



**Normal Public Library Board of Trustees
Agenda for Monthly Board Meeting
December 19, 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. PATH and Project Oz Presentation (Discussion)
 - B. Per Capita Grant Application (Action)
 - C. Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)]

9. Unfinished Business (None)

10. Suggested Items for the Next Agenda
11. Next Meeting Date: January 30, 2019
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
November 28, 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, November 28. The meeting convened at 5:00pm, President Jess Ray presiding, and Jd Davis, secretary.

Members Present: Jess Ray, President, Terry Lindberg, Vice President, Jd Davis, Secretary, Joel Studebaker, Shawn Woodson, Treasurer, Katelyn Trunnell, and Pam Lewis.

Library Staff Present: Brian Chase, Library Director, Jeanne Moonan, Technical Services and AV Manager, and Tori Melican, Children's Services Manager.

Others: Derek Beigh, Andrew Huhn

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

Approval of Minutes: Ms. Lewis moved to approve the minutes of the October 24, 2018 meeting. Mr. Studebaker seconded. Motion carried 7-0.

Approval of Expenditures: Mr. Lindberg moved that expenditures of \$58,979.90 and two payrolls totaling \$160,248.62 be paid. Lewis seconded. Motion carried 7-0.

President's Report: Mr. Ray thanked those all those in attendance, especially those not part of the Board, for being there.

Public Comment: None.

Library Director's Report: Mr. Chase reported that there has been a wonderful response to parking. Also, 1,954 new library accounts have been created for local junior high and high schools. Snow removal is going well. The Board will be asked to consider the per capita grant and, possibly, the creation of a special reserve fund tonight. Andrew Huhn, Town of Normal Finance Director, is here tonight to answer questions.

Foundation Report: Ms. Lewis reported that the annual campaign is underway. She asked that each Board member submit names of those who might want to receive a letter to support it monetarily, with a goal of ten names per member.

Giving Tuesday reached its goal with \$10,041.01 in donations. This will be used to purchase a virtual reality / augmented reality kit to be used for programming both at the library and at off-site locations. Half of the kit is funded by the great response from the community, and half from the Google grant.

New Business:

A. Town Financial Update

Andrew Huhn presented an update on Town finances. The Town is in the budgeting process now, working to get it balanced. Last year was difficult, as they were forced to cut positions and programs to make it work. This year it can be balanced with no cuts, but also no additions. Fiscally, the Town is in a good position.

Mr. Lindberg asked about the State policy that, by 2040, 90% of the police/fire pension should be funded. Mr. Huhn stated that the Town's goal is to fund this at 100%.

The Library's property tax levy is flat this year, as there are substantial reserves compared to other entities. The Town feels it is prudent to draw the fund balance down for this year. Therefore, starting a separate fund is appropriate for future facilities projects. Andrew and Brian have worked together to establish targets for operating reserve fund balance, OPEB funding, and to identify potential initial funding for a special reserve fund.

OPEB (Other Post-Employment Benefits) –This line is a liability, but not everyone is going to draw on the benefits at once. Of the budgeted amount, only approximately \$40,000 was used for the library last year. There is no reason to have money 'just in case.' The Library is smaller than the town, with fewer assets to fall back on in the event that the funds were all utilized at once.

The purpose is to add more of an analytical approach to levy; this is money set aside for future growth, giving it a purpose instead of just sitting in the operating fund. Mr. Ray noted the need to show our reason for building up.

Mr. Lindberg stated that drawing down the fund is counterintuitive if we want a new building. It is critical that we have a fund that lets us be prudent fiscal managers.

Ms. Lewis thanked Brian and staff for being good fiscal stewards of the money that is budgeted.

Ms. Trunnel asked a question about funding the OPEB. With the Library paying half of the premium cost and the Town paying the other half now, will there ever be changes in that amount? The answer is that during some years people are added, and sometimes they leave the program. Seven-to-ten being on at a time is a safe number, which is an annual cost safely estimated at approximately \$40,000. Mr. Chase can change and adjust this in the budget every year, as long as the Board does not choose to make it an irrevocable trust dedicated to OPEB funding.

B. Special Reserve Fund Creation

Mr. Chase utilized the assistance of attorney Phil Lenzini to make sure we are appropriately establishing the fund. Mr. Huhn commended the Library and Mr. Chase on their performance and planning in budgetary matters.

This fund is being considered for the purpose of intentionally capturing any remaining revenue at the end of each fiscal year and reserving it for future library facilities projects.

Mr. Studebaker moved to approve the creation of the Special Reserve Fund; Mr. Woodson seconded. The vote passed 7-0, as follows:

Mr. Ray – Aye

Mr. Lindberg – Aye

Mr. Studebaker – Aye

Ms. Davis – Aye

Ms. Trunnell – Aye

Mr. Woodson – Aye

Ms. Lewis - Aye

C. Special Reserve Fund – Funding Goal

Mr. Chase suggested that, since the new library would cost approximately \$40 million, perhaps \$4 million, or 10% of the project cost, would be a good starting goal and easy to explain.

Mr. Studebaker noted that there was no functional reason to go lower, and suggested the Board can go higher. Ms. Lewis asked when would be the first opportunity to reset the course. The answer is that it is a process, and the Board can adopt a new replacement ordinance to “replace and repeal” with new dollar amount. Mr. Studebaker noted that with OPEB, since some of these people are in their 30s it could be quite a while before this drops off of the budget. Mr. Chase stated that there are fourteen staff members currently on it, and that will not increase; it could decrease if they go somewhere else to work. Discussion ensued.

Mr. Chase informed the Board that all that is needed is to pass the ultimate funding goal. The targets and initial funding can be finalized in December.

Mr. Lindberg moved to approve the fund for \$4 million, and Ms. Lewis seconded. The vote passed 7-0 as follows:

Mr. Ray – Aye

Mr. Lindberg – Aye

Mr. Studebaker – Aye

Ms. Davis – Aye

Ms. Trunnell – Aye

Mr. Woodson – Aye

Ms. Lewis - Aye

D. Per capita Grant Requirements – Discussion

Ms. Lewis volunteered to complete an educational program in calendar year 2018 focused on meeting the needs of patrons with challenges or disabilities. Mr. Chase provided content to be considered regarding the topics that must be discussed by trustees. Trustees discussed Chapter 8, “Public Services: Reference and Reader’s Advisory Services,” of “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014” and reviewed the checklist at the end of the chapter.

Trustees discussed Chapters 6-10 of the "Trustee Facts File, 4th edition" with an emphasis on human resources. The Tech Plan and Disaster plan were reviewed four years ago, so that is a priority. Ms. Trunnell, with her Emergency Preparedness background, will be instrumental in assisting with the Disaster Plan.

- E. Trustees discussed the Illinois Veterans' History Project and how the library can best connect with, serve and support veterans and military families. Mr. Stuebaker asked if the Library expects an influx of homeless veterans with the new VA center to be located in our community? Mr. Ray stated that it is possible, but the Town already has many who are underserved. However, the Town may also be seen as more veteran-friendly after it is created. Mr. Chase will add that to the report that the Library will reach out to the Center once created. Executive Discussion

Mr. Stuebaker moved to go into session at 6:35pm, Ms. Trunnell seconded. The Board exited executive session at 6:36.

Unfinished Business: None.

Suggested Items for Next Agenda:

- December – Any success data or testimonials for the parking lot; speaker from PATH and Project Oz as to who they have supported with their mental health efforts, general summary of experience; initial funding of special reserve fund
- January – Review strategic plan; review, meet, discuss Mr. Chase's review
- February - Brian's review

Adjournment: Meeting was adjourned at 6:37 pm. Ms. Davis moved to adjourn, with Mr. Stuebaker seconding. Motion carried 7-0.

The next regularly scheduled meeting will be Wednesday, December 19, 2018 at 5:00pm in the board room of the Normal Public Library.

Signed:

Secretary
Normal Public Library

Date of Approval

Town of Normal Expenditures to be approved for Payments
Between Nov 15, 2018 and Dec 12, 2018

<u>Library Fund</u>	<u>Library</u>	<u>Administration</u>	
<u>Vendor Name</u>		<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE		NOV STMT/MISC SUPPLIES	17.98
BAKER & TAYLOR COMPANIES		ADULT BOOKS	4,255.50
BAKER & TAYLOR COMPANIES		CHILDRENS BOOKS	522.64
BAKER & TAYLOR COMPANIES		YA BOOKS	481.06
BAKER & TAYLOR CONTINUATION		TRAVEL GUIDES	140.05
BARNES & NOBLE INC		ADULT BOOKS	262.24
BRODART COMPANY		JUST A FOLD BOOK COVERS	120.75
BRODART COMPANY		S JUST A FOLD COVER UP	180.34
CENGAGE LEARNING INC		LARGE PRINT DIST 6 PLAN	181.48
CENGAGE LEARNING INC		NOV BASIC 8 PLAN	268.40
CENGAGE LEARNING INC		NOV BIOGRAPHY 2 PLAN	50.23
CENGAGE LEARNING INC		NOV CHRISTIAN FICTION 4PL	71.97
CENGAGE LEARNING INC		NOV CHRISTIAN ROMANCE 2	47.23
CENGAGE LEARNING INC		NOV CORE 8 PLAN	289.39
CENGAGE LEARNING INC		NOV MYSTERY 6 PLAN	170.93
CENGAGE LEARNING INC		NOV MYSTERY SAMPLER 3 PLN	67.47
CENGAGE LEARNING INC		NOV PEER PICKS 2 PLAN	47.98
CENGAGE LEARNING INC		NOV REVIEWERS CHOICE 2 PL	47.23
CENGAGE LEARNING INC		NOV WHEELER HARDCOVER 5	163.44
CENTER POINT LARGE PRINT		LARGE PRINT BOOKS	22.50
CFRA		OUTLOOK PRINT	430.00
CIRBN, LLC		INTERNET SERVICE MONTHLY	76.08
COMMUNICATION REVOLVING FUND		COMMUNICATIONS CHARGES	50.00
CONSTELLATION ENERGY SERVICES INC		ENERGY USAGE	3,001.89
COUNCIL - COMM & ECONOMIC RESEARCH		COLI SUBSCRIPTION RENEWAL	175.00
CRAIG HUMPHREY		REIMB. FOR BUYING CEILING	24.99
DEX MEDIA		ADVERTISING CHARGE	102.45
EMILY KLAY		REIMB. FOR TRAVEL TO CONF	184.25
ENOCH KINDSETH		NILFM QUARTLERLY MEETING	117.94
ENOCH KINDSETH		REIMB. FOR CAMERA ACCESSO	44.22
ENVISION WARE INC		RFID TAGS BLANK LABELS	1,243.00
FINDAWAY WORLD LLC		PLAYAWAYS	1,134.82
FRONTIER		PHONE SERVICE MONTHLY - L	127.92
GEORGE GILDNER CO		ADA RAMP & ENTRANCE	10,230.00
HEARTLAND PARKING INC		SNOW REMOVAL	232.50
HEARTLAND PARKING INC		SNOW REMOVAL.SALTING	277.50
IL OFFICE OF THE STATE FIRE MARSHAL		CONVEYANCE CERTIFICATE	75.00

Town of Normal Expenditures to be approved for Payments
Between Nov 15, 2018 and Dec 12, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
INTERSTATE ALL BATTERY CENTER	BATTERIES	204.00
J.D. POWER	USED CAR GUIDES	125.00
KOLDAIRE EQUIPMENT COMPANY	FOAM CUPS	44.53
KONE INC	ANNUAL INSPECTION	304.00
KROGER-INDY CUSTOMER CHARGES	NOV STMT/MISC SUPPLIES	1,078.92
LAKESHORE LEARNING MATERIALS	BOOKSTAND	812.46
LE PRINT EXPRESS	FALL 2018 ACTIVITY GUIDE	1,673.01
MENARDS	BATTERIES	54.87
MENARDS	CLEAR WHITE WIRE	15.96
MIDWEST TAPE	AUDIOBOOKS	89.98
MIDWEST TAPE	DVD'S	76.47
MIDWEST TAPE	DVDS	893.83
MIDWEST TAPE	MUSIC CDS	136.90
MILLER JANITOR SUPPLY	FOAMING HAND SOAP	487.66
NEOPOST USA INC	METER RENTAL	171.04
NICOR GAS	ENERGY USAGE	396.03
PURITAN SPRINGS WATER	WATER SERVICE/NPL	61.39
RANDOM HOUSE, INC.	CHILDRENS AUDIOBOOKS	421.50
RECORDED BOOKS LLC	CD'S	177.60
SAM LEMAN INC	MAT KIT	99.00
SAMS CLUB	NOV STMT/ MISC SUPPLIES	305.82
TEE JAY CENTRAL INC	EXTERIOR DOOR REPAIRS	49.00
TEE JAY CENTRAL INC	INSTALL NEW OPENER/NPL	1,553.00
ULVERSCROFT LARGE PRINT BOOKS	LARGE PRINT BOOKS	94.44
UNITED STATES POSTAL SERVICE	FOR PO BOX #325-NORMAL PU	214.00
US BANK/P-CARD	3D Printer Filament - Bla	179.76
US BANK/P-CARD	Adult Book - REASONABLE D	19.82
US BANK/P-CARD	Adult Collection - Games	329.31
US BANK/P-CARD	Adult Collection - Roku E	59.76
US BANK/P-CARD	Adult Collections - Guila	2.69
US BANK/P-CARD	Battery for Carpet Sweep	114.95
US BANK/P-CARD	Board Packets Mailed	9.94
US BANK/P-CARD	Cable for Recording/Podca	14.99
US BANK/P-CARD	Canon EOS Rebel DSLR/Lens	691.99
US BANK/P-CARD	Electrical Component for	46.40
US BANK/P-CARD	Food Supplies for Foundat	14.43
US BANK/P-CARD	Game Day - Food for Volun	20.65
US BANK/P-CARD	Garbage Bags	115.47

Town of Normal Expenditures to be approved for Payments
Between Nov 15, 2018 and Dec 12, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Guitar Bags (2)	27.96
US BANK/P-CARD	Holiday Movie - BRAMBLE H	9.99
US BANK/P-CARD	Holiday Movie - CHRISTMAS	24.92
US BANK/P-CARD	Holiday Movie - ENGAGING	9.99
US BANK/P-CARD	Holiday Movie - ONCE UPON	13.92
US BANK/P-CARD	Holiday Music - CHRISTMAS	11.29
US BANK/P-CARD	Holiday Music - INGRID MI	9.99
US BANK/P-CARD	Holiday Music - ITS THE H	8.99
US BANK/P-CARD	Holiday Music - LEGENDARY	11.83
US BANK/P-CARD	Holiday Music - NOW THATS	11.99
US BANK/P-CARD	Holiday Music - THIS CHRI	12.59
US BANK/P-CARD	Holiday Music - WARMER IN	12.99
US BANK/P-CARD	Holiday Music CD - ITS CH	9.89
US BANK/P-CARD	I-Pad keyboard	88.98
US BANK/P-CARD	IL PRAIRIE COMMUNITY FOUN	25.00
US BANK/P-CARD	Ipad Cable	12.99
US BANK/P-CARD	Ipad Cables - Charging Co	16.99
US BANK/P-CARD	Lunch for Train Show Prog	77.97
US BANK/P-CARD	Lunch: Tori & Emily- Tour	30.01
US BANK/P-CARD	Mailed Application for EI	3.95
US BANK/P-CARD	New BOCD - Becoming (3)	92.19
US BANK/P-CARD	New Music Rel. - DROGAS W	14.19
US BANK/P-CARD	New Music Rel. - POST MAL	11.43
US BANK/P-CARD	New Music Rel. - SHAKE TH	9.97
US BANK/P-CARD	New Rel DVD - ONE I WROTE	10.79
US BANK/P-CARD	New Rel. DVD - ANT-MAN &	299.90
US BANK/P-CARD	New Rel. DVD - BOUNDARIES	61.96
US BANK/P-CARD	New Rel. DVD - INCREDIBLE	329.80
US BANK/P-CARD	New Rel. DVD - ONE I WROT	21.58
US BANK/P-CARD	New Rel. Music - BOHEMIAN	11.88
US BANK/P-CARD	New Rel. Music - Own It	12.19
US BANK/P-CARD	New Rel. Music - SHE REME	12.59
US BANK/P-CARD	Online Webinar - Nonprofi	45.00
US BANK/P-CARD	Paper Towels- 2 cases(ca	79.94
US BANK/P-CARD	Patron Req. DVD - Grey Ga	24.02
US BANK/P-CARD	Patron Req. Music CD - LO	11.49
US BANK/P-CARD	Pickles for National Pick	21.15
US BANK/P-CARD	Postage Stamps (1)	50.00

Town of Normal Expenditures to be approved for Payments
Between Nov 15, 2018 and Dec 12, 2018

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>		
US BANK/P-CARD	PROGRAM SUPPLIES	155.01		
US BANK/P-CARD	Refund for Workshop/Melis	-25.00		
US BANK/P-CARD	Repl. CD - MERRY CHRISTMA	7.88		
US BANK/P-CARD	Repl. DVD - Aristocats (2	19.92		
US BANK/P-CARD	Repl. DVD - Brother Bear	6.82		
US BANK/P-CARD	Repl. DVD - Little Red Wa	6.59		
US BANK/P-CARD	Repl. DVD/On Hold - THROW	9.99		
US BANK/P-CARD	Repl. Game - MADDEN NFL 1	20.45		
US BANK/P-CARD	Repl. Game - Minecraft X	21.99		
US BANK/P-CARD	Repl. Game - STAR WARS BA	26.86		
US BANK/P-CARD	Repl. Tv Series - LAW & O	21.25		
US BANK/P-CARD	Salt Spreader	669.00		
US BANK/P-CARD	Sandwiches for Foundation	59.55		
US BANK/P-CARD	Santas suit cleaned.	13.80		
US BANK/P-CARD	Shop Vacuum Filter	14.89		
US BANK/P-CARD	Sunday Pantagraph for the	4.00		
US BANK/P-CARD	Sylvania 4 pack - Lightin	88.17		
US BANK/P-CARD	Toilet Paper- 2 Cases	105.64		
US BANK/P-CARD	Toner for HP Laser Printe	233.99		
US BANK/P-CARD	Trash Bags for recycling	69.28		
US BANK/P-CARD	Ubent LED Light Bulb.	14.97		
US BANK/P-CARD	Vacuum bags/Dry Filter Di	63.32		
US BANK/P-CARD	VR/AR Goggles - Programs	43.95		
US BANK/P-CARD	Wii Game - MARIO KART/SUP	92.23		
US BANK/P-CARD	Workshop - Creating & Mai	145.00		
VERIZON WIRELESS - PA	ACCT.# 880398978-00001	155.77		
VERIZON WIRELESS - PA	ACCT.# 880398978-00002	277.67		
WALMART COMMUNITY BRC	OCT STMT/MISC SUPPLIES	1,995.93		
WATTS COPY SYSTEMS, INC.	IMAGE CHARGES/NPL	398.43		
Library Fund	Library	Administration	- Total	42,365.59

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>	
TYLER TECHNOLOGIES INC	BIOMETRIC READER	2,710.00	
Library Replacement Fund Library	Administration	- Total	2,710.00
Overall - Total			45,076.59

Town of Normal
Statement of Revenues - Library Fund
Budget and Actual
As of November 30, 2018

	Current Budget	YTD Revenues	% of Current Budget	Last Years Actual	% Change From Last Year
LIBRARY FUND 221					
Property Tax	\$ 3,870,800	\$ 3,894,641	100.62	\$ 3,904,167	(0.24)
State Replacement Taxes	97,900	81,221	82.96	89,576	(9.33)
State Library Aid	65,621	65,621	100.00	-	100.00
Fees	35,662	27,778	77.89	23,543	17.99
Fines	18,000	10,545	58.58	14,005	(24.70)
Investment Income	45,790	30,492	66.59	24,191	26.05
Contributions & Donations	720	720	100.00	5,235	(86.25)
Miscellaneous Revenue	1,156	1,157	100.05	52	2,124.19
Transfers	-	-	100.00	-	-
Sale of Assets	6,000	-	-	4,804	(100.00)
Library Fund Total	4,141,649	4,112,174	99.29	4,065,573	1.15
LIBRARY REPLACEMENT FUND 222					
Investment Income	16,890	11,231	66.49	8,470	32.60
Miscellaneous Revenue	-	-	100.00	-	-
Transfers	263,394	136,000	51.63	139,793	(2.71)
Library Replacement Fund Total	280,284	147,231	52.53	148,263	(0.70)
Total For All Funds	\$ 4,421,933	\$ 4,259,405	96.32	\$ 4,213,836	1.08

Town of Normal
Statement of Expenditures - Library Fund
Budget and Actual
As of November 30, 2018

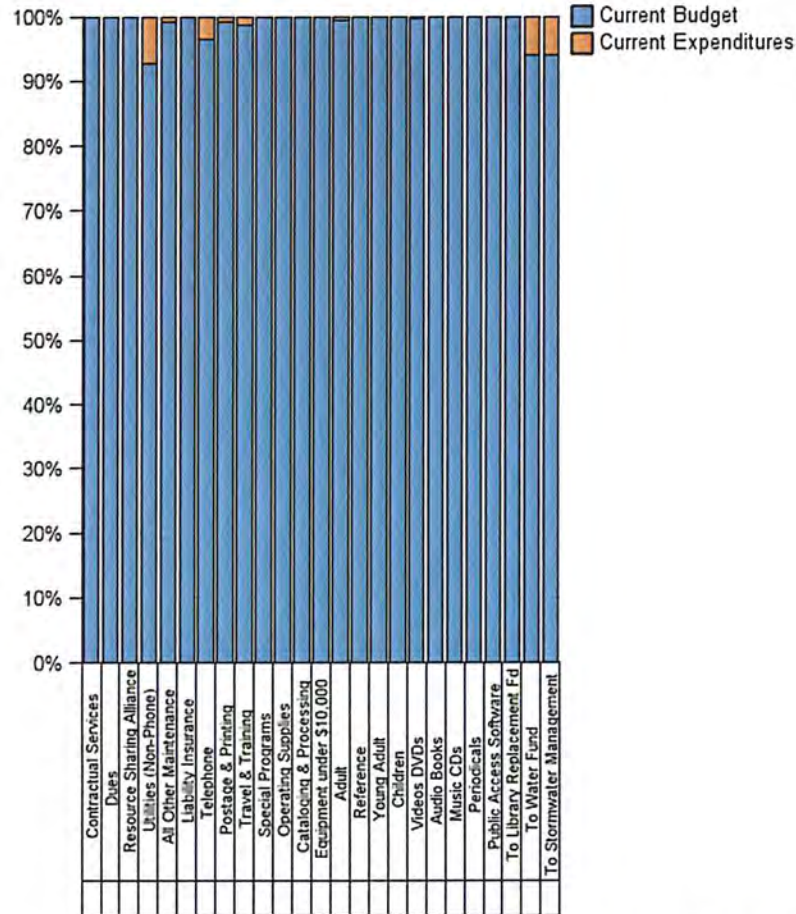
	Current Budget	YTD Expenses	Encumbered	Balance	Last Years Actual	% Remaining
LIBRARY FUND 221						
Administration	\$ 4,040,750	\$ 2,353,881	\$ 158,492	\$ 1,528,377	\$ 2,151,316	37.82
Library Fund Total	4,040,750	2,353,881	158,492	1,528,377	2,151,316	37.82
LIBRARY REPLACEMENT FUND 222						
Administration	190,213	7,200	4,023	178,990	201,946	94.10
Library Replacement Fund Total	190,213	7,200	4,023	178,990	201,946	94.10
Total For All Funds	\$ 4,230,963	\$ 2,361,081	\$ 162,515	\$ 1,707,367	\$ 2,353,262	40.35

Town of Normal
Statement of Cash and Investment Balances
Library Funds
As of November 30, 2018

	As of	As of	
	November 30, 2018	March 31, 2018	Net Change
221 Library Fund	\$ 4,730,703.14	\$ 3,221,657.76	\$ 1,509,045.38
222 Library Replacement Fund	\$ 1,838,322.11	\$ 1,545,205.07	\$ 293,117.04
Totals	<u>\$ 6,569,025.25</u>	<u>\$ 4,766,862.83</u>	<u>\$ 1,802,162.42</u>

Budget to Actual Expenditures

Library - Administration (Library Fund)

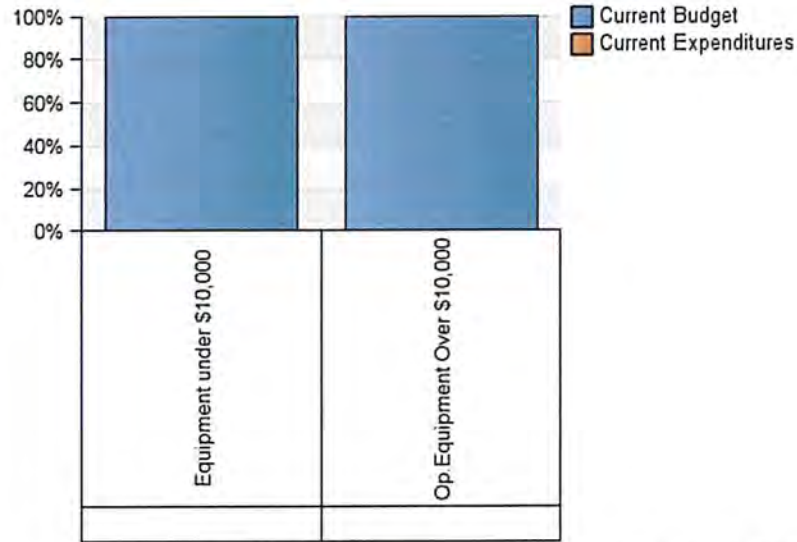


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$0.00	\$78,885.23	\$10,008.44	\$107,104.00	\$18,210.33	\$107,023.00	17%	\$10,008.44
			221-9010-455.20-20	Dues	\$0.00	\$3,263.00	\$0.00	\$5,150.00	\$1,887.00	\$5,150.00	37%	\$0.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$60,744.00	\$0.00	\$60,744.00	\$0.00	\$60,572.00	0%	\$0.00
			221-9010-455.25-10	Utilities (Non-Phone)	\$3,865.97	\$24,573.09	\$0.00	\$49,390.00	\$20,950.94	\$53,040.00	42%	\$3,865.97

221-9010-455.25-60	All Other Maintenance	\$594.21	\$15,805.80	\$19,472.16	\$65,851.00	\$29,978.83	\$65,851.00	46%	\$20,066.37
221-9010-455.30-10	Liability Insurance	\$0.00	\$30,366.00	\$1,023.00	\$34,248.00	\$2,859.00	\$31,253.00	8%	\$1,023.00
221-9010-455.30-15	Telephone	\$433.44	\$5,561.82	\$294.65	\$11,608.00	\$5,318.09	\$11,744.00	46%	\$728.09
221-9010-455.30-25	Postage & Printing	\$214.00	\$9,428.17	\$6,859.95	\$23,907.00	\$7,404.88	\$18,999.00	31%	\$7,073.95
221-9010-455.30-35	Travel & Training	\$184.25	\$8,158.53	\$0.00	\$13,000.00	\$4,657.22	\$15,431.00	36%	\$184.25
221-9010-455.30-40	Special Programs	\$0.00	\$845.13	\$2,220.82	\$7,633.00	\$4,567.05	\$7,633.00	60%	\$2,220.82
221-9010-455.35-10	Operating Supplies	\$44.22	\$31,129.06	\$9,800.82	\$41,386.00	\$411.90	\$41,386.00	1%	\$9,845.04
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$5,793.22	\$8,412.39	\$17,177.00	\$2,971.39	\$17,349.00	17%	\$8,412.39
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	\$569.75	\$57,934.41	\$23,708.03	\$95,000.00	\$12,787.81	\$105,000.00	13%	\$24,277.78
221-9010-455.36-15	Reference	\$0.00	\$6,906.13	\$2,017.57	\$9,050.00	\$126.30	\$9,000.00	1%	\$2,017.57
221-9010-455.36-20	Young Adult	\$0.00	\$7,243.69	\$4,576.20	\$12,000.00	\$180.11	\$12,000.00	2%	\$4,576.20
221-9010-455.36-25	Children	\$0.00	\$32,610.09	\$33,713.93	\$80,000.00	\$13,675.98	\$83,988.00	17%	\$33,713.93
221-9010-455.37-15	Videos DVDs	\$160.43	\$21,977.16	\$10,022.10	\$40,000.00	\$7,840.31	\$47,460.00	20%	\$10,182.53
221-9010-455.37-20	Audio Books	\$44.99	\$15,249.34	\$22,203.68	\$43,000.00	\$5,501.99	\$53,211.00	13%	\$22,248.67
221-9010-455.37-30	Music CDs	\$0.00	\$2,539.58	\$3,125.01	\$6,000.00	\$335.41	\$10,292.00	6%	\$3,125.01
221-9010-455.38-10	Periodicals	\$0.00	\$4,109.50	\$11,606.50	\$15,552.00	(\$164.00)	\$17,100.00	-1%	\$11,606.50
221-9010-455.38-20	Public Access Software	\$0.00	\$87,166.05	\$1,034.16	\$127,034.00	\$38,833.79	\$126,000.00	31%	\$1,034.16
221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$136,000.00	\$0.00	\$394,113.00	\$258,113.00	\$204,000.00	65%	\$0.00
221-9010-455.95-02	To Water Fund	\$189.87	\$1,696.03	\$0.00	\$2,990.00	\$1,104.10	\$3,700.00	37%	\$189.87
221-9010-455.95-10	To Stormwater Management	\$50.60	\$323.84	\$0.00	\$773.00	\$398.56	\$773.00	52%	\$50.60
Summary		6,351.73	648,308.87	170,099.41	1,263,710.00	438,949.99	1,108,955.00	0.35	176,451.14

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	\$7,200.00	\$0.00	\$146,190.00	\$138,990.00	\$96,700.00	95%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$44,023.00	\$44,023.00	\$321,843.00	100%	\$0.00
			Summary	0.00	7,200.00	4,023.00	190,213.00	178,990.00	418,543.00	0.94	4,023.00	

Director's Report December 19, 2018

1. Monthly Financial Report

Revenue: The November revenues are up 1.15% compared to this time last year.

Expenses: An expenditures report as of December 12 is included in this packet.

2. Circulation

Circulation was down from November 2017 by 283 transactions, a decrease of 0.5%.

YTD circulation is up 11,883 transactions, an increase of 2.5%.

3. Board Email Addresses

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

4. Special Reserve Fund

The initial funding of the Special Reserve Fund can be determined near the conclusion of the current fiscal year.

5. FY2019 Live and Learn Grant Opportunity

We plan to apply for an accessibility grant via the FY2019 Live and Learn Construction Grant Program. The grant application is due January 11, 2019. We are currently working with Product Architecture to complete preliminary work and create design documents required for the application. Included in this packet are design options that enable the addition of accessible restrooms to the main floor.

6. Washer and Dryer Installation

We are exploring the addition of a washer and dryer in the basement to enable staff to regularly launder circulating bags, puppets, table cloths, cleaning cloths, etc.

7. FY2019 Per Capita Grant Application

We seek Board approval of the FY2019 Per Capita Grant application, which is due January 15, 2019.

8. Project Oz and PATH Presentation

Taylor Hartman, Youth and Family Interventionist at Project Oz, will present to the Board regarding her experiences in providing outreach at Normal Public Library. We are still working to have PATH represented.

NOVEMBER 2018
Monthly Statistics

Normal Public Library
Circulation - FY 2018-2019

	FY 2018-2019		FY 2017-2018		FY 2016-2017	
	NOVEMBER	YTD	NOVEMBER	YTD	NOVEMBER	YTD
Juvenile - Fiction	10,152	100,218	10,549	94,916	9,781	91,691
Nonfiction	3,947	35,168	3,723	33,259	3,844	30,397
Paperbacks	12,516	123,986	12,813	123,313	12,993	121,528
Magazines	20	474	28	375	60	579
Juvenile - AV	863	7,435	755	6,487	681	6,331
Juvenile - Other	27	211	20	134	7	113
Juvenile - Total	27,525	267,492	27,888	258,484	27,366	250,639
Teen - Fiction	1,001	11,332	1,012	10,549	1,032	10,452
Paperbacks	144	1,173	112	1,300	117	2,702
Magazines	-	31	-	27	-	13
Teen - Total	1,145	12,536	1,124	11,876	1,149	13,167
Adult - Fiction	4,031	36,993	3,833	35,095	3,741	34,978
Nonfiction	2,738	26,404	3,375	28,901	3,246	30,857
Paperbacks	804	7,347	920	8,059	867	9,170
L.P. paperbacks	197	657	66	587	22	389
Large Print	1,791	15,543	1,486	14,273	1,827	15,636
Magazines	414	3,176	362	3,573	520	3,123
Other	631	5,744	649	5,952	640	6,218
Adult - Total	10,606	95,864	10,691	96,440	10,863	100,371
DVD	3,254	28,692	3,320	31,776	3,847	33,704
CD	908	8,389	1,276	10,968	1,510	14,935
Books on CD	869	7,808	964	8,948	1,161	9,908
MP3	78	713	96	826	67	626
Streaming Video	127	856	67	559	55	646
Downloadable Music	702	6,651	797	6,030	909	7,241
eAudiobooks	1,195	9,657	915	5,883	541	4,230
eBooks	2,077	16,711	1,791	12,351	1,183	11,527
Zinio eMagazines	105	472	43	484	61	531
Playaways	332	3,207	350	3,008	332	3,166
Software/Hardware	74	815	67	750	16	99
Video Games	333	2,921	224	2,518	256	2,961
AV - Total	10,054	86,892	9,910	84,101	9,938	89,574
Subtotal - Circulation	49,330	462,784	49,613	450,901	49,316	453,751
<Add deposits: 1500>	1,500	12,000	1,500	12,000	1,500	12,000
<Add in-library use: 1100>	1,100	8,800	1,100	8,800	1,100	8,800
Total Circ	51,930	483,584	52,213	471,701	51,916	474,551

NOVEMBER 2018

Normal Public Library

Monthly Statistics

		Registration - FY 2018-2019			2019 YTD	2018 YTD	2017 YTD
	Beginning count (YTD)	Registered	Purged	Cards in force YTD			
Adult	30,555	205	11	30,749	30,749	27,583	24,022
Teen	3,042	6	2	3,046	3,046	1,627	1,396
Juvenile	7,530	13	6	7,537	7,537	6,657	4,432
Total	41,127	224	19	41,332	41,332	35,867	29,850

Patron Count		2019 YTD	2018 YTD	2017 YTD
Patron Count: Month	19,794			
Offsite programs (est)	-			
Previous Month YTD	177,042	196,836	194,642	198,353

Interlibrary Loan and System Holds		2019 YTD	2018 YTD	2017 YTD	
	NOVEMBER 2018	Previous Month YTD			
Borrowed/Rec'd	1,098	8,290	9,388	7,924	6,952
Loaned	1,020	8,882	9,902	8,915	8,833
Reciprocal borrowing	17,003	140,363	157,366	162,844	160,000

Public PC Area	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children	308	260	51	3,233
Main Adult	1,428	1,173	49	13,917
Public Laptop	141	184	78	1,416
Quick-Use	78	11	9	772
TOTALS	1,955	1,628	50	19,338

NOVEMBER 2018
Monthly Statistics

Normal Public Library
Collection Development - FY 2018-2019

	Beginning Total	Ending Total	Current Month		YTD	
			Added (+)	Withdrawn (-)	Added (+)	Withdrawn (-)
Juvenile - Fiction	28,694	28,616	97	175	1,724	890
Nonfiction	19,091	19,145	60	6	857	489
Paperbacks	32,721	33,099	458	80	2,947	2,407
Magazines	317	331	14	-	116	23
Juvenile - AV	2,351	2,350	-	1	184	52
Juvenile - Other	84	84	-	-	5	-
Juvenile - YTD Total	83,258	83,625	629	262	5,833	3,861
Teen - Fiction	5,635	5,669	39	5	411	89
Paperbacks	1,024	1,022	-	2	13	18
Magazines	87	94	6	(1)	25	1
YTD Total	6,746	6,785	45	6	449	108
Adult - Fiction	23,209	23,196	117	130	1,271	890
Nonfiction	21,681	21,774	98	5	892	1,393
Paperbacks	7,665	7,707	42	-	403	426
LP paperbacks	723	723	-	-	39	7
Large Print	9,528	9,595	67	-	537	555
Magazines	3,388	3,612	225	1	1,307	430
Other	1,105	1,105	-	-	46	47
YTD Total	67,299	67,712	549	136	4,495	3,748
DVD	16,750	16,913	168	5	1,296	238
CD	10,060	10,077	17	-	153	54
Books on CD	6,348	6,352	6	2	159	78
MP3	968	967	-	1	3	185
Playaways	1,760	1,790	30	-	217	86
Software/Hardware	46	46	-	-	1	1
eContent	8,630	8,756	126	-	3,279	194
Video Games	620	622	3	1	75	25
YTD AV Total	45,182	45,523	350	9	5,183	861
Total Collection	202,485	203,645	1,573	413	15,960	8,578



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Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

The applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) as required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Normal Public Library

2. Library's control number: 30498 Branch number: 00

3. Contact information of person completing this grant application:

Preparer's name: Brian Chase
(First name) (Last name)

Preparer's title: Library Director

Preparer's telephone number: (309) 433-3499

Preparer's email: bchase@normalpl.org

4. **Population Served:** 52,497

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial supporting information. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The Library Director and the Board of Trustees shall review and report on progress in meeting Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The Library Director and the Board of Trustees reviewed Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving our Public 3.0: Standards for Illinois Public Libraries, 2014" on November 28, 2018. Discussion of this content, in addition to a review of the check list at the end of the chapter, resulted in the following goals.

Reference Services: Normal Public Library can improve reference services by increasing staff training in meeting the needs of patrons who have challenges with disabilities, language and literacy; by increasing training for persons with disabilities in the use of adaptive equipment and software; and by annually evaluating reference services for accuracy, timeliness, staff friendliness, and patron ease.

Reader's Advisory Services: Normal Public Library will develop a reader's advisory services policy, encourage all staff to attend at least one relevant reader's advisory training each year, and explore the addition of reader's advisory via instant messaging, texting, and/or virtual reference.

6. **Trustees Fact File:** Review chapters 6-10 of the "Trustee Facts File Third or Fourth Edition," <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf> placing particular emphasis on Chapter 8, "Human Resources."

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

Trustees reviewed chapters 6-10 of "Trustee Facts File, Fourth Edition" and determined the library will:

- Explore additional training on intellectual freedom, including a review of related policies and procedures;
- Annually review the 2017-2020 strategic plan, resulting in an updated implementation plan to best meet goals and objectives;
- Review and update Technology Plan and Disaster Plan;
- Continue annual performance review and goal setting for library director;
- Library staff will review human resource policies and propose updates to trustees;
- Complete an assessment of accessibility and staff areas in the facility;
- Create a special reserve fund to provide initial funding for a new facility;
- Continue to seek funding via grants and from the Normal Public Library Foundation.

7. **Continuing Education:** Library staff and at least one trustee completed an educational program in calendar year 2018 that focused on meeting the needs the patrons with challenges or disabilities. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System, the Illinois Library Association or local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.

List continuing education programs attended and report on the libraries commitment to serving patrons with challenges, disabilities or differences.

Trustee Pam Lewis viewed the RAILS webinar "Library Accessibility: What Libraries Need to Know" on December 12, 2018. The library director and some library staff viewed this same webinar, plus "Accessible to All: Serving Youth and Young Adults with Disabilities"; "Autism 101 for Librarians: What is the Autism Spectrum Disorder and How Can We Help Students and Families at the Library?"; and, "Beyond Assistive Technology: Improving Library Services to People with Disabilities."

Normal Public Library is committed to serving patrons with challenges, disabilities or differences. We are strong in serving the local Autism community, and look forward to doing more. We proactively sought disability etiquette training for all staff, which was facilitated via our local LIFE CIL office. All our programming is inclusive, but we look forward to creating more regularly occurring, targeted programs. We are preparing to add three accessible public restrooms on the main floor. Staff are actively engaged with many local partners to proactively seek input on how we can improve.

8. **Outreach:** Does the library have a program similar to the Illinois Veterans' History Project? Yes No
<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

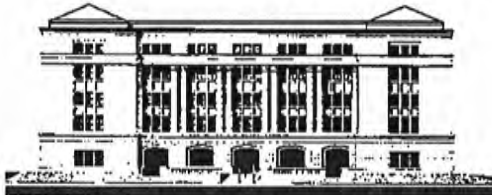
Please describe how the library connects with, serves and supports veterans and military families in your community.

Normal Public Library Board of Trustees President Jess Ray, a veteran, serves as the Registrar and Director of Veterans and Military Services at Illinois State University. Library staff communicate with Jess regarding his thoughts on potential services for veterans, and he keeps staff informed of relevant resources, opportunities and initiatives for the library to consider. Staff are also in contact with the McLean County Veterans Assistance Commission regarding possible services to veterans. Currently one veteran serves on library staff. Promotional materials for the Illinois Veterans' History Project are prominently displayed in the library. Staff are always open to suggestions and requests from the many veterans and military families who regularly use the library. A new outpatient VA clinic will open in Bloomington in late 2019, and library staff will proactively communicate with clinic staff to be sure local veterans are aware of all the services and resources offered by Normal Public Library.

Would your library be interested in partnering with the Illinois State Library Veterans' History Project and like to receive a follow-up call after the Jan. 15, 2019 deadline? Yes please Not at this time

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

Normal Public Library will use FY2019 grant monies to fund participation in the Resource Sharing Alliance regional consortium to enable resource sharing through reciprocal borrowing, system-wide holds and interlibrary loan. Any remaining grant monies will be used to fund participation in the Alliance Digital Media Library (an ebook consortium administered via the Resource Sharing Alliance), to purchase additional downloadable and/or streaming content for our customers, or to purchase circulating items for children.



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Normal Public Library City: Normal
Control Number: 30498 Branch Number: 00
Fiscal Year: 2016 Exact amount of Per Capita Grant received: \$40,467.31

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

Programs (*Summer Reading, Mom & Tot, educational, instructional, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Resource Sharing Alliance: \$40,467.31

Continuing Education (*staff and/or board*)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Normal Public Library City: Normal
Control Number: 30498 Branch Number: 00
Fiscal Year: 2017 Exact amount of Per Capita Grant received: \$40,760.77

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Normal Public Library used the grant monies to fund participation in the Resource Sharing Alliance regional consortium to enable resource sharing through reciprocal borrowing, system-wide holds and interlibrary loan.

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

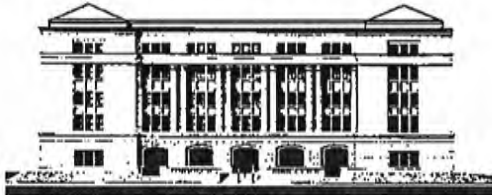
Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)



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Illinois Public Library Per Capita Grant Expenditures Report

Per Capita Grant funds must be obligated by June 30 and expended by August 15.

Library Name: Normal Public Library City: Normal
Control Number: 30498 Branch Number: 00
Fiscal Year: 2018 Exact amount of Per Capita Grant received: \$65,621.25

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

Normal Public Library used the grant funds to purchase circulating items for children, teens and adults.

Programs (*Summer Reading, Mom & Tot, educational, instructional, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

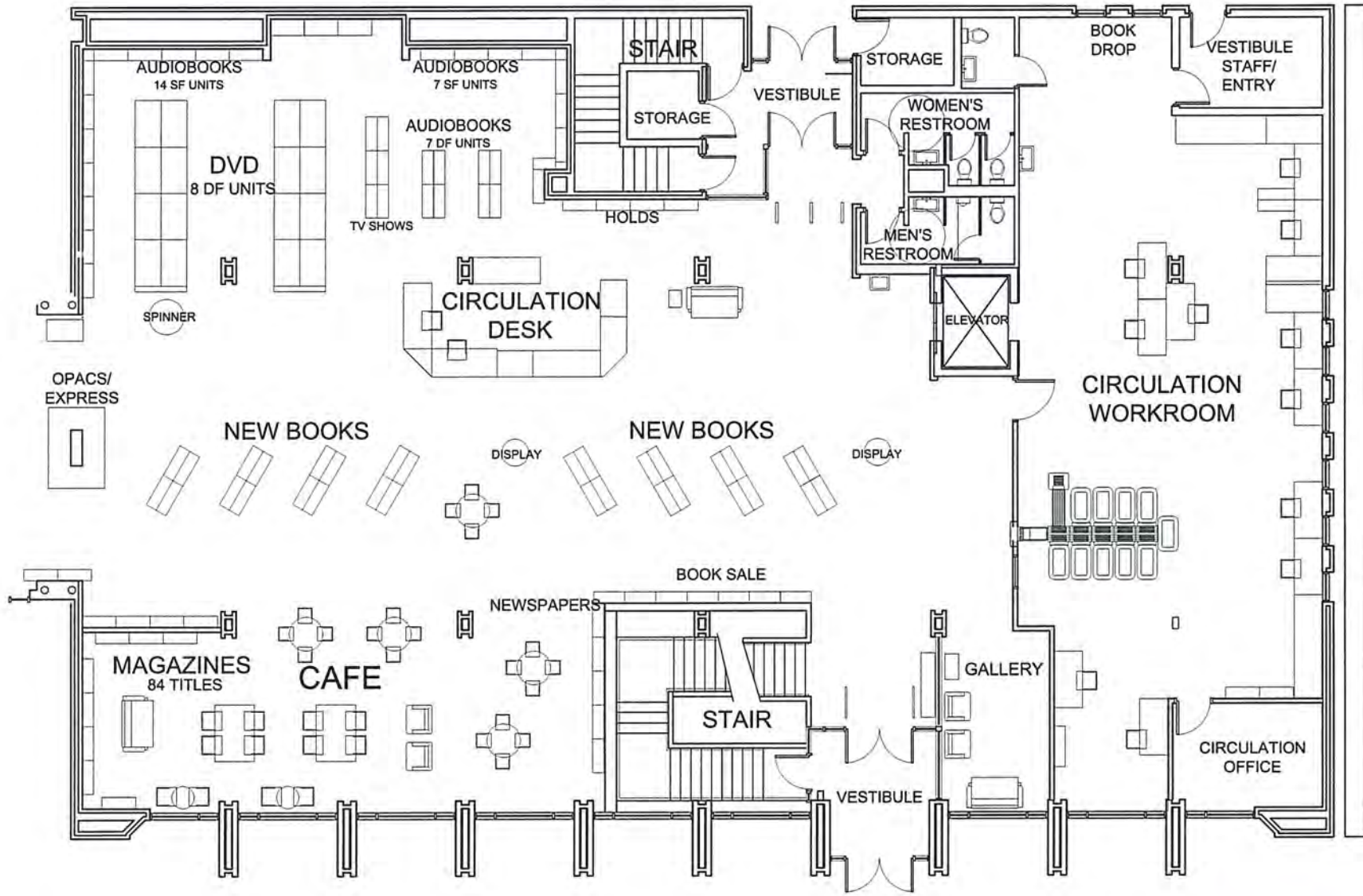
Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

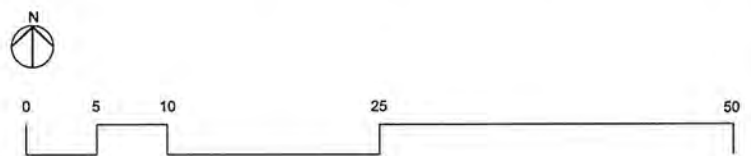
Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

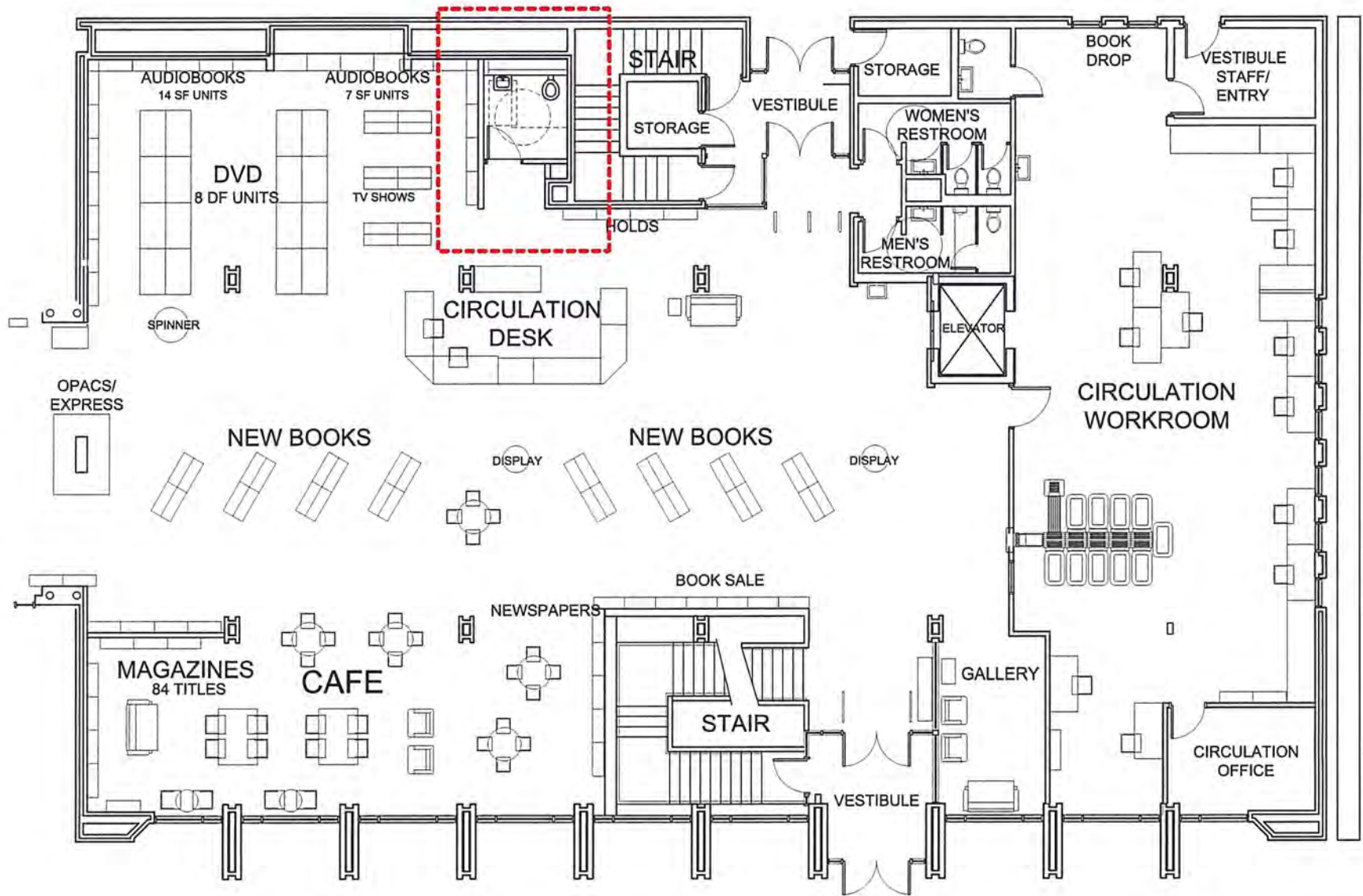
Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

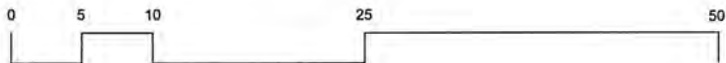


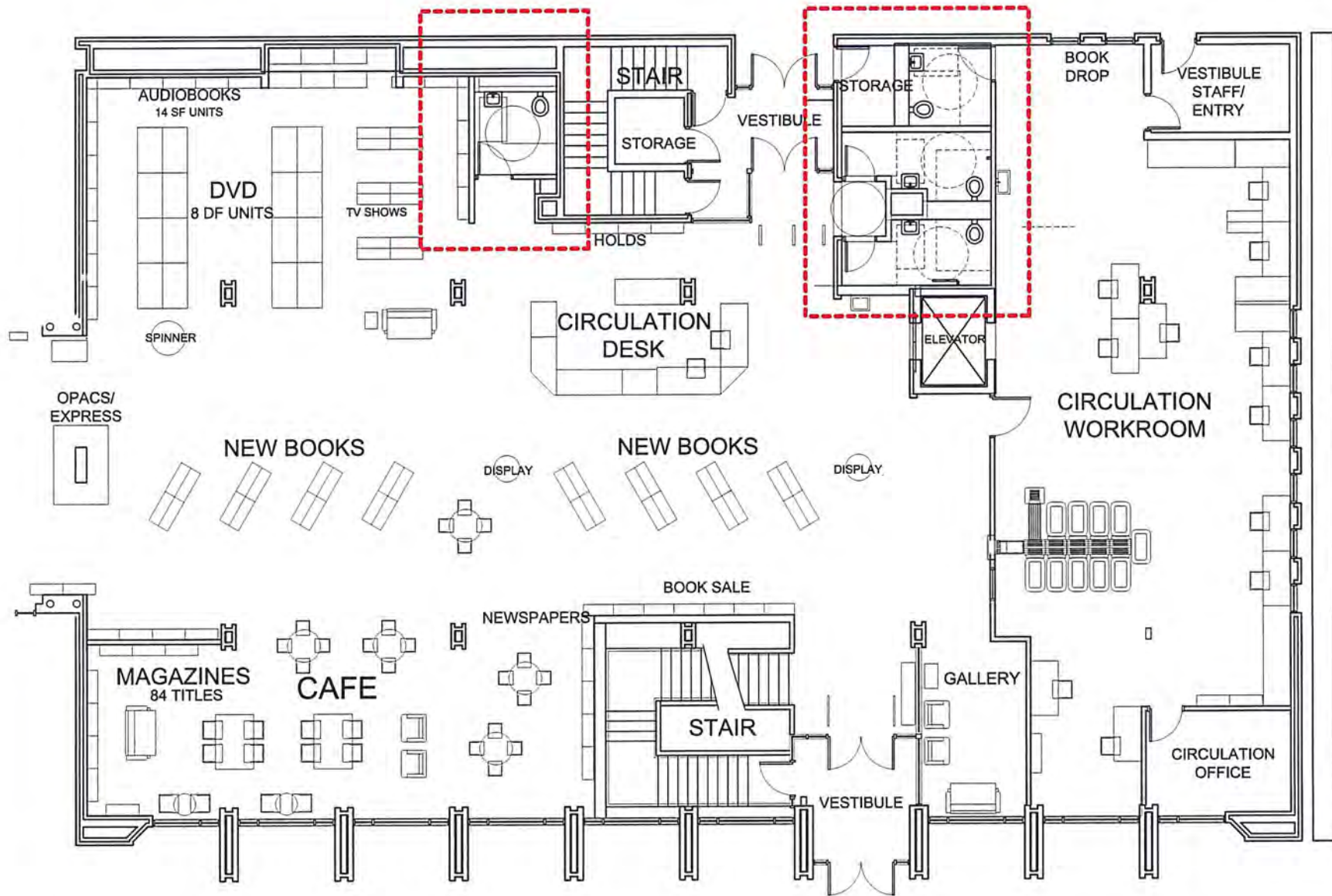
NPL: TOILET ROOM RENOVATION
EXISTING PLAN



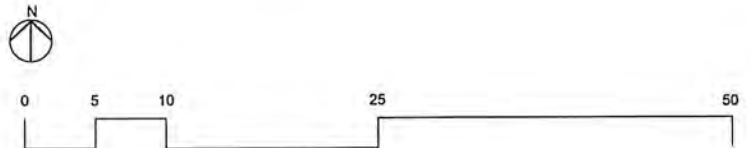


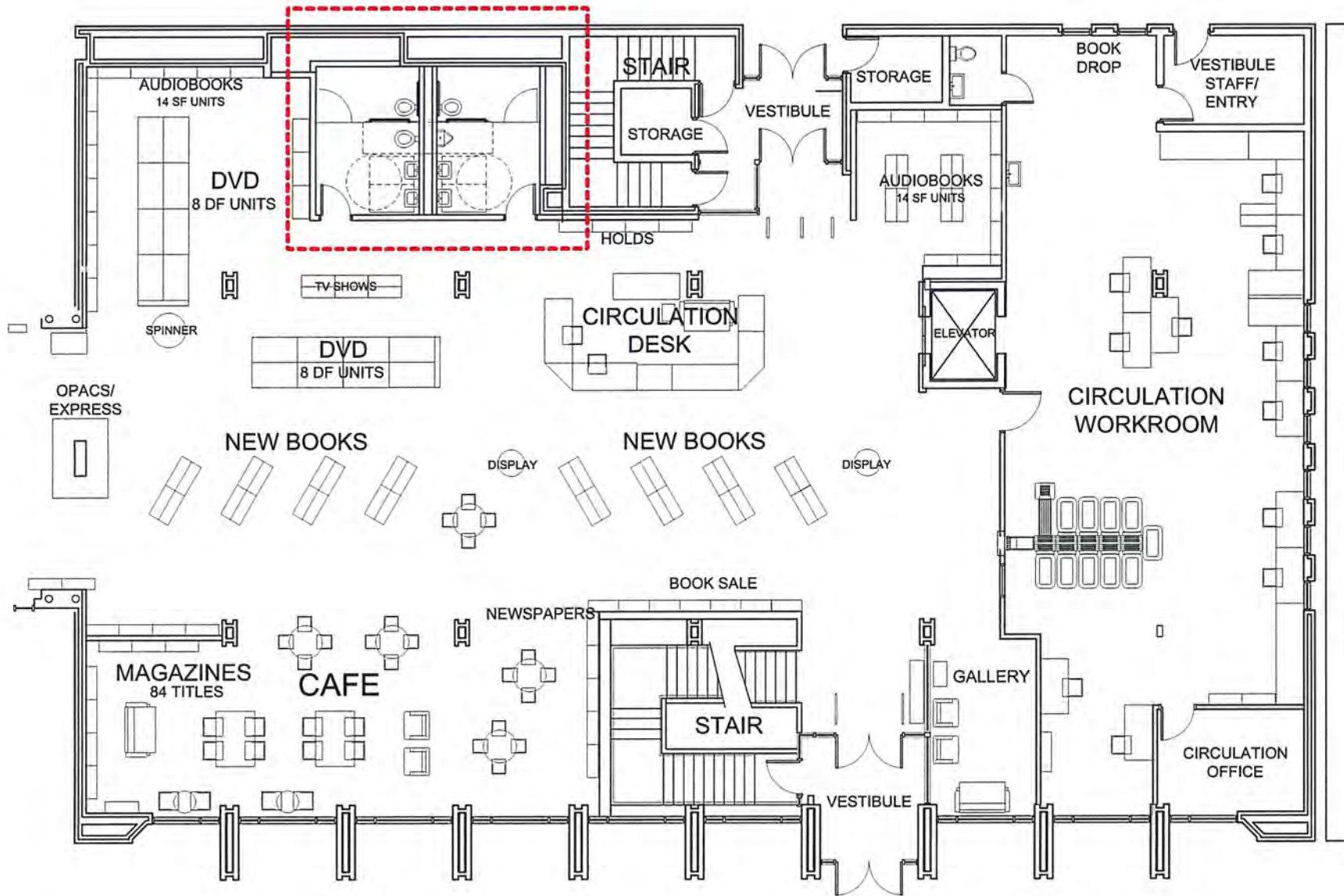
NPL: TOILET ROOM RENOVATION
SCHEME 1



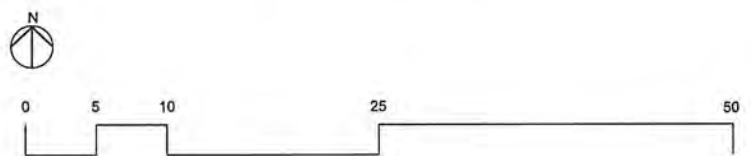


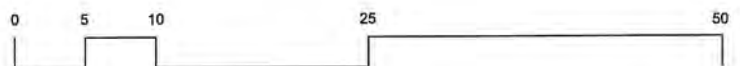
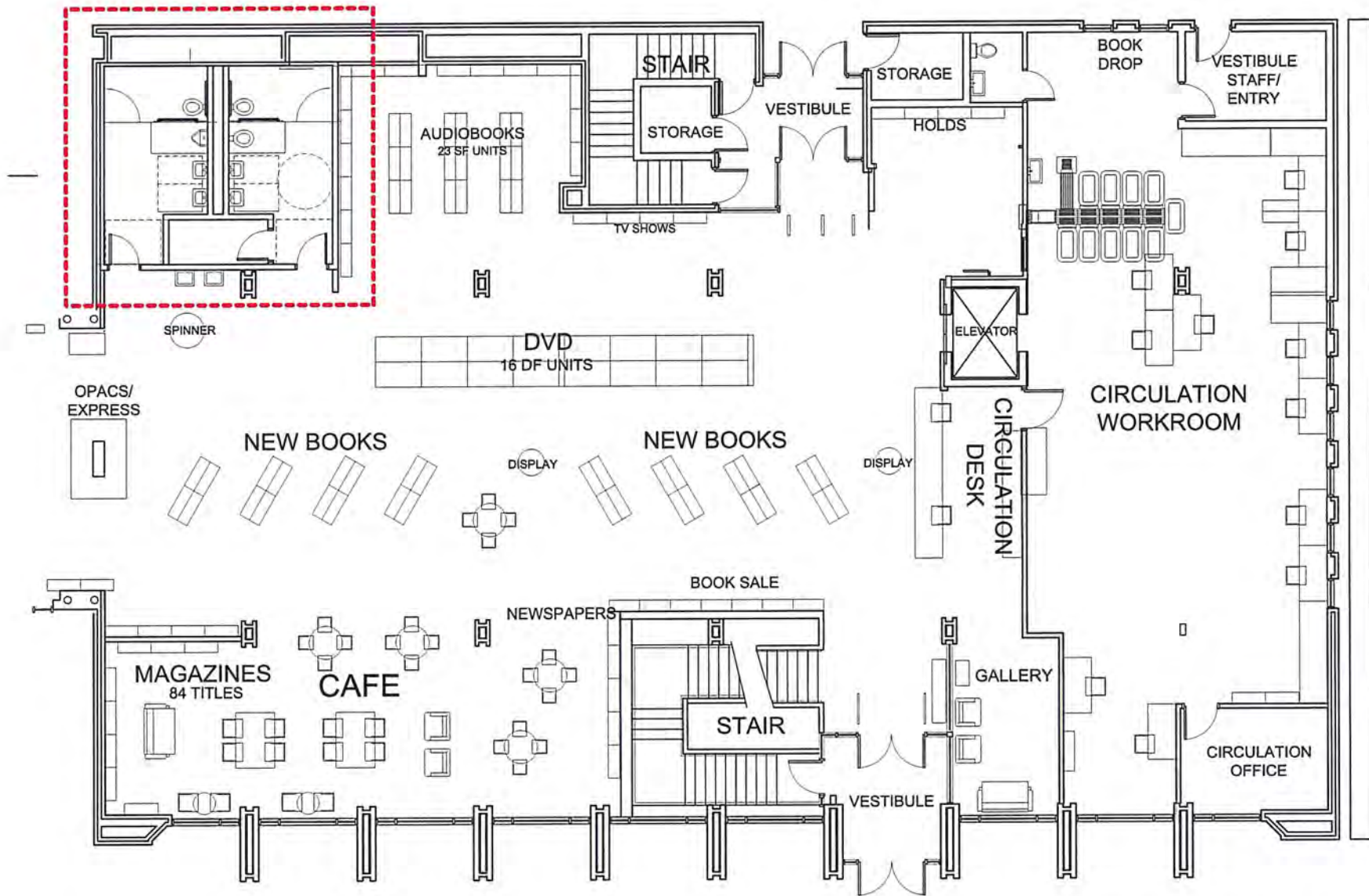
NPL: TOILET ROOM RENOVATION
SCHEME 2





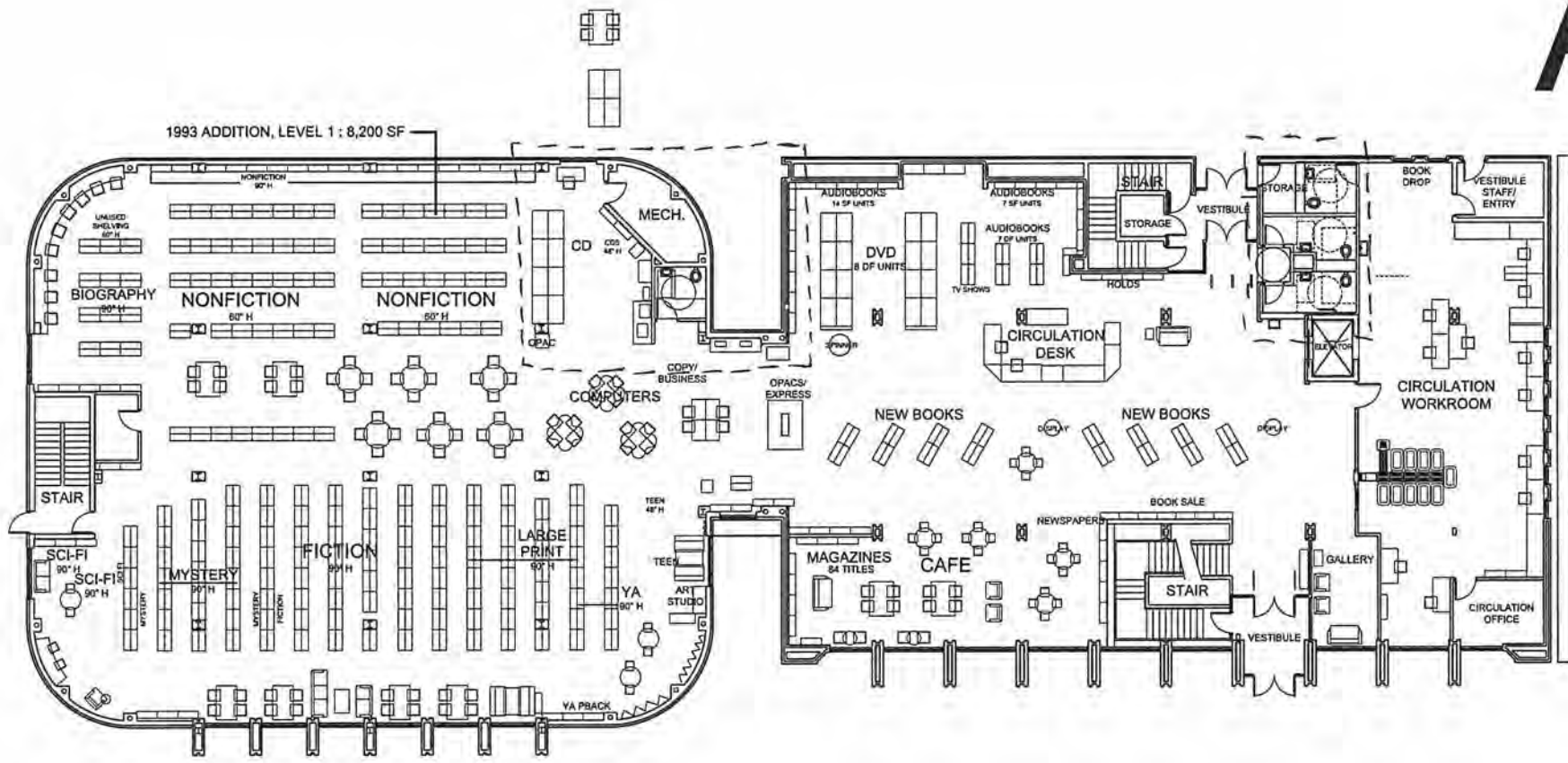
NPL: TOILET ROOM RENOVATION
SCHEME 3





NPL: TOILET ROOM RENOVATION
SCHEME 4

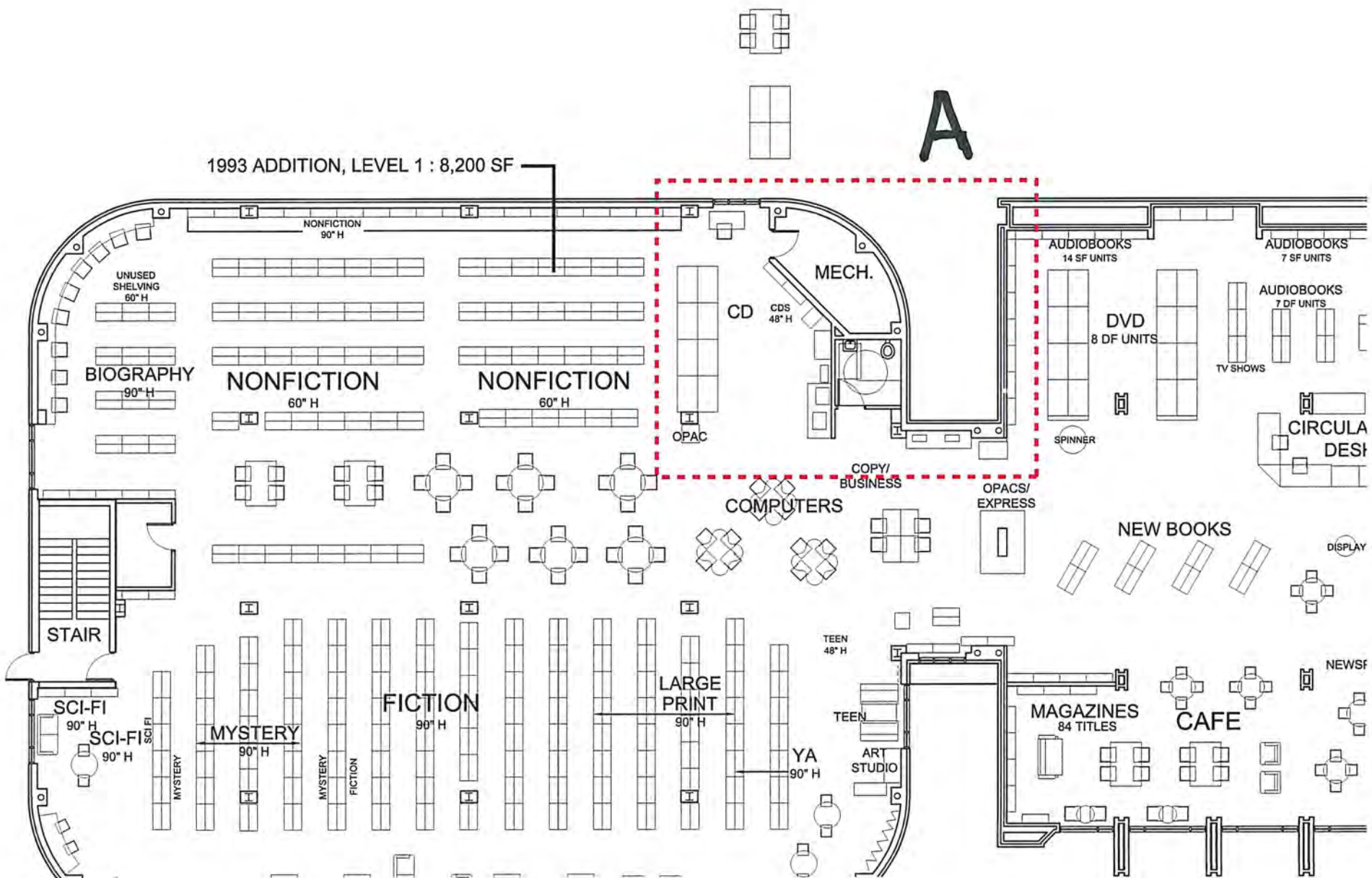
A



NORMAL PUBLIC LIBRARY

LEVEL 1 TOTAL AREA: 16,200 SF

architecture + design
4-5-2018



1993 ADDITION, LEVEL 1 : 8,200 SF

A

NONFICTION
90" H

UNUSED
SHELVING
60" H

BIOGRAPHY
90" H

NONFICTION
60" H

NONFICTION
60" H

MECH.

CD

CDS
48" H

OPAC

AUDIOBOOKS
14 SF UNITS

AUDIOBOOKS
7 SF UNITS

DVD
8 DF UNITS

AUDIOBOOKS
7 DF UNITS

TV SHOWS

CIRCULA
DESK

COPY/
BUSINESS

COMPUTERS

OPACS/
EXPRESS

NEW BOOKS

DISPLAY

STAIR

SCI-FI
90" H

SCI-FI
90" H

MYSTERY

MYSTERY
90" H

FICTION
90" H

MYSTERY

FICTION

LARGE
PRINT
90" H

YA
90" H

TEEN
48" H

TEEN

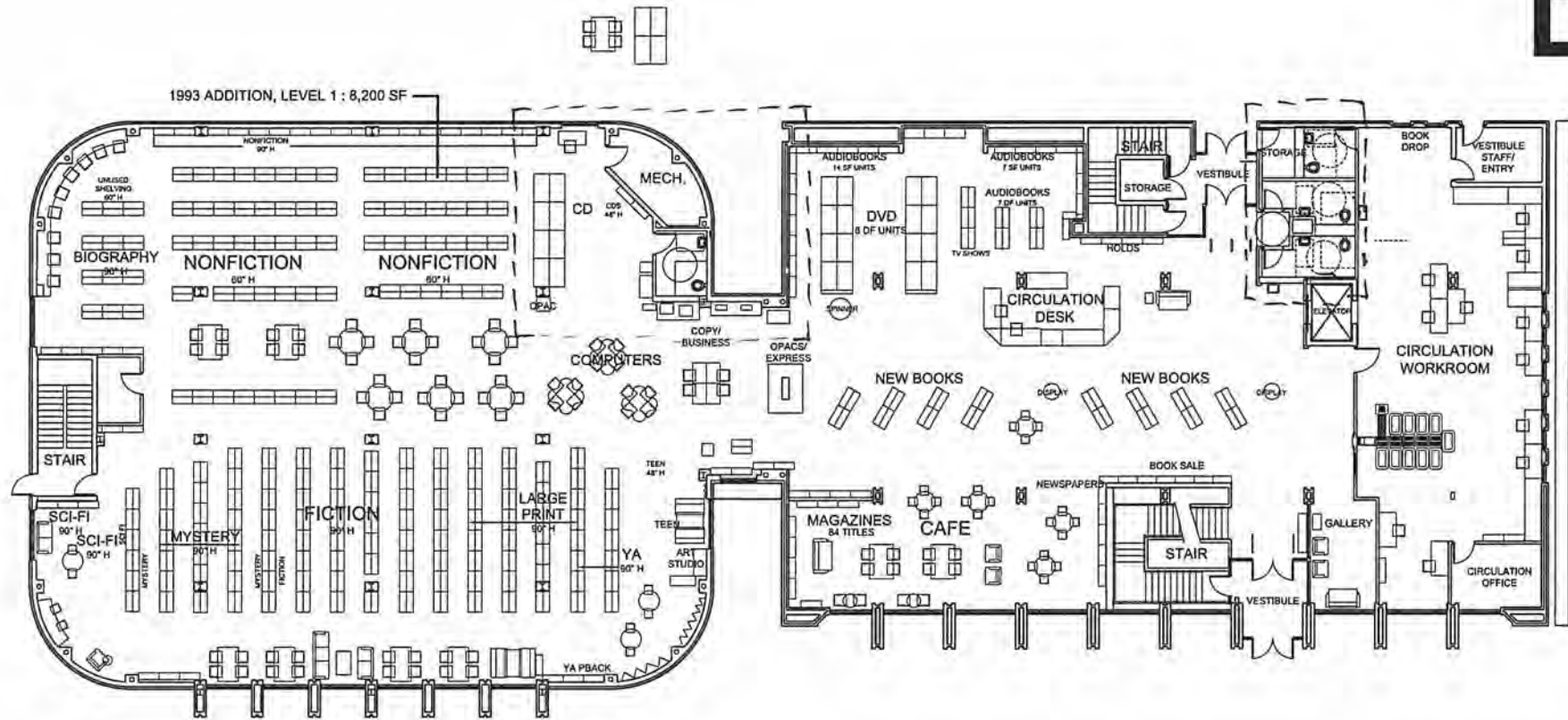
ART
STUDIO

MAGAZINES
84 TITLES

CAFE

NEWSF

B



NORMAL PUBLIC LIBRARY

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architecture + design
4-5-2018

B

1993 ADDITION, LEVEL 1 : 8,200 SF

