



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

**December 15, 2021 at 6:00 p.m.  
Normal Public Library Community Room**

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. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
7. Library Director's Report
  
8. New Business
  - A. FY2022 Illinois Public Library Per Capita Grant Application (Action)
  - B. Materials Selection Policy Review (Action)
  
9. Unfinished Business
  - A. Abatement Update (Discussion)
  - B. Board Planning (Discussion)
  
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: January 19, 2022
13. Adjournment

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

**Minutes of the Board of Trustees  
Normal Public Library  
November 17, 2021**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, November 17, 2021. The meeting convened at 6:01 pm, President Jess Ray, presiding.

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

**Members Absent:** Katelyn Trunnell, Vice President.

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

**Community Members Present:** None

**Review of the Agenda:** No additions or corrections.

**Approval of Minutes:** Ms. Ripley-Gataric moved to approve the minutes of the October 20, 2021 meeting. Ms. Robb seconded.

Motion carried 6-0.

**Approval of Expenditures:** Ms. Lane moved to approve the expenditures totaling \$46,680.82 from October 14, 2021 to November 6, 2021 and three payrolls for the month of October totaling \$217,050.56. Ms. Ripley-Gataric seconded.

Motion carried 6-0.

**President's Report:** Mr. Ray mentioned the developments with the Bloomington Public Library expansion, and also the start of the NPL Foundation Annual Campaign.

**Public Comment:** None

**Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** The Foundation Board gathered to sign over 400 letters for the capital campaign. An email blast will go out for the campaign through the Chamber on November 26. Campaign materials will be available inside the Library.

**Library Advocacy:** Ms. Robb and Mr. Lindberg met with Mayor Koos and Council Member McCarthy and discussed the Library's place in Uptown 2.0. Mr. Chase spoke with Council Member Smith about the Library possibly leasing space.

**Library Planning:** Mr. Chase and Ms. Lane discussed the possibility of focusing on a more inclusive space, with police and Parks and Rec included with the Library.

**Library Director's Report:** Mr. Chase discussed the items in his report.

#### **New Business**

##### **Revised Closed Dates 2021 (Action)**

Ms. Robb moved to amend the 2021 Closed Dates. Ms. Lane seconded.

Motion passed 6-0.

##### **Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (Discussion)**

Mr. Chase summarized the application for calendar year 2021. The Board considered items to note in the 2022 application, including the abatement and public space needs.

##### **Board Planning (Discussion)**

The Board agreed that a planning session was advisable. There are three new members and their input on upcoming Library goals and projects is essential. Abatement and Library planning are two potential topics. Saturday, January 22 was recommended.

##### **Executive Session: Approval of Executive Session Minutes [Section 2(c)(21)] (Action)**

Ms. Davis moved to enter Executive Session to discuss the approval of Executive Session Minutes from September 8, 2021 [Section 2(c)(21)]. Ms. Ripley-Gataric seconded.

The Board entered Executive Session at 6:45 pm.

##### Entry Roll Call:

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ersland – Present

The Board exited Executive Session at 6:49 pm.

##### Exit Roll Call:

Jess Ray – Present

Jd Davis – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Beth Robb – Present

Amy Ersland – Present

Ms. Davis moved to approve Executive Session Minutes [Section 2(c)(21)]. Ms. Ripley-Gataric seconded.

Jess Ray – Aye  
Jd Davis – Aye  
Katelyn Trunnell – Absent  
Erin Ripley-Gataric – Aye  
Lynda Lane – Aye  
Beth Robb – Aye  
Amy Ersland – Aye

Motion passed 6-0.

**Facility Tour (Discussion)**

Mr. Chase gave the Board a tour through the section of the Library that will be affected by the asbestos abatement. He discussed the air quality test that was performed throughout this section, as well as other suggestions made by the architects.

**Unfinished Business**

**Abatement Update (Discussion)**

Combined with the Facility Tour.

**Next meeting agenda**

**Board Comments and Concerns**

**Adjournment**

Mr. Ray adjourned the meeting at 7:30 pm.

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Secretary

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Date

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/07/2021-12/08/2021

### Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	206.00
US BANK/P-CARD	Food for Volunteer for Th	6.19
US BANK/P-CARD	Food for Volunteers for T	45.28
US BANK/P-CARD	For NPL Foundation annual	91.92
US BANK/P-CARD	Printer paper for NPL Fou	43.46
US BANK/P-CARD	Stamps - Foundation Annua	174.00
<b>Library Fund</b>	<b>- Total</b>	<b>566.85</b>

### Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	PERLITE	7.19
AEP ENERGY	ENERGY USAGE	2,951.51
BAKER & TAYLOR COMPANIES	ADULT BOOK	265.20
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,527.10
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,822.79
BAKER & TAYLOR COMPANIES	TEEN/YOUNG ADULT BOOKS	31.71
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	228.14
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS-TEENS	67.30
BAKER & TAYLOR CONTINUATION	ADULT BOOK	184.85
BAKER & TAYLOR CONTINUATION	ADULT BOOKS-CONT.ACCT.	81.59
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS/ALMANAC	118.91
BARNES & NOBLE INC	HOLIDAY MAGAZINES-15	187.85
BLACKSTONE PUBLISHING	ADULT AUDIO BOOKS	619.98
BLACKSTONE PUBLISHING	ADULT BOOK/CD	59.99
BLACKSTONE PUBLISHING	ADULT BOOK/CD-WHIPLASH	64.60
BLACKSTONE PUBLISHING	ADULT BOOKS ON CD	69.89
BLACKSTONE PUBLISHING	AUDIOBOOKS	208.19
BRAINFUSE INC	PUBLIC ACCESS SOFTWARE	3,000.00
BRODART COMPANY	ADULT BOOK	29.34
BRODART COMPANY	SUPPLIES-PROCESSING/TAPE	168.84
CENGAGE LEARNING INC	ADULT BOOKS	24.79
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOK	52.48
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	90.75
CENGAGE LEARNING INC	LARGE PRINT ADULT BOOKS	28.49
CENGAGE LEARNING INC	LARGE PRINT BOOKS	97.46
CENGAGE LEARNING INC	NOV CORE 8 PLAN (6)	152.19
CENGAGE LEARNING INC	NOV.BASIC 8 PLAN-LP	212.92

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/07/2021-12/08/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS	233.46
CENTRAL ILLINOIS WINDOW CLEANING	CONTRACTUAL CLEANING	525.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
COMMUNICATION REVOLVING FUND	MO.COMM SRVS-IP ADDRESS	50.00
DEMCO INC	BOOK SUPPLIES	177.70
ENVISION WARE INC	RFID TAGS-20,000	2,697.00
ENVISION WARE INC	SECURITY GATES-LIBRARY	5,969.04
FINDAWAY WORLD LLC	ADULT PLAYAWAYS	164.97
FINDAWAY WORLD LLC	PLAYAWAYS	303.70
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
ILLINOIS LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL FOR RA	150.00
INGRAM LIBRARY SERVICES	ADULT BOOK	70.04
INGRAM LIBRARY SERVICES	ADULT BOOKS	203.21
INGRAM LIBRARY SERVICES	CHILDREN'S BOOK	21.58
JUNIOR LIBRARY GUILD	CHILDREN'S BOOKS	75.00
KANOPY INC	DIGITAL CONTENT	418.00
KAVANAGH,SCULLY,SUDOW,WHITE	CALL-BRIAN/SPEC.RESERVE	100.00
KONE INC	PROVIDE ACCESS-INSPECTOR	317.00
KONE INC	SRVS FOR ELEVATOR REPAIR	241.62
KROGER-INDY CUSTOMER CHARGES	WATER/SUPPLIES/TRAIN SODA	63.05
LIBRARY IDEAS,LLC	CHILDREN'S BOOKS	767.10
LOLITA GREEN	REIMBURSEMENT/KIDS SIZE M	13.96
LYNGSOE SYSTEMS, INC.	SERVICE MAINT-SORTER	14,450.00
MENARDS	LAUNDRY BASKET/CLNR CADDY	16.96
MENARDS	MAINT & OFFICE SUPPLIES	66.87
MENARDS	MAINTENANCE SUPPLIES	78.92
MENARDS	SUPPLIES	54.65
MENARDS	SUPPLIES-CHILDREN'S PROG.	33.14
MIDWEST TAPE	DIGITAL CONTENT	2,792.27
MIDWEST TAPE	MUSIC CD	52.96
MIDWEST TAPE	MUSIC CD'S	85.94
MILLER JANITOR SUPPLY	BIG FLOOR CLEANER	364.90
MILLER JANITOR SUPPLY	HAND SOAP/TOWEL,LINERS	262.00
MILLER JANITOR SUPPLY	SUPPLIES	49.50
MILLER JANITOR SUPPLY	TOILET PAPER/TOWEL CASE	461.15
NATIONAL PEN COMPANY	GLITTER/SPARKLE PENS-576	322.23
NEWSBANK INC	MAR22-FEB23 SUBSC RENEWAL	3,819.00
NICOR GAS	ENERGY USAGE	626.08

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
NORMAL ROTARY CLUB	3 HOLIDAY POINSETTIAS	45.00
ORKIN EXTERMINATING CO	ANNUAL PEST CONTROL SRVS	840.00
OVERDRIVE, INC	DIGITAL CONTENT	1,212.89
QUADIENT, INC.	QUARTERLY RENTAL FEE	59.99
SAMS CLUB	LIBRARY SUPPLIES	482.26
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	174.18
TODAYS BUSINESS SOLUTIONS TBS INC	COPIER INTERFACE CABLES-2	212.00
TODAYS BUSINESS SOLUTIONS TBS INC	FAX SCAN EZ	300.00
TUMBLEWEED PRESS INC	RENEW-PUBLIC ACCESS SFTWR	375.00
UNIQUE MANAGEMENT SERVICES INC	NOVEMBER PLACEMENTS-9	80.55
UNITED STATES POSTAL SERVICE	FOR P.O. BOX #325-NORMAL	322.00
US BANK/P-CARD	3D printer supplies - Pru	65.62
US BANK/P-CARD	55 Gallon Trash Bags	55.43
US BANK/P-CARD	Adult Books (6)	64.60
US BANK/P-CARD	Adult Books - (3)	33.53
US BANK/P-CARD	Adult Books - Rivers of L	10.90
US BANK/P-CARD	Adult Ornament Program	59.98
US BANK/P-CARD	Adult Program in March-Ro	75.00
US BANK/P-CARD	Adult Program- Take and M	36.96
US BANK/P-CARD	Adult Program...Illuminat	16.45
US BANK/P-CARD	Calendar-Planners for Sta	63.95
US BANK/P-CARD	Craft supplies for Adult	180.69
US BANK/P-CARD	Credit for items Ret. - T	-93.49
US BANK/P-CARD	Developing local catalogi	35.00
US BANK/P-CARD	Distilled water for Disc	10.68
US BANK/P-CARD	Hand Soap-USB Extension C	219.22
US BANK/P-CARD	Instant Cold Packs for Fi	7.93
US BANK/P-CARD	Items for First Aid Kit i	23.62
US BANK/P-CARD	Live Chat for 11.2.21 - 1	10.00
US BANK/P-CARD	Mobile Hotspot(10) -from	150.00
US BANK/P-CARD	Music CD - CINEMA by LUDO	21.20
US BANK/P-CARD	Music CD - DIVENIRE by LU	18.33
US BANK/P-CARD	New DVD Rel. - COME TRUE	15.49
US BANK/P-CARD	New DVD Rel. - COMING HOM	39.78
US BANK/P-CARD	New DVD Rel. - GIFT FROM	25.92
US BANK/P-CARD	New DVD Rel. - JOE BELL	72.40
US BANK/P-CARD	New DVD Rel. - MY SALINGE	79.92
US BANK/P-CARD	New DVD Rel. - NIGHT HOUS	40.97

## Report to Receive and File Town of Normal Expenditures for Payment as of 11/07/2021-12/08/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New DVD Rel. - NINE DAYS	17.99
US BANK/P-CARD	New DVD Rel. - PAW PATROL	35.92
US BANK/P-CARD	New DVD Rel. - PIG (2)	23.98
US BANK/P-CARD	New DVD Rel. - REMINISCEN	71.84
US BANK/P-CARD	New DVD Rel. - RESPECT (4	71.84
US BANK/P-CARD	New DVD Rel. - RIDE THE E	179.46
US BANK/P-CARD	New DVD Rel. - STILLWATER	71.84
US BANK/P-CARD	New DVD Rel. - SURVIVALIS	9.99
US BANK/P-CARD	New DVD Rel. - TIGER- PAR	19.99
US BANK/P-CARD	New DVD Rel. - TINA (1)	15.19
US BANK/P-CARD	New DVD Rel. - ZONE 414	27.98
US BANK/P-CARD	New Holiday Music Rel. -	63.80
US BANK/P-CARD	New Music Rel. - CHANGE T	11.98
US BANK/P-CARD	New Music Rel. - FUTURE P	12.78
US BANK/P-CARD	New MUSIC Rel. - MUSIC OF	11.99
US BANK/P-CARD	New Music Rel. - TATTOO Y	18.59
US BANK/P-CARD	New Music Rel. - VIEW FRO	14.99
US BANK/P-CARD	New TV Series Rel. - CROW	27.99
US BANK/P-CARD	New TV Series Rel. - GOOD	19.99
US BANK/P-CARD	New TV Series Rel. - NEW	34.99
US BANK/P-CARD	Office Supply - Command P	5.99
US BANK/P-CARD	Online Software Storage S	9.99
US BANK/P-CARD	Per Lolita- significantly	99.80
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Postage for mailing appli	4.33
US BANK/P-CARD	Postage for mailing Board	9.36
US BANK/P-CARD	Program for Outreach Even	12.69
US BANK/P-CARD	Program Supplies - Bubble	15.00
US BANK/P-CARD	Program Supplies - Take a	746.23
US BANK/P-CARD	Program- Polar Express-Ta	29.85
US BANK/P-CARD	Programming-Polar Express	15.98
US BANK/P-CARD	Ratcheing straps cargo ti	88.98
US BANK/P-CARD	Replacement Library of Th	14.99
US BANK/P-CARD	Road Scholar Program Fee	75.00
US BANK/P-CARD	Special Collections for A	23.90
US BANK/P-CARD	Supplies - 3D Printing 10	8.99
US BANK/P-CARD	Supplies - Microphone Cab	35.56
US BANK/P-CARD	Supplies for Fall program	32.89



## Report to Receive and File Town of Normal Expenditures for Payment as of 11/07/2021-12/08/2021

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Testing Public FAX machin	3.00
US BANK/P-CARD	Testing Public Printing	0.10
US BANK/P-CARD	Training Class for Sarah-	300.00
US BANK/P-CARD	Wireless keyboard & mouse	79.18
VERIZON WIRELESS	ACCT.#880398978-00001 / 7	331.29
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.47
WALMART COMMUNITY BRC	DVD'S/CHILDREN'S PROG.SUP	585.65
WATTS COPY SYSTEMS, INC.	BRIAN'S OFFICE PRINTER	108.13
WATTS COPY SYSTEMS, INC.	COLOR,B/W IMAGES	368.39
WATTS COPY SYSTEMS, INC.	IMAGE CHRGS 8/21-11/21	37.27
WATTS COPY SYSTEMS, INC.	IMAGE CHRGS-8/21-11/21	16.19
WILCOX ELECTRIC & SERVICE INC	CIRCUIT PROBLEM REPAIRED	467.50
Library Fund	Library Administration - Total	61,529.90

### Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
LIBRARY MARKET	WEBSITE REBUILD	4,000.00
US BANK/P-CARD	10.2 inch iPad 128GB for	429.99
US BANK/P-CARD	10.2 inch iPad 64GB for O	329.99
US BANK/P-CARD	Logitech Slim Folio Keybo	99.99
US BANK/P-CARD	Targus Folio Case for App	39.99
WATTS COPY SYSTEMS, INC.	COPIER 1-W8452 FOR PUBLIC	5,641.50
WATTS COPY SYSTEMS, INC.	COPIER 2-W8453 FOR PUBLIC	5,641.50
WATTS COPY SYSTEMS, INC.	REPLACEMENT FOR COPY ROOM	9,998.50
WATTS COPY SYSTEMS, INC.	REPLACEMENT-BUS.OFFICE	5,668.50
Library Replacement Fund	Library Administration - Total	31,849.96

### Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
MCKEE ENVIRONMENTAL INC	AIR MONITOR-E SIDE BLDG	1,995.00
STUDIO GC INC.	PLANNING	975.00
Library Special Reserve	Library Administration - Total	2,970.00
<b>Overall - Total</b>		<b>96,916.71</b>

**Director's Report  
December 15, 2021**

**1. Monthly Financial Report**

**Revenue:** The November operating revenues were down 0.7% compared to this time last year. **Expenses:** A report showing expenses totaling \$96,916.71 from November 7 to December 8 is included in this packet. Two November payrolls totaled \$144,451.09.

**2. Circulation**

Total circulation for November was 51,935.

**3. Abatement Project**

Abatement of asbestos above the ceiling in the east half of our facility will require replacement of, at a minimum, ceiling tile, grid, and grilles. Staff are planning for off-site operations and seeking programming spaces to ensure continued service to the community throughout this project. We will optimize the outcome of this project in terms of accessibility, shelving, furniture, and design. Engineers are designing a solution that will abandon ductwork in the walls, and instead move it to the ceiling. This additional design work has caused a delay, with bid documents now scheduled to be available in January. We are aware of supply chain issues that could affect the timeline of this project.

**4. FY2022-FY2027 Budget**

The Town Council recently approved the proposed levy. The Council's annual budget review work session is tentatively scheduled for 9:00 am on January 20, 2022 in the Council chambers.

**5. FY2022 Illinois Public Library Per Capita Grant**

We seek your approval of the application for the FY2022 Illinois Public Library Per Capita Grant. The application must be submitted by January 15, 2022.

**6. COVID Update**

We continue to expand offerings of services and programs, with the goal of ensuring the health and safety of both patrons and staff. Programming in the parks, at the Community Activity Center, and in the library have been successful. Additional seating and tables have been added to the main floor.

**7. Board Planning**

I would like further discuss topics to be considered at the Board planning session, tentatively scheduled for 11:30 am on January 22, 2022.

**8. Normal Public Library Foundation Annual Campaign**

The NPL Foundation's annual campaign is underway! Please help us spread the word.

**9. Website Update**

We had the initial meeting regarding the update and enhancement of our website, a project which will take 3-4 months. Please share any thoughts regarding website improvements. Keep in mind that our online catalog is a separate application managed by our consortium and their vendor.

**10. Public Printers and Photocopiers**

New photocopiers, which now also serve as public printers, were recently installed. This upgrade eliminated the need for a separate print-release station, and added the ability to pay for printing or copying via credit card – in addition to cash. Print jobs are now sent directly to the photocopiers, where they can be released via touch screen tablets connected to each unit.

**11. Winter Reading Challenge**

Our winter reading challenge for all ages will begin on January 10. Please stay tuned for details regarding this very fun and simple program, which will include participation prizes and the opportunity to win gift cards to local businesses.

**12. Central Illinois Library Legislative Meet-up**

The Central Illinois Library Legislative Meet-up will be held via Zoom at 8 a.m. on January 28, 2022. This event provides an opportunity for staff and trustees at central Illinois libraries to interact with our legislators and Illinois Library Association representatives.



### Revenue & Expense Report

Account All

Fiscal Year FY2021-22

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April - November

### Expense

#### YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,129,544.00</b>	<b>5,096,755.00</b>	<b>2,098,846.60</b>	<b>183,928.28</b>	<b>2,282,774.88</b>	<b>2,813,980.12</b>	<b>2,189,203.96</b>	<b>55.21%</b>
10-Administration	4,129,544.00	5,096,755.00	2,098,846.60	183,928.28	2,282,774.88	2,813,980.12	2,189,203.96	55.21%
<b>222-Library Replacement Fund</b>	<b>177,000.00</b>	<b>223,650.00</b>	<b>39,655.93</b>	<b>0.00</b>	<b>39,655.93</b>	<b>183,994.07</b>	<b>203,833.39</b>	<b>82.27%</b>
10-Administration	177,000.00	223,650.00	39,655.93	0.00	39,655.93	183,994.07	203,833.39	82.27%
<b>223-Library Special Reserve</b>	<b>1,000.00</b>	<b>972,181.00</b>	<b>67,349.06</b>	<b>15,492.64</b>	<b>82,841.70</b>	<b>889,339.30</b>	<b>108,156.16</b>	<b>91.48%</b>
10-Administration	1,000.00	972,181.00	67,349.06	15,492.64	82,841.70	889,339.30	108,156.16	91.48%
<b>Total</b>	<b>4,307,544.00</b>	<b>6,292,586.00</b>	<b>2,205,851.59</b>	<b>199,420.92</b>	<b>2,405,272.51</b>	<b>3,887,313.49</b>	<b>2,501,193.51</b>	<b>61.78%</b>



### Revenue & Expense Report

Account All

Fiscal Year FY2021-22

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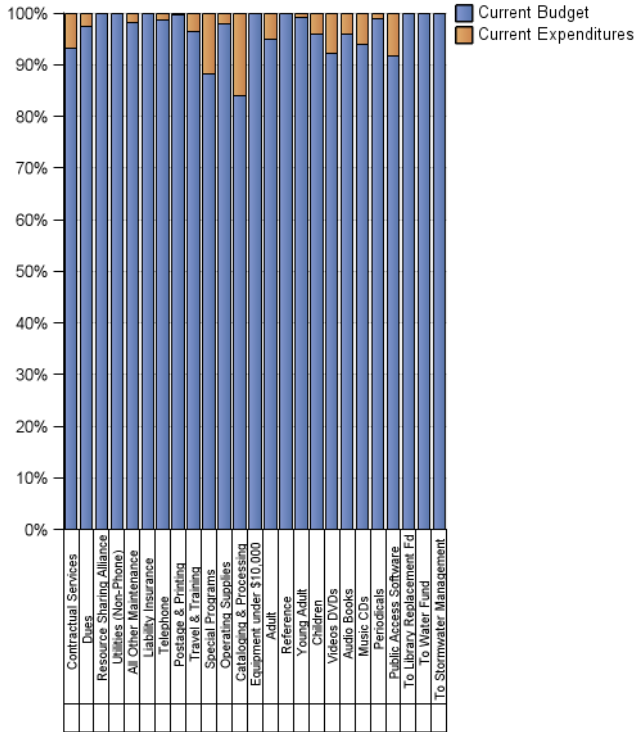
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April - November

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change From Previous Year
<b>221-Library Fund</b>	<b>4,065,523.00</b>	<b>4,116,775.00</b>	<b>3,958,622.09</b>	<b>96.16%</b>	<b>3,987,344.10</b>	<b>-0.72%</b>
31110-Property Tax	3,845,800.00	3,845,800.00	3,707,280.50	96.40%	3,792,843.25	-2.26%
31530-State Replacement Revenue	110,100.00	101,000.00	132,699.37	131.39%	89,995.38	47.45%
33260-State Grants	65,621.00	125,108.00	87,433.08	69.89%	65,621.25	33.24%
34720-Photocopy Fees	2,000.00	3,000.00	4,281.97	142.73%	414.90	932.05%
34750-Replacements Books/AV	5,000.00	3,500.00	3,678.16	105.09%	1,224.72	200.33%
38210-Investment Income	36,602.00	36,602.00	21,476.34	58.68%	30,211.27	-28.91%
38530-Donations	200.00	1,565.00	1,665.00	106.39%	75.00	2120.00%
38910-Miscellaneous	200.00	200.00	107.67	53.83%	6,958.33	-98.45%
<b>222-Library Replacement Fund</b>	<b>92,614.00</b>	<b>58,451.00</b>	<b>44,322.42</b>	<b>75.83%</b>	<b>56,942.45</b>	<b>-22.16%</b>
38210-Investment Income	20,623.00	20,623.00	12,088.53	58.62%	14,769.80	-18.15%
39192-Transfer From	71,991.00	37,828.00	32,233.89	85.21%	42,172.65	-23.57%
<b>223-Library Special Reserve</b>	<b>10,023.00</b>	<b>7,523.00</b>	<b>4,431.77</b>	<b>58.91%</b>	<b>3,983.44</b>	<b>11.25%</b>
38210-Investment Income	7,523.00	7,523.00	4,431.77	58.91%	3,983.44	11.25%
38910-Miscellaneous	2,500.00	0.00	0.00	0.00%	0.00	0.00%
<b>Total</b>	<b>4,166,160.00</b>	<b>4,182,749.00</b>	<b>4,007,376.28</b>	<b>95.81%</b>	<b>4,048,269.99</b>	<b>-1.01%</b>

## Budget to Actual Expenditures

Library - Administration (Library Fund )



Expenditure Fiscal Year

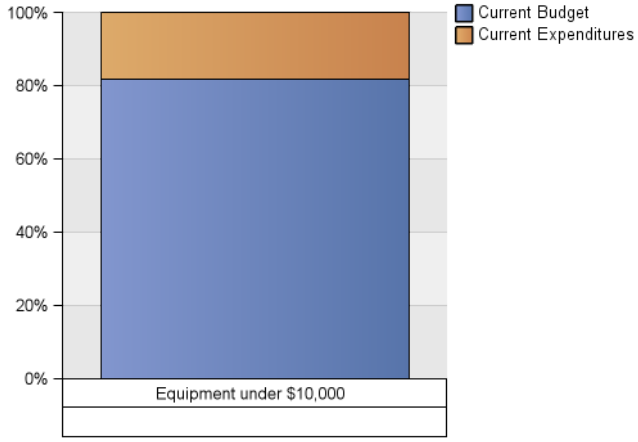
Library Fund	Library	Administration	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
		<a href="#">221-9010-455.20-10</a>	\$9,052.71	\$79,008.26	\$17,867.94	\$125,851.00	\$19,922.09	\$116,946.00	16%	\$26,920.65
		<a href="#">221-9010-455.20-20</a>	\$150.00	\$2,206.00	\$0.00	\$5,628.00	\$3,272.00	\$5,628.00	58%	\$150.00
		<a href="#">221-9010-455.24-10</a>	\$0.00	\$60,705.00	\$0.00	\$60,705.00	\$0.00	\$68,986.00	0%	\$0.00
		<a href="#">221-9010-455.25-10</a>	\$0.00	\$20,077.46	\$0.00	\$40,000.00	\$19,922.54	\$47,900.00	50%	\$0.00
		<a href="#">221-9010-455.25-60</a>	\$1,292.66	\$25,334.93	\$12,954.91	\$70,357.00	\$30,774.50	\$60,000.00	44%	\$14,247.57
		<a href="#">221-9010-455.30-10</a>	\$0.00	\$40,420.00	\$580.00	\$41,000.00	\$0.00	\$41,970.00	0%	\$580.00
		<a href="#">221-9010-455.30-15</a>	\$126.08	\$4,401.87	\$377.92	\$9,000.00	\$4,094.13	\$12,000.00	45%	\$504.00
		<a href="#">221-9010-455.30-25</a>	\$73.68	\$5,052.65	\$8,597.26	\$20,000.00	\$6,276.41	\$25,000.00	31%	\$8,670.94
		<a href="#">221-9010-455.30-35</a>	\$335.00	\$1,917.60	\$0.00	\$9,401.00	\$7,148.40	\$23,158.00	76%	\$335.00
		<a href="#">221-9010-455.30-40</a>	\$1,988.91	\$1,323.02	\$6,593.69	\$15,000.00	\$5,094.38	\$9,000.00	34%	\$8,582.60
		<a href="#">221-9010-455.35-10</a>	\$1,375.88	\$34,955.26	\$13,240.14	\$63,000.00	\$13,428.72	\$45,223.00	21%	\$14,616.02
		<a href="#">221-9010-455.35-15</a>	\$2,865.84	\$5,441.01	\$4,963.75	\$15,000.00	\$1,729.40	\$18,958.00	12%	\$7,829.59
		<a href="#">221-9010-455.35-80</a>	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
		<a href="#">221-9010-455.36-10</a>	\$4,812.25	\$37,463.30	\$29,610.90	\$91,309.00	\$19,422.55	\$103,809.00	21%	\$34,423.15
		<a href="#">221-9010-455.36-15</a>	\$0.00	\$2,600.50	\$787.00	\$6,000.00	\$2,612.50	\$6,000.00	44%	\$787.00
		<a href="#">221-9010-455.36-20</a>	\$99.01	\$7,356.26	\$5,444.73	\$13,113.00	\$213.00	\$13,113.00	2%	\$5,543.74
		<a href="#">221-9010-455.36-25</a>	\$3,774.09	\$45,308.07	\$32,844.36	\$87,418.00	\$5,491.48	\$87,418.00	6%	\$36,618.45
		<a href="#">221-9010-455.37-15</a>	\$1,346.54	\$7,031.32	\$12,075.36	\$16,000.00	(\$4,453.22)	\$43,709.00	-28%	\$13,421.90
		<a href="#">221-9010-455.37-20</a>	\$836.39	\$7,405.89	\$9,716.44	\$20,000.00	\$2,041.28	\$45,000.00	10%	\$10,552.83
		<a href="#">221-9010-455.37-30</a>	\$287.58	\$1,483.80	\$1,466.54	\$4,500.00	\$1,262.08	\$6,556.00	28%	\$1,754.12
		<a href="#">221-9010-455.38-10</a>	\$187.85	\$10,406.65	\$2,654.30	\$16,995.00	\$3,746.20	\$16,995.00	22%	\$2,842.15
		<a href="#">221-9010-455.38-20</a>	\$7,194.00	\$47,973.15	\$2,800.00	\$80,000.00	\$22,032.85	\$145,861.00	28%	\$9,994.00
		<a href="#">221-9010-455.92-22</a>	\$0.00	\$32,233.89	\$0.00	\$37,828.00	\$5,594.11	\$71,991.00	15%	\$0.00
		<a href="#">221-9010-455.95-02</a>	\$0.00	\$1,064.39	\$0.00	\$3,267.00	\$2,202.61	\$3,267.00	67%	\$0.00

		<a href="#">221-9010-455-95-10</a>	To Stormwater Management	\$0.00	\$354.20	\$0.00	\$773.00	\$418.80	\$773.00	54%	\$0.00
		Summary		35,798.47	481,524.48	162,575.24	853,145.00	173,246.81	1,020,261.00	0.20	198,373.71

Dec 8, 2021

### Budget to Actual Expenditures

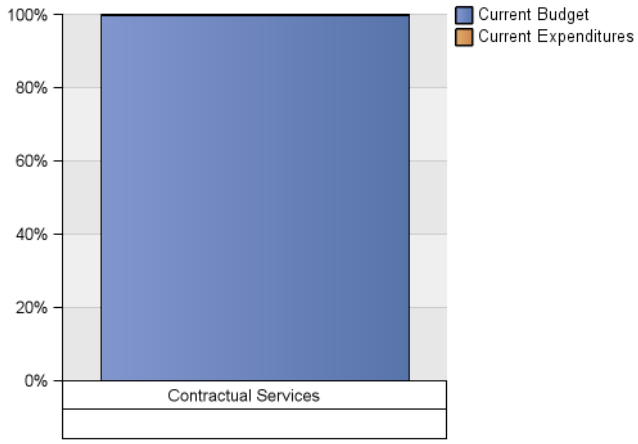
Library - Administration (Library Replacement Fund )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$31,849.96	\$7,805.97	\$0.00	\$142,650.00	\$102,994.07	\$177,000.00	72%	\$31,849.96
<b>Summary</b>					<b>31,849.96</b>	<b>7,805.97</b>	<b>0.00</b>	<b>142,650.00</b>	<b>102,994.07</b>	<b>177,000.00</b>	<b>0.72</b>	<b>31,849.96</b>

### Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$1,995.00	\$51,150.06	\$15,492.64	\$972,181.00	\$903,543.30	\$1,000.00	93%	\$17,487.64
<b>Summary</b>					<b>1,995.00</b>	<b>51,150.06</b>	<b>15,492.64</b>	<b>972,181.00</b>	<b>903,543.30</b>	<b>1,000.00</b>	<b>0.93</b>	<b>17,487.64</b>



# NPL Circulation Statistics



## November 2021

	Year to Date			Month		
	2019-2020	2020-2021	2021-2022	2019	2020	2021
<b>Juvenile</b>						
Books	241,725	94,579	252,301	27,955	21,775	29,532
Videos *		945	1,608	0	200	218
Audios	7,346	2,628	8,302	918	567	1,093
Magazines	358	55	172	21	8	26
Other	240	47	350	8	5	67
<b>Juvenile - Total</b>	<b>249,669</b>	<b>98,254</b>	<b>262,733</b>	<b>28,902</b>	<b>22,555</b>	<b>30,936</b>
<b>Teen</b>						
Books	11,170	6,063	11,421	1,000	1,109	1,023
Audios*		46	50	0	3	12
Magazines	7	0	10	1	0	1
<b>Teen - Total</b>	<b>11,177</b>	<b>6,109</b>	<b>11,481</b>	<b>1,001</b>	<b>1,112</b>	<b>1,036</b>
<b>Adult</b>						
Books	78,324	37,549	83,944	8,747	7,692	9,443
Videos	23,731	10,097	24,802	2,668	2,207	3,720
Audios	18,137	4,561	9,228	2,158	905	1,166
Magazines	2,709	724	1,816	357	191	254
Other	9,314	1,459	6,183	1,000	344	905
<b>Adult - Total</b>	<b>132,215</b>	<b>54,390</b>	<b>125,973</b>	<b>14,930</b>	<b>11,339</b>	<b>15,488</b>
<b>Digital Content</b>						
eAudiobooks**	10,233	12,974	12,788	1,229	1,541	1,532
eBooks**	15,219	24,056	19,316	1,927	2,642	2,479
Magazines	853	3,320	1,254	136	405	233
Music	4,840	1,955	209	691	58	22
Streaming Video	1,211	3,287	2,522	280	315	209
<b>Digital Content - Total**</b>	<b>32,356</b>	<b>45,592</b>	<b>36,089</b>	<b>4,263</b>	<b>4,961</b>	<b>4,475</b>
<b>Total Circulation**</b>	<b>425,417</b>	<b>204,345</b>	<b>436,276</b>	<b>49,096</b>	<b>39,967</b>	<b>51,935</b>

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

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

# NPL Collection Holdings



November 2021

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	84,460	84,036	357	-781	4,199	-3,544
Videos	965	965	0	0	0	-292
Audios	2,374	2,374	3	-3	125	-74
Magazines	280	288	8	0	84	-7
Other	147	145	0	-2	13	5
<b>Juvenile - Total</b>	<b>88,226</b>	<b>87,808</b>	<b>368</b>	<b>-786</b>	<b>4,421</b>	<b>-3,912</b>
<b>Teen</b>						
Books	5,688	5,709	20	1	373	-569
Audios	39	39	0	0	0	-56
Magazines	45	46	1	0	7	1
<b>Teen - Total</b>	<b>5,772</b>	<b>5,794</b>	<b>21</b>	<b>1</b>	<b>380</b>	<b>-624</b>
<b>Adult</b>						
Books	54,044	54,142	337	-239	2,563	-3,682
Videos	15,610	15,672	67	-5	394	-315
Audios	13,700	13,761	62	-1	281	-61
Magazines	2,740	2,805	115	-50	881	-169
Other	2,087	2,091	4	0	79	-23
<b>Adult - Total</b>	<b>88,181</b>	<b>88,471</b>	<b>585</b>	<b>-295</b>	<b>4,198</b>	<b>-4,250</b>
<b>Total Collection</b>	<b>182,179</b>	<b>182,073</b>	<b>974</b>	<b>-1,080</b>	<b>8,999</b>	<b>-8,786</b>

# NPL Digital Content by Month



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

	7.21	8.21	9.21	10.21	11.21	
<b>eRead Illinois</b>						
eAudiobooks	291	274	303	297	268	
eBooks	421	401	331	395	352	
<b>eRead Illinois Total</b>	<b>712</b>	<b>675</b>	<b>634</b>	<b>692</b>	<b>620</b>	
<b>Freanding</b>						
	1	7	9	1	0	
<b>Hoopla</b>						
eAudiobooks	745	737	725	745	727	
eBooks	415	491	504	481	590	
Movies/TV	82	67	81	110	120	
Music	20	28	31	38	22	
<b>Hoopla Total</b>	<b>1,262</b>	<b>1,323</b>	<b>1,341</b>	<b>1,374</b>	<b>1,459</b>	
<b>Kanopy</b>						
Kids Play Credits	2	3	3	3	2	
Series Play Credits	1	0	3	0	1	
<b>Kanopy Total Videos Played</b>	<b>280</b>	<b>210</b>	<b>197</b>	<b>87</b>	<b>77</b>	
<b>OverDrive</b>						
eAudio	386	586	496	537	537	
eBooks	1,589	1,461	1,401	1,483	1,537	
Magazines	122	139	179	208	233	
Great Courses views/licenses	1	1	1	2	3	
IndieFlix views/licenses	2	3	4	1	3	
Stingray Qello views/licenses	0	1	0	0	2	
*Craftsy views/licenses	-	-	-	1	4	
<b>OverDrive Total</b>	<b>2,097</b>	<b>2,186</b>	<b>2,076</b>	<b>2,228</b>	<b>2,307</b>	
<b>Totals</b>						
eAudiobooks	1,422	1,597	1,524	1,579	1,532	
eBooks	2,426	2,360	2,245	2,360	2,479	
Magazines	122	139	179	208	233	
Music	20	28	31	38	22	
Streaming Video	365	282	283	201	209	

\*Craftsy was added to OverDrive in October 2021

# NPL Monthly Statistics



November 2021

## Library Card Registration

Registration - Fiscal Year 2022						
	Beginning	Registered	Purged	Cards in	FY21	FY20
	count			force YTD		
Adult	24,738	153	-35	24,856	34,896	33,618
Teen	3,037	0	0	3,037	3,512	3,278
Juvenile	7,691	10	-1	7,700	9,285	8,438
<b>Total</b>	<b>35,466</b>	<b>163</b>	<b>-36</b>	<b>35,593</b>	<b>47,693</b>	<b>45,334</b>

Patron Count	Current Month	Current YTD	FY21	FY20
Door Count	10,880	87,200		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>87,200</b>	<b>4,169</b>	<b>197,000</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY21	FY20
Borrowed/Rec'd	2,548	22,342	16,418	10,732
Loaned	2,806	23,798	14,543	12,382
Reciprocal borrowing	11,064	93,808	27,575	142,291

## Public PC Area

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	9	4	26	14
Adult	635	443	42	3,583
Public Laptop	25	25	61	733
Quick-Use	-	-	-	-
<b>Totals</b>	<b>669</b>	<b>473</b>	<b>42</b>	<b>4,330</b>

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

# normalpl.org Site Statistics



## November 2021

	Annual Totals Year to Date			November		
	FY 2020	FY 2021	FY 2022	2019	2020	2021
<b>Site Views over time</b>						
Pageviews	276,065	182,747	212,187	32,728	22,479	26,313
Unique Pageviews	216,612	148,923	170,123	25,097	18,478	21,364
<b>Sessions</b>	133,437	98,656	113,253	15,383	13,122	14,695

### Top Viewed Pages

#### FY 2022

/	105,054
/events/month	5,694
/databases	3,952
/reading-challenges	3,579
/events/upcoming?status=1	3,473
/services/my-account	3,276
/books-more/ebooks-eaudiobooks	3,271
/about-us/get-involved	3,131
/events/upcoming	2,252
/books-more	2,062

### Usage by Device

#### FY 2022

Desktop	57.3%
Mobile	40.2%
Tablet	2.5%

### Top Viewed Pages

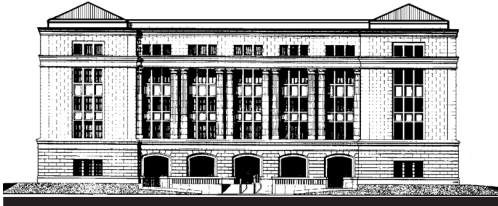
#### November 2021

/	12,563
/events/month	823
/events/month/2021-12	586
/databases	515
/services/my-account	405
/events/upcoming?status=1	402
/diy-glitter-candles	329
/books-more/ebooks-eaudiobooks	322
/events/upcoming	302
/felt-succulents-take-and-make	249

### Usage by Device

#### Nov 2021

Desktop	58.6%
Mobile	39.2%
Tablet	2.2%



**JESSE WHITE • Secretary of State & State Librarian**  
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**Illinois State Library**

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

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

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 the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and 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 directly related to this grant.

**Legal Name of Library:** Normal Public Library

**Library's Control Number:** 30498      **Branch Number:** 00      **Today's Date:** 12/10/2021

**Contact information of the person completing this grant application:**

**Preparer's Name:** Brian      Chase  
*(First Name)*      *(Last Name)*

**Preparer's Title:** Library Director

**Preparer's Phone Number:** (309) 433-3499

**Preparer's Email Address:** bchase@normalpl.org

**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 statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the 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 submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** 52,736

### **Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

### **Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

The Normal Public Library (NPL) Board of Trustees and the Library Director reviewed "Serving Our Public 4.0: Standards for Illinois Public Libraries" in its entirety. NPL could improve service to the community by offering a larger facility, more space for growing physical collections, additional programming space, study rooms, collaborative spaces and staff spaces to meet our changing needs. We developed a 2021-2024 strategic plan, and soon we will update our technology plan. Communication with the community continues to increase, as does promotion of resource sharing opportunities. Having completed our most recent building program in 2016, we are conducting a study to define space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for and schedule necessary facility improvements and maintenance. We continue to advocate for funding for a new facility.

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

We will develop a communications plan to continue to improve and ensure our sustained engagement with the community. Initial work on identifying collaborative communications and marketing opportunities with the Town of Normal was completed. All policies will be reviewed by the board on a regular basis, no less frequently than every two years. A succession plan will be developed to help fill anticipated needs for library leadership and other key personnel. Trustees and the Library Director continue working with Town Council and the City Manager in a joint effort to identify an appropriate long-term solution to address a space deficit. Advocacy efforts on behalf of NPL have grown and resulted in positive momentum.

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Continued efforts to improve our overall human resources functions have resulted in improved onboarding of new staff. Work continues on improved job descriptions and orientation for staff, as well as additional improvements in recruitment, wellness, safety, professional development and risk management. Strategic planning revealed a need for a professional staff member to manage and improve our human resources operations. Staff and trustees continue to be encouraged to attend local, state, regional and national conferences and trainings, and to stay informed via library literature and other relevant sources. An internal monthly newsletter to staff was implemented in January 2021, and includes training reminders, introductions to new staff, opportunities for input, and more.



## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Currently we are unable to provide adequate facility space to meet the growing needs of our community. Having completed our most recent building program in 2016, we are completing a study to define space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for and schedule necessary facility improvements and maintenance. We continue to advocate for funding for a new facility. Parking is a challenge for us, though we partially overcame this challenge with a lease of 57 additional spaces in a lot adjacent to our property. With these additional spaces, our parking capacity remains 25 spaces below local code. Exterior identifying signage was converted to LED in 2021, and improved internal signage is being explored. We plan to upgrade all light fixtures to flat panel LED following an abatement project, with partial funding via an Ameren grant.

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Our facility is the cleanest it has ever been, thanks to refined cleaning specs and methods, updated equipment and supplies, and a staff of six part-time custodians - at least one of whom is present anytime the building is occupied. Quarterly window cleaning and gutter cleaning have been implemented. We need to formally evaluate our building facade, masonry, windows and glazing at least once per year. Our parking lot was resurfaced in 2019, and will likely benefit from restriping in fall 2022. Thanks to a Live and Learn Grant, we recently constructed four accessible restrooms on the main floor. The accessibility and efficiency of these restrooms is greatly improved for patrons and staff. We increased our HVAC MERV filters, and we are exploring UV ionization and bipolar oxidation for duct sterilization. We are working with architects on an abatement project, and how to best come out of that project in terms of improvements.

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

We can improve our disaster planning and emergency preparations by increasing the frequency of our staff training, adding signage to our designated tornado shelter, creating a floor plan showing locations of emergency-related items and by creating a building safety checklist. Our disaster plan includes prioritization and salvage procedures, but it needs to be reviewed more frequently (quarterly). We are ready to implement an improved security camera system, but delayed due to the need for abatement in our ceiling.

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Our budget for physical and digital collections is approximately 12% of our operating budget, and we expect increased expenses for digital due to pay-per-use pricing models. System-wide holds via the Resource Sharing Alliance are widely used, but we can improve our promotion of Find More Illinois and other resource sharing opportunities for our patrons. Collection HQ continues to help us evaluate our physical collection. We continue to navigate vendor transitions and embrace opportunities to provide popular digital content to our community. A Digital Content line was created in the budget, an amazing Collection Development Librarian was hired, and a major workflow improvement (consolidating all selection, processing and cataloging tasks and staff into one department) was completed. Elimination of overdue fines and DVD fees resulted in reduced barriers and greater access for patrons.

## Chapter 8: System Member Responsibilities and Resource Sharing

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

We can improve our promotion of statewide cooperative services such as Find More Illinois and I-Share. Additionally, we can improve our staff training regarding resource sharing beyond system-wide holds. Our message to the community will emphasize that our access to materials goes well beyond the RSA, and we are here to help patrons get the materials they desire. The Library Director currently serves on the ILA Public Policy Committee, as a coordinator of the ILA Central Illinois Library Legislative Meet-Up, and on the RAILS Resource Sharing Committee, whose charge is to "investigate and recommend ways to improve and increase resource sharing in Illinois, particularly among member libraries in RAILS, to provide the best library services to Illinois residents and optimize the use of tax dollars."

## Chapter 9: Public Services: Reference and Reader's Advisory Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

We are exploring how to best improve ongoing reference and reader's advisory training for staff to ensure patrons are fully aware of how to best use our electronic resources and digital content. Our Reference Policy will be updated in 2022, and we are currently evaluating our reference service to identify any improvements. We link to voter information, and will curate a web page to include local and state maps, ordinances, codes, minutes of local government meetings and information about local history and events, as most of this information is no longer provided to us in print. We currently offer NoveList as a reader's advisory tool, and are exploring additional opportunities via Beanstack. Our "browser pack" service has been a great opportunity for staff to use their reader's advisory skills to serve our patrons. Additional NextReads content will be added to our website, rather than providing this content only via email.

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

We continue to improve our efforts to ensure patrons are fully informed regarding how to best utilize our online catalog, databases and digital content. Our outreach efforts have steadily grown, and we see additional possibilities for making improvements in this regard, particularly for patrons who are unable to physically get to our facility. Programming throughout COVID has raised our awareness of the importance of programming that may be offered virtually (or hybrid), or presented in packets (picked up via curbside) and completed at home. We have heard positive comments from patrons who enjoy programs being offered online or off-site (at parks or the Community Activity Center), and we want to continue serving them well in the future. We continue to strive to improve our offerings for seniors who are isolated and often unable to access online programming.

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

We have a long history of providing excellent services, collections and programs to youth. Our elimination of library fines and DVD fees greatly reduced financial barriers for youth. We are expanding cross-training of staff to grow the number of staff who have extensive knowledge of all things children's and teen. Though we constantly evaluate services for youth, it would benefit us to step back and identify any improvements we can make, particularly in the display of, and in the ease of using, our collections. Intergenerational programming is successful and in demand. We see an opportunity to reach more youth by continuing to offer programming in packets (picked up via curbside) to be completed at home. Two newly created positions, Public Services Librarian and LTA-Programming and Children's Services, are expanding programming for adults, teens, and children.

## Chapter 12: Technology

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

We recently updated public computers. We plan to update our Internet use policy, install digital displays to replace the projectors in our meeting rooms and update our technology plan. Thanks to a Digital Network Access Grant, we completed an assessment of our Wi-Fi to determine optimal design and implementation for both patrons and staff, including additional access in at least a portion of our parking lot. We are completing an active directory merge with the Town of Normal, to further enhance the security and efficiency of our technology infrastructure. Following a recent study of our website by a Needs Assessment and Usability class at University of Michigan, we will improve our website to make it more intuitive and effective. Printing and copying infrastructure were recently updated. RFID infrastructure will be updated in 2022.

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

We do not have a formal communications plan, but we have taken steps to identify the best use our resource and ensure the greatest impact. Our communications efforts improved a great deal during COVID. We use Constant Contact to regularly inform patrons of pertinent library news and updates. The board does not currently complete a formal walk-through of our facility, but we will implement this as an annual event. We recently added an Advertising line in our budget. Our Community Engagement Manager is taking on increased responsibility in coordinating marketing efforts, in partnership with our Graphic Designer. Any staff member who has a need to promote an event or service can easily and efficiently get the word out via our current workflow. We are working to define how to best receive ongoing input and ideas from patrons.

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

Normal Public Library will use FY2022 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 materials for all ages.



State of Illinois  
Executive Department

## CERTIFICATE

### To All To Whom These Presents Shall Come, Greeting:

WHEREAS, Section 1-7-2 of the "Illinois Municipal Code", provides that the Secretary of State shall certify to each municipality the number of its inhabitants as shown by the latest census taken by authority of the United States; and

WHEREAS, a copy of the 2020 Decennial Census taken April 1, 2020 has been filed in my office; and

WHEREAS, it appears from such certificate that the **Town of Normal**, has **52,736** inhabitants.

NOW THEREFORE, I, JESSE WHITE, Secretary of the State of Illinois, do hereby certify that the number of inhabitants of the

**Town of Normal is 52,736.**

IN TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois. Done at the City of Springfield, **October 14, 2021.**



*Jesse White*

Secretary of State



## OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

October 14, 2021

To All Illinois Incorporated Municipalities:

The official 2020 Decennial Census figures were received September 16, 2021 and a Certificate indicating the number of inhabitants of your municipality is enclosed.

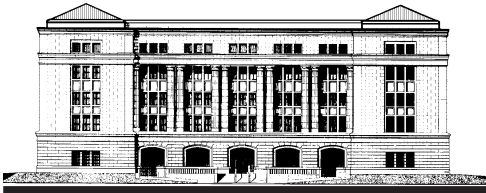
Questions regarding the Census figures should be directed to the United States Department of Commerce, U. S. Census Bureau, Census Redistricting and Voting Rights Data Office, Washington, D.C. 20233. Their telephone number is 301-763-4039.

David Weisbaum, Director  
Illinois Secretary of State  
Index Department

Enclosure







**JESSE WHITE • Secretary of State & State Librarian**  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois Public Library Per Capita Grant Expenditures Report

Library Name: Normal Public Library City: Normal  
Control Number: 30498 Branch Number: 00  
Fiscal Year **2020** 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, DVDs, CDs, etc.*)

FY2020 Illinois Public Library Per Capita Grant funds were used to purchase circulating materials including books, audio books and DVDs for all ages.

**Programs** (summer reading, Mom & Tot, educational, instructional, etc.)

**Personnel**

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

FY2020 Illinois Public Library Per Capita Grant funds were used to pay for 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 re-modeling, 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.) Must be specific.

## **Normal Public Library -- Materials Selection Policy**

### **Purpose**

The purpose of the materials selection policy of the Normal Public Library is to guide the librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of librarians but stating goals and indicating general boundaries will assist them in choosing from a vast array of available materials.

The responsibility of the library is to serve the community, not to promote – and above all not to censor – any particular political, moral, philosophical, or religious conviction or opinion. No one, least of all a public library, has the right to judge what another may or may not read, hear or view.

We recognize that censorship is a purely individual matter and feel that while people are free to reject – for themselves and for those for whom they are legally responsible – materials of which they do not approve, they cannot exercise this right of censorship to restrict for others the freedom to read, hear or view. History shows that many books, which have been most controversial or objectionable to some persons or groups at one time, have eventually come to be recognized among those most, rather than least, deserving of a place in public libraries. If an idea is truly dangerous or evil, the best protection against it is a public which has been exposed to it and has subsequently rejected it. The Board of Trustees of the Normal Public Library, therefore, adopts the [Library Bill of Rights](#), the [Freedom to Read](#), and the [Freedom to View](#) statements as the foundations for its materials selection policy. The library does not label or censor materials.

### **Objectives**

The primary objectives of selection shall be to collect physical and digital materials of contemporary significance and of permanent value. The library also recognizes an obligation to make available materials for enlightenment and recreation, even though such materials may not have an enduring interest or value. The library does not consider it necessary or desirable to acquire all materials on any subject if these items tend to duplicate each other. The library does not attempt to develop a complete research collection. Request for scholarly materials or any materials currently unavailable may be requested via interlibrary loan.

### **Guidelines**

Points considered in selection are literary, education, information, artistic, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; relations to existing collection and other materials on the subject; attention of critics, reviewers and public; number and nature of requests from the public; appropriate physical or digital formats; and available funds and space. Titles are selected on the basis of generally accepted criteria. Contemporary and popular authors are included as well as those who have demonstrated their enduring worth. There is no single set of criteria that can be applied to all items because of the great diversity of materials.

The library acquires, makes available, and encourages the use of physical and digital video and audio formats to serve the general information or recreation needs within a diverse community. Materials selection is guided by a general design to collect both recreational and informational content representing a wide variety of general subjects and genres. Feature films will be acquired to serve differing tastes and interests. An effort will be made to include all popular genres including comedy, mystery, classics, musicals, award winners, and romances as well as other broad-based genres. Nonfiction video content is acquired when the presentation is most appropriate, effective, or unique to that format. The collection does not include material obtained specifically for school or college curriculum use.

Because the library aims to be impartial in materials selection, in the case of controversial issues, variety and balance of opinion are sought whenever available. No particular opinions or special interests are favored. The library does not attempt to obtain textbooks or other curriculum related materials except as such materials serve the general public. Legal and medical works will not be acquired through any channels except as they are useful to the layperson.

In the selection of materials for the collection, particular attention is given to items of a special interest to the community. An effort is made to include those subjects that have a bearing upon the community life. Works by local authors must meet the standards for acquisition required of other collection materials.

Staff members participating in book selection are expected to be familiar not only with the general character of the community, but also with its unique characteristics, interests, and activities.

As an indication of current need, the library relies upon the requests received in the service departments, patrons' suggestions of materials for acquisition, special subject bibliographies, and reading/listening/viewing trends as reported in the library literature. Since the library is concerned with stimulating use and with providing for varied reading interests, various forms of publicity, displays, and physical organization of its materials are constantly employed.

The library's objective in providing printed materials for children is to guide the child toward the enjoyment of reading and the appreciation of reading materials. In the selection of all items for children, the library tries to anticipate and meet the diverse interests, needs, and skills of children of all ages, from the beginner to the child ready for adult books. As with the adult collection, appropriate non-print materials will be purchased when they complement the collection. Feature films, learning videos, and a wide variety of other videos will be selected for children ranging from preschool through high school as well as their families.

#### **Materials as gifts**

Materials will be accepted as gifts on the condition that librarians have the authority to make whatever disposition they deem advisable. Gift materials added to the library must meet the standards required of other acquired materials.

The library will not accept special collections of books to be kept together as a separate physical entity. Patrons or organizations who wish to give gifts of any consequence to the library are referred to the director. Gift collections may be accepted only by the director with the understanding that they may or may not be integrated into the general collection, the only form of donor identification being a bookplate.

#### **Book selection aids**

Selection aids used by the library are recommended basic lists, special bibliographies for reference books, particular subjected materials, and book reviewing journals. No one publication is relied upon exclusively; furthermore, the critical opinions of reviewers are checked against each other.

A patron who may object to a specific book or other library materials will be requested to complete the Request for Reconsideration of Library Materials form available from the library website and at the circulation desk. Library staff members will review the request and render a decision. If the decision is contested, a Normal resident may contact the Normal Public Library Board of Trustees. The Board takes all requests for reconsideration seriously; however, they are not obligated to handle the full reconsideration process when submitted by a nonresident. When a Request for Reconsideration of Library Materials form is received, the president of the Board of Trustees will appoint a committee of librarians and library trustees.

Committee members review the Request for Reconsideration and then read the item in question, meet and discuss the material and render a decision as to the disposition of the item in question.

**Responsibility for the selection of library materials**

Ultimate responsibility for materials selection, as for all library activities, rests with the director who operates within the framework of policies determined by the Board of Trustees. The director determines allocation of materials funds among subject areas. No specific rules govern the distribution of those funds although consideration is given to collection strengths and balance in the collection as well as to changing community needs.

Responsibility for materials, regardless of format, used by children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into possession of children.

**De-selection of library materials**

Materials that are obsolete or outmoded or worn are withdrawn on a regular basis from the active collection. Records of the local community, however, are an exception. Materials relating to Normal, Bloomington, and McLean County are either retained in-house or offered to the McLean County Museum of History for their collection.

*Adopted by the Normal Public Library Board of Trustees, June 22, 2005; amended July 27, 2005. Readopted June 20, 2007; amended September 30, 2009; amended December 15, 2021.*

All Requests for Reconsideration are taken seriously by the Normal Public Library. Requests received from patrons who are not Normal Public Library cardholders will be handled by library staff. *Per Normal Public Library board action 7/27/05*

**Request for Reconsideration of Library Material**

Date \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Complainant represents

\_\_\_\_\_ Individual

\_\_\_\_\_ Group or organization: \_\_\_\_\_

1. Did you read/examine the entire item?                      If not, what parts did you examine?

2. Why do you object to this item?

3. Specifically what do you find objectionable in this item?

4. What potential consequences may occur as a result of reading or viewing this material?

5. Is there any age group for whom you would you recommend this item?  
If so, what age group(s)?

6. What value is there in this item?

7. What do you believe is the theme of this item?

8. Have you seen reviews of this item?                      By whom?  
Where?  
What was their position?

9. What would you like Normal Public Library to do about this item?

10. In its place, what item of equal value would you recommend that would convey as  
valuable a picture and perspective of a society or a set of values?

Signature\_\_\_\_\_

*Normal Public Library – 206 W. College Ave. – Normal, IL 61761*

*Amended September 30, 2009*