		30.57	32.07	1.5	1.5	2	9.40	13.02	0.00	0.79
CARPENTER	ALL	BLD		32.00	34.25	1.5	1.5	2	8.45	17.10	0.00	0.55
CARPENTER	ALL	HWY		34.04	36.29	1.5	1.5	2	8.45	17.50	0.00	0.52
CEMENT MASON	ALL	ALL		32.12	33.12	1.5	1.5	2	6.30	15.32	0.00	0.60
CERAMIC TILE FNSHER	ALL	BLD		30.86	30.86	1.5	1.5	2	9.40	10.57	0.00	0.77
ELECTRIC PWR EQMT OP	ALL	ALL		43.76	54.80	1.5	1.5	2	6.81	12.25	0.00	0.44
ELECTRIC PWR GRNDMAN	ALL	ALL		29.96	54.80	1.5	1.5	2	6.40	8.39	0.00	0.30
ELECTRIC PWR LINEMAN	ALL	ALL		48.61	54.80	1.5	1.5	2	6.96	13.61	0.00	0.49
ELECTRIC PWR TRK DRV	ALL	ALL		31.42	54.80	1.5	1.5	2	6.44	8.80	0.00	0.31
ELECTRICIAN	ALL	BLD		36.00	39.60	1.5	1.5	2	7.06	10.79	0.00	1.00
ELECTRONIC SYS TECH	ALL	BLD		30.97	32.97	1.5	1.5	2	6.95	8.63	0.00	0.40
ELEVATOR CONSTRUCTOR	ALL	BLD		43.43	48.86	2	2	2	15.28	15.71	3.47	0.60
FENCE ERECTOR	E	ALL		36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64
GLAZIER	ALL	BLD		34.87	34.87	1.5	1.5	1.5	10.50	7.70	0.00	1.25
HT/FROST INSULATOR	ALL	BLD		43.70	46.20	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	E	ALL		32.61	34.51	1.5	1.5	2	10.64	11.67	0.00	0.90
IRON WORKER	W	BLD		32.41	34.31	1.5	1.5	2	10.66	15.47	0.00	0.54
IRON WORKER	W	HWY		36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64
LABORER	ALL	BLD		30.05	31.05	1.5	1.5	2	7.80	13.70	0.00	0.80
LABORER	ALL	HWY		32.04	32.59	1.5	1.5	2	7.80	14.20	0.00	0.80
LABORER, SKILLED	ALL	BLD		30.05	31.05	1.5	1.5	2	7.80	13.70	0.00	0.80

LABORER, SKILLED	ALL	HWY	32.04	32.59	1.5	1.5	2	7.80	14.20	0.00	0.80	
LATHER	ALL	BLD	32.00	34.25	1.5	1.5	2	8.45	17.10	0.00	0.55	
MACHINERY MOVER	W	HWY	36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64	
MACHINIST	ALL	BLD	45.35	47.85	1.5	1.5	2	7.26	8.95	1.85	0.00	
MARBLE FINISHERS	ALL	BLD	30.86		1.5	1.5	2	9.40	10.57	0.00	0.77	
MARBLE MASON	ALL	BLD	32.61	33.86	1.5	1.5	2	9.40	10.57	0.00	0.78	
MILLWRIGHT	ALL	BLD	31.74	33.99	1.5	1.5	2	8.45	17.79	0.00	0.54	
MILLWRIGHT	ALL	HWY	33.59	35.33	1.5	1.5	2	8.20	16.95	0.00	0.52	
OPERATING ENGINEER	ALL	BLD	1	39.69	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	BLD	2	36.83	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	BLD	3	32.12	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	1	39.69	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	2	36.83	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
OPERATING ENGINEER	ALL	HWY	3	32.12	42.69	1.5	1.5	2	9.00	19.23	0.00	3.00
PAINTER	ALL	ALL	35.35	37.35	1.5	1.5	1.5	10.30	8.20	0.00	1.35	
PAINTER SIGNS	ALL	BLD	37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00	
PILEDRIVER	ALL	BLD	33.00	35.25	1.5	1.5	2	8.45	17.10	0.00	0.54	
PILEDRIVER	ALL	HWY	34.04	36.29	1.5	1.5	2	8.45	17.50	0.00	0.52	
PIPEFITTER	ALL	BLD	41.85	45.89	1.5	1.5	2	7.10	12.15	0.00	1.55	
PLASTERER	ALL	BLD	30.00	32.00	1.5	1.5	2	8.40	17.74	0.00	0.80	
PLUMBER	ALL	BLD	41.85	46.04	1.5	1.5	2	7.10	12.15	0.00	1.55	
ROOFER	ALL	BLD	31.00	32.55	1.5	1.5	2	9.00	9.20	0.00	0.30	
SHEETMETAL WORKER	ALL	BLD	32.75	34.39	1.5	1.5	2	9.37	16.46	0.00	0.80	
SIGN HANGER	W	HWY	36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64	
SPRINKLER FITTER	ALL	BLD	37.12	39.87	1.5	1.5	2	8.42	8.50	0.00	0.35	
STEEL ERECTOR	W	HWY	36.82	38.82	1.5	1.5	2	10.66	15.47	0.00	0.64	
TERRAZZO FINISHER	ALL	BLD	30.86		1.5	1.5	2	9.40	10.57	0.00	0.77	
TERRAZZO MASON	ALL	BLD	32.61	32.61	1.5	1.5	2	9.40	10.57	0.00	0.78	
TILE MASON	ALL	BLD	32.61	33.86	1.5	1.5	2	9.40	10.57	0.00	0.78	
TRUCK DRIVER	ALL	O&C	1	28.02	31.14	1.5	1.5	2	11.92	5.66	0.00	0.25
TRUCK DRIVER	ALL	O&C	2	28.43	31.14	1.5	1.5	2	11.92	5.66	0.00	0.25

TRUCK DRIVER	ALL	O&C	3	28.62	31.14	1.5	1.5	2	11.92	5.66	0.00	0.25
TRUCK DRIVER	ALL	O&C	4	28.88	31.14	1.5	1.5	2	11.92	5.66	0.00	0.25
TRUCK DRIVER	ALL	O&C	5	29.64	31.14	1.5	1.5	2	11.92	5.66	0.00	0.25
TRUCK DRIVER	N	ALL	1	37.91	38.26	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	N	ALL	2	38.06	38.26	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	N	ALL	3	38.26	38.26	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	N	ALL	4	38.46	38.26	1.5	1.5	2	8.10	7.97	0.00	0.15
TRUCK DRIVER	S	ALL	1	36.15	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	S	ALL	2	36.67	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	S	ALL	3	36.91	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	S	ALL	4	37.25	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25
TRUCK DRIVER	S	ALL	5	38.23	40.04	1.5	1.5	2	12.16	5.89	0.00	0.25

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

Explanations MCLEAN COUNTY

FENCE ERECTOR - See Ironworkers.

IRONWORKERS (EAST) - That part of the county East of a diagonal line from Heyworth to a point half way between Chenoa and Weston.

TEAMSTERS (NORTH) - North of a straight line starting on the west side where Route 24 crosses McClean County line in a southeasterly direction to the most south-southwestern corner of Livingston County.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which

fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

LABORER, SKILLED - BUILDING

The skilled laborer building (BLD) classification shall encompass the following types of work, irrespective of the site of the work: tending of carpenters in unloading, handling, stockpiling and distribution operations, also other building crafts, mixing, handling, and conveying of all

materials used by masons, plasterers and other building construction crafts, whether done by hand or by any process. The drying of plastering when done by salamander heat, and the cleaning and clearing of all debris. All work pertaining to and in preparation of asbestos abatement and removal. The building of scaffolding and staging for masons and plasterers. The excavations for buildings and all other construction, digging, of trenches, piers, foundations and holes, digging, lagging, sheeting, cribbing, bracing and propping of foundations, holes, caissons, cofferdams, and dikes, the setting of all guidelines for machine or hand excavation and subgrading. The mixing, handling, conveying, pouring, vibrating, gunniting and otherwise applying of concrete, whether by hand or other method of concrete for any walls, foundations, floors, or for other construction concrete sealant men. The wrecking, stripping, dismantling, and handling of concrete forms and false work, and the building of centers for fireproofing purposes. Boring machine, gas, electric or air in preparation for shoving pipe, telephone cable, and so forth, under highways, roads, streets and alleys. All hand and power operating cross cut saws when used for clearing. All work in compressed air construction. All work on acetylene burners in salvaging. The blocking and tamping of concrete. The laying of sewer tile and conduit, and pre-cast materials. The assembling and dismantling of all jacks and sectional scaffolding, including elevator construction and running of slip form jacks. The work of drill running and blasting, including wagon drills. The wrecking, stripping, dismantling, cleaning, moving and oiling of forms. The cutting off of concrete piles. The loading, unloading, handling and carrying to place of installation of all rods, (and materials for use in reinforcing) concrete and the hoisting of same and all signaling where hoist is used in this type of construction coming under the jurisdiction of the Laborers' Union. And, all other labor work not awarded to any other craft. Mortar mixers, kettlemen and carrier of hot stuff, tool crib men, watchmen (Laborer), firemen or salamander tenders, flagmen, deck hands, installation and maintenance of temporary gas-fired heating units, gravel box men, dumpmen and spotters, fencing Laborers, cleaning lumber, pit men, material checkers, dispatchers, unloading explosives, asphalt plant laborers, writer of scale tickets, fireproofing laborers, janitors, asbestos abatement and removal laborers, handling of materials treated with oil, creosote, chloride, asphalt, and/or foreign material harmful to skin or clothing, Laborers with de-watering systems, gunnite nozzle men, laborers tending masons with hot material or where foreign materials are used, Laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, material selector men working with firebrick or combustible material, dynamite men, track laborers, cement handlers, chloride handlers, the unloading and laborers with steel workers and re-bars, concrete workers (wet), luteman, asphalt raker, curb asphalt machine operator, ready mix scalemen, permanent, portable or temporary plant drilling machine operator, plaster tenders, underpinning and shoring of buildings, fire watch, signaling of all power equipment, to include trucks excavating equipment, etc., tree topper or trimmer when in connection to construction, tunnel helpers in free air, batch dumpers, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, sewer workers, rod and chain men, vibrator operators, mortar mixer operator, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand and shore laborers, bankmen on floating plant, asphalt workers with machine & layers, grade checker, power tools, caisson workers, lead man on sewer work, welders, cutters, burners and torch men, chain saw operators, paving breaker, jackhammer and drill operator, layout man and/or drainage tile layer, steel form setters -- street and

highway, air tamping hammerman, signal man on crane, concrete saw operator, screen man on asphalt pavers, front end man on chip spreader, multiple concrete duct -- lead man.

LABORER, SKILLED - HIGHWAY

The skilled laborer heavy and highway (HWY) classification shall encompass the following types of work, irrespective of the site of the work: handling of materials treated with oil, creosote, asphalt and/or any foreign materials harmful to skin or clothing, track laborers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers (wet), tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen, vibrator operators, mortar mixer operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying or reinforcing, deck hand, dredge hand shore laborers, bankmen on floating plant, asphalt workers with machine, and layers, grade checker, power tools, stripping of all concrete forms excluding paving forms, dumpmen and spotters, when necessary, caisson workers plus depth, gunnite nozzle men, welders, cutters, burners and torchmen, chain saw operators, paving breaker, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setters - street and highway, air tamping hammerman, signal man on crane, concrete saw operator, screedman on asphalt pavers, front end man on chip spreader, multiple concrete duct, luteman, asphalt raker, curb asphalt machine operator, ready mix scalemen (portable or temporary plant), laser beam operator, concrete burning machine operator, and coring machine operator.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - SOUTH

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - NORTH

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front. TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

Class 1. Cranes; Overhead Cranes; Gradall; All Cherry Pickers; Mechanics; Central Concrete Mixing Plant Operator; Road Pavers (27E - Dual Drum - Tri Batchers); Blacktop Plant Operators and Plant Engineers; 3 Drum Hoist; Derricks; Hydro Cranes; Shovels; Skimmer Scoops; Koehring Scooper; Drag Lines; Backhoe; Derrick Boats; Pile Drivers and Skid Rigs; Clamshells; Locomotive Cranes; Dredge (all types) Motor Patrol; Power

Blades - Dumore - Elevating and similar types; Tower Cranes (Crawler-Mobile) and Stationary; Crane-type Backfiller; Drott Yumbo and similar types considered as Cranes; Caisson Rigs; Dozer; Tournadozer; Work Boats; Ross Carrier; Helicopter; Tournapulls - all and similar types; Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Heavy Equipment Greaser; CMI, CMI Belt Placer, Auto Grade & 3 Track and similar types; Side Booms; Multiple Unit Earth Movers; Creter Crane; Trench Machine; Pump-crete-Belt Crete-Squeeze Cretes-Screw-type Pumps and Gypsum; Bulker & Pump - Operator will clean; Formless Finishing Machine; Flaherty Spreader or similar types; Screed Man on Laydown Machine; Wheel Tractors (industrial or Farm-type w/Dozer-Hoe-Endloader or other attachments); F.W.D. & Similar Types; Vermeer Concrete Saw.

Class 2. Dinkeys; Power Launches; PH One-pass Soil Cement Machine (and similar types); Pugmill with Pump; Backfillers; Euclid Loader; Forklifts; Jeeps w/Ditching Machine or other attachments; Tuneluger; Automatic Cement and Gravel Batching Plants; Mobile Drills (Soil Testing) and similar types; Gurries and Similar Types; (1) and (2) Drum Hoists (Buck Hoist and Similar Types); Chicago Boom; Boring Machine & Pipe Jacking Machine; Hydro Boom; Dewatering System; Straw Blower; Hydro Seeder; Assistant Heavy Equipment Greaser on Spread; Tractors (Track type) without Power Unit pulling Rollers; Rollers on Asphalt -- Brick Macadem; Concrete Breakers; Concrete Spreaders; Mule Pulling Rollers; Center Stripper; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Cement Finishing Machine; Barber Green or similar loaders; Vibro Tamper (All similar types) Self-propelled; Winch or Boom Truck; Mechanical Bull Floats; Mixers over 3 Bag to 27E; Tractor pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Truck Type Hoptoe Oilers; Fireman; Spray Machine on Paving; Curb Machines; Truck Crane Oilers; Oil Distributor; Truck-Mounted Saws.

Class 3. Air Compressor; Power Subgrader; Straight Tractor; Trac Air without attachments; Herman Nelson Heater, Dravo, Warner, Silent Glo, and similar types; Roller: Five (5) Ton and under on Earth or Gravel; Form Grader; Crawler Crane & Skid Rig Oilers; Freight Elevators - permanently installed; Pump; Light Plant; Generator; Conveyor (1) or (2) - Operator will clean; Welding Machine; Mixer (3) Bag and Under (Standard Capacity with skip); Bulk Cement Plant; Oiler on Central Concrete Mixing Plant.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

CLASS 1. Cranes; Hydro Cranes; Shovels; Crane Type Backfiller; Tower, Mobile, Crawler, & Stationary Cranes; Derricks; Hoists (3 Drum); Draglines; Drott Yumbo & Similar Types considered as Cranes; 360 Degree Swing Excavator (Shears, Grapples, Movacs, etc.); Back Hoe; Derrick Boats; Pile Driver and Skid Rigs; Clam Shell; Locomotive - Cranes; Road Pavers - Single Drum - Dual Drum - Tri Batcher; Motor Patrols & Power Blades - Dumore - Elevating & Similar Types; Mechanics; Central Concrete Mixing Plant Operator; Asphalt Batch Plant Operators and Plant Engineers; Gradall; Caisson Rigs; Skimmer Scoop - Koering Scooper; Dredges (all types); Hoptoe; All Cherry Pickers; Work Boat; Ross Carrier; Helicopter; Dozer; Tournadozer; Tournapulls - all and similar types; Operation of Concrete and all Recycle Machines; Multiple Unit Earth Movers;

Scoops (all sizes); Pushcats; Endloaders (all types); Asphalt Surfacing Machine; Slip Form Paver; Rock Crusher; Operation of Material Crusher, Screening Plants, and Tunnel Boring Machine; Heavy Equipment Greaser (top greaser on spread); CMI, Auto Grade, CMI Belt Placer & 3 Track and Similar Types; Side Booms; Asphalt Heater & Planer Combination (used to plane streets); Wheel Tractors (with Dozer, Hoe or Endloader Attachments); CAT Earthwork Compactors and Similar Types; Blaw Knox Spreader and Similar Types; Trench Machines; Pump Crete - Belt Crete - Squeeze Crete - Screw Type Pumps and Gypsum (operator will clean); Creter Crane; Operation of Concrete Pump Truck; Formless Finishing Machines; Flaherty Spreader or Similar Types; Screed Man on Laydown Machine; Vermeer Concrete Saw; Operation of Laser Screed; Span Saw; Dredge Leverman; Dredge Engineer; Lull or Similar Type; Hydro-Boom Truck; Operation of Guard Rail Machine; and Starting Engineer on Pipeline or Construction (11 or more pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc, and Ground Heater (Trailer Mounted).

CLASS 2. Bulker & Pump; Power Launches; Boring Machine & Pipe Jacking Machine; Dinkeys; Operation of Carts, Powered Haul Unit for a Boring Machine; P & H One Pass Soil Cement Machines and Similar Types; Wheel Tractors (Industry or Farm Type - Other); Back Fillers; Euclid Loader; Fork Lifts; Jeep w/Ditching Machine or Other Attachments; Tunneluger; Automatic Cement & Gravel Batching Plants; Mobile Drills - Soil Testing and Similar Types; Pugmill with Pump; All (1) and (2) Drum Hoists; Dewatering System; Straw Blower; Hydro-Seeder; Bump Grinders (self-propelled); Assistant Heavy Equipment Greaser; Apsco Spreader; Tractors (Track-Type) without Power Units Pulling Rollers; Rollers on Asphalt - Brick or Macadam; Concrete Breakers; Concrete Spreaders; Cement Strippers; Cement Finishing Machines & CMI Texture & Reel Curing Machines; Vibro-Tampers (All Similar Types Self-Propelled); Mechanical Bull Floats; Self-Propelled Concrete Saws; Truck Mounted Power Saws; Operation of Curb Cutters; Mixers - Over Three (3) Bags; Winch and Boom Trucks; Tractor Pulling Power Blade or Elevating Grader; Porter Rex Rail; Clary Screed; Mule Pulling Rollers; Pugmill without Pump; Barber Greene or Similar Loaders; Track Type Tractor w/Power Unit attached (minimum); Fireman; Spray Machine on Paving; Curb Machines; Paved Ditch Machine; Power Broom; Self-Propelled Sweepers; Self-Propelled Conveyors; Power Subgrader; Oil Distributor; Straight Tractor; Truck Crane Oiler; Truck Type Oilers; Directional Boring Machine; Horizontal Directional Drill; Articulating End Dump Vehicles; Starting Engineer on Pipeline or Construction (6 -10 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"), Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

CLASS 3. Straight Framed Truck Mounted Vac Unit (separately powered); Trac Air Machine (without attachments); Rollers - Five Ton and Under on Earth and Gravel; Form Graders; Bulk Cement Plant; Oilers; and Starting Engineer on Pipeline or Construction (3 - 5 pieces) including: Air Compressor (Trailer Mounted), All Forced Air Heaters (regardless of Size), Water Pumps (Greater than 4-1/2" or Total Discharge Over 4-1/2"),

Light Plants, Generators (Trailer Mounted - Excluding Decontamination Trailer), Welding Machines (Any Size or Mode of Power), Conveyor, Mixer (any size), Stud Welder, Power Pac, etc., and Ground Heater (Trailer Mounted).

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

Normal Public Library | Harassment Free Workplace Policy

Work Environment

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

Library Employee/Patron Relationship

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

- Any sexual advance by an employee toward a patron,
- Any request by an employee to a patron for sexual favors,
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the library director or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the library director or to their immediate supervisor.

Examples

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

Duty to Report Sexual Harassment by Patrons to Fellow Patrons

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the library director or to their immediate supervisor.

Retaliation

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

It is also a violation of this Policy to retaliate or to take reprisal in any way against any person who has reasonably and in good faith testified, assisted or participated in any investigation, proceeding or hearing concerning any sexual harassment claim or charge or to discriminate against such person.

Such persons also have the availability of whistleblower protections under the Illinois State Officials and Employees Ethics Act, *5 ILCS 430/1-1, et. al.*, the Illinois Whistleblower Act, *740 ILCS 174/1, et. al.*, and the Illinois Human Rights Act, *775 ILCS 5/1-101, et. al.*

Sexual Harassment Reporting Procedure

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

Step 1:

- Reporting by Patrons
 - Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the library director as soon as possible.
- Reporting by Employees
 - A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the library director or to the employee's immediate supervisor. If the library director or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

Step 2:

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the library director shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the library director may also have a representative; such meeting, however, shall be informal. The library director shall issue a written decision within five (5) days of the meeting.

Step 3:

If the complainant is not satisfied with the library director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the library director's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the library director to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

Step 4:

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal.

Within twenty (20) days of receiving an appeal, the Board or a committee hereof shall meet with the complainant, the library director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

Violations and Consequences

In addition to employee discipline up to and including discharge for violations of this policy, a violation by a non-employee patron of this policy may cause a suspension or revocation of library privileges or services. Knowingly making a false report of harassment is a violation of this policy and will be subject to the same consequences.

Legal Recourse, Investigative, and Complaint Process Available Through the Illinois Department of Human Rights and Human Rights Commission

Any Library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number are:

Illinois Department of Human Rights
222 S. College, Rm. 101A
Springfield, IL 62700
(217) 785-5100

Adopted by Board of Trustees of Normal Public Library on June 27, 2018; replaces policy adopted on December 20, 2017.

Acknowledgement of Harassment Free Workplace Policy

Directions: Please read this acknowledgement carefully. Legibly print your name in the space provided and sign and date this acknowledgement. Please turn it in to your supervisor when signed.

I, _____ acknowledge that I have received a copy of the Normal Public Library Harassment Free Workplace Policy. I further acknowledge that I will read and comply with this directive to ensure that all Library employees, job applicants and persons served by the Library are treated in an equitable manner free from sexual harassment.

As an employee of Normal Public Library I understand that I have the right and an obligation to use the Grievance procedure outlined in the Library’s Harassment Free Workplace Policy.

I understand that I may report any incident of sexual harassment as defined under the Library’s policy to my supervisor.

Further, I understand that I may report any incident of sexual harassment to one of the Library officials detailed in this policy if I feel uncomfortable reporting it to my supervisor.

Employee Signature

Date