Normal Public Library—Board of Trustees
Monthly Meeting Agenda

February 26, 2024 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, Capital Project]
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 17, 2024
      B. Approval of Normal Public Library Expenditures for Payment as of February 15, 2024
      C. Approval of Library Card Policy
      D. Approval of Library Parking Policy
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
      A. Acknowledgement of committed project funding from Normal Public Library Foundation (Action)
      B. Approval of successful, qualified bid and authorize the Library Director to Enter a Contract with Broeren Russo for Asbestos Abatement and Interior Renovation in the amount of $5,127,000 (Action)
      C. Approval of 2023 Annual Report (Action)
      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 20, 2024
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.

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Board Room of the Normal Public Library, Normal, Illinois on Wednesday, January 17, 2024. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Ersland, Dylan Hile-Broad

Members Absent: Katelyn Trunnell, Vice President, Terry Lindberg

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:** Met with NPL Foundation President to discuss fundraising goals.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

   Foundation: Met to discuss fundraising goals and strategy.

   Library Advocacy: No report.

   Library Planning: Meeting next Friday.

   Capital Project Committee: Bids to go public next week.

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 20, 2024**
   B. **Report to Receive and File Normal Public Library Expenditures for Payment, including $160,649.55 for two payrolls, and $117,757.57 for expenditures as of January 11, 2024.**

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

   Motion passed 5-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

   No items were removed from the Omnibus Vote Agenda.

8. **NEW BUSINESS**
   A. **Library Card Policy (Discussion)**

   B. **Freedom of Information Act (FOIA) Policy (Discussion)**

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

   Ms. Lane moved to enter Executive Session at 6:43 pm. Ms. Ersland seconded.

   Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg – Absent

Dylan Hile-Broad – Present

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Absent

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg - Absent

Dylan Hile-Broad - Present

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

9. **UNFINISHED BUSINESS**

    A. Abatement Project Update

    B. FY2024-FY2029 Budget Update

10. **Suggested Items for Next Agenda**
11. **Board Comments and Concerns**
12. **Next Meeting Date:** Feb 21, 2024
13. **Adjournment**

    Ms. Robb adjourned the meeting at 6:58 pm.

_____   _____

Secretary   Date

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Director's Report
February 26, 2024

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1. **Monthly Financial Report**
   Revenue: The December operating revenues were up 1.4% compared to this time last year.
   Expenses: A report showing expenses totaling $48,725.54 from January 12 to February 15, 2024 is included in this packet. Two payrolls (January 19 and February 2) totaled $166,509.93.

2. **Circulation**
   Total circulation for January was 61,234, down 7% from January 2023. Year to date, overall circulation is up 2%.

3. **Personnel**
   Jessalyn Ummel, our new Programming and Youth Services Librarian started on February 1 and is off to a brilliant start!

4. **Personnel, Performance Review**
   Director Performance Review is scheduled for March. All materials are included in this packet and my self evaluation was submitted to the Secretary on February 12.

5. **FY2024-29 Budget**
   The February 5 work session with Town Council was brief with only one question for the library concerning our project timeline. Next step is approval of the budget in early March.

6. **Capital Project Update**
   We completed a successful pre-bid meeting, two site visits, and there is a successful and recommended bid for approval on the agenda.

7. **FY2024 Per Capita Grant Application**
   The FY2024 Illinois Public Library Per Capita Grant was successfully submitted and received on January 19, 2024.

8. **Library Planning Committee**
   Library Planning Committee met on January 26. Our next meetings are scheduled for April 26, July 26, and October 25.

9. **Library Consortium (Resource Sharing Alliance)**
   The Resource Sharing Alliance, currently an NFP, is changing to an Illinois Intergovernmental Instrumentality (III) on July 1, 2024. Prior to then, we will be recommending that we sign the Intergovernmental Agreement with the new III for continued services and participation. There are reportedly no change in fees for Normal Public Library. Documents will be shared with trustees in the coming months.

10. **Policy**
    There are updated policies on the agenda for your approval.

Revenue & Expense Report

Expense
- YTD Expense Pivot
- YTD Expense Bar Chart
- Expense Transaction Log

Revenue
- YTD Revenue Pivot
- YTD Revenue Bar Chart
- Revenue Transaction Log

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	**4,439,097.00**	**4,420,649.00**	**4,371,300.76**	**98.88%**	**4,346,650.79**	**0.57%**
31110-Property Tax	3,962,164.00	3,962,164.00	3,945,185.32	99.57%	3,897,482.01	1.22%
31530-State Replacement Revenue	357,600.00	300,100.00	256,433.05	85.45%	316,463.30	-18.97%
33260-State Grants	77,433.00	90,185.00	86,573.58	96.00%	81,540.38	6.17%
34720-Photocopy Fees	2,000.00	8,400.00	7,336.72	87.34%	7,593.95	-3.39%
34750-Replacements Books/AV	3,500.00	4,800.00	4,281.79	89.20%	7,473.61	-42.71%
38210-Investment Income	36,000.00	50,000.00	67,575.69	135.15%	31,044.97	117.67%
38530-Donations	200.00	1,000.00	796.85	79.69%	1,540.00	-48.26%
38910-Miscellaneous	200.00	4,000.00	3,117.76	77.94%	3,512.57	-11.24%
222-Library Replacement Fund	**117,698.00**	**117,698.00**	**99,881.01**	**84.86%**	**81,451.01**	**22.63%**
38210-Investment Income	20,300.00	20,300.00	35,006.01	172.44%	16,771.01	108.73%
39192-Transfer From	97,398.00	97,398.00	64,875.00	66.61%	64,680.00	0.30%
223-Library Special Reserve	**9,900.00**	**34,500.00**	**26,841.35**	**77.80%**	**6,701.28**	**300.54%**
38210-Investment Income	7,400.00	32,000.00	26,841.35	83.88%	6,701.28	300.54%
38910-Miscellaneous	2,500.00	2,500.00				
Total	**4,566,695.00**	**4,572,847.00**	**4,498,023.12**	**98.36%**	**4,434,803.08**	**1.43%**

Revenue & Expense Report

Expense
- YTD Expense Pivot
- YTD Expense Bar Chart
- Expense Transaction Log

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	**4,362,783.00**	**4,937,989.00**	**2,780,282.62**	**200,751.87**	**2,981,034.49**	**1,956,954.51**	**2,678,521.53**	**39.63%**
10-Administration	4,362,783.00	4,937,989.00	2,780,282.62	200,751.87	2,981,034.49	1,956,954.51	2,678,521.53	39.63%
222-Library Replacement Fund	**89,280.00**	**1,729,280.00**	**19,583.31**	**0.00**	**19,583.31**	**1,709,696.69**	**71,097.96**	**98.87%**
10-Administration	89,280.00	1,729,280.00	19,583.31	0.00	19,583.31	1,709,696.69	71,097.96	98.87%
223-Library Special Reserve	**1,000.00**	**1,835,600.00**	**3,610.00**	**72,211.03**	**75,821.03**	**1,759,778.97**	**10,847.50**	**95.87%**
10-Administration	1,000.00	1,835,600.00	3,610.00	72,211.03	75,821.03	1,759,778.97	10,847.50	95.87%
Total	**4,453,063.00**	**8,502,869.00**	**2,803,475.93**	**272,962.90**	**3,076,438.83**	**5,426,430.17**	**2,760,466.99**	**63.82%**

Report to Receive and File Town of Normal Expenditures for Payment as of 01/12/2024-02/15/2024

Library Fund

Vendor Name	Payment Description	Transaction Amount
DEMCO INC	BOOK MARKS AND STICKERS 4	33.48
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	227.00
US BANK/P-CARD	Adlt Prgm - Reading Chall	332.92
US BANK/P-CARD	Chld Prgm - Scvngr Hnt 10	475.34
Library Fund	**- Total**	**1,068.74**

Library Fund   Library   Administration

Vendor Name	Payment Description	Transaction Amount
AMERENIP	DEC 2023 UTILITIES	1,044.11
AMERENIP	NOV 23 UTILITIES	454.68
AMERICAN LIBRARY ASSOCIATION	R.SUTTER MEMBERSHIP DUES	300.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,963.88
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,815.15
BAKER & TAYLOR COMPANIES	YA BOOKS	64.24
BARNES & NOBLE INC	ADULT BOOKS-PATRON REQUES	32.50
BILL'S KEY & LOCK SHOP	LIBRARY KEYS	8.28
BLACKSTONE PUBLISHING	ADULT AUDIO BOOKS	69.89
BLACKSTONE PUBLISHING	AUDIO BOOK	42.95
BRODART COMPANY	CATALOG&PROCESSG SUPPLIES	572.74
CENGAGE LEARNING INC	ADULT BOOKS	695.20
CENTER POINT LARGE PRINT	ADULT BOOKS -LRG PRINT	47.25
CENTER POINT LARGE PRINT	ADULT BOOKS-LRG PRINT	191.76
CIRBN, LLC	INTERNET, MONTHLY-LIBRARY	76.08
DEMCO INC	SUPPLIES: BOX LABELS, EAS	22.88
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHARGES	50.00
DIVERSIFIED MECHANICAL INC	PREVENTATIVE MAINT AGREEM	712.10
EBSCO SUBSCRIPTION SERVICES	PERIODICALS PRICE ADJUSTM	18.84
ELM USA INC	DISC CLEANING SUPPLIES	359.95
HEARTLAND PARKING INC	SNOW/ICE REMOVAL	1,300.00
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	LEGAL SERVICES 12/11/2023	200.00
ILLINOIS LIBRARY ASSOCIATION	R.SHOULTS DUES - 3/31/25	75.00
ILLINOIS LIBRARY ASSOCIATION	R.SUTTER DUES - 1/31/2025	150.00
INTERSTATE ALL BATTERY CENTER	BATTERIES	82.50
KANOPY INC	DIGITAL CONTENT	320.00
KONE INC	ELEVATOR MAINT LIBRARY	2,793.00
KROGER-INDY CUSTOMER CHARGES	ADULT PROG: ROMANCE ME	21.11
KROGER-INDY CUSTOMER CHARGES	KIDS PROG: TINY CHEFS	28.35

Report to Receive and File Town of Normal Expenditures for Payment as of 01/12/2024-02/15/2024

Vendor Name	Payment Description	Transaction Amount
KROGER-INDY CUSTOMER CHARGES	SP - DIY SOUP MIXES	39.45
KROGER-INDY CUSTOMER CHARGES	SP-ADULT ROMANCE ME CLUB	21.22
KROGER-INDY CUSTOMER CHARGES	SP-PUZZLE PALOOZA	81.97
KROGER-INDY CUSTOMER CHARGES	SP-ROMANCE ME BOOK CLUB	14.92
Laura Wilson	REIMB./LAURA W. - SUPPLIE	17.77
MIDWEST TAPE	DIGITAL CONTENT	6,955.74
Morgan Rondinelli	REIMB./MORGAN R. - TUITIO	4,080.00
ORKIN EXTERMINATING CO	MONTHLY SERVICE JAN 24	80.80
OVERDRIVE, INC	DIGITAL CONTENT	2,321.10
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	192.10
PANTAGRAPH	LIBRARY ADVERTISING	1,395.00
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	356.19
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAYS	367.44
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	48.74
PLAYAWAY PRODUCTS LLC	CHILDREN'S WONDERBOOKS	174.77
QUADIENT, INC.	METER RENTAL	60.00
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	4,818.36
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	1,455.00
US BANK/P-CARD	3D Printing - Filament (1	24.99
US BANK/P-CARD	Adhesive dots (1000)	9.99
US BANK/P-CARD	Adlt Prgm - DIY Soup Mixe	62.84
US BANK/P-CARD	Airpot Brushes (3)	44.67
US BANK/P-CARD	Battery Recycle (23)	17.25
US BANK/P-CARD	Bev Office Supply - Hot C	43.87
US BANK/P-CARD	Beverage Supply	68.31
US BANK/P-CARD	Beverage Supply and Batte	104.64
US BANK/P-CARD	Beverage Supply Detergent	36.91
US BANK/P-CARD	Book Drop Wrap	108.79
US BANK/P-CARD	CEPA Membership (1)	225.00
US BANK/P-CARD	Chld Prgm - Artic Explore	65.14
US BANK/P-CARD	Chld Prgm - Maker Academy	89.29
US BANK/P-CARD	Chld Prgm - Meow Mixer Su	48.90
US BANK/P-CARD	Chld Prgm - Ready Set Rea	3.59
US BANK/P-CARD	Chld Tn Prgm - Code Club	30.45
US BANK/P-CARD	Design Meeting - Food Sup	60.48
US BANK/P-CARD	Device Charging Cart	755.00
US BANK/P-CARD	DVD (1)	55.92
US BANK/P-CARD	DVDs (1)	19.95

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Report to Receive and File Town of Normal Expenditures for Payment as of 01/12/2024-02/15/2024

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	DVDs (2)	65.84
US BANK/P-CARD	DVDs (3)	131.62
US BANK/P-CARD	DVDs (8)	134.86
US BANK/P-CARD	Email Marketing	2,842.70
US BANK/P-CARD	FAC - Door Closer (1)	74.91
US BANK/P-CARD	FAC - Handwash (1)	58.93
US BANK/P-CARD	FAC - HDMI Cable Can Line	114.04
US BANK/P-CARD	FAC - Luggage Straps (4)	8.98
US BANK/P-CARD	FAC - Paper Towels Roll M	106.42
US BANK/P-CARD	FAC - Paper Towels Rolls	235.79
US BANK/P-CARD	FAC - Shredders (2)	455.12
US BANK/P-CARD	FAC - Tamper Seals (100)	11.54
US BANK/P-CARD	FAC - Toilet Paper Rolls	166.14
US BANK/P-CARD	FAC Library Van Car wash	12.00
US BANK/P-CARD	Graphic Design - Adobe Cr	359.88
US BANK/P-CARD	Graphic Designer - Adobe	9.99
US BANK/P-CARD	IT - Mobile Hot Spot Annu	600.00
US BANK/P-CARD	Library of Things - Utili	6.79
US BANK/P-CARD	Marketing Promotions	50.00
US BANK/P-CARD	Office Supply - Magnet Ho	5.80
US BANK/P-CARD	Office Supply - Paper Pla	79.54
US BANK/P-CARD	Patron Request - Adult Bo	71.58
US BANK/P-CARD	Patron Request - DVD (1)	36.75
US BANK/P-CARD	Patron Requests	26.00
US BANK/P-CARD	Patron Requests - Adult B	11.44
US BANK/P-CARD	Podcast Hosting	15.00
US BANK/P-CARD	Postage for Return (1)	2.37
US BANK/P-CARD	Project Next Generation -	1,381.62
US BANK/P-CARD	Renewal - Computers in Li	43.90
US BANK/P-CARD	Requests & Replacements -	42.38
US BANK/P-CARD	Return - Chld Prgm Osmo S	-139.95
US BANK/P-CARD	Return - Food Supply, D&D	-4.46
US BANK/P-CARD	Sandwich Bags (300)	19.80
US BANK/P-CARD	Staff Requests	166.63
US BANK/P-CARD	Tn Adlt Prgm - D&D FYF Fo	56.60
WALMART COMMUNITY BRC	NEW MOVIES	89.80
WALMART COMMUNITY BRC	OFFICE SUPPLIES: MAILERS	28.12
WALMART COMMUNITY BRC	OP. SUPPLIES, CIRCULATION	8.92

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# Report to Receive and File Town of Normal Expenditures for Payment as of 01/12/2024-02/15/2024

Vendor Name	Payment Description	Transaction Amount
WALMART COMMUNITY BRC	SP PROGS: AE, AS, RR	70.76
WALMART COMMUNITY BRC	SP PROGS: FOOD (FYF,D&D)	15.88
WALMART COMMUNITY BRC	SP: CHILDREN'S ARCTIC EXP	66.34
WALMART COMMUNITY BRC	SUPPLIES	3.78
WATTS COPY SYSTEMS, INC.	COPIERS- IMAGE CHARGE	135.20
WATTS COPY SYSTEMS, INC.	IMAGES 11/2/23-2/1/24	319.88
Library Fund Library Administration - Total		46,868.22

Library Replacement Fund Library   Administration

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	Network Rack (1)	788.58
Library Replacement Fund Library Administration - Total		788.58
Overall - Total		48,725.54

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Budget to Actual Expenditures

Library   - Administration   (Library Fund   )
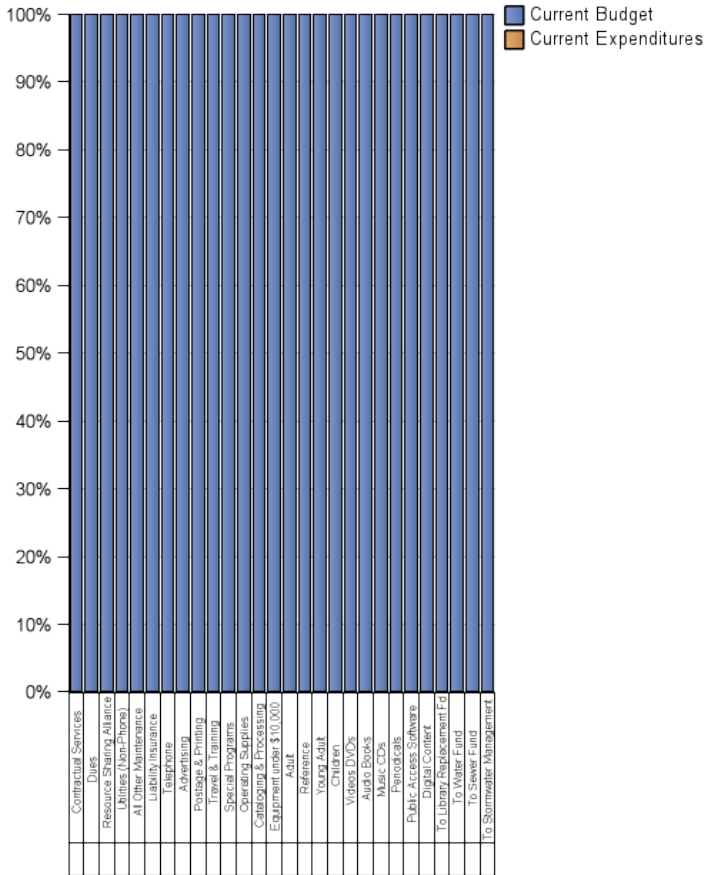
Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	$0.00	$82,663.98	$13,055.86	$133,515.00	$37,795.16	$133,515.00	28%	$13,055.86
			221-9010-455.20-20	Dues	$0.00	$2,657.00	$0.00	$5,970.00	$3,313.00	$5,970.00	55%	$0.00
			221-9010-455.24-10	Resource Sharing Alliance	$0.00	$70,606.00	$394.00	$70,850.00	($150.00)	$70,850.00	0%	$394.00
			221-9010-455.25-10	Utilities (Non-Phone)	$0.00	$32,265.77	$28,947.47	$69,000.00	$7,786.76	$93,000.00	11%	$28,947.47
			221-9010-455.25-60	All Other Maintenance	$0.00	$38,432.22	$12,765.10	$73,000.00	$21,802.68	$73,000.00	30%	$12,765.10
			221-9010-455.30-10	Liability Insurance	$0.00	$49,917.00	$0.00	$49,917.00	$0.00	$48,609.00	0%	$0.00
			221-9010-455.30-15	Telephone	$0.00	$4,754.43	$2,453.33	$10,274.00	$3,066.24	$10,197.00	30%	$2,453.33
			221-9010-455.30-20	Advertising	$0.00	$9,217.70	$0.00	$15,000.00	$5,782.30	$15,000.00	39%	$0.00
			221-9010-455.30-25	Postage & Printing	$0.00	$17,546.73	$12,507.69	$30,218.00	$163.58	$21,218.00	1%	$12,507.69
			221-9010-455.30-35	Travel & Training	$0.00	$7,499.26	$0.00	$11,485.00	$3,985.74	$12,485.00	35%	$0.00
			221-9010-455.30-40	Special Programs	$0.00	$7,516.73	$3,328.99	$15,000.00	$4,154.28	$15,000.00	28%	$3,328.99

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		Account	Description								
		221-9010-455.35-10	Operating Supplies	$0.00	$30,683.62	$13,462.04	$65,000.00	$20,854.34	$65,000.00	32%	$13,462.04
		221-9010-455.35-15	Cataloging & Processing	$0.00	$7,770.62	$4,939.74	$15,914.00	$3,203.64	$15,914.00	20%	$4,939.74
		221-9010-455.35-80	Equipment under $10,000	$0.00	$0.00	$0.00	$1,000.00	$1,000.00	$1,000.00	100%	$0.00
		221-9010-455.36-10	Adult	$0.00	$55,705.92	$14,758.81	$75,000.00	$4,535.27	$96,870.00	6%	$14,758.81
		221-9010-455.36-15	Reference	$0.00	$3,567.59	$891.01	$6,000.00	$1,541.40	$6,000.00	26%	$891.01
		221-9010-455.36-20	Young Adult	$0.00	$5,717.41	$7,032.59	$13,911.00	$1,161.00	$13,911.00	8%	$7,032.59
		221-9010-455.36-25	Children	$0.00	$69,692.37	$14,929.86	$86,742.00	$2,119.77	$92,742.00	2%	$14,929.86
		221-9010-455.37-15	Videos DVDs	$0.00	$10,216.16	$1,146.07	$15,000.00	$3,637.77	$16,974.00	24%	$1,146.07
		221-9010-455.37-20	Audio Books	$0.00	$7,122.22	$4,417.06	$12,500.00	$960.72	$15,000.00	8%	$4,417.06
		221-9010-455.37-30	Music CDs	$0.00	$3,517.74	$864.36	$4,500.00	$117.90	$4,500.00	3%	$864.36
		221-9010-455.38-10	Periodicals	$0.00	$3,125.08	$11,137.36	$15,030.00	$767.56	$18,030.00	5%	$11,137.36
		221-9010-455.38-20	Public Access Software	$0.00	$70,153.72	$15,394.28	$93,500.00	$7,952.00	$90,872.00	9%	$15,394.28
		221-9010-455.39-10	Digital Content	$0.00	$89,187.11	$776.89	$109,482.00	$19,518.00	$92,982.00	18%	$776.89
		221-9010-455.92-22	To Library Replacement Fd	$0.00	$81,202.98	$0.00	$97,398.00	$16,195.02	$97,398.00	17%	$0.00
		221-9010-455.95-02	To Water Fund	$0.00	$2,332.76	$0.00	$2,500.00	$167.24	$2,500.00	7%	$0.00
		221-9010-455.95-07	To Sewer Fund	$0.00	$595.10	$0.00	$600.00	$4.90	$600.00	1%	$0.00
		221-9010-455.95-10	To Stormwater Management	$0.00	$506.00	$0.00	$610.00	$104.00	$610.00	17%	$0.00
		Summary		**0.00**	**764,173.22**	**163,202.51**	**1,098,916.00**	**171,540.27**	**1,129,747.00**	**0.16**	**163,202.51**

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Budget to Actual Expenditures

Library	- Administration	(Library Replacement Fund
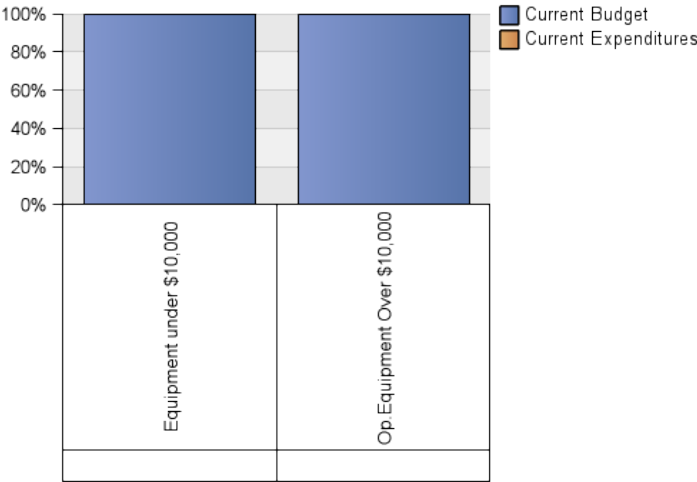
Current Budget
Current Expenditures

Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under $10,000	$0.00	$20,371.89	$0.00	$54,280.00	$33,908.11	$54,280.00	62%	$0.00
			222-9010-455.75-10	Op.Equipment Over $10,000	$0.00	$0.00	$0.00	$35,000.00	$35,000.00	$35,000.00	100%	$0.00
			Summary		**0.00**	**20,371.89**	**0.00**	**89,280.00**	**68,908.11**	**89,280.00**	**0.77**	**0.00**
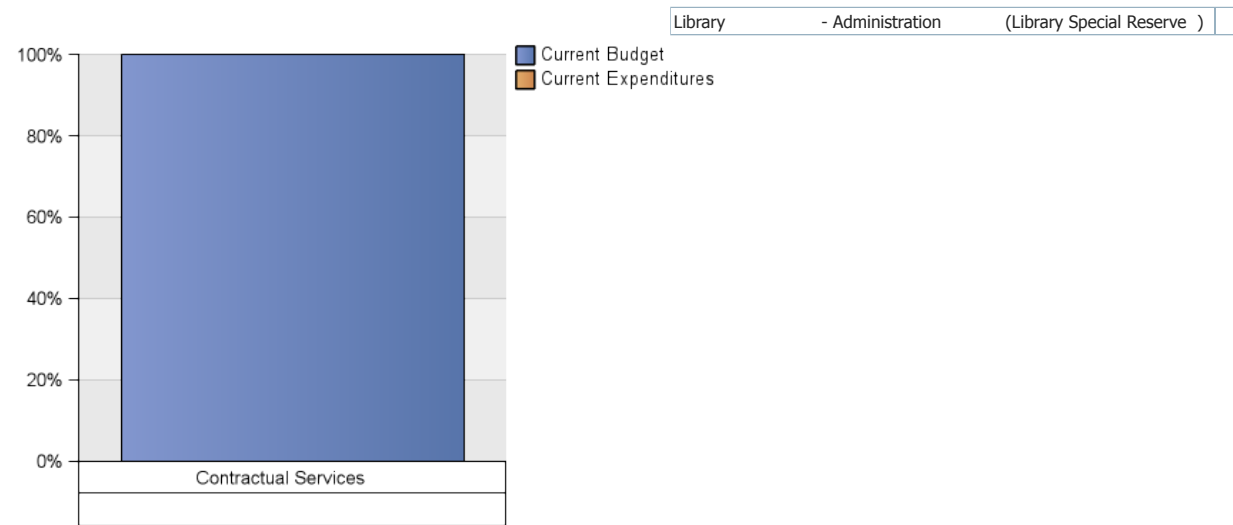
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Budget to Actual Expenditures

Library	- Administration	(Library Special Reserve)

Legend:
- Current Budget
- Current Expenditures

Contractual Services

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	223-9010-455.20-10	Contractual Services	$0.00	$75,821.03	$0.00	*$1,835,600.00*	*$1,759,778.97*	$1,000.00	96%	*$0.00*
			Summary		**0.00**	**75,821.03**	**0.00**	***1,835,600.00***	***1,759,778.97***	**1,000.00**	**0.96**	***0.00***

Feb 2024 Packet 13

NPL Circulation Statistics

January 2024

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2022	2023	2024
Juvenile						
Books	305,473	371,970	370,025	27,322	38,250	33,117
Videos	2,051	2,980	3,456	239	372	263
Audios	10,162	13,466	12,709	953	1,373	478
Magazines	292	879	316	72	43	43
Other	471	1,085	554	65	60	64
Juvenile - Total	318,449	390,380	387,060	28,651	40,098	33,965
Teen						
Books	14,212	14,245	14,243	1,514	1,242	1,308
Audios	59	68	68	5	4	2
Magazines	10	11	9	0	1	0
Teen - Total	14,281	14,324	14,320	1,519	1,247	1,310
Adult						
Books	103,651	117,152	119,866	10,539	11,541	11,383
Videos	32,583	40,841	41,406	3,784	4,000	4,000
Audios	11,606	12,933	11,710	1,176	1,150	977
Magazines	2,219	2,610	2,759	167	269	259
Other	7,990	12,044	12,929	934	1,426	1,243
Adult - Total	158,049	185,580	188,670	16,600	18,386	17,862
Digital Content						
eAudiobooks	16,218	20,832	28,348	1,810	2,508	3,322
eBooks	24,548	27,729	31,914	2,919	3,246	3,713
Magazines	1,568	1,248	2,984	160	107	547
Music	279	393	384	39	37	27
Streaming Video	3,652	2,553	3,356	303	285	459
Content Passes	147	124	273	23	15	29
Digital Content - Total	46,412	52,879	67,259	5,254	6,198	8,097
Total Circulation	537,191	643,163	657,309	52,024	65,929	61,234

NPL Collection Holdings

January 2024

	Beginning Total	Ending Total	Current Month Added (+)	Current Month Change	Year to Date Added (+)	Year to Date Change
Juvenile						
Books	81,865	82,193	478	-150	4,201	-3,391
Videos	940	939	0	-1	0	-16
Audios	2,338	2,344	16	-10	171	-201
Magazines	295	182	17	-130	126	-135
Other	121	111	0	-10	4	-15
Juvenile - Total	**85,559**	**85,769**	**511**	**-301**	**4,502**	**-3,758**
Teen						
Books	4,360	4,371	14	-3	488	-1037
Audios	30	30	0	0	0	-5
Magazines	30	18	1	-13	7	-13
Teen - Total	**4,420**	**4,419**	**15**	**-16**	**495**	**-1055**
Adult						
Books	53,941	54,152	299	-88	3,203	-5,164
Videos	16,738	16,741	31	-28	584	-221
Audios	11,019	11,020	8	-7	148	-790
Magazines	2,075	1,311	110	-874	1156	-1298
Other	2,145	2,145	3	-3	105	-177
Adult - Total	**85,918**	**85,369**	**451**	**-1,000**	**5,196**	**-7,650**
Total Collection	175,897	175,557	977	-1,317	10,193	-12,463

NPL Digital Content by Month

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

	9.23	10.23	11.23	12.23	1.24	
eRead Illinois						
eAudiobooks	248	234	215	280	306	
eBooks	313	262	255	271	285	
eRead Illinois Total	561	496	470	551	591	
Freading	1	0	4	4	5	
Hoopla						
eAudiobooks	1,445	1,468	1,464	1,528	1,748	
eBooks	769	765	902	825	988	
Movies/TV	90	106	142	101	116	
Music	34	39	35	38	27	
Hoopla Total	2,338	2,378	2,543	2,492	2,879	
Kanopy						
Individual Titles Plays	108	100	100	109	128	
Plays Through Passes	107	156	203	156	215	
Kanopy Total Videos Played	215	256	303	265	343	
OverDrive						
eAudio	1036	1118	1136	1,193	1,268	
eBooks	1,919	2,082	1,991	2,157	2,435	
Magazines	237	462	514	505	547	
OverDrive Total	3,192	3,662	3,641	3,855	4,250	
Total Downloads or Uses						
eAudiobooks	2,729	2,820	2,815	3,001	3,322	
eBooks	3,002	3,109	3,152	3,257	3,713	
Magazines	237	462	514	505	547	
Music	34	39	35	38	27	
Streaming Video	305	362	445	366	459	
Hoopla 7-day BingePasses	20	20	17	37	23	
Kanopy Passes	5	7	5	1	2	
OverDrive 7-Day Passes	7	6	2	6	4	
Total Passes	32	33	24	44	29	

NPL Monthly Statistics

January 2024

Library Card Registration

	Registration - Fiscal Year 2024					
	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	21,134	277	-8	21,403	27,911	25,188
Teen	2,519	3	1	2,523	3,338	3,040
Juvenile	8,243	27	-4	8,266	9,165	7,724
Total	31,896	307	-11	32,192	40,414	35,952

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	17,042	184,012	149,050	108,192

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,046	34,142	31,374	28,228
Loaned	2,988	29,555	30,517	29,429
Reciprocal borrowing	16,532	187,827	170,900	115,036

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	767	562	44	8,436
Public Laptops	69	111	97	838
Totals	836	673	48	9,274

normalpl.org Site Statistics

January 2024

	Annual Totals Year to Date			January		
	FY 2022	FY 2023	FY 2024	2022	2023	2024
Views & Sessions						
Pageviews	273,676	345,175	378,405	35,021	37,714	50,406
Sessions	147,071	172,819	188,078	19,251	18,584	23,058

Top Viewed Pages	FY 2024
/	173,027
/events/upcoming	29,481
/events/month	10,870
/learning-resources	7,565
/employment	5,061
/challenges	3,698
/summerreading	3,416
/download-stream	2,701
/website-search	2,487
/books	2,452

Usage by Device	FY 2024
Desktop	50.7%
Mobile	47.7%
Tablet	1.6%

Top Viewed Pages	January 2024
/	24,081
/events/upcoming	3,654
/events/month	1,452
/learning-resources	901
/employment	631
/events/month/2024/02	622
/challenges	586
/events/month/2024/03	335
/download-stream	328
/books	319

Usage by Device	Jan 2024
Desktop	51.3%
Mobile	46.9%
Tablet	1.8%

Normal Public Library Trustee Action Report

February 26, 2024

Approval of Policy

Prepared By: John Fischer
Reviewed By: Laura Golaszewski, Phil Lenzini
Staff Recommendation: Approval
Attachments: Library Card Policy

Community Impact
Provides ongoing policy and security to maintain our top notch service to our community while maintaining standard procedures that support staff efforts.

Budget Impact
This Policy has no direct impact on Budget

Strategic Alignment
Priority 1, Strategy 1 and 2
Priority 3, Strategy 1

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. 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).

In order to check out materials patrons must present a library card or photo ID. All items on reserve must be checked out to the account on which they were reserved.

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; February 26, 2024.

Normal Public Library Trustee Action Report

February 26, 2024

Approval of Policy

Prepared By: John Fischer
Reviewed By: Jennifer Williams
Staff Recommendation: Approval

Attachments: Parking Lot Policy

Change: The only change for this update is the closing time listed on the policy from 9 pm to 8 pm.

Community Impact
Provides ongoing support to staff to ensure best available conditions to support superior access to our facility.

Budget Impact
Parking continues to be of prime importance to our community of patrons. We currently maintain an annual contract to lease additional parking for our patrons adjacent to the building. Maintaining our lots is important, as is maintaining proper use of this property, including restricting use when necessary.

Strategic Alignment
Priority 1, Strategy 1 and 2
Priority 2, Strategy 1 and 2
Priority 3, Strategy 1

Normal Public Library—Parking Lot Policy

Policy Statement

The Normal Public Library (hereinafter the "Library") endeavors to create a welcoming environment both inside the building and in the parking lots and Library grounds. Use of Library parking lots must conform to applicable laws, regulations, and the Rules of Conduct for Library Users Policy (hereinafter the "Rules of Conduct"). Library parking lots are intended for the use of the customers of the Library.

Purpose

To establish the policy and procedures to address behavior or activities in library parking lots that violate laws, regulations, or Library Rules of Conduct and to provide for the removal of vehicles from Library parking lots when vehicles present a hazard, violate regulations, appear to be abandoned, or when individuals within vehicles in Library parking lots engage in illegal activity or violate the Library Rules of Conduct.

Definitions

For purposes of this Policy, the following terms shall be defined as follows:

Library Parking Lots. Library parking lots refers to any parking lots owned or leased by the Library.

Library Patrons. Library Patrons means those people actively utilizing the Library's services, materials, and/or facilities during Operating Hours.

Operating Hours. Operating Hours means the following times, excluding holidays and days when the Library closes early:

    a.   From 9:00 a.m. to 8:00 p.m. of each day from Monday through Thursday;
    b.   From 9:00 a.m. to 5:00 p.m. of each day Friday and Saturday;
    c.   From 1:00 p.m. to 5:00 p.m. Sunday;

    Operating Hours shall include times other than those listed above when the Library is open to the public, such as for special events.

Policy

Persons on Library property, including parking lots and grounds, must conform to the Library Rules of Conduct, laws, and regulations, and policies.

Library parking lots are reserved for the sole and exclusive use of Library Patrons during Operating Hours, unless prior approval is obtained from the Library Director. Vehicle parking in the Library parking lots during Operating Hours by persons other than Library Patrons is prohibited. Vehicle parking in the Library parking lots outside Operating Hours is prohibited.

Vehicles parked in the Library parking lots shall park within the demarcated parking spaces and shall not obstruct or impede the use of the parking lots or the flow of traffic therein.

Vehicles that present a hazard or safety risk, violate this or any other Library Policy, appear to be abandoned, or interfere with the normal operation of the Library will be immediately removed from Library parking lots.

Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors within the Library parking lots and grounds.

In addition to the removal of vehicles as authorized above, failure to comply with this Policy may result in the loss of a vehicle owner or operator's Library privileges, including barring said owner or operator, temporarily or permanently, from use of the Library.

Removal Procedure

The Library Director, or his/her designee, may cause any vehicle parked in violation of this Policy to be towed from the Library premises. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.

Approved by the Board of Trustees of Normal Public Library on May 29, 2019; Amended February 26, 2024.

Normal Public Library Trustee Action Report

February 26, 2024

Acknowledgement of committed project funding from Normal Public Library Foundation

Prepared By: John Fischer
Reviewed By: Lyn Potts
Staff Recommendation: Approval

Attachments: Letter of Commitment to Funding

Community Impact
Provides ongoing access to collections, services, and programming well into the future allowing improvement of access and updated furnishings, lighting, network, wifi. Providing a healthy facility for staff and community.

Budget Impact
Funding provided by Normal Public Library Foundation propels our project forward ensuring project completion and updated technologies specifically in the areas of service and programming related to our maker space and adjacent programming spaces in our renovation.

Background
Foundation held a special meeting on February 13 to discuss project support for Normal Public Library Asbestos Abatement and Interior Renovation Project.

Strategic Alignment
Priorities 1-4

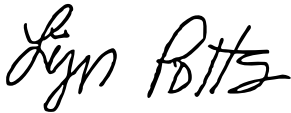# NORMAL PUBLIC LIBRARY
FℱUNDATION

February 22, 2024

Trustees of Normal Public Library:

On Tuesday, February 13, the board of Normal Public Library Foundation passed a resolution committing funding in the amount of $250,000 to Normal Public Library to support the Asbestos Abatement and Interior Renovation Project.

Normal Public Library Foundation is an independent, nonprofit organization that works as a catalyst to strengthen and inspire our growing community library.

We are committed to Normal Public Library through fundraising, advocacy, and programs because we believe that our community library is essential to a strong community.

Sincerely,

Lyn Potts

Lyn Potts
President
Normal Public Library Foundation

The Normal Public Library Foundation (EIN 45-3138846) is a non-profit organization under Internal Revenue Code Section 501(c)(3). No goods or services were given in exchange for this gift. Please maintain this receipt to substantiate your charitable contribution.

Normal Public Library Trustee Action Report

February 26, 2024

Authorize the Library Director to Enter a Contract with Broeren Russo for Asbestos Abatement and Interior Renovation in the amount of $5,127,000

Prepared By: John Fischer
Reviewed By: Darren Schretter, Studio GC
Staff Recommendation: Approval

Attachments: Bid Tabulation

Community Impact
Provides ongoing access to collections, services, and programming well into the future allowing improvement of access and updated furnishings, lighting, network, wifi. Providing a healthy facility for staff and community.

Budget Impact
Impacts the Library Special Reserve, and future budget years as discussed. Funding also provided by Normal Public Library Foundation.

Background
This project has seen discussion since 2020. In 2021 the trustees elected to pursue a contract with Studio GC to address the asbestos. In 2022 some plans were placed on hold while exploring alternate options. In 2023 the trustees committed $4.75 million in special reserve funding for this project and continued contract with Studio GC.

Strategic Alignment
Priorities 1-4

STUDIO GC
architecture + interiors

223 W. Jackson Blvd., Suite 1200
Chicago, IL 60606
P: 312.253.3400

Client: Normal Public Library
Project Name: Abatement and Interior Renovations

Project No.: 21037
Bid Date: Tuesday, Feb 20, 2024 @ 3:30 p.m.
Project Manager: Darren Schretter

BID TAB WORKSHEET

Contractor	Base Bid Amount	Contingency Allowance1	Contingency Allowance2	Contingency Allowance3	Contingency Allowance4	Total Bid Amount	Alternates						Addendum				Bid Bond	Remarks
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4	Alt. No. 5		#1	#2	#3	#4		$5,127,000.00
Broeren Russo																		Total with All Alternates Accepted
	$2,460,000.00	$150,000.00	$25,000.00	$25,000.00	$25,000.00	$2,685,000.00	$1,210,000.00	$644,000.00	$141,000.00	$130,000.00	$317,000.00		X	X	X	X	X	
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4	Alt. No. 5		#1	#2	#3	#4		
		$150,000.00	$25,000.00	$25,000.00	$25,000.00													
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4			#1	#2	#3	#4		
		$150,000.00	$25,000.00	$25,000.00	$25,000.00													
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4			#1	#2	#3	#4		
		$150,000.00	$25,000.00	$25,000.00	$25,000.00													
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4			#1	#2	#3	#4		
		$150,000.00	$25,000.00	$25,000.00	$25,000.00													
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4			#1	#2	#3	#4		
		$150,000.00	$25,000.00	$25,000.00	$25,000.00													
							Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4			#1	#2	#3	#4		

Alternate Bid No. 1: 1992 Addition Floor Replacement, Wall Finish Replacement & Power/Data System Components Replacement / Modifications on the Floor & Walls

Alternate Bid No. 2: 1992 Addition Ceiling System, Mechanical Component, Electrical Component, Fire Protection Component Replacement & Modifications

Alternate Bid No. 3: 1992 Addition New Maker Space 216

Alternate Bid No. 4: LED Pendant Fixtures

Alternate Bid No. 5: Foundation Repair & Exterior Front Plaza

Page 1

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Normal Public Library Trustee Action Report

February 26, 2024

2023 Annual Report Approval

Prepared By: John Fischer
Reviewed By: Leadership Team, Emily Klay, Cathy Olofson (Director Of Communications)
Staff Recommendation: Approval

Attachments: 2023 Annual Report

Community Impact
Provides ongoing promotion of the library's commitment to collections, services, and programming well into the future and highlights the valuable work of staff, partners, community members, and trustees to this effort.

Budget Impact
The work that we do each day is impacted by our carefully planned budget. In turn, the report of our successes influences and impacts our services, collections, and programs well into the future.

Notes
Congratulations to trustees and staff on an excellent year providing our community the best that we all have to offer, looking ahead to our challenges with hope and resolve. Our strong service culture continues to grow and flourish with both staff expectations and community participation.

Strategic Alignment
Priorities 1-4

NORMAL PUBLIC LIBRARY

2023

ANNUAL REPORT

As we look back on 2023, Normal Public Library is proud to have spent the past year working diligently to provide fun and creative opportunities for our community members to engage with our collections, programs, services, and spaces. We are delighted to have welcomed new cardholders and visitors to the library, and were honored to have the chance to provide all of our patrons with proactive and enthusiastic service at their community library. Once again, our partnerships throughout the educational and nonprofit community allowed us to reach far beyond our walls, and we prioritized nurturing and growing these essential relationships throughout the year. We took a close look at our library's structure and filled three positions, including a Facilities Lead, a Business and Technology Librarian, and an additional Programming and Youth Services Librarian, so that we are better equipped to provide exceptional service now and in the future. We spent a good amount of time in 2023 planning for 2024, as we anticipate a large construction project that will provide an updated, refreshed, and healthy space for our community to gather and enjoy. Though we expect some disruption ahead, our staff and board are excited and ready for this positive and transformative new chapter.

HIGHLIGHTS OF 2023

- Honored by the Illinois State University's Center for Civic Engagement with the Civic Engagement Community Partner Award

- Awarded Project Next Generation Grant in the amount of $12,410, which supported the creation of a coding club for those aged 10–18

- Filled open staff positions to better support the library's current and future goals

- Library trustees committed reserve funds to the library improvement project in order to create a safer and more welcoming library

- Provided a dynamic and enjoyable Summer Reading Challenge to 3,967 people that was fully funded by Normal Public Library Foundation

- Expanded our world languages offerings by adding materials in French to the adult collections, and books in Hindi to the children's collections

- Removed fees for faxing, providing yet another free and valuable service to our community

- Partnered with Bloomington Public Library and Connect Transit in September to provide 24,804 free bus rides for library cardholders for Library Card Sign-Up Month

SERVICES

In 2023, staff went above and beyond to provide a wide variety of library services to the public. While it would be impossible to individually list all of those in this report, the commonalities that are shared among these services is an emphasis on accessibility and a close attention and considerate response to patron needs. Library services were provided not only within our building, but throughout the community through our extensive outreach

1

efforts. A few highlights of those efforts include:

- Provided biweekly home delivery services to over 50 residents who have difficulty getting to the library on their own

- In response to user requests, added headphones, magnifying pages, and file folders to the front service desk for patron use

- Replaced public use laptops to provide a better, faster computer experience

- Collaborated with Little Free Pantry to collect non-perishable food and household items

- Filled 52 Educator Pack requests, comprised of 550 individual book selections

- Provided countless hours of tech support to empower our patrons to be able to fill out job applications online, obtain email addresses, access important documents, download e-books and other resources, print documents, convert files, and more

- Distributed surplus books to various locations, including the McLean County Jail, Little Free Libraries, Carle Cancer Center, Uptown Station, YWCA, and others

- Filled 216 3D printing requests through our 3D printing program

- During tax season, provided access to common tax forms and printed for free any tax forms that were not available within the library

- Through our Unit 5 Library Card Project, distributed over 1,600 library cards to Normal students through the mail

- Obtained over 300 items from Illinois libraries outside of our system per patron request, as well as over 120 items from libraries outside of Illinois

- Continued to "pop up" in the lobbies of

several senior living locations, including Blair House, Mercy Creek, Evergreen Village, Evergreen Place, ARC, and others to provide access to new large print books, movies, audiobooks, and library staff assistance

We are also proud to share that our staff were active in professional organizations at the state level throughout the year. One of our Children's librarians, Lyndsey Carney, served on the Monarch Award Committee and the Illinois Youth Services Planning Committee. Staff also participate in various community boards and committees, including the Reducing Social Isolation Committee, Area Planning Committee for Adult Education, Community Educators Group, and many more.

PROGRAMS

Our staff provided 656 dynamic, engaging programs throughout the year for 28,667 people of all ages. Our programs are constantly in flux as we adapt them to our community's needs and feedback, and we appreciate that we receive positive comments about our efforts on a near-weekly basis! Many of our larger, more costly programs would not be possible to provide without the support of Normal Public Library Foundation, and we are very grateful for their support. Other programming highlights include:

- Began two new recurring programs, Crime Club and Recipe Rotisserie cookbook club

- Challenged our community to read every day with our Summer Reading Challenge, "Find Your Voice!" A few programming highlights include: Take a Bow, a kid-produced small theater production; Tiny Art Show, which featured work from 100 community members of all ages; a digital photography course for adults; Comic Book Club for kids.

- Joined 393 people in a joyous End of Summer Party that included foam, sensory activities, music, crafts, and games with the Parks and Rec Pop-Up Park

- Hosted many fun events including: our first annual Puzzle Palooza competition and swap; interactive murder mysteries for teens and adults, including one based on the hit TV show Only Murders in the Building;

Wackadoo!, a Bluey-themed extravaganza; Pins and Needles: A Fiber Arts Celebration, and many more

- Made valuable updates to the storytime schedule to appeal to a wider audience of families, including adding a storytime intended for toddlers aged 19-36 months and updating an existing storytime to include time for play and caregiver coffee time

- Celebrated Banned Books Week with several events that encouraged community members to engage with challenged titles, including a month-long Banned Books Bingo, a virtual roundtable on the state of book challenges in 2023 with other stakeholders, and a community book discussion event

- Educated and equipped our community to utilize our maker equipment through programs such as Create with Cricut, Maker Monday, Paper Crafting Club, Beginning Sewing, and Pronoun Pins.

- Participated in and contributed to many off-site community events throughout the year, including the Juneteenth Celebration at Miller Park, Heartland College's Transition Fair, Heartland College's Social Services Fair, Senior Day at the McLean County Fair, Bloomington Farmers' Market, and many more

- Partnered with the Town of Normal's Parks and Recreation staff to provide programming at all of their after-school sites

- Hosted an intergenerational storytime program at Blair House Senior Living

Many of our programs benefit from partnership with different community groups. Forming, deepening, and maintaining those relationships to increase the accessibility and value of our programming is something we are always working towards. A few examples of these partnered programs include El dia de los ninos/El dia de los libros (Day of the Child/ Day of the Book) with The Immigration Project, Conexiones Latinas, Latinos en BloNo, Western Avenue Community Center, and BN Parents; Instrument Petting Zoo with Illinois Wesleyan University's Music Education department; Asian Heritage Celebration with ISU AsiaConnect, ISU Lab Schools, Korean Academy of Language and Culture, and Illinois Art Station; and Pride in the Park with Bloomington Public Library, Prairie Pride Coalition, and PFLAG Bloomington/ Normal.

COLLECTIONS

Providing up-to-date, diverse, and engaging collections remained a top priority for us in 2023, as it does each year. We remain committed to using data-driven decision making and community input to update, refine, and add to our physical and digital collections. To aid in this effort, we use professional journals, reviews, library databases, and patron interactions to be sure that the materials we are providing meet the needs of our community members.

Our nontraditional library items, collected in our Library of Things, remain extremely popular with our patrons. Board games, robots, sewing machines, ukuleles, and so much more make for a collection that encourages exploration, fun, and lifelong learning. We continue to expand this collection with suggestions and inspiration from community members, staff, and our library peers.

Digital content remained popular in 2023, with 77,580 digital items circulated. Patrons continue to enjoy accessing free streaming movies (3,829), music (484), e-books (37,529), e-audiobooks (32,664), magazines (2,750), and more through our digital resources. All content on these platforms are available to Normal residents at no cost.

Other collections highlights include the following:

- Circulated 719,726 physical items, including 614,599 books, 53,816 movies, and 3,744 magazines, among others

- Created Kits for Kids in the children's department, which are kits that include a combination of toys and books that focus on one theme (colors, alphabet, etc.)

- Expanded our Library of Things with the additions of portable digital image scanners, a video to digital file converter, scan pens, and portable DVD drives

- Added Fiero Code and Weiss Financial

Ratings to our online learning resources

- Added 15 Chromebooks using Project Next Generation grant funding, funded using Library Services and Technology Act funds provided to the State Library by the Institute of Museum and Library Services

FACILITIES & SPACES

Free, public spaces for people to meet, gather, and socialize remain in high demand, and we responded to that need by providing a variety of options for meeting spaces. Our two standalone meeting pods, funded by an Illinois State Library and American Rescue Plan Act funds in 2022, remain constantly in use. Our meeting rooms, which we opened again for public use this year, have been extremely popular and have provided space for community resource fairs, job fairs, book clubs, homeschool cooperatives, wellness events, and more.

Providing easy access to the library remains a top priority for us. To that effect, we renewed our lease for the Fell Avenue parking lot and updated our exterior lighting to provide better illumination in that lot. We also seal coated and striped our main parking lot, and updated our exterior signs and lighting so that our building is easier to locate.

In our Children's area, staff assessed what furniture and seating needs were needed on the floor, and we used that input to purchase new, functional furniture to refresh our Book Nook and Wellness Room. These new furniture pieces have created a more welcoming and usable environment for kids and their families.

Our first-floor art gallery hosted works by a variety of regional artists throughout 2023, highlighting artists of many different ages and backgrounds in various mediums. Whether it was watercolors, photography, multimedia collage, or illustration, our patrons embraced each opportunity to engage with art in a free, public setting with enthusiasm.

WHAT TO EXPECT IN 2024

The biggest project coming up in 2024 is the asbestos abatement of the 1972 portion of our building and the renovation of our entire building. We are ready and able to pivot library services, programs, and collections to allow for this vital project to move forward while still providing our community with several options for library access. Upon completion of this project, we look forward to an updated, modernized library that will serve Normal residents well for the next 10-15 years. Additionally, we plan to:

- Replace network equipment and move all network rack locations and equipment to mechanical rooms or enclosed office spaces
- Upgrade our VOIP system and seek increased internet bandwidth
- Create a strategic plan for 2024-2027
- Add two 30-hour Library Technical Assistant positions as well as a Collection Development Librarian to our staff
- Increase the visibility and fundraising capability of Normal Public Library Foundation

Normal Public Library
Library Director Evaluation Form

Overall Performance

Overall level of performance.

Comments:

Category 1 – General Board Assistance

- Assists in the planning of board meeting agendas and organizing supporting data, including official minutes and records.
- Makes significant contributions in meetings, both listening and responding.
- Keeps board informed on legislative and legal matters affecting the Normal Public Library.
- Assists board in orientation of new trustees, including introduction to library procedures, departments and staff.
- Keeps board informed of relevant community and government engagement events

Comments:

Category 2 – Policies and Long Range Planning

- Provides board with adequate information for them to formulate effective policy.
- Develops administrative procedures to effectively implement board policies.
- Implements policies of the board and interprets them to the staff and public.
- Prepares and recommends an effective future planning program.

Comments:

Category 3 – Finance

1

- Provides adequate and effective financial information required for making financial and budgetary decisions.
- Prepares annual budget for board consideration.
- Assists board in developing overall plans for effective use of library finances.
- Develops and recommends programs for state and federal grants, as appropriate.

Comments:

Category 4 – Building and Grounds

- Directs and supervises maintenance of building, grounds and property.
- Assists insurance agent in determining value of library building and contents for adequate coverage.

Comments:

Category 5 – Community Relations and Service

- Combines judgment of people and knowledge of library materials to select materials and media that meet reader's needs.
- Evaluates community interests and needs; recommends programs and services designed to respond to these needs.
- Maintains and promotes a public information program covering all aspects of library programs and services.
- Maintains an effective liaison with local governments, agencies, civic organizations and special interest groups.
- Readily understands library users requests; easily approached and responsive.

Comments:

Category 6 – Dependability: Reliability in initiating projects and following through on responsibilities.

- Demonstrates regularity and reliability in maintaining working hours.
- Establishes lines of responsibility clearly among staff, day-to-day and in absence of the director.
- Begins working on new projects without waiting to be told.
- Good supervisory ability; keeps things running smoothly.
- Handles board and public inquiries and requests promptly.
- Establishes priorities for work to be done, by self and others.
- Originates new approaches to problems and encourages subordinates to try new methods and ideas
- Converts decisions into effective and decisive action.

- Seeks solutions rather than excuses.

Comments:

Category 7 – Work Relationships: Willingness to cooperate as a team member.

- Encourages and promotes needed personnel development and training programs.
- Creates an effective environment through which all employees are informed of board goals, plans and decisions.
- Makes full use of the skills and abilities of subordinates.
- Recognizes good work of others and expresses appreciation and support.
- Deals justly and impartially with personnel; objective, sympathetic and understanding.
- Encourages others to express their ideas and opinions.
- Has subordinates participate in setting work objectives and schedules.
- Effectively delegates responsibilities and authority at all levels.
- Periodically checks the performance of others on duties that have been delegated.
- Systematically evaluates personnel directly responsible to him.
- Understands how off-the-job problems can be related to on-the-job performance.
- Has a plan for self-development and is actively engaged in it.

Comments:

Category 8 – Professional Involvement

- Participates in local, state and national library activities.

Comments:

Category 9 – Professional Presentation and Appearance: Professional image, appropriateness of actions and reaction, attention to personal appearance.

- Expresses his ideas clearly.
- Is firm and fair in dealing with subordinates and associates.
- Creates agreeable relationships and is always cooperative; strong force for group morale.
- Approaches assignments with enthusiasm.
- Adjusts swiftly and effectively to changes in situations, plans or procedures.

3

- Handles workload effectively under pressure.
- Maintains control of his emotions when things are not going right.
- Responds intelligently to criticism of his own actions.
- Is well groomed: dresses appropriately.

Comments:

Additional Comments:

Performance Goals: