



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

**March 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 February 18, 2026
  - b. Approval of Normal Public Library Expenditures for Payment as of March 12, 2026
7. Items Removed from The Omnibus Vote Agenda
8. New Business
  - a. Review Partial Requirements of Per Capita Grant (Discussion)
  - b. Executive Session: [5 ILCS 120/2(c)(21)] Six-Month Review of Executive Session Minutes
  - c. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
  - d. Approve Director Merit Increase for Fiscal Year 2027, Effective April 1, 2026
9. Unfinished Business
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: April 15, 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  
February 18, 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, February 18, 2026. The meeting convened at 6:01 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:** No changes; addition of Expenditures to packet.
2. **President's Report:** Ms. Robb attended Unit 5 luncheon fundraiser and spoke to Sen. Koehler and Rep. Chung and staff.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** Excellent fundraising presentation and discussion by Dani Schroeder from Illinois Wesleyan fundraising. Discussion on donor motivation, interviewing, donor advised funds, appreciated assets, and endowed funds.

Foundation will plan an independent summer retreat.

**Library Advocacy:** See President's Report

**Library Planning:** No recent activity

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 December 17, 2025**
- B. **Approval of the Minutes of the Regular Board Meeting of January 21, 2026**
- C. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$188,937.19 for two payrolls, and \$85,268.76 for expenditures as of February 13, 2026.**

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

No items were removed.

**8. NEW BUSINESS**

**A. Approve Closing the Library on Friday, May 15, 2026 for Staff Development**

Mr. Lindberg moved to approve the closure of Normal Public Library on Friday, May 15th, 2026 for the purpose of Staff Development. Mr. Sye 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. 2025 Annual Report Presentation**

**C. Brief Presentation: Sustainable Libraries Initiative Certification**

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

Ms. Trunell 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 6:37 pm.

The Board of Trustees exited executive session and resumed public meeting at 6:50 pm.

Roll call:

Beth Robb: Present

Katelyn Trunnell: Present

Erin Ripley-Gataric: Present

Lynda Lane: Present

Terry Lindberg: Present

Susan Lash: Present

David Sye: Present

**9. UNFINISHED BUSINESS**

A. None

**10. SUGGESTED ITEMS FOR THE NEXT AGENDA**

A. Executive session [5 ILCS 120/2(c)(1)] Personnel

**11. BOARD COMMENTS AND CONCERNS**

A. Mr. Sye may be late to the March 2026 meeting.

**Next Meeting Date:** March 18, 2026

**Adjournment**

Ms. Lane motioned to adjourn the meeting , Ms. Lash seconded. Meeting adjourned at 6:52 pm.

---

Secretary

---

Date

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

**1. Monthly Financial Report**

**Revenue:** The February operating revenues were down about 14% compared to this time last year.

**Expenses:** A report showing expenses totaling \$36,739.27 from February 14 to March 12 is included in this packet. There are two payrolls for approval (February 27 and March 13).

**2. Circulation**

Total circulation for February was 45,441, an increase of 95% from February 2025.

**3. Capital Projects**

**Roof update:** We had roof progress in February and are planning a punch list for the third week in March.

**Tinker Studio:** There is ongoing work and testing to be done to address the direct vent of our laser engraver.

**4. HB5236: The Digital Library Protection Act**

The ILA Advocacy Committee is working with IHLS, RAILS, ILA, and the ILA Public Policy Committee to inform libraries and supporters about HB5236, which may prove to support Illinois library budgets in terms of digital content and related contracts. This bill is currently with the Consumer Protection Committee. Witness Slips are open for anyone interested.

**5. Tinker Studio**

The Tinker Studio is now open to the public and they are enjoying it! Studio Hours are Monday Closed, Tuesday 2–6 pm, Wednesday 3–7 pm, Thursday Closed, Friday–Saturday 10 am–2 pm, Sunday Closed. I am happy to provide a tour for trustees anytime.

**6. Hartford Audit**

The Hartford audit for our Workers Compensation protection was reported as complete in February and has resulted in a \$2,052 rebate, a credit to the library. We received a check in early March.

**7. Sustainable Libraries Initiative Certification**

The process for certification in the Sustainable Libraries Initiative is continuing. We are beginning to assemble our internal team and reach out to our community partners for needed support.

**8. Programming and Youth Services Librarian**

After a review of a strong pool of qualified candidates, we have hired a new Programming and Youth Services Librarian. Kristin Somers started her new position on Monday, March 9.

**9. Kiwanis Group Tour**

On March 31 we will be hosting the Kiwanis group to provide them information about our services, collections, programs, and renovated spaces and provide them a tour.

# Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2026-03/12/2026

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	29.00
Library Fund	Total	29.00

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	703.70
BRODART COMPANY	ADULT BOOKS	970.47
BRODART COMPANY	CATALOG/PROCESSING SUPPLY	125.40
BRODART COMPANY	CHILDREN'S BOOKS	502.50
CENGAGE LEARNING INC	ADULT BOOKS	435.59
CENGAGE LEARNING INC	ADULT LARGE PRINT BOOKS	166.44
CENTER POINT LARGE PRINT	ADULT BOOKS	39.75
CIRBN, LLC	INTERNET SERVICE MONTHLY	121.58
DEMCO INC	ACRYLIC SIGNS	179.91
DEMCO INC	CATALOG/PROCESSING SUPPLY	168.41
DIRECT ENERGY SERVICES LLC	OCT 25 UTILITIES	828.67
DIVERSIFIED MECHANICAL INC	PREVENTATIVE MAINT AGREEM	712.10
FRONTIER	MONTHLY PHONE BILL-2 MOS	255.84
MIDWEST TAPE	DIGITAL CONTENT	19,254.99
TESS MURPHY	PRINTMAKING WORKSHOP	200.15
US BANK/P-CARD	BOOKS ADULT- (2) PATRON R	25.98
US BANK/P-CARD	CHILDRENS QUIET AREA DIVI	1,241.70
US BANK/P-CARD	DUES-J. WILLIAMS ALA RENE	200.00
US BANK/P-CARD	DUES-K. GARMAN ALA RENEWA	215.00
US BANK/P-CARD	DUES-SLI CERTIFICATION	1,200.00
US BANK/P-CARD	DVDS-(1) MOVIE-PATRON REQ	10.88
US BANK/P-CARD	DVDS-(6) MOVIES	103.03
US BANK/P-CARD	FACILITIES-(2) DESK GROMM	11.56
US BANK/P-CARD	FACILITIES-(200) TRASH BA	94.84
US BANK/P-CARD	FACILITIES-(22) PT REFILL	99.32
US BANK/P-CARD	FACILITIES-(24) TP REFILL	66.52
US BANK/P-CARD	FACILITIES-(250) SANITARY	46.85
US BANK/P-CARD	FACILITIES-(3) DESK GROMM	16.34
US BANK/P-CARD	FACILITIES-(500) FEMININE	67.83
US BANK/P-CARD	FACILITIES-(6) PT REFILL	63.62
US BANK/P-CARD	FACILITIES-(8) SOAP REFIL	238.60
US BANK/P-CARD	L00001 KID MARKET-BAGS	9.98

## Report to Receive and File Town of Normal Expenditures for Payment as of 02/14/2026-03/12/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	L00001 KID MARKET-FOLDERS	37.99
US BANK/P-CARD	MEMBERSHIPS-WEB DEWEY REN	375.00
US BANK/P-CARD	OP SUPP-(1) 3D PRINTING S	28.00
US BANK/P-CARD	OP SUPP-(1) RULER-MAKERSP	54.07
US BANK/P-CARD	OP SUPP-(2) EXTERNAL HDS	239.98
US BANK/P-CARD	OP SUPP-(2) PHONE CABLES	17.98
US BANK/P-CARD	OP SUPP-(2) TRAYS; SPEC P	110.91
US BANK/P-CARD	OP SUPP-(2) TYPE-C CHARGI	14.24
US BANK/P-CARD	OP SUPP-(3) REGULAR FOLG.	75.63
US BANK/P-CARD	OP SUPP-(300) ZIPLOC BAGS	7.06
US BANK/P-CARD	OP SUPP-(50) BINDER RINGS	6.64
US BANK/P-CARD	PERIODICALS-COMPUTERS IN	149.95
US BANK/P-CARD	REFUND-CONTRACTUAL-SALES	-68.24
US BANK/P-CARD	REFUND-FACILITIES-(100) T	-47.42
US BANK/P-CARD	SPEC PROG-BOOK CLUB ACTIV	12.25
US BANK/P-CARD	SPEC PROG-BOOK CLUB SUPPL	46.76
US BANK/P-CARD	SPEC PROG-BOOK CLUB TEA	48.32
US BANK/P-CARD	SPEC PROG-MAKER ACADEMY A	16.99
US BANK/P-CARD	SPEC PROG-MIDNIGHT SOCIET	26.98
US BANK/P-CARD	SPEC PROG-PICTURE BOOK CL	71.72
US BANK/P-CARD	SPEC PROG-PUZZLE PALOOZA	239.35
US BANK/P-CARD	SPEC PROG-STORYTIME PRINT	1.99
US BANK/P-CARD	SPEC PROG-STORYTIME SUPPL	82.41
US BANK/P-CARD	SPEC PROG-TASKMASTER ROPE	44.63
US BANK/P-CARD	SPEC PROG-TASKMASTER SCHE	12.00
US BANK/P-CARD	SPEC PROG-TASKMASTER SUPP	25.92
US BANK/P-CARD	SPEC PROG-TINKERCRAFTING	6.99
US BANK/P-CARD	TECH-PRINTER IMAGE FUSION	169.95
US BANK/P-CARD	TRAINING-STAFF RECOGNITIO	496.25
VALSOFT IRELAND LTD/COLLECTIONHQ	PUBLIC ACCESS SOFTWARE	5,250.00
VERIZON WIRELESS	LIBRARY TELEPHONES	247.75
WALMART BUSINESS (LIBRARY)	DVDS	304.32
WALMART BUSINESS (LIBRARY)	OUTREACH SUPPLIES	226.35
Library Fund	Library Administration Total	36,710.27
<b>Overall - Total</b>		<b>36,739.27</b>

## Library Revenue and Expense Report, March 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
<b>221-Library Fund</b>	<b>4,334,885.00</b>	<b>4,333,885.00</b>	<b>4,290,429.62</b>	<b>99.00%</b>	<b>4,563,900.92</b>	<b>-5.99%</b>
31110-Property Tax	4,000,000.00	4,000,000.00	3,966,729.54	99.17%	4,190,081.83	-5.33%
31530-State Replacement Revenue	141,500.00	151,400.00	138,731.24	91.63%	171,005.40	-18.87%
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	2,000.00	1,109.90	55.50%	423.26	162.23%
34750-Replacements Books/AV	6,000.00	1,100.00	3,502.13	318.38%	1,827.44	91.64%
38210-Investment Income	96,600.00	96,600.00	86,821.75	89.88%	106,922.87	-18.80%
38530-Donations	1,000.00	1,000.00	3,182.18	318.22%	732.74	334.29%
38910-Miscellaneous	4,000.00	4,000.00	12,567.28	314.18%	11,347.40	10.75%
<b>222-Library Replacement Fund</b>	<b>84,900.00</b>	<b>84,900.00</b>	<b>38,088.48</b>	<b>44.86%</b>	<b>227,246.93</b>	<b>-83.24%</b>
38210-Investment Income	49,800.00	49,800.00	5,913.48	11.87%	23,106.93	-74.41%
39192-Transfer From	35,100.00	35,100.00	32,175.00	91.67%	204,140.00	-84.24%
<b>223-Library Special Reserve</b>	<b>3,750.00</b>	<b>44,854.00</b>	<b>59,515.93</b>	<b>132.69%</b>	<b>319,986.56</b>	<b>-81.40%</b>
38210-Investment Income	250.00	33,854.00	49,515.93	146.26%	78,986.56	-37.31%
38910-Miscellaneous	2,500.00	10,000.00	10,000.00	100.00%		0.00%
39192-Transfer From	1,000.00	1,000.00			241,000.00	-100.00%
<b>Total</b>	<b>4,423,535.00</b>	<b>4,463,639.00</b>	<b>4,388,034.03</b>	<b>98.31%</b>	<b>5,111,134.41</b>	<b>-14.15%</b>

Figure 1: Library Revenue Report, March 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
<b>221-Library Fund</b>	<b>4,239,560.00</b>	<b>4,271,479.00</b>	<b>3,584,686.28</b>	<b>194,106.62</b>	<b>3,778,792.90</b>	<b>492,686.10</b>	<b>3,943,783.13</b>	<b>11.53%</b>
10-Administration	4,239,560.00	4,271,479.00	3,584,686.28	194,106.62	3,778,792.90	492,686.10	3,943,783.13	11.53%
<b>222-Library Replacement Fund</b>	<b>35,100.00</b>	<b>35,100.00</b>	<b>32,042.44</b>	<b>0.00</b>	<b>32,042.44</b>	<b>3,057.56</b>	<b>99,733.26</b>	<b>8.71%</b>
10-Administration	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	99,733.26	8.71%
<b>223-Library Special Reserve</b>	<b>2,570,000.00</b>	<b>2,325,060.00</b>	<b>1,474,854.29</b>	<b>17,729.00</b>	<b>1,492,583.29</b>	<b>832,476.71</b>	<b>3,656,303.26</b>	<b>35.80%</b>
10-Administration	2,570,000.00	2,325,060.00	1,474,854.29	17,729.00	1,492,583.29	832,476.71	3,656,303.26	35.80%
<b>Total</b>	<b>6,844,660.00</b>	<b>6,631,639.00</b>	<b>5,091,583.01</b>	<b>211,835.62</b>	<b>5,303,418.63</b>	<b>1,328,220.37</b>	<b>7,699,819.65</b>	<b>20.03%</b>

Figure 2: Library Expense Report, March 2026

# Normal Public Library February 2026

## Circulation



Total Circulation



Increase over same month last year



YTD Total

## Holdings



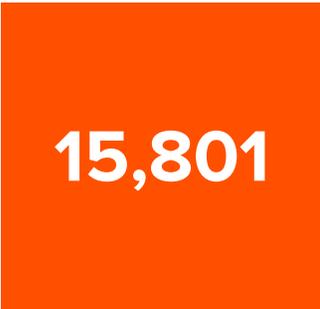
Total Holdings



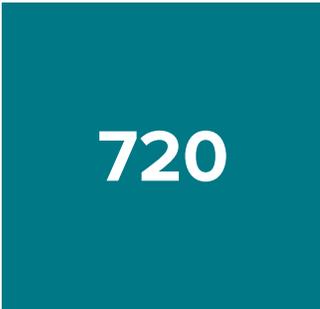
Items Added



Cards in Force



Door Count



PC Reservations

# NPL Circulation Statistics



February 2026

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2024	2025	2026
<b>Juvenile</b>						
Books	403,423	113,504	202,814	33,398	7,443	21,390
Videos	3,697	550	1,935	241	52	218
Audios	13,585	5,505	9,997	876	389	223
Magazines	326	33	134	10	0	2
Other	613	147	231	59	7	21
<b>Juvenile - Total</b>	<b>421,644</b>	<b>119,739</b>	<b>215,111</b>	<b>34,584</b>	<b>7,891</b>	<b>21,854</b>
<b>Teen</b>						
Books	15,562	6,365	7,903	1,319	411	722
Audios	73	27	45	5	0	12
Magazines	9	0	8	0	0	0
<b>Teen - Total</b>	<b>15,644</b>	<b>6,392</b>	<b>7,956</b>	<b>1,324</b>	<b>411</b>	<b>734</b>
<b>Adult</b>						
Books	129,876	62,102	90,453	10,010	5,130	9,008
Videos	44,345	15,064	26,809	2,939	1,147	3,002
Audios	11,999	3,734	7,260	289	310	1,630
Magazines	3,000	816	2,515	241	54	228
Other	14,195	5,907	8,907	1,266	474	751
<b>Adult - Total</b>	<b>203,415</b>	<b>87,623</b>	<b>135,944</b>	<b>14,745</b>	<b>7,115</b>	<b>14,619</b>
<b>Digital Content</b>						
eAudiobooks	31,602	37,568	44,894	3,249	3,624	4,159
eBooks	35,291	36,421	33,928	3,420	3,181	2,878
Magazines	3,512	5,463	7,960	580	566	713
Music	436	484	473	48	31	28
Streaming Video	3,554	3,714	4,879	234	450	404
Content Passes	316	353	474	36	32	52
<b>Digital Content - Total</b>	<b>74,711</b>	<b>84,003</b>	<b>92,608</b>	<b>7,567</b>	<b>7,884</b>	<b>8,234</b>
<b>Total Circulation</b>	<b>715,414</b>	<b>297,757</b>	<b>451,619</b>	<b>58,220</b>	<b>23,301</b>	<b>45,441</b>

# NPL Collection Holdings



February 2026

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	81,922	81,639	349	-632	3,671	-3,968
Videos	930	929	0	-1	0	-4
Audios	2,162	2,160	1	-3	120	-124
Magazines	145	140	7	-12	108	-157
Other	24	24	0	0	0	-19
<b>Juvenile - Total</b>	<b>85,183</b>	<b>84,892</b>	<b>357</b>	<b>-648</b>	<b>3,899</b>	<b>-4,272</b>
<b>Teen</b>						
Books	3,776	3,791	16	-1	413	-818
Audios	27	27	0	0	0	0
Magazines	6	6	0	0	2	-3
<b>Teen - Total</b>	<b>3,809</b>	<b>3,824</b>	<b>16</b>	<b>-1</b>	<b>415</b>	<b>-821</b>
<b>Adult</b>						
Books	53,665	53,443	259	-481	2,703	-2,593
Videos	15,044	15,054	18	-8	343	-514
Audios	9,223	9,225	6	-4	118	-699
Magazines	796	794	89	-91	987	-1405
Other	2,310	2,307	0	-3	59	-15
<b>Adult - Total</b>	<b>81,038</b>	<b>80,823</b>	<b>372</b>	<b>-587</b>	<b>4,210</b>	<b>-5,226</b>
<b>Total Collection</b>	<b>170,030</b>	<b>169,539</b>	<b>745</b>	<b>-1,236</b>	<b>8,524</b>	<b>-10,319</b>

# NPL Digital Content by Month



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

	10.25	11.25	12.25	1.26	2.26	
<b>eRead Illinois</b>						
eAudiobooks	280	29	115	117	122	
eBooks	273	31	141	165	89	
<b>eRead Illinois Total</b>	<b>553</b>	<b>60</b>	<b>256</b>	<b>282</b>	<b>211</b>	
<b>Freanding</b>	0	1	0	8	4	
<b>Hoopla</b>						
eAudiobooks	2,327	2,493	2,442	2,778	2,523	
eBooks	868	963	991	1,045	948	
Movies/TV	164	160	138	174	121	
Music	63	55	44	39	28	
<b>Hoopla Total</b>	<b>3,422</b>	<b>3,671</b>	<b>3,615</b>	<b>4,036</b>	<b>3,620</b>	
<b>Kanopy</b>	275	398	419	391	283	
<b>OverDrive</b>						
eAudio	1,439	1,404	1,528	1,700	1,514	
eBooks	1,799	1,892	2,007	2,155	1,837	
Magazines	797	740	792	814	713	
<b>OverDrive Total</b>	<b>4,035</b>	<b>4,036</b>	<b>4,327</b>	<b>4,669</b>	<b>4,064</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	4,046	3,926	4,085	4,595	4,159	
eBooks	2,940	2,887	3,139	3,373	2,878	
Magazines	797	740	792	814	713	
Music	63	55	44	39	28	
Streaming Video	439	558	557	565	404	
<b>Hoopla 7-day BingePasses</b>	41	48	52	44	45	
<b>Kanopy Passes</b>	2	0	0	5	2	
<b>OverDrive 7-Day Passes</b>	8	7	5	7	5	
<b>Total Passes</b>	<b>51</b>	<b>55</b>	<b>57</b>	<b>56</b>	<b>52</b>	

# NPL Monthly Statistics



February 2026

## Library Card Registration

	Beginning Count	Registered	Purged	Cards in Force YTD	FY25	FY24
Adult	25,898	265	-49	26,114	23,255	21,653
Teen	1,124	4	-71	1,057	1,762	2,528
Juvenile	7,194	37	-286	6,945	8,210	8,245
<b>Total</b>	<b>24,216</b>	<b>306</b>	<b>-406</b>	<b>34,116</b>	<b>33,227</b>	<b>32,426</b>

Patron Count	Current Month	Current YTD	FY25	FY24
Door Count at 201 (temp location)	-	7,500		
Door Count at Main	15,801	112,136		
<b>Total</b>	<b>15,801</b>	<b>119,636</b>	<b>22,700</b>	<b>203,115</b>

System Holds	Current Month	Current YTD	FY25	FY24
Borrowed/Received	3,151	35,564	36,532	37,265
Loaned	5,864	30,816	27,799	32,325
Reciprocal Borrowing	7,285	67,262	34,073	204,326

Public PC Uses	Total Uses	Total Time (hours)	Average Session (minutes)	YTD Uses
Public Desktops at 201	-			939
Public Desktops & Laptops at Main	720	562	47	5,535
<b>Total</b>	<b>720</b>	<b>562</b>	<b>47</b>	<b>6,474</b>

# normalpl.org Site Statistics



## February 2026

Views & Sessions	Annual Totals Year to Date			February		
	FY 2024	FY 2025	FY 2026	2024	2025	2026
Pageviews	419,636	315,985	382,174	41,231	24,116	40,178
Sessions	209,560	156,472	203,348	17,848	13,683	20,628

Top Viewed Pages	FY 2026
/	153,125
/events/upcoming	26,095
/events/month	11,461
/learning-resources	9,498
/employment	6,898
/print	4,246
/summerreading	3,938
/form/library-account-application	3,342
/challenges	3,339
/reserve-room	3,213

Usage by Device	FY 2026
Desktop	61.8%
Mobile	37.2%
Tablet	1.0%

Top Viewed Pages	February 2026
/	14,187
/events/upcoming	2,843
/events/month	1,236
/learning-resources	1,005
/employment	662
/events/month/2026/03	534
/print	470
/challenges	414
/event/1619-journey-people-musical-40367	393
/reserve-room	393

Usage by Device	Feb 2026
Desktop	66.1%
Mobile	32.9%
Tablet	0.9%

## Illinois Public Library Standards – Access: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			
2	<input checked="" type="checkbox"/> The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	<input checked="" type="checkbox"/> The library is open to the public with daytime, evening and weekend hours.	<input checked="" type="checkbox"/> The library is open 7 days a week, for most of the year.	
3	<input checked="" type="checkbox"/> The library regularly reviews long term space needs.	<input checked="" type="checkbox"/> The library addresses long term space needs in its strategic plan.	<input checked="" type="checkbox"/> The library conducts a community needs survey and includes library spaces in the questionnaire.	

4	<input checked="" type="checkbox"/> The library provides an exterior book return that is open 24/7.	<input checked="" type="checkbox"/> The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	<input checked="" type="checkbox"/> The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	
5	<input checked="" type="checkbox"/> The library provides adequate, safe, well-lit, and convenient parking during all hours of service.			
6	<input checked="" type="checkbox"/> The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.			
7	<input checked="" type="checkbox"/> The library's interior spaces are adequately illuminated.	<input checked="" type="checkbox"/> Natural light is utilized as much as possible.	<input checked="" type="checkbox"/> The library has energy efficient lighting throughout its buildings.	

8	<input checked="" type="checkbox"/> The library provides signage to identify collections, services, and amenities.	<input type="checkbox"/> In multilingual communities, signage is provided in relevant languages throughout the building.		
9	<input checked="" type="checkbox"/> The library provides designated spaces for youth and adults.	<input checked="" type="checkbox"/> The library provides dedicated space for teens.	<input checked="" type="checkbox"/> The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	
10	<input checked="" type="checkbox"/> The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			
11	<input checked="" type="checkbox"/> The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			

12	<input checked="" type="checkbox"/> The library provides accessible spaces for library programs, meetings, and individual and group study.	<input checked="" type="checkbox"/> The library has rooms designated for programs, meetings, and individual and group study.		
----	--	--	--	--

**Notes/Comments:**

**Illinois Public Library Standards – Advocacy & Community Engagement: Action Plan**

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The director and board are knowledgeable of state-wide advocacy training tools.	<input checked="" type="checkbox"/> Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	<input checked="" type="checkbox"/> Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	

2	<input checked="" type="checkbox"/> The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	<input checked="" type="checkbox"/> The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	<input checked="" type="checkbox"/> The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	
3	<input checked="" type="checkbox"/> The director and staff collect and analyze data to measure how community members use the library.	<input checked="" type="checkbox"/> Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	<input checked="" type="checkbox"/> The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	
4	<input checked="" type="checkbox"/> The director and board know their local, state and federal elected officials.	<input checked="" type="checkbox"/> The library includes local, state and federal elected officials on mailing lists and invites them to events.	<input checked="" type="checkbox"/> The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	

5	<input checked="" type="checkbox"/> The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	<input checked="" type="checkbox"/> The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	<input checked="" type="checkbox"/> The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	
6	<input checked="" type="checkbox"/> The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	<input checked="" type="checkbox"/> The director, staff and board use their community engagement to inform the library's strategic plan.	<input checked="" type="checkbox"/> The library is a sought after partner in working with and developing community initiatives.	

Notes/Comments:

## Illinois Public Library Standards – Buildings & Grounds: Action Plan

**Library Name**

**Date**

**Completed by**

**Job Title**

The action plans in each section are to be used as a tool for library directors, staff and board members to discuss and determine how their library is addressing the Illinois Public Library Standards. It is important that library directors, boards and staff recognize that public libraries are always evolving due to new trends, changing societal norms and cultural influences. In order for a library to stay sustainable and viable, the library directors should regularly review the core standards with both board and staff.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	<input checked="" type="checkbox"/> The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	<input checked="" type="checkbox"/> The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	
2	<input checked="" type="checkbox"/> The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	<input checked="" type="checkbox"/> The library regularly reviews the capital improvement plan.	<input checked="" type="checkbox"/> The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.	

3	<input checked="" type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input checked="" type="checkbox"/> The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	<input checked="" type="checkbox"/> The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	
4	<input checked="" type="checkbox"/> The library has liability insurance that will cover replacement costs of the facility and its contents.	<input checked="" type="checkbox"/> The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		
5	<input checked="" type="checkbox"/> Staff and trustees receive a tour of the library's buildings and grounds.	<input checked="" type="checkbox"/> Key staff receive training on building systems appropriate to their roles.		
6	<input checked="" type="checkbox"/> Key staff receive training on building systems appropriate to their roles.	<input checked="" type="checkbox"/> The library has a facilities maintenance manual that includes instructions for operation of all building systems.		

7	<input checked="" type="checkbox"/> The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	<input checked="" type="checkbox"/> The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		
8	<input checked="" type="checkbox"/> The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			
9	<input checked="" type="checkbox"/> The library has a master key box and a password list for access to the building and its systems.	<input checked="" type="checkbox"/> The library has a security protocol for the distribution of keys and passwords, including regular password changes.		

10	<input checked="" type="checkbox"/> The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	<input checked="" type="checkbox"/> The library has a plan to improve environmental efficiency and sustainability.	<input checked="" type="checkbox"/> The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	
----	---	--	--	--

**Notes/Comments:**