



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

**January 21, 2026 at 6 p.m.
Normal Public Library, 206 W College Ave, Board Room 018**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. Omnibus Vote Agenda
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - a. Approval of the Minutes of the Regular Board Meeting of December 17, 2025
 - b. Approval of Normal Public Library Expenditures for Payment as of January 15, 2026
7. Items Removed from The Omnibus Vote Agenda
8. New Business
 - a. Approval of Materials Selection Policy (Action)
 - b. Waive the Competitive Bid Process And Authorize Library Director To Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, and Worker's Compensation Insurance Packages with Libraries of Illinois Risk Agency (Action)
 - c. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
9. Unfinished Business
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: February 18, 2026
13. Adjournment

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

**Minutes of the Board of Trustees
Normal Public Library
December 17, 2025**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Board Room 018, Normal Public Library, Normal, Illinois on Wednesday, December 17, 2025. The meeting convened at 6:05 pm, President Beth Robb presiding.

Members Present: Beth Robb, President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Susan Lash, David Sye

Members Absent: Katelyn Trunnell, Vice president, Terry Lindberg

Library Staff Present: John Fischer, Library Director, Jennifer Williams

NPL Foundation Liaison: None

Town of Normal Staff Present: None

Community Members Present: None

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** None. Recently invited to Town of Normal strategic planning session January 14, 2026.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Update on Little Green Light, addition of Molly Munsen to board, potential new member, and discussion on donor recognition.

Library Advocacy: No new activity. Town Council approved the levy.

Library Planning: Met December 12, 2025 with Council members McCarthy and Smith, discussed future potential library site and predicted upkeep of current building.

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 November 19, 2025.**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$193,822.37 for two payrolls, and \$177,441.80 for expenditures as of December 11, 2025.**
- C. **Approval of Interlibrary Loan Policy**

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

Motion passed 5-0.

1. Beth Robb: Yes
2. Erin Ripley-Gataric: Yes
3. Lynda Lane: Yes
4. Susan Lash: Yes
5. David Sye: Yes

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

- A. Approval of Collection Development Policy

Delayed until January meeting

- B. Approval of and Authorizing the Library Director to Sign a Release of all property damage claims related to January 30, 2025, Southern Company Gas.

Ms. Lane motioned to approve, Mr. Sye seconded.

Motion passed 5-0.

Beth Robb: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Susan Lash: Yes

David Sye: Yes

- C. Waive the competitive bid process and approve the 2026 Property/Casualty Insurance Renewal (LIRA) and the 2026 Workers' Compensation Insurance Renewal (RPA)

Delayed until January meeting

- D. Approval of Per Capita Grant Application

Mr. Sye motioned to approve, Ms. Lane seconded.

Motion passed 5-0.

Beth Robb: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Susan Lash: Yes

David Sye: Yes

9. UNFINISHED BUSINESS

- A. None

10. SUGGESTED ITEMS FOR THE NEXT AGENDA

- A. Approval of Collection Development Policy (Action)

- B. Waive LIRA and RPA bid process (Action)

- C. Annual Director Review Form (Discussion)

11. Board Comments and Concerns

- A. Ms. Lane suggested NPL programming based on "Anxious Generation" and upcoming "Amazing Generation" by Johnathan Haidt.

12. Next Meeting Date: January 21, 2026

13. Adjournment

Ms. Robb adjourned the meeting at 6:44pm.

Secretary

Date

**Director's Report
January 21, 2026**

1. Monthly Financial Report

- **Revenue:** The December operating revenues were down about 16% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$116,034.35 from December 12 to January 15 is included in this packet. There are three payrolls (December 19, January 2, and January 16) totaling \$287,289.89.

2. Circulation

- Total circulation for December was 51,448, an increase of 97% from December 2024.

3. Capital Projects

- **Renovation:** Warranty items are still being addressed with good responses from the contractor. We had one roof repair this week and have a couple more items to address. There are still a couple furniture items left. This may be my final report.
- **Roof update:** Metal panels are completed on all sides. Final crimping should be completed soon with trim to follow. The project should be complete by February 2026.

4. Annual Certification

- Our Annual Certification with RAILS was completed in January 2026.

5. Per Capita Grant

- The annual Per Capita Grant application has been submitted and accepted.

6. Policy

- On the agenda is the updated Materials Selection Policy, scheduled for review every two years. Action report is included.

7. LIRA Renewal

- Renewal for our LIRA insurance is on the agenda. Action report is included.

8. Hartford Audit

- Town of Normal Finance is assisting me in completing our annual audit with the Hartford for our Workers Compensation protection, due in February.

Report to Receive and File Town of Normal Expenditures for Payment as of 12/12/2025-01/15/2026

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	43.00
US BANK/P-CARD	ADULT READING CHALLENGE-G	25.00
US BANK/P-CARD	FOUNDATION-SCAVENGER HUNT	25.89
Library Fund	Total	93.89

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AVANTI'S ITALIAN RESTAURANT	SPECIAL PROG SUPPLIES	111.50
BILL'S KEY & LOCK SHOP	KEY COPIES	90.16
BLACK BOOK	ADULT BOOKS	538.99
BRODART COMPANY	ADULT BOOKS	3,053.21
BRODART COMPANY	CATALOG/PROCESSING SUPPLY	180.40
BRODART COMPANY	CHILDREN'S BOOKS	2,124.49
BRODART COMPANY	YOUNG ADULT	8.79
BRODART COMPANY	YOUNG ADULT BOOKS	360.19
CAPSTONE	PUBLIC ACCESS SOFTWARE	1,999.00
CENGAGE LEARNING INC	ADULT BOOKS	967.18
CENGAGE LEARNING INC	ADULT BOOKS LARGE PRINT	78.00
CENTER POINT LARGE PRINT	ADULT BOOKS	226.86
Chenoa Public Library District	LOST ITEM/CRAFTING FOR SI	11.39
CIRBN, LLC	INTERNET SERVICE MONTHLY	121.58
CIRBN, LLC	INTERNET SERVICE/CONNECT	286.52
DATA443 RISK MITIGATION, INC.	RANSOMWARE RECOVERY	800.00
DEMCO INC	CATALOG/PROCESSING SUPPLY	343.24
DIRECT ENERGY SERVICES LLC	AUG 25 UTILITIES	1,114.66
DIRECT ENERGY SERVICES LLC	SEPT 25 UTILITIES	840.45
FRONTIER	MONTHLY PHONE BILL	127.92
HANNAH MESOUANI	INCLUSION CONSULTING	300.00
HEARTLAND PARKING INC	SNOW REMOVAL 11/29-12/2	935.00
HEARTLAND PARKING INC	SNOW REMOVAL 12/12-14	622.50
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	ILL POLICY REVIEW	260.00
Kankakee Public Library	LOST ITEM/#31558003292505	23.00
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROG SUPPLIES	71.08
LIBRARY IDEAS,LLC	CHILDREN'S BOOKS	975.12
MENARDS	ICE MELT, CHEST FREEZER	179.75
MENARDS	OPERATING SUPPLIES	46.79
MIDLAND PAPER	WHITE MULTIPURPOSE 8.5X11	1,108.27

Report to Receive and File Town of Normal Expenditures for Payment as of 12/12/2025-01/15/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
OVERDRIVE, INC	DIGITAL CONTENT	1,598.62
Pekin Public Library	LOST ITEM/A13103744726 D.	20.00
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	833.02
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	651.43
RON SMITH PRINTING CO INC	ACTIVITY GUIDE - WINTER	949.90
UNIQUE MANAGEMENT SERVICES INC	NOV PLACEMENTS	75.25
US BANK/P-CARD	BOOKS ADULT-(1)PATRON REQ	35.96
US BANK/P-CARD	BOOKS ADULT-(2)PATRON REQ	22.25
US BANK/P-CARD	BOOKS ADULT-(3)PATRON REQ	75.72
US BANK/P-CARD	CONTRACTUAL-CIRC WORKROOM	2,087.50
US BANK/P-CARD	CTLG. PROC. SUPPLIES-BARC	892.92
US BANK/P-CARD	DUES-WILLIAMS ALA ANNUAL	207.00
US BANK/P-CARD	DUES-WILSON ALA ANNUAL RE	180.00
US BANK/P-CARD	DVDS-(1) MOVIE	39.95
US BANK/P-CARD	DVDS-(1) MOVIE PATRON RE	10.27
US BANK/P-CARD	DVDS-(1) TV SHOW PATRON	19.95
US BANK/P-CARD	DVDS-(2) MOVIES	86.90
US BANK/P-CARD	DVDS-(2) MOVIES PATRON R	37.98
US BANK/P-CARD	DVDS-(3) MOVIES	78.65
US BANK/P-CARD	DVDS-(4) MOVIES	75.82
US BANK/P-CARD	DVDS-(6) MOVIES	103.76
US BANK/P-CARD	FACILITIES-(1) AUTOSCRUBB	40.30
US BANK/P-CARD	FACILITIES-(12) JUMBO TP	33.83
US BANK/P-CARD	FACILITIES-(2) SOAP REFIL	365.13
US BANK/P-CARD	FACILITIES-(200) DUSTING	183.36
US BANK/P-CARD	FACILITIES-(36) 12 RUBBE	23.95
US BANK/P-CARD	FACILITIES-(500) GARBAGE	53.83
US BANK/P-CARD	FACILITIES-(6) PT REFILL	63.62
US BANK/P-CARD	FACILITIES-REFUND-FLATHEA	-11.95
US BANK/P-CARD	FACILITIES-REFUND-SMALL S	-4.99
US BANK/P-CARD	MUSIC-(1) PATRON REQ.	13.98
US BANK/P-CARD	MUSIC-(6) HOLIDAY ALBUMS	92.00
US BANK/P-CARD	OP SUPP-(1) 2026 PLANNER	11.88
US BANK/P-CARD	OP SUPP-(1) WALL CALENDER	7.95
US BANK/P-CARD	OP SUPP-(10) BAG TAGS	7.83
US BANK/P-CARD	OP SUPP-(12) PEN REFILLS	23.16
US BANK/P-CARD	OP SUPP-(2 BX) RUBBER BAN	43.47
US BANK/P-CARD	OP SUPP-(2) PLASTIC STICK	9.49

Report to Receive and File Town of Normal Expenditures for Payment as of 12/12/2025-01/15/2026

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OP SUPP-(7) ORG. TRAYS	10.50
US BANK/P-CARD	OP SUPP-(9 BX) RUBBER BAN	64.26
US BANK/P-CARD	OP SUPP-BROCHURE HOLDERS	43.97
US BANK/P-CARD	OP SUPP-ELECTRONIC COIN C	175.72
US BANK/P-CARD	OP SUPP-GALLERY-(10) MAT	19.39
US BANK/P-CARD	OP SUPP-GALLERY-(240) MOU	38.60
US BANK/P-CARD	OP SUPP-MAKERSPACE GLUE S	5.99
US BANK/P-CARD	OP SUPP-MAKERSPACE HEAT P	14.98
US BANK/P-CARD	OP SUPP-MAKERSPACE POWER	28.49
US BANK/P-CARD	OP SUPP-MAKERSPACE SURGE	38.47
US BANK/P-CARD	OP SUPPLIES-(3) ADHESIVE	13.45
US BANK/P-CARD	OP SUPPLIES-(48) GLUE STI	34.99
US BANK/P-CARD	OP SUPPLIES-MKRSPCE CRICU	54.30
US BANK/P-CARD	OPP SUPP-MAKERSPACE MGNT.	28.48
US BANK/P-CARD	PROJ#L00001 KID MARKET-CA	12.00
US BANK/P-CARD	PUBLIC ACCESS SOFTWARE-AN	95.88
US BANK/P-CARD	READING PRIZE-WINTER CHAL	4,388.88
US BANK/P-CARD	SPEC PROG-ADULT DIY-(2) G	25.13
US BANK/P-CARD	SPEC PROG-ADULT DIY-ADHES	29.40
US BANK/P-CARD	SPEC PROG-ADULT DIY-PROJ	6.21
US BANK/P-CARD	SPEC PROG-ADULT-JEWELRY M	176.84
US BANK/P-CARD	SPEC PROG-ART SPARKS-(75)	49.80
US BANK/P-CARD	SPEC PROG-CODE CLUB SNACK	21.96
US BANK/P-CARD	SPEC PROG-CREATE W CRICUT	55.94
US BANK/P-CARD	SPEC PROG-MAKER ACADEMY C	26.78
US BANK/P-CARD	SPEC PROG-MAKERSPACE COSM	61.56
US BANK/P-CARD	SPEC PROG-OUTREACH CRAFT	43.33
US BANK/P-CARD	TECHNOLOGY-(2) MOBILE HOT	132.00
US BANK/P-CARD	TECHNOLOGY-(6) LONG USB C	109.44
US BANK/P-CARD	TRAINING-ANNUAL HOMELESS	1,149.00
VERIZON WIRELESS	NOV 29-DEC 28 WIRELESS PH	247.75
VERIZON WIRELESS	TELEPHONE SERVICE	247.75
WALMART BUSINESS (LIBRARY)	DVDS	286.29
WALZ LABEL AND MAILING SYSTEMS	INK CARTRIDGE	217.53
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	983.07
WIDMER INTERIORS	OPERATING SUPPLIES	191.87
WILCOX ELECTRIC & SERVICE INC	EXTERIOR LIGHT REPLACEMEN	760.00
Library Fund	Library Administration Total	36,835.73

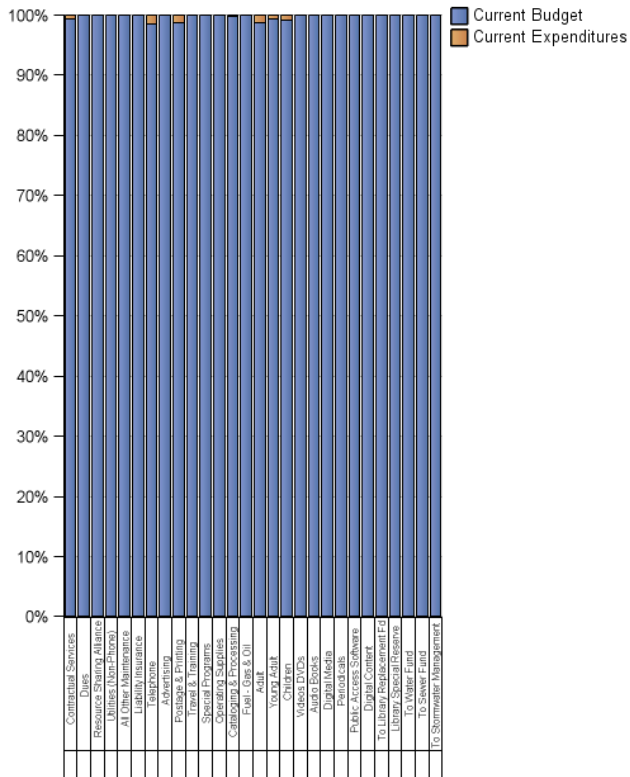
Report to Receive and File Town of Normal Expenditures for Payment as of 12/12/2025-01/15/2026

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
CUSHINGS COMMERCIAL CARPETS INC	CARPET REPLC, 1ST FLR LVT	2,696.25
HENRICKSEN & COMPANY, INC	FURNITURE	2,113.30
KREILING ROOFING CO	MTL ROOF REPL. >12/10	74,295.18
Library Special Reserve Library Administration Total		79,104.73
Overall - Total		116,034.35

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	\$800.00	\$98,567.29	\$35,577.52	\$133,480.00	(\$1,464.81)	\$133,600.00	-1%	\$36,377.52
			221-9010-455.20-20	Dues	\$0.00	\$1,993.00	\$5,075.00	\$7,100.00	\$32.00	\$7,100.00	0%	\$5,075.00
			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)	\$0.00	\$29,295.29	\$15,114.30	\$73,000.00	\$28,590.41	\$68,000.00	39%	\$15,114.30
			221-9010-455.25-60	All Other Maintenance	\$0.00	\$5,313.55	\$12,070.59	\$50,000.00	\$32,615.86	\$50,000.00	65%	\$12,070.59
			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	\$121.58	\$4,350.52	\$2,839.90	\$8,160.00	\$848.00	\$8,160.00	10%	\$2,961.48
			221-9010-455.30-20	Advertising	\$0.00	\$15,902.50	\$0.00	\$12,000.00	(\$3,902.50)	\$14,000.00	-33%	\$0.00
			221-9010-455.30-25	Postage & Printing	\$217.53	\$10,695.57	\$4,444.37	\$16,000.00	\$642.53	\$16,000.00	4%	\$4,661.90
			221-9010-455.30-35	Travel & Training	\$0.00	\$8,788.47	\$7,566.32	\$14,600.00	(\$1,754.79)	\$14,600.00	-12%	\$7,566.32
			221-9010-455.30-40	Special Programs	\$0.00	\$9,270.92	\$392.28	\$20,400.00	\$10,736.80	\$20,400.00	53%	\$392.28
			221-9010-455.35-10	Operating Supplies	\$0.00	\$28,032.39	\$10,090.84	\$48,500.00	\$10,376.77	\$48,500.00	21%	\$10,090.84
			221-9010-455.35-15	Cataloging & Processing	\$17.80	\$3,618.76	\$6,056.36	\$15,000.00	\$5,307.08	\$15,000.00	35%	\$6,074.16
			221-9010-455.35-50	Fuel - Gas & Oil	\$0.00	\$541.85	\$0.00	\$1,100.00	\$558.15	\$1,000.00	51%	\$0.00

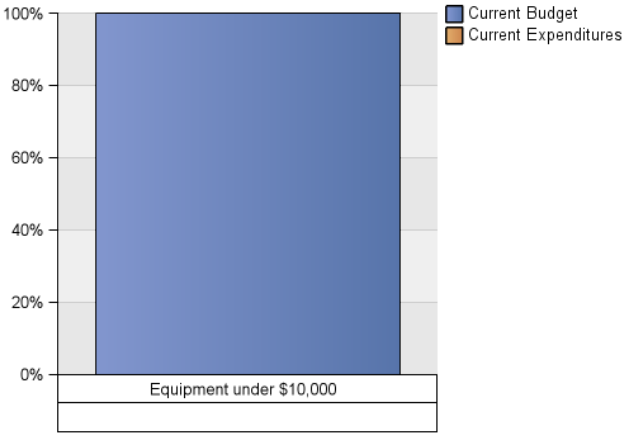
			221-9010-455.36-10	Adult	\$1,033.59	\$44,207.19	\$32,465.68	\$86,700.00	\$8,993.54	\$86,700.00	10%	\$33,499.27
			221-9010-455.36-20	Young Adult	\$78.67	\$4,779.03	\$2,792.30	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$2,870.97
			221-9010-455.36-25	Children	\$609.29	\$48,937.93	\$21,927.96	\$71,400.00	(\$75.18)	\$71,400.00	0%	\$22,537.25
			221-9010-455.37-15	Videos DVDs	\$0.00	\$5,762.21	\$13.73	\$15,300.00	\$9,524.06	\$15,300.00	62%	\$13.73
			221-9010-455.37-20	Audio Books	\$0.00	\$3,934.71	\$3,065.29	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$3,065.29
			221-9010-455.37-30	Digital Media	\$0.00	\$1,620.51	\$0.00	\$3,500.00	\$1,879.49	\$3,500.00	54%	\$0.00
			221-9010-455.38-10	Periodicals	\$0.00	\$1,438.19	\$8,925.00	\$10,000.00	(\$363.19)	\$10,000.00	-4%	\$8,925.00
			221-9010-455.38-20	Public Access Software	\$0.00	\$70,694.76	\$23,026.50	\$102,070.00	\$8,348.74	\$94,860.00	8%	\$23,026.50
			221-9010-455.39-10	Digital Content	\$0.00	\$94,204.30	\$15,795.70	\$110,000.00	\$0.00	\$110,000.00	0%	\$15,795.70
			221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$26,325.00	\$0.00	\$35,100.00	\$8,775.00	\$35,100.00	25%	\$0.00
			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	\$0.00	\$1,052.82	\$0.00	\$2,500.00	\$1,447.18	\$2,500.00	58%	\$0.00
			221-9010-455.95-07	To Sewer Fund	\$0.00	\$263.17	\$0.00	\$600.00	\$336.83	\$600.00	56%	\$0.00
			221-9010-455.95-10	To Stormwater Management	\$0.00	\$455.40	\$0.00	\$610.00	\$154.60	\$610.00	25%	\$0.00
Jan 16, 2026			Summary		2,878.46	587,295.71	262,240.26	982,960.00	130,545.57	972,770.00	0.13	265,118.72

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Budget to Actual Expenditures

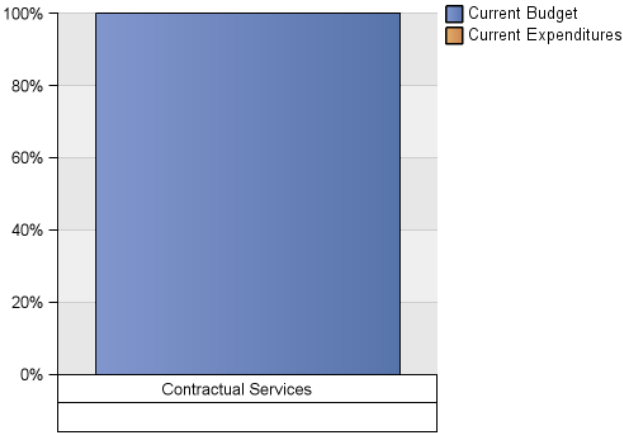
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$32,042.44	\$0.00	\$35,100.00	\$3,057.56	\$35,100.00	9%	\$0.00
			Summary		0.00	32,042.44	0.00	35,100.00	3,057.56	35,100.00	0.09	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455 20-10	Contractual Services	\$0.00	\$1,474,854.29	\$17,729.00	\$2,325,060.00	\$832,476.71	\$2,570,000.00	36%	\$17,729.00
Summary					0.00	1,474,854.29	17,729.00	2,325,060.00	832,476.71	2,570,000.00	0.36	17,729.00

Library Revenue and Expense Report, January 2026

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,334,885.00	4,334,885.00	4,139,986.57	95.50%	4,515,904.26	-8.32%
31110-Property Tax	4,000,000.00	4,000,000.00	3,921,955.03	98.05%	4,190,081.83	-6.40%
31530-State Replacement Revenue	141,500.00	141,500.00	70,243.01	49.64%	146,415.13	-52.02%
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	246.50	3.08%	423.26	-41.76%
34750-Replacements Books/AV	6,000.00	6,000.00	803.85	13.40%	1,700.44	-52.73%
38210-Investment Income	96,600.00	96,600.00	48,592.08	50.30%	94,962.25	-48.83%
38530-Donations	1,000.00	1,000.00	35.00	3.50%	105.74	-66.90%
38910-Miscellaneous	4,000.00	4,000.00	20,325.50	508.14%	655.63	3000.15%
222-Library Replacement Fund	84,900.00	84,900.00	20,862.90	24.57%	188,971.71	-88.96%
38210-Investment Income	49,800.00	49,800.00	3,312.90	6.65%	22,151.71	-85.04%
39192-Transfer From	35,100.00	35,100.00	17,550.00	50.00%	166,820.00	-89.48%
223-Library Special Reserve	3,750.00	3,750.00	40,225.99	1072.69%	313,093.23	-87.15%
38210-Investment Income	250.00	250.00	30,225.99	12090.40%	72,093.23	-58.07%
38910-Miscellaneous	2,500.00	2,500.00	10,000.00	400.00%		0.00%
39192-Transfer From	1,000.00	1,000.00			241,000.00	-100.00%
Total	4,423,535.00	4,423,535.00	4,201,075.46	94.97%	5,017,969.20	-16.28%

Figure 1: Library Revenue Report, January 2026

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	3,175,508.16	41.51%
10-Administration	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	3,175,508.16	41.51%
222-Library Replacement Fund	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,768.26	8.71%
10-Administration	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,768.26	8.71%
223-Library Special Reserve	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	2,770,264.39	52.01%
10-Administration	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	2,770,264.39	52.01%
Total	6,844,660.00	6,847,660.00	3,339,102.42	407,815.65	3,746,918.07	3,100,741.93	6,006,540.81	45.28%

Figure 2: Library Expense Report, January 2026

Normal Public Library December 2025

Circulation



Holdings



NPL Circulation Statistics



December 2025

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
Juvenile						
Books	336,908	98,023	158,524	31,235	7,510	19,955
Videos	3,193	464	1,352	286	31	276
Audios	12,231	4,775	8,574	977	396	885
Magazines	273	33	130	22	0	2
Other	490	125	195	57	23	38
Juvenile - Total	353,095	103,420	168,775	32,577	7,960	21,156
Teen						
Books	12,935	5,467	6,385	1,105	402	672
Audios	66	27	24	6	3	5
Magazines	9	0	8	0	0	0
Teen - Total	13,010	5,494	6,417	1,111	405	677
Adult						
Books	108,483	51,623	71,604	10,751	5,022	9,220
Videos	37,406	12,537	20,685	4,268	1,285	2,983
Audios	10,733	3,048	4,794	972	305	705
Magazines	2,500	721	2,055	248	71	304
Other	11,686	4,942	7,321	1,171	503	772
Adult - Total	170,808	72,871	106,459	17,410	7,186	13,984
Digital Content						
eAudiobooks	25,031	30,086	36,140	3,001	3,501	4,085
eBooks	28,158	29,405	27,677	3,257	3,381	3,139
Magazines	2,385	4,201	6,433	505	625	792
Music	361	414	406	38	39	44
Streaming Video	2,861	2,929	3,909	366	305	557
Content Passes	251	279	366	44	35	57
Digital Content - Total	59,047	67,314	74,931	7,211	7,886	8,674
Total Circulation	595,960	249,099	356,582	58,309	23,437	44,491

NPL Collection Holdings



December 2025

	Beginning Total	Ending Total	Current Month Added (+)	Change	Year to Date Added (+)	Change
Juvenile						
Books	82,582	82,301	225	-506	2,912	-2,547
Videos	931	931	0	0	0	-2
Audios	2,134	2,129	0	-5	84	-119
Magazines	144	146	7	-5	91	-134
Other	24	24	0	0	0	-19
Juvenile - Total	85,815	85,531	232	-516	3,087	-2,821
Teen						
Books	3,931	3,772	40	-199	382	-806
Audios	27	27	0	0	0	0
Magazines	6	6	0	0	2	-3
Teen - Total	3,964	3,805	40	-199	384	-809
Adult						
Books	53,334	53,517	221	-38	2,176	-1,992
Videos	15,010	15,035	37	-12	305	-495
Audios	9,215	9,214	7	-8	101	-693
Magazines	801	798	102	-105	827	-1241
Other	2,309	2,312	4	-1	59	-10
Adult - Total	80,669	80,876	371	-164	3,468	-4,431
Total Collection	170,448	170,212	643	-879	6,939	-8,061

NPL Digital Content by Month



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

	8.25	9.25	10.25	11.25	12.25	
eRead Illinois						
eAudiobooks	309	331	280	29	115	
eBooks	355	293	273	31	141	
eRead Illinois Total	664	624	553	60	256	
Freeding	0	1	0	1	0	
Hoopla						
eAudiobooks	2,322	2,323	2,327	2,493	2,442	
eBooks	841	855	868	963	991	
Movies/TV	165	149	164	160	138	
Music	45	38	63	55	44	
Hoopla Total	3,373	3,365	3,422	3,671	3,615	
Kanopy	309	226	275	398	419	
OverDrive						
eAudio	1,566	1,448	1,439	1,404	1,528	
eBooks	1,832	1,700	1,799	1,892	2,007	
Magazines	735	719	797	740	792	
OverDrive Total	4,133	3,867	4,035	4,036	4,327	
Total Downloads or Uses						
eAudiobooks	4,197	4,102	4,046	3,926	4,085	
eBooks	3,028	2,849	2,940	2,887	3,139	
Magazines	735	719	797	740	792	
Music	45	38	63	55	44	
Streaming Video	474	375	439	558	557	
Hoopla 7-day BingePasses	22	27	41	48	52	
Kanopy Passes	3	3	2	0	0	
OverDrive 7-Day Passes	3	4	8	7	5	
Total Passes	28	34	51	55	57	

NPL Monthly Statistics

December 2025



Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	25,635	183	-54	25,764	22,853	21,134
Teen	1,769	3	-270	1,502	1,854	2,519
Juvenile	8,362	23	-708	7,677	8,300	8,243
Total	35,766	209	-1,032	34,943	33,007	31,896

Patron Count

	Current Month	Current YTD	FY25	FY24
Door Count at 201 (temp location)	-	7,500		
Door Count at Main	12,324	73,156		
Total	12,324	80,656	19,800	166,970

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,240	28,713	30,191	31,096
Loaned	2,481	21,866	22,578	26,567
Reciprocal borrowing	7,285	52,193	29,894	171,295

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201 (temp location)	-			939
Public Desktops & Laptops	568	416	44	3,231
Total	568	416	44	4,170

normalpl.org Site Statistics



December 2025

	Annual Totals Year to Date			December		
	FY 2024	FY 2025	FY 2026	2023	2024	2025
Views & Sessions						
Pageviews	327,999	251,665	305,833	27,212	23,026	36,163
Sessions	165,020	123,826	156,715	17,139	11,485	20,081

Top Viewed Pages	FY 2026
/	122,575
/events/upcoming	19,867
/events/month	8,550
/learning-resources	7,393
/employment	5,363
/summerreading	3,888
/print	3,235
/form/library-account-application	2,661
/borrow	2,604
/planning	2,501

Usage by Device	FY 2026
Desktop	59.0%
Mobile	39.8%
Tablet	1.2%

Top Viewed Pages	December 2025
/	13,212
/events/upcoming	2,317
/events/month	1,032
/learning-resources	818
/events/feed/html	639
/challenges	605
/employment	487
/print	420
/events/month/2026/01	411
resources/pebblego	397

Usage by Device	Dec 2025
Desktop	69.8%
Mobile	29.2%
Tablet	1.0%



Normal Public Library Trustee Action Report

January 21, 2026

Approval of Materials Selection Policy

Prepared By: Jennifer Williams, Kari Garman, John Fischer

Reviewed By: Phil Lenzini

Staff Recommendation: Approval

(Recommended motion: Move to approve Normal Public Library Materials Selection Policy)

Community Impact

The purpose of the materials selection policy is to guide collection development librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of our librarians but stating goals and indicating general boundaries will assist them in choosing from a vast array of available materials.

New to the policy is the restriction of formal objections to those who hold a Normal Public Library card only. Meaning, residents of Normal who have a library card may submit the request for reconsideration. Residents of other communities may not. This is very typical of municipal libraries in Illinois. The Request for Reconsideration of Library Materials Form is now included within the Materials Selection Policy.

The criteria for selecting databases, downloadables, and streaming media content is addressed.

There was also some general clean up of language and reorganization of the policy sections.

Budget Impact

No budget impact.

Background

This policy was last reviewed in December 2023 and is scheduled for review.

Strategic Alignment

Priorities 1-4

Materials Selection Policy

Purpose

The purpose of the materials selection policy of Normal Public Library is to guide the librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of librarians but stating goals and indicating general boundaries will assist them in choosing from a vast array of available materials.

The responsibility of the library is to serve the community, not to promote – and above all not to censor – any particular political, moral, philosophical, or religious conviction or opinion. No one, least of all a public library, has the right to judge what another may or may not read, hear or view.

We recognize that censorship is a purely individual matter and hold that while people are free to reject – for themselves and for those for whom they are legally responsible – materials of which they do not approve, they cannot exercise this right of censorship to restrict for others the freedom to read, hear or view. History shows that many books, which have been most controversial or objectionable to some persons or groups at one time, have eventually come to be recognized among those most, rather than least, deserving of a place in public libraries. If an idea is truly dangerous or evil, the best protection against it is a public which has been exposed to it and has subsequently rejected it. The Board of Trustees of Normal Public Library, therefore, adopts the [Library Bill of Rights](#), the [Freedom to Read](#), and the [Freedom to View](#) statements as the foundations for its materials selection policy. The library does not label or censor materials. Normal Public Library shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

Objectives

The primary objectives of selection shall be to collect physical and digital materials of contemporary significance and of permanent value. The library also recognizes an obligation to make available materials for enlightenment and recreation, even though such materials may not have an enduring interest or value. The library does not consider it necessary or desirable to acquire all materials on any subject if these items tend to duplicate each other. The library does not attempt to develop a complete research collection. Requests for scholarly materials or any materials currently unavailable may be requested via interlibrary loan.

Guidelines

Points considered in selection are literary, education, information, artistic, and recreational value; authority and effectiveness of presentation; qualities conducive to critical thought and understanding; relations to existing collection and other materials on the subject; attention of critics, reviewers and public; number and nature of requests from the public; appropriate physical or digital formats; and available funds and space. Titles are selected on the basis of generally accepted criteria. Contemporary and popular authors are included as well as those who have demonstrated their enduring worth. There is no single set of criteria that can be applied to all items because of the great diversity of materials.

The library acquires, makes available, and encourages the use of physical and digital video and audio formats to serve the general information or recreation needs within a diverse community. Materials selection is guided by a general design to collect both recreational and informational content representing a wide variety of general subjects and genres. Feature films will be acquired to serve differing tastes and interests. An effort will be made to include all popular genres including comedy, mystery, classics, musicals, award winners, and romances as well as other broad-based genres. Nonfiction video content is acquired when the presentation is most appropriate, effective, or unique to that format. The collection does not include material obtained specifically for school or college curriculum use.

Because the library aims to be impartial in materials selection, in the case of controversial issues, variety and balance of opinion are sought whenever available. No particular opinions or special interests are favored. The library does not attempt to obtain textbooks or other curriculum related materials except as such materials serve the general public. Legal and medical works will not be purchased except as they are useful to the layperson.

In the selection of materials for the collection, particular attention is given to items of a special interest to the community. An effort is made to include those subjects that have a bearing upon community life. Works by local authors must meet the standards for acquisition required of other collection materials.

Staff members participating in book selection are expected to be familiar not only with the general character of the community, but also with its unique characteristics, interests, and activities.

As an indication of current need, the library relies upon the requests received in the service departments, patrons' suggestions of materials for acquisition, special subject bibliographies, and reading/listening/viewing trends as reported in the library literature. Since the library is concerned with stimulating use and with providing for varied reading interests, various forms of publicity, displays, and physical organization of its materials are constantly employed.

The library's objective in providing printed materials for children is to guide the child toward the enjoyment of reading and the appreciation of reading materials. In the selection of all items for children, the library tries to anticipate and meet the diverse interests, needs, and skills of children of all ages, from the beginner to the child ready for adult books. As with the adult collection, appropriate non-print materials will be purchased when they complement the collection. Feature films, learning videos, and a wide variety of other videos will be selected for children ranging from preschool through high school as well as their families.

Responsibility for the selection of library materials

Ultimate responsibility for materials selection, as for all library activities, rests with the director who operates within the framework of policies determined by the Board of Trustees. The director determines allocation of materials funds among subject areas. No specific rules govern the distribution of those funds although consideration is given to collection strengths and balance in the collection as well as to changing community needs.

Databases and downloadable and streaming media play an important role in the library's collection. In addition to standard criteria used in selecting other formats, special criteria for electronic formats include ease of use, technology requirements, and availability of remote access. Certain electronic products feature content that is leased or purchased as a whole, while other platforms allow for staff to select specific titles.

Responsibility for materials, regardless of format, used by children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into possession of children.

Book selection aids

Selection aids used by the library are recommended basic lists, special bibliographies for reference books, particular subject materials, and book reviewing journals. No one publication is relied upon exclusively; furthermore, the critical opinions of reviewers are checked against each other.

De-selection of library materials

Materials that are obsolete or outmoded or worn are withdrawn on a regular basis from the active collection. Records of the local community, however, are an exception. Materials relating to Normal, Bloomington, and McLean County are either retained in-house or offered to the McLean County Museum of History for their collection.

Materials as gifts

Materials will be accepted as gifts on the condition that librarians have the authority to make whatever disposition they deem advisable. Gift materials added to the library must meet the standards required of other acquired materials.

The library will not accept special collections of books to be kept together as a separate physical entity. Patrons or organizations who wish to give gifts of any consequence to the library are referred to the director. Gift collections may be accepted only by the director with the understanding that they may or may not be integrated into the general collection, the only form of donor identification being a bookplate.

Reconsideration

Requests for Reconsideration of Library Materials will only be considered if the requester holds a Normal Public Library card. Upon receipt of a Request for Reconsideration of Library Material form, the Library Director will appoint a committee to review the material. After review, the Library Director or a committee member will reply to the card holder in writing as soon as is practical. No material is automatically removed from the collection because of an objection and will remain available to patrons until a decision is made.

Patrons who do not accept the Library Director's decision may appeal to the Board of Trustees.

When an appeal is received, the president of the Board of Trustees will appoint a committee of librarians and library trustees. Committee members review the Request for Reconsideration and

then read the item in question, meet and discuss the material, and render a decision as to the disposition of the item in question.

Request for Reconsideration of Library Material

All Requests for Reconsideration are taken seriously by Normal Public Library. Requests will not be considered if the requester does not hold a Normal Public Library card.

Date_____

Author_____Publisher_____

Title_____

Request initiated by_____Library Card #_____

Telephone_____Email_____

Address_____

City_____State_____Zip_____

Complainant represents

_____Individual

_____Group or organization: _____

1. Did you read/examine the entire item? If not, what parts did you examine?
2. Why do you object to this item?
3. Specifically, what do you find objectionable in this item?
4. What potential consequences may occur as a result of reading or viewing this material
5. Is there any age group for whom you would recommend this item? If so, what age group(s)?
6. What value is there in this item?
7. What do you believe is the theme of this item?
8. Have you seen reviews of this item?
 - a. By whom?

b. Where?

c. What was their position?

9. What would you like Normal Public Library to do about this item?

10. In its place, what item of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values?



Normal Public Library Trustee Action Report

January 21, 2026

Waive the Competitive Bid Process And Authorize Library Director To Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, and Worker's Compensation Insurance Packages with Libraries of Illinois Risk Agency

Prepared By: John Fischer

Reviewed By: LIRA Member Libraries

Staff Recommendation: Approval

(Recommended motion: Move to Waive the Competitive Bid Process And Authorize Library Director To Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, and Worker's Compensation Insurance Packages with Libraries of Illinois Risk Agency)

Community Impact

To maintain continued operations, it is important for the Library to keep coverage for the protection of its property, personnel, and cyber liability. This program also promotes valuable risk management, highlighting our greatest threats and potential opportunities, allowing our library to become stronger. Effective risk management will benefit our library in a variety of ways.

Budget Impact

Allocated funds in the Library's operating budget account for participation in LIRA for FY26-FY31.

Background

We received valuable input regarding the positive attributes of joining LIRA from multiple libraries in Illinois. Normal Public Library joined LIRA in May of 2024. Our experience with the LIRA representatives has been exceptional.

Strategic Alignment

Priorities 1-4



Property/Casualty Invoice

December 31, 2025 through December 31, 2026

Libraries of Illinois Risk Agency (LIRA)

Normal Public Library

DUE BY January 31, 2025

Coverage Description	Company	Policy #	Effective Date	Amount Due:
Package Policy	Certain Underwriters at Lloyd's	PK1031025	12/31/2025	\$6,775.34
Excess Property	Federal Insurance Company	3604-63-43	12/31/2025	\$8,052.25
Boiler & Machinery	Federal Insurance Company	7643-40-40	12/31/2025	\$399.01
Excess Liability (\$5M XS \$1M; \$5M XS \$6M)	Hudson Excess Ins. Co.; Vantage Risk Specialty Ins. Co.	GAXS000081-02; AUR-PE-002104-00	12/31/2025	\$3,122.92
Volunteer Accident	Federal Insurance Company	TBD	12/31/2025	\$466.22
Cyber Liability	Palomar Excess and Surplus Ins. Co.	PLMCBSHWQ0UYZ004	12/31/2025	\$3,445.71
Gallagher Crisis Protect (GCP)	Certain Underwriters at Lloyd's	FC0616225	12/31/2025	\$1,112.67
Administration/Brokerage Service Fee	Arthur J. Gallagher RMS	N/A	12/31/2025	\$3,686.07
Claims Administration Fee	Gallagher Bassett Services	N/A	12/31/2025	\$922.96
Loss Control Services	Gallagher Bassett Services	N/A	12/31/2025	\$1,100.00
Sponsorship Fee	ILA Sponsorship Fee	N/A	12/31/2025	\$250.00
Operation's Fee	Libraries of Illinois Risk Agency	N/A	12/31/2025	\$814.57
Loss Fund - Package	Libraries of Illinois Risk Agency	N/A	12/31/2025	\$5,723.67
Total Due:				\$35,871.39

PLEASE MAKE CHECK PAYABLE TO Libraries of Illinois Risk Agency AND REMIT TO:

ILA
560 W. Washington Blvd., Suite 330
Chicago, IL 60661-2692

DUE BY January 31, 2026



Rolling Meadows, IL 60008
Phone: (630)773-3800

Normal Public Library District
206 W College Ave
Normal, IL 61761-4511

Invoice # 5913647		Page 1 of 1
Account Number		Date
NORMPUB-02		12/19/2025
BALANCE DUE ON		
12/31/2025		
AMOUNT PAID		Amount Due
		\$9,095.00

Workers Compensation PolicyNumber: 83WEBG5H0Y

Company: Trumbull Insurance Company

Effective: 12/31/2025 to 12/31/2026

Client	Item #	Trans Eff Date	Due Date	Trans	Description	Amount
Normal Public Library District	41583621	12/31/2025	12/31/2025	RENB	Workers Compensation	\$8,837.00
Normal Public Library District	41583625	12/31/2025	12/31/2025	CFEE	Expense Constant	\$160.00
Normal Public Library District	41583629	12/31/2025	12/31/2025	ASMT	State Assessment	\$98.00
Total Invoice Balance:						\$9,095.00

Please include invoice number with your remittance to expedite processing.

Please send your remittance to:

Risk Program Administrators
PO Box 39735
Chicago, IL 60694-9700

PAY ONLINE AT:

www.ajg.com/ezpay