



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

**July 19, 2023 at 6 p.m.  
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA  
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
  - A. Approval of the Minutes of the Regular Board Meeting of June 21, 2023
  - B. Approval of Normal Public Library Expenditures for Payment as of July 12, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Resolution Authorizing the Purchase of Public Seating Furniture from Widmer Interiors via the Omnia Joint Purchasing Contract Number HON R191804/Arcadia 07-78 in the amount of \$18,930.31 (Action)
  - B. Capital Project Committee (Action)
  - C. Purchasing Policy (Discussion)
  - D. Harassment Free Workplace Policy (Discussion)
  - E. Photography and Video Recording Policy (Discussion)
  - F. FY2024-FY2029 Budget Preparation (Discussion)
9. UNFINISHED BUSINESS
  - G. Abatement Update
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: August 16, 2023
13. Adjournment

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

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

## Minutes of the Board of Trustees

### Normal Public Library

June 21, 2023

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, June 21, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

**Members Present:** Beth Robb, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Secretary, Amy Ersland, Dylan Hile-Broad

**Members Absent:** Lynda Lane, Treasurer, Terry Lindberg

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

**Community Members Present:** Breanna Rittman (WMBD)

1. **Review of the Agenda:** No corrections or additions
2. **President's Report: Nothing to report at this time**
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

**Foundation:** Meeting was held with discussion.

**Library Advocacy:** No report.

**Library Planning:** No report.

5. **Library Director's Report:** Mr. Fischer discussed the items in his report.
6. **OMNIBUS VOTE AGENDA**
  - A. Approval of the Minutes of the Regular Board Meeting of May 17, 2023
  - B. Approval of the Corrected Minutes of the Regular Board Meeting of April 19, 2023
  - C. Report to Receive and File Normal Public Library Expenditures for Payment, including \$258,573.69 for three payrolls, and \$97,259.39 for expenditures as of June 14, 2023.
    - i. Mr. Hile-Broad motioned to approve, seconded by Ms. Ersland.
    - ii. Motion passed 5-0.
7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
  - A. None
8. **NEW BUSINESS**
  - A. Non-resident card fee
    - i. Ms. Ersland moved to approve non-resident card fee of \$179.80, seconded by Ms. Trunnell.

ii. Motion passed 5-0.

B. Abatement/Renovation Project

i. Ms. Ersland moved to resume/continue contractual work with Studio GC in preparation of documents to seek bids for the library renovation and asbestos removal project not to exceed \$4.75M. Mr. Hile-Broad seconded.

ii. Motion passed 5-0

C. Purchasing Policy (Discussion)

D. Executive Session: [5 ILCS 120/2(c)(5)] Land Sale/Land Acquisition (Action)

Ms. Robb moved to enter Executive Session at 6:31 pm. Ms. Ripley-Gataric seconded.

Motion passed 5-0

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Present

Erin Ripley-Gataric – Present

Lynda Lane – Absent

Amy Ersland – Present

Terry Lindberg – Absent

Dylan Hile-Broad – Present

Executive Session entered at 6:31 pm.

The Board invited Mr. Fischer to the Executive Session at 6:32 pm to discuss Land Acquisition/Land Sale.

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Present

Erin Ripley-Gataric - Present

Lynda Lane – Absent

Amy Ersland – Present

Terry Lindberg - Absent

Dylan Hile-Broad - Present

The Board and Mr. Fischer exited Executive Session and returned to the Regular Meeting at 6:39 pm.

Ms. Ersland motioned to approve addendum to contract for lot licenses, seconded by Ms. Trunnell.

Motion passed 5-0.

9. **UNFINISHED BUSINESS**

None

10. **Suggested Items for Next Agenda**

- A. Committee development for Maker Space
- B. Discussion of Purchasing Policy Draft

11. **Board Comments and Concerns**

12. **Next Meeting Date:** July 19, 2023

13. **Adjournment**

Ms. Robb adjourned the meeting at 6:49 pm.

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Secretary

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Date

## Report to Receive and File Town of Normal Expenditures for Payment as of 06/14/2023-07/14/2023

<u>Library Fund</u>	<u>Library</u>	<u>Administration</u>	
<u>Vendor Name</u>	<u>Payment Description</u>		<u>Transaction Amount</u>
BAKER & TAYLOR COMPANIES	ADULT BOOKS		317.34
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS		804.24
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS (5)		40.17
BAKER & TAYLOR COMPANIES	TEEN BOOKS		328.95
BAKER & TAYLOR CONTINUATION	ADULT BOOKS		232.94
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES		102.75
BLACKSTONE PUBLISHING	AUDIOBOOKS (3)		38.94
BOOKPAGE	PERIODICALS BOOK PAGE REN		1,080.00
BOTTOMLINE PERSONAL	1 YR RENEWAL/BOTTOMLINE P		39.00
CENGAGE LEARNING INC	ADULT BOOKS		241.47
CENGAGE LEARNING INC	JUNE CHRISTIAN ROM 5PLAN		125.20
CENGAGE LEARNING INC	JUNE CORE 8 PLAN (9)		244.41
CENGAGE LEARNING INC	LP BASIC 8 PLAN-JUN23		243.66
CENTER POINT LARGE PRINT	ADULT BOOKS		191.76
CIRBN, LLC	INTERNET SRVS-JULY 2023		76.08
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHARGES		50.00
FRONTIER	PHONE SERVICE MONTHLY - L		255.84
HARLAN VANCE COMPANY	MATERIALS		984.50
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	SRVS ON 5/8 & 5/12/23		120.00
ILLINI FIRE EQUIPMENT CO	EXTINGUISHER MAINT		542.50
KANOPY INC	DIGITAL CONTENT		226.00
KONE INC	CALL FOR SERVICE 5/6/23		465.86
LEE ENTERPRISE-CENTRAL IL	PRINT/ONLINE PANTAGRAPH S		662.90
MACOMB PUBLIC LIBRARY DISTRICT	PAYMENT/LOST INTERLIB. CD		9.99
MCLEAN COUNTY ASPHALT	PARKING LOT REPAIRS		5,417.00
MENARDS	ALL DETERGENT 141 OZ		13.29
MENARDS	PURIFIED/DISTILLED WATER		47.58
MIDWEST TAPE	DIGITAL CONTENT		5,637.97
MILLER JANITOR SUPPLY	HAND SOAP/JUMBO JR TP		317.64
MOTION PICTURE LICENSING CORP	PUBLIC ACCESS SW-MOVIE LC		325.55
OVERDRIVE, INC	DIGITAL CONTENT		2,895.47
OVERDRIVE, INC	DIGITAL CONTENT AUDIO BKS		187.97
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS		756.56
OVERDRIVE, INC	DIGITAL CONTENT/E-BOOK		25.87
OVERDRIVE, INC	DIGITAL CONTENT/E-BOOKS		110.00
PANTAGRAPH	SUMMER FUN ADS-LIBRARY		407.10
PIP PRINTING	INK		514.94

## Report to Receive and File Town of Normal Expenditures for Payment as of 06/14/2023-07/14/2023

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	378.69
PLAYAWAY PRODUCTS LLC	PLAYAWAYS	1,286.33
POLK CITY DIRECTORIES	POLK CITY DIRECTORY	364.00
QUILL CORPORATION	LIBRARY OFFICE SUPPLIES	544.02
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	305.56
RESOURCE SHARING ALLIANCE (RSA)	RSA ADM FEE	5,817.00
SAMS CLUB	MISC SUPPLIES--LIBRARY	129.64
SCHOLASTIC INC	SUPER CHEAT CODES/SEC PBK	10.23
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS (10)	162.45
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS (3)	54.60
SCHOLASTIC LIBRARY PUBLISHING	FIRST AID-CHILDREN'S BK	18.20
TUMBLEWEED PRESS INC	PA SFTWRE DATABASE RENEW	899.00
VERIZON WIRELESS	TELEPHONES-LIBRARY	244.75
WALMART COMMUNITY BRC	CAPITAL ONE--LIBRARY	1,181.04
WONDER WORKSHOP INC	CHILDREN'S BOOKS/REPLACE	13.96
<b>Library Fund</b>	<b>Library Administration - Total</b>	<b>35,490.91</b>
<b>Overall - Total</b>		<b>35,490.91</b>

**Director's Report**  
**July 19, 2023**

**1. Monthly Financial Report**

**Revenue:** The June operating revenues were up 2.66% compared to this time last year.

**Expenses:** A report showing expenses totaling \$35,490.91 from June 14 to July 14 is included in this packet. Two payrolls (June 23 and July 7) totaled \$167,782.18.

**2. Circulation**

Total circulation for June was 77,230, up 9.6% from June 2022.

**3. FY2024 Budget**

Preparation for the FY2024-FY2029 has begun. Budget discussion is on the agenda for tonight's meeting.

**4. Asbestos Update**

I'm scheduled to meet with Darren Schretter of StudioGC at 11 am on Friday, July 21. We will continue discussion of details of the scope of work as he has now incorporated the trustee's budgeted amount in planning. Alternate details for bid will also be included in that discussion.

**5. Business and Technology Librarian**

Our new Business and Technology Librarian began on Monday, July 17. Rachel Park has extensive experience in public and academic librarianship, electronic resources, business outreach, and technology training and is a welcome member of our talented staff!



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

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April - June

**Revenue**

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,439,097.00</b>	<b>4,439,097.00</b>	<b>2,225,076.94</b>	<b>50.12%</b>	<b>2,167,468.14</b>	<b>2.66%</b>
31110-Property Tax	3,962,164.00	3,962,164.00	2,086,692.59	52.67%	2,068,345.32	0.89%
31530-State Replacement Revenue	357,600.00	357,600.00	120,727.77	33.76%	83,498.19	44.59%
33260-State Grants	77,433.00	77,433.00			3,004.78	-100.00%
34720-Photocopy Fees	2,000.00	2,000.00	2,408.21	120.41%	2,276.54	5.78%
34750-Replacements Books/AV	3,500.00	3,500.00	1,185.83	33.88%	1,487.63	-20.29%
38210-Investment Income	36,000.00	36,000.00	12,523.23	34.79%	7,827.65	59.99%
38530-Donations	200.00	200.00	450.00	225.00%	1,015.00	-55.67%
38910-Miscellaneous	200.00	200.00	1,089.31	544.66%	13.03	8260.02%
<b>222-Library Replacement Fund</b>	<b>117,698.00</b>	<b>117,698.00</b>	<b>23,564.00</b>	<b>20.02%</b>	<b>23,761.17</b>	<b>-0.83%</b>
38210-Investment Income	20,300.00	20,300.00	7,331.00	36.11%	4,357.17	68.25%
39192-Transfer From	97,398.00	97,398.00	16,233.00	16.67%	19,404.00	-16.34%
<b>223-Library Special Reserve</b>	<b>9,900.00</b>	<b>9,900.00</b>	<b>6,299.14</b>	<b>63.63%</b>	<b>1,627.72</b>	<b>286.99%</b>
38210-Investment Income	7,400.00	7,400.00	6,299.14	85.12%	1,627.72	286.99%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,566,695.00</b>	<b>4,566,695.00</b>	<b>2,254,940.08</b>	<b>49.38%</b>	<b>2,192,857.03</b>	<b>2.83%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2023-24

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April - June

**Expense**

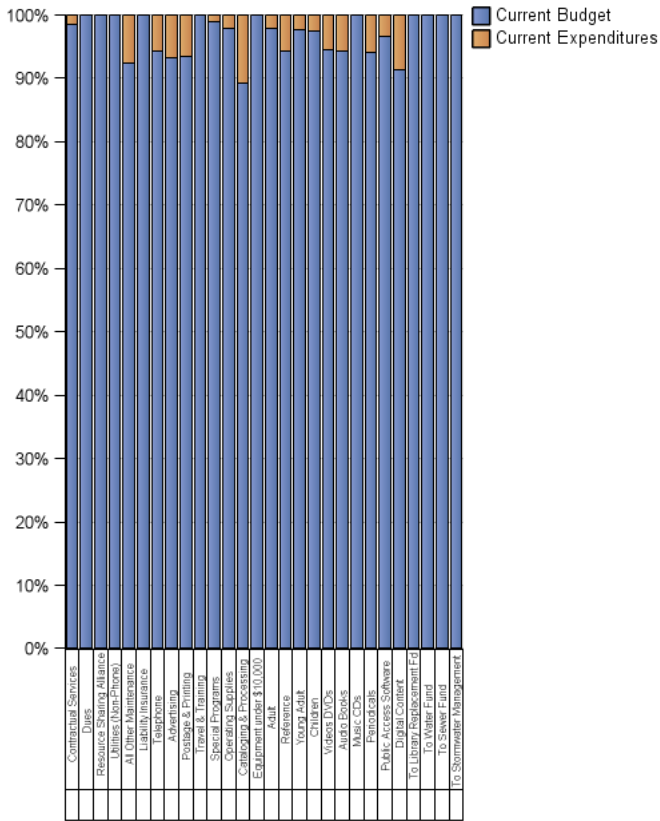
YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,362,783.00</b>	<b>4,367,796.00</b>	<b>775,630.47</b>	<b>397,457.66</b>	<b>1,173,088.13</b>	<b>3,194,707.87</b>	<b>787,804.05</b>	<b>73.14%</b>
10-Administration	4,362,783.00	4,367,796.00	775,630.47	397,457.66	1,173,088.13	3,194,707.87	787,804.05	73.14%
<b>222-Library Replacement Fund</b>	<b>89,280.00</b>	<b>89,280.00</b>				<b>89,280.00</b>	<b>29,154.42</b>	<b>100.00%</b>
10-Administration	89,280.00	89,280.00				89,280.00	29,154.42	100.00%
<b>223-Library Special Reserve</b>	<b>1,000.00</b>	<b>201,000.00</b>	<b>3,610.00</b>	<b>0.00</b>	<b>3,610.00</b>	<b>197,390.00</b>	<b>10,847.50</b>	<b>98.20%</b>
10-Administration	1,000.00	201,000.00	3,610.00	0.00	3,610.00	197,390.00	10,847.50	98.20%
<b>Total</b>	<b>4,453,063.00</b>	<b>4,658,076.00</b>	<b>779,240.47</b>	<b>397,457.66</b>	<b>1,176,698.13</b>	<b>3,481,377.87</b>	<b>827,805.97</b>	<b>74.74%</b>



**Budget to Actual Expenditures**

Library - Administration (Library Fund )

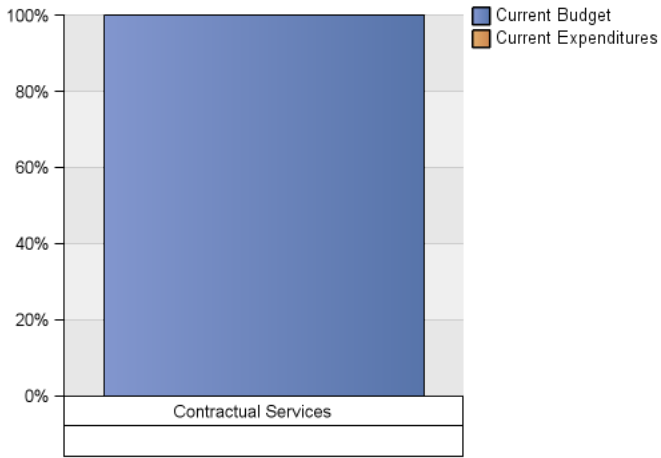


Library Fund	Library	Administration	Expenditure Fiscal Year	Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
			<a href="#">221-9010-455.20-10</a>	Contractual Services	\$2,085.86	\$5,296.24	\$35,932.71	\$133,515.00	\$90,200.19	68%	\$38,018.57
			<a href="#">221-9010-455.20-20</a>	Dues	\$0.00	\$0.00	\$0.00	\$5,970.00	\$5,970.00	100%	\$0.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$70,850.00	\$70,850.00	100%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$0.00	\$0.00	\$0.00	\$93,000.00	\$93,000.00	100%	\$0.00
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$6,008.53	\$1,521.89	\$15,725.34	\$73,000.00	\$49,744.24	68%	\$21,733.87
			<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$49,917.00	\$0.00	\$49,917.00	\$0.00	0%	\$0.00
			<a href="#">221-9010-455.30-15</a>	Telephone	\$626.67	\$921.20	\$5,011.97	\$10,274.00	\$3,714.16	36%	\$5,638.64
			<a href="#">221-9010-455.30-20</a>	Advertising	\$1,070.00	\$3,400.00	(\$407.10)	\$15,000.00	\$10,937.10	73%	\$662.90
			<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$1,499.44	\$6,388.65	\$11,829.29	\$21,218.00	\$1,500.62	7%	\$13,328.73
			<a href="#">221-9010-455.30-35</a>	Travel & Training	\$0.00	\$184.20	\$0.00	\$12,485.00	\$12,300.80	99%	\$0.00
			<a href="#">221-9010-455.30-40</a>	Special Programs	\$161.66	\$456.40	\$4,290.51	\$15,000.00	\$10,091.43	67%	\$4,452.17
			<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$1,430.57	\$7,683.60	\$24,235.75	\$66,000.00	\$32,650.08	49%	\$25,666.32
			<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$1,909.00	\$846.30	\$9,744.70	\$15,914.00	\$3,414.00	21%	\$11,653.70

<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
<a href="#">221-9010-455.36-10</a>	Adult	\$2,010.58	\$10,549.12	\$55,680.49	\$96,870.00	\$28,629.81	\$96,870.00	30%	\$57,691.07
<a href="#">221-9010-455.36-15</a>	Reference	\$364.00	\$0.00	\$3,536.00	\$6,000.00	\$2,100.00	\$6,000.00	35%	\$3,900.00
<a href="#">221-9010-455.36-20</a>	Young Adult	\$328.95	\$1,108.78	\$11,312.27	\$13,911.00	\$1,161.00	\$13,911.00	8%	\$11,641.22
<a href="#">221-9010-455.36-25</a>	Children	\$2,376.98	\$8,228.83	\$51,573.60	\$92,742.00	\$30,562.59	\$92,742.00	33%	\$53,950.58
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$973.76	\$1,702.73	\$5,484.64	\$16,974.00	\$8,812.87	\$16,974.00	52%	\$6,458.40
<a href="#">221-9010-455.37-20</a>	Audio Books	\$907.54	\$2,334.17	\$8,268.28	\$15,000.00	\$3,490.01	\$15,000.00	23%	\$9,175.82
<a href="#">221-9010-455.37-30</a>	Music CDs	\$0.00	\$152.01	\$0.00	\$4,500.00	\$4,347.99	\$4,500.00	97%	\$0.00
<a href="#">221-9010-455.38-10</a>	Periodicals	\$1,119.00	\$552.90	\$11,420.00	\$18,030.00	\$4,938.10	\$18,030.00	27%	\$12,539.00
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$3,159.70	\$4,678.75	\$38,449.25	\$93,500.00	\$47,212.30	\$90,872.00	50%	\$41,608.95
<a href="#">221-9010-455.39-10</a>	Digital Content	\$8,780.46	\$17,149.58	\$36,569.96	\$92,982.00	\$30,482.00	\$92,982.00	33%	\$45,350.42
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$16,233.00	\$0.00	\$97,398.00	\$81,165.00	\$97,398.00	83%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$0.00	\$404.68	\$0.00	\$2,500.00	\$2,095.32	\$2,500.00	84%	\$0.00
<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$0.00	\$100.60	\$0.00	\$600.00	\$499.40	\$600.00	83%	\$0.00
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$0.00	\$101.20	\$0.00	\$610.00	\$508.80	\$610.00	83%	\$0.00
<b>Summary</b>		<b>34,812.70</b>	<b>139,911.83</b>	<b>397,457.66</b>	<b>1,134,760.00</b>	<b>562,577.81</b>	<b>1,129,747.00</b>	<b>0.50</b>	<b>432,270.36</b>

### Budget to Actual Expenditures

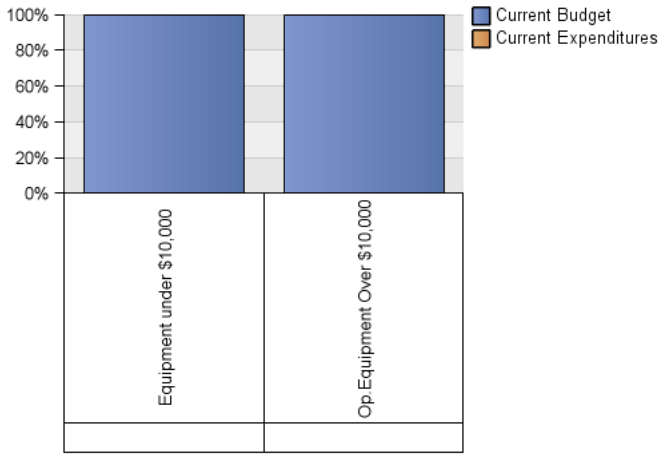
Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$3,610.00	\$0.00	\$201,000.00	\$197,390.00	\$1,000.00	98%	\$0.00
<b>Summary</b>					<b>0.00</b>	<b>3,610.00</b>	<b>0.00</b>	<b>201,000.00</b>	<b>197,390.00</b>	<b>1,000.00</b>	<b>0.98</b>	<b>0.00</b>

**Budget to Actual Expenditures**

Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a> Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$54,280.00	\$54,280.00	\$54,280.00	100%	\$0.00
			<a href="#">222-9010-455.75-10</a> Op. Equipment Over \$10,000	\$0.00	\$0.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	100%	\$0.00
			<b>Summary</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>89,280.00</b>	<b>89,280.00</b>	<b>89,280.00</b>	<b>1.00</b>	<b>0.00</b>

# NPL Circulation Statistics



June 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
<b>Juvenile</b>						
Books	90,597	104,292	117,432	38,455	42,065	46,927
Videos	504	711	1,054	219	355	426
Audios	3,094	3,606	4,368	1,174	1,439	1,663
Magazines	47	112	89	22	21	36
Other	81	653	159	34	69	67
<b>Juvenile - Total</b>	<b>94,323</b>	<b>109,374</b>	<b>123,102</b>	<b>39,904</b>	<b>43,949</b>	<b>49,119</b>
<b>Teen</b>						
Books	4,399	4,511	4,508	1,814	2,131	1,898
Audios	20	14	9	9	11	8
Magazines	5	3	9	2	3	1
<b>Teen - Total</b>	<b>4,424</b>	<b>4,528</b>	<b>4,526</b>	<b>1,825</b>	<b>2,145</b>	<b>1,907</b>
<b>Adult</b>						
Books	29,784	34,124	36,252	11,209	12,366	12,780
Videos	8,771	11,570	11,775	3,514	4,066	4,022
Audios	2,881	3,702	3,677	674	1,195	1,236
Magazines	762	668	850	321	290	337
Other	1,686	3,240	3,947	840	1,511	1,487
<b>Adult - Total</b>	<b>43,884</b>	<b>53,304</b>	<b>56,501</b>	<b>16,558</b>	<b>19,428</b>	<b>19,862</b>
<b>Digital Content</b>						
eAudiobooks	4,938	5,578	8,010	1,717	1,920	2,735
eBooks	7,446	7,723	9,195	2,344	2,584	3,123
Magazines	373	437	351	107	167	145
Music	70	122	112	25	35	45
Streaming Video	1,182	709	792	254	221	275
Content Passes*		42	59		17	19
<b>Digital Content - Total*</b>	<b>14,009</b>	<b>14,611</b>	<b>18,519</b>	<b>4,447</b>	<b>4,944</b>	<b>6,342</b>
<b>Total Circulation*</b>	<b>156,640</b>	<b>181,817</b>	<b>202,648</b>	<b>62,734</b>	<b>70,466</b>	<b>77,230</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



June 2023

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	81,633	81,877	423	-179	1,349	-855
Videos	953	953	0	0	0	-2
Audios	2,403	2,397	1	-7	43	-20
Magazines	219	231	12	0	41	-1
Other	121	123	4	-2	4	-3
<b>Juvenile - Total</b>	<b>85,329</b>	<b>85,581</b>	<b>440</b>	<b>-188</b>	<b>1,437</b>	<b>-881</b>
<b>Teen</b>						
Books	5,046	5,014	40	-72	177	-83
Audios	35	35	0	0	0	0
Magazines	25	26	1	0	2	0
<b>Teen - Total</b>	<b>5,106</b>	<b>5,075</b>	<b>41</b>	<b>-72</b>	<b>179</b>	<b>-83</b>
<b>Adult</b>						
Books	56,214	56,307	278	-185	902	-708
Videos	16,459	16,510	74	-23	193	-61
Audios	11,692	11,709	22	-5	57	-10
Magazines	1,659	1,778	129	-10	363	-38
Other	2,228	2,232	6	-2	32	-17
<b>Adult - Total</b>	<b>88,252</b>	<b>88,536</b>	<b>509</b>	<b>-225</b>	<b>1,547</b>	<b>-834</b>
<b>Total Collection</b>	<b>178,687</b>	<b>179,192</b>	<b>990</b>	<b>-485</b>	<b>3,163</b>	<b>-1,798</b>

# NPL Digital Content by Month



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

	2.23	3.23	4.23	5.23	6.23	
<b>eRead Illinois</b>						
eAudiobooks	286	274	252	291	306	
eBooks	255	240	248	242	237	
<b>eRead Illinois Total</b>	<b>541</b>	<b>514</b>	<b>500</b>	<b>533</b>	<b>543</b>	
<b>Freanding</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>7</b>	
<b>Hoopla</b>						
eAudiobooks	1,356	1,450	1,382	1,517	1,471	
eBooks	765	793	754	789	756	
Movies/TV	152	158	99	134	120	
Music	42	44	31	36	45	
<b>Hoopla Total</b>	<b>2,315</b>	<b>2,445</b>	<b>2,266</b>	<b>2,476</b>	<b>2,392</b>	
<b>Kanopy</b>						
Individual Titles Plays	79	92	79	74	86	
Plays Through Passes	96	106	72	59	69	
<b>Kanopy Total Videos Played</b>	<b>175</b>	<b>198</b>	<b>151</b>	<b>133</b>	<b>155</b>	
<b>OverDrive</b>						
eAudio	786	973	918	915	958	
eBooks	1,954	2,140	1,980	2,057	2,123	
Magazines	118	140	102	104	145	
<b>OverDrive Total</b>	<b>2,858</b>	<b>3,253</b>	<b>3,000</b>	<b>3,076</b>	<b>3,226</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	2,428	2,697	2,552	2,723	2,735	
eBooks	2,978	3,174	2,983	3,089	3,123	
Magazines	118	140	102	104	145	
Music	42	44	31	36	45	
Streaming Video	327	356	250	267	275	
<b>Hoopla 7-day BingePasses</b>	<b>8</b>	<b>6</b>	<b>13</b>	<b>13</b>	<b>15</b>	
<b>Kanopy Passes</b>	<b>4</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>4</b>	
<b>OverDrive 7-Day Passes</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	
<b>Total Passes</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>22</b>	<b>22</b>	

# NPL Monthly Statistics



June 2023

## Library Card Registration

### Registration - Fiscal Year 2024

	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	28,698	323	-5	29,016	26,238	23,554
Teen	3,720	2	-2	3,720	3,184	2,966
Juvenile	9,649	52	-11	9,690	8,518	7,578
<b>Total</b>	<b>42,067</b>	<b>377</b>	<b>-18</b>	<b>42,426</b>	<b>37,940</b>	<b>34,098</b>

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	23,939	57,299	43,345	28,939

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,481	9,841	8,581	8,124
Loaned	2,986	8,581	8,933	8,654
Reciprocal borrowing	23,281	60,560	44,131	46,916

## Public PCs

Data unavailable at this time



# normalpl.org Site Statistics



## June 2023

	Annual Totals Year to Date			June		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
<b>Views &amp; Sessions</b>						
Pageviews	80,040	111,131	109,246	30,610	37,051	40,578
Sessions	40,788	52,915	55,619	15,031	18,822	21,016

### Top Viewed Pages FY 2024

/	47,898
/events/upcoming	8,932
/events/month	3,377
/summerreading	2,362
/learning-resources	1,975
/employment	1,509
/challenges	1,350
/events/month/2023/06	909
/download-stream	795
/event/summer-reading-kickoff-party	748

### Usage by Device FY 2024

Desktop	53.2%
Mobile	45.1%
Tablet	1.7%

### Top Viewed Pages June 2023

/	18,540
/events/upcoming	3,207
/summerreading	1,590
/events/month	1,232
/learning-resources	641
/employment	479
/challenges	450
/events/month/2023/07	405
/event/summer-reading-kickoff-party	291
/website-search	273

### Usage by Device June 2023

Desktop	49.8%
Mobile	48.7%
Tablet	1.5%

# NPL Circulation Statistics



June 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
<b>Juvenile</b>						
Books	90,597	104,292	117,432	38,455	42,065	46,927
Videos	504	711	1,054	219	355	426
Audios	3,094	3,606	4,368	1,174	1,439	1,663
Magazines	47	112	89	22	21	36
Other	81	653	159	34	69	67
<b>Juvenile - Total</b>	<b>94,323</b>	<b>109,374</b>	<b>123,102</b>	<b>39,904</b>	<b>43,949</b>	<b>49,119</b>
<b>Teen</b>						
Books	4,399	4,511	4,508	1,814	2,131	1,898
Audios	20	14	9	9	11	8
Magazines	5	3	9	2	3	1
<b>Teen - Total</b>	<b>4,424</b>	<b>4,528</b>	<b>4,526</b>	<b>1,825</b>	<b>2,145</b>	<b>1,907</b>
<b>Adult</b>						
Books	29,784	34,124	36,252	11,209	12,366	12,780
Videos	8,771	11,570	11,775	3,514	4,066	4,022
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eAudiobooks	4,938	5,578	8,010	1,717	1,920	2,735
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\* Content Passes counted differently beginning January 2022



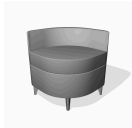
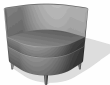

**Sarah Dean**  
 sdean@widmerinteriors.com  
 309-807-5922  
 2203 E. Empire Street  
 Suite A  
 Bloomington IL 61704

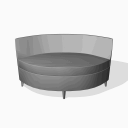
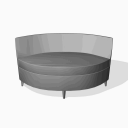
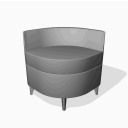
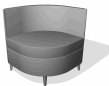
**Date:** 7/17/2023  
**Project Name:** Board Books and Wellness Room

**Project Number:**  
**Contract:** HON R191804 / Arcadia 07-78

**Prepared For:**  
 Rhiannon Shoults  
 Normal Public Library  
 206 W. College Ave.  
 Normal IL 61761  
 309-433-3481 rhiannon@normalpl.org

**Ship To/Install Address:**  
 Rhiannon Shoults  
 Normal Public Library  
 206 W. College Ave.  
 Normal IL 61761

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
1	ARD	1	3770	3770 Leaflette Lounge Chair, Stand Alone Unit	Board Books	\$ 947.38	\$ 947.38
				 <p>Upholstery Selection G2 GRD: Upholstery Grade 2            Grade 2 Upholstery Selection MO2 Momentum Grade 2            Momentum Grade 2 Finishes(BEELINE EPU)PATTERN: Beeline EPU            TOR GEYSER            Multi-Tone Option ***** TONE: Single-Tone            Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard            Metal Finish Selection 90 Metal Finish: #90 Metallic Silver            Leaflette Options ***** Options Complete</p>			
2	ARD	3	3700	3700 Leaf Lounge Chair, Stand Alone Unit	Board Books	\$ 1,151.91	\$ 3,455.73
				 <p>Upholstery Selection G2 GRD: Upholstery Grade 2            Grade 2 Upholstery Selection MO2 Momentum Grade 2            Momentum Grade 2 Finishes(BEELINE EPU)PATTERN: Beeline EPU            TOR SPROUT            Multi-Tone Option ***** TONE: Single-Tone            Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard            Metal Finish Selection 90 Metal Finish: #90 Metallic Silver            Leaf Tablet Options ***** Tablet: No Tablet Selected            Leaf Options ***** Options Complete</p>			
3	ARD	2	3700	3700 Leaf Lounge Chair, Stand Alone Unit	Board Books	\$ 1,151.91	\$ 2,303.82
				 <p>Upholstery Selection G2 GRD: Upholstery Grade 2            Grade 2 Upholstery Selection MO2 Momentum Grade 2            Momentum Grade 2 Finishes(BEELINE EPU)PATTERN: Beeline EPU            TOR GEYSER            Multi-Tone Option ***** TONE: Single-Tone            Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard            Metal Finish Selection 90 Metal Finish: #90 Metallic Silver            Leaf Tablet Options ***** Tablet: No Tablet Selected</p>			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Leaf Options ***** Options Complete			
4	ARD	1	3702	3702 Leaf Love Seat, Stand Alone Unit	Board Books	\$ 1,707.91	\$ 1,707.91
							
				Upholstery Selection G1 GRD: Upholstery Grade 1 Grade 1 Upholstery Selection MO1 Momentum Grade 1 Momentum Grade 1 Finishes(CANTER EPU)PATTERN: Canter EPU TOR ADOBE Multi-Tone Option ***** TONE: Single-Tone Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard Metal Finish Selection 90 Metal Finish: #90 Metallic Silver Leaf Tablet Options ***** Tablet: No Tablet Selected Leaf Options ***** Options Complete			
5	ARD	2	3702	3702 Leaf Love Seat, Stand Alone Unit	Board Books	\$ 1,707.91	\$ 3,415.82
							
				Upholstery Selection G2 GRD: Upholstery Grade 2 Grade 2 Upholstery Selection MO2 Momentum Grade 2 Momentum Grade 2 Finishes(ENDURANCE EPU)PATTERN: Endurance EPU TOR PLUM Multi-Tone Option ***** TONE: Single-Tone Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard Metal Finish Selection 90 Metal Finish: #90 Metallic Silver Leaf Tablet Options ***** Tablet: No Tablet Selected Leaf Options ***** Options Complete			
						Subtotal: \$ 11,830.66	
6	ARD	1	3770	3770 Leaflette Lounge Chair, Stand Alone Unit	Board Books - SAMPLE	\$ 760.00	\$ 760.00
							
				Upholstery Selection G1 GRD: Upholstery Grade 1 Grade 1 Upholstery Selection MO1 Momentum Grade 1 Momentum Grade 1 Finishes(CANTER EPU)PATTERN: Canter EPU TOR ADOBE Multi-Tone Option ***** TONE: Single-Tone Leaf/Leaflette Leg Finish Selection PF00 Leg Finish: Standard Metal Finish Selection 90 Metal Finish: #90 Metallic Silver Leaflette Options ***** Options Complete			
7	ARD	1	3700	3700 Leaf Lounge Chair, Stand Alone Unit	Board Books - SAMPLE	\$ 900.00	\$ 900.00
							
				Upholstery Selection G1 GRD: Upholstery Grade 1			

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Grade 1 Upholstery Selection	MO1	Momentum Grade 1	
				Momentum Grade 1 Finishes (CANTER EPU) PATTERN: Canter EPU			
					TOR	ADOBE	
				Multi-Tone Option	*****	TONE: Single-Tone	
				Leaf/Leaflette Leg Finish Selection	PF00	Leg Finish: Standard	
				Metal Finish Selection	90	Metal Finish: #90 Metallic Silver	
				Leaf Tablet Options	*****	Tablet: No Tablet Selected	
				Leaf Options	*****	Options Complete	
						<b>Subtotal: \$ 1,660.00</b>	
<b>8</b>	HON	<b>2</b>	<b>HEFS01</b>	Revel Adjustable Height Fidget Stool	Wellness Room	\$ 151.78	\$ 303.56
				Base Finish	.S	Charcoal	
<b>9</b>	HON	<b>1</b>	<b>HMBFLIP24L</b>	Huddle Flip Top Base for 24x60 and 24x72 Tops	Wellness Room	\$ 412.36	\$ 412.36
				Select Caster	.C	Casters	
				Select Paint Grade	\$(P1)	P1 Paint Opts	
				Select Grade 1 Paint	.LOFT	Loft	
<b>10</b>	HON	<b>1</b>	<b>HMT2460E</b>	Huddle 24x60 Table Top w/T-mold	Wellness Room	\$ 256.38	\$ 256.38
				Select Grommet	.N	No Grommets	
				Select Laminate	\$(L1STD)	Grd L1 Standard Laminates	
				Select Grade 1 Laminate Finish	.D	Natural Maple	
				Select T-Mold Color	.D	Natural Maple	
<b>11</b>	HON	<b>1</b>	<b>HFLY01</b>	Flock Round Mini	Wellness Room	\$ 315.69	\$ 315.69
				Glide Option	.HG	Hidden Glide	
				SELECT UPHOLSTERY	\$(3)	GRD III UPHOLSTERY	
				Upholstery Selection	.SX	Moxie	
				UPH: Moxie	48	Blackberry	
<b>12</b>	HON	<b>1</b>	<b>HCWPT</b>	15" x 17" Personal Table	Wellness Room	\$ 202.21	\$ 202.21
				Laminate Grade Options	\$(L1STD)	Grd L1 Standard Laminate	
				Select Grade 1 Laminate Finish	.D	Natural Maple	
				Select Edgeband Color	.D	Natural Maple	

Ln#	Mfg	Qty	Product	Description	Tag	Sell	Ext. Sell
				Paint Grade Options	\$(P1)	P1 Paint Opt	
				Select Grade 1 Paint	.P7L	Textured Loft	
<b>13</b>	ARD	<b>1</b>	<b>3700</b>	3700 Leaf Lounge Chair, Stand Alone Unit	Wellness Room	\$ 1,151.91	\$ 1,151.91
				Upholstery Selection	G2	GRD: Upholstery Grade 2	
				Grade 2 Upholstery Selection	MO2	Momentum Grade 2	
				Momentum Grade 2 Finishes(BEELINE EPU)PATTERN: Beeline EPU			
					TOR	FORGE	
				Multi-Tone Option	*****	TONE: Single-Tone	
				Leaf/Leaflette Leg Finish Selection	PF00	Leg Finish: Standard	
				Metal Finish Selection	90	Metal Finish: #90 Metallic Silver	
				Leaf Tablet Options	*****	Tablet: No Tablet Selected	
				Leaf Options	*****	Options Complete	
<b>14</b>	ARD	<b>1</b>	<b>3702</b>	3702 Leaf Love Seat, Stand Alone Unit	Wellness Room	\$ 1,707.91	\$ 1,707.91
				Upholstery Selection	G2	GRD: Upholstery Grade 2	
				Grade 2 Upholstery Selection	MO2	Momentum Grade 2	
				Momentum Grade 2 Finishes(BEELINE EPU)PATTERN: Beeline EPU			
					TOR	FORGE	
				Multi-Tone Option	*****	TONE: Single-Tone	
				Leaf/Leaflette Leg Finish Selection	PF00	Leg Finish: Standard	
				Metal Finish Selection	90	Metal Finish: #90 Metallic Silver	
				Leaf Tablet Options	*****	Tablet: No Tablet Selected	
				Leaf Options	*****	Options Complete	
						<b>Subtotal:</b>	<b>\$ 4,350.02</b>
8.75% Sales Tax (EXEMPT)						\$ 0.00	\$ 0.00
Assembly and Installation						\$ 1,089.63	\$ 1,089.63
<b>Grand Total:</b>						<b>\$ 18,930.31</b>	

Ln#	Mfg Qty	Product	Description	Tag	Sell	Ext. Sell
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**Terms & Conditions**

1. **Pricing:** Prices quoted are valid for 30 days unless otherwise specified. Prices quoted may not include applicable sales tax. All orders are subject to approval by our credit department.
2. **Deposit:** A 50% deposit is requested prior to order entry.
3. **Installation:** Customer shall provide adequate facilities for off-loading, staging, moving, and handling of furniture. Unless otherwise noted on the proposal, elevator availability and use is assumed when product is to be installed anywhere besides the ground level. Stair carry will incur additional cost when not noted at time of quoting. Unless otherwise noted, delivery and installation will be made during normal business hours and based on non-prevailing wage labor. Additional costs will apply for overtime or additional work requested by the customer. Risk of loss transfers to the customer once the product is on site.
4. **Installation Delays:** If job site is not ready for furniture on the agreed scheduled installation date, additional charges may apply for extra handling and warehouse storage fees. Widmer will make every effort to minimize additional charges in the event of a delay. In the event of a delay, the merchandise will be considered accepted by the customer for purposes of payment. The customer may withhold the installation amount of the invoice against completion of delivery.
5. **Returns:** All product is made to order; therefore, all sales are final. All requests for changes in quantity or specification shall be in writing and if approved, additional charges may apply.
6. **Direct Shipping Product:** When the customer receives a direct shipment of product, it is the customer's responsibility to inspect the merchandise at time of receipt and file any freight claims within the manufacturer's required timeframe. While Widmer will assist as much as possible, Widmer cannot be held responsible for freight damage when product is shipping directly to the customer.
7. **Payment Terms:** Terms are net 15 days from date of invoice. A service charge of 2% per month will be added to all delinquent invoices. Customer shall not withhold payment in excess of the selling price of the specific merchandise that has not been delivered or is subject to repair and/or replacement.
8. **Payment Method:** Pricing is based on payment in cash, check or ACH. A 3% convenience fee will be added to invoice if a credit card (American Express, Visa or Mastercard) is used for purchases over \$2,500. Credit cards will be charged in full at time of order.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

## Purchasing Policy DRAFT 07/2023

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for the Library.

Purchases of the Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing policies and to the National Institute of Government Purchasing Code of Ethics.

All purchases of goods and services should be made within the parameters of the approved working budget and approved by the Board of Trustees in the form of a monthly bills list. (current practice)

The Library staff are specifically authorized by the Board of Trustees to expend general fund monies in accordance with the annual general fund budget.

As long as they work within the limits of the budget, the administrative staff may expend funds without formal Board approval. However, single-item purchases of \$10,000 or more are expended only with specific Board approval.

During the last month of the fiscal year, the administrative staff are authorized to expend funds across any line items if necessary to meet actual costs that do not match the estimates of the budget revision.

Amount	Description	Procedure
\$10,000-24,999	Any purchase	Requires Board of Trustees' approval
\$25,000	Any purchase with one of the following documented exemptions: <ul style="list-style-type: none"><li>• sole source</li><li>• limited source</li><li>• per State/Federal statute</li><li>• already approved through a state competitive bidding process or joint purchase agreement with one or more governmental units</li></ul>	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.



	\$25,000	Any other purchase	Requires a competitive bid.
Any		Any purchase related to urgent construction decisions or during emergencies involving public health or safety	The Director, in consultation with the board president or their designee, is authorized to waive the requirements of the purchasing policy, including bid process, without prior approval of the Board of Trustees.
Any		Multi-year agreements or leases	Follow appropriate purchasing policy for initial approval. Director is authorized to approve all remaining payments.

**Definitions**

Sole source: Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.

Limited source: A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library’s specifications, or for improved public service or long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty.

Per State/Federal statute: Explicit bid exemptions exist within the law (75 ILCS 5/5-5) for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

**Competitive Prices**

The Library follows the requirements of Illinois state law in regard to bidding practices for municipal agencies. (Illinois Compiled Statutes, Chapter 65, Article 5, and other applicable Illinois laws) On purchases of lesser amounts, the Library seeks competitive prices, which may involve advertising for bids, sending specifications to standard industry vendors or directly to vendors, or comparing quotes to published price lists. Library staff document such price comparisons. For purchases of \$10,000 or more, the Board determines the appropriate course of action. The Executive Director has authority for purchases under \$10,000. Purchasing of books and other Library materials, supplies, and miscellaneous small items may be delegated to departmental staff.

Sole Source (see above)

**Disposal of library property**

The Library may from time to time have property or equipment that is no longer needed for its operations. For purposes of this policy, “surplus” is defined as any tangible, personal property owned by the Library that is not needed at present or in the foreseeable future or that is no longer of value or use to the Library.

The Director coordinates the disposition of surplus property and aids the Board of Trustees by determining what should be declared surplus and the best method of disposal.

- Items of any value may be donated or sold to the Town of Normal, any other tax supported library, or Illinois Library System or consortium.
- Items determined to be worth \$1,000 or less may be disposed of in an appropriate method determined by the Director.
- Items determined to be worth more than \$1,000 may be sold after publishing a notice in accordance with 75 ILCS 5/4-16.
- If the property has been offered in one of the above manners and not been able to be sold, the property will be considered worth less than \$1,000 and may be disposed of in an appropriate method determined by the Director.

Surplus property sold by the Library is sold in “as is, where is” condition without warranty, either express or implied, with payment on delivery expected.

#### **Statement of Economic Interest**

##### Library Board

A member of the Board of Trustees who has any financial conflict of interest is expected to inform the Board of this conflict and to abstain from any relevant votes.

##### Library staff

A member of the Library staff who has any financial conflict of interest is expected to inform the administrative staff and Board of this conflict and to avoid participating in any decision relevant to this conflict of interest.

##### Statements of economic interest

Members of the Board of Trustees and members of the Library staff who have significant responsibility for expenditures or supervision are required by Illinois law to file annual Statements of Economic Interest with the County Clerk.

## **Normal Public Library | Harassment Free Workplace Policy**

### **Work Environment**

It is the policy of this Board that all employees have a right to work in an environment free of sexual harassment. Sexual harassment in the workplace includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she is being subjected to sexual harassment is urged to immediately report such conduct to the Administration in accordance with the Sexual Harassment Reporting Procedure.

### **Library Employee/Patron Relationship**

The Board affirms its commitment to ensuring an environment for all patrons free of sexual harassment. The Board views sexual harassment of patrons by Library employees as an abuse of authority and, therefore, such harassment will not be tolerated.

Sexual harassment of a patron by a Library employee means:

- Any sexual advance by an employee toward a patron,
- Any request by an employee to a patron for sexual favors,
- Any acceptance by an employee of a sexual advance or request for sexual favors from a patron, or
- Any conduct of a sexual nature by an employee directed toward a patron when (i) the patron's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of a patron's participation in any library-sponsored activity, or (ii) such conduct has the purpose or effect on a patron of reasonable sensibilities, of creating an intimidating, hostile, or offensive library environment for the patron.

Any patron who suspects that she or he has encountered sexual harassment should report the incident to the library director or, if not immediately available, to her as soon as possible. Any employee who witnesses or has knowledge of sexual harassment by a Library employee against a patron shall immediately report it to the library director or to their immediate supervisor.

### **Examples**

Sexual harassment prohibited by this policy includes verbal, non-verbal, or physical conduct. The terms "intimidating," "hostile," or "offensive" as used above include conduct which has the effect of humiliation, embarrassment, or discomfort.

Examples of verbal sexual harassment include: explicit sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, insults of a sexual nature, and humor or jokes about sex or gender-specific traits.

Examples of non-verbal sexual harassment include: suggestive or insulting sounds, leering, whistling, obscene gestures, display of foul or obscene printed or visual material.

Examples of physical sexual harassment include: sexual touching, patting or pinching of a sexual nature, intentionally brushing the body, coerced sexual intercourse, and sexual assault.

### **Duty to Report Sexual Harassment by Patrons to Fellow Patrons**

All Library employees have the affirmative duty to report incidents of sexual harassment perpetrated by patrons upon fellow patrons, whether witnessed firsthand or reported to them. Such incidents must be reported to the library director or to their immediate supervisor.

### **Retaliation**

It is a violation of this policy to retaliate or to take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination against the person raising the concern or against another individual.

It is also a violation of this Policy to retaliate or to take reprisal in any way against any person who has reasonably and in good faith testified, assisted or participated in any investigation, proceeding or hearing concerning any sexual harassment claim or charge or to discriminate against such person.

Such persons also have the availability of whistleblower protections under the Illinois State Officials and Employees Ethics Act, *5 ILCS 430/1-1, et. al.*, the Illinois Whistleblower Act, *740 ILCS 174/1, et. al.*, and the Illinois Human Rights Act, *775 ILCS 5/1-101, et. al.*

### **Sexual Harassment Reporting Procedure**

The following procedure shall be used by any patron or employee who suspects that he or she has been subjected to sexual harassment.

#### **Step 1:**

- Reporting by Patrons
  - Any patron who suspects that he or she is the victim of sexual harassment by a Library employee or a fellow patron should report it to the library director as soon as possible.
- Reporting by Employees
  - A complaint by a Library employee that sexual harassment has occurred shall first be presented to either the library director or to the employee's immediate supervisor. If the library director or supervisor is the subject of the complaint, then the complaint should be presented to the President of the Board.

#### **Step 2:**

If the alleged perpetrator of sexual harassment is a Library patron, normal disciplinary procedures should be followed. In all other cases, the library director shall meet with the complainant within three (3) days of receiving the complaint to discuss the allegations. If the complainant chooses to have a representative, then the library director may also have a representative; such meeting, however, shall be informal. The library director shall issue a written decision within five (5) days of the meeting.

#### **Step 3:**

If the complainant is not satisfied with the library director's decision, within five (5) days of the date of that decision, an appeal may be taken to the Board President or his designee (hereinafter the words "Board President" shall include designee).

The appeal shall be in writing and shall state the reasons for appealing the library director's decision. Within five (5) days of receiving the appeal, the Board President shall meet with the complainant, any representatives, and the library director to resolve the matter. The Board President shall issue a written decision within ten (10) days of this meeting. Any employee found to have sexually harassed a patron or another employee, or retaliated against a patron or employee who alleges sexual harassment, will be subject to discipline up to and including discharge.

**Step 4:**

If the complainant is not satisfied with the Board President's decision, then within ten (10) days, an appeal of that decision may be made to the entire Board of Library Trustees. Such an appeal shall be instituted by filing with the Secretary of the Board a statement setting forth the reasons for the appeal.

Within twenty (20) days of receiving an appeal, the Board or a committee hereof shall meet with the complainant, the library director, and any representatives to discuss the allegations of discrimination. The hearing with the Board shall be informal, however, the complainant and the administration may present evidence, call, and cross-examine witnesses. The Board may ask questions of the complainant, the administration, and any witnesses. The rules of evidence shall not apply, however, hearsay evidence shall not be presented for proof of any ultimate facts.

Within ten (10) days after the hearing, the Board shall issue its written decision.

All hearings shall be held in private and at times convenient for the parties. In the event that the person designated to hear a complaint is the alleged offender, then the employee may immediately move to the next step of the procedure. At any step, the person hearing the complaint may conduct or direct such investigation as they deem appropriate, including obtaining a response from the alleged offender. There shall be no harassment or retaliation by any person involved in the process for any reason.

**Violations and Consequences**

In addition to employee discipline up to and including discharge for violations of this policy, a violation by a non-employee patron of this policy may cause a suspension or revocation of library privileges or services. Knowingly making a false report of harassment is a violation of this policy and will be subject to the same consequences.

**Legal Recourse, Investigative, and Complaint Process Available Through the Illinois Department of Human Rights and Human Rights Commission**

Any Library patron or employee may also use the legal recourse, investigative, and complaint process through the Illinois Department of Human Rights and Human Rights Commission.

The address and telephone number are:

Illinois Department of Human Rights  
222 S. College, Rm. 101A  
Springfield, IL 62700  
(217) 785-5100

***Adopted by Board of Trustees of Normal Public Library on June 27, 2018; replaces policy adopted on December 20, 2017.***

## Normal Public Library | Photography and Video Recording Policy

As a public library, our top priority is providing library services to the community. We have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations. The policy below applies to gatherings not covered under the Open Meetings Act.

Visitors may take casual photographs or video recordings in the library. The uses of additional equipment – such as tripods or lighting – are not permitted because of safety, liability and other issues, unless previously authorized by library leadership. Library staff may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.

Photographers and videographers must observe the following:

- Refrain from disturbing other library users (examples: tripods, flash photography).
- Be respectful of families and children.
- Refrain from taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution.
- Refrain from taking photos/video in non-public areas (restrooms or staff only areas) unless given consent by staff to do so.
- Members of the media should check in with the library's communication specialist or administrative staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library; when possible, facility staff will be notified in advance to avoid potential interruption.

Please note that Normal Public Library often engages in photographing and recording programs and events for our own publicity and promotional purposes. Attendance at library sponsored events constitutes the consent of all attendees, and the consent of parents or legal guardians of minor children in attendance, to the future broadcast, publication or other use of photographs or videos at the sole discretion of Normal Public Library. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected. Signage indicating our use of photography and video recording will be maintained at each entrance.

Approved by the Board of Trustees of Normal Public Library on February 28, 2018.

EXPENDITURE BUDGET



	ACTUAL FY2021-22	ESTIMATED FY2022-23	PROPOSED FY2023-24	PROPOSED FY2024-25	PROPOSED FY2025-26	PROPOSED FY2026-27	PROPOSED FY2027-28
<b>221 Library Fund</b>							
<b>Salaries &amp; Wages</b>							
221-9010-455.10-10 Regular Salaries	1,472,043	1,703,108	1,837,825	1,939,235	2,045,585	2,146,495	2,255,320
221-9010-455.11-10 Part-time Salaries	371,312	635,102	681,564	725,764	756,470	767,598	778,726
221-9010-455.12-10 Overtime	451	1,000	1,000	1,000	1,000	1,000	1,000
<b>Salaries &amp; Wages Total</b>	<b>1,843,806</b>	<b>2,339,210</b>	<b>2,520,389</b>	<b>2,665,999</b>	<b>2,803,055</b>	<b>2,915,093</b>	<b>3,035,046</b>
<b>Benefits</b>							
221-9010-455.16-10 Employer Social Security	136,467	180,026	193,969	205,125	215,207	223,355	232,087
221-9010-455.17-10 IMRF Retirement	190,770	180,999	157,771	117,821	73,677	43,111	45,126
221-9010-455.18-10 Health & Dental Insurance	248,910	313,358	353,407	375,393	404,167	441,276	467,246
221-9010-455.19-90 Other Personal Benefits	6,428	7,000	7,500	8,000	8,500	9,000	9,500
<b>Benefits Total</b>	<b>582,575</b>	<b>681,383</b>	<b>712,647</b>	<b>706,339</b>	<b>701,551</b>	<b>716,742</b>	<b>753,959</b>
<b>Professional Services</b>							
221-9010-455.20-10 Contractual Services	118,634	126,398	133,515	137,520	141,646	145,895	150,272
221-9010-455.20-20 Dues	4,923	5,796	5,970	6,149	6,333	6,523	6,713
221-9010-455.24-10 Resource Sharing Alliance	60,705	67,631	70,850	74,243	77,787	81,500	85,391
<b>Professional Services Total</b>	<b>184,262</b>	<b>199,825</b>	<b>210,335</b>	<b>217,912</b>	<b>225,766</b>	<b>233,918</b>	<b>242,376</b>
<b>Other Purchased Services</b>							
221-9010-455.30-10 Liability Insurance	40,420	46,219	48,609	51,122	53,765	56,544	59,467
221-9010-455.30-15 Telephone	7,466	10,197	10,197	11,217	12,339	13,573	14,930
221-9010-455.30-20 Advertising	6,314	15,000	15,000	15,000	15,000	15,000	15,000
221-9010-455.30-25 Postage & Printing	9,058	20,600	21,218	21,855	22,510	23,185	23,860
221-9010-455.30-35 Travel & Training	4,982	12,240	12,485	12,735	12,989	13,249	13,647
221-9010-455.30-40 Special Programs	9,236	19,500	15,000	15,000	15,000	15,000	15,000
<b>Other Purchased Services Total</b>	<b>77,476</b>	<b>123,756</b>	<b>122,509</b>	<b>126,929</b>	<b>131,603</b>	<b>136,551</b>	<b>141,904</b>
<b>Supplies</b>							
221-9010-455.35-10 Operating Supplies	57,394	66,606	65,000	66,000	67,000	68,000	69,000
221-9010-455.35-15 Cataloging & Processing	9,132	15,450	15,914	16,391	16,883	17,389	17,911
221-9010-455.35-80 Equipment under \$10,000	0	1,000	1,000	1,000	1,000	1,000	1,000
<b>Supplies Total</b>	<b>66,526</b>	<b>83,056</b>	<b>81,914</b>	<b>83,391</b>	<b>84,883</b>	<b>86,389</b>	<b>87,911</b>
<b>Transfers</b>							
221-9010-455.92-22 To Library Replacement Fd	37,828	77,616	97,398	110,328	123,953	145,951	100,000
221-9010-455.92-23 Library Special Reserve	1,300,000	0	0	0	0	0	0
221-9010-455.95-02 To Water Fund	1,913	2,500	2,500	2,500	2,500	2,500	2,500
221-9010-455.95-07 To Sewer Fund	420	600	600	600	600	600	600
221-9010-455.95-10 To Storm Water Mgmt	607	610	610	610	610	610	610
221-9010-455.96-16 To Health & Dental Ins Fd	135,000	0	0	0	0	0	0
<b>Transfers Total</b>	<b>1,475,768</b>	<b>81,326</b>	<b>101,108</b>	<b>114,038</b>	<b>127,663</b>	<b>149,661</b>	<b>103,710</b>
<b>Property Maintenance</b>							
221-9010-455.25-10 Utilities (Non-Phone)	41,570	53,000	93,000	96,000	99,000	102,000	105,000
221-9010-455.25-60 All Other Maintenance	38,086	72,000	73,000	74,000	75,000	76,000	77,000
<b>Property Maintenance Total</b>	<b>79,656</b>	<b>125,000</b>	<b>166,000</b>	<b>170,000</b>	<b>174,000</b>	<b>178,000</b>	<b>182,000</b>
<b>Books</b>							
221-9010-455.36-10 Adult	70,172	94,048	96,870	99,776	102,769	105,852	109,028
221-9010-455.36-15 Reference	3,464	6,000	6,000	6,000	6,000	6,000	6,000
221-9010-455.36-20 Young Adult	9,748	13,506	13,911	14,328	14,758	15,201	15,657
221-9010-455.36-25 Children	71,814	90,041	92,742	95,524	98,390	101,341	104,381
<b>Books Total</b>	<b>155,198</b>	<b>203,595</b>	<b>209,523</b>	<b>215,628</b>	<b>221,917</b>	<b>228,394</b>	<b>235,066</b>
<b>Audio-Visual</b>							
221-9010-455.37-15 Videos DVDs	13,111	16,480	16,974	17,484	18,009	18,549	19,105
221-9010-455.37-20 Audio Books	14,393	15,027	15,000	15,000	15,000	15,000	15,000
221-9010-455.37-30 Music CDs	4,105	4,500	4,500	4,500	4,500	4,500	4,500
<b>Audio-Visual Total</b>	<b>31,609</b>	<b>36,007</b>	<b>36,474</b>	<b>36,984</b>	<b>37,509</b>	<b>38,049</b>	<b>38,605</b>
<b>Subscriptions</b>							
221-9010-455.38-10 Periodicals	11,675	17,505	18,030	18,571	19,128	19,702	20,293
221-9010-455.38-20 Public Access Software	79,609	82,400	90,872	93,598	96,406	99,298	102,190
<b>Subscriptions Total</b>	<b>91,284</b>	<b>99,905</b>	<b>108,902</b>	<b>112,169</b>	<b>115,534</b>	<b>119,000</b>	<b>122,483</b>
<b>Digital Content</b>							
221-9010-455.39-10 Digital Content	46,993	96,099	92,982	95,771	98,644	101,603	104,562
<b>Digital Content Total</b>	<b>46,993</b>	<b>96,099</b>	<b>92,982</b>	<b>95,771</b>	<b>98,644</b>	<b>101,603</b>	<b>104,562</b>
<b>221 Library Fund Total</b>	<b>4,635,153</b>	<b>4,069,162</b>	<b>4,362,783</b>	<b>4,545,160</b>	<b>4,722,125</b>	<b>4,903,400</b>	<b>5,047,622</b>