



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

**February 15, 2023 at 6 p.m.  
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA

(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)

  - A. Approval of the Minutes of the Regular Board Meeting of January 18, 2023
  - B. Approval of Normal Public Library Expenditures for Payment as of February 8, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Abatement Project Update
  - B. 2022 Annual Report
  - C. FOIA Policy Review (Action)
  - D. Library Card Policy Review (Action)
  - E. Director's Goals FY2024
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
  - A. Executive Session: Approval/Six-Month Review of Executive Session Minutes
  - B. Policy Review
11. Board Comments and Concerns
12. Next Meeting Date: March 15, 2023
13. Adjournment

Final vote or action may be taken at the meeting on any agenda item subject matter listed above, unless the agenda line item specifically state otherwise.

The Board of Trustees Normal Public Library may attend Normal Town Council meeting, work sessions and other events, as scheduled.

**Minutes of the Board of Trustees  
Normal Public Library  
January 18, 2023**

**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, January 18, 2023. The meeting convened at 6:00 pm, Vice President Katelyn Trunnell, presiding.

**Members Present:** Katelyn Trunnell, Vice President, Jd Davis, Secretary, Amy Ersland, Erin Ripley-Gataric, Lynda Lane, Terry Lindberg

**Members Absent:** Beth Robb, President

**Library Staff Present:** John Fischer, Library Director, Laura Golaszewski, Jennifer Williams

**Community Members Present:**

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Trunnell thanked the staff and patrons.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** Ms. Ripley-Gataric attended the most recent Foundation meeting. They completed their 2022 audit, and are seeking direction from the Board for moving forward. Ms. Lane asked if they received responses from the letters they sent out recently, and learned that one business replied.

**Library Advocacy:** No report.

**Library Planning:** No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of December 21, 2022**
  - B. **Approval of the Minutes of the Regular Board Meeting of December 28, 2022**
  - C. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$140,113.62 for two payrolls, and \$30,073.57 for expenditures as of January 11, 2023.**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ersland seconded.

Motion passed 6-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**  
No items were removed from the Omnibus Vote Agenda.

8. **NEW BUSINESS**
  - A. **Meeting Space Policy Review (Action)**

Mr. Fischer provided an amended, legally-reviewed policy to the Board, and detailed the differences between this document and the former policy. He specified that this policy does not cover the two-person meeting pods, and that a separate policy would be created for these.

Ms. Ripley-Gataric moved to approve the amended Meeting Space Policy. Mr. Lindberg seconded. Motion passed 6-0.

**B. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition and [5 ILCS 120/2(c)(6)] Land Sale**

Ms. Davis moved to enter Executive Session at 6:26pm. Ms. Ripley-Gataric seconded.

Roll Call to enter Executive Session:

Beth Robb – Absent  
Katelyn Trunnell – Present  
Jd Davis – Present  
Erin Ripley-Gataric – Present  
Lynda Lane – Present  
Amy Ersland – Present  
Terry Lindberg – Present

The Board invited Mr. Fischer to the Executive Session at 6:26pm to discuss Land Acquisition/Land Sale.

Roll Call to Exit Executive Session:

Beth Robb – Absent  
Katelyn Trunnell - Present  
Jd Davis - Present  
Erin Ripley-Gataric - Present  
Lynda Lane – Present  
Amy Ersland – Present  
Terry Lindberg - Present

The Board and Mr. Fischer exited Executive Session and returned to the Regular Meeting at 6:52 pm.

**9. UNFINISHED BUSINESS**

None

**10. Suggested Items for Next Agenda**

Director Annual Performance Review  
2022 Annual Report

**11. Board Comments and Concerns**

**12. Next Meeting Date:** February 15, 2023

**13. Adjournment**

Ms. Robb adjourned the meeting at 6:52 pm.

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Secretary

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Date

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Secretary

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Date



# Report to Receive and File Town of Normal Expenditures for Payment as of 01/11/2023-02/08/2023

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	306.00
US BANK/P-CARD	Gift Card for Adult Read	45.00
US BANK/P-CARD	Stamps for Foundation Let	120.00
Library Fund	- Total	471.00

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	FLAG	37.79
AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP DUES/A	650.00
BAKER & TAYLOR COMPANIES	ADULT BOOK	15.28
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,118.44
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,840.01
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS (26)	288.04
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS (36)	525.81
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	1,084.65
BAKER & TAYLOR CONTINUATION	ADULT BOOK-TRAVEL	16.81
BAKER & TAYLOR CONTINUATION	TRAVEL BOOKS	349.46
BLACKSTONE PUBLISHING	BOCD (5)	215.52
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SW-ESP RNWL	1,365.00
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SW-HQ RENWL	5,000.00
BRODART COMPANY	ADULT BOOK	18.99
CAPSTONE	PUBLIC ACCESS SW-PEBBLEGO	1,299.00
CENGAGE LEARNING INC	CHRISTIAN ROMANCE 5PLAN-5	124.45
CENGAGE LEARNING INC	JAN CORE 8 PLAN-7	182.93
CENGAGE LEARNING INC	JAN.AMISH FICTION 3 PLAN	71.97
CENGAGE LEARNING INC	JAN.LARGE PRNT DIST 6PLAN	46.48
CENGAGE LEARNING INC	JAN.WHEELER WESTRN 2 PLAN	41.23
CENGAGE LEARNING INC	LARGE PRINT BASIC 8PLAN-6	155.94
CENGAGE LEARNING INC	LARGE PRINT DIST.6 PLAN-6	129.71
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS-3	68.99
CENTER POINT LARGE PRINT	ADULT LP BOOKS (8)	191.76
CHEMBERLY HARRIS	PROGRAM/PLANT BASED COOKI	125.00
DEMCO INC	CATALOGING PROCESS SUPPLS	189.98
DEMCO INC	SUPPLIES-STORAGE CARTON	74.74
DEPT OF INNOVATION & TECHNOLOGY	COMM.CHARGES 12/31/22	50.00
DIVERSIFIED MECHANICAL INC	FIXED NO HEAT IN CIRC.RM	145.50
DIVERSIFIED MECHANICAL INC	MAINT #3 OF 4 1/1-3/31	712.10

## Report to Receive and File Town of Normal Expenditures for Payment as of 01/11/2023-02/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
EBSCO SUBSCRIPTION SERVICES	PUBLIC ACCESS SW-CODING	4,246.00
ELM USA INC	PADS/SOL D/COMPOUND	1,091.49
FINDAWAY WORLD LLC	PLAYAWAYS (4)	221.21
FINDAWAY WORLD LLC	PLAYAWAYS (7)	419.93
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HF GROUP LLC	CATALOG/PROCESS BINDERY B	361.10
INFO USA MARKETING INC	RENEWAL USA PCKG-12/23	3,200.00
J.D. POWER	USED CAR GUIDE 2/23-1/24	252.00
KAEB SANITARY SUPPLY INC	GLASS CLEANER SPRAY (5)	16.10
KANOPY INC	DIGITAL CONTENT	172.00
KANOPY INC	DIGITAL KANOPY CHECKOUTS	190.00
KARI GARMAN	REIMB. TO KARI G FOR PURC	75.60
KONE INC	MAINT.AGREEMNT-1/23-12/23	2,793.00
KROGER-INDY CUSTOMER CHARGES	2 TKTS,1 REFUND-SUPPLIES	61.62
LACONI, INC.	2023 ANNUAL MEMBERSHIP	150.00
LIBRARY STORE INC	CATALOG/PROCESS DVD SLVES	247.91
MCCARTHY PIANO LLC	PIANO TUNING ON 1/5/2023	100.00
MENARDS	MEN'S KNIT HAT/CAP	42.45
MENARDS	PROPERTY MAINT.SUPPLIES	38.97
MENARDS	SUPPLIES	22.91
MENARDS	SUPPLIES/DISTILLED WATER	55.67
MIDWEST TAPE	DIGITAL CONTENT	5,117.49
MIDWEST TAPE	DIGITAL CONTENT HOOPLA	4,258.96
MILLER JANITOR SUPPLY	TP/HAND TOWEL/SOAP	353.90
MYBINDING.COM	LAMINTATING FILM-2 ROLLS	551.67
OVERDRIVE, INC	DIGITAL CONTENT	2,660.97
QUILL CORPORATION	LIBRARY OFFICE SUPPLIES	439.36
QUILL CORPORATION	PAPER TRIMMER	23.86
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	229.02
REACHING ACROSS IL LIBRARY SYSTEM	MOVIE LICENSE RENEWAL	630.00
SAMS CLUB	1 TKT-COPIER PAPER	79.85
SAMS CLUB	MISC.SUPPLIES/PROGRAMS	179.22
TODAYS BUSINESS SOLUTIONS TBS INC	QUARTERLY FAX PROGRAM-535	64.20
UNIQUE MANAGEMENT SERVICES INC	DEC PLACEMENTS (11)	118.25
US BANK/P-CARD	ALA Regular and PLA Membe	236.00
US BANK/P-CARD	ALA Regular Membership- C	225.00
US BANK/P-CARD	ALA Regular Membership-PL	341.00
US BANK/P-CARD	Anker 4 port USB 3.0 Hub	147.55

## Report to Receive and File Town of Normal Expenditures for Payment as of 01/11/2023-02/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Annual Software Subscript	359.88
US BANK/P-CARD	Battery Case For Playaway	18.99
US BANK/P-CARD	Book Plate Labels	42.99
US BANK/P-CARD	Bubble Machine (1)	209.99
US BANK/P-CARD	Bulb Recycle	17.40
US BANK/P-CARD	Coat Rack	120.35
US BANK/P-CARD	Custodian Apparel for Win	114.99
US BANK/P-CARD	Custodian apparel for win	387.86
US BANK/P-CARD	Foam Handwash Refill 1200	86.35
US BANK/P-CARD	Gift Cards to buy Food It	200.00
US BANK/P-CARD	ILA Membership for Rhiann	75.00
US BANK/P-CARD	Library of Things Repl. -	45.76
US BANK/P-CARD	Library to Library Mail -	3.32
US BANK/P-CARD	Membership Dues	225.00
US BANK/P-CARD	Membership Illinois Schoo	65.00
US BANK/P-CARD	New DVD Rel. - ASHGROVE	26.58
US BANK/P-CARD	New DVD Rel. - BANDIT (3	32.07
US BANK/P-CARD	New DVD Rel. - BANSHEES O	59.84
US BANK/P-CARD	New DVD Rel. - BURIAL (1	14.59
US BANK/P-CARD	New DVD Rel. - FEAR THE W	19.96
US BANK/P-CARD	New DVD Rel. - LIFEMARK	39.87
US BANK/P-CARD	New DVD Rel. - LONELIEST	29.98
US BANK/P-CARD	New DVD Rel. - ON THE LIN	28.32
US BANK/P-CARD	New DVD Rel. - PARADISE C	25.92
US BANK/P-CARD	New DVD Rel. - Resurrecti	27.98
US BANK/P-CARD	New DVD Rel. - SECRET HEA	39.18
US BANK/P-CARD	New DVD Rel. - TAR (4)	71.84
US BANK/P-CARD	New Switch Game - SMURFS	49.99
US BANK/P-CARD	New TV Rel. - HOUSE OF TH	89.96
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req. - WHISTABLE P	27.96
US BANK/P-CARD	Patron Request - Billy-Me	29.05
US BANK/P-CARD	Pizza for Farewell Celebr	46.70
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Pour Painting	37.98
US BANK/P-CARD	Refund for Thermal Receip	-241.56
US BANK/P-CARD	Staff Apparel Order	1,792.89
US BANK/P-CARD	Supplies - DIY Book Page	9.99

## Report to Receive and File Town of Normal Expenditures for Payment as of 01/11/2023-02/08/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Supplies - Elmer's All Pu	20.65
US BANK/P-CARD	Supplies - Paper Mache Fa	95.18
US BANK/P-CARD	Supplies - Tablecover Rol	99.00
US BANK/P-CARD	Supplies for DIY Book Pag	172.64
US BANK/P-CARD	Supplies for Maker Academ	45.98
US BANK/P-CARD	Supplies for Paper Mache	13.56
US BANK/P-CARD	Supplies for Puzzle Paloo	208.10
US BANK/P-CARD	Supplies for Scavenger Hu	76.83
US BANK/P-CARD	Thermal Receipt Printer	241.56
US BANK/P-CARD	Wire Shelf Label Holder p	19.79
VERIZON WIRELESS	ACCT.#880398978-00001 / 5	246.50
VERIZON WIRELESS	ACCT# 880398978-00001/REG	246.30
VERIZON WIRELESS	LINE FOR CURB-IT CALLS	49.30
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	49.26
WALMART COMMUNITY BRC	MISC.LIBRARY SUPPLIES	787.26
WATTS COPY SYSTEMS, INC.	B/W, COLOR IMAGES	171.34
WATTS COPY SYSTEMS, INC.	B/W,COLOR IMAGES	281.78
WATTS COPY SYSTEMS, INC.	BW/COLOR IMAGES	535.34
WILCOX ELECTRIC & SERVICE INC	REPLACED EM LABOR/MATER.	121.20
Library Fund	Library Administration - Total	55,028.43
<b>Overall - Total</b>		<b>55,499.43</b>

**Director's Report  
February 15, 2023**

**1. Monthly Financial Report**

**Revenue:** The January operating revenues were down .46% compared to this time last year.

**Expenses:** A report showing expenses totaling \$55,499.43 from January 11, 2023 to February 8, 2023 is included in this packet. Two payrolls (January 20 and February 3) totaled \$143,821.95.

**2. Circulation**

Total circulation for January was 59,976 up 21% from January 2022.

**3. FY2023-FY2028 Budget**

Thank you to Beth, Lynda, and Terry for attending the Town of Normal Council's budget work session on January 24.

**4. Abatement Project**

We continue to seek a comprehensive understanding of our possible abatement. I will meet on February 16 with Brad McKee (McKee Environmental) and Mark Clinch (Town of Normal Facilities) to determine our best next steps concerning continued use of this facility.

**5. Annual Report**

Our 2022 Annual Report is complete and included in this packet. My sincere thanks to all of our library staff and supporters for a successful year and my deep appreciation to Jennifer Williams, Laura Golaszewski, Rhiannon Shoults, Emily Klay, and Enoch Kindseth for completing the report. Thank you to our library trustees for supporting our efforts all year long.

**6. 2023 Legislative Meet-up**

Information is now available online concerning the 2023 Legislative Meetups and library advocacy. Two key meetings are online on February 22 and February 27. Please see the link below.

<https://www.ila.org/events/meetup-in-your-district-in-three-steps>

**7. FOIA Policy**

As part of our regular policy review, the Board Policy on The Illinois Freedom of Information Act is up to date and on the agenda tonight for your review and approval.

**8. Library Card Policy**

As part of our regular policy review, the Library Card Policy is updated and on the agenda tonight for your review and approval.

**9. Patron Experience Manager**

Please help me in welcoming Laura Golaszewski as Normal Public Library's new Patron Experience Manager. Laura will lead our team of staff in serving our public, oversee all of our circulation and outreach services, and continue to serve on our leadership team. This position was posted internally. Laura's first day in this new role was February 13.



## Revenue & Expense Report

Account

All

Fiscal Year

FY2022-23

0

10

April - January

## Revenue

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,153,862.00</b>	<b>4,153,862.00</b>	<b>4,136,388.85</b>	<b>99.58%</b>	<b>4,155,299.09</b>	<b>-0.46%</b>
31110-Property Tax	3,935,164.00	3,935,164.00	3,792,556.40	96.38%	3,837,594.14	-1.17%
31530-State Replacement Revenue	101,000.00	101,000.00	231,451.77	229.16%	184,129.72	25.70%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	87,433.08	-6.74%
34720-Photocopy Fees	2,000.00	2,000.00	5,889.65	294.48%	4,952.63	18.92%
34750-Replacements Books/AV	3,500.00	3,500.00	2,663.93	76.11%	4,593.15	-42.00%
38210-Investment Income	34,365.00	34,365.00	17,694.15	51.49%	33,787.40	-47.63%
38530-Donations	200.00	200.00	1,080.00	540.00%	2,665.00	-59.47%
38910-Miscellaneous	200.00	200.00	3,512.57	1756.29%	143.97	2339.79%
<b>222-Library Replacement Fund</b>	<b>96,978.00</b>	<b>96,978.00</b>	<b>42,214.93</b>	<b>43.53%</b>	<b>54,580.95</b>	<b>-22.66%</b>
38210-Investment Income	19,362.00	19,362.00	9,874.93	51.00%	18,990.60	-48.00%
39192-Transfer From	77,616.00	77,616.00	32,340.00	41.67%	35,590.35	-9.13%
<b>223-Library Special Reserve</b>	<b>9,563.00</b>	<b>9,563.00</b>	<b>3,665.09</b>	<b>38.33%</b>	<b>6,979.58</b>	<b>-47.49%</b>
38210-Investment Income	7,063.00	7,063.00	3,665.09	51.89%	6,979.58	-47.49%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,260,403.00</b>	<b>4,260,403.00</b>	<b>4,182,268.87</b>	<b>98.17%</b>	<b>4,216,859.62</b>	<b>-0.82%</b>



## Revenue & Expense Report

Account

All

Fiscal Year

FY2022-23

0

10

April - January

## 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>4,158,400.00</b>	<b>4,164,462.00</b>	<b>2,030,512.93</b>	<b>195,856.84</b>	<b>2,226,369.77</b>	<b>1,938,092.23</b>	<b>3,911,433.75</b>	<b>46.54%</b>
10-Administration	4,158,400.00	4,164,462.00	2,030,512.93	195,856.84	2,226,369.77	1,938,092.23	3,911,433.75	46.54%
<b>222-Library Replacement Fund</b>	<b>396,225.00</b>	<b>396,225.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>71,097.96</b>	<b>325,127.04</b>	<b>48,170.64</b>	<b>82.06%</b>
10-Administration	396,225.00	396,225.00	71,097.96	0.00	71,097.96	325,127.04	48,170.64	82.06%
<b>223-Library Special Reserve</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>10,847.50</b>	<b>289,152.50</b>	<b>72,224.06</b>	<b>96.38%</b>
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	72,224.06	96.38%
<b>Total</b>	<b>4,854,625.00</b>	<b>4,860,687.00</b>	<b>2,112,458.39</b>	<b>195,856.84</b>	<b>2,308,315.23</b>	<b>2,552,371.77</b>	<b>4,031,828.45</b>	<b>52.51%</b>

Budget to Actual Expenditures

Library - Administration (Library Fund )

100%  
90%  
80%  
70%  
60%  
50%  
40%  
30%  
20%  
10%  
0%

■ Current Budget  
■ Current Expenditures



Expenditure Fiscal Year

Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
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Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$3,561.41	\$71,714.35	\$17,011.30	\$126,398.00	\$34,110.94	\$129,626.00	27%	\$20,572.71
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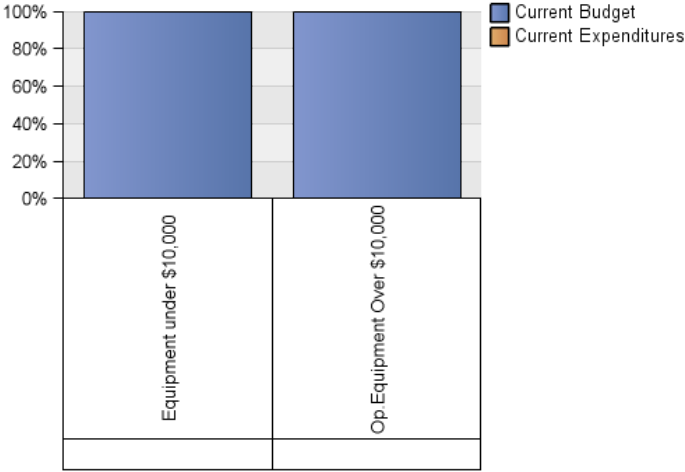


<a href="#">221-9010-455.20-20</a>	Dues	\$1,967.00	\$1,051.00	\$0.00	\$5,796.00	\$2,778.00	\$5,796.00	48%	\$1,967.00
<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$67,631.00	\$0.00	\$67,631.00	\$0.00	\$66,890.00	0%	\$0.00
<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$0.00	\$28,348.67	\$0.00	\$53,000.00	\$24,651.33	\$42,000.00	47%	\$0.00
<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$1,375.63	\$12,858.78	\$10,112.32	\$72,000.00	\$47,653.27	\$72,000.00	66%	\$11,487.95
<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$46,219.00	\$0.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$0.00
<a href="#">221-9010-455.30-15</a>	Telephone	\$549.56	\$4,928.52	\$389.20	\$10,197.00	\$4,329.72	\$9,270.00	42%	\$938.76
<a href="#">221-9010-455.30-20</a>	Advertising	\$1,792.89	\$5,088.99	\$0.00	\$15,000.00	\$8,118.12	\$15,000.00	54%	\$1,792.89
<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$3.32	\$18,255.02	\$2,248.58	\$20,600.00	\$93.08	\$20,600.00	0%	\$2,251.90
<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$8,866.06	\$0.00	\$12,240.00	\$3,373.94	\$12,240.00	28%	\$0.00
<a href="#">221-9010-455.30-40</a>	Special Programs	\$944.69	\$19,481.76	\$1,138.32	\$19,500.00	(\$2,064.77)	\$15,000.00	-11%	\$2,083.01
<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$2,039.55	\$29,004.54	\$12,603.86	\$66,606.00	\$22,958.05	\$64,000.00	34%	\$14,643.41
<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$232.97	\$8,033.49	\$6,082.22	\$15,450.00	\$1,101.32	\$15,450.00	7%	\$6,315.19
<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$3,395.73	\$56,685.54	\$16,480.54	\$94,048.00	\$17,486.19	\$94,048.00	19%	\$19,876.27
<a href="#">221-9010-455.36-15</a>	Reference	\$252.00	\$3,107.05	\$1,005.95	\$6,000.00	\$1,635.00	\$6,000.00	27%	\$1,257.95
<a href="#">221-9010-455.36-20</a>	Young Adult	\$882.20	\$6,943.80	\$4,824.00	\$13,506.00	\$856.00	\$13,506.00	6%	\$5,706.20
<a href="#">221-9010-455.36-25</a>	Children	\$2,518.37	\$36,133.77	\$36,149.33	\$90,041.00	\$15,239.53	\$90,041.00	17%	\$38,667.70
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$1,321.31	\$12,000.07	\$3,706.14	\$16,480.00	(\$547.52)	\$16,480.00	-3%	\$5,027.45
<a href="#">221-9010-455.37-20</a>	Audio Books	\$635.45	\$6,392.28	\$7,001.25	\$15,027.00	\$998.02	\$15,000.00	7%	\$7,636.70
<a href="#">221-9010-455.37-30</a>	Music CDs	\$49.99	\$2,542.47	\$2,187.01	\$4,500.00	(\$279.47)	\$4,500.00	-6%	\$2,237.00
<a href="#">221-9010-455.38-10</a>	Periodicals	\$0.00	\$10,996.65	\$2,891.49	\$17,505.00	\$3,616.86	\$17,505.00	21%	\$2,891.49
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$11,241.00	\$53,921.93	\$236.62	\$82,400.00	\$17,000.45	\$82,400.00	21%	\$11,477.62
<a href="#">221-9010-455.39-10</a>	Digital Content	\$2,075.51	\$57,473.10	\$20,696.39	\$96,099.00	\$15,854.00	\$96,099.00	16%	\$22,771.90
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$58,212.00	\$0.00	\$77,616.00	\$19,404.00	\$77,616.00	25%	\$0.00

			<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$1,677.74	\$0.00	\$2,500.00	\$822.26	\$3,365.00	33%	\$0.00
			<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$0.00	\$468.05	\$0.00	\$600.00	\$131.95	\$600.00	22%	\$0.00
			<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$455.40	\$0.00	\$610.00	\$154.60	\$773.00	25%	\$0.00
			Summary		34,838.58	628,491.03	144,764.52	1,048,569.00	240,474.87	1,029,796.00	0.23	179,603.10

# Budget to Actual Expenditures

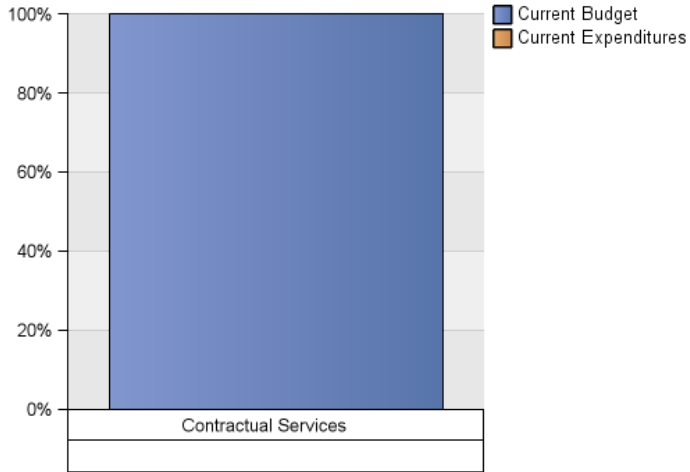
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$41,943.54	\$0.00	\$125,000.00	\$83,056.46	\$125,000.00	66%	\$0.00
			Summary		0.00	71,097.96	0.00	396,225.00	325,127.04	396,225.00	0.82	0.00

## Budget to Actual Expenditures

Library      - Administration      (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
			Summary		0.00	10,847.50	0.00	300,000.00	289,152.50	300,000.00	0.96	0.00

# NPL Circulation Statistics



January 2023

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2021	2022	2023
<b>Juvenile</b>						
Books	124,518	305,473	371,970	14,434	27,322	38,250
Videos	1,312	2,051	2,980	107	239	372
Audios	3,333	10,162	13,466	335	953	1,373
Magazines	103	292	879	10	72	43
Other	55	471	1,085	2	65	60
<b>Juvenile - Total</b>	<b>129,321</b>	<b>318,449</b>	<b>390,380</b>	<b>14,888</b>	<b>28,651</b>	<b>40,098</b>
<b>Teen</b>						
Books	7,806	14,212	14,245	872	1,514	1,242
Audios	92	59	68	12	5	4
Magazines	0	10	11	0	0	1
<b>Teen - Total</b>	<b>7,898</b>	<b>14,281</b>	<b>14,324</b>	<b>884</b>	<b>1,519</b>	<b>1,247</b>
<b>Adult</b>						
Books	51,409	103,651	117,152	6,592	10,539	11,541
Videos	13,501	32,583	40,841	1,470	3,784	4,000
Audios	5,935	11,606	12,933	624	1,176	1,150
Magazines	930	2,219	2,610	97	167	269
Other	2,000	7,990	12,044	251	934	1,426
<b>Adult - Total</b>	<b>73,775</b>	<b>158,049</b>	<b>185,580</b>	<b>9,034</b>	<b>16,600</b>	<b>18,386</b>
<b>Digital Content</b>						
eAudiobooks	16,077	16,218	20,832	1,577	1,810	2,508
eBooks	29,874	24,548	27,729	3,004	2,919	3,246
Magazines	4,010	1,568	1,248	377	160	107
Music	2,045	279	393	50	39	37
Streaming Video	3,904	3,652	2,553	340	303	285
Content Passes*		147	124		23	15
<b>Digital Content - Total*</b>	<b>55,910</b>	<b>46,412</b>	<b>52,879</b>	<b>5,348</b>	<b>5,254</b>	<b>6,198</b>
<b>Total Circulation*</b>	<b>266,904</b>	<b>537,191</b>	<b>643,163</b>	<b>30,154</b>	<b>52,024</b>	<b>65,929</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



January 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,222	81,928	282	-576	3,383	-5,204
Videos	956	955	0	-1	1	-8
Audios	2,359	2,363	19	-15	247	-297
Magazines	156	170	15	-1	131	-246
Other	119	119	0	0	0	-7
<b>Juvenile - Total</b>	<b>85,812</b>	<b>85,535</b>	<b>316</b>	<b>-593</b>	<b>3,762</b>	<b>-5,762</b>
<b>Teen</b>						
Books	5,186	5,201	23	-8	497	-431
Audios	35	35	0	0	0	-3
Magazines	20	22	2	0	12	-18
<b>Teen - Total</b>	<b>5,241</b>	<b>5,258</b>	<b>25</b>	<b>-8</b>	<b>509</b>	<b>-452</b>
<b>Adult</b>						
Books	55,326	55,600	326	-52	3,249	-2,285
Videos	16,368	16,418	56	-6	745	-159
Audios	12,078	11,762	28	-344	242	-2341
Magazines	1,483	1,312	114	-285	1334	-2065
Other	2,210	2,215	7	-2	158	-52
<b>Adult - Total</b>	<b>87,465</b>	<b>87,307</b>	<b>531</b>	<b>-689</b>	<b>5,728</b>	<b>-6,902</b>
<b>Total Collection</b>	<b>178,518</b>	<b>178,100</b>	<b>872</b>	<b>-1,290</b>	<b>9,999</b>	<b>-13,116</b>

# NPL Digital Content by Month



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

	9.22	10.22	11.22	12.22	1.23	
<b>eRead Illinois</b>						
eAudiobooks	285	316	264	295	329	
eBooks	307	315	224	240	297	
<b>eRead Illinois Total</b>	<b>592</b>	<b>631</b>	<b>488</b>	<b>535</b>	<b>626</b>	
<b>Freeding</b>						
	5	22	6	7	9	
<b>Hoopla</b>						
eAudiobooks	1,079	1,169	1,148	1,106	1,308	
eBooks	635	758	741	708	842	
Movies/TV	147	124	124	129	136	
Music	27	45	43	41	37	
<b>Hoopla Total</b>	<b>1,888</b>	<b>2,096</b>	<b>2,056</b>	<b>1,984</b>	<b>2,323</b>	
<b>Kanopy</b>						
Individual Titles Plays	68	71	64	71	74	
Plays Through Passes	44	69	48	62	75	
<b>Kanopy Total Videos Played</b>	<b>112</b>	<b>140</b>	<b>112</b>	<b>133</b>	<b>149</b>	
<b>OverDrive</b>						
eAudio	726	716	717	765	871	
eBooks	1,703	1,778	1,740	1,793	2,098	
Magazines	76	157	105	127	107	
<b>OverDrive Total</b>	<b>2,505</b>	<b>2,651</b>	<b>2,562</b>	<b>2,685</b>	<b>3,076</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,090	2,201	2,129	2,166	2,508	
eBooks	2,650	2,873	2,711	2,748	3,246	
Magazines	76	157	105	127	107	
Music	27	45	43	41	37	
Streaming Video	259	264	236	262	285	
<b>Hoopla 7-day BingePasses</b>						
	4	6	7	8	7	
<b>Kanopy Passes</b>						
	5	2	3	2	2	
<b>OverDrive 7-Day Passes</b>						
	3	2	0	3	6	
<b>Total Passes</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>15</b>	

# NPL Monthly Statistics

January 2023



## Library Card Registration

### Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	27,605	302	4	27,911	25,188	23,742
Teen	3,334	4	0	3,338	3,040	2,800
Juvenile	9,147	29	-11	9,165	7,724	7,540
<b>Total</b>	<b>39,938</b>	<b>335</b>	<b>-7</b>	<b>40,414</b>	<b>35,952</b>	<b>34,082</b>

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	15,245	149,050		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>149,050</b>	<b>108,192</b>	<b>4,169</b>

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,171	31,374	28,228	27,359
Loaned	3,192	30,517	29,429	24,423
Reciprocal borrowing	18,794	170,900	115,036	43,751

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	-	-	-	6
Adult	774	586	45	7,828
Public Laptop	81	86	64	531
Quick-Use	-	-	-	-
<b>Totals</b>	<b>855</b>	<b>672</b>	<b>47</b>	<b>8,365</b>

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



# normalpl.org Site Statistics



## January 2023

	Annual Totals Year to Date			January		
	FY 2021	FY 2022	FY 2023	2021	2022	2023
Site Views over time						
Pageviews	230,453	273,676	345,175	27,068	35,021	37,714
Unique Pageviews	187,728	220,731	283,186	21,894	28,852	31,099
Sessions	125,518	147,071	172,819	14,761	19,251	18,584

### Top Viewed Pages FY 2023

/	153,596
/events/upcoming	10,495
/events/month	8,246
/summerreading	4,484
/employment	3,918
/events/upcoming?page=1	3,655
/learning-resources	3,477
/challenges	3,166
/form/library-account-application	2,326
/download-stream	2,268

### Usage by Device FY 2023

Desktop	51.1%
Mobile	47.1%
Tablet	1.8%

### Top Viewed Pages January 2023

/	17,147
/events/upcoming	1,446
/challenges	910
/events/month	816
/events/upcoming?page=1	594
/employment	468
/learning-resources	357
/event/tabletop-miniature-painting	301
/events/month/2023/02	301
/form/library-account-application	286

### Usage by Device Jan 2023

Desktop	50.8%
Mobile	47.5%
Tablet	1.7%



**NORMAL PUBLIC LIBRARY**



**ANNUAL**REPORT



2022 found us innovating, creating, and adapting to provide the highest possible level of service for our community. We are proud to have responded to an explosion of community visits and support with new and exciting opportunities for our patrons that were received with enthusiasm and joy. We continued to forge new partnerships while nurturing and growing our existing connections, all of which will serve us well in the future as we develop and deliver effective and impactful services, programs, and collections to our community. We added a new full-time position to assist with outreach services, and we wished children's services manager Tori Melican the best of luck as she retired after more than 34 years of service. We also said goodbye to longtime director Brian Chase as he made his way to Florida, and welcomed new director John Fischer in the last week of the year.

## HIGHLIGHTS OF 2022

- Debuted our new and improved website in April 2022
- Added 11 Chromebook Kits funded by Illinois State Library/American Rescue Plan Act funds
- Installed two Study Pods funded by Illinois State Library/American Rescue Plan Act funds, including one that is fully accessible
- Held our inaugural Year-Round Adult Reading Challenge, with 793 participants
- Celebrated a return to in-person Summer Reading, with 695 people attending our Camp NPL kickoff party, 298 attending our end of Summer Reading Field Day event, and hosting popular events throughout the summer with partners such as Sugar Grove Nature Center, Wildlife Prairie Park, and many others. A total of 3,919 people registered for the Summer Reading Challenge, with 2,033 completing.



- Greatly expanded, improved, and prioritized our Spanish language collection by creating a new space for materials, adding new formats, and utilizing feedback from our community partners to create a robust collection
- With ISU, partnered to celebrate International Day of Peace with a community art project, gallery display, and book giveaway
- Collaborated with artists, YWCA Stepping Stones, and the community to display artwork and poetry for Sexual Assault Awareness Month with an interactive exhibition

## SERVICES

Staff approached services in 2022 with adaptability and accessibility at the forefront of their minds. We continue to look for ways to strengthen our communications, prioritize providing multiple options and opportunities to participate in library programming, and embrace creativity in our outreach efforts. A few highlights of these efforts include:

- Expanded Pop-Up NPL service to Adelaide Apartments and the McLean County Nursing Home
- Began hosting the Black Nurses' Association of Central Illinois to offer free blood pressure screenings and health information to the public on a consistent, monthly basis



- Celebrated Library Card Sign-Up Month with off-site library card sign-up events, in partnership with the Bloomington Public Library, at various locations throughout the community including at The Wash House, Hy-Vee, Jewel, and others.
- Hosted successful food drive benefiting the School Street Food Pantry as part of this month-long celebration



- Partnered with Bloomington Public Library and Connect Transit to offer free bus rides by showing a library card on any Connect Transit route for the month of September, providing 19,970 free rides
- Reached thousands of community members

through individual and partnered outreach events, including events in collaboration with Heartland Community College, Unit 5 schools, Chamber of Commerce, Uptown Normal/ Town of Normal, 4H/County Fair, Immigration Project, David Davis Mansion, Miller Park Zoo, ISU, McLean County Museum of History, and many others

Services to staff were a priority for us this year as well, including offering training from outside organizations on topics such as child abuse, sexual harassment, housing discrimination, and more. We added a library of online training from Ryan Dowd focused on providing library services to people experiencing homelessness, and with staff input, refined and distributed an updated staff expectations document to ensure that staff felt supported and informed in their roles.

We are also proud to share that our staff were active in professional organizations at the state and national level throughout the year. This included presentations at the annual Illinois State Library conference on hybrid programming and our Library of Things,

presented in collaboration with Bloomington Public Library, Carlock Public Library, and Milner Library. Staff also participated on committees within the profession, including the Illinois Library Association's Best Practices Committee, the Bluestem Award Committee, the Resource Sharing Alliance's Database Committee, the Illinois Youth Services Institute Planning Committee, and the American Library Association Committee on the Salaries and Status of Library Workers, among others.

## PROGRAMS

This year we were elated to expand our in-person program offerings and creatively serve our community in exciting, new ways. We proudly provided 648 programs across all formats in 2022, many of which boasted full registrations with waitlists. From murder mysteries to life-sized Candyland, the library was a place where community members could reliably find free opportunities for fun, education, and connection, all in the same space. Some highlights of our programming in 2022 include:

- Convened Día de los Libros/Día de los Niños (day of the book/day of the child) in partnership with Conexiones Latinas, The Immigration Project, and BN Parents
- Resumed popular Tiny Book Concert program series, sponsored by the Normal Public Library Foundation
- With local students and Town of Normal staff, helped arrange, publicize, and execute the "20 Year Project" time capsule project
- Added a new program, Family Coders, partially funded by a grant from the Illinois Prairie Community Foundation
- In response to community feedback, added a new evening storytime called Jammie Jamboree for families who cannot easily attend storytimes during the weekday
- Hosted the Asian Heritage Celebration in collaboration with ISU AsiaConect, ISU Lab Schools, Korean Academy of Language and Culture, and the Illinois Art Station



- Welcomed patrons to many new programs, including several focused on creativity such as Adult Writing Meetup, Maker Academy, Art Sparks, Paper Crafting Club, and art classes with ISU Art Education



- Offered a wide range of programs focused on career and job skills, funded by Illinois State Library and American Recovery Act Plan funds

- Added several new book clubs including Romance Me (romance books), Stranger Than Fiction (non-fiction books), and Book Brunch (year-round reading challenge books)
- Hosted three Illinois Humanities Road Scholars events, including Connie Martin's "Pre-Civil War Quilts: Secret Codes to Freedom on the Underground Railroad", Chris Vallillo's "Oh Freedom! Songs of the Civil Rights Movement", and in collaboration with the McLean County Museum of History, Catalina Maria Johnson's "Latinos in Illinois and the USA: Music as a Cultural History"

Beyond the programs mentioned above, we continued to offer passive program options for patrons that were flexible and easy to access. Our Take and Make craft kits for teens and adults remain extremely popular, and we made a concerted effort to add more all-day programs that would allow patrons to come at a time that is convenient for them, rather than having to arrive at the library at a set time. We saw great success with these and received positive feedback from participants, encouraging us to continue to provide and increase these types of programs.



## COLLECTIONS

Providing accessible, diverse collections remains a core value of the Normal Public Library, and we are committed to using data-driven decisions and community input to update and further refine our physical and digital collections. To accomplish this, we utilize professional journals, reviews, library databases, and patron interactions to order materials that meet the needs of our community.



Our Library of Things continues to be extremely popular, and this year saw us adding additional board games, kits created by local Girl Scouts, bluetooth speakers, and more. Other collection highlights include the following:

- Began offering a new online language-learning resource, Transparent Language, to our growing virtual branch
- Enhanced existing digital resource America's News Source by adding the image edition of The Pantagraph, providing same day issues available online in addition to the text articles that we already had available
- Added Cloudsource OA to our library catalog in order to provide patrons access to full-text journal articles, lectures, lesson plans, and more
- Expanded the formats available in our Books that Talk collection, including large print chapter books
- Developed and expanded our collection of Playaways for children, going from 11 to 120 items
- Continued to make thoughtful changes to the ways our collections are organized and managed to make it easier for patrons to find the items that they're looking for
- Refined and improved the workflow and processing of periodicals
- Added Quest 2 virtual reality headsets to our internal collection, which we use at programs and outreach events

Digital content remained very popular, comprising 8% of our total circulation. Patrons continue to enjoy accessing free streaming movies, music, TV, e-books, e-audiobooks, magazines, and more through Hoopla, eRead



Illinois, OverDrive, Kanopy, and more. All content on these platforms are available to Normal residents at no cost. As these resources can occasionally come with a bit of a learning curve, staff are always available by phone or in person to provide direct support to patrons who may need assistance.

## FACILITIES & SPACES

Spaces for people to meet and gather remain in high demand, and community members came back to our spaces in droves as COVID-19 pandemic restrictions eased. To address this demand, we sought out grant funding and donations from local businesses to enhance our collaborative and individual work spaces. We added two private study pods that are constantly in use, funded by Illinois State Library and American Rescue Plan Act funds, and we gratefully accepted several pieces of gently used office furniture from Country Financial that allowed us to add to our seating in our adult and teen areas. As soon as we put these new pieces on the public floor, patrons were sitting down to read a newspaper, take a phone call, or start a study session! Overall, we welcomed 168,743 patrons through our doors in 2022.



In our Children's area, staff assessed what toys and tools needed to be removed, replaced, or purchased for our very popular Discovery Room. Daily cleaning procedures developed during the pandemic were implemented on a permanent basis, and toys that were no longer viable, such as the whisper tubes, were blocked off and slated for removal. Staff continue to research and purchase new and engaging features and toys for this space so that it remains fresh and exciting for children and their families.

Our public gallery space hosted works from regional artists bringing arts, photography, and crafts to our community. We were honored to host photographs from the JWP Audubon Society, children's artwork from the Illinois Art Station, and featured fine art by Deana Moore Schoolcraft.



## WHAT TO EXPECT IN 2023

- Continue to implement the goals and priorities outlined in the 2021–2024 strategic plan, with a focus towards best serving the public
- Addition of Fiero Code to our virtual library, a self-paced learn-to-code software for kids ages 8-18
- Possible abatement project
- Enhance collections, services, and programming for families and individuals in our community who do not speak English as their primary language
- Continue to deliver exceptional services, collections, and programs for all ages in various formats, including in-person, virtually, hybrid, and off-site
- Continue optimizing our resources, including our staff, budget, and spaces
- Work with the Library Planning Committee to advance discussions regarding the library's space challenges
- One-on-one appointments with librarians to assist patrons with tech help, using library resources, genealogy, and more
- Prepare a succession plan
- Replace public laptops and iPads
- Resurface and stripe our parking lot
- Replace security cameras
- Refresh network equipment



**In memory of our friend and colleague**



**STEPHANIE ADAMS**

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

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is attached.
  - C. The total amount of our operating budget for FY 2021-22 is \$4,414,697.00.  
Funding sources are property taxes, fees, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,935,164.00. Current year tax rate is 0.43367.
  - D. The office is located at 206 W. College Avenue, Normal, IL, 61761.
  - E. We have approximately the following number of persons employed:
    1. Full-time: 22 (including 3 vacancies)
    2. Part-time: 43
  - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees, which meets monthly on the third Wednesday of the month, at 6:00 PM, in the Community Room of the Normal Public Library.
  - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
- II. You may request the information and the records available to the public in the following manner:
  - A. Use request form. (see attached)
  - B. Your request form should be directed to John Fischer, FOIA officer.
  - C. You must indicate whether you have a “commercial purpose” in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual cost of copying color copies and other sized copies will be charged.
  - F. If records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in



which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

- G. The office will respond to a written request within five (5) working days or sooner, if possible. An extension of five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. You may appeal the decision of the FOIA officer to the President of the Normal Public Library Board of Trustees.
- J. The place and times where the records will be available are as follows:  
By appointment between 9:00 A.M. to 5:00 P.M., Monday through Friday, Normal Public Library, Administrative Offices.

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- B. Monthly Receipts and Disbursement Reports
- C. Operating Budgets
- D. Minutes of the Board of Trustees, Committees
- E. Library Policies, including Materials Selection
- F. Adopted Ordinances and Resolutions of the Board
- G. Monthly and Annual Statistical Reports

*Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023.*

**Normal Public Library**  
**Freedom of Information Request**

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

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

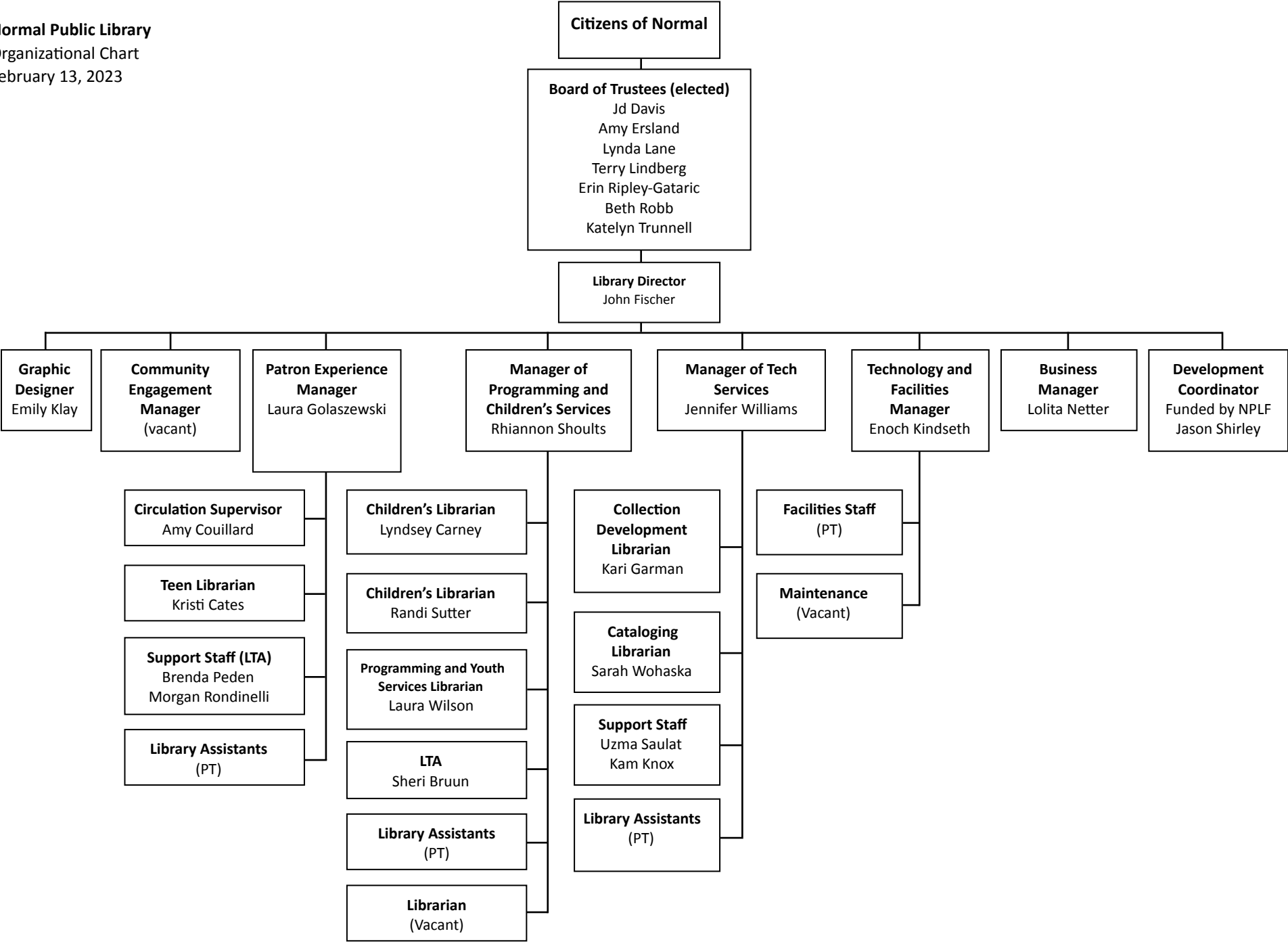
A P P R O V E D	<p>( ) The documents requested are enclosed.</p> <p>( ) The documents will be made available upon payment of copying costs in sum of \$_____.</p> <p>( ) You may inspect the records at _____</p> <p>on the date of _____.</p>
D E N I E D	<p>( ) The request creates an undue burden on the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

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

FOIA Officer	Date of Reply
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Normal Public Library  
Organizational Chart  
February 13, 2023



## Normal Public Library—Library Card Policy

Free library cards are available to all residents of and/or property owners in the Town of Normal. Individuals must present photo identification and verification of their current address. Acceptable forms of photo identification and proof of address include driver's license, state ID, passport or green card. Other acceptable proof of address include utility bill, signed lease agreement, personalized checks, proof of property ownership in the Town of Normal, postmarked mail (within last 30 days), and proof of current residency in a residence hall.

### **Minors**

A parent or legal guardian's signature is required for any one under the age of eighteen to acquire a library card. By signing the registration form, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred and children's access of content in any form.

### **Patron Responsibilities**

Account holders agree to obey all the rules and regulations of Normal Public Library, to pay promptly all fees charged to the account, and to provide immediate notice to library staff of any change of address and/or contact information.

Library staff are authorized to bill cardholders for lost, missing and/or damaged items, and to contract with a collection agency to collect on delinquent accounts. Items with a missing or damaged piece will be charged full replacement cost. All lost, missing, and/or damaged items will be billed a full replacement cost plus a processing fee. Accounts with an aggregate value of \$200 or more not resolved via the collections process may be reported to the Normal Police Department and pursued via (720 ILCS 5/16-3).

A patron may use only their library card (user ID) for computer access. Use of a library card (or user ID) other than one's own is prohibited.

### **Organizations and Businesses**

Organizations and businesses located within the corporate limits of the Town of Normal may obtain a free library card for users authorized by the organization or business. The organization or business must sign a registration form to acknowledge that they are liable and financially responsible for all transactions charged to each library card it has authorized, including, but not limited to, charges for overdue, lost, or damaged materials. Accounts for organizations and businesses must be approved by library management.

### **Non-Residents**

Non-residents living in areas unserved by a public library may purchase a non-resident library card at the public library located within the non-resident's school district (per State of Illinois guidelines).

Non-residents must present acceptable photo identification (see above) and verification of address. The non-resident fee will be calculated annually.

Residents of areas served by a public library - such as Bloomington - must first establish an account at her or his home public library prior to creating an account at Normal Public Library.

### *Resource Sharing Alliance*

Normal Public Library is a member of the Resource Sharing Alliance. Normal Public Library's account

holders may use their cards at any other public library within the Resource Sharing Alliance, including those in Hudson, Towanda, Carlock, Danvers, and Heyworth. Library card holders from any of the other public libraries in the Resource Sharing Alliance may also use their library cards at the Normal Public Library.

### **Lost Cards**

Lost or stolen library cards must be reported immediately to library staff. There is no charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

*Approved by the Board of Trustees of Normal Public Library on March 24, 2010; Amended January 28, 2015; August 26, 2015; May 29, 2019; February 15, 2023.*

## Goals FY2023-24 | John Fischer, Library Director | Normal Public Library

Everything we do is the result of our staff working together to serve our community.

### Primary goals:

1. Provide the highest quality services, collections, programs, and spaces to our patrons.
2. Ensure a highly-qualified and well-trained, patron-friendly library staff.
3. Administer a cost-effective public library responsive to our community.
4. Expand and strengthen the library's visibility within our community.

### Goals

Continue to deliver exemplary services, collections and programs; on-site, virtually, and via outreach

Improve quality and efficiency of operations through knowledgeable staff and emerging technologies

Complete public library director training (March 2023)

Continue optimization of resources to best serve the community

Improve our library facility to exceed the needs and expectations of our community

Recruit, hire, and retain excellent staff

Fill three open positions

Optimize organizational structure

Secure Town's commitment to funding plan and support for the library facility

Continue advancing advocacy efforts

Encourage and support NPL Foundation's growth

Optimize balance and quality of physical and digital collections

Offer one-on-one appointments with librarians

Complete usability assessment of children's collections and spaces

Establish calendar of policy review and Board procedures

Continue to improve human resource functions to optimize staff development and recruitment

Complete 2023 IPLAR

Renew and refresh our Strategic Plan

Refresh exterior signage

Collaborate with Town Parks & Rec for improvements of landscaping around leased parking lot

Host emergency preparedness training

Complete a succession plan

Resurface and stripe our parking lot

Replace public laptops and iPads

Replace security cameras