



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

**February 18, 2026 at 6 p.m.
Normal Public Library, 206 W College Ave, Board Room 018**

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 December 17, 2025
 - b. Approval of the Minutes of the Regular Board Meeting of January 21, 2026
 - c. Approval of Normal Public Library Expenditures for Payment as of February 13, 2026
7. Items Removed from The Omnibus Vote Agenda
8. New Business
 - a. Approve Closing the Library on Friday, May 15, 2026 for Staff Development (Action)
 - b. 2025 Annual Report Presentation
 - c. Brief Presentation: Sustainable Libraries Initiative Certification
 - d. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
9. Unfinished Business
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: March 18, 2026
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.

Minutes of the Board of Trustees
Normal Public Library
December 17, 2025

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Board Room 018, Normal Public Library, Normal, Illinois on Wednesday, December 17, 2025. The meeting convened at 6:05 pm, President Beth Robb presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Susan Lash, David Sye

Members Absent: Katelyn Trunnell, Vice president, Terry Lindberg

Library Staff Present: John Fischer, Library Director, Jennifer Williams

NPL Foundation Liaison: None

Town of Normal Staff Present: None

Community Members Present: None

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** None. Recently invited to Town of Normal strategic planning session January 14, 2026.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Update on Little Green Light, addition of Molly Munsen to board, potential new member, and discussion on donor recognition.

Library Advocacy: No new activity. Town Council approved the levy.

Library Planning: Met December 12, 2025 with Council members McCarthy and Smith, discussed future potential library site and predicted upkeep of current building.

5. **Library Director's Report:** Mr. Fischer presented the items in his report.

6. OMNIBUS VOTE AGENDA

- A. **Approval of the Minutes of the Regular Board Meeting of November 19, 2025.**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$193,822.37 for two payrolls, and \$177,441.80 for expenditures as of December 11, 2025.**
- C. **Approval of Interlibrary Loan Policy**

Ms. Lane moved to approve the Omnibus Vote agenda, Ms. Lash seconded.

Motion passed 5-0.

1. Beth Robb: Yes
2. Erin Ripley-Gataric: Yes
3. Lynda Lane: Yes
4. Susan Lash: Yes
5. David Sye: Yes

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

- A. Approval of Collection Development Policy

Delayed until January meeting

- B. Approval of and Authorizing the Library Director to Sign a Release of all property damage claims related to January 30, 2025, Southern Company Gas.

Ms. Lane motioned to approve, Mr. Sye seconded.

Motion passed 5-0.

Beth Robb: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Susan Lash: Yes

David Sye: Yes

- C. Waive the competitive bid process and approve the 2026 Property/Casualty Insurance Renewal (LIRA) and the 2026 Workers' Compensation Insurance Renewal (RPA)

Delayed until January meeting

- D. Approval of Per Capita Grant Application

Mr. Sye motioned to approve, Ms. Lane seconded.

Motion passed 5-0.

Beth Robb: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Susan Lash: Yes

David Sye: Yes

9. UNFINISHED BUSINESS

- A. None

10. SUGGESTED ITEMS FOR THE NEXT AGENDA

- A. Approval of Collection Development Policy (Action)

- B. Waive LIRA and RPA bid process (Action)

- C. Annual Director Review Form (Discussion)

11. Board Comments and Concerns

- A. Ms. Lane suggested NPL programming based on "Anxious Generation" and upcoming "Amazing Generation" by Johnathan Haidt.

12. Next Meeting Date: January 21, 2026

13. Adjournment

Ms. Robb adjourned the meeting at 6:44pm.

Secretary

Date

**Minutes of the Board of Trustees
Normal Public Library
January 21, 2026**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Board Room 018, Normal Public Library, Normal, Illinois on Wednesday, January 21, 2026. The meeting convened at 6:04 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnel, Vice-president, Erin Ripley-Gataric, Secretary, Lynda Lane Treasurer, Terry Lindberg, Susan Lash, David Sye

Members Absent: None

Library Staff Present: John Fischer, Library Director, Jennifer Williams

NPL Foundation Liaison: None

Town of Normal Staff Present: None

Community Members Present: None

1. **Review of the Agenda:** A typographical error was found in the December 2025 minutes.
2. **President's Report:** Ms. Robb had nothing to report.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Three members' terms will be ending this spring, and the officer slate will change. A treasurer is still needed. Recent progress in developing a Foundation logo, and Little Green Light donations near \$40,000 in 2025. Ms. Dullard is working to define sectors of donors. A shared Google workspace is almost ready. A schedule of quarterly fundraisers was discussed. Mr. Peterson suggested a routine audit soon. A joint board retreat in summer was discussed.

Library Advocacy: None

Library Planning: New meeting schedule will be 2-3 times per year

5. **Library Director's Report:** Mr. Fischer presented the items in his report.
6. **OMNIBUS VOTE AGENDA**

- A. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$287,289.89 for three payrolls, and \$116,034.35 for expenditures as of January 15, 2026.**

Ms. Lane moved to approve the Omnibus Vote agenda, Mr. Lindberg seconded.

Motion passed 7-0.

1. Beth Robb: Yes
2. Katelyn Trunnell: Yes
3. Erin Ripley-Gataric: Yes
4. Lynda Lane: Yes
5. Terry Lindberg: Yes
6. Susan Lash: Yes
7. David Sye: Yes

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

- A. Approval of the Minutes of the Regular Board Meeting of December 17, 2025.

8. NEW BUSINESS

- A. Approval of Material Selection Policy

Mr. Lindberg moved to approve the Material Selection Policy as written. Ms. Lane seconded.

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

- B. Waive the Competitive Bid Process And Authorize Library Director to Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, and Worker's Compensation Insurance Packages with Libraries of Illinois Risk Agency for \$32,425.68, with Risk Program Administrators for \$9,095 and \$3,602.

Mr. Lindberg moved to approve the Material Selection Policy as written. Ms. Lane seconded.

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

- C. Executive Session: [5 ILCS 120/2(c)(1)] Personnel

Ms. Trunnell motioned to enter executive session. Ms. Lane seconded.

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

The Board of Trustees entered executive session at 6:35 pm.

The Board of Trustees exited executive session and resumed public meeting at 7:04 pm.

Roll call exiting executive session:

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

9. UNFINISHED BUSINESS

- A. Approval of the Minutes of the Regular Board Meeting of December 17, 2025

10. SUGGESTED ITEMS FOR THE NEXT AGENDA

- A. Review of Programming Policy
- B. Director Evaluation discussion

11. Board Comments and Concerns

- A. None

12. Next Meeting Date: February 18, 2026

13. Adjournment

Mr. Sye motioned to adjourn the meeting , Ms. Robb seconded. Meeting adjourned at 7:12 pm.

Secretary

Date

**Director's Report
February 18, 2026**

1. Monthly Financial Report

Revenue: The January operating revenues were down about 17% compared to this time last year.

Expenses: A report showing expenses totaling \$85,268.76 from January 16 to February 13 is included in this packet. There are two payrolls for approval (January 30 and February 13).

2. Circulation

Total circulation for January was 49,596, an increase of 95% from January 2025.

3. Capital Projects

Roof update: Little progression in January due to snow, ice, and extreme cold. The project should be complete by February 2026. I expect a punchlist could spill into March.

Tinker Studio: There is a lighting project wrapping up in the Tinker Studio to address lighting concerns throughout the room. There is ongoing work and testing to be done to address the direct vent of our laser engraver.

4. 2025 Annual Report

Our Annual Report was completed by the leadership team and our graphic designer and delivered to the Town. It is included in this packet. Thank you to the staff for all of their work and many accomplishments in 2025. Thank you to the trustees for support of that work.

5. 2026 Staff Development Day

Our 2026 Staff Development day is scheduled for May 15. We seek your support and approval to close for the day.

6. Hartford Audit

The Hartford audit for our Workers Compensation protection, has been completed.

7. Sustainable Libraries Initiative Certification

The process for certification in the Sustainable Libraries Initiative is underway. We will have a brief presentation on the agenda.

8. National Endowment for the Arts Big Read

Initiated by Ames Library at Illinois Wesleyan University, we will be included on a National Endowment for the Arts Big Read program grant application as a community partner along with Bloomington Public Library.

Report to Receive and File Town of Normal Expenditures for Payment as of 01/16/2026-02/13/2026

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FOUNDATION-(3) NOTEBOOK P	37.80
US BANK/P-CARD	READING CHALLENGE-(400) S	173.50
US BANK/P-CARD	READING PRIZES-(400) MAGN	1,279.02
Library Fund	- Total	1,490.32

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMAZON CAPITAL SERVICES, INC.	ADULT BOOKS	55.64
AMAZON CAPITAL SERVICES, INC.	MAKERS SUPPLIES	49.96
AMAZON CAPITAL SERVICES, INC.	OPERATING SUPPLIES	42.51
AMAZON CAPITAL SERVICES, INC.	PASTELS WORKSHOP SUPPLIES	108.21
AMERENIP	DEC 25 UTILITIES	841.92
AMERENIP	JAN 26 UTILITIES	383.23
AMERENIP	NOV 25 UTILITIES	2,417.28
AMERICAN LIBRARY ASSOCIATION	DUES - J.FISCHER	215.00
AMERICAN LIBRARY ASSOCIATION	DUES - NPL	690.00
AMERICAN LIBRARY ASSOCIATION	DUES - R.SUTTER	270.00
BILL'S KEY & LOCK SHOP	DOOR HANDLE INSTALL	100.00
BILL'S KEY & LOCK SHOP	DOOR HANDLE SERVICE	85.00
BILL'S KEY & LOCK SHOP	DOOR LOCK REKEYING	472.69
BLACKSTONE PUBLISHING	AUDIO BOOKS	34.91
BLACKSTONE PUBLISHING	AUDIOBOOKS	38.94
BRODART COMPANY	ADULT BOOKS	3,444.29
BRODART COMPANY	CHILDREN'S BOOKS	2,850.82
BRODART COMPANY	YOUNG ADULT BOOKS	190.57
CENGAGE LEARNING INC	ADULT BOOKS	898.20
CENTER POINT LARGE PRINT	ADULT BOOKS	252.36
Chatsworth Township Library	LOST ITEM/A86100373626 M.	14.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	121.58
ELM USA INC	OPERATING SUPPLIES	767.40
FRONTIER	MONTHLY PHONE BILL	127.92
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	REVV MATR'L SELECT POLICY	200.00
ILLINOIS LIBRARY ASSOCIATION	DUES - K.TRUNNELL	75.00
ILLINOIS LIBRARY ASSOCIATION	DUES - NPL	300.00
ILLINOIS LIBRARY ASSOCIATION	DUES - R.SHOULTS	250.00
ILLINOIS LIBRARY ASSOCIATION	DUES - T.LINDBERG	75.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	55.04

Report to Receive and File Town of Normal Expenditures for Payment as of 01/16/2026-02/13/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
J.D. POWER	ADULT BOOKS	662.00
KAEB SANITARY SUPPLY INC	ZOOM VACUUM BELT	43.12
KANOPY INC	DIGITAL CONTENT	676.00
KONE INC	ELEVATOR INSPECTION 11/3	1,618.36
KONE INC	MAINTENANCE 1/1-12/31/26`	2,883.72
KONE INC	SAFETY TEST 11/3/2025	340.00
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROG SUPPLIES	28.96
LIBRARIES OF ILLINOIS RISK AGENCY	PROP/CASUALTY INSURANCE	32,425.68
MENARDS	JANITORIAL SUPPLIES	4.52
MENARDS	OPERATING SUPPLIES	174.43
MIDLAND PAPER	OPERATING SUPPLIES	276.46
NICOR GAS	DEC 25 UTILITIES	841.92
NICOR GAS	NOV 25 UTILITIES	392.47
NICOR GAS	OCT 25 UTILITIES	156.66
OVERDRIVE, INC	DIGITAL CONTENT	2,725.10
PANTAGRAPH	POSTAGE & PRINTING	550.40
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	930.60
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	126.33
QUADIENT, INC.	POSTAGE METER RENTAL	65.85
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	9.17
RISK PROGRAM ADMINISTRATORS	CYBER LIABILITY INS 2026	3,602.00
RISK PROGRAM ADMINISTRATORS	WORKERS COMP INSURANCE	9,095.00
RON SMITH PRINTING CO INC	BROCHURES	367.50
RON SMITH PRINTING CO INC	BUSINESS CARDS-J.UMMEL	16.00
Sheri Bruun	SHERI B. SEWING STUDIO PR	29.98
ULINE INC	OPERATING SUPPLIES	174.20
UNIQUE MANAGEMENT SERVICES INC	DEC PLACEMENTS	86.00
UNIQUE MANAGEMENT SERVICES INC	JAN PLACEMENTS	107.50
US BANK/P-CARD	AV DIGITAL MEDIA-(2) GAME	49.98
US BANK/P-CARD	BOOKS ADULT-(1) PATRON RE	25.99
US BANK/P-CARD	BOOKS ADULT-(3) PATRON RE	50.94
US BANK/P-CARD	BOOKS ADULT-(4) PATRON RE	115.28
US BANK/P-CARD	CHILDREN'S-CALM CORNER HE	297.25
US BANK/P-CARD	CLOTHING-(52) NPL WINTER	2,104.00
US BANK/P-CARD	CONTRACTUAL-ANNUAL ADOBE	848.12
US BANK/P-CARD	CONTRACTUAL-ANNUAL ELEVAT	76.69
US BANK/P-CARD	CTLG.PROC.SUPPLIES-CORK D	17.39
US BANK/P-CARD	DVDS-(1) MOVIE	14.23

Report to Receive and File Town of Normal Expenditures for Payment as of 01/16/2026-02/13/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	DVDS-(1) TV SHOW; AV DIGI	50.97
US BANK/P-CARD	FACILITIES-(1 000) DISPOS	66.40
US BANK/P-CARD	FACILITIES-(1) GUM REMOVE	15.98
US BANK/P-CARD	FACILITIES-(12) DISINFECT	107.02
US BANK/P-CARD	FACILITIES-(12) HAND SANI	147.93
US BANK/P-CARD	FACILITIES-(12) PT REFILL	253.21
US BANK/P-CARD	FACILITIES-(12) TOILET CL	49.00
US BANK/P-CARD	FACILITIES-(2) PADLOCKS	19.48
US BANK/P-CARD	FACILITIES-(24) DIAPER PA	121.50
US BANK/P-CARD	FACILITIES-(24) TP REFILL	67.66
US BANK/P-CARD	FACILITIES-(32) PT REFILL	71.40
US BANK/P-CARD	FACILITIES-(4) PADLOCKS	34.70
US BANK/P-CARD	FACILITIES-(500) GARBAGE	62.39
US BANK/P-CARD	OP SUPP-(1 500) GLUE DOTS	6.48
US BANK/P-CARD	OP SUPP-(1) BILL SORTER C	119.99
US BANK/P-CARD	OP SUPP-(1) CONFIDENTIAL	147.00
US BANK/P-CARD	OP SUPP-(1) EARBUDS FOR K	10.99
US BANK/P-CARD	OP SUPP-(12) SUCTION HOOK	5.99
US BANK/P-CARD	OP SUPP-(4) ZIPLOC BAG BO	24.17
US BANK/P-CARD	OP SUPP-4-YR BILL SORTER	32.99
US BANK/P-CARD	OP SUPP-MAKERSPACE 3D FIL	114.04
US BANK/P-CARD	OP SUPP-MAKERSPACE AIR DU	26.50
US BANK/P-CARD	OP SUPP-MAKERSPACE MAGNET	24.99
US BANK/P-CARD	OP SUPP-MAKERSPACE RECEIP	36.76
US BANK/P-CARD	OP SUPP-MAKERSPACE SPATUL	33.46
US BANK/P-CARD	OP SUPP-MAKERSPACE SPOOLS	96.95
US BANK/P-CARD	OP SUPP-MAKERSPACE WIRE R	420.00
US BANK/P-CARD	OP SUPP-MISC. NOTEPADS EN	77.54
US BANK/P-CARD	OP SUPP-PLANNER 2026	13.66
US BANK/P-CARD	PERIODICALS-CHICAGO TRIB.	87.75
US BANK/P-CARD	PRINTING-STICKERS (500)	243.50
US BANK/P-CARD	PROJ#L00001 KID MARKET-CA	12.00
US BANK/P-CARD	REFUND-OP SUPP SALES TAX	-4.82
US BANK/P-CARD	SPEC PROG-ADULT DIY-JAN 2	169.15
US BANK/P-CARD	SPEC PROG-ADULT-PUZZLE PA	95.34
US BANK/P-CARD	SPEC PROG-ADULT-RECIPE RO	25.08
US BANK/P-CARD	SPEC PROG-ALL AGES BINGO	102.24
US BANK/P-CARD	SPEC PROG-ART SPARKS SUPP	92.50

Report to Receive and File Town of Normal Expenditures for Payment as of 01/16/2026-02/13/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	SPEC PROG-CHILDREN'S STUF	25.62
US BANK/P-CARD	SPEC PROG-CHILDREN'S-STUF	13.17
US BANK/P-CARD	SPEC PROG-CODE CLUB SNACK	18.92
US BANK/P-CARD	SPEC PROG-SCAVENGER HUNTS	179.28
US BANK/P-CARD	SPEC PROG-SILENT BOOK CLU	39.83
US BANK/P-CARD	SPEC PROG-STORYTIME-RING	16.99
US BANK/P-CARD	SPEC PROG-STUFFED ANIMAL	188.44
US BANK/P-CARD	SPEC PROG-TASKMASTER-MUST	35.96
US BANK/P-CARD	SPEC PROG-TINY CHEFS-INGR	72.90
US BANK/P-CARD	SPEC PROG-VISION BOARD SU	49.95
US BANK/P-CARD	TECHNOLOGY-(15) PRINTER C	12.34
US BANK/P-CARD	TECHNOLOGY-(5) MOBILE HOT	600.00
US BANK/P-CARD	TRAINING- L.CARNEY GOING	395.60
US BANK/P-CARD	TRAINING-JAN. 31 ILA CAUD	20.00
WALMART BUSINESS (LIBRARY)	DVDS	329.24
WALMART BUSINESS (LIBRARY)	OPERATING SUPPLIES	50.99
WALMART BUSINESS (LIBRARY)	OUTREACH SUPPLIES	62.93
WALMART BUSINESS (LIBRARY)	SPECIAL PROG SUPPLIES	80.11
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	310.29
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	756.72
Library Fund	Library Administration - Total	83,778.44
Overall - Total		85,268.76

Library Revenue and Expense Report, January 2026

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
221-Library Fund	4,334,885.00	4,334,885.00	4,139,986.57	95.50%	4,546,924.77	-8.95%
31110-Property Tax	4,000,000.00	4,000,000.00	3,921,955.03	98.05%	4,190,081.83	-6.40%
31530-State Replacement Revenue	141,500.00	141,500.00	70,243.01	49.64%	171,005.40	-58.92%
33260-State Grants	77,785.00	77,785.00	77,785.60	100.00%	81,559.98	-4.63%
34720-Photocopy Fees	8,000.00	8,000.00	246.50	3.08%	423.26	-41.76%
34750-Replacements Books/AV	6,000.00	6,000.00	803.85	13.40%	1,754.44	-54.18%
38210-Investment Income	96,600.00	96,600.00	48,592.08	50.30%	99,363.84	-51.10%
38530-Donations	1,000.00	1,000.00	35.00	3.50%	107.74	-67.51%
38910-Miscellaneous	4,000.00	4,000.00	20,325.50	508.14%	2,628.28	673.34%
222-Library Replacement Fund	84,900.00	84,900.00	20,862.90	24.57%	208,023.59	-89.97%
38210-Investment Income	49,800.00	49,800.00	3,312.90	6.65%	22,543.59	-85.30%
39192-Transfer From	35,100.00	35,100.00	17,550.00	50.00%	185,480.00	-90.54%
223-Library Special Reserve	3,750.00	3,750.00	40,225.99	1072.69%	315,570.67	-87.25%
38210-Investment Income	250.00	250.00	30,225.99	12090.40%	74,570.67	-59.47%
38910-Miscellaneous	2,500.00	2,500.00	10,000.00	400.00%		0.00%
39192-Transfer From	1,000.00	1,000.00			241,000.00	-100.00%
Total	4,423,535.00	4,423,535.00	4,201,075.46	94.97%	5,070,519.03	-17.15%

Figure 1: Library Revenue Report, January 2026

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
221-Library Fund	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	3,616,215.17	41.51%
10-Administration	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	3,616,215.17	41.51%
222-Library Replacement Fund	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,768.26	8.71%
10-Administration	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,768.26	8.71%
223-Library Special Reserve	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	3,288,877.49	52.01%
10-Administration	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	3,288,877.49	52.01%
Total	6,844,660.00	6,847,660.00	3,339,102.42	407,815.65	3,746,918.07	3,100,741.93	6,965,860.92	45.28%

Figure 2: Library Expense Report, January 2026

NPL Circulation Statistics



January 2026

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2024	2025	2026
Juvenile						
Books	370,025	106,061	181,424	33,117	8,038	22,900
Videos	3,456	498	1,717	263	34	365
Audios	12,709	5,116	9,774	478	341	1,200
Magazines	316	33	132	43	0	2
Other	554	140	210	64	15	15
Juvenile - Total	387,060	111,848	193,257	33,965	8,428	24,482
Teen						
Books	14,243	5,954	7,181	1,308	487	796
Audios	68	27	33	2	0	9
Magazines	9	0	8	0	0	0
Teen - Total	14,320	5,981	7,222	1,310	487	805
Adult						
Books	119,866	56,972	81,445	11,383	5,349	9,841
Videos	41,406	13,917	23,807	4,000	1,380	3,122
Audios	11,710	3,424	5,630	977	376	836
Magazines	2,759	762	2,287	259	41	232
Other	12,929	5,433	8,156	1,243	491	835
Adult - Total	188,670	80,508	121,325	17,862	7,637	14,866
Digital Content						
eAudiobooks	28,353	33,944	40,735	3,322	3,858	4,595
eBooks	31,871	33,240	31,050	3,713	3,835	3,373
Magazines	2,932	4,897	7,247	547	696	814
Music	388	453	445	27	39	39
Streaming Video	3,320	3,264	4,475	459	335	566
Content Passes	280	321	422	29	42	56
Digital Content - Total	67,144	76,119	84,374	8,097	8,805	9,443
Total Circulation	657,194	274,456	406,178	61,234	25,357	49,596

NPL Collection Holdings



January 2026

	Beginning Total	Ending Total	Current Month Added (+)	Change	Year to Date Added (+)	Change
Juvenile						
Books	82,301	81,922	410	-789	3,322	-3,336
Videos	931	930	0	-1	0	-3
Audios	2,129	2,162	35	-2	119	-121
Magazines	146	145	10	-11	101	-145
Other	24	24	0	0	0	-19
Juvenile - Total	85,531	85,183	455	-803	3,542	-3,624
Teen						
Books	3,772	3,776	15	-11	397	-817
Audios	27	27	0	0	0	0
Magazines	6	6	0	0	2	-3
Teen - Total	3,805	3,809	15	-11	399	-820
Adult						
Books	53,517	53,665	268	-120	2,444	-2,112
Videos	15,035	15,044	20	-11	325	-506
Audios	9,214	9,223	11	-2	112	-695
Magazines	798	796	71	-73	898	-1314
Other	2,312	2,310	0	-2	59	-12
Adult - Total	80,876	81,038	370	-208	3,838	-4,639
Total Collection	170,212	170,030	840	-1,022	7,779	-9,083

NPL Digital Content by Month



Tracks the number of downloads or uses by month for our different digital content platforms.

	9.25	10.25	11.25	12.25	1.26	
eRead Illinois						
eAudiobooks	331	280	29	115	117	
eBooks	293	273	31	141	165	
eRead Illinois Total	624	553	60	256	282	
Freanding	1	0	1	0	8	
Hoopla						
eAudiobooks	2,323	2,327	2,493	2,442	2,778	
eBooks	855	868	963	991	1,045	
Movies/TV	149	164	160	138	174	
Music	38	63	55	44	39	
Hoopla Total	3,365	3,422	3,671	3,615	4,036	
Kanopy	226	275	398	419	391	
OverDrive						
eAudio	1,448	1,439	1,404	1,528	1,700	
eBooks	1,700	1,799	1,892	2,007	2,155	
Magazines	719	797	740	792	814	
OverDrive Total	3,867	4,035	4,036	4,327	4,669	
Total Downloads or Uses						
eAudiobooks	4,102	4,046	3,926	4,085	4,595	
eBooks	2,849	2,940	2,887	3,139	3,373	
Magazines	719	797	740	792	814	
Music	38	63	55	44	39	
Streaming Video	375	439	558	557	565	
Hoopla 7-day BingePasses	27	41	48	52	44	
Kanopy Passes	3	2	0	0	5	
OverDrive 7-Day Passes	4	8	7	5	7	
Total Passes	34	51	55	57	56	

NPL Monthly Statistics



January 2026

Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	25,764	290	-156	25,898	23,132	21,403
Teen	1,502	2	-380	1,124	1,758	2,523
Juvenile	7,677	32	-515	7,194	8,204	8,266
Total	34,943	324	-1,051	34,216	33,094	32,192

Patron Count

	Current Month	Current YTD	FY25	FY24
Door Count at 201 (temp location)	-	7,500		
Door Count at Main	15,679	88,835		
Total	15,679	96,335	21,400	184,012

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,700	32,413	33,511	34,142
Loaned	3,086	24,952	25,335	29,555
Reciprocal borrowing	7,784	59,977	32,107	187,827

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201 (temp location)	-			939
Public Desktops & Laptops	645	533	50	3,876
Total	645	533	50	4,815

normalpl.org Site Statistics



January 2026

	Annual Totals Year to Date			January		
	FY 2024	FY 2025	FY 2026	2024	2025	2026
Views & Sessions						
Pageviews	378,405	283,870	341,996	50,406	32,205	36,163
Sessions	188,078	140,149	182,720	23,058	16,323	26,005

Top Viewed Pages	FY 2026
/	138,938
/events/upcoming	23,252
/events/month	10,225
/learning-resources	8,493
/employment	6,236
/summerreading	3,919
/print	3,776
/form/library-account-application	3,004
/borrow	2,943
/challenges	2,925

Usage by Device	FY 2026
Desktop	60.8%
Mobile	38.1%
Tablet	1.1%

Top Viewed Pages	January 2026
/	16,363
/events/upcoming	3,385
/events/month	1,675
/learning-resources	1,100
/challenges	890
/employment	873
/events/month/2026/02	640
/learning-resources/pebblego	577
/print	541
/reserve-room	417

Usage by Device	Jan 2026
Desktop	68.8%
Mobile	30.2%
Tablet	1.0%

Normal Public Library January 2026

Circulation



Total Circulation



Increase over same month last year

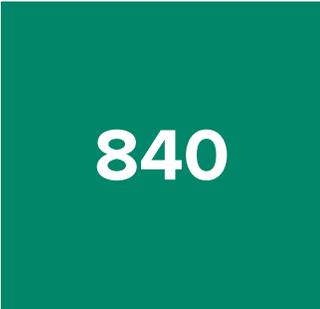


YTD Total

Holdings



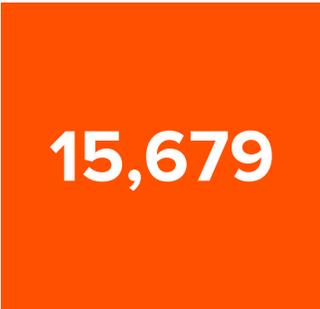
Total Holdings



Items Added



Cards in Force



Door Count



PC Reservations



NORMAL PUBLIC LIBRARY™



ANNUAL REPORT



A new chapter began at Normal Public Library in 2025 as we happily closed our temporary branch after 15 months of renovations at our main building and reopened in our freshly renovated space at 206 W. College. In July, we welcomed the public into their library with enthusiasm and excitement for all that lies ahead within our updated and refreshed spaces. Our community members were thrilled to be back in their library browsing the shelves, trying out the furniture, and exploring the library that our design team and staff had created for them to enjoy.

Though the library's footprint did not expand, the way we had been using our existing square footage was studied closely and changed accordingly to respond to our community's needs. A nursing lounge, Tinker Studio (maker space), art center for children, and a dedicated area for teens were all added and met with positive feedback from library users. New shelving, signage, and wayfinding throughout the building enhanced the usability and accessibility of our building, and updated flooring, lighting, and wall coverings created a bright and inviting atmosphere.

As our community members have returned to 206 W. College, we have heard many oohs and ahhs as they reacquainted themselves with their library! Other features of the renovation included the following:

- Combined our Fiction, Mysteries, Westerns, Science Fiction, Romance, and Inspirational Fiction into one collection for a more streamlined browsing experience
- Replaced our Fell Avenue entry door to enhance building security
- Acquired nearly \$40,000 in grant funding from Ameren for weatherization and LED lighting efficiency upgrades
- Added fire strobes to our restrooms in the basement and 2nd floor to meet fire safety standards
- Added wireless access control hardware to several of our interior doors that lead to staff-only areas
- Replaced our self-check stations, service desk computers, security camera system, overhead ceiling speakers, and back end infrastructure
- Increased our internet bandwidth from 40Mbps to 200Mbps to better support our community's technology needs
- Made two of our second floor restrooms fully ADA accessible



SERVICES

Our approach to patron services in 2025 was necessarily adaptable and flexible as we moved from our small branch building into our main building halfway through the year. Staff demonstrated remarkable resiliency and resourcefulness as we navigated a year full of exciting, yet stressful, transitions! It is a credit to their professionalism and resourcefulness that the customer service we provided for our patrons resulted in us hearing consistently positive feedback. We heard from patrons throughout the year that they were thrilled and pleasantly surprised by the attentive and responsive service they received both at our temporary branch and at our main building. Whether we were bringing requested items across College Avenue in wagons to meet the needs of our patrons, or helping them acclimate to the new technologies and spaces at our main building, we were able to meet the high expectations we've set for ourselves in providing the best service possible to our community members. Other highlights include:

- Launched our new appointment service, Book A Librarian, that allows patrons to schedule time with a library professional to get help with using library resources and technology
- Began our library TikTok page to reach a wider audience through fun, engaging content (our most viral post has over 663k views and 26k likes!)
- Began providing home delivery services to families in addition to our existing home delivery services
- Deployed a large-scale retraining program for frontline staff to prepare them for reopening
- Continued to visit older adults in the community at our Pop-Up Library service, which brings library materials, staff, and services to most nursing homes and assisted living facilities in Normal
- Sent out over 750 library cards to students in Unit 5 schools
- In partnership with Bloomington Public Library, began creating a Digital Literacy curriculum for the McLean County Jail's ReEntry services department, with plans to deliver that content monthly in 2026
- Focused on targeted outreach to segments of our population that are traditionally underserved, including ISU students, members of our immigrant community, our Spanish-speaking community, older adults, Title 1 students and their families, and more
- Hosted tables at many off-site events including Festival ISU, Heartland Community College Transition Fair, the Día de los Muertos Celebration at McLean County Museum of History, Pack the Park with Town of Normal Parks and Recreation, and many other Town of Normal events
- Welcomed numerous tour groups to the new building including groups from Heartland HALO, Unit 5, Sunset Rotary, and others
- Distributed surplus donated books, movies, and audiobooks to the McLean County Jail, Uptown Station Books On The Go, Unit 5 schools, and others



Jim
Over the last 5 years or so the staff at the NPL have shown how truly adaptive and supportive of the community they can be. Thank you all!!!!

Jane
Thanks to the staff for all your help and kindness through the transition. I'm so thankful we had a physical space to come to during the closure!

Cathy
Thank you to the staff at NPL. Always helpful. So glad we still had a place to enjoy our books. Looking forward to the new library.

Christine
I loved putting books on hold and driving up to the bank little window to pick up and return them! So easy and quick! But I've REALLY missed browsing through stacks! Can't wait to come into our newly done public library!

Laura
I am grateful we still had a physical location to bring the kids to look at books while the big library was closed ❤️ And really excited it will be open again soon! 😊

Providing unparalleled customer service to our community remains our top priority for 2026, and we look forward to making the most of our new and improved spaces in order to do so. Our staff strive each day to exceed the expectations of our patrons and we keep our ears open for new ideas, suggestions, and comments that will help us meet that goal. We understand that the service that people receive at our service desks directly influences their feelings of welcome and belonging at NPL, and we aim to leverage those experiences to continuously build upon the inclusive, warm environment that we work to create each and every day.

PROGRAMS



570

DYNAMIC, ENGAGING PROGRAMS
put on by our staff throughout the year



FOR

23,931

PEOPLE OF ALL AGES

We continued to provide some of our most popular program series, while also providing new programs for the community to try. In particular, we began hosting **Design & Print** focused on 3D printing design for teens and adults, **Picture Book Club** for kids, and **Tinkercrafting: Unwind**, which is a sensory-friendly version of our popular **Tinkercrafting** series.

The first half of the year saw us programming around town as we did not have access to our own programming spaces until late summer. We are very grateful to the many partners who helped us out by allowing us to use their spaces, including Heartland Bank, Normal Township, Town of Normal, and Unit 5 schools, among others. Once we had reopened in our main building, we were thrilled to be able to host storytimes, educational lectures, craft programs, book clubs, and more in our new spaces. Being back in our own building also gave us the opportunity to add sensory-friendly spaces to some of our busier events for families, which allowed more families to participate in events like storytimes and craft activities. Other programming highlights include:

- Began hosting maker programming in our new Tinker Studio, which offers access to 3D printers, sewing machines, an embroidery machine, heat press, sublimation printer, and laser cutter
- Invited teens into our new teen area for programs like **Teen Writer's Group**, **Teen Advisory Council**, and others
- Hosted our **Summer Reading Kickoff** party in Uptown Circle, featuring a musical performance by children's artist Jim Gill
- Celebrated the end of our Summer Reading Challenge with a **foam party** at Underwood Park
- Utilized grant funding from the American Library Association (ALA) to host **Money Masters**, a financial literacy program for kids made possible by ALA's Thinking Money for Kids grant program
- Hosted several after-hours programs for teens and adults, including **The Upside Down** (Stranger Things event), **Teen Murder Mystery**, and others
- Celebrated Native American Heritage Month with a program on Starved Rock history, attended by 125 people
- Invited our community to puzzle their way out of escape rooms in **Cosmic Conundrum** (in our Tinker Studio), and in **NPL Taskmaster** (in Uptown)
- Provided off-site programming to Unit 5 after-school sites in partnership with Town of Normal Parks and Recreation
- Encouraged young entrepreneurs through our business mentorship program, **Kid Market**, which provided a way for local business owners to educate the next generation and gave kids a way to grow their business skills and sell their wares at a special kids-only market
- Cared for many of our youngest community members' very best friends at our **Stuffed Animal Sleepover** program this December



Many of our larger, more expensive programs would not be possible without the support of the Normal Public Library Foundation. In addition, our programs benefit immensely from our community partnerships. Forming, deepening, and maintaining those relationships to increase the accessibility and value of our programming is something we are always working towards, and this year was no different. A few examples of these partnered programs include **El día de los niños/El día de los libros (Day of the Child/Day of the Book)** with The Immigration Project, Illinois Art Station, Latinos en BloNo, The Language Spot, and Bloomington Public Library; **Asian Heritage Celebration** with ISU AsiaConnect, ISU Lab Schools, and Illinois Art Station; **Pride Night at the Zoo** with Bloomington Public Library, Miller Park Zoo, and Prairie Pride Coalition; and **Paws and Pages** with Humane Society of Central Illinois.

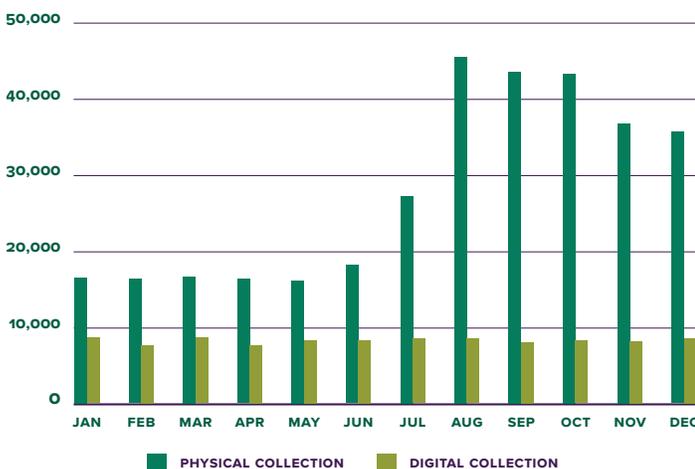
COLLECTION



Providing access to relevant, diverse, and up-to-date collections remains at the core of our mission as a public library. After our inventory project in 2024, we had a clear picture of the depth and breadth of our collection and we shifted our focus to moving and organizing those materials on our new shelving in a way that made sense for our patrons. The physical act of moving 135,000 items was an all-hands-on-deck situation, and our staff managed to complete the move in under two weeks. We are grateful to Milner Library at Illinois State University (ISU) for allowing us to borrow a large number of their carts to facilitate this move, which we dutifully wheeled over from ISU's campus in an impromptu cart parade!

Digital content remained popular with patrons, accounting for 23% of our circulation. We added several resources to our digital offerings this year, including online access to the Chicago Tribune. For our genealogy enthusiasts, we added HeritageHub, which provides access to hundreds of years of obituaries and death notices for research purposes. When one of our vendors, Baker & Taylor, went out of business, we pivoted to Brodart for print purchases and The Palace Project for e-book content. Our patrons were thankfully willing to roll with the changes and we appreciated the patience afforded to us as we dealt with that surprising closure!

Total Circulation of All Items in Physical & Digital Collections in 2025



MONTH	PHYSICAL COLLECTION	DIGITAL COLLECTION	TOTAL CIRCULATION	PHYSICAL COLLECTION PERCENTAGE OF TOTAL CIRC	DIGITAL COLLECTION PERCENTAGE OF TOTAL CIRC
JAN	16,552	8,805	25,357	65%	35%
FEB	15,417	7,884	23,301	66%	34%
MAR	16,644	8,623	25,267	66%	34%
APR	15,473	7,964	23,437	66%	34%
MAY	15,350	8,367	23,717	65%	35%
JUN	18,127	8,218	26,345	69%	31%
JUL	27,359	8,527	35,886	76%	24%
AUG	45,698	8,507	54,205	84%	16%
SEP	43,767	8,117	51,884	84%	16%
OCT	43,112	8,336	51,448	84%	16%
NOV	36,948	8,221	45,169	82%	18%
DEC	35,817	8,674	44,491	81%	19%
TOTAL	330,264	100,243	430,507	77%	23%

WHAT TO EXPECT IN 2026

As we look forward to the first full year in our renovated building, we are seeing endless possibilities on the horizon! The incredible improvement of our community's library spaces will allow us to not only continue the work that our patrons enjoy and expect of us, but to dream bigger and expand upon those offerings to intentionally invite more of our community into the library to discover programs, services, and collections that serve their unique needs. In 2026, we plan to:

- Increase the accessibility of our website
- Complete our roof replacement, increasing the energy efficiency of our facility
- Begin hosting open studio hours in our Tinker Studio so members of the public can freely use the technology available in that space
- Install interactive screens in our preteen and teen areas to enhance our programing capabilities
- Create a comprehensive strategic plan to guide us through the next three years
- Add a sensory-friendly calming space in the library's children's department, partially funded by an Educational Enhancement grant from Autism McLean
- Begin the certification process for the Sustainable Library Initiative
- Continue to expand our branding across platforms, remotely and inside our facility
- Partner for the future with our growing Normal Public Library Foundation

Our staff continue to be our greatest asset and we look forward to maintaining an environment where they can utilize their creativity, ingenuity, and knowledge to deliver superb services, programs, and collections to our community. Whether it is through a new book club, reading challenge, learning circle, or maker program, our priority remains to be a library where our community members can seek opportunities, support, and resources that help them reach their goals in every chapter of their lives.





Normal Public Library Trustee Action Report

February 18, 2026

Motion to Approve Closing the Library on Friday, May 15, 2026 for Staff Development

Prepared By: Leadership Team

Reviewed By: Director

Staff Recommendation: Approval

Community Impact

Staff development at Normal Public Library is essential to our continued growth and success. This ongoing commitment to learning includes attending formal classes, workshops, and conferences, as well as participating in in-service training, one-on-one coaching, possible future site visits, and relevant task forces or committees.

We as leadership support and encourage our staff in their pursuit of professional development, recognizing that it is key to meeting the evolving needs of our patrons. Our annual training programs are shaped by staff suggestions, as we believe that staff engagement is crucial to achieving our goals.

Budget Impact

With the approval of trustees, we will continue to budget for staff development within our training fund.

Background

Last year marked the second year that staff were provided a full day of staff development away from the demands of a service environment, focusing on development, training, and valuing the input of staff on specific direction forward. These days also serve to shape our strategic direction and provide staff an opportunity to engage in a welcome setting. Previous topics have included fire safety, sustainability, top notch customer service, regional homelessness, and more. This year we are still planning but hope to touch on topics such as empathy fatigue, reference services, book challenges, or social services for McLean County.

Strategic Alignment

Priorities 1, 3, and 4