



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

**March 20, 2024 at 6 p.m.
Normal Public Library Board 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 February 26, 2024
 - B. Approval of Normal Public Library Expenditures for Payment as of March 13, 2024
 - C. Approval of Freedom of Information Act (FOIA) Policy
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
 - A. Approval of Lease Agreement and authorize the Library Director to Enter a Contract with Busey Bank in the amount of \$3,000 per month including security deposit (Action)
 - B. Approval to waive the formal bidding process and approve payment to Scientel Solutions, LLC in for a network upgrade in the amount of \$46,573 and associated budget adjustment (Action)
 - C. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
 - D. Executive Session: [5 ILCS 120/2(c)(21)] Six-Month Review of Executive Session Minutes
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: April 17, 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.

Minutes of the Board of Trustees

Normal Public Library

February 26, 2024

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Monday, February 26th, 2024. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Erslund, Terry Lindberg

Members Absent: Dylan Hile-Broad, Lynda Lane

Library Staff Present: John Fischer, Library Director, Laura Golaszewski

Community Members Present: Lizzie Seils - Channel 25 News, Andrew Huhn - Town of Normal, Letishia Trepac - Town of Normal, Darren Schretter - Studio GC (remote by Zoom)

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** None
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning; Capital Project]:**

Foundation: None

Library Advocacy: None

Library Planning: Meeting scheduled for April.

Capital Project Committee: None

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 January 17, 2024
 - B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$166,509.93 for two payrolls, and \$48,725.54 for expenditures as of February 15, 2024.
 - C. Approval of the Library Card Policy
 - D. Approval of Library Parking Policy

Ms. Trunnell moved to approve all items on the Omnibus Vote Agenda, Ms. Erslund 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. **Acknowledgement of committed project funding from Normal Public Library Foundation**

Mr. Lindberg moved to approve. Ms. Erslund seconded.
Motion passed 5-0.

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**

Mr. Lindberg moved to accept bid. Ms. Erslund seconded.
Motion passed 5-0.

C. **Approval of 2023 Annual Report**

Ms. Trunnell moved to approve report. Ms. Erslund seconded.
Motion passed 5-0.

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

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Absent

Amy Erslund – Present

Terry Lindberg – Present

Dylan Hile-Broad – Absent

The Board invited Mr. Fischer to the Executive Session at 6:58 pm to discuss personnel evaluation.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Present

Erin Ripley-Gataric - Present

Lynda Lane – Absent

Amy Ersland – Present

Terry Lindberg - Present

Dylan Hile-Broad - Absent

The Board and Mr. Fischer exited Executive Session and returned to the Regular Meeting at 7:05 pm.

9. **UNFINISHED BUSINESS**

None

10. **Suggested Items for Next Agenda**

11. **Board Comments and Concerns**

12. **Next Meeting Date:** March 20, 2024

13. **Adjournment**

Ms. Robb adjourned the meeting at 7:09 pm.

Secretary

Date

Director's Report
March 20, 2024

1. Monthly Financial Report

Revenue: The December operating revenues were up .28% compared to this time last year.

Expenses: A report showing expenses totaling \$83,267.95 from February 16 to March 13, 2024 is included in this packet. Two payrolls (February 16 and March 1) totaled \$171,069.14.

2. Circulation

Total circulation for February was 58,220, down 8% from February 2023. Year to date, we are currently up 1.2%.

3. Personnel

Two new regular part time staff began in March: Shelby Hunter and Kristin Somers. Gwen Robinson, our office associate, is resigning. Her last day will be April 4. HR has begun the process for recruitment.

4. FY2024-29 Budget

The FY2025 budget has been approved. Thank you to each of you for your support of our funding, programs, staffing, collection, and all other resources for serving our community.

5. Foundation

Jason Shirley, Foundation Development Coordinator, ran a quiet but successful campaign for Qualified Charitable Distributions and raised over \$10,000 near the calendar year's end.

6. Capital Project Update

We completed a successful pre-construction meeting on March 14 with the GC and subs. Work is slated to begin April 1 (this was agreeable and convenient for all parties). 104 North Street is secured and already being used. My thanks to Town staff for this opportunity. On the agenda for approval is a lease agreement with Busey Bank for 201 West College Ave to be used for services, collections, and circulation.

7. Library Planning Committee

Our next meetings are scheduled for April 26, July 26, and October 25.

8. Policy

On the agenda for approval is the FOIA policy.



Revenue & Expense Report

Account

Fiscal Year

All

FY2023-24

0

11

April - February

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%	4,388,888.52	-0.40%
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%	119,887.79	-27.79%
34720-Photocopy Fees	2,000.00	8,400.00	7,336.72	87.34%	8,396.06	-12.62%
34750-Replacements Books/AV	3,500.00	4,800.00	4,281.79	89.20%	7,926.66	-45.98%
38210-Investment Income	36,000.00	50,000.00	67,575.69	135.15%	33,392.53	102.37%
38530-Donations	200.00	1,000.00	796.85	79.69%	1,790.00	-55.48%
38910-Miscellaneous	200.00	4,000.00	3,117.76	77.94%	3,550.17	-12.18%
222-Library Replacement Fund	117,698.00	117,698.00	99,881.01	84.86%	89,111.52	12.09%
38210-Investment Income	20,300.00	20,300.00	35,006.01	172.44%	17,963.52	94.87%
39192-Transfer From	97,398.00	97,398.00	64,875.00	66.61%	71,148.00	-8.82%
223-Library Special Reserve	9,900.00	34,500.00	26,841.35	77.80%	7,328.86	266.24%
38210-Investment Income	7,400.00	32,000.00	26,841.35	83.88%	7,328.86	266.24%
38910-Miscellaneous	2,500.00	2,500.00				
Total	4,566,695.00	4,572,847.00	4,498,023.12	98.36%	4,485,328.90	0.28%



Revenue & Expense Report

Account

Fiscal Year

All

FY2023-24

0

11

April - February

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 Bal	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	2,932,684.90	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	2,932,684.90	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	39,321.65	95.87%
10-Administration	1,000.00	1,835,600.00	3,610.00	72,211.03	75,821.03	1,759,778.97	39,321.65	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	3,043,104.51	63.82%

Report to Receive and File Town of Normal Expenditures for Payment as of 02/16/2024-03/13/2024

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	219.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS (115)	437.34
US BANK/P-CARD	ADLT READING CHALLENGE PR	25.00
US BANK/P-CARD	CHLD PRGM - SCAVENGER HUN	327.83
US BANK/P-CARD	CHLD PRGM - SIGN AND SING	300.00
US BANK/P-CARD	FOUNDATION EXPENSE - LOGO	468.51
US BANK/P-CARD	RETURN - MOCHI SQUISHY TO	-23.49
Library Fund	- Total	1,754.19

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	DEC 2023 UTILITIES	1,058.62
AMERICAN LIBRARY ASSOCIATION	J.FISCHER MEMBERSHIP	247.00
AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP DUES	674.00
AUTOMATIC FIRE SPRINKLER, LLC	5YR SPRINKLER INSPECTION	687.00
AUTOMATIC FIRE SPRINKLER, LLC	ANNUAL SPRINKLER INSPECTI	667.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,890.17
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,402.35
BAKER & TAYLOR COMPANIES	YA BOOKS	753.98
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	631.43
BILL'S KEY & LOCK SHOP	NPL KEYS FOR BOOK DROP	11.04
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	2,161.35
BRODART COMPANY	CATALOG/PROCESS SUPPLIES	81.32
CENGAGE LEARNING INC	ADULT BOOKS	700.23
CENGAGE LEARNING INC	ADULT BOOKS - LRG PRINT	107.98
CENTER POINT LARGE PRINT	ADULT BOOKS - LARGE PRINT	208.25
CENTER POINT LARGE PRINT	ADULT BOOKS - LRG PRINT	89.88
CENTER POINT LARGE PRINT	ADULT BOOKS-LARGE PRINT	191.76
CENTRAL ILLINOIS WINDOW CLEANING	NPL WINDOW CLEANING	525.00
CIRBN, LLC	INTERNET	76.08
CIRBN, LLC	INTERNET, MONTHLY	76.08
DEPT OF INNOVATION & TECHNOLOGY	COMM SVCS CHRGS	50.00
EBSCO SUBSCRIPTION SERVICES	PERIODICALS ANNUAL RENEWA	6,943.35
ELM USA INC	DISC CLEANER SUPPLIES	1,029.40
ELM USA INC	DISC CLEANER SUPPLY	314.95
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HEARTLAND PARKING INC	SNOW/ICE REMOVAL	300.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/16/2024-03/13/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HF GROUP LLC	CATALOG & PROCESS BINDBKS	252.26
ILLINOIS LIBRARY ASSOCIATION	24-25 ILA INST'L MEMBERSH	300.00
KANOPY INC	DIGITAL CONTENT	250.00
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS	926.78
MCLEAN COUNTY HEALTH DEPT	ADULT MENTAL HEALTH F-AID	12.00
MENARDS	CLEANING SUPPLY/FLASHLIGH	50.80
MENARDS	DISTILLED WATER/ SWEETNER	23.55
MENARDS	ICE REMOVAL SUPPLIES	125.57
MENARDS	LATCH BOX	74.47
MENARDS	LED LIGHT BULBS	19.98
MENARDS	STORAGE BOXES	74.19
MENARDS	STORAGE CONTAINERS	83.70
MENARDS	STORAGE TOTES	56.05
MIDWEST TAPE	DIGITAL CONTENT	6,638.94
NORMALITE	PREIODICALS RENEWAL	30.00
ORKIN EXTERMINATING CO	MONTHLY SERVICE - FEB	100.99
ORKIN EXTERMINATING CO	MONTHLY SERVICE - MARCH	100.99
OVERDRIVE, INC	ALL OVERDRIVE MAGAZINES	5,000.00
OVERDRIVE, INC	DIGITAL CONTENT	866.01
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	1,011.10
PIP PRINTING	BUSINESS CARDS	377.52
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAY	63.74
PLAYAWAY PRODUCTS LLC	ADULT PLAYAWAYS	393.69
PRESIDIO NETWORKED SOLUTIONS	PUB LIB WIREL SITE SURVEY	7,530.02
Rachel Park	REIMB./RACHEL P. PROGRAM	13.80
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	473.34
RON SMITH PRINTING CO INC	MARCH ACTIVITY GUIDE	660.00
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAX QTR4 2023	109.32
UNIQUE MANAGEMENT SERVICES INC	JANUARY PLACEMENTS	150.50
US BANK/P-CARD	ADLT PRGM - DIY AIR DRY C	54.05
US BANK/P-CARD	ADLT PRGM - DIY SOUP MIXE	159.33
US BANK/P-CARD	ADLT PRGM - EXTRAORDINARY	26.21
US BANK/P-CARD	ADLT PRGM - PAPER CRAFTIN	64.45
US BANK/P-CARD	ADLT PRGM - PUZZLE PALOOZ	50.00
US BANK/P-CARD	ADLT PRGM - TASKMASTER SU	15.89
US BANK/P-CARD	ADULT BOOKS - PATRON REQU	160.83
US BANK/P-CARD	ADULTS BOOKS - PATRON REQ	20.94
US BANK/P-CARD	ALA RENEWAL FOR KARI - RE	247.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/16/2024-03/13/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	ALL AGES PRGM - LUNAR NEW	153.68
US BANK/P-CARD	BEVERAGE SUPPLY - CREAMER	23.28
US BANK/P-CARD	BEVERAGE SUPPLY - K CUPS	65.99
US BANK/P-CARD	CHILDREN'S BOOKS - DISCOV	29.49
US BANK/P-CARD	CHLD PRGM - ART SPARKS SU	149.06
US BANK/P-CARD	CHLD PRGM - CODE CLUB FOO	49.26
US BANK/P-CARD	CHLD PRGM - MAKER ACADEMY	69.58
US BANK/P-CARD	CHLD PRGM - MEOW MIXER SU	187.95
US BANK/P-CARD	CHLD PRGM - STEAM CLUB SU	100.00
US BANK/P-CARD	CLASSWEB RENEWAL (1)	375.00
US BANK/P-CARD	CLEANING SUPPLIES - ALL P	8.45
US BANK/P-CARD	CONFERENCE ACCOMMODATIONS	562.71
US BANK/P-CARD	CRAFT SUPPLIES - DOUBLE S	84.32
US BANK/P-CARD	CRAFT SUPPLY - CRAYONS M	117.89
US BANK/P-CARD	CRAFT SUPPLY - CRAYONS (8	56.58
US BANK/P-CARD	CRAFT SUPPLY - GLUE STICK	21.85
US BANK/P-CARD	CRAFT SUPPLY - MARKERS (2	55.49
US BANK/P-CARD	CRAFT SUPPLY - WATERCOLOR	19.99
US BANK/P-CARD	DVD - REPL. (1)	14.99
US BANK/P-CARD	DVD (1)	31.94
US BANK/P-CARD	DVDS (2)	91.36
US BANK/P-CARD	DVDS (3)	113.36
US BANK/P-CARD	DVDS (5)	88.93
US BANK/P-CARD	DVDS (6)	119.73
US BANK/P-CARD	FAC - DIAPER PAIL REFILL	73.16
US BANK/P-CARD	FAC - DOOR CLOSER (1)	74.91
US BANK/P-CARD	FAC - HANDWASH GOJO 1200	59.57
US BANK/P-CARD	FAC - HOOKS (14)	17.40
US BANK/P-CARD	FAC - LED (3)	47.94
US BANK/P-CARD	FAC - MONK DISINFECTING W	101.98
US BANK/P-CARD	FAC - NITRILE GLOVES BLA	66.41
US BANK/P-CARD	FAC - PAPER TOWELS MULTI	170.53
US BANK/P-CARD	FAC - SIGNS CLOSED FOR C	21.97
US BANK/P-CARD	FAC - TOILET PAPER ROLLS	70.70
US BANK/P-CARD	GRAPHIC DESIGN - ADOBE FI	9.99
US BANK/P-CARD	INV# 278211 RENEWAL FOR J	200.00
US BANK/P-CARD	IT - HDMI ADAPTER (1)	15.83
US BANK/P-CARD	IT - MOBILE HOTSPOT PURCH	120.00

Report to Receive and File Town of Normal Expenditures for Payment as of 02/16/2024-03/13/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	IT - MOBILE HOTSPOT REPLA	66.00
US BANK/P-CARD	IT - ROKU STICK (1)	87.61
US BANK/P-CARD	LIBRARY OF THINGS - REPL.	24.50
US BANK/P-CARD	LIBRARY SUPPLY - SEED LIB	6.49
US BANK/P-CARD	OFFICE BEVERAGE SUPPLY -	35.40
US BANK/P-CARD	OFFICE SUPPLY - COIN SORT	18.39
US BANK/P-CARD	OFFICE SUPPLY - PAPER PLA	4.99
US BANK/P-CARD	OFFICE SUPPLY - PENCIL SH	25.99
US BANK/P-CARD	OUTREACH SUPPLY - 5-PRONG	990.15
US BANK/P-CARD	PLA CONFERENCE 2024 REGIS	394.00
US BANK/P-CARD	PODCASTING HOSTING SERVIC	15.00
US BANK/P-CARD	POSTAGE FOR PLAYAWAY REPL	5.90
US BANK/P-CARD	PRGM SUPPLY - 1 GRAPHIC	363.80
US BANK/P-CARD	PRGM SUPPLY - 1 1 4 CIR	13.99
US BANK/P-CARD	PRGM SUPPLY - PROFESSIONA	89.99
US BANK/P-CARD	REFUND - PRICE REDUCTION	-240.00
US BANK/P-CARD	REPL. FOR CHROMEBOOK KITS	41.64
US BANK/P-CARD	STAFF APPRECIATION EVENT	1,120.96
US BANK/P-CARD	TRIBUNE RENEWAL 1 21 24	25.87
US POSTAL SERVICE/HASLER	ACCT.# 08122486 - FOR NPL	3,000.00
VERIZON WIRELESS	NPL PHONE 12/29-1/28	247.00
WALMART COMMUNITY BRC	FINANCE CHARGE FEB 24	4.25
WALMART COMMUNITY BRC	MAILERS	3.41
WALMART COMMUNITY BRC	NEW DVDS	301.32
WATTS COPY SYSTEMS, INC.	IMAGE CHARGE 1/9-2/8/24	150.48
WATTS COPY SYSTEMS, INC.	IMAGES 11/11/23-2/10/2024	598.12
WATTS COPY SYSTEMS, INC.	IMAGES 11/17/23-2/16/24	11.64
WATTS COPY SYSTEMS, INC.	IMAGES 11/2-2/1/24	647.39
WGLT-NORMAL	ADVERTISING - LIBRARY	3,500.00
WILCOX ELECTRIC & SERVICE INC	NETWORK RACK ELECTRICAL	2,832.33
Library Fund	Library Administration - Total	69,602.03

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	IT - APC SMART-UPS 500VA	822.58
US BANK/P-CARD	IT - MOBILE HOTSPOT PURCH	788.00
Library Replacement Fund Library	Administration - Total	1,610.58

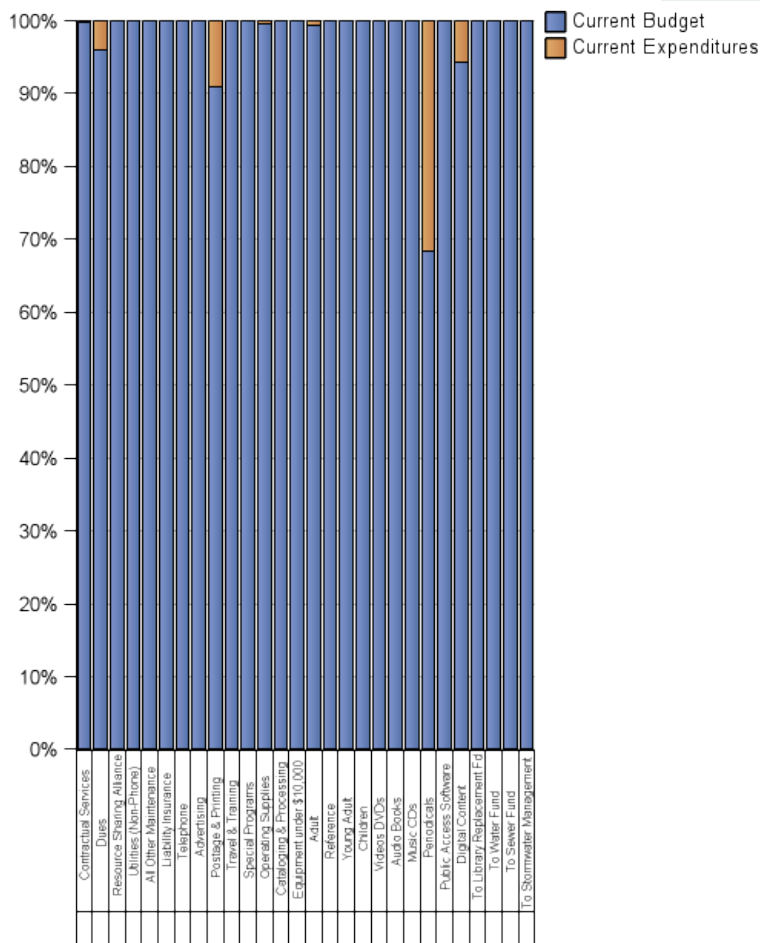
Library Special Reserve Library Administration

Report to Receive and File Town of Normal Expenditures for Payment as of 02/16/2024-03/13/2024

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
STUDIO GC INC.	ABATEMENT DESIGN WORK	10,301.15
Library Special Reserve Library	Administration - Total	10,301.15
Overall - Total		83,267.95

Budget to Actual Expenditures

Library - Administration (Library Fund)

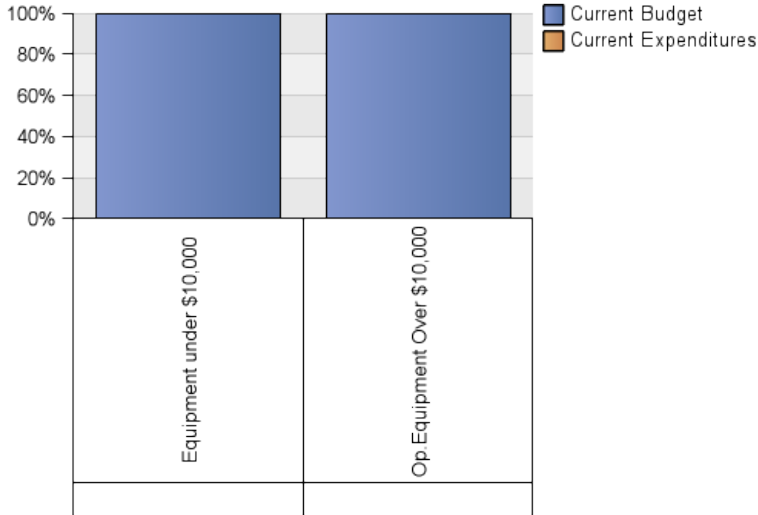


Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc	
Library Fund	Library	Administration	221-9010-455.20-10	Contractual Services	\$210.31	\$98,198.14	\$10,619.06	\$133,515.00	\$24,487.49	\$133,515.00	18%	\$10,829.37
			221-9010-455.20-20	Dues	\$247.00	\$4,078.00	\$0.00	\$5,970.00	\$1,645.00	\$5,970.00	28%	\$247.00
			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	\$33,324.39	\$27,888.85	\$69,000.00	\$7,786.76	\$93,000.00	11%	\$27,888.85
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$39,746.92	\$12,154.97	\$73,000.00	\$21,098.11	\$73,000.00	29%	\$12,154.97
			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	\$5,331.51	\$2,036.73	\$10,274.00	\$2,905.76	\$10,197.00	28%	\$2,036.73
			221-9010-455.30-20	Advertising	\$0.00	\$12,717.70	\$0.00	\$15,000.00	\$2,282.30	\$15,000.00	15%	\$0.00
			221-9010-455.30-25	Postage & Printing	\$3,000.00	\$18,590.15	\$6,370.17	\$30,218.00	\$2,257.68	\$21,218.00	7%	\$9,370.17

	221-9010-455.30-35	Travel & Training	\$0.00	\$9,443.07	\$0.00	\$11,485.00	\$2,041.93	\$12,485.00	18%	\$0.00
	221-9010-455.30-40	Special Programs	\$0.00	\$9,640.16	\$3,328.99	\$15,000.00	\$2,030.85	\$15,000.00	14%	\$3,328.99
	221-9010-455.35-10	Operating Supplies	\$314.95	\$34,675.93	\$11,150.93	\$65,000.00	\$18,858.19	\$65,000.00	29%	\$11,465.88
	221-9010-455.35-15	Cataloging & Processing	\$0.00	\$8,479.20	\$4,606.16	\$15,914.00	\$2,828.64	\$15,914.00	18%	\$4,606.16
	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	\$481.37	\$61,323.89	\$8,922.38	\$75,000.00	\$4,272.36	\$96,870.00	6%	\$9,403.75
	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	\$6,471.39	\$6,278.61	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$6,278.61
	221-9010-455.36-25	Children	\$0.00	\$76,690.13	\$9,506.77	\$86,742.00	\$545.10	\$92,742.00	1%	\$9,506.77
	221-9010-455.37-15	Videos DVDs	\$0.00	\$10,977.79	\$1,059.75	\$15,000.00	\$2,962.46	\$16,974.00	20%	\$1,059.75
	221-9010-455.37-20	Audio Books	\$0.00	\$7,579.65	\$3,959.63	\$12,500.00	\$960.72	\$15,000.00	8%	\$3,959.63
	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	\$6,973.35	\$3,150.95	\$4,194.01	\$15,030.00	\$711.69	\$18,030.00	5%	\$11,167.36
	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	\$6,638.94	\$96,805.59	\$1,769.47	\$109,482.00	\$4,268.00	\$92,982.00	4%	\$8,408.41
	221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$89,300.48	\$0.00	\$97,398.00	\$8,097.52	\$97,398.00	8%	\$0.00
	221-9010-455.95-02	To Water Fund	\$0.00	\$2,585.47	\$0.00	\$2,500.00	(\$85.47)	\$2,500.00	-3%	\$0.00
	221-9010-455.95-07	To Sewer Fund	\$0.00	\$660.75	\$0.00	\$600.00	(\$60.75)	\$600.00	-10%	\$0.00
	221-9010-455.95-10	To Stormwater Management	\$0.00	\$556.60	\$0.00	\$610.00	\$53.40	\$610.00	9%	\$0.00
Mar 15, 2024	Summary		17,865.92	828,089.91	131,890.13	1,098,916.00	121,570.04	1,129,747.00	0.11	149,256.05

Budget to Actual Expenditures

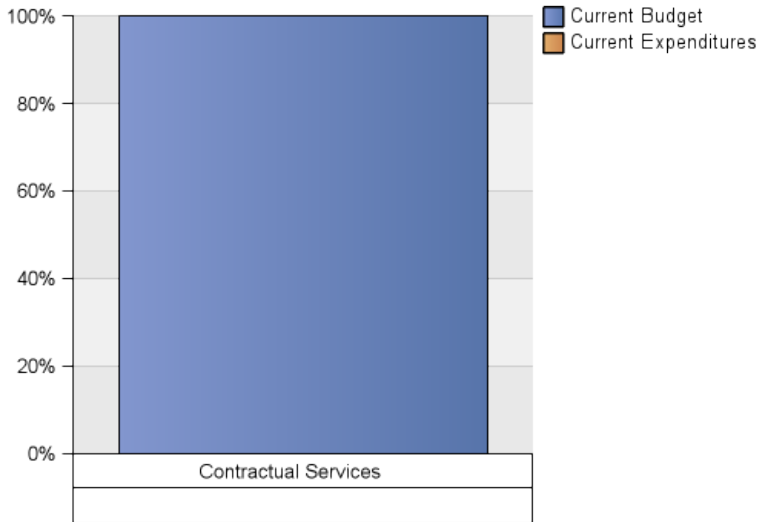
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$21,982.47	\$0.00	\$54,280.00	\$32,297.53	\$54,280.00	60%	\$0.00
			222-9010-455.75-10	Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$46,573.00	\$46,573.00	\$35,000.00	100%	\$0.00
			Summary	0.00	21,982.47	0.00	100,853.00	78,870.53	89,280.00	0.78	0.00	

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$0.00	\$86,122.18	\$0.00	\$1,835,600.00	\$1,749,477.82	\$1,000.00	95%	\$0.00
Summary					0.00	86,122.18	0.00	1,835,600.00	1,749,477.82	1,000.00	0.95	0.00

NPL Circulation Statistics



February 2024

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2022	2023	2024
Juvenile						
Books	334,848	408,087	403,423	29,375	36,117	33,398
Videos	2,232	3,276	3,697	181	296	241
Audios	11,138	14,821	13,585	976	1,355	876
Magazines	313	915	326	21	36	10
Other	521	1,145	613	50	60	59
Juvenile - Total	349,052	428,244	421,644	30,603	37,864	34,584
Teen						
Books	15,397	15,475	15,562	1,185	1,230	1,319
Audios	67	72	73	8	4	5
Magazines	12	11	9	2	0	0
Teen - Total	15,476	15,558	15,644	1,195	1,234	1,324
Adult						
Books	113,720	129,075	129,876	10,069	11,923	10,010
Videos	36,733	44,585	44,345	4,150	3,744	2,939
Audios	12,757	14,147	11,999	1,151	1,214	289
Magazines	2,400	2,842	3,000	181	232	241
Other	8,914	13,301	14,195	924	1,257	1,266
Adult - Total	174,524	203,950	203,415	16,475	18,370	14,745
Digital Content						
eAudiobooks	17,834	23,260	31,602	1,616	2,428	3,249
eBooks	27,034	30,707	35,291	2,486	2,978	3,420
Magazines	1,678	1,366	3,512	110	118	580
Music	313	435	436	34	42	48
Streaming Video	3,956	2,880	3,554	304	327	234
Content Passes	163	139	316	16	15	36
Digital Content - Total	50,978	58,787	74,711	4,566	5,908	7,567
Total Circulation	590,030	706,539	715,414	52,839	63,376	58,220

NPL Collection Holdings



February 2024

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,193	81,748	223	-668	4,424	-4,059
Videos	939	933	0	-6	0	-22
Audios	2,344	2,231	24	-137	195	-338
Magazines	182	194	12	0	138	-135
Other	111	104	0	-7	4	-22
Juvenile - Total	85,769	85,210	259	-818	4,761	-4,576
Teen						
Books	4,371	4,394	34	-11	522	-1048
Audios	30	30	0	0	0	-5
Magazines	18	18	0	0	7	-13
Teen - Total	4,419	4,442	34	-11	529	-1066
Adult						
Books	54,152	54,197	159	-114	3,362	-5,278
Videos	16,741	16,780	41	-2	625	-223
Audios	11,020	10,391	7	-636	155	-1426
Magazines	1,311	1,362	100	-49	1256	-1347
Other	2,145	2,130	5	-20	110	-197
Adult - Total	85,369	84,860	312	-821	5,508	-8,471
Total Collection	175,557	174,512	605	-1,650	10,798	-14,113

NPL Digital Content by Month



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

	10.23	11.23	12.23	1.24	2.24	
eRead Illinois						
eAudiobooks	234	215	280	306	256	
eBooks	262	255	271	285	253	
eRead Illinois Total	496	470	551	591	509	
Freanding	0	4	4	5	1	
Hoopla						
eAudiobooks	1,468	1,464	1,528	1,748	1,724	
eBooks	765	902	825	988	956	
Movies/TV	106	142	101	116	135	
Music	39	35	38	27	48	
Hoopla Total	2,378	2,543	2,492	2,879	2,863	
Kanopy						
Individual Titles Plays	100	100	109	128	99	
Plays Through Passes	156	203	156	215	0	
Kanopy Total Videos Played	256	303	265	343	99	
OverDrive						
eAudio	1118	1136	1193	1,268	1,269	
eBooks	2,082	1,991	2,157	2,435	2,210	
Magazines	462	514	505	547	580	
OverDrive Total	3,662	3,641	3,855	4,250	4,059	
Total Downloads or Uses						
eAudiobooks	2,820	2,815	3,001	3,322	3,249	
eBooks	3,109	3,152	3,257	3,713	3,420	
Magazines	462	514	505	547	580	
Music	39	35	38	27	48	
Streaming Video	362	445	366	459	234	
Hoopla 7-day BingePasses	20	17	37	23	21	
Kanopy Passes	7	5	1	2	0	
OverDrive 7-Day Passes	6	2	6	4	15	
Total Passes	33	24	44	29	36	

NPL Monthly Statistics



February 2024

Library Card Registration

Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	21,403	250	0	21,653	28,157	25,367
Teen	2,523	8	-3	2,528	3,332	3,039
Juvenile	8,266	18	-39	8,245	9,179	7,738
Total	31,896	276	-42	32,426	40,668	36,144

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	19,103	203,115	164,741	118,696

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,123	37,265	31,374	28,228
Loaned	2,770	32,325	30,517	29,429
Reciprocal borrowing	16,499	204,326	170,900	115,036

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	911	658	43	9,347
Public Laptops	55	42	45	893
Totals	966	700	43	10,240

normalpl.org Site Statistics



February 2024

	Annual Totals Year to Date			February		
	FY 2022	FY 2023	FY 2024	2022	2023	2024
Views & Sessions						
Pageviews	305,126	381,073	419,636	31,450	35,898	41,231
Sessions	163,367	190,667	209,560	16,296	29,624	17,848

Top Viewed Pages	FY 2024
/	191,593
/events/upcoming	32,737
/events/month	12,019
/learning-resources	8,244
/employment	5,560
/challenges	4,080
/summerreading	3,492
/download-stream	2,977
/books	2,723
/website-search	2,706

Usage by Device	FY 2024
Desktop	51.3%
Mobile	47.1%
Tablet	1.6%

Top Viewed Pages	February 2024
/	18,566
/events/upcoming	3,256
/events/month	1,149
/learning-resources	679
/events/month/2024/03	505
/employment	499
/event/meow-mixer-27160	474
/challenges	382
/download-stream	276
/books	271

Usage by Device	Feb 2024
Desktop	56.9%
Mobile	41.9%
Tablet	1.2%



Normal Public Library Trustee Action Report

March 20, 2024

Approval of Policy

Prepared By: John Fischer

Reviewed By: Jason Querciagrossa, Deputy Corporation Counsel

Staff Recommendation: Approval

Attachments: FOIA Policy

Community Impact

Provides ongoing and updated policy to fulfill legal obligations to the Freedom of Information Act and provide clear, accurate information to our community.

Budget Impact

This Policy has minimal impact on Budget.

Strategic Alignment

Priority 1, Strategy 1

Priority 2, Strategy 1 and 2

Board Policy on The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
 - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached. Our elected board of trustees are: Amy Erslund, Dylan Hile-Broad, Lynda Lane, Terry Lindberg, Erin Ripley-Gataric, Beth Robb, Katelyn Trunnell
 - C. The total amount of our operating budget for FY 2022-23 is \$4,554,625. Funding sources are property taxes, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is \$3,962,164. Current year tax rate is 0.4320.
 - D. The office is located at 206 W. College Avenue, Normal, IL, 61761.
 - E. We have approximately the following number of persons employed:
 1. Full-time: 22
 2. Part-time: 48
 - F. Control over our policies and procedures is exercised by the Normal Public Library Board of Trustees which meets monthly on the third Wednesday, at 6:00 PM, in the Board Room of the Normal Public Library.
 - G. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
- II. You may request the information and the records available to the public in the following manner:
 - A. Use request form. (see attached)
 - B. Your request form should be directed to John Fischer, FOIA officer.
 - C. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual cost of copying color copies and other sized copies will be charged.

- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Monthly Receipts and Disbursement Reports
 - C. Operating Budgets
 - D. Minutes of the Board of Trustees, Committees
 - E. Library Policies, including Materials Selection
 - F. Adopted Ordinances and Resolutions of the Board
 - G. Monthly and Annual Statistical Reports

Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023; Amended March 20, 2024.



Normal Public Library Trustee Action Report

March 20, 2024

Authorize the Library Director to Enter a Contract with Busey Bank for a monthly lease of 201 West College Ave in the amount of \$3,000 per month including security deposit of \$3,000.

Staff Recommendation: Approval

Attachments: Lease Agreement

Community Impact

Provides ongoing access to collections, services, and staff assistance during the period of abatement and renovation at 206 West College Avenue.

Budget Impact

Impacts the Library Special Reserve.

Background

This portion of the project has been discussed since the time we've planned for moving forward with the abatement and renovation. Other nearby options were discussed and pursued. The location of this facility and ease of use for our community provides an opportunity practically unmatched anywhere nearby and available.

Strategic Alignment

Priorities 1-4

OFFICE LEASE

Basic Lease Information. The following sets forth basic data referred to in this Lease and, where appropriate, constitutes definitions of the terms listed below:

- A. **Landlord:** **BUSEY BANK**, an Illinois banking corporation

- B. **Landlord’s Notice Address:** Busey Bank
201 West Main Street
Urbana, Illinois 61801
Attention: Sheri Boberg
Email: sheri.boberg@busey.com

- Address for Payment of Rent:** Busey Bank
201 West Main Street
Urbana, Illinois 61801

- C. **Tenant:** Normal Public Library

- D. **Tenant’s Trade Name:** Normal Public Library

- E. **Tenant’s Notice Address:** 206 W. College Ave.
Normal IL 61761
Attention:

- F. **Date of Lease:** March 21, 2024

- G. **Building:** The building is located at 201 W. College Ave., Normal IL 61761, deemed and agreed to contain approximately 2500 rentable square feet.

- H. **Premises:** Approximately 2500 rentable square feet at the location delineated on Exhibit A attached hereto and incorporated herein.

- I. **Permitted Use:** Corporate and administrative office functions, conferencing and all other approved uses under the current

zoning for the building, and for no other purpose.

- J. **Term:** Twelve (12) Months, beginning on the Commencement Date and ending on the Expiration Date.
- K. **Commencement Date:** Marc 21, 2024.
- L. **Expiration Date:** The last day of the Twelfth (12th) Lease Month following the Commencement Date.
- M. **Rent Commencement Date:** April 21, 2024.
- N. **Monthly Rent*:** Lease Months 1-12: \$3,000.00
- O. **Security Deposit:** \$3,000.00
- P. **Guarantor:** None.
- Q. **Brokers:** None.
- R. **Lease Month:** Each calendar month during the Term (and if the Rent Commencement Date does not occur on the first day of a calendar month, the period from the Rent Commencement Date to the first day of the next calendar month shall be included in the first Lease Month for purposes of determining the duration of the Term and the monthly Base Rent rate applicable for such partial month).

THIS OFFICE LEASE (this "Lease") is dated as of April __, 2024 between Busey Bank, an Illinois banking corporation ("Landlord"), and ("Tenant").

ARTICLE 1: THE PREMISES.

1.1 Lease. Landlord does hereby lease to Tenant and Tenant hereby leases from Landlord the Premises in the Building. The location of the Premises within the Building is delineated on Exhibit A attached hereto and incorporated herein. The term "Building" includes the land upon which the Building stands and which is described in Exhibit B attached hereto (the "Land"), all easements and rights appurtenant to the Land and Building, all parking facilities located on the Land, and all improvements serving the Building and designated from time to time by Landlord as Land or common areas appurtenant to the Building, together with utilities, facilities, drives, walkways and other amenities appurtenant to or servicing the Building.

1.2 Use. Tenant shall use and occupy the Premises during the Term of this Lease solely for the uses specified in the Basic Lease Information and for no other use or uses without the prior written consent of Landlord. Tenant and all sublessees or assignees of Tenant shall not use or occupy, or permit the use or occupancy of, the Premises or any part thereof for any use other than the sole uses specifically set forth in the Basic Lease Information or in any illegal manner, or in any manner that, in Landlord's judgment, would adversely affect or interfere with any services required to be furnished by Landlord to Tenant or to any other tenant or occupant of the Building, or with the proper and economical rendition of any such service, or with the use or enjoyment of any part of the Building by any other tenant or occupant.

1.3 Possession. Landlord shall deliver possession of the Premises to Tenant on the Commencement Date. If Landlord shall be unable for any reason whatsoever to deliver possession of the Premises on the Commencement Date, it shall not be liable to Tenant for any damage caused thereby, nor shall this Lease thereby become void or voidable, nor shall the term hereof in any way be extended, but in such event Tenant shall not be liable for any Rent until such time as Landlord can and does deliver possession. Tenant accepts the Premises in its "as-is" condition as of the Commencement Date and it is agreed that by occupying the Premises, Tenant formally accepts same and acknowledges that the Premises are in the condition called for hereunder.

ARTICLE 2: TERM.

2.1 Term. The term of this Lease (the "Initial Term") shall commence on the Commencement Date set forth in Section K of the Basic Lease Information (the "Commencement Date") and shall end on the Expiration Date set forth in Section L of the Basic Lease Information (the "Expiration Date") unless sooner terminated as provided in this Lease or extended pursuant to the valid exercise of the Option to Extend by Tenant, if any, or by the written agreement of Landlord and Tenant. Neither this Lease nor any memorandum of this Lease shall be recorded.

2.2 Extended Term. Tenant shall have the right to extend the term of this Lease (the "Option to Extend") on a month-to-month basis (the "Extended Term"). It shall be a condition to the exercise by Tenant of any option to extend the term of this Lease that there be no defaults by

Tenant in the performance of this Lease at the time of the exercise of the Option to Extend and at the Expiration Date. The Initial Term and any Extended Term are hereinafter collectively referred to as the “Term”. The Option to Extend shall be exercised by Tenant delivering written notice to Landlord at least thirty (30) days prior to the Expiration Date.

ARTICLE 3: RENT.

3.1 Rent. Beginning on the Rent Commencement Date set forth in Section M of the Basic Lease Information (the “Rent Commencement Date”), and continuing on the same day of each successive calendar month thereafter during the Term of this Lease, Tenant will pay Landlord at the address set forth in Section C of the Basic Lease Information, or such other place as Landlord shall designate, the Monthly Rent specified in Section N of the Basic Lease Information (together with all other sums due from Tenant to Landlord hereunder, “Rent”), and Tenant will pay such Rent, without offset or deduction, and without previous demand therefor. Rent for any partial month shall be prorated. Beginning on the first day of the Extended Term, and through the remainder of the Extended Term, Rent shall be increased annually by three percent (3%) per annum.

3.2 Late Payment. Any rental payment not paid within five (5) days after the first (1st) day of the month shall bear interest at the rate of twelve percent (12%) per annum from the date payment was due until paid.

3.3 No Offset. Tenant waives and disclaims any present or any future right to apply any rental payment or any partial payment of rent against any obligation of the Landlord, however incurred, or to assert any such obligation as an offset or a counterclaim in any action for rent, and agrees that it will not claim or assert any such right, offset or counterclaim.

3.4 Security Deposit. Tenant shall, on execution of this Lease, pay to Landlord the sum specified in Section O of the Basic Lease Information, receipt of which is hereby acknowledged, as security for the full and faithful performance by Tenant of the terms, conditions and covenants of this Lease on Tenant's part to be performed and kept and for the costs incurred by Landlord as a result of any failure by Tenant to perform its obligations hereunder. Upon such failure to perform, Landlord may appropriate and apply all or a portion of the security deposit to such costs, including but not limited to rent, repairs, cleaning, or any other costs or expenses. Any remaining portion of the security deposit, after any lawful deductions, shall be returned to Tenant no later than thirty (30) days after termination of this Lease, directed to the address left by Tenant specifically for such purpose, or otherwise directed to Tenant's last known address.

ARTICLE 4: TAXES AND ASSESSMENTS.

Landlord shall pay real estate taxes for the Premises when due.

ARTICLE 5: UTILITIES.

5.1 Landlord Responsibility. Landlord shall furnish to the Premises: (a) heating, air conditioning and ventilation and (b) water for lavatory and drinking purposes.

5.2 Limitation of Landlord's Liability. Except to the extent arising from the gross negligence or intentional misconduct of Landlord, Landlord shall not be liable for any interruption in or failure to furnish any services or utilities when such interruption or failure is caused by acts of God, accidents, breakage, repairs, strikes, lockouts, other labor disputes, the making of repairs, alterations or improvements to the Premises or the Building, the inability to obtain an adequate supply of fuel, steam, water, electricity, labor or other supplies, or by any other condition beyond Landlord's reasonable control, including, without limitation, any governmental energy conservation program, and Tenant shall not be entitled to any damages resulting from such failure nor shall such failure relieve Tenant of the obligation to pay the Rent reserved hereunder or constitute or be construed as a constructive or other eviction of Tenant. In the event any governmental entity promulgates or revises any statute, ordinance or building, fire or other code or imposes mandatory or voluntary controls or guidelines on Landlord or the Building or any part thereof, relating to the use or conservation of energy, water, gas, light or electricity or the reduction of automobile or other emissions or the provision of any other utility or service provided with respect to this Lease or in the event Landlord is required or elects to make alterations to any part of the Building in order to comply with such mandatory or voluntary controls or guidelines, Landlord may, in its sole discretion, comply with such mandatory or voluntary controls or guidelines or make such alterations to the Building. Such compliance and the making of such alterations shall in no event entitle Tenant to any damages, relieve Tenant of the obligation to pay the full Rent reserved hereunder or constitute or be construed as a constructive or other eviction of Tenant.

5.3 Electricity. Landlord at its cost shall make all necessary arrangements with the electric utility company that serves the Building for metering and paying for electric current and gas furnished to the Premises. All electricity used during the making of any alterations or repairs in the Premises or the operation of any special air conditioning systems serving the Premises shall also be paid for by Landlord. If the temperature otherwise maintained in any portion of the Premises by the heating, air conditioning or ventilation systems is affected as a result of (a) any lights, machines or equipment (including without limitation electronic data processing machines) used by Tenant in the Premises, (b) the occupancy of the Premises by more than one person per two hundred (200) square feet of rentable area therein, or (c) an aggregate electrical load in excess of three (3) watts per square foot in any room or area of the Premises, Landlord shall have the right to install any machinery and equipment that Landlord reasonably deems necessary to restore temperature balance, including, without limitation, modifications to the standard air conditioning equipment, and the reasonable cost thereof, including the cost of installation and any additional cost of operation and maintenance incurred thereby, shall be paid by Tenant to Landlord as additional Rent hereunder upon demand by Landlord.

ARTICLE 6: REPAIRS AND MAINTENANCE.

6.1 Responsibility of Tenant. Tenant shall take good care of the Premises and, at Tenant's cost and expense, shall make all repairs and replacements, as and when Landlord

reasonably deems necessary, to preserve the Premises in good working order and in a clean, safe and sanitary condition. Landlord shall not be liable for and, except as provided in Article 9 hereof, there shall be no abatement of Rent with respect to any injury to or interference with Tenant's business arising from any such repairs, maintenance, alteration or improvement in or to the any portion of the Building or the Premises, or in or to the fixtures, appurtenances and equipment therein. All repairs and replacements made by or on behalf of Tenant or any person claiming through or under Tenant shall be made and performed (a) at Tenant's cost and expense and at such time and in such manner as Landlord may reasonably designate, (b) by contractors or mechanics reasonably approved by Landlord, (c) so that same shall be at least equal in quality, value, and utility to the original work or installation, (d) in accordance with the Rules and Regulations (as hereinafter defined) and in accordance with all applicable laws and regulations of governmental authorities having jurisdiction over the Premises, (e) pursuant to plans, drawings and specifications which have been reviewed and approved by Landlord prior to the commencement of the repairs or replacements and subject to all other terms and conditions of this Lease, including, but not limited to, Section 7.4. If Landlord gives Tenant notice of the necessity of any repairs or replacements required to be made under this Section 6.1 and Tenant fails to commence diligently to effect the same within ten (10) days thereafter, Landlord may proceed to make such repairs or replacements and the expenses incurred by Landlord in connection therewith shall be due and payable from Tenant upon demand as additional Rent. In addition, should Landlord determine that emergency repairs or replacements of the Premises are necessitated, then Landlord may proceed to make such repairs or replacements without prior notice to the Tenant, subject to the requirements of Article 17, and the expenses incurred by Landlord in connection therewith shall be due and payable from Tenant upon demand as additional Rent.

6.2 Responsibility of Landlord. Subject to the foregoing provisions of this Section 6, Landlord shall perform any maintenance or make any repairs to the roof, structural components, and systems (including HVAC and MEP systems installed by Landlord) of the Building as necessary in Landlord's reasonable judgment for the safety, operation or preservation of the Building, or as Landlord may be required or requested to do by the Town of Normal or by the order or decree of any court or by any other proper authority. Landlord shall be responsible for the repair, maintenance and replacement of the HVAC System servicing the Premises.

ARTICLE 7: [INTENTIONALLY OMITTED].

ARTICLE 8: INSURANCE.

8.1 Responsibility of Tenant. Tenant agrees to and shall, prior to the Commencement Date, secure and maintain during the Term of this Lease, (a) comprehensive public liability insurance, insuring against claims, demands and actions with respect to bodily injury, death or property damage arising from Tenant's use of the Premises, (b) "all risk" physical damage insurance, including coverage for malicious mischief, vandalism and other extended coverage perils, for the full replacement cost of all of Tenant's stock in trade, fixtures, equipment, and furnishings; and (c) workers' compensation insurance covering all costs, statutory benefits and liabilities under state workers' compensation and similar laws, with a waiver of subrogation in favor of Landlord, and employer's liability insurance, and such other insurance as may be

reasonably be required by Landlord, in each case consistent with that required by similar landlords of similar buildings and with minimum limits of coverage acceptable to Landlord.

8.2 Certificates. Prior to the Commencement Date and on each anniversary of the Commencement Date, Tenant shall provide Landlord with a certificate of insurance evidencing that Tenant has the required insurance coverage. The limit of any such insurance shall not, however, limit any liability of the Tenant hereunder. Tenant may provide this insurance under a blanket policy, provided that such insurance policy shall have a Landlord's protective liability endorsement attached thereto. If Tenant shall fail to procure and maintain such insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder shall be in companies rated A-, VIII or better in "Best's Key Rating Guide" and Tenant shall pay to Landlord the cost thereof as additional Rent. No policy shall be cancelable or subject to reduction of coverage without ten (10) days prior written notice to Landlord.

8.3 Additional Insured. Tenant agrees that Landlord and all mortgagees of Landlord with respect to the Premises shall be named as an additional insured on the aforementioned policies of insurance.

8.4 [INTENTIONALLY OMITTED].

8.5 Mutual Waiver of Subrogation. Each party releases and discharges the other party, and all beneficiaries, officers, agents, employees, partners, or representatives of such party, and anyone claiming by, through or under any such parties, from and against any liability whatsoever arising from any loss, damage or injury caused by fire or other casualty for which insurance is carried by the injured party at the time of such loss, damage or injury, to the extent of any recovery by the injured party under such insurance. This release shall apply even if the loss or damage shall have been caused by the fault or negligence of the released party. The foregoing waiver shall not be effective, however, from any party whose insurance coverage would be invalidated by such waiver.

8.6 Additional Insurance Cost. In the event Landlord's insurance costs hereunder are increased or raised as a result of Tenant's business, activities or operations in the Premises, Tenant shall either pay such increased costs within thirty (30) days after demand therefor from Landlord in addition to its other charges hereunder, or immediately cease the activities giving rise to the increased insurance costs. In addition, Tenant agrees to comply with all reasonable requirements of Landlord's insurance company and to refrain from any activities which would contravene or violate the reasonable requirements of Landlord's insurance company.

ARTICLE 9: DAMAGE OR DESTRUCTION.

9.1 Damage Notice. If the Premises or the Building is damaged by fire or other casualty (a "Casualty"), Landlord shall, within sixty (60) days after such Casualty, deliver to Tenant a good faith estimate (the "Damage Notice") of the time needed to repair the damage caused by such Casualty.

9.2 Repair by Landlord. If the Premises or a material portion of the Building is damaged by a Casualty that is covered by standard policies of fire and extended coverage insurance to an extent which is less than Twenty-Five Percent (25%) of the cost of replacement of the Premises or the Building, as applicable, Landlord shall, except as hereinafter provided, promptly commence the repair of such damage at Landlord's expense; but in no event shall Landlord be required to repair or replace Tenant's stock-in-trade, trade fixtures, furniture, furnishings, plate glass, equipment or personal property.

9.2 Landlord's Option to Terminate. If the Premises or a material portion of the Building is damaged by any Casualty to the extent of Twenty-Five Percent (25%) or more of the cost of replacement of the Premises or the Building, as applicable, or if Landlord estimates that reconstruction cannot be completed within four (4) months after the commencement of repairs (the "Repair Period"), Landlord may elect to either repair or rebuild the Premises or the Building, as applicable, or terminate this Lease, by giving notice of such election to Tenant within sixty (60) days after the Damage Notice has been delivered to Tenant, in which event all Rent and other charges shall be abated as of the date of such Casualty.

9.3 Tenant's Option to Terminate. If a material portion of the Premises is damaged by any Casualty such that Tenant is prevented from conducting its business in the Premises in a manner reasonably comparable to that conducted immediately before such Casualty and Landlord estimates that reconstruction of the Premises cannot be completed within the Repair Period, Tenant shall have the option to terminate this Lease, to be exercised by written notice to Landlord within thirty (30) days after the Damage Notice has been delivered to Tenant. Such termination shall be effective as of the date of such Casualty.

ARTICLE 10: QUIET ENJOYMENT.

If Tenant pays the Rent and other charges herein described and otherwise performs the terms, covenants, and conditions of this Lease on the part of Tenant to be performed hereunder, Tenant may lawfully and quietly possess and enjoy the Premises during the term of this Lease.

ARTICLE 11: ASSIGNMENT AND SUBLEASE.

Tenant shall not assign this Lease or sublet the Premises, or any portion thereof, or permit the use or the occupancy of the Premises, or any portion thereof, by any party other than Tenant, without obtaining the prior written consent of Landlord and without first requiring that the sublessee agree in writing to assume the obligations of this Lease. The consent of Landlord to any assignment or any subletting, or the election of Landlord to accept, as the Tenant hereunder, any assignee or any sublessee shall not release that original Tenant from any obligation or any responsibility hereunder.

ARTICLE 12: INDEMNIFICATION.

Tenant shall indemnify and hold Landlord harmless from and against: (i) all claims, liabilities, suits, damages, costs and expenses arising from Tenant's use of the Premises, or from the conduct of Tenant's business or from any activity, work or things done, permitted or suffered by Tenant in or about the Premises; (ii) all claims arising from any breach or default in the

performance of any obligation on Tenant's part to be performed under the terms of this Lease, or arising from any negligence of the Tenant, or any of the Tenant's agents, contractors or employees, and from and against all costs, reasonable attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and (iii) any and all costs or expenses incurred by Landlord as a result of Tenant's failure to perform any of its obligations hereunder. In case any action or proceeding is brought against Landlord by reason of any claim described above, Tenant shall defend the same at Tenant's expense by counsel satisfactory to Landlord.

ARTICLE 13: SURRENDER.

13.1 Expiration of Term; Holding Over. At the expiration or termination of this Lease, Tenant shall surrender immediate possession of the Premises in as good condition as when delivered to Tenant, reasonable wear and tear and permitted alterations and additions excepted. Any holding over by Tenant shall not operate, except by written agreement, to extend or renew this Lease or to imply or create a new lease, but in such case Landlord's rights shall be limited to either the immediate termination of Tenant's occupancy or the treatment of Tenant's occupancy as a month-to-month tenancy, any custom or law to the contrary notwithstanding.

13.2 Removal of Tenant Personal Property. If owned by Tenant, the equipment and machinery located within the Premises and not permanently affixed thereto may be removed by Tenant at or prior to the termination of this Lease. Tenant shall repair any damage caused by the removal of such items.

13.3 Abandoned Personal Property. Any equipment, machinery, vehicles or other personal property of Tenant remaining on or in the Premises ninety (90) days after the termination of this Lease may, at the option of Landlord, be considered abandoned by Tenant and retained by Landlord or disposed of without accountability in such manner as Landlord may deem appropriate.

ARTICLE 14: CONDEMNATION.

14.1 Total Condemnation. If during the term of this Lease or any extension or renewal thereof, all of the Premises should be taken for any public or quasi-public use under any law, ordinance, or regulation or by right of eminent domain, or should be sold to a condemning authority under threat of condemnation, this Lease shall terminate and the rent shall be abated during the unexpired portion of this Lease, effective as of the date of the taking of the Premises by the condemning authority.

14.2 Partial Condemnation. If during the term of this Lease or any extension or renewal thereof, a substantial portion of the Premises which is less than all of the Premises shall be taken for any public or quasi-public use under any law, ordinance, or regulations, or by right of eminent domain, or should be sold to a condemning authority under the threat of condemnation, Landlord and Tenant shall each have the option to terminate this Lease by written notice to the other party within thirty (30) days after the date of such taking. If neither party terminates this Lease, Landlord at its sole expense, shall restore and reconstruct the Premises, provided such restoration and reconstruction shall make the same reasonably tenantable and

suitable for the uses for which the Premises are leased. The rent payable hereunder during the unexpired portion of this Lease shall be adjusted equitably.

14.3 Condemnation Awards. Landlord and Tenant shall each be entitled to receive and retain such separate awards and portions of lumpsum awards as may be allocated to their respective interests in any condemnation proceedings. The termination of this Lease shall not affect the rights of the respective parties to such awards.

ARTICLE 15: DEFAULT.

15.1 Events of Default. The occurrence of any one or more of the following events shall constitute an event of default (each, an "Event of Default") under this Lease:

(a) The failure by Tenant to pay any installment of Rent or any money due under this Lease within five (5) days after the date due;

(b) The failure by Tenant to perform any other covenant or agreement to be performed by Tenant under this Lease within thirty (30) days after receiving a notice from Landlord; provided, however, that if such failure cannot reasonably be cured within such thirty (30) day period but Tenant has commenced such cure within such thirty (30) day period and is diligently pursuing same, Tenant shall have such additional time as may be necessary to cure such failure, but in no event more than sixty (60) days in total;

(c) A receiver or similar officer becomes entitled to the leasehold interest of Tenant under this Lease;

(d) Abandonment of the Premises by Tenant;

(e) Levy, seizure, attachment, or sale of the leasehold interest of Tenant under this Lease;

(f) Dissolution of Tenant;

(g) Failure to maintain insurance coverage as required herein, such failure continuing for ten (10) days after written notice by Landlord to Tenant of such failure; and

(h) Tenant becomes insolvent or unable to pay debts as they mature, or admits in writing to such effect, or makes an assignment for the benefit of creditors, or a proceeding is instituted by or against Tenant alleging that Tenant is insolvent or unable to pay debts as they mature, or a petition under any bankruptcy or insolvency law is brought by or against Tenant.

15.2 Tenant Notice to Landlord. Tenant shall promptly notify Landlord in writing upon the happening or occurrence or existence of any Event of Default, or any event or condition which with the passage of time or giving of notice, or both, would constitute an Event of Default.

15.3 Landlord Remedies. Upon the occurrence of any of the Events of Default, Landlord may, at its option, without notice to or demand upon Tenant, exercise any one or more of the following remedies:

(a) Landlord may reenter the Premises immediately, with or without process of law and with the use of such force as may be necessary, and remove all persons and all property therefrom, and Landlord shall not be liable or responsible for any damages resulting therefrom. After reentering, Landlord may relet the Premises or any part thereof, for any term, without terminating this Lease at such rent and on such terms as Landlord may choose. Tenant shall be liable to Landlord for the difference between the rent received by Landlord under the reletting and the rent installments that are due for the same period under this Lease;

(b) Landlord may terminate this Lease by written notice to Tenant. Upon termination of this Lease, Landlord may recover from Tenant all damages resulting from the termination, including the cost of recovering the Premises, the unpaid Rent and all other additional sums payable by Tenant at the time of the termination of this Lease, and the unpaid Rent and all other additional sums that would have been due and payable from the date of such termination until the time this Lease would have expired but for such termination. All such amounts shall be immediately due and payable from Tenant; and

(c) Landlord may pursue any other remedy or combination of remedies legally available to Landlord, including the recovery of damages caused by Tenant's failure to perform or observe any covenant or condition of this Lease.

15.4 Performance by Landlord. In the event Tenant fails to perform any of its obligations under this Lease, Landlord may, at its option, perform such obligations on Tenant's behalf without waiving the Event of Default. Tenant agrees to repay Landlord any expenses incurred in such performance plus interest of twelve percent (12%) per annum from the date of Landlord's payment or incurrence of such expenses.

15.5 Landlord's Legal Expenses. Tenant agrees to pay all costs incurred by Landlord in the collection of the rent and enforcement of its rights under this Lease, including reasonable attorney's fees and legal expenses of Landlord.

ARTICLE 16: LEASE SUBORDINATE TO ENCUMBRANCES

This Lease shall be subject and subordinate to any mortgages or trust deeds now on or that may be hereafter placed against the Premises, the Land and/or the Building, and to all

advances made or that may be made on account of the encumbrances, to the full extent of the principal sums secured thereby and interest thereon; provided that any such mortgagee agrees not to disturb Tenant's use and possession of the Premises so long as Tenant shall be in compliance with its agreements and covenants hereunder. Tenant agrees to execute any and all documents necessary for such subordination upon the request of Landlord.

ARTICLE 17: INSPECTION BY LANDLORD.

Tenant shall permit Landlord and its agents to enter into and upon the Premises at all reasonable times for the purpose of inspecting the same or for the purpose of maintaining or making repairs or alterations to the Building.

ARTICLE 18: COMPLIANCE WITH LAWS.

Tenant shall promptly comply, or cause prompt compliance with all laws, ordinances, orders, rules and regulations of all municipal, county, state, federal or other governmental authorities properly applicable to the Premises.

ARTICLE 19: INDEPENDENT COVENANTS.

Tenant's obligation to pay the Rent due under this Lease, and each other obligation of Tenant hereunder, shall be a covenant independent of each and every obligation of Landlord under this Lease, and no violation or breach by Landlord of any obligation of Landlord under this Lease shall entitle Tenant to offset any amount against Rent due under this Lease or otherwise fail to pay such Rent or otherwise fail to perform any other obligation of Tenant under this Lease.

ARTICLE 20: LIMITATION OF LANDLORD'S LIABILITY.

Landlord shall not be responsible for or liable to Tenant for (a) any loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the Premises or any part of the Building, except to the extent arising from Landlord's gross negligence or willful misconduct, or (b) to the extent arising from the acts or omissions of Tenant, any loss or damage resulting to Tenant or its property from burst, stopped or leaking water including sprinkler systems, gas or smoke, vapor or other airborne contaminants, sewer or steam pipes or for any damage or loss of property within the Premises from any causes whatsoever, including theft.

ARTICLE 21: RULES AND REGULATIONS.

Tenant shall faithfully observe and comply with the rules and regulations attached to this Lease as Exhibit C (the "Rules and Regulations"), which may be modified by Landlord in a manner not inconsistent with the terms of this Lease from time to time after notice thereof has been provided to Tenant. Landlord shall not be responsible for the nonperformance by any other tenant or occupant of the Building of any of the Rules and Regulations. In the event of an express and direct conflict between the terms, covenants, agreements and conditions of this

Lease and the terms, covenants, agreements and conditions of the Rules and Regulations, as modified and amended from time to time by Landlord, this Lease shall control.

ARTICLE 22: GENERAL PROVISIONS.

22.1 Title to Articles and Sections. Titles to Articles and Sections herein are for informational purposes only.

22.2 Binding Effect. The provisions of this Lease shall be binding upon and inure to the benefit of the parties hereto, their heirs, executors, administrators, successors and assigns.

22.3 Governing Law. This Lease shall be construed, enforced and governed in all respects in accordance with the laws and the statutes of the State of Illinois.

22.4 Partial Invalidity. The invalidity of any particular term or provisions of this Lease shall not affect the validity of the remaining terms and provisions hereof.

22.5 Amendments. No alterations to or modifications of the terms or the provisions of this Lease shall be effective unless such alteration or such modification is reduced to writing, and is then properly executed by the parties hereto.

22.6 Complete Agreement. This Lease supersedes any prior contract or arrangement between the parties hereto, and represents the complete agreement of the parties hereto.

22.7 Notices. All notices provided by this Lease shall be given in writing (a) either by actual delivery of the notice to the party thereunto entitled, (b) by mailing of the notice in the United States mail, firstclass postage prepaid, to the address of the party entitled thereto, registered or certified mail, return receipt requested, or (c) by nationally recognized overnight carrier. The notice shall be deemed to be received (a) on the date of its actual receipt by the party entitled thereto if by actual delivery, (b) on the date of receipt or refusal of delivery, if by mail, and (c) on the date of receipt or refusal of delivery, if by overnight carrier. All notices, demands or other communications to any of the other parties to this Lease shall be addressed (a) to Tenant at Tenant's address set forth in Section E of the Basic Lease Information, (b) to Landlord at Landlord's address set forth in Section B of the Basic Lease Information, or (c) to such other address as either Landlord or Tenant may designate as its new address for such purpose by notice given to the other in accordance with the provisions of this Section 22.7.

22.8 Waiver. Any waiver by a party hereto of a breach of any term or condition of this Lease shall not be considered as a waiver of any subsequent breach of the same or any other term or condition hereof.

22.9 No Other Legal Relationship Created. Nothing contained in this Lease shall be deemed or construed as creating a relationship of principal and agent, or of partnership or of joint venture between the parties hereto.

22.10 Tenant Certification. Tenant does hereby agree at any time, and from time to time, upon request in writing by Landlord, to execute, to acknowledge and to deliver to Landlord

a statement, in writing, certifying that this Lease is unmodified and is in full force and effect, there is no default by Landlord hereunder, and any other factual data or information relating to this Lease, or the Premises, which Landlord may request.

22.11 Rights and Remedies Cumulative. The rights and remedies provided by this Lease are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its right to use any of all other remedies. Said rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

22.12 Counterparts. This Lease may be executed in any number of counterparts, each of which shall be an original, and such counterparts together shall constitute one and the same instrument. The exchange of executed signature pages by facsimile or Portable Document Format (PDF) transmission shall constitute effective delivery of such signature pages and may be used in lieu of the original signature pages for all purposes. In the event this instrument is executed by the exchange of facsimile or Portable Document Format (PDF) copies, the parties agree to exchange ink-signed counterparts promptly after the execution and delivery of this instrument.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Office Lease the day and year first above written.

LANDLORD:

BUSEY BANK,
an Illinois banking corporation

By: _____
Name: Sheri Boberg
Title: Senior Vice President

TENANT:

NORMAL PUBLIC LIBRARY
an Illinois corporation

By: _____
Name:
Title:

EXHIBIT A
FLOOR PLAN

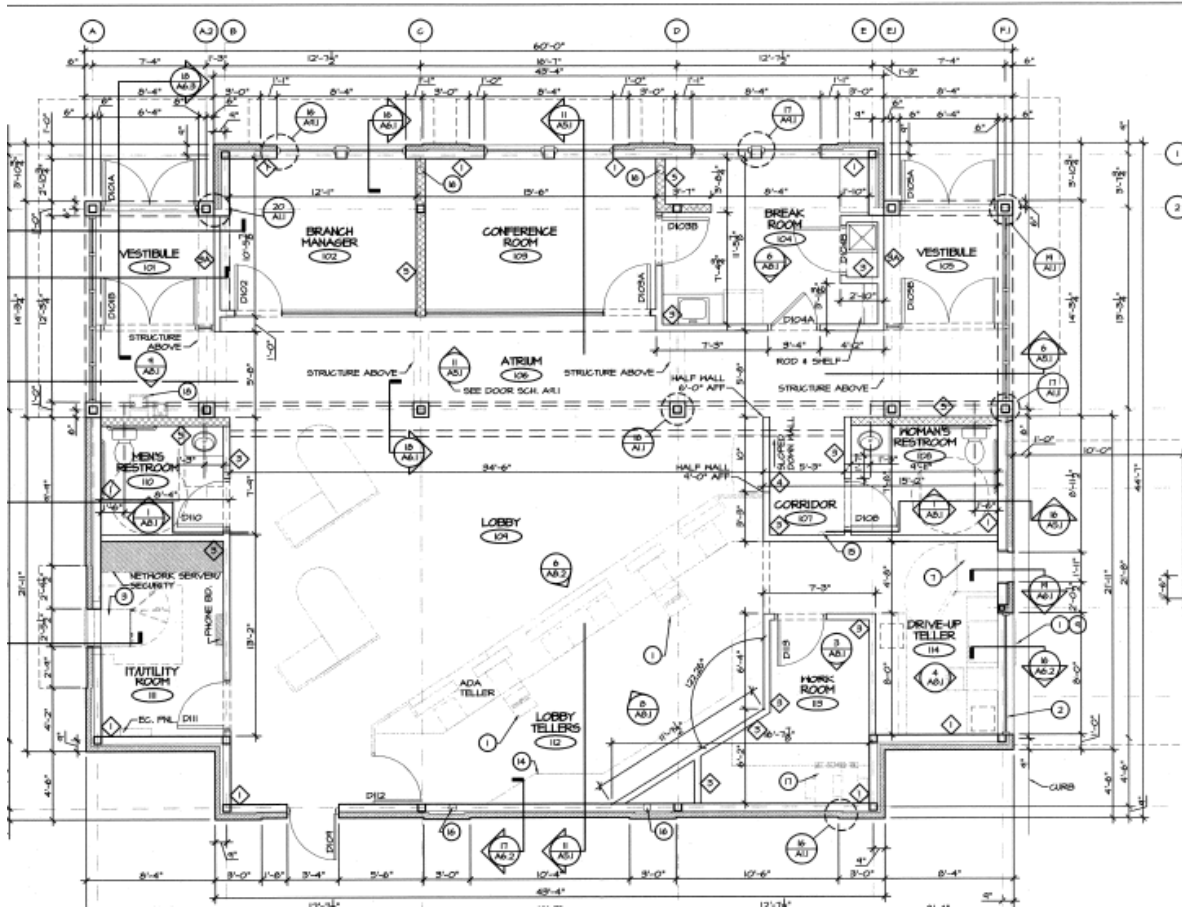


EXHIBIT B

First Addition to Normal N75', Lot 1 & 2 Block 45

PIN 14-28-426-003

EXHIBIT C

RULES AND REGULATIONS

1. The sidewalks, halls, passages, exits, entrances, retail areas, malls, common areas, parking areas, roads, elevators, escalators, and stairways of the Building shall not be obstructed by any of the tenants or used by them for any purpose other than ingress to and egress from their respective premises. The halls, passages, exits, entrances, retail areas, malls, common areas, parking areas, roads, elevators, escalators, and stairways are not for the general public and Landlord shall in all cases retain the right to control and prevent access thereto of all persons whose presence in the judgment of Landlord would be prejudicial to the safety, character, reputation and interests of the Building and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of its business, unless such persons are engaged in illegal activities. No tenant and no employee or invitee of any tenant shall go upon the roof of the Building. Subject to the provisions of any lease of a portion of the Building, Landlord shall have the right at any time without the same constituting an actual or constructive eviction and without incurring any liability to any tenant therefor to change the arrangement and/or location of entrances or passageways, doors or doorways, corridors, elevators, stairs or toilets and to change, alter, increase, decrease or modify the common areas of the Building.

2. The leased premises shall not be used for the storage of merchandise held for sale to the general public or for lodging. No cooking shall be done or permitted on the leased premises except private use by any tenant of Underwriters' Laboratory approved equipment for brewing coffee, tea, hot chocolate and similar beverages and microwave ovens shall be permitted, provided that such use is in accordance with all applicable Federal, state and municipal laws, codes, ordinances, rules and regulations.

3. Each tenant shall notify Landlord of the name of its cleaning service. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No tenant shall cause any unnecessary labor by reason of such tenant's carelessness or indifference in the preservation of good order and cleanliness. Landlord shall not be responsible to any tenant, or any other person, for any loss of property in the Building, however occurring.

4. The Landlord shall designate appropriate entrances and the use of the elevator for deliveries or other movement to and from the leased premises of equipment, materials, supplies, furniture or other property, and no tenant shall use any other entrances or elevators for such purposes. All

persons employed and means or methods used to move equipment, materials, supplies, furniture or other property in or out of the Building must be approved by Landlord prior to any such movement. Landlord shall have the right to prescribe the maximum weight, size and position of all equipment, materials, furniture, or other property brought into the Building. No tenant shall allow any objects or articles to be dropped or thrown from any window. Heavy objects shall, if considered necessary by Landlord, stand on a platform of such thickness as is necessary to properly distribute weight. Landlord will not be responsible for loss of or damage to any such property from any cause, except as otherwise set forth in the Lease; and subject to the foregoing; all damage done to the Building by moving or maintaining such property shall be repaired at the expense of the applicable tenant.

5. No tenant shall use or keep in the leased premises or the Building any kerosene, gasoline or inflammable or combustible fluid or material other than limited quantities thereof reasonably necessary for the operation or maintenance of office or other equipment incidental to the permitted use of the leased premises. No tenant shall use any method of heating or air-conditioning other than that supplied by Landlord. No tenant shall use or keep or permit to be used or kept any foul or noxious gas or substance in the leased premises, or permit or suffer the leased premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors or vibrations, or interfere in any way with other tenants or those having business in the Building, nor shall any animals or birds be brought or kept in the leased premises or the Building.

6. Each tenant acknowledges and agrees to the desirability or necessity of Landlord, under law or in the prudent management of the Building, organizing, and coordinating within the Building and among all tenants, arrangements and exercises appropriate to maximize the safety of all tenants in the event of fire or any other such disaster which may require the partial or total evacuation of the Building. Each tenant undertakes and hereby agrees to fully cooperate with and participate in any simulated exercise with respect to the foregoing arrangements and exercise arranged from time to time by Landlord. Each tenant hereby indemnifies Landlord, and agrees to hold Landlord harmless, from and against any loss, costs, damages, injuries, or expenses incurred by such tenant as a result of, through, or in conjunction with the arrangement, coordination or performance of the arrangements and exercises as herein described.

7. All contractors and technicians rendering any installations service to any tenant shall be identified to Landlord for approval and supervision prior to performing any services. This applies to all work performed in the Building, including, but not limited to, installation of telephones, telegraph equipment and electrical devices as well as all installations affecting floors, walls, woodwork, windows, ceilings, and any other physical portion of the Building.

8. The toilet rooms, toilet urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they are constructed, no foreign substance of any kind whatsoever shall be thrown therein and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by a tenant who, or whose employees or invites, shall have caused it.

9. Except with the prior written consent of Landlord, no tenant shall sell retail newspapers, magazines, periodicals, theater or travel tickets or any other goods or merchandise to the general public in or on the leased premises, nor shall any tenant carry on or permit or allow any employee or other person to carry on the business of stenography, typewriting, printing or photocopying or any similar business in or from the leased premises for the service or accommodation of occupants of any other portion of the Building, nor shall the leased premises of any tenant be used for manufacturing of any kind, or any business or activity other than that specifically provided for in Tenant's Lease.

10. No tenant shall install any radio or television antenna, loudspeaker, or other device on the roof of exterior walls of the Building.

11. All garbage and refuse disposal shall be made to the designated refuse outside of the Building.

12. These Rules and Regulations are in addition to and shall not be construed to in any way modify or amend, in whole or in part, the agreements, covenants, conditions and provisions of any lease of premises in the Building.

12. Landlord reserves the right to make such other reasonable, uniform, written rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein.

13. For the benefit of all building occupants, their clients and visitors, smoking is not permitted in the building .

14. Except with the prior written consent of the Landlord and except for office or other equipment incidental to the permitted use of the leased premises, no tenant shall install or operate any steam or internal combustion engine, boiler, machinery, refrigerating or heating devise or air-conditioning apparatus in or about the leased premises, or carry on any mechanical business therein.



Normal Public Library Trustee Action Report

March 20, 2024

Approval to waive the formal bidding process and approve payment to Scientel Solutions, LLC in for a network upgrade in the amount of \$46,573 and associated budget adjustment

Prepared by: Gwen Robinson/Enoch Kindseth
Reviewed by: John Fischer
Staff Recommendation: Approval

Attachments: Invoice

Community Impact

Provides the necessary upgrades to our network firewall and network switches providing the best possible experience for our patrons and staff in terms of network and internet functionality.

Budget Impact

Impacts the Library Replacement Fund.

Background

This expense has been on our schedule for years and our abatement work now allows for us to begin to proceed and coordinate work.

Strategic Alignment

Priorities 1-4



2021 N Eola Rd Aurora IL 60502-5600
 dba: Scientel Wireless, LLC

Invoice Number 007507
 Invoice Date January 17, 2024
 Terms Net 30
 PO Number
 Project J-23-01277
 Page 1 of 1

Town of Normal
 Po Box 589
 Normal, IL 61761

Library Equipment

	Current Qty	Unit of Measure	Rate	Current Amount
FortiGate Firewall 100F	1.00		2,602.69	2,602.69
FortiGate Firewall 100F 5 years Forticare	1.00		11,143.76	11,143.76
FortiSwitch 448E Full PoE 5 years Forticare	5.00		2,308.94	11,544.70
FortiSwitch 448E Full PoE	5.00		4,256.37	21,281.85
Invoice Total (US Funds)				46,573.00

Please remit payment to:
 Scientel Solutions LLC 2021 N Eola Rd, Aurora, IL 60502-5600

Voice: (630) 652-3800

Normal Public Library | Strategic Plan 2021-2024

Priority 1: Enhance the patron experience.

Strategy 1: *Ensure Library offerings are convenient and easy to use.*

- Reach out with programs and services to the underserved.
- Support seniors through aging in place initiatives.
- Acknowledge and work to reduce digital divide; communicate via traditional means.

Strategy 2: *Meet patron needs in creative and resourceful ways.*

- Initiate interlibrary programming and collaboration.
- Proactively assess and maintain awareness of patrons' needs.

Priority 2: Engage our community.

Strategy 1: *Cultivate meaningful connections.*

- Offer intergenerational programming.
- Build and sustain strategic partnerships to deliver services to targeted audiences.
- Focus on equity, diversity and inclusion in our operations, collections and services.

Strategy 2: *Foster awareness.*

- Create and implement a communications plan to showcase the Library.
- Create talking points for staff, Board and Foundation Board.
- Identify and empower library champions.

Priority 3: Empower our team.

Strategy 1: *Equip our team to succeed.*

- Develop an organizational structure that optimizes the talents of our staff.
- Design and implement a One Library/One Team initiative, focused on service and teamwork.
- Create a staff contingency plan to ensure continuity of operations.

Strategy 2: *Encourage innovation and collaboration.*

- Identify opportunities for developing distinctive programming based on staff competencies.
- Provide structured opportunities for staff to share ideas and suggestions.
- Create mini grants to enable new initiatives.

Priority 4: Optimize our resources.

Strategy 1: *Maximize impact and efficiency of our board, staff, space, and funding.*

- Develop a space plan for current and future growth of the Library.
- Optimize collection development.
- Implement a Board succession and orientation plan.
- Continue to optimize public funding and work with Foundation to increase private funding.

Strategy 2: *Advocate for alternative revenues to enable exceptional Library experiences.*

- Recruit an advocacy committee to address public funding and facility needs.
- Engage volunteers (Board, Foundation Board, others) in advocating for Library funding.

Adopted by the Board of Trustees of Normal Public Library, February 2021



NORMAL PUBLIC LIBRARY™

RENOVATION UPDATES

Normal Public Library has served our community at 206 W. College Ave. since 1973, with community space added in 1992.

We are planning renovations that include asbestos abatement of the 1973 portion of the facility, as well as updates to wall coverings, lighting, ceilings, floors, ductwork, and the network. On February 26, 2024, Normal Public Library Board of Trustees approved a bid from Broeren Russo Builders, Inc., to move forward with plans for asbestos abatement and renovations.

We want to keep you informed during this process. Our intention is to continue providing services throughout the duration of the project. Together, we can ensure the library continues to be a welcoming, dynamic, and resourceful space for all—wherever its services are provided and located.

Why is this project needed?

The need for asbestos abatement is driving this project. The library cannot update flooring, lighting, etc. until the asbestos is removed. Crucial network, wireless, and lighting systems require updates to continue serving the community. Such updates are prevented by the presence of the asbestos-containing materials. After the abatement is complete, additional renovations will update the facility.

Where is the funding coming from?

The project cost will be funded from several community sources. Project work will be funded by library reserve funding, generous support from Normal Public Library Foundation, and potential state grants and debt service.

When will the project begin?

The abatement and construction schedule is based on final design and funding. Construction is estimated to begin in Spring 2024. This is subject to change.

Will services be impacted? What does this mean for the public?

Normal Public Library staff will continue coordinating all services throughout the duration of the project. Access to collections, services, and other resources, as well as programming and events will continue. The building will be closed during periods of the renovation project. When this happens, we will give the public plenty of notice and communicate alternative locations widely.

How can the public stay informed?

Visit the [Town of Normal Forum](#) and sign-up to learn specifics about the project through notifications for project-related news. Stay informed on Normal Public Library's website and social media as well. As always, library staff welcomes in-person visits, emails, and phone calls.