



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

**September 17, 2025 at 6 p.m.
Normal Public Library, 206 W College Ave, Board Room 018**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. Omnibus Vote Agenda
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - a. Approval of the Minutes of the Regular Board Meeting of August 20, 2025
 - b. Approval of Normal Public Library Expenditures for Payment as of September 12, 2025
 - c. Approval of Holiday and Closed Schedule 2026
7. Items Removed from The Omnibus Vote Agenda
8. New Business
 - a. NPL Foundation Discussion (Michelle Freeman)
 - b. Approval of FY2027 Budget and associated Tax Levy Letter to Town of Normal (Action)
 - c. Review Partial Requirements of Per Capita Grant (Discussion)
 - d. Executive Session: [5 ILCS 120/2(c)(21)] Six-Month Review of Executive Session Minutes
 - e. Review and Approve Executive Session Minutes, to Release Certain Executive Session Minutes, and to Retain Confidentiality for Certain Executive Session Minutes
 - f. Authorize the disposal of the verbatim record of Executive Session meetings dated prior to September 2023
9. Unfinished Business
 - a. Strategic Planning Discussion
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: October 15, 2025
13. Adjournment

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

Minutes of the Board of Trustees
Normal Public Library
August 20, 2025

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

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

Members Absent: None

Library Staff Present: John Fischer, Library Director

Town of Normal Staff Present: Andrew Huhn, Director of Finance

Community Members Present: None

1. **Review of the Agenda:** Addition of expenditure amounts (*italicized*) in 6(a) Omnibus Vote Agenda
2. **President's Report:** Ms. Robb had nothing to report.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Quorum wasn't met; no official August meeting took place. Joint board retreat NPL-NPLF being planned for mid-winter. The NPLF board will be donating a tree to the Babyfold's Festival of Trees fundraiser. Lynda is helping to interview and recruit new members. The department of Civic Engagement at ISU is interested in providing resources.

Library Advocacy: None

Library Planning: Next meeting August 29, 2025

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

6. OMNIBUS VOTE AGENDA

- A. Approval of the Minutes of the Regular Board Meeting of July 22, 2025
- B. *Report to Receive and File Normal Public Library Expenditures for Payment, including \$193,013.92 for two payrolls, and \$181,895.76 for expenditures as of August 15, 2025.*
- C. Approval of Rules of Conduct for Library Users Policy
- D. Waive the Formal Bidding Process and Execute a Contract for an Education Compact (MHEC) Master Agreement with DELL Technologies to replaced 25 Staff and Public Computers in the Amount of \$30,912.50

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

Motion passed 7-0.

1. Beth Robb: Yes

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

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

- A. FY26-27 Budget and Levy Discussion (Andrew Huhn, Director of Finance)
- B. Strategic Planning (discussion)
- C. NPL Foundation (discussion)
- D. Opportunity for Roof Solar (discussion)
- E. September 16 Ribbon Cutting Event (discussion)

9. UNFINISHED BUSINESS

- A. None

10. SUGGESTED ITEMS FOR THE NEXT AGENDA

- A. Six month review of minutes (executive session)
- B. Review levy request letter to Town Council (discussion/executive session)
- C. Vote to approve levy request letter to Town Council (motion)

11. Board Comments and Concerns

- A. None

12. Next Meeting Date: September 17, 2025

13. Adjournment

Ms. Lane motioned to adjourn the meeting , Mr. Sye seconded.

Motion passed 7-0.

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

Meeting adjourned at 7:30 pm.

Secretary

Date

Director's Report September 17, 2025

1. Monthly Financial Report

- **Revenue:** The August operating revenues were down .7% compared to this time last year. Our 2025 Per Capita Grant has been received (\$77,785.60).
- **Expenses:** A report showing expenses totaling \$533,618.88 from July 19 to August 15 is included in this packet. There are two payrolls (August 29 and September 12) totaling \$191,934.26.
- **Grant:** This month we received our Ameren Illinois Energy Efficiency grant in the amount of \$19,732.50, thanks to the efforts of staff.

2. Circulation

- Total circulation for August was 54,205, an increase of 104% from August 2024.

3. Capital Projects

- **Renovation:** We have a few pieces of furniture for correction and order and we are still waiting on delivery of 7 shelves. Current expenditures for the abatement and renovation project are near \$6.7 million.
- **Roof update:** Work on the roof started on Monday, September 15. Completion of Phase 1 (south side) is due in October, completion of Phase 2 is due in November. Final completion is due in November.
- Two exterior doors will be replaced (not part of the renovation project); our west door and the double doors in the sub-basement.
- Otto-Baum will begin work shortly on the correction to the stone caps on the northside planters, including work to add water diversion from those planters.

4. Library Planning Committee

- The next Library Planning Committee is slated for October, date to be determined.

5. Public Library Standards

- Each month we will review chapters of the Illinois Public Library Standards in preparation of our Per Capita Grant Application in January 2026. We have several standards for review on this agenda.

6. Events

- The library has been very busy with story times, teen activities, and many other events including our Foundation sponsored Thursday Tiny Book Concerts starting up again. The community is enjoying all the new spaces!
- Ribbon Cutting, 4 pm, September 16

Report to Receive and File Town of Normal Expenditures for Payment as of 08/16/2025-09/11/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	ADULT READING PRIZE- (1)	25.00
US BANK/P-CARD	OP.SUPPLIES & COMIC BK CL	13.80
US BANK/P-CARD	SPEC.PROG-COMIC BK CLUB-	56.48
US BANK/P-CARD	SUMMER RDG PRIZES-(46) BO	270.44
US BANK/P-CARD	SUMMER RDG-PAWS&PAGES-(12	28.20
US BANK/P-CARD	SUMMER RDG-SCAVENGER HUNT	9.71
Library Fund	- Total	403.63

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Abingdon-Avon CUSD 276	LOST ITEM/A-AMS DOG MAN,	7.79
AMERENIP	JUN 25 UTILITIES	1,266.05
BAKER & TAYLOR COMPANIES	ADULT BOOKS	489.08
BAKER & TAYLOR COMPANIES	ADULT FICTION	35.49
BAKER & TAYLOR COMPANIES	CHILDREN'S AUDIOBOOKS	50.94
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,824.03
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	62.20
BLACKSTONE PUBLISHING	AUDIOBOOKS	69.88
BLACKSTONE PUBLISHING	AUDIOBOOKS - ADULT	38.94
CENGAGE LEARNING INC	ADULT BOOKS	861.85
CENTER POINT LARGE PRINT	ADULT BOOKS	45.75
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIRECT ENERGY SERVICES LLC	MAY 25 UTILITIES	2,663.11
ELM USA INC	DISC CLEANER SUPPLIES	85.25
FRONTIER	MONTHLY PHONE BILL	127.92
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	LEGAL SVCS-LIB CARD POL	200.00
MENARDS	OPERATING SUPPLIES	22.48
MENARDS	RETURN-OPERATING SUPPLIES	-20.99
MIDLAND PAPER	WHITE CARDSTOCK	273.70
NICOR GAS	JUL 25 UTILITIES	151.70
OTTO BAUM COMPANY INC	BRICK & WINDOW REPAIRS	15,660.00
OVERDRIVE, INC	DIGITAL CONTENT	735.80
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS	612.65
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	147.79
RON SMITH PRINTING CO INC	ACTIVITY GUIDE, FALL	850.50
RON SMITH PRINTING CO INC	WELCOME BROCHURES	555.00
T/N PETTY CASH-FINANCE DEPT	LIBRARY PETTY CASH	107.00

Report to Receive and File Town of Normal Expenditures for Payment as of 08/16/2025-09/11/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
TODAYS BUSINESS SOLUTIONS TBS INC	TBS TOWER, CC TRML SUPPRT	800.00
US BANK/P-CARD	ADVERTISING-(1 010) STICK	431.00
US BANK/P-CARD	ADVERTISING-OUTREACH-(200	1,144.70
US BANK/P-CARD	BOOKS ADULT-(1) PATRON RE	79.03
US BANK/P-CARD	BOOKS ADULT-(1) READING C	13.65
US BANK/P-CARD	BOOKS ADULT-(2) PATRON RE	30.98
US BANK/P-CARD	BOOKS ADULT-(2) READING C	43.07
US BANK/P-CARD	BOOKS ADULT-(3) PATRON RE	95.68
US BANK/P-CARD	BOOKS ADULT-(6) PATRON RE	90.75
US BANK/P-CARD	BOOKS ADULT-REFUND-(1) RE	-19.99
US BANK/P-CARD	BOOKS CHILDREN'S-(1) PATR	12.08
US BANK/P-CARD	DVDS-(1) DOCUMENTARY	19.06
US BANK/P-CARD	DVDS-(1) MOVIE	35.95
US BANK/P-CARD	DVDS-(2) MOVIES	87.96
US BANK/P-CARD	DVDS-(5) MOVIES	175.11
US BANK/P-CARD	DVDS-(6) MOVIES (1) TV S	133.65
US BANK/P-CARD	DVDS-REFUND-(2) PRE-ORDER	-10.00
US BANK/P-CARD	FACILITIES-(1) BRASS FLAG	13.29
US BANK/P-CARD	FACILITIES-(1) PAPER TOWE	187.61
US BANK/P-CARD	FACILITIES-(1) PUSH MOWER	479.00
US BANK/P-CARD	FACILITIES-(1) SHOP VAC	358.91
US BANK/P-CARD	FACILITIES-(1) TRANSFER P	251.96
US BANK/P-CARD	FACILITIES-(100) RECYCLE	22.95
US BANK/P-CARD	FACILITIES-(11) INDOOR PL	995.99
US BANK/P-CARD	FACILITIES-(12) DISINFECT	51.76
US BANK/P-CARD	FACILITIES-(12) TP BULK R	43.15
US BANK/P-CARD	FACILITIES-(12) TP ROLLS	29.06
US BANK/P-CARD	FACILITIES-(18) PAPER TOW	192.18
US BANK/P-CARD	FACILITIES-(30) MAGIC ERA	46.29
US BANK/P-CARD	FACILITIES-(4) DISINFECTI	104.28
US BANK/P-CARD	FACILITIES-(4) RECYCLE CA	8.59
US BANK/P-CARD	FACILITIES-(6) PAPER TOWE	317.63
US BANK/P-CARD	FACILITIES-ANNUAL FIRE SP	250.00
US BANK/P-CARD	FACILITIES-REFUND-(1) PAP	-91.17
US BANK/P-CARD	FACILITIES-REFUND-(1) PUS	-479.00
US BANK/P-CARD	OP.SUPPLIES & COMIC BK CL	199.64
US BANK/P-CARD	OP.SUPPLIES- (1) 3D PRINT	33.00
US BANK/P-CARD	OP.SUPPLIES- (1) ACRYLIC	18.99

Report to Receive and File Town of Normal Expenditures for Payment as of 08/16/2025-09/11/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OP.SUPPLIES- (1) PURPLE 3	26.00
US BANK/P-CARD	OP.SUPPLIES- (1) SLVR 3D	28.00
US BANK/P-CARD	OP.SUPPLIES- (1) STEP LAD	49.89
US BANK/P-CARD	OP.SUPPLIES- (16) 5X7 DIS	20.48
US BANK/P-CARD	OP.SUPPLIES- (18) STORAGE	27.00
US BANK/P-CARD	OP.SUPPLIES- (2) SUPERGLU	6.49
US BANK/P-CARD	OP.SUPPLIES-(1) 23.8 MON	176.98
US BANK/P-CARD	OP.SUPPLIES-(1) CABINET S	19.99
US BANK/P-CARD	OP.SUPPLIES-(1) COIN SORT	85.57
US BANK/P-CARD	OP.SUPPLIES-(1) DIAPERS	14.68
US BANK/P-CARD	OP.SUPPLIES-(1) MINTS (1	26.78
US BANK/P-CARD	OP.SUPPLIES-(1) NEW CASH	445.58
US BANK/P-CARD	OP.SUPPLIES-(1) PAPER TRI	36.96
US BANK/P-CARD	OP.SUPPLIES-(1) RECEIPT P	199.99
US BANK/P-CARD	OP.SUPPLIES-(1) THERMAL R	199.99
US BANK/P-CARD	OP.SUPPLIES-(1) WIRELESS	13.49
US BANK/P-CARD	OP.SUPPLIES-(100) PADDED	66.28
US BANK/P-CARD	OP.SUPPLIES-(12) CORNER G	31.04
US BANK/P-CARD	OP.SUPPLIES-(12) GLASSES	24.99
US BANK/P-CARD	OP.SUPPLIES-(12) MAGNETS	35.03
US BANK/P-CARD	OP.SUPPLIES-(15) MARKERS	64.26
US BANK/P-CARD	OP.SUPPLIES-(2) ACRYLIC D	32.09
US BANK/P-CARD	OP.SUPPLIES-(2) ACRYLIC S	32.42
US BANK/P-CARD	OP.SUPPLIES-(2) CARDSTOCK	80.41
US BANK/P-CARD	OP.SUPPLIES-(2) MAGNETIC	24.12
US BANK/P-CARD	OP.SUPPLIES-(28) COMMAND	9.56
US BANK/P-CARD	OP.SUPPLIES-(3) CRAFT SCI	12.22
US BANK/P-CARD	OP.SUPPLIES-(3) UNDER-DES	179.97
US BANK/P-CARD	OP.SUPPLIES-(3) WALL CLOC	89.94
US BANK/P-CARD	OP.SUPPLIES-(36) ULTRA FI	20.88
US BANK/P-CARD	OP.SUPPLIES-(4) ACRYLIC S	22.99
US BANK/P-CARD	OP.SUPPLIES-(44) CLEAR PL	26.20
US BANK/P-CARD	OP.SUPPLIES-(48) WIRE MES	80.88
US BANK/P-CARD	OP.SUPPLIES-(6) TAPE ROL	10.49
US BANK/P-CARD	OP.SUPPLIES-(8 BXS) THERM	1,266.80
US BANK/P-CARD	OP.SUPPLIES-2ND FLOOR ART	48.84
US BANK/P-CARD	OP.SUPPLIES-ART STATION-(64.39
US BANK/P-CARD	OP.SUPPLIES-ART STATION-P	377.31

Report to Receive and File Town of Normal Expenditures for Payment as of 08/16/2025-09/11/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OP.SUPPLIES-MAKERSPACE-(3	71.99
US BANK/P-CARD	OP.SUPPLIES-PARTIAL CHARG	22.47
US BANK/P-CARD	OP.SUPPLIES-STAFF LOUNGE	42.20
US BANK/P-CARD	PERIODICALS-CHICAGO TRIB	87.75
US BANK/P-CARD	PERIODICALS-LP READERS DI	49.96
US BANK/P-CARD	PERIODICALS-READERS DIGES	49.98
US BANK/P-CARD	POSTAGE-(1) CERTIFIED LET	6.08
US BANK/P-CARD	PRINTING-(4) VINYL STICKE	31.76
US BANK/P-CARD	PRINTING-NAMETAGS TRUSTE	66.00
US BANK/P-CARD	SPEC.PROG-(1) ADHESIVE FO	7.69
US BANK/P-CARD	SPEC.PROG-(1) PLAYSET DR	28.49
US BANK/P-CARD	SPEC.PROG-ART SPARKS-(19)	61.91
US BANK/P-CARD	SPEC.PROG-RECIPE ROTISSER	13.83
US BANK/P-CARD	STAFF APPRECIATION LUNCH-	128.44
US BANK/P-CARD	TRAVEL-JW ILA TRAIN TCKT	15.00
US BANK/P-CARD	TRAVEL-JW ILA TRAIN TRIP	6.00
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	47.40
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	619.42
WGLT-NORMAL	RADIO ADS	1,500.00
Library Fund	Library Administration - Total	40,032.13

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
DIVERSIFIED MECHANICAL INC	THERMOSTAT INSTALLS	6,240.00
HENRICKSEN & COMPANY, INC	LIB SHELIVING, WOOD	7,527.19
HENRICKSEN & COMPANY, INC	LIBRARY FURNITURE	215,771.70
HENRICKSEN & COMPANY, INC	LIBRARY SHELIVING, WOOD	241,401.95
PRAIRIE SIGNS INC	NEW BUILDING SIGNAGE	1,611.00
STUDIO GC INC.	INTERIOR ABATEMENT & RENO	4,870.65
STUDIO GC INC.	NPL FF&E	14,072.02
ULINE INC	LIBRARY FURNITURE	1,206.70
US BANK/P-CARD	PROJ#CIP129-RENOV-(25) BO	89.95
US BANK/P-CARD	PROJ#CIP129-RENOV-(3 800)	49.98
US BANK/P-CARD	RENOVATION PROJ.-NEW 3-DR	341.98
Library Special Reserve Library	Administration - Total	493,183.12
Overall - Total		533,618.88

Library Revenue and Expense Report, August 2025

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,334,885.00	4,334,885.00	3,112,526.16	71.80%	3,042,309.91	2.31%
31110-Property Tax	4,000,000.00	4,000,000.00	2,910,510.13	72.76%	2,804,532.44	3.78%
31530-State Replacement Revenue	141,500.00	141,500.00	70,243.01	49.64%	107,537.99	-34.68%
33260-State Grants	77,785.00	77,785.00	77,785.60	100.00%	81,559.98	-4.63%
34720-Photocopy Fees	8,000.00	8,000.00	79.00	0.99%	423.26	-81.34%
34750-Replacements Books/AV	6,000.00	6,000.00	262.00	4.37%	335.00	-21.79%
38210-Investment Income	96,600.00	96,600.00	33,285.92	34.46%	47,500.61	-29.93%
38530-Donations	1,000.00	1,000.00	35.00	3.50%		0.00%
38910-Miscellaneous	4,000.00	4,000.00	20,325.50	508.14%	420.63	4732.16%
222-Library Replacement Fund	84,900.00	84,900.00	16,963.57	19.98%	111,466.91	-84.78%
38210-Investment Income	49,800.00	49,800.00	2,338.57	4.70%	18,966.91	-87.67%
39192-Transfer From	35,100.00	35,100.00	14,625.00	41.67%	92,500.00	-84.19%
223-Library Special Reserve	3,750.00	3,750.00	31,361.74	836.31%	29,012.86	8.10%
38210-Investment Income	250.00	250.00	21,361.74	8544.70%	29,012.86	-26.37%
38910-Miscellaneous	2,500.00	2,500.00	10,000.00	400.00%		0.00%
39192-Transfer From	1,000.00	1,000.00				
Total	4,423,535.00	4,423,535.00	3,160,851.47	71.46%	3,182,789.68	-0.69%

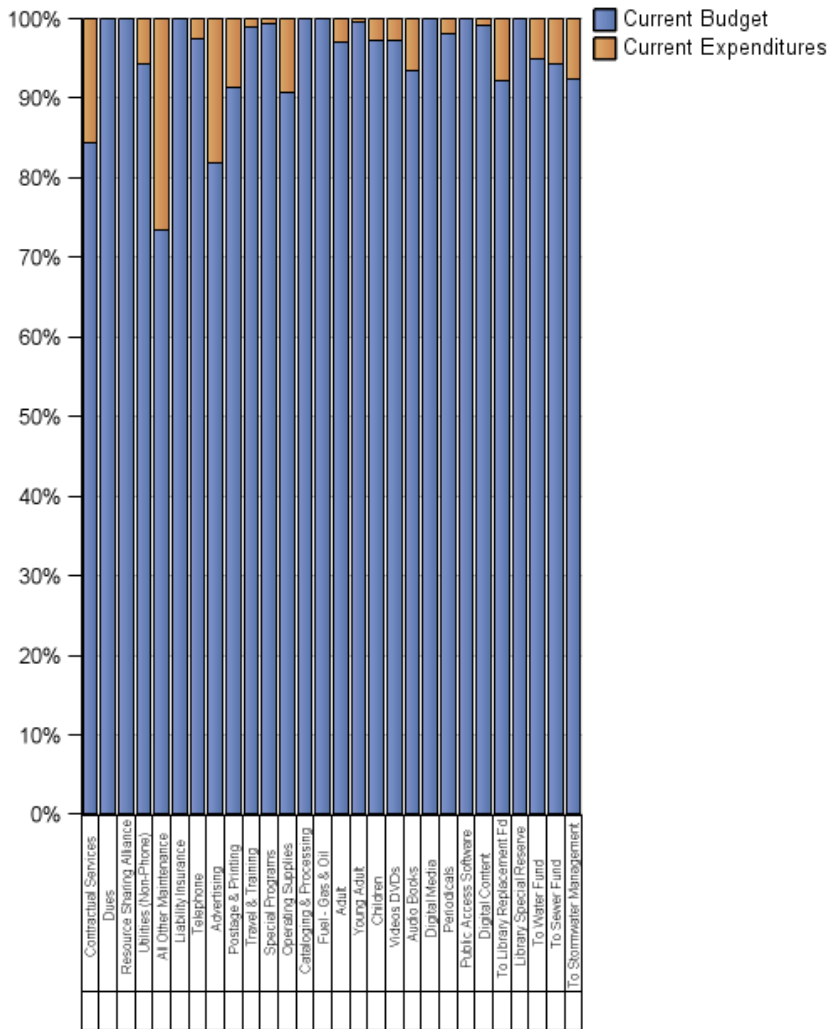
Figure 1: Library Revenue Report, August 2025

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,239,560.00	4,242,560.00	1,652,033.66	418,414.14	2,070,447.80	2,172,112.20	1,676,546.83	51.20%
10-Administration	4,239,560.00	4,242,560.00	1,652,033.66	418,414.14	2,070,447.80	2,172,112.20	1,676,546.83	51.20%
222-Library Replacement Fund	35,100.00	35,100.00	1,129.94	0.00	1,129.94	33,970.06	3,462.84	96.78%
10-Administration	35,100.00	35,100.00	1,129.94	0.00	1,129.94	33,970.06	3,462.84	96.78%
223-Library Special Reserve	2,570,000.00	2,570,000.00	1,212,910.86	-474,972.21	737,938.65	1,832,061.35	1,236,961.01	71.29%
10-Administration	2,570,000.00	2,570,000.00	1,212,910.86	-474,972.21	737,938.65	1,832,061.35	1,236,961.01	71.29%
Total	6,844,660.00	6,847,660.00	2,866,074.46	-56,558.07	2,809,516.39	4,038,143.61	2,916,970.68	58.97%

Figure 2: Library Expense Report, August 2025

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	\$25,248.26	\$46,262.96	\$55,403.95	\$136,600.00	\$9,684.83	\$133,600.00	7%	\$80,652.21
			221-9010-455.20-20	Dues	\$0.00	\$1,406.00	\$5,275.00	\$7,100.00	\$419.00	\$7,100.00	6%	\$5,275.00
			221-9010-455.24-10	Resource Sharing Alliance	\$0.00	\$67,399.38	\$0.62	\$67,400.00	\$0.00	\$67,400.00	0%	\$0.62
			221-9010-455.25-10	Utilities (Non-Phone)	\$4,118.72	\$4,498.38	\$20,641.05	\$68,000.00	\$38,741.85	\$68,000.00	57%	\$24,759.77
			221-9010-455.25-60	All Other Maintenance	\$18,108.19	\$10,958.96	(\$2,095.08)	\$50,000.00	\$23,027.93	\$50,000.00	46%	\$16,013.11
			221-9010-455.30-10	Liability Insurance	\$0.00	(\$149.00)	\$0.00	\$55,000.00	\$55,149.00	\$55,000.00	100%	\$0.00
			221-9010-455.30-15	Telephone	\$204.00	\$1,805.45	\$4,102.55	\$8,160.00	\$2,048.00	\$8,160.00	25%	\$4,306.55

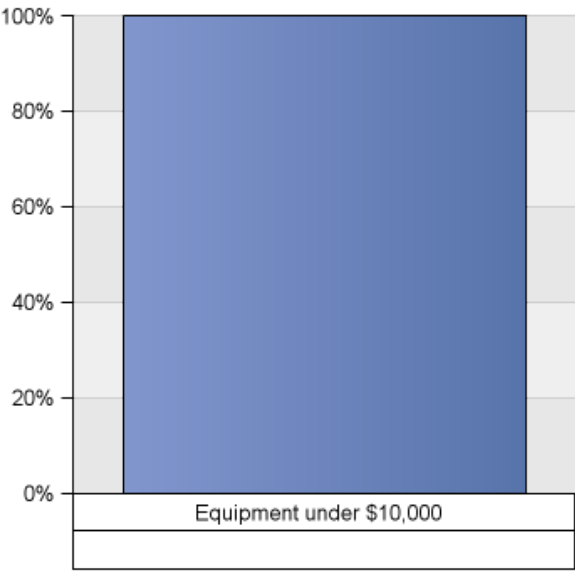
221-9010-455.30-20	Advertising	\$3,075.70	\$909.80	\$0.00	\$14,000.00	\$10,014.50	\$14,000.00	72%	\$3,075.70
221-9010-455.30-25	Postage & Printing	\$1,509.34	\$7,403.48	\$6,402.65	\$16,000.00	\$684.53	\$16,000.00	4%	\$7,911.99
221-9010-455.30-35	Travel & Training	\$149.44	\$2,693.16	\$7,566.32	\$14,600.00	\$4,191.08	\$14,600.00	29%	\$7,715.76
221-9010-455.30-40	Special Programs	\$111.92	\$5,465.02	\$2,026.34	\$20,400.00	\$12,796.72	\$20,400.00	63%	\$2,138.26
221-9010-455.35-10	Operating Supplies	\$4,972.12	\$16,165.19	\$12,639.28	\$48,500.00	\$14,723.41	\$48,500.00	30%	\$17,611.40
221-9010-455.35-15	Cataloging & Processing	\$0.00	\$624.15	\$8,175.85	\$15,000.00	\$6,200.00	\$15,000.00	41%	\$8,175.85
221-9010-455.35-50	Fuel - Gas & Oil	\$0.00	\$278.71	\$0.00	\$1,000.00	\$721.29	\$1,000.00	72%	\$0.00
221-9010-455.36-10	Adult	\$2,716.76	\$17,697.49	\$55,968.80	\$86,700.00	\$10,316.95	\$86,700.00	12%	\$58,685.56
221-9010-455.36-20	Young Adult	\$62.20	\$1,635.98	\$5,951.82	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$6,014.02
221-9010-455.36-25	Children	\$2,042.63	\$14,778.66	\$43,559.18	\$71,400.00	\$11,019.53	\$71,400.00	15%	\$45,601.81
221-9010-455.37-15	Videos DVDs	\$441.73	\$1,905.10	\$4,371.56	\$15,300.00	\$8,581.61	\$15,300.00	56%	\$4,813.29
221-9010-455.37-20	Audio Books	\$721.47	\$1,865.42	\$4,413.11	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$5,134.58
221-9010-455.37-30	Digital Media	\$0.00	\$322.71	\$1,940.12	\$3,500.00	\$1,237.17	\$3,500.00	35%	\$1,940.12
221-9010-455.38-10	Periodicals	\$187.69	\$1,075.00	\$8,925.00	\$10,000.00	(\$187.69)	\$10,000.00	-2%	\$9,112.69
221-9010-455.38-20	Public Access Software	\$0.00	\$33,289.17	\$57,235.83	\$94,860.00	\$4,335.00	\$94,860.00	5%	\$57,235.83
221-9010-455.39-10	Digital Content	\$1,001.23	\$51,323.58	\$57,675.19	\$110,000.00	\$0.00	\$110,000.00	0%	\$58,676.42
221-9010-455.92-22	To Library Replacement Fd	\$2,925.00	\$11,700.00	\$0.00	\$35,100.00	\$20,475.00	\$35,100.00	58%	\$2,925.00
221-9010-455.92-23	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
221-9010-455.95-02	To Water Fund	\$132.78	\$388.92	\$0.00	\$2,500.00	\$1,978.30	\$2,500.00	79%	\$132.78
221-9010-455.95-07	To Sewer Fund	\$36.33	\$81.52	\$0.00	\$600.00	\$482.15	\$600.00	80%	\$36.33

Sep 11, 2025		221-9010-455.95-10	To Stormwater Management	\$50.60	\$202.401	\$0.00	\$610.00	\$357.00	\$610.00	59%	\$50.60	2:12:31 PM
Summary				67,816.11	301,987.59	413,679.14	975,770.00	192,287.16	972,770.00	0.20	481,495.25	

Budget to Actual Expenditures

Library - Administration (Library Replacement Fund ▼)

- Current Budget
- Current Expenditures

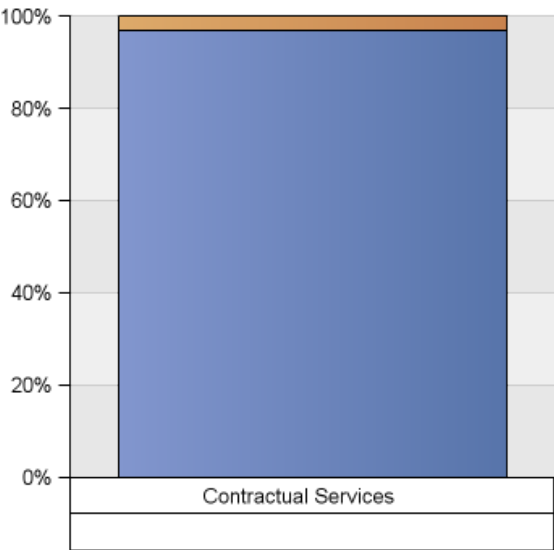


Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$1,129.94	\$0.00	\$35,100.00	\$33,970.06	\$35,100.00	97%	\$0.00
			Summary		0.00	1,129.94	0.00	35,100.00	33,970.06	35,100.00	0.97	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)

Current Budget
Current Expenditures



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455.20-10	Contractual Services	\$87,205.23	\$1,125,705.63	(\$474,972.21)	\$2,570,000.00	\$1,832,061.35	\$2,570,000.00	71%	(\$387,766.98)
			Summary		87,205.23	1,125,705.63	-474,972.21	2,570,000.00	1,832,061.35	2,570,000.00	0.71	-387,766.98

NPL Circulation Statistics



August 2025

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
Juvenile						
Books	200,018	63,846	66,173	38,665	9,815	26,900
Videos	1,973	246	463	451	53	234
Audios	7,461	2,820	4,129	1,455	678	1,484
Magazines	169	31	96	27	5	75
Other	297	75	108	63	8	29
Juvenile - Total	209,918	67,018	70,969	40,661	10,559	28,722
Teen						
Books	8,055	3,579	3,380	1,632	617	1,127
Audios	37	21	14	16	3	4
Magazines	9	0	3	0	0	2
Teen - Total	8,101	3,600	3,397	1,648	620	1,133
Adult						
Books	63,418	30,840	32,549	13,375	5,535	10,488
Videos	20,569	7,167	8,693	4,416	1,522	3,167
Audios	6,697	1,822	1,905	1,467	239	758
Magazines	1,445	394	808	272	108	317
Other	6,875	3,111	3,686	1,338	480	1,113
Adult - Total	99,004	43,334	47,641	20,868	7,884	15,843
Digital Content						
eAudiobooks	13,666	16,640	19,981	2,823	3,327	4,197
eBooks	15,638	16,958	15,862	3,157	3,379	3,028
Magazines	667	2,095	3,385	171	445	735
Music	215	220	206	49	44	45
Streaming Video	1,383	1,537	1,980	297	246	474
Content Passes	118	135	169	31	30	28
Digital Content - Total	31,687	37,585	41,583	6,528	7,471	8,507
Total Circulation	348,710	151,537	163,590	69,705	26,534	54,205

NPL Collection Holdings



August 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,877	81,992	325	-210	1,649	-1,593
Videos	932	932	0	0	0	-1
Audios	2,184	2,132	14	-66	65	-97
Magazines	238	244	6	0	54	1
Other	24	24	0	0	0	-19
Juvenile - Total	85,255	85,324	345	-276	1,768	-1,709
Teen						
Books	4,129	4,100	20	-49	203	-299
Audios	27	27	0	0	0	0
Magazines	4	4	0	0	2	-5
Teen - Total	4,160	4,131	20	-49	205	-304
Adult						
Books	53,532	52,800	211	-943	1,090	-1,623
Videos	15,058	15,085	29	-2	154	-294
Audios	9,183	9,194	13	-2	56	-668
Magazines	733	759	97	-71	473	-926
Other	2,294	2,289	0	-5	31	-5
Adult - Total	80,800	80,127	350	-1,023	1,804	-3,516
Total Collection	170,215	169,582	715	-1,348	3,777	-5,529

NPL Digital Content by Month



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

	4.25	5.25	6.25	7.25	8.25	
eRead Illinois						
eAudiobooks	282	305	310	333	309	
eBooks	303	330	347	368	355	
eRead Illinois Total	585	635	657	701	664	
Freeding	0	0	0	0	0	
Hoopla						
eAudiobooks	2,203	2,316	2,174	2,278	2,322	
eBooks	908	869	839	863	841	
Movies/TV	149	171	166	143	165	
Music	36	39	25	61	45	
Hoopla Total	3,296	3,395	3,204	3,345	3,373	
Kanopy						
Individual Titles Plays	84	115	198	116	97	
Plays Through Passes	74	144	0	146	212	
Kanopy Total Videos Played	158	259	198	262	309	
OverDrive						
eAudio	1,320	1,424	1,429	1,410	1,566	
eBooks	1,928	1,931	2,012	2,136	1,832	
Magazines	650	685	684	631	735	
OverDrive Total	3,898	4,040	4,125	4,177	4,133	
Total Downloads or Uses						
eAudiobooks	3,805	4,045	3,913	4,021	4,197	
eBooks	3,139	3,130	3,198	3,367	3,028	
Magazines	650	685	684	631	735	
Music	36	39	25	61	45	
Streaming Video	307	430	364	405	474	
Hoopla 7-day BingePasses	23	32	30	38	22	
Kanopy Passes	2	2	0	2	3	
OverDrive 7-Day Passes	2	4	4	2	3	
Total Passes	27	38	34	42	28	

NPL Monthly Statistics

August 2025



Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	24,126	497	-11	24,612	22,320	29,886
Teen	1,782	5	-3	1,784	1,808	3,689
Juvenile	8,435	65	-16	8,484	7,846	9,890
Total	34,343	567	-30	34,880	31,974	43,465

Patron Count

	Current Month	Current YTD	FY25	FY24
Door Count at 201 (temp location)	-	7,500		
Door Count at Main	16,013	17,813		
Total	16,013	25,313	8,000	78,863

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,177	15,268	17,051	17,026
Loaned	2,600	11,677	12,975	14,751
Reciprocal borrowing	9,469	19,984	20,758	103,993

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201 (temp location)	-			939
Public Desktops & Laptops	666	421	38	845
Total	666	421	36	1,784

normalpl.org Site Statistics



August 2025

	Annual Totals Year to Date			August		
	FY 2024	FY 2025	FY 2026	2023	2024	2025
Views & Sessions						
Pageviews	180,908	143,552	150,768	37,425	24,930	37,689
Sessions	92,760	72,833	74,755	18,500	13,667	17,646

Top Viewed Pages	FY 2026
/	66,195
/events/upcoming	9,526
/events/month	4,185
/learning-resources	3,876
/summerreading	3,759
/employment	3,141
/planning	2,083
/form/library-account-application	1,419
/borrow	1,382
/print	1,245

Usage by Device	FY 2026
Desktop	46.0%
Mobile	52.5%
Tablet	1.5%

Top Viewed Pages	August 2025
/	17,306
/events/upcoming	2,565
/events/month	1,024
/learning-resources	916
/employment	692
/print	583
/events/month/2025/09	567
/form/library-account-application	464
/reserve-room	411
/event/partners-reading-registration-begins-38684	410

Usage by Device	Aug 2025
Desktop	49.0%
Mobile	49.5%
Tablet	1.5%



Normal Public Library Trustee Action Report

September 17, 2025

Recommended Motion:

Approve Normal Public Library Closed and Holiday Dates for Calendar Year 2026

Prepared By: John Fischer

Reviewed By: Jennifer Williams

Staff Recommendation: Approval

Attachments: Calendar of Dates

Community Impact

This action provides a calendar of dates for holidays and closed dates to communicate to both staff and public.

Budget Impact

This calendar of dates has no impact on the budget.

Background

NA.

Strategic Alignment

Priorities 1-4

Normal Public Library

Closed Dates—2026 (highlighted are FTE paid holidays)

- Thursday, January 1 Closed
- Monday, January 19 (*Floating; library is open, FT staff holiday to be used within 60 days*)
- Sunday, April 5 Closed
- Sunday, May 24 Closed
- Monday, May 25 Closed
- Friday, June 19 (*Floating; library is open, FT staff holiday to be used within 60 days*)
- Friday, July 3 Closed
- Saturday, July 4 Closed [*From Personnel Policy (section 4.5):If a holiday occurs on Saturday, the preceding Friday will be observed as the holiday.*]
- Sunday, September 6 Closed
- Monday, September 7 Closed
- Monday, October 12 (*Floating; library is open, FT staff holiday to be used within 60 days*)
- Wednesday, November 25 Close at 5 pm
- Thursday, November 26 Closed
- Friday, November 27 Closed
- Thursday, December 24 Closed
- Friday, December 25 Closed
- Thursday, December 31 Close at 5 pm

Approved by Library Board of Trustees, September 17, 2025, Effective January 1, 2026.



Normal Public Library Trustee Action Report

September 17, 2025

Recommended Motion:

Approve Normal Public Library FY2027 Budget and Associated Levy Request

Prepared By: John Fischer

Reviewed By: Library Management

Staff Recommendation: Approval

Attachments: FY27 Budget Revenue and Expense Tables and Levy Request

Community Impact

Board approval of this budget proposal allows staff to maintain collections, services, programs, and our facility as well as needed capital projects and the replacement of technology as scheduled.

Background

We are at the beginning of our budget process for FY27. These figures may change over the course of the next couple of months. I will enter these numbers for the budget, if approved, by September 19.

The library budget review meeting is scheduled for October 15. Two items to note: addition of one full time employee is included in the FY27 budget and an increase in funds transferred to the special reserve fund for capital improvements.

As a reminder, trustees met with the Town finance director in August of 2025 to discuss our budget and levy request.

Strategic Alignment

Priorities 1-4

DRAFT 2027		27	28	29	30	31
Account	221 Expense	FY2027*	FY2028	FY2029	FY2030	FY2031
221-9010-455.10-10	Regular Salaries	2,152,530	2,242,039	2,333,378	2,428,887	2,525,373
221-9010-455.11-10	Part-time Salaries	557,695	589,931	619,428	650,402	681,627
221-9010-455.12-10	Overtime	1,000	1,000	1,000	1,000	1,000
221-9010-455.16-10	Medicare and Social Security	207,409	216,722	225,650	234,815	244,051
221-9010-455.17-10	IMRF Retirement	222,419	228,233	233,766	239,571	245,122
221-9010-455.18-10	Health & Dental Insurance	346,429	363,750	381,938	401,035	421,086
221-9010-455.19-20	Clothing	6,000	6,120	6,242	6,367	6,495
221-9010-455.19-90	Other personal benefits	5,000	5,000	5,000	5,000	5,000
221-9010-455.20-10	Contractual Services	117,230	119,575	121,966	124,405	126,894
221-9010-455.20-20	Dues	7,300	7,446	7,595	7,747	7,902
221-9010-455.24-10	Resource Sharing Alliance	67,500	68,750	69,385	71,467	73,611
221-9010-455.25-10	Utilities (Non-Phone)	50,000	53,000	56,000	59,000	59,000
221-9010-455.25-60	All Other Maintenance	43,000	43,860	44,737	45,632	46,545
221-9010-455.30-10	Liability Insurance	63,250	72,738	83,648	96,195	110,625
221-9010-455.30-15	Telephone	6,500	6,630	6,763	6,898	7,036
221-9010-455.30-20	Advertising	12,000	12,240	12,485	12,734	12,989
221-9010-455.30-25	Postage & Printing	16,000	16,320	16,646	16,979	17,319
221-9010-455.30-35	Travel & Training	17,000	17,340	17,687	18,041	18,401
221-9010-455.30-40	Special Programs	22,000	22,440	22,889	23,347	23,814
221-9010-455.30-90	Admin Contingency	45,000	45,900	46,818	47,754	48,709
221-9010-455.35-10	Operating Supplies	42,500	43,350	44,217	45,101	46,003
221-9010-455.35-15	Cataloging & Processing	9,000	9,180	9,364	9,551	9,742
221-9010-455.35-50	Fuel—Gas and Oil	1,000	1,000	1,000	1,000	1,000
221-9010-455.35-80	Equipment under \$10,000	0	0	0	0	0
221-9010-455.36-10	Adult	88,000	89,760	91,555	93,386	95,254
221-9010-455.36-15	Reference	0	0	0	0	0
221-9010-455.36-20	Young Adult	9,400	9,588	9,780	9,975	10,175
221-9010-455.36-25	Children	72,800	73,440	74,909	76,407	77,935
221-9010-455.37-15	Videos DVD	12,000	12,240	12,485	12,734	12,989
221-9010-455.37-20	Audio Books	10,000	10,200	10,404	10,612	10,824
221-9010-455.37-30	Music CDs	3,500	3,500	3,500	3,500	3,500
221-9010-455.38-10	Periodicals	10,000	10,000	10,000	10,000	10,000
221-9010-455.38-20	Public Access Software	96,760	98,695	100,669	102,682	104,736
221-9010-455.39-10	Digital Content	118,000	121,540	125,186	128,942	132,810
221-9010-455.90-01	To General Fund	0	0	0	0	0
221-9010-455.92-22	To Library Replacement Fund	150,075	80,000	250,000	144,400	144,400
221-9010-455.92-23	To Library Special Reserve Fund	90,000	91,800	93,636	95,509	97,419
221-9010-455.95-02	To Water Fund	2,500	2,500	2,500	2,500	2,500
221-9010-455.95-02	To Stormwater Management Fund	773	773	773	773	773
221-9010-455.95-07	To Sewer Fund	600	600	600	600	600
	TOTAL 221 Exp	4,682,170	4,797,199	5,153,598	5,244,950	5,443,258



September 17, 2025

Hon. Mayor Chris Koos
Town of Normal
11 Uptown Circle
P.O. Box 589
Normal, IL 61761

Re: Normal Public Library – 2026 Tax Levy Request

Dear Mayor Koos:

As you know, the undersigned is President of Normal Public Library Board of Library Trustees. In that capacity and at the direction of the Board of Library Trustees, I herewith notify you of this year's levy request for library taxes.

Pursuant to Section 5/3-5 of the Local Library Act [75 ILCS 5/3-5] and the various court cases interpreting the same, the library taxes provided in the Local Library Act shall be levied by the Town Council in the amounts determined by the [Library] Board and collected in like manner with other general taxes of the incorporated town and the proceeds shall be deposited in a special fund, which shall be known as the library fund. Since under this law it is the Library Board of Trustees' responsibility to determine the amount required for the public library, on behalf of the Library Board I will set out below its determination.

The total levy request determined by the Board of Library Trustees for this year for library purposes is \$4,370,000. For the annual tax for the establishment and maintenance of the library, the amount of \$3,877,049; and for the purchase of insurance, payment of costs of protecting or defending itself, and for risk management and loss control programs (which has no rate limit and is pursuant to 745 ILCS 10/9-107), the Board has determined to levy the amount of \$63,250.00. Finally, for participation in the Illinois Municipal Retirement Fund (which has no rate limit and is pursuant to 40 ILCS 5/7-101, *et seq.* and 5/22-401, *et seq.*) the Board has determined to levy the amount of \$222,547; and for payments of employer's share of Medicare and Social Security (which has no rate limit and is pursuant to 40 ILCS 5/21-110), the Board has determined to levy the amount of \$207,154.

If you have any questions in this regard or require our assistance in any respect, do not hesitate to contact the undersigned. We appreciate the fine support given to Normal Public Library presently and in the past and know that it will continue into the future.

Very truly yours,

Beth Robb
President, Normal Public Library Board of Trustees

Illinois Public Library Standards: Access

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible layouts to house and circulate the collections, comfortable and light filled areas for the public and staff, meeting and study rooms for both group and individual use, and youth spaces that inspire children and teens. Libraries should review the long-term spatial needs of the library in conjunction with their current strategic plan.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.		
2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours.	The library is open 7 days a week, for most of the year.
3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.
4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
5	The library provides adequate, safe, well-lit, and convenient parking during all hours of service.		

6	The library's entrance is clearly visible, easily identified, and well-illuminated for both vehicles and pedestrians.		
7	The library's interior spaces are adequately illuminated.	Natural light is utilized as much as possible.	The library has energy efficient lighting throughout its buildings.
8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.	
9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).
10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.		
11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.		
12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.	

Illinois Public Library Standards: Advocacy & Community Engagement

Advocacy and community engagement are vital for libraries to ensure continued support, relevance and sustainability. Advocacy helps secure necessary funding and public support by demonstrating the library's value to policymakers and stakeholders. Community engagement fosters deeper connections and ensures that programs and services address the evolving needs of the people it serves. By actively engaging with diverse populations, libraries promote the message that they provide learning opportunities, services, and programs that are free, inclusive and welcoming to all. Together, advocacy and community engagement ensure that libraries remain essential resources.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The director and board are knowledgeable of state-wide advocacy training tools.	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.

4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives.

Illinois Public Library Standards: Buildings & Grounds

Stewardship of public library buildings involves designing, constructing and preserving facilities to ensure accessibility, safety, and functionality, for staff and users. This includes site selection, architectural planning for space efficiency, furniture and fixtures that meet patron and staff needs, and incorporating modern technology and sustainability features. Operational responsibilities include routine cleaning, grounds maintenance, structural repairs, HVAC upkeep, and technology updates to provide a comfortable and welcoming interior and exterior environment. Long-term financial planning is needed for libraries to ensure that it remains a well-equipped and inviting space for learning, research and community engagement.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.

4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.	
5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.	
6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems.	
7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.	
8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.		

9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.	
10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Illinois Public Library Standards: Collection Management

Libraries select, maintain, and provide access to information and materials in a variety of formats for all ages of the community to fulfill their educational, informational, recreational, and cultural needs. Libraries have a policy that addresses the selection and evaluation of materials and their weeding process.

Collections may be expanded beyond the physical boundaries of libraries through resource sharing, cooperative collection management, electronic resources and virtual collections. Libraries are encouraged to enhance their collections by participating in interlibrary loan practices and utilizing digital resources through national, state, regional, and local cooperative programs.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]		
2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.	
3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.

4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.		
5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity.	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").	
8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.	
9	The library has a reconsideration of materials policy and process.		

10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.
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Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).
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Illinois Public Library Standards – Access: Action Plan

Library Name

Date

Completed by

Job Title

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

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

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

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

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

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

Library Name

Date

Completed by

Job Title

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

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

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

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

Notes/Comments:

Illinois Public Library Standards – Buildings & Grounds: Action Plan

Library Name

Date

Completed by

Job Title

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

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

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

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

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

Illinois Public Library Standards – Collection Management: Action Plan

Library Name

Date

Completed by

Job Title

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a Board-approved collection management policy that affirms of the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			
2	<input type="checkbox"/> The library's budget has a designated budget line item for collection management.	<input type="checkbox"/> Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		

3	<input type="checkbox"/> The library has a process in place for collection management.	<input type="checkbox"/> The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	<input type="checkbox"/> Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	
4	<input type="checkbox"/> The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.			
5	<input type="checkbox"/> The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	<input type="checkbox"/> The library publicizes and promotes interlibrary loan to its patrons.	<input type="checkbox"/> The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.	

6	<input type="checkbox"/> The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	<input type="checkbox"/> The library regularly reviews the collection to ensure its inclusivity.	<input type="checkbox"/> The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	
7	<input type="checkbox"/> The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	<input type="checkbox"/> The library circulates physical objects and digital tools (a.k.a. “Library of Things”).		
8	<input type="checkbox"/> Materials are cataloged according to standard library practices.	<input type="checkbox"/> Staff are aware of the importance of culturally sensitive cataloging terminology.		
9	<input type="checkbox"/> The library has a reconsideration of materials policy and process.			

10	<input type="checkbox"/> The library serves as a repository for local history.	<input type="checkbox"/> The library provides access to genealogy resources.	<input type="checkbox"/> The library's special collections are digitized to preserve and provide broad access to these resources.	
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Notes/Comments:

Illinois Public Library Standards – Finance & Budget: Action Plan

Library Name

Date

Completed by

Job Title

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input type="checkbox"/> The library has a written budget that is developed by administration and approved by the board.	<input type="checkbox"/> The library has the budget in an electronic spreadsheet format.	<input type="checkbox"/> The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	<input type="checkbox"/> The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	<input type="checkbox"/> The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	<input type="checkbox"/> The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	<input type="checkbox"/> The library board regularly reviews and updates financial policies to reflect best practices.	<input type="checkbox"/> The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	
4	<input type="checkbox"/> The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	<input type="checkbox"/> The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	<input type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<input type="checkbox"/> The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	<input type="checkbox"/> The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		
7	<input type="checkbox"/> The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	<input type="checkbox"/> The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	<input type="checkbox"/> The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	<input type="checkbox"/> The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	<input type="checkbox"/> The library board reviews and approves the annual audit, making the audit findings available to the public.	<input type="checkbox"/> The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	<input type="checkbox"/> The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	<input type="checkbox"/> The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	<input type="checkbox"/> The library utilizes internal controls to prevent fraud.	<input type="checkbox"/> The board and director regularly review the library's internal controls.	<input type="checkbox"/> If the library utilizes an auditor, they review the library's internal controls.	

11	<input type="checkbox"/> The library securely stores financial documents (e.g., checks, payroll, credit cards).	<input type="checkbox"/> The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	<input type="checkbox"/> The library has a long-term financial plan.	<input type="checkbox"/> The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	<input type="checkbox"/> The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

Notes/Comments: