



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

**November 16, 2022 at 6:00 p.m.  
Normal Public Library Community Room**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA  
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
  - A. Approval of the Minutes of the Regular Board Meeting of October 19, 2022
  - B. Approval of Normal Public Library Expenditures for Payment as of November 9, 2022
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition
  - B. Executive Session: [5 ILCS 120/2(c)(1)] Personnel
  - C. Strategic Planning (Discussion)
  - D. Fiscal Year 2022 Audit (Action)
  - E. Review of Serving Our Public 4.0: Standards for Illinois Public Libraries (Discussion)
9. UNFINISHED BUSINESS
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: December 21, 2022
13. Adjournment

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

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

**Minutes of the Board of Trustees  
Normal Public Library  
October 19, 2022**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, October 19, 2022. The meeting convened at 6:00 pm, President Beth Robb, presiding.

**Members Present:** Beth Robb, President, Katelyn Trunnell, Vice President, Jd Davis, Secretary, Lynda Lane, Amy Ersland

**Members Absent:** Erin Ripley-Gataric, Terry Lindberg

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

**Community Members Present:** Mateusz Janik, Pantagraph, Jedge Slothower

1. **Review of the Agenda:** No additions or corrections.
2. **President's Report:** Ms. Robb informed the Board of the absent members. She thanked the NPL staff for their efforts, especially those up presenting at the ILA conference this week.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** No meeting to attend.

**Library Advocacy:** No meeting.

**Library Planning:** No meeting held this month.

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

6. **OMNIBUS VOTE AGENDA**

- A. **Approval of the Minutes of the Regular Board Meeting of September 21, 2022**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$144,556.12 for two payrolls, and \$47,761.22 for expenditures as of October 12, 2022.**

Ms. Lane moved to approve all items on the Omnibus Vote Agenda, Ms. Ersland seconded.

Motion passed 5-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**

No items were removed from the Omnibus Vote Agenda.

8. **NEW BUSINESS**

- A. **Strategic Planning (Discussion)**

Ms. Robb met with the Mayor and confirmed that it will be 2-on-2 meetings between the Council and the Board. No other items to report.

**B. 2023 Closed Dates (Action)**

Mr. Fischer noted that Library policy dictates that when January 1 falls on a Sunday, the following Monday is also a Closed Date. Also, some libraries are observing June 19<sup>th</sup>, Juneteenth. Ms. Trunnell suggested making Juneteenth a floating holiday, the same as Martin Luther King, Jr Day, which was agreed upon by the Board. Other municipalities are using July 3 as a floating holiday, which was not recommended by the Board.

Ms. Lane moved to approve the 2023 Closed Dates, as amended. Ms. Davis seconded.  
Motion passed 5-0.

**C. Executive Session: [5 ILCS 120/2(c)(5)] Land Acquisition**

Ms. Robb moved to enter Executive Session at 6:22 pm. Ms. Lane seconded.

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

Ms. Robb moved to enter Executive Session at 6:22 pm. Ms. Lane seconded.

**E. Executive Session: [5 ILCS 120/2(c)(21)] Approval/Six-Month Review of Executive Session Minutes**

Ms. Robb moved to enter Executive Session at 6:22 pm. Ms. Trunnell seconded.

Roll Call to enter Executive Session:

Beth Robb – Present  
Katelyn Trunnell – Present  
Jd Davis – Present  
Erin Ripley-Gataric – Absent  
Lynda Lane – Present  
Amy Erslund – Present  
Terry Lindberg - Absent

The Board invited Mr. Fischer to the Executive Session at 6:22pm to discuss Land Acquisition, and exited at 6:35pm for the Board to continue Session items. Ms. Golaszewski entered the Executive Session at 6:36pm to discuss Personnel, and exited at 6:56pm for the Board to continue Session items.

Roll Call to Exit Executive Session:

Beth Robb – Present  
Katelyn Trunnell - Present  
Jd Davis - Present  
Erin Ripley-Gataric - Absent  
Lynda Lane – Present  
Amy Erslund – Present  
Terry Lindberg - Absent

The Board exited Executive Session and returned to the Regular Meeting at 6:58pm.

Ms. Lane moved to not release the Executive Session minutes from the previous six months. Ms. Trunnell seconded.

Motion passed 5-0.

**F. December Trustee Meeting Date (Action)**

No action needed. The meeting will remain on December 21, 2022.

**9. UNFINISHED BUSINESS**

**A. Abatement Update**

Mr. Fischer discussed the abatement estimates with the Board.

**10. Suggested Items for Next Agenda**

Executive Sessions: Land Acquisition, Personnel

Approval of the Audit

Review of the standards for the Per Capita grant

**11. Board Comments and Concerns**

Mr. Fischer and Ms. Lane represented the Board in the celebration of the 100<sup>th</sup> anniversary of the Alexander Building.

**12. Next Meeting Date:** November 16, 2022

**13. Adjournment**

Ms. Robb adjourned the meeting at 7:07 PM.

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Secretary

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Date

# Report to Receive and File Town of Normal Expenditures for Payment as of 10/13/2022-11/09/2022

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	109.00
US BANK/P-CARD	Sign and Sing Story time	150.00
US BANK/P-CARD	Sticky Hands-Self Adhesiv	178.37
Library Fund	- Total	437.37

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ACE HARDWARE	TRIMMER LINE/HEAD	61.98
AEP ENERGY	ENERGY USAGE	4,291.40
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,029.32
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	1,319.56
BAKER & TAYLOR COMPANIES	TEEN BOOKS	303.75
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	97.89
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	80.28
BAKER & TAYLOR CONTINUATION	TRAVEL GUIDES/STAMP CATLG	244.06
BARNES & NOBLE INC	CHRISTMAS MAGAZINES	217.83
BLACKSTONE PUBLISHING	AUDIOBOOKS (4)	168.53
BLACKSTONE PUBLISHING	BOCD-TRUTH & JUSTICE	37.98
BRODART COMPANY	S TAPE BOOK BINDING	432.00
CENGAGE LEARNING INC	AMISH FICTION PLAN 3 (3)	72.72
CENGAGE LEARNING INC	OCT BASIC 8 PLAN (8)	214.42
CENGAGE LEARNING INC	OCT CORE 8 PLAN (1)	28.49
CENGAGE LEARNING INC	OCT CORE 8 PLAN (6)	154.44
CENGAGE LEARNING INC	OCT LP DIST. 6 PLAN (3)	132.00
CENGAGE LEARNING INC	OCT WHEELER WESTERN 2PLAN	41.23
CENGAGE LEARNING INC	OCT. BASIC 8 PLAN (1)	28.49
CENTER POINT LARGE PRINT	ADULT BOOKS	191.76
CENTER POINT LARGE PRINT	ADULT LARGE PRINT BOOKS-2	46.50
COAST TO COAST SOLUTIONS,INC	LOLLIPOPS FOR PROGRAMS	318.51
DEBRA MARGUERITE DUDEK	FOR GENEALOGY WEBINAR 11/	125.00
DEPT OF INNOVATION & TECHNOLOGY	COMMUNICATION CHRGS 9/30	50.00
DIVERSIFIED MECHANICAL INC	PREVENTATIVE MAINT.AGRMNT	712.10
Enoch Kindseth	152.2 MILES -CONFERENCE I	95.13
FINDAWAY WORLD LLC	PLAYAWAYS (6)	352.44
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
Jennifer Williams	REIMB. TO JENNIFER W./MIL	165.00
JUNIOR LIBRARY GUILD	PREPAY- 1YR YA BOOK PLANS	2,169.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 10/13/2022-11/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KANOPY INC	DIGITAL CONTENT	170.00
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-6 TICKETS	75.02
KROGER-INDY CUSTOMER CHARGES	SUPPLIES-SPECIAL PROGRAMS	202.95
Laura Wilson	FOR MEALS: 9/28/22 - 10/0	144.62
Laura Wilson	FOR ROUND TRIP MILEAGE TO	471.25
LAURA WILSON	REIMB. TO LAURA W./SUPPLI	24.01
LAUTERBACH & AMEN LLP	AUDIT SERVICES	200.00
LINCOLN OFFICE	CHAIRS FOR OFFICE PODS-2	595.24
LYNGSOE SYSTEMS, INC.	NPL SRVS AGREEMNT 2022-23	14,450.00
MENARDS	LIBRARY SUPPLIES	44.97
MENARDS	SUPPLIES	36.09
MENARDS	SUPPLIES FOR MAINTENANCE	61.51
MENARDS	SUPPLS-WATER,PLASTIC BAGS	18.88
MIDWEST TAPE	DIGITAL CONTENT	4,382.48
MILLER JANITOR SUPPLY	JANITORIAL SUPPLS-LIBRARY	376.85
MYBINDING.COM	INFRARED HEATER-LAMINATOR	386.35
MYBINDING.COM	LAMINATING SERVICE CHARGE	555.00
NATIONAL PEN COMPANY	PENS (10)	169.94
NICOR GAS	ENERGY USAGE	374.00
NORMAL ROTARY CLUB	5 HOLIDAY POINSETTIAS	75.00
OVERDRIVE, INC	DIGITAL CONTENT	1,477.04
PERMACARD	PERMACARD CARD KEYTAG SET	2,399.86
QUILL CORPORATION	SUPPLIES-NPL	456.41
Rhiannon Shoults	REIMB FOR MILEAGE-ILA ROS	165.00
SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S BOOKS	129.96
UNIQUE MANAGEMENT SERVICES INC	PLACEMENTS (11)	118.25
US BANK/P-CARD	3 pcs Fine Point Blades -	9.99
US BANK/P-CARD	30 Pieces Foam Halloween	88.13
US BANK/P-CARD	Adobe Acrobat Pro Softwar	120.00
US BANK/P-CARD	Adult Books - Patron Req.	19.95
US BANK/P-CARD	Air Purifier	379.99
US BANK/P-CARD	ALSC National Institute a	605.34
US BANK/P-CARD	Antibacterial Handsoap To	118.23
US BANK/P-CARD	Barcode Scanner (1)	45.91
US BANK/P-CARD	Candy Cane Peppermint Fla	143.93
US BANK/P-CARD	Children's Books - FOUR P	12.99
US BANK/P-CARD	Children's Books - RABBIT	23.80
US BANK/P-CARD	Children's Music CD - INT	23.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 10/13/2022-11/09/2022

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	Christmas Paper Art Set 8	26.97
US BANK/P-CARD	Christmas Scratch Paper A	8.99
US BANK/P-CARD	Clear Scrapbook Paper Sto	49.99
US BANK/P-CARD	Credit and Receipt Printe	20.69
US BANK/P-CARD	DVD - ELF (2)	13.54
US BANK/P-CARD	DVD - THE CAVE (3)	21.27
US BANK/P-CARD	Food for Stacy's last day	50.97
US BANK/P-CARD	Food Supplies for HISPANI	48.60
US BANK/P-CARD	Freeze n Heat Soup Cups -	2,209.40
US BANK/P-CARD	Game - PLAYSTATION 5 - ST	39.99
US BANK/P-CARD	Game - SWITCH - DC LEAGUE	39.99
US BANK/P-CARD	Game - SWITCH - FIFA 23	39.99
US BANK/P-CARD	Game - SWITCH - PAW PATRO	49.99
US BANK/P-CARD	Game for Library of Thing	41.16
US BANK/P-CARD	Games for Library of Thin	272.42
US BANK/P-CARD	Hershey's Kisses Silver F	59.96
US BANK/P-CARD	Holiday Music - HAVE YOUR	11.99
US BANK/P-CARD	Holiday Music - SNOW WALT	10.99
US BANK/P-CARD	Investor's Business Daily	749.00
US BANK/P-CARD	Memorial Book - THE MASTE	21.95
US BANK/P-CARD	Mobile Computer Cart (1)	193.25
US BANK/P-CARD	New DVD Rel. - ABANDONED	53.97
US BANK/P-CARD	New DVD Rel. - BARBARIANS	37.98
US BANK/P-CARD	New DVD Rel. - BULLET PRO	13.99
US BANK/P-CARD	New DVD Rel. - DC LEAGUE	479.88
US BANK/P-CARD	New DVD Rel. - DEAD FOR A	38.64
US BANK/P-CARD	New DVD Rel. - FLOWERS IN	29.78
US BANK/P-CARD	New DVD Rel. - GUARDIANS	29.52
US BANK/P-CARD	New DVD Rel. - HARBINGER	42.63
US BANK/P-CARD	New DVD Rel. - INTO THE D	14.89
US BANK/P-CARD	New DVD Rel. - SOUND OF M	62.97
US BANK/P-CARD	New DVD Rel. - THOR: LOVE	84.96
US BANK/P-CARD	New DVD Rel. - WATCHER (	56.97
US BANK/P-CARD	New DVD Rel. - WIRE ROOM	12.96
US BANK/P-CARD	New Music CD - CHARLIE by	11.89
US BANK/P-CARD	New Music Rel. - CRAZY TI	11.69
US BANK/P-CARD	New TV - CALL THE MIDWIFE	29.99
US BANK/P-CARD	New TV - STAR TREK: PICAR	29.95

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<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	New TV Rel. - LUCIFER: Th	19.99
US BANK/P-CARD	Online Storage Subscripti	9.99
US BANK/P-CARD	Patron Req.DVD - ARSENIC	18.74
US BANK/P-CARD	Photo Prints for Gallery	108.32
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Purchases for Library of	78.87
US BANK/P-CARD	Receipt Paper for Credit	20.69
US BANK/P-CARD	Refund	-110.38
US BANK/P-CARD	Refund for Ret. DVD - CAV	-14.18
US BANK/P-CARD	Refund issued for a retur	-20.69
US BANK/P-CARD	Refund Ret. DVD - HAPPENI	-18.99
US BANK/P-CARD	Repl DVD - FOG (1)	8.92
US BANK/P-CARD	Repl Part - Tray 1 For HP	53.29
US BANK/P-CARD	Repl. Music CD - 18 MONTH	6.85
US BANK/P-CARD	Repl. SWITCH Game - STARD	42.99
US BANK/P-CARD	Small Pumpkin Face Craft	67.89
US BANK/P-CARD	Snowmen Fluffs Marshmallo	88.60
US BANK/P-CARD	Social Media Promotion -	155.00
US BANK/P-CARD	Stay at Marriott - ALSC N	201.82
US BANK/P-CARD	Supplies for MAD HATTERS	37.58
US BANK/P-CARD	Supplies for Steam Club	212.60
US BANK/P-CARD	TV Series - Superman and	14.99
US BANK/P-CARD	USB Adapters	24.94
US BANK/P-CARD	Vinyl Transfer Tape 12x48	75.82
VERIZON WIRELESS	ACCT# 880398978-00001/REG	249.35
VERIZON WIRELESS	LINE FOR CURB-IT CALLS DU	46.99
WALMART COMMUNITY BRC	MISC.LIBRARY SUPPLIES	745.08
WALZ LABEL AND MAILING SYSTEMS	WARRANTY/STAMP MACHINES	423.00
WATTS COPY SYSTEMS, INC.	B/W,COLOR IMAGES	208.38
WATTS COPY SYSTEMS, INC.	IMAGES 9/2-11/1/22	174.04
WATTS COPY SYSTEMS, INC.	IMAGES 9/2-11/21/22	312.49
WGLT-NORMAL	ADVERTISING ON THE RADIO	2,400.00
WGLT-NORMAL	ADVERTISING ON THE WEB -W	1,000.00
WONDER WORKSHOP INC	ADULT BOOKS-REPLACEMENTS	49.98
Library Fund	Library Administration - Total	56,193.39
<b>Overall - Total</b>		<b>56,630.76</b>



**Director's Report  
November 16, 2022**

**1. Monthly Financial Report**

**Revenue:** The October operating revenues were down 19.02% compared to this time last year.

**Expenses:** A report showing expenses totaling \$56,630.76 from October 13 to November 9 is included in this packet. Two payrolls (October 14 and 28) totaled \$144,117.91.

**2. Circulation**

Total circulation for October was 65,761 up 17% from October 2021.

**3. FY2022 Audit**

The FY2022 audit is on the agenda for your consideration. Our audit is completed as part of the Town's audit, which was approved by Town Council on Monday, November 7. Included in this packet are portions of the overall audit relevant to Normal Public Library. We seek your approval of this audit.

**4. FY2023-FY2028**

Changes may occur as we move ahead with the budgeting process. I will work with Finance Director Andrew Huhn and library management to make adjustments that will be necessary for future budget years.

**5. FY2023 Per Capita Grant**

The Illinois State Library released the application for the FY2023 Illinois Public Library Per Capita Grant. We are required to report on our status in meeting the standards for Illinois public libraries, as defined in Serving Our Public 4.0: Standards for Illinois Public Libraries. I propose the status report be discussed at the November meeting, with the application to be approved at the December meeting so that it may be submitted ahead of the deadline, January 30, 2023. Included in this packet is our most recent status report regarding the published standards.

**6. Normal Public Library Foundation Corporate Campaign**

The Normal Public Library Foundation has begun a corporate campaign soliciting funding support for over 20 local and national corporations with significant contacts on the Foundation board.

**7. Normal Public Library Foundation Audit**

The Normal Public Library Foundation has received a clean audit for the fiscal year ended March 31, 2022. No concerns or significant findings were reported.



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2022-23

0

7

April - October

**Revenue**

YTD Revenue Pivot

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,153,862.00</b>	<b>4,153,862.00</b>	<b>3,205,244.79</b>	<b>77.16%</b>	<b>3,957,908.33</b>	<b>-19.02%</b>
31110-Property Tax	3,935,164.00	3,935,164.00	2,951,664.43	75.01%	3,707,280.50	-20.38%
31530-State Replacement Revenue	101,000.00	101,000.00	150,478.41	148.99%	132,699.37	13.40%
33260-State Grants	77,433.00	77,433.00	81,540.38	105.30%	87,433.08	-6.74%
34720-Photocopy Fees	2,000.00	2,000.00	4,135.42	206.77%	3,712.25	11.40%
34750-Replacements Books/AV	3,500.00	3,500.00	2,048.93	58.54%	3,547.16	-42.24%
38210-Investment Income	34,365.00	34,365.00	10,822.07	31.49%	21,476.34	-49.61%
38530-Donations	200.00	200.00	1,080.00	540.00%	1,665.00	-35.14%
38910-Miscellaneous	200.00	200.00	3,475.15	1737.58%	94.63	3572.36%
<b>222-Library Replacement Fund</b>	<b>96,978.00</b>	<b>96,978.00</b>	<b>25,407.30</b>	<b>26.20%</b>	<b>44,322.42</b>	<b>-42.68%</b>
38210-Investment Income	19,362.00	19,362.00	6,003.30	31.01%	12,088.53	-50.34%
39192-Transfer From	77,616.00	77,616.00	19,404.00	25.00%	32,233.89	-39.80%
<b>223-Library Special Reserve</b>	<b>9,563.00</b>	<b>9,563.00</b>	<b>2,228.23</b>	<b>23.30%</b>	<b>4,431.77</b>	<b>-49.72%</b>
38210-Investment Income	7,063.00	7,063.00	2,228.23	31.55%	4,431.77	-49.72%
38910-Miscellaneous	2,500.00	2,500.00				
<b>Total</b>	<b>4,260,403.00</b>	<b>4,260,403.00</b>	<b>3,232,880.32</b>	<b>75.88%</b>	<b>4,006,662.52</b>	<b>-19.31%</b>



**Revenue & Expense Report**

Account

All

Fiscal Year

FY2022-23

0

7

April - October

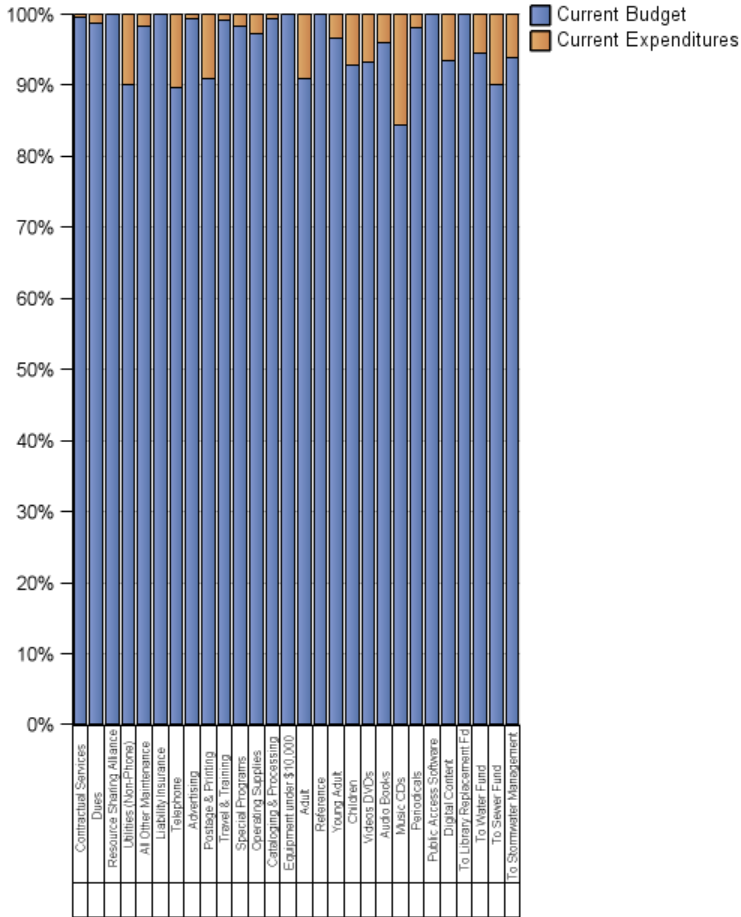
**Expense**

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,158,400.00</b>	<b>4,164,462.00</b>	<b>1,430,684.91</b>	<b>255,743.76</b>	<b>1,686,428.67</b>	<b>2,478,033.33</b>	<b>1,870,587.02</b>	<b>59.50%</b>
10-Administration	4,158,400.00	4,164,462.00	1,430,684.91	255,743.76	1,686,428.67	2,478,033.33	1,870,587.02	59.50%
<b>222-Library Replacement Fund</b>	<b>396,225.00</b>	<b>396,225.00</b>	<b>29,154.42</b>	<b>0.00</b>	<b>29,154.42</b>	<b>367,070.58</b>	<b>7,805.97</b>	<b>92.64%</b>
10-Administration	396,225.00	396,225.00	29,154.42	0.00	29,154.42	367,070.58	7,805.97	92.64%
<b>223-Library Special Reserve</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>10,847.50</b>	<b>289,152.50</b>	<b>65,354.06</b>	<b>96.38%</b>
10-Administration	300,000.00	300,000.00	10,847.50	0.00	10,847.50	289,152.50	65,354.06	96.38%
<b>Total</b>	<b>4,854,625.00</b>	<b>4,860,687.00</b>	<b>1,470,686.83</b>	<b>255,743.76</b>	<b>1,726,430.59</b>	<b>3,134,256.41</b>	<b>1,943,747.05</b>	<b>64.48%</b>

### Budget to Actual Expenditures

Library - Administration (Library Fund )



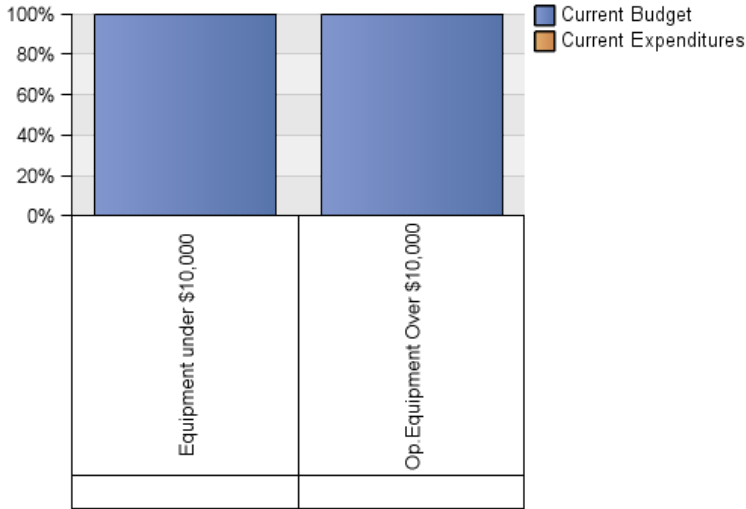
Expenditure Fiscal Year

			Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc		
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$604.79	\$47,014.54	\$26,111.33	\$126,398.00	\$52,667.34	\$129,626.00	42%	\$26,716.12
			<a href="#">221-9010-455.20-20</a>	Dues	\$75.00	\$665.00	\$0.00	\$5,796.00	\$5,056.00	\$5,796.00	87%	\$75.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$67,631.00	\$0.00	\$67,631.00	\$0.00	\$66,890.00	0%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$4,563.93	\$19,177.59	\$0.00	\$42,000.00	\$18,258.48	\$42,000.00	43%	\$4,563.93
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$1,180.19	\$7,595.58	\$12,083.49	\$68,259.00	\$47,399.74	\$72,000.00	69%	\$13,263.68
			<a href="#">221-9010-455.30-10</a>	Liability Insurance	\$0.00	\$46,219.00	\$0.00	\$46,219.00	\$0.00	\$42,991.00	0%	\$0.00
			<a href="#">221-9010-455.30-15</a>	Telephone	\$1,074.21	\$2,380.86	\$893.52	\$9,270.00	\$4,921.41	\$9,270.00	53%	\$1,967.73
			<a href="#">221-9010-455.30-20</a>	Advertising	\$104.99	\$980.00	\$0.00	\$15,000.00	\$13,915.01	\$15,000.00	93%	\$104.99
			<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$2,027.00	\$8,908.50	\$6,505.76	\$20,600.00	\$3,158.74	\$20,600.00	15%	\$8,532.76
			<a href="#">221-9010-455.30-35</a>	Travel & Training	\$100.07	\$3,030.77	\$0.00	\$12,240.00	\$9,109.16	\$12,240.00	74%	\$100.07
			<a href="#">221-9010-455.30-40</a>	Special Programs	\$409.79	\$13,399.96	\$3,706.43	\$22,929.00	\$5,412.82	\$15,000.00	24%	\$4,116.22
			<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$1,820.90	\$12,874.80	\$17,580.88	\$65,106.00	\$32,829.42	\$64,000.00	50%	\$19,401.78
			<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$88.56	\$4,642.30	\$8,709.88	\$15,450.00	\$2,009.26	\$15,450.00	13%	\$8,798.44
			<a href="#">221-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			<a href="#">221-9010-455.36-10</a>	Adult	\$9,414.25	\$27,979.94	\$33,437.76	\$94,048.00	\$23,216.05	\$94,048.00	25%	\$42,852.01
			<a href="#">221-9010-455.36-15</a>	Reference	\$0.00	\$2,110.05	\$1,954.95	\$6,000.00	\$1,935.00	\$6,000.00	32%	\$1,954.95
<a href="#">221-9010-455.36-20</a>	Young Adult	\$475.63	\$2,467.65	\$9,706.72	\$13,506.00	\$856.00	\$13,506.00	6%	\$10,182.35			

<a href="#">221-9010-455.36-25</a>	Children	\$6,978.12	\$20,999.61	\$46,763.95	\$90,041.00	\$15,299.32	\$90,041.00	17%	\$53,742.07
<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$1,176.31	\$6,037.88	\$6,841.61	\$16,480.00	\$2,424.20	\$16,480.00	15%	\$8,017.92
<a href="#">221-9010-455.37-20</a>	Audio Books	\$620.05	\$3,792.25	\$9,616.68	\$15,027.00	\$998.02	\$15,000.00	7%	\$10,236.73
<a href="#">221-9010-455.37-30</a>	Music CDs	\$829.12	\$1,018.73	\$2,187.01	\$4,500.00	\$465.14	\$4,500.00	10%	\$3,016.13
<a href="#">221-9010-455.38-10</a>	Periodicals	\$354.01	\$2,369.23	\$10,415.90	\$17,505.00	\$4,365.86	\$17,505.00	25%	\$10,769.91
<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$31,382.18	\$15,773.70	\$82,400.00	\$35,244.12	\$82,400.00	43%	\$15,773.70
<a href="#">221-9010-455.39-10</a>	Digital Content	\$6,694.46	\$32,346.91	\$11,203.63	\$96,099.00	\$45,854.00	\$96,099.00	48%	\$17,898.09
<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$0.00	\$32,340.00	\$0.00	\$77,616.00	\$45,276.00	\$77,616.00	58%	\$0.00
<a href="#">221-9010-455.95-02</a>	To Water Fund	\$198.03	\$953.92	\$0.00	\$3,365.00	\$2,213.05	\$3,365.00	66%	\$198.03
<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$65.65	\$236.15	\$0.00	\$600.00	\$298.20	\$600.00	50%	\$65.65
<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$253.00	\$0.00	\$773.00	\$469.40	\$773.00	61%	\$50.60
<b>Summary</b>		<b>38,905.66</b>	<b>398,807.40</b>	<b>223,493.20</b>	<b>1,035,858.00</b>	<b>374,651.74</b>	<b>1,029,796.00</b>	<b>0.36</b>	<b>262,398.86</b>

### Budget to Actual Expenditures

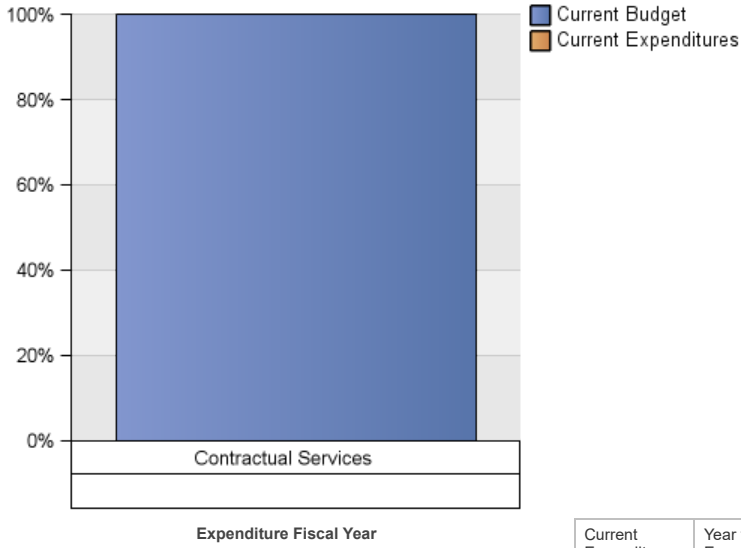
Library - Administration (Library Replacement Fund)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$29,154.42	\$0.00	\$271,225.00	\$242,070.58	\$271,225.00	89%	\$0.00
			<a href="#">222-9010-455.75-10</a>	Op. Equipment Over \$10,000	\$0.00	\$41,943.54	\$0.00	\$125,000.00	\$83,056.46	\$125,000.00	66%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>71,097.96</b>	<b>0.00</b>	<b>396,225.00</b>	<b>325,127.04</b>	<b>396,225.00</b>	<b>0.82</b>	<b>0.00</b>

### Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455-20-10</a>	Contractual Services	\$0.00	\$10,847.50	\$0.00	\$300,000.00	\$289,152.50	\$300,000.00	96%	\$0.00
			<b>Summary</b>		<b>0.00</b>	<b>10,847.50</b>	<b>0.00</b>	<b>300,000.00</b>	<b>289,152.50</b>	<b>300,000.00</b>	<b>0.96</b>	<b>0.00</b>

# NPL Circulation Statistics



## October 2022

	Year to Date			Month		
	2020-2021	2021-2022	2022-2023	2020	2021	2022
<b>Juvenile</b>						
Books	72,804	222,769	262,119	19,682	31,176	38,546
Videos	745	1,390	1,894	192	268	335
Audios	2,061	7,209	9,437	501	1,023	1,402
Magazines	47	146	267	17	22	25
Other	42	283	917	7	52	57
<b>Juvenile - Total</b>	<b>75,699</b>	<b>231,797</b>	<b>274,634</b>	<b>20,399</b>	<b>32,541</b>	<b>40,365</b>
<b>Teen</b>						
Books	4,954	10,398	10,796	1,273	1,203	1,300
Audios	43	38	57	9	6	6
Magazines	0	9	8	0	2	2
<b>Teen - Total</b>	<b>4,997</b>	<b>10,445</b>	<b>10,861</b>	<b>1,282</b>	<b>1,211</b>	<b>1,308</b>
<b>Adult</b>						
Books	29,857	74,501	83,837	7,634	10,816	11,678
Videos	7,890	21,082	28,555	2,110	3,288	3,991
Audios	3,656	8,062	9,293	764	1,287	1,364
Magazines	533	1,562	1,753	170	175	210
Other	1,115	5,278	8,436	227	849	1,295
<b>Adult - Total</b>	<b>43,051</b>	<b>110,485</b>	<b>131,874</b>	<b>10,905</b>	<b>16,415</b>	<b>18,538</b>
<b>Digital Content</b>						
eAudiobooks	11,433	11,256	14,029	1,513	1,579	2,201
eBooks	21,414	16,837	19,024	2,749	2,360	2,873
Magazines	2,915	1,021	909	478	208	157
Music	1,897	187	272	52	38	45
Streaming Video	2,972	2,313	1,770	337	201	264
Content Passes*			86			10
<b>Digital Content - Total*</b>	<b>40,631</b>	<b>31,614</b>	<b>36,090</b>	<b>5,129</b>	<b>4,386</b>	<b>5,550</b>
<b>Total Circulation*</b>	<b>164,378</b>	<b>384,341</b>	<b>453,459</b>	<b>37,715</b>	<b>54,553</b>	<b>65,761</b>

\* Content Passes counted differently beginning January 2022

# NPL Collection Holdings



## October 2022

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,152	82,023	303	-432	2,401	-4,190
Videos	957	956	0	-1	1	-7
Audios	2,359	2,352	0	-7	210	-269
Magazines	262	253	15	-24	94	-26
Other	120	119	0	-1	0	-7
<b>Juvenile - Total</b>	<b>85,850</b>	<b>85,703</b>	<b>318</b>	<b>-465</b>	<b>2,706</b>	<b>-4,499</b>
<b>Teen</b>						
Books	5,067	5,109	52	-10	387	-455
Audios	35	35	0	0	0	-3
Magazines	27	28	1	0	8	0
<b>Teen - Total</b>	<b>5,129</b>	<b>5,172</b>	<b>53</b>	<b>-10</b>	<b>395</b>	<b>-458</b>
<b>Adult</b>						
Books	54,712	54,734	339	-317	2,262	-2,422
Videos	16,199	16,219	94	-74	532	-203
Audios	12,051	12,055	13	-9	181	-2000
Magazines	2,042	2,046	151	-147	962	-865
Other	2,164	2,202	39	-1	148	-62
<b>Adult - Total</b>	<b>87,168</b>	<b>87,256</b>	<b>636</b>	<b>-548</b>	<b>4,085</b>	<b>-5,552</b>
<b>Total Collection</b>	<b>178,147</b>	<b>178,131</b>	<b>1,007</b>	<b>-1,023</b>	<b>7,186</b>	<b>-10,509</b>



# NPL Digital Content by Month



This dashboard tracks the number of downloads or uses by month for our different digital content platforms.

	6.22	7.22	8.22	9.22	10.22	
<b>eRead Illinois</b>						
eAudiobooks	295	288	267	285	316	
eBooks	306	339	302	307	315	
<b>eRead Illinois Total</b>	<b>601</b>	<b>627</b>	<b>569</b>	<b>592</b>	<b>631</b>	
<b>Freeding</b>						
	7	6	6	5	22	
<b>Hoopla</b>						
eAudiobooks	1,009	1,075	1,105	1,079	1,169	
eBooks	545	571	682	635	758	
Movies/TV	102	109	152	147	124	
Music	35	40	38	27	45	
<b>Hoopla Total</b>	<b>1,691</b>	<b>1,795</b>	<b>1,977</b>	<b>1,888</b>	<b>2,096</b>	
<b>Kanopy</b>						
Individual Titles Plays	87	105	70	68	71	
Plays Through Passes	32	69	33	44	69	
<b>Kanopy Total Videos Played</b>	<b>119</b>	<b>174</b>	<b>103</b>	<b>112</b>	<b>140</b>	
<b>OverDrive</b>						
eAudio	616	654	771	726	716	
eBooks	1,726	1,974	1,898	1,703	1,778	
Magazines	167	119	120	76	157	
<b>OverDrive Total</b>	<b>2,509</b>	<b>2,747</b>	<b>2,789</b>	<b>2,505</b>	<b>2,651</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	1,920	2,017	2,143	2,090	2,201	
eBooks	2,584	2,890	2,888	2,650	2,873	
Magazines	167	119	120	76	157	
Music	35	40	38	27	45	
Streaming Video	221	283	255	259	264	
<b>Hoopla 7-day BingePass</b>						
hoopla Magazines	3	1	4	1	4	
The Great Courses	4	0	1	1	2	
Curiosity Stream	1	2	2	2	0	
Hellosaurus (new 6.22)	1	0	0	0	0	
<b>Kanopy Passes</b>						
Kids Play	1	2	1	1	1	
Series Play (TGC)	4	6	2	4	1	
<b>OverDrive 7-Day Passes</b>						
The Great Courses	1	0	1	0	0	
IndieFlix	0	0	0	1	0	
Stingray Qello	0	0	0	0	1	
Craftsy	2	0	0	2	1	
<b>Total Passes</b>	<b>17</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>10</b>	

# NPL Monthly Statistics



## October 2022

### Library Card Registration

#### Registration - Fiscal Year 2023

	Beginning count	Registered	Purged	Cards in force YTD	FY22	FY21
Adult	26,981	301	-18	27,264	24,738	34,833
Teen	3,327	5	-3	3,329	3,037	3,509
Juvenile	9,114	24	-8	9,130	7,691	9,293
<b>Total</b>	<b>39,422</b>	<b>330</b>	<b>-29</b>	<b>39,723</b>	<b>35,466</b>	<b>47,635</b>

Patron Count	Current Month	Current YTD	FY22	FY21
Door Count	16,412	105,450		
Offsite programs (est)		-		
<b>Year to Date Total</b>		<b>105,450</b>	<b>76,320</b>	<b>3,105</b>

### Interlibrary Loan and System Holds

	Current Month	Current YTD	FY22	FY21
Borrowed/Rec'd	3,447	21,987	19,794	13,354
Loaned	3,118	21,514	20,992	12,048
Reciprocal borrowing	16,598	117,286	82,744	20,254

### Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Children*	0	0	0	5
Adult	844	624	44	5,569
Public Laptop	69	68	59	326
Quick-Use	-	-	-	-
<b>Totals</b>	<b>913</b>	<b>692</b>	<b>45</b>	<b>5,900</b>

\*Use of Children's PCs is for testing purposes - these are not currently available for patrons.

# normalpl.org Site Statistics



## October 2022

	Annual Totals Year to Date			October		
	FY 2021	FY 2022	FY 2023	2020	2021	2022
<b>Site Views over time</b>						
Pageviews	160,268	185,874	246,177	24,561	29,213	32,401
Unique Pageviews	130,445	148,759	201,846	20,323	23,341	26,995
<b>Sessions</b>	85,534	98,558	124,268	13,994	14,991	17,019

### Top Viewed Pages FY 2023

/	109,767
/events/upcoming	6,871
/events/month	5,984
/summerreading	4,399
/employment	2,919
/learning-resources	2,323
/events/upcoming?page=1	2,312
/form/library-account-application	1,729
/download-stream	1,705
/challenges	1,686

### Usage by Device FY 2023

Desktop	50.7%
Mobile	47.4%
Tablet	1.9%

### Top Viewed Pages October 2022

/	14,520
/events/upcoming	1,031
/event/mad-hatters-soiree	718
/events/month	705
/event/visit-npl-sugar-creek-arts-festival-uptown-normal-0	693
/employment	409
/learning-resources	362
/events/upcoming?page=1	361
/events/month/2022/11	302
/event/hallo-tween	239

### Usage by Device Oct 2022

Desktop	51.6%
Mobile	46.7%
Tablet	1.7%

TOWN OF NORMAL, ILLINOIS

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ANNUAL COMPREHENSIVE FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED  
MARCH 31, 2022

**TOWN OF NORMAL, ILLINOIS**

**ANNUAL COMPREHENSIVE FINANCIAL REPORT**

**FOR THE FISCAL YEAR ENDED MARCH 31, 2022**

Prepared by:  
Finance Department  
[www.normal.org](http://www.normal.org)

## TOWN OF NORMAL, ILLINOIS

### Management's Discussion and Analysis March 31, 2022

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#### USING THIS ANNUAL REPORT – Continued

#### Government-Wide Financial Statements

The government-wide financial statements provide readers with a broad overview of the Town of Normal's finances, in a manner similar to a private-sector business.

The Statement of Net Position reports information on all of the Town's assets/deferred outflows and liabilities/deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating. Consideration of other nonfinancial factors, such as changes in the Town's property tax base and the condition of the Town's infrastructure, is needed to assess the overall health of the Town of Normal.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town of Normal include general government, public safety, highways and streets, sanitation, culture and recreation, and community development. The business-type activities of the Town of Normal include water, sewer and storm water management operations.

The Town includes two separate legal entities in its report. The Town of Normal Public Library and the Children's Discovery Museum Foundation are presented as discretely presented component units. Although legally separate, these "component units" are important because the Town is financially accountable for them. Financial information for the component units are reported separately from the financial information presented for the primary government itself.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Normal, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**TOWN OF NORMAL, ILLINOIS**

**Statement of Net Position  
March 31, 2022**

	Governmental Activities	Business-Type Activities	Totals	Component Units	
				Library	Children's Discovery Museum Foundation
<b>ASSETS</b>					
Current Assets					
Cash and Investments	\$ 75,002,174	\$ 22,328,137	\$ 97,330,311	\$ 7,614,710	\$ 605,087
Receivables - Net of Allowances	26,855,397	2,155,213	29,010,610	3,978,747	40,000
Prepays/Inventories	484,742	448,991	933,733	-	-
Total Current Assets	102,342,313	24,932,341	127,274,654	11,593,457	645,087
Noncurrent Assets					
Capital Assets					
Nondepreciable	42,201,820	5,519,597	47,721,417	126,211	-
Depreciable	221,406,663	86,522,562	307,929,225	5,703,420	-
Accumulated Depreciation	(127,359,895)	(44,348,098)	(171,707,993)	(4,829,548)	-
Total Capital Assets	136,248,588	47,694,061	183,942,649	1,000,083	-
Other Assets					
Net Pension Asset - IMRF	4,966,215	1,409,793	6,376,008	609,105	-
Total Noncurrent Assets	141,214,803	49,103,854	190,318,657	1,609,188	-
Total Assets	243,557,116	74,036,195	317,593,311	13,202,645	645,087
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
Deferred Charge on Refunding	1,154,057	-	1,154,057	-	-
Deferred Items - ARO	-	961,098	961,098	-	-
Deferred Items - IMRF	2,207,558	626,673	2,834,231	270,756	-
Deferred Items - Police Pension	11,172,730	-	11,172,730	-	-
Deferred Items - Firefighters' Pension	8,321,653	-	8,321,653	-	-
Deferred Items - PHP	7,828,941	1,333,892	9,162,833	580,715	-
Total Deferred Outflows of Resources	30,684,939	2,921,663	33,606,602	851,471	-
Total Assets and Deferred Outflows of Resources	274,242,055	76,957,858	351,199,913	14,054,116	645,087

The notes to the financial statements are an integral part of this statement.

	Governmental Activities	Business-Type Activities	Totals	Component Units	
				Library	Children's Discovery Museum Foundation
<b>LIABILITIES</b>					
Current Liabilities					
Accounts Payable	\$ 3,241,290	\$ 1,645,108	\$ 4,886,398	\$ 179,112	\$ 1,189
Accrued Payroll	1,911,428	249,858	2,161,286	126,523	-
Claims Payable	464,323	-	464,323	-	-
Deposits Payable	811,375	-	811,375	-	-
Accrued Interest Payable	920,683	75,349	996,032	-	-
Other Payables	650,418	-	650,418	-	-
Current Portion of Long-Term Debt	3,934,292	351,337	4,285,629	27,921	-
Total Current Liabilities	11,933,809	2,321,652	14,255,461	333,556	1,189
Noncurrent Liabilities					
Compensated Absences Payable	2,005,757	168,167	2,173,924	111,682	-
Net Pension Liability - Police Pension	49,394,736	-	49,394,736	-	-
Net Pension Liability - Firefighters' Pension	36,468,483	-	36,468,483	-	-
Total OPEB Liability - PHP	34,195,541	5,826,222	40,021,763	2,536,471	-
Asset Retirement Obligation	-	985,000	985,000	-	-
General Obligation Bonds Payable - Net	72,454,980	5,416,020	77,871,000	-	-
Promissory Note	2,242,746	-	2,242,746	-	-
Capital Lease	1,027,025	-	1,027,025	-	-
IEPA Loans Payable	-	1,034,752	1,034,752	-	-
Total Noncurrent Liabilities	197,789,268	13,430,161	211,219,429	2,648,153	-
Total Liabilities	209,723,077	15,751,813	225,474,890	2,981,709	1,189
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Deferred Items - IMRF	11,426,739	3,243,783	14,670,522	1,401,486	-
Deferred Items - Police Pension	5,388,181	-	5,388,181	-	-
Deferred Items - Firefighters' Pension	3,818,338	-	3,818,338	-	-
Deferred Items - PHP	3,838,786	654,051	4,492,837	284,744	-
Property Taxes	13,194,061	-	13,194,061	3,962,164	-
Total Deferred Inflows of Resources	37,666,105	3,897,834	41,563,939	5,648,394	-
Total Liabilities and Deferred Inflows of Resources	247,389,182	19,649,647	267,038,829	8,630,103	1,189
<b>NET POSITION</b>					
Net Investment in Capital Assets	58,123,065	40,933,994	99,057,059	1,000,083	-
Restricted - Social Security	385,397	-	385,397	-	-
Restricted - Cannabis Excise Tax	133,967	-	133,967	-	-
Restricted - Foreign Fire Tax	109,020	-	109,020	-	-
Restricted - TIF Development	462,909	-	462,909	-	-
Restricted - Law Enforcement	83,815	-	83,815	-	-
Restricted - Highways and Streets	4,475,200	-	4,475,200	-	-
Restricted - Community Development	12,898	-	12,898	-	-
Restricted - Debt Service	12,701,185	399,299	13,100,484	-	-
Restricted - American Recovery Plan	5,439,557	-	5,439,557	-	-
Restricted - Library Development	-	-	-	3,290,201	-
Restricted - Foundation Exhibits	-	-	-	-	377,207
Unrestricted (Deficit)	(55,074,140)	15,974,918	(39,099,222)	1,133,729	266,691
Total Net Position	\$ 26,852,873	\$ 57,308,211	\$ 84,161,084	\$ 5,424,013	\$ 643,898

The notes to the financial statements are an integral part of this statement.



**TOWN OF NORMAL, ILLINOIS**

**Statement of Activities**

**For the Fiscal Year Ended March 31, 2022**

	Expenses	Program Revenues		
		Charges for Services	Operating Grants/Contributions	Capital Grants/Contributions
<b>Governmental Activities</b>				
General Government	\$ 11,634,350	\$ 1,691,443	\$ 623,771	\$ -
Public Safety	34,391,724	4,320,874	79,690	-
Highway and Streets	6,675,480	-	56,136	3,672,255
Sanitation	2,864,752	4,365,391	-	-
Culture and Recreation	11,312,192	3,698,537	46,161	473,998
Community Development	9,609,072	9,214	534,257	379,910
Interest on Long-Term Debt	2,634,522	-	-	-
<b>Total Governmental Activities</b>	<b>79,122,092</b>	<b>14,085,459</b>	<b>1,340,015</b>	<b>4,526,163</b>
<b>Business-Type Activities</b>				
Water	8,695,528	10,675,578	-	-
Sewer	2,962,866	5,725,342	-	-
Storm Water Management	1,365,810	1,940,720	-	-
<b>Total Business-Type Activities</b>	<b>13,024,204</b>	<b>18,341,640</b>	<b>-</b>	<b>-</b>
<b>Total Primary Government</b>	<b>\$ 92,146,296</b>	<b>\$ 32,427,099</b>	<b>\$ 1,340,015</b>	<b>\$ 4,526,163</b>
<b>Component Units</b>				
Library	\$ 3,067,817	\$ 82,962	\$ 96,557	\$ -
Children's Discovery Museum Foundation	254,674	195,435	49,800	-
<b>Total Component Units</b>	<b>\$ 3,322,491</b>	<b>\$ 278,397</b>	<b>\$ 146,357</b>	<b>\$ -</b>
		<b>General Revenues</b>		
		Taxes		
		Property Taxes		
		Franchise Taxes		
		Local Sales Taxes		
		Utility Taxes		
		Food and Beverage Tax		
		Local Motor Fuel Tax		
		Other Taxes		
		Intergovernmental - Unrestricted		
		Sales Taxes		
		Income Taxes		
		Use Taxes		
		Replacement Taxes		
		Cannabis Taxes		
		Unrestricted Grants		
		Investment Income		
		Miscellaneous		
		Transfers - Internal Balance		
		Change in Net Position		
		Net Position - Beginning		
		Net Position - Ending		

The notes to the financial statements are an integral part of this statement.

Net (Expenses)/Revenues			Component Units	
Primary Government			Library	Children's Discovery Museum Foundation
Governmental Activities	Business-Type Activities	Totals		
\$ (9,319,136)	\$ -	\$ (9,319,136)	\$ -	\$ -
(29,991,160)	-	(29,991,160)	-	-
(2,947,089)	-	(2,947,089)	-	-
1,500,639	-	1,500,639	-	-
(7,093,496)	-	(7,093,496)	-	-
(8,685,691)	-	(8,685,691)	-	-
(2,634,522)	-	(2,634,522)	-	-
(59,170,455)	-	(59,170,455)	-	-
-	1,980,050	1,980,050	-	-
-	2,762,476	2,762,476	-	-
-	574,910	574,910	-	-
-	5,317,436	5,317,436	-	-
(59,170,455)	5,317,436	(53,853,019)	-	-
-	-	-	(2,888,298)	-
-	-	-	-	(9,439)
-	-	-	(2,888,298)	(9,439)
13,195,452	-	13,195,452	3,837,594	-
1,002,268	-	1,002,268	-	-
20,290,195	-	20,290,195	-	-
4,219,321	-	4,219,321	-	-
3,081,651	-	3,081,651	-	-
1,863,816	-	1,863,816	-	-
3,435,923	-	3,435,923	237,062	-
11,675,782	-	11,675,782	-	-
7,571,318	-	7,571,318	-	-
2,045,112	-	2,045,112	-	-
709,114	-	709,114	-	-
82,460	-	82,460	-	-
5,439,557	-	5,439,557	-	-
(983,588)	(507,415)	(1,491,003)	(178,454)	5,195
1,330,834	-	1,330,834	1,057	-
257,000	(257,000)	-	-	-
75,216,215	(764,415)	74,451,800	3,897,259	5,195
16,045,760	4,553,021	20,598,781	1,008,961	(4,244)
10,807,113	52,755,190	63,562,303	4,415,052	648,142
\$ 26,852,873	\$ 57,308,211	\$ 84,161,084	\$ 5,424,013	\$ 643,898

The notes to the financial statements are an integral part of this statement.

# TOWN OF NORMAL, ILLINOIS

## Notes to the Financial Statements March 31, 2022

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Normal (Town), Illinois, incorporated in March 1867 is located in McLean County, Illinois. The Town operates under a council-manager form of government and provides a full range of services including public safety, planning and zoning, highway and streets, parks and recreational, water, sewer, stormwater management, and general government functions.

The government-wide financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant of the Town’s accounting policies established in GAAP and used by the Town are described below.

#### REPORTING ENTITY

The Town’s financial reporting entity comprises the following:

Primary Government:	Town of Normal
Discretely Presented Component Units:	Normal Public Library Children’s Discovery Museum Foundation

In determining the financial reporting entity, the Town complies with the provisions of GASB Statement No. 61, “The Financial Reporting Omnibus – an Amendment of GASB Statements No. 14 and No. 34,” and includes all component units that have a significant operational or financial relationship with the Town.

#### Police Pension Employees Retirement System

The Town’s sworn police employees participate in the Police Pension Employees Retirement System (PPERS). PPERS functions for the benefit of these employees and is governed by a five-member pension board. Two members appointed by the Town’s Mayor, one elected pension beneficiary and two elected police employees constitute the Pension Board. The participants are required to contribute a percentage of salary as established by state statute and the Town is obligated to fund all remaining PPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Town is authorized to approve the actuarial assumptions used in the determination of contribution levels. Although it is legally separate from the Town, the PPERS is reported as if it were part of the primary government because its sole purpose is to provide retirement benefits for the Town’s police employees. The PPERS is reported as a fiduciary fund, and specifically a pension trust fund, due to the fiduciary responsibility exercised over the PPERS.

## TOWN OF NORMAL, ILLINOIS

### Notes to the Financial Statements March 31, 2022

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

##### REPORTING ENTITY – Continued

###### Firefighters' Pension Employees Retirement System

The Town's sworn full-time firefighters participate in the Firefighters' Pension Employees Retirement System (FPERS). FPERS functions for the benefit of these employees and is governed by a five-member pension board, with two members appointed by the Town's Mayor, two elected from active participants of the Fund, and one elected from the retired members of the Fund. The participants are required to contribute a percentage of salary as established by state statute and the Town is obligated to fund all remaining FPERS costs based upon actuarial valuations. The State of Illinois is authorized to establish benefit levels and the Town is authorized to approve the actuarial assumptions used in the determination of the Town's contribution levels. Although it is legally separate from the Town, the FPERS is reported as if it were part of the primary government because its sole purpose is to provide retirement benefits for the Town's sworn full-time firefighters. The FPERS is reported as a pension trust fund.

##### Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending.

###### Normal Public Library

The Normal Public Library (Library) operates and maintains the public library within the Town. The Library's board is separately elected, and the Library is considered to be a legally separate organization. The Library is included within the reporting entity of the Town since the Town approves the budget and annual tax levy, and because of the nature and significance of its relationship to the Town, there is a potential financial benefit relationship existing between the two entities. The Library does not issue any separate component unit reports.

###### Children's Discovery Museum Foundation

The Children's Discovery Museum Foundation (Foundation) supports the mission and vision of the Town of Normal Children's Discovery Museum (Museum). The Foundation's board is separately appointed. The Foundation is included within the reporting entity since the Town exerts significant influence over the Foundation's activities. The Town has the ability to otherwise access the resources of the Foundation which are entirely held for the benefit of the Museum and the resources held by the Foundation are significant to the Town. The information included in this report is for the unit report, which can be obtained by contacting the Foundation at 11 Uptown Circle, Normal, Illinois 61761.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS**

The Town contributes to three defined benefit pension plans, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system, the Police Pension Plan which is a single-employer pension plan, and the Firefighters’ Pension Plan which is a single-employer pension plan. A separate report is issued for the Police Pension Plan and Firefighters’ Pension Plan and may be obtained by writing to the Town at 11 Uptown Circle, Normal, Illinois 61761-0589. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained online at [www.imrf.org](http://www.imrf.org). The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

The aggregate amount recognized for the three pension plans is:

	Pension Expense/ (Revenue)	Net Pension Liabilities	Deferred Outflows	Deferred Inflows
IMRF				
Town	\$ (3,079,836)	\$ (6,376,008)	\$ 2,834,231	\$ 14,670,522
Library	(283,595)	(609,105)	270,756	1,401,486
Police Pension	6,801,447	49,394,736	11,172,730	5,388,181
Firefighters' Pension	4,910,222	36,468,483	8,321,653	3,818,338
	<u>\$ 8,348,238</u>	<u>\$ 78,878,106</u>	<u>\$ 22,599,370</u>	<u>\$ 25,278,527</u>

**Illinois Municipal Retirement Fund (IMRF)**

**Plan Descriptions**

*Plan Administration.* All employees (other than those covered by the Police and Firefighters’ Pension Plans) hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Benefits Provided.* IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff’s Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Descriptions – Continued**

*Actuarial Assumptions – Continued.*

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	25.00%	(0.60%)
Domestic Equities	39.00%	1.90%
International Equities	15.00%	3.15%
Real Estate	10.00%	3.30%
Blended	10.00%	1.70% - 5.50%
Cash and Cash Equivalents	1.00%	(0.90%)

**Discount Rate**

The discount rate used to measure the total pension liability was 7.25%, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Town contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Discount Rate Sensitivity**

The following is a sensitivity analysis of the net pension liability/(asset) to changes in the discount rate. The table below presents the net pension liability/(asset) of the Town calculated using the discount rate as well as what the Town’s net pension liability/(asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Town	\$ 6,460,697	\$ (6,376,008)	\$ (16,548,881)
Library	617,195	(609,105)	(1,580,928)
Net Pension Liability/(Asset)	\$ 7,077,892	\$ (6,985,113)	\$ (18,129,809)

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Changes in the Net Pension Liability**

	Town	Library	Totals
Total Pension Liability			
Service Cost	\$ 1,459,873	\$ 139,463	\$ 1,599,336
Interest	7,051,219	677,065	7,728,284
Differences Between Expected and Actual Experience	813,135	77,679	890,814
Change of Assumptions	-	-	-
Benefit Payments, Including Refunds of Member Contributions	(4,943,396)	(472,246)	(5,415,642)
Net Change in Total Pension Liability	4,380,831	421,961	4,802,792
Total Pension Liability - Beginning	99,063,123	9,442,055	108,505,178
Total Pension Liability - Ending	<u>\$ 103,443,954</u>	<u>\$ 9,864,016</u>	<u>\$ 113,307,970</u>
Plan Fiduciary Net Position			
Contributions - Employer	\$ 2,130,879	\$ 203,565	\$ 2,334,444
Contributions - Members	693,452	66,246	759,698
Net Investment Income	16,101,879	1,538,225	17,640,104
Benefit Payments, Including Refunds of Member Contributions	(4,943,396)	(472,246)	(5,415,642)
Other (Net Transfer)	245,353	23,439	268,792
Net Change in Plan Fiduciary Net Position	14,228,167	1,359,229	15,587,396
Plan Net Position - Beginning	95,591,795	9,113,892	104,705,687
Plan Net Position - Ending	<u>\$ 109,819,962</u>	<u>\$ 10,473,121</u>	<u>\$ 120,293,083</u>
Employer's Net Pension Liability	<u>\$ (6,376,008)</u>	<u>\$ (609,105)</u>	<u>\$ (6,985,113)</u>

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended March 31, 2022, the Town recognized pension revenue of \$3,079,836 and the Library recognized pension revenue of \$283,595. At March 31, 2022, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLANS – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – Continued**

	Town		Library		Totals
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	
Difference Between Expected and Actual Experience	\$ 1,454,504	\$ (853,909)	\$ 138,950	\$ (81,575)	\$ 657,970
Change in Assumptions	974,482	(1,337,775)	93,093	(127,798)	(397,998)
Net Difference Between Projected and Actual	-	(12,478,838)	-	(1,192,113)	(13,670,951)
Total Pension Expense to be Recognized in Future Periods	2,428,986	(14,670,522)	232,043	(1,401,486)	(13,410,979)
Pension Contributions Made Subsequent to the Measurement Date	405,245	-	38,713	-	443,958
Total Deferred Amounts Related to IMRF	<u>\$ 2,834,231</u>	<u>\$ (14,670,522)</u>	<u>\$ 270,756</u>	<u>\$ (1,401,486)</u>	<u>\$ (12,967,021)</u>

\$443,958 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the reporting year ended March 31, 2023.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred Outflows/ (Inflows) of Resources		
	Town	Library	Totals
2023	\$ (2,674,440)	\$ (255,492)	\$ (2,929,932)
2023	(4,649,548)	(444,175)	(5,093,723)
2024	(3,079,704)	(294,206)	(3,373,910)
2025	(1,869,949)	(178,638)	(2,048,587)
2026	32,105	3,068	35,173
Thereafter	-	-	-
Totals	<u>\$ (12,241,536)</u>	<u>\$ (1,169,443)</u>	<u>\$ (13,410,979)</u>



**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS**

**General Information about the OPEB Plan**

*Plan Description.* The Town's defined benefit OPEB plan, Town of Normal Postretirement Health Plan (PHP), provides OPEB for its eligible retired employees. PHP is a single-employer defined benefit OPEB plan administered by the Town. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the Town Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

*Benefits Provided.* PHP provides for limited health care insurance coverage and benefits for its eligible retirees. The Town's Retiree Healthcare Program includes three retirement groups. Those qualifying are police in the Town of Normal hired prior to November 1, 2008, firefighters in the Town of Normal hired prior to April 1, 1998, and other employees hired prior to June 1, 2007.

Health care benefits are provided through the Town's health insurance plan. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services and prescription coverage. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and retirees may choose secondary coverage between either the Town's health insurance plan or a Medicare supplement partially sponsored by the Town.

*Plan Membership.* As of March 31, 2022, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	184
Inactive Plan Members Entitled to but not yet Receiving Benefits	-
Active Plan Members (including Nonqualifying Employees)	<u>359</u>
Total	<u><u>543</u></u>

**Total OPEB Liability**

The Town and Library's total OPEB liability was measured as of March 31, 2022 and was determined by an actuarial valuation as of March 31, 2022.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**Total OPEB Liability – Continued**

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the March 31, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.30%
Salary Increases	2.30%
Discount Rate	2.73%
Healthcare Cost Trend Rates	5.40% Decreasing to an Ultimate Trend Rate of 3.90% over 27 years
Retirees' Share of Benefit-Related Costs	100% of Benefit Related Costs

The discount rate was based on the Bond Buyer General Obligation 20-Bond Municipal Index.

RP-2014 Annuitant and Non-Annuitant Mortality Tables with Blue Collar Adjustments with generationally projected mortality improvements using MP-2017 Projection Scale (adjusted to match current IMRF experience).

**Change in the Total OPEB Liability**

	Total OPEB Liability - PHP		
	Town	Library	Totals
Balance at March 31, 2021	\$ 42,775,902	\$ 3,003,103	\$ 45,779,005
Changes for the Year:			
Service Cost	1,013,332	64,222	1,077,554
Interest on the Total Pension Liability	1,297,458	(209,852)	1,087,606
Difference Between Expected and Actual Experience	(2,219,227)	(140,649)	(2,359,876)
Changes of Assumptions or Other Inputs	(1,756,980)	(111,353)	(1,868,333)
Benefit Payments	(1,088,722)	(69,000)	(1,157,722)
Net Changes	(2,754,139)	(466,632)	(3,220,771)
Balance at March 31, 2022	\$ 40,021,763	\$ 2,536,471	\$ 42,558,234

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The discount rate used to measure the total pension liability was 2.73%, while the prior valuation used 2.35%. The following presents the total OPEB liability, calculated using the discount rate, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher:

	1% Decrease (1.73%)	Current Discount Rate (2.73%)	1% Increase (3.73%)
Town OPEB Liability	\$ 47,774,426	\$ 40,021,763	\$ 33,975,568
Library OPEB Liability	3,027,813	2,536,471	2,153,279
Total OPEB Liability	<u>\$ 50,802,239</u>	<u>\$ 42,558,234</u>	<u>\$ 36,128,847</u>

**Sensitivity of the Total OPEB liability to Changes in the Healthcare Cost Trend Rates**

The following presents the total OPEB liability, calculated current Healthcare Trend Rates, as well as what the total OPEB liability would be if it were calculated using Healthcare Trend Rates that are one percentage point lower or one percentage point higher:

	(Varies)	Healthcare Cost Trend Rates (Varies)	(Varies)
Town OPEB Liability	\$ 33,148,403	\$ 40,021,763	\$ 49,025,474
Library OPEB Liability	2,100,856	2,536,471	3,107,102
Total OPEB Liability	<u>\$ 35,249,259</u>	<u>\$ 42,558,234</u>	<u>\$ 52,132,576</u>

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended March 31, 2022, the Town recognized OPEB expense of \$3,082,117 and the Library recognized OPEB revenue of \$32,440. At March 31, 2022, the Town and Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Town		Library		Totals
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	
Difference Between Expected and Actual Experience	\$ -	\$ (2,076,272)	\$ -	\$ (131,589)	\$ (2,207,861)
Change in Assumptions	9,162,833	(2,416,564)	580,715	(153,155)	7,173,829
Net Difference Between Projected and Actual	-	-	-	-	-
Total Deferred Amounts Related to OPEB	\$ 9,162,833	\$ (4,492,836)	\$ 580,715	\$ (284,744)	\$ 4,965,968

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year	Net Deferred Inflows of Resources		
	Town	Library	Totals
2023	\$ 831,800	\$ 52,717	\$ 884,517
2024	1,054,203	66,812	1,121,015
2025	1,107,610	70,197	1,177,807
2026	1,102,951	69,902	1,172,853
2027	1,102,951	69,902	1,172,853
Thereafter	(529,518)	(33,559)	(563,077)
Totals	\$ 4,669,997	\$ 295,971	\$ 4,965,968

**SUBSEQUENT EVENT**

On March 11, 2021, the American Rescue Plan Act of 2021 was signed into law. This act provides \$350 billion in funding for local governments. The Town has been allocated \$10,879,113 to be received in two installments. The Town has received their first installment in May 2021 of \$5,439,556. The Town received their second installment on June 6, 2022 of \$5,439,557.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY**

**SUMMARY FINANCIAL INFORMATION**

The following is summary fund financial information for the Library for the fiscal year ended March 31, 2022, on a modified accrual basis reconciled to full accrual.

	Library	Component Unit Normal Public Library Foundation	Totals
<b>ASSETS</b>			
Cash and Investments	\$ 7,300,692	\$ 314,018	\$ 7,614,710
Receivables - Net of Allowances			
Property Taxes	3,962,164	-	3,962,164
Accrued Interest	10,945	-	10,945
Due from Other Governments	5,638	-	5,638
	<u>5,638</u>	<u>-</u>	<u>5,638</u>
Total Assets	<u>\$ 11,279,439</u>	<u>\$ 314,018</u>	<u>\$ 11,593,457</u>
<b>LIABILITIES</b>			
Accounts Payable	\$ 179,112	\$ -	\$ 179,112
Accrued Payroll	126,523	-	126,523
Total Liabilities	<u>305,635</u>	<u>-</u>	<u>305,635</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Grants	-	-	-
Property Taxes	3,962,164	-	3,962,164
Total Deferred Inflows of Resources	<u>3,962,164</u>	<u>-</u>	<u>3,962,164</u>
Total Liabilities and Deferred Inflows of Resources	<u>4,267,799</u>	<u>-</u>	<u>4,267,799</u>
<b>FUND BALANCES</b>			
Restricted - Library Development	3,290,201	-	3,290,201
Unrestricted	3,721,439	314,018	4,035,457
Total Fund Balances	<u>7,011,640</u>	<u>314,018</u>	<u>7,325,658</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 11,279,439</u>	<u>\$ 314,018</u>	<u>\$ 11,593,457</u>
Reconciliation to the Statement of Net Position			
Total Component Unit Fund Balance	\$ 7,011,640	\$ 314,018	\$ 7,325,658
Capital Assets	1,000,083	-	1,000,083
Deferred Outflows Related to the Pensions Liability - IMRF	270,756	-	270,756
Deferred Inflows Related to the Pensions Liability - IMRF	(1,401,486)	-	(1,401,486)
Deferred Outflows Related to the Total OPEB Liability - PHP	580,715	-	580,715
Deferred Inflows Related to the Total OPEB Liability - PHP	(284,744)	-	(284,744)
Compensated Absences Payable	(139,603)	-	(139,603)
Net Pension Liability - IMRF	609,105	-	609,105
Total OPEB Liability - PHP	<u>(2,536,471)</u>	<u>-</u>	<u>(2,536,471)</u>
Total Net Position of Component Unit	<u>\$ 5,109,995</u>	<u>\$ 314,018</u>	<u>\$ 5,424,013</u>

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**SUMMARY FINANCIAL INFORMATION – Continued**

	Component Unit		Totals
	Library	Normal Public Library Foundation	
<b>Revenues</b>			
Property Taxes	\$ 3,837,594	\$ -	\$ 3,837,594
Other Taxes	237,062	-	237,062
Operating Grants and Contributions	96,557	-	96,557
Charges for Services	11,375	71,587	82,962
Investment Income (Loss)	(178,642)	188	(178,454)
Miscellaneous	170	887	1,057
Total Revenues	4,004,116	72,662	4,076,778
<b>Expenditures</b>			
Current			
Culture and Recreation	3,547,432	40,045	3,587,477
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 456,684	\$ 32,617	\$ 489,301
<b>Reconciliation to the Statement of Activities</b>			
Net Change in Fund Balance	\$ 456,684	\$ 32,617	\$ 489,301
Capital Outlays	-	-	-
Depreciation Expense	(83,803)	-	(83,803)
Change in Deferred Items - IMRF	(450,108)	-	(450,108)
Change in Deferred Items - PHP	(365,192)	-	(365,192)
Change in Compensated Absences	14,863	-	14,863
Change in Net Pension Liability - IMRF	937,268	-	937,268
Change in Total OPEB Liability - PHP	466,632	-	466,632
Change in Net Position of Component Unit	\$ 976,344	\$ 32,617	\$ 1,008,961

## TOWN OF NORMAL, ILLINOIS

### Notes to the Financial Statements March 31, 2022

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#### NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY

##### DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – The Normal Public Library (Library) follows the investment policy of the Town and makes deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, and the Illinois Funds.

Illinois Funds is an investment pool managed by the Illinois Public Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. The Illinois Funds is not registered with the SEC as an investment company. Investments in Illinois Funds are valued at the share price, the price for which the investment could be sold.

##### Interest Rate Risk, Credit Risk, Custodial Credit Risk and Concentration Risk

*Deposits and Investments.* At year-end, the carrying amount of the Library’s deposits totaled \$2,156,044 and the bank balances totaled \$54,886,273.

*Investments.* The Library has the following investment fair values and maturities:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1 to 5	6 to 10	Greater Than 10
U.S. Agencies	\$ 4,435,780	\$ 546,891	\$ 3,888,889	\$ -	\$ -
Certificates of Deposit	660,604	89,371	571,233	-	-
Illinois Funds	48,264	48,264	-	-	-
	<u>\$ 5,144,648</u>	<u>\$ 684,526</u>	<u>\$ 4,460,122</u>	<u>\$ -</u>	<u>\$ -</u>

The Library has the following recurring fair value measurements as of March 31, 2022:

- U.S. Agencies of \$4,435,780 are valued using a matrix pricing model (Level 2 inputs)
- Certificates of Deposit of \$660,604 are valued using a matrix pricing model (Level 2 inputs)
- Illinois Funds of \$48,264 are measured by net asset value per share as determined by the pool

Debt Securities classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities’ relationship to benchmark quoted prices.

*Interest Rate Risk.* The Library’s investment policy does not address interest rate risk.

## TOWN OF NORMAL, ILLINOIS

### Notes to the Financial Statements March 31, 2022

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#### NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY – Continued

##### DEPOSITS AND INVESTMENTS – Continued

##### Interest Rate Risk, Credit Risk, Custodial Credit Risk and Concentration Risk – Continued

*Credit Risk.* The Library's investment policy does not address credit risk. At year-end, the Library's investments in U.S. Agencies are all rated AA+ by Standard & Poor's and the Library's investment in the Illinois Funds is not rated.

*Custodial Credit Risk.* To guard against credit risk for deposits, with financial institutions, the Library's investment policy requires that deposits with financial institutions in excess of FDIC limits be collateralized with collateral in an amount of 110 percent of the uninsured deposits with the collateral held by an independent third-party institution acting as the agent of the Library. At year-end, all of the bank balance of the deposits was covered by federal depository or equivalent insurance, and represents cash at paying agent for debt service payments.

For an investment, the Library limits the exposure to credit risk for investments by limiting investments to securities in accordance with the respective policies, prequalifying institutions the Library will do business with, and diversifying the portfolio so the impact of potential losses from any one type of security or from any one individual issuer will be minimized. At year-end, the Library's investments in U.S. Treasuries are all insured or registered with the Library or its agent in the Library's name and the Library's investment in the Illinois Fund is not subject to custodial credit risk.

*Concentration of Credit Risk.* The Library's investment requires diversification of investment to avoid unreasonable risk. At year-end, the Library does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

##### PROPERTY TAXES

Property taxes receivable represents the 2021 levy that is due and collectible in the 2022-2023 fiscal year. The 2021 levy was adopted in November 2021. Property taxes attach as an enforceable lien on the property as of January 1 and are due and collectible in June and September of the fiscal year following the 2021 tax levy. For the Library, these property taxes are not available for current year operations and are, therefore, shown as deferred inflows. No allowance is provided for uncollectible taxes, which is immaterial to the financial statements. The 2022 levy has not been recorded as a receivable in accordance with GASB Statement No. 33, Accounting for Nonexchange Transactions. While the levy attached as a lien as of January 1, 2022, the taxes will not be levied by the Library or extended by the County until December 2022; therefore, the amount is not measurable at March 31, 2022.



**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**CAPITAL ASSETS**

Governmental capital asset activity for the year was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 126,211	\$ -	\$ -	\$ 126,211
Depreciable Capital Assets				
Buildings and Improvements	3,046,636	-	-	3,046,636
Vehicles and Equipment	2,656,784	-	-	2,656,784
	<u>5,703,420</u>	<u>-</u>	<u>-</u>	<u>5,703,420</u>
Less Accumulated Depreciation				
Buildings and Improvements	2,129,650	71,330	-	2,200,980
Vehicles and Equipment	2,616,095	12,473	-	2,628,568
	<u>4,745,745</u>	<u>83,803</u>	<u>-</u>	<u>4,829,548</u>
Total Net Depreciable Capital Assets	<u>957,675</u>	<u>(83,803)</u>	<u>-</u>	<u>873,872</u>
Total Net Capital Assets	<u>\$ 1,083,886</u>	<u>\$ (83,803)</u>	<u>\$ -</u>	<u>\$ 1,000,083</u>

Depreciation expense was charged to the general government function.

**LONG-TERM DEBT**

**Long-Term Liability Activity**

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Governmental Activities					
Compensated Absences	\$ 154,466	\$ 14,863	\$ 29,726	\$ 139,603	\$ 27,921
Net Pension Liability					
IMRF	328,163	-	937,268	(609,105)	-
Total OPEB Liability - PHP	<u>3,003,103</u>	<u>-</u>	<u>466,632</u>	<u>2,536,471</u>	<u>-</u>
	<u>\$ 3,485,732</u>	<u>\$ 14,863</u>	<u>\$ 1,433,626</u>	<u>\$ 2,066,969</u>	<u>\$ 27,921</u>

## TOWN OF NORMAL, ILLINOIS

### Notes to the Financial Statements March 31, 2022

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#### NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY – Continued

##### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN

###### Illinois Municipal Retirement Fund (IMRF)

The Library's defined benefit pension plan for regular employees provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multi-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this document. Details of all benefits are available from IMRF. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report is available for download at [www.imrf.org](http://www.imrf.org). The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

###### Plan Description

*Plan Administration.* All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Benefits Provided.* IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Description – Continued**

*Benefits Provided – Continued.* All three IMRF benefit plans have two tiers. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

*Plan Membership.* As of December 31, 2021, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	15
Active Plan Members	<u>19</u>
Total	<u><u>34</u></u>

A detailed breakdown of IMRF membership is available in Note 4 in the Town’s IMRF disclosures.

*Contributions.* As set by statute, the Library’s Regular Plan Members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. For the year-ended March 31, 2022, the Library’s contribution was 13.88% of covered payroll.

# TOWN OF NORMAL, ILLINOIS

## Notes to the Financial Statements March 31, 2022

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### NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY – Continued

#### EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

#### Illinois Municipal Retirement Fund (IMRF) – Continued

#### Plan Description – Continued

*Net Pension Liability.* The Library's net pension liability was measured as of December 31, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

*Actuarial Assumptions.* The following are the methods and assumptions used to determine total pension liability at December 31, 2021:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Fair Value
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	2.85% to 13.75%
Cost of Living Adjustments	2.25%
Inflation	2.25%

For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Description – Continued**

*Actuarial Assumptions – Continued.*

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	25.00%	(0.60%)
Domestic Equities	39.00%	1.90%
International Equities	15.00%	3.15%
Real Estate	10.00%	3.30%
Blended	10.00%	1.70% - 5.50%
Cash and Cash Equivalents	1.00%	(0.90%)

**Discount Rate**

The discount rate used to measure the total pension liability was 7.25%, the same as the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Library contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the IMRF fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

**Discount Rate Sensitivity**

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of the Library calculated using the discount rate as well as what the Library’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension Liability/(Asset) \$	617,195	(609,105)	(1,580,928)

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Changes in the Net Pension Liability**

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2020	\$ 9,442,055	\$ 9,113,892	\$ 328,163
Changes for the Year:			
Service Cost	139,463	-	139,463
Interest on the Total Pension Liability	677,065	-	677,065
Difference Between Expected and Actual Experience of the Total Pension Liability	-	-	-
Changes of Assumptions	77,679	-	77,679
Contributions - Employer	-	203,565	(203,565)
Contributions - Employees	-	66,246	(66,246)
Net Investment Income	-	1,538,225	(1,538,225)
Benefit Payments, including Refunds of Employee Contributions	(472,246)	(472,246)	-
Other (Net Transfer)	-	23,439	(23,439)
Net Changes	421,961	1,359,229	(937,268)
Balances at December 31, 2021	\$ 9,864,016	\$ 10,473,121	\$ (609,105)

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended March 31, 2022, the Library recognized pension revenue of \$296,391. At March 31, 2022, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to  
Pensions – Continued**

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 138,950	\$ (81,575)	\$ 57,375
Change in Assumptions	93,093	(127,798)	(34,705)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	(1,192,113)	(1,192,113)
	<u>232,043</u>	<u>(1,401,486)</u>	<u>(1,169,443)</u>
Pension Contributions Made Subsequent to the Measurement Date	38,713	-	38,713
	<u>38,713</u>	<u>-</u>	<u>38,713</u>
Total Deferred Amounts Related to IMRF	<u>\$ 270,756</u>	<u>\$ (1,401,486)</u>	<u>\$ (1,130,730)</u>

\$38,713 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the reporting year ended March 31, 2022.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred (Inflows) of Resources
2022	\$ (255,492)
2023	(444,175)
2024	(294,206)
2025	(178,638)
2026	3,068
Thereafter	<u>-</u>
Totals	<u>\$ (1,169,443)</u>

## **TOWN OF NORMAL, ILLINOIS**

### **Notes to the Financial Statements March 31, 2022**

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#### **NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY – Continued**

##### **NATURE OF ORGANIZATION – NORMAL PUBLIC LIBRARY FOUNDATION**

The Normal Public Library Foundation (the Foundation) is a not-for-profit organization organized under the laws of the State of Illinois to develop philanthropic support for the Normal Public Library (the Library). The Foundation is considered a component unit of the Library under the accounting standards followed by the Library; however, the Foundation is a separate legal entity. The Foundation's only program relates to the support of the operational and capital needs of the Library that lack adequate funding through the Library's available resources. The Foundation's major sources of revenue and support are contributions from donors and investment income.

The Foundation is reported as a discretely presented component unit of the Normal Public Library, Illinois. These notes represent the financial activity of the Foundation for the fiscal year ended March 31, 2022.

##### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – NORMAL PUBLIC LIBRARY FOUNDATION**

###### **Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

###### **Net Assets**

The Foundation's financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. Net assets of Foundation and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Foundation's management and the board of directors.

Net Assets with Donor Restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Foundation or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities.



## **TOWN OF NORMAL, ILLINOIS**

### **Notes to the Financial Statements March 31, 2022**

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#### **NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY – Continued**

#### **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – NORMAL PUBLIC LIBRARY FOUNDATION – Continued**

##### **Cash and Investments**

For the purpose of the Statement of Financial Position and Statement of Cash Flows, the Foundation's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of purchase.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the Foundation categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

##### **Investment Income**

The Foundation records investment income earned on net assets with donor restrictions and without donor restrictions as without donor restrictions revenue.

##### **Contributed Services**

Contributed services are reported as contribution revenue and as assets or expenses only if the services create or enhance a non-financial asset (for example, property and equipment) or:

- Would typically need to be purchased by the Foundation if the services had not been provided by contribution
- Require specialized skills
- Are provided by individuals with those skills

##### **Income Taxes**

The Foundation is exempt from income tax under IRC section 501(c)(3), and similarly, is exempt from State of Illinois taxes under the Illinois Tax Act Section 205(a), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The Foundation has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. The Foundation has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. There was no unrelated business income for the year ended March 31, 2022.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – NORMAL PUBLIC LIBRARY  
FOUNDATION – Continued**

**Income Taxes – Continued**

The Foundation’s Forms 990, *Return of Organization Exempt from Income Tax*, are subject to examination by the IRS, generally, for three years after they were filed. Annual filings with the State of Illinois are, similarly, subject to examination.

**Functional Allocation of Expenses**

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Functional expenses which are not directly attributable to one function are allocated between program, management and general, and fundraising services based on the number of employees involved, the amount of time spent, the percentage of their salary associated with the time and on estimated made by the Foundation’s management.

**CASH AND INVESTMENTS – NORMAL PUBLIC LIBRARY FOUNDATION**

At year-end the carrying amount of the Foundation’s cash deposits totaled \$58,083 and the bank balances totaled \$58,083. The entire balance of deposits was fully insured by federal deposit insurance.

The Foundation’s investments at year-end consisted of \$255,935 in mutual funds.

The fair values of assets measured on a recurring basis at year-end are as follows:

	Level 1	Level 2	Level 3	Total
Mutual Funds	\$ 255,935	-	-	255,935

There were no changes in the valuation techniques used for measuring fair value during the year ended March 31, 2022.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**AVAILABILITY AND LIQUIDITY – NORMAL PUBLIC LIBRARY FOUNDATION**

The following represents Foundation’s financial assets at March 31, 2022:

Financial Assets at Year End:	
Cash and Investments	\$ 314,018
Less Amounts not Available to be used within one year:	
Quasi Endowment Established by the Board	<u>57,719</u>
 Financial Assets Available to Meet General Expenditures over the Next Twelve Months	 <u><u>256,299</u></u>

The Foundation’s goal is generally to maintain financial assets to meet 180 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts and certificates of deposit.

**NET ASSETS – NORMAL PUBLIC LIBRARY FOUNDATION**

**Without Donor Restrictions**

Net Assets without donor restrictions as of March 31, 2022 was comprised of the following:

Board Designated	
Endowment	\$ 57,719
Undesignated	<u>256,299</u>
 Total	 <u><u>314,018</u></u>

**ENDOWMENTS – NORMAL PUBLIC LIBRARY FOUNDATION**

The Foundation has endowment funds established for the purpose of funding the acquisition of Library programming. The endowments consist of Board designated funds. As required by generally accepted accounting, net assets associated with endowment funds, including funds designated the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**ENDOWMENTS – NORMAL PUBLIC LIBRARY FOUNDATION – Continued**

The Foundation’s management believes it is following the Uniform Prudent Management of Institutional Funds Act adopted by the State of Illinois based on consultations with an attorney. As a result, the Foundation classifies as permanently restricted net positions (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those assets are appropriated for expenditure by the Foundation.

Endowment net assets composition by type of fund at March 31, 2022 was as follows:

	<u>Without Donor Restrictions</u>
Unrestricted - Board Designated	<u>\$ 57,719</u>

Changes in endowment funds for the fiscal year ended March 31, 2022 were as follows:

	<u>Without Donor Restrictions</u>
Endowment Net Assets - Beginning	\$ 38,972
Contributions	16,324
Interest and Dividends	-
Net Appreciation (Depreciation)	2,423
Expenses	<u>-</u>
Endowment Net Assets - Ending	<u>57,719</u>

**TOWN OF NORMAL, ILLINOIS**

**Notes to the Financial Statements  
March 31, 2022**

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**NOTE 5 – DISCRETELY PRESENTED COMPONENT UNIT – NORMAL PUBLIC LIBRARY –  
Continued**

**IN-KIND DONATIONS – NORMAL PUBLIC LIBRARY FOUNDATION**

Donated Services – Donated services are recognized as in-kind revenues at their estimated fair value when they create or enhance nonfinancial assets or they require specialized skills which would need to be purchased if they were not donated. Contributed services that do not meet the above criteria are not recognized as revenues and are not reported in the accompanying financial statements. The Foundation received services from Library employees, which includes grant/sponsorship writing, event fund-raising, and development coordination, a portion of which meets the criteria for recognition. Accordingly, contributions have been recorded for the estimated fair value of these services of \$15,032 for the year ending March 31, 2022. These amounts have been included as contributions revenue and management and general expenses on the Statements of Activities. The Foundation also receives donated services from a variety of unpaid volunteers assisting the Foundation in its programs. However, these donated services are not reflected in the Statements of Activities because the criteria for recognition have not been satisfied.

## **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule of Employer Contributions
  - Illinois Municipal Retirement Fund
  - Police Pension Fund
  - Firefighters' Pension Fund
  
- Schedule of Changes in the Employer's Net Pension Liability/(Asset)
  - Illinois Municipal Retirement Fund
  - Police Pension Fund
  - Firefighters' Pension Fund
  
- Schedule of Investment Returns
  - Police Pension Fund
  - Firefighters' Pension Fund
  
- Schedule of Changes in the Employer's Total OPEB Liability
  - Post-Retirement Health Plan
  
- Budgetary Comparison Schedule
  - General Fund

Notes to the Required Supplementary Information

Budgetary Information – Budgets are adopted on a basis consistent with generally accepted accounting principles.

**TOWN OF NORMAL, ILLINOIS**

**Illinois Municipal Retirement Fund**

**Required Supplementary Information**

**Schedule of Employer Contributions**

**March 31, 2022**

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2015	\$ 2,000,205	\$ 2,020,269	\$ 20,064	\$ 15,590,062	12.96%
2016	2,053,120	2,069,286	16,166	15,866,458	13.04%
2017	2,221,402	2,265,165	43,763	17,025,476	13.30%
2018	2,177,719	2,208,474	30,755	16,925,922	13.05%
2019	2,332,144	2,361,757	29,613	16,868,455	14.00%
2020	1,905,483	1,930,780	25,297	17,024,460	11.34%
2021	2,289,903	2,353,252	63,349	17,099,114	13.76%
2022	Town 2,081,542	2,130,879	49,337	15,357,637	13.88%
	Library 198,851	203,565	4,714	1,467,127	13.88%
	<u>\$ 2,280,393</u>	<u>\$ 2,334,444</u>	<u>\$ 54,051</u>	<u>\$ 16,824,764</u>	<u>13.88%</u>

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	22 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Inflation	2.50%
Salary Increases	3.35% - 14.25%
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	MP-2017 (base year 2015)

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

12/31/2017	12/31/2018	12/31/2019	12/31/2020	12/31/2021		
Total	Total	Total	Total	Town	Library	Totals
\$ 1,800,289	\$ 1,602,370	\$ 1,694,282	\$ 1,713,222	\$ 1,459,873	\$ 139,463	\$ 1,599,336
6,940,777	6,910,060	7,286,704	7,582,801	7,051,219	677,065	7,728,284
(1,626,947)	1,609,949	133,640	(841,084)	813,135	77,679	890,814
(2,947,828)	3,025,884	-	(1,112,390)	-	-	-
(4,247,409)	(4,706,389)	(4,937,775)	(5,142,237)	(4,943,396)	(472,246)	(5,415,642)
(81,118)	8,441,874	4,176,851	2,200,312	4,380,831	421,961	4,802,792
93,767,259	93,686,141	102,128,015	106,304,866	99,063,123	9,442,055	108,505,178
<u>\$ 93,686,141</u>	<u>\$ 102,128,015</u>	<u>\$ 106,304,866</u>	<u>\$ 108,505,178</u>	<u>\$ 103,443,954</u>	<u>\$ 9,864,016</u>	<u>\$ 113,307,970</u>
\$ 2,202,524	\$ 2,219,227	\$ 1,930,780	\$ 2,301,860	\$ 2,130,879	\$ 203,565	\$ 2,334,444
764,033	755,997	783,515	793,781	693,452	66,246	759,698
13,198,453	(4,672,927)	15,349,616	13,329,763	16,101,879	1,538,225	17,640,104
(4,247,409)	(4,706,389)	(4,937,775)	(5,142,237)	(4,943,396)	(472,246)	(5,415,642)
(1,586,715)	1,834,357	(671,650)	(327,795)	245,353	23,439	268,792
10,330,886	(4,569,735)	12,454,486	10,955,372	14,228,167	1,359,229	15,587,396
75,534,678	85,865,564	81,295,829	93,750,315	95,591,795	9,113,892	104,705,687
<u>\$ 85,865,564</u>	<u>\$ 81,295,829</u>	<u>\$ 93,750,315</u>	<u>\$ 104,705,687</u>	<u>\$ 109,819,962</u>	<u>\$ 10,473,121</u>	<u>\$ 120,293,083</u>
<u>\$ 7,820,577</u>	<u>\$ 20,832,186</u>	<u>\$ 12,554,551</u>	<u>\$ 3,799,491</u>	<u>\$ (6,376,008)</u>	<u>\$ (609,105)</u>	<u>\$ (6,985,113)</u>
91.65%	79.60%	88.19%	96.50%	106.16%	106.18%	106.16%
\$ 16,886,940	\$ 16,746,362	\$ 17,028,447	\$ 17,025,421	\$ 15,396,016	\$ 1,470,793	\$ 16,866,809
46.31%	124.40%	73.73%	22.32%	(41.41%)	(41.41%)	(41.41%)



3/31/2019		3/31/2020		3/31/2021		3/31/2022					
Totals		Totals		Totals		Town	Library	Totals			
\$	715,338	\$	690,714	\$	1,335,624	\$	1,013,332	\$	64,222	\$	1,077,554
	1,110,124		1,128,514		1,042,904		1,297,458		(209,852)		1,087,606
	-		-		-		(2,219,227)		(140,649)		(2,359,876)
	302,050		14,794,329		(654,637)		(1,756,980)		(111,353)		(1,868,333)
	(1,091,616)		(1,081,078)		(1,098,255)		(1,088,722)		(69,000)		(1,157,722)
	1,035,896		15,532,479		625,636		(2,754,139)		(466,632)		(3,220,771)
	28,584,994		29,620,890		45,153,369		42,775,902		3,003,103		45,779,005
\$	29,620,890	\$	45,153,369	\$	45,779,005	\$	40,021,763	\$	2,536,471	\$	42,558,234
	N/A		N/A		N/A		N/A		N/A		N/A
	N/A		N/A		N/A		N/A		N/A		N/A

**TOWN OF NORMAL, ILLINOIS**

**Direct and Overlapping Property Tax Rates - Last Ten Tax Levy Years  
March 31, 2022 (Unaudited)**

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Town Direct Rates			
General	0.1389	0.1951	0.1931
IMRF	0.1886	0.1949	0.1897
Fire Pension	0.1284	0.1631	0.1783
Police Pension	0.1644	0.1954	0.2029
Social Security	0.1424	0.1459	0.1518
Total Direct Rates	<u>0.7627</u>	<u>0.8943</u>	<u>0.9158</u>
Overlapping Rates			
Town Library	0.4397	0.4465	0.4419
McLean County	0.9117	0.9038	0.9013
Normal Township	0.1669	0.2230	0.2280
Normal Road District	0.0907	0.0910	0.0935
Bloomington-Normal Water Reclamation District	0.1640	0.1701	0.1722
Bloomington-Normal Airport Authority	0.1275	0.1273	0.1366
Unit 5 School District	4.8841	5.0070	5.0271
Heartland Community College	0.4826	0.5067	0.5047
Total Overlapping Rates	<u>7.2672</u>	<u>7.4754</u>	<u>7.5053</u>
Total Rates	<u>8.0299</u>	<u>8.3697</u>	<u>8.4211</u>

Data Source: McLean County Treasurer's Office

2015	2016	2017	2018	2019	2020	2021
0.1912	0.1855	0.1840	0.1815	0.1800	0.0594	-
0.1910	0.1836	0.1981	0.1590	0.1996	0.1923	0.0868
0.1838	0.1994	0.2397	0.2540	0.2393	0.2902	0.3601
0.2048	0.2343	0.2642	0.2812	0.2546	0.3263	0.4127
0.1543	0.1561	0.1555	0.1514	0.1591	0.1578	0.1676
0.9250	0.9589	1.0415	1.0271	1.0326	1.0260	1.0272
0.4505	0.4526	0.4496	0.4435	0.4364	0.4337	0.4321
0.9184	0.9140	0.9105	0.9208	0.9150	0.9139	0.9140
0.2279	0.2308	0.2328	0.2301	0.2331	0.2322	0.2282
0.0957	0.0957	0.0929	0.0918	0.0901	0.0785	0.0809
0.1745	0.1793	0.1847	0.1865	0.1884	0.1868	0.1805
0.1357	0.1244	0.1194	0.0994	0.1436	0.1455	0.1427
5.0583	5.0147	5.0361	5.3920	5.3550	5.6470	5.6145
0.5405	0.5884	0.5854	0.5815	0.5817	0.5776	0.5764
7.6015	7.5999	7.6114	7.9456	7.9432	8.2152	8.1693
8.5265	8.5588	8.6529	8.9727	8.9758	9.2412	9.1965

**TOWN OF NORMAL, ILLINOIS**

**Principal Property Tax Payers - Current Fiscal Year and Nine Fiscal Years Ago  
March 31, 2022 (Unaudited)**

Taxpayer	2022			2013		
	Taxable Assessed Value	Rank	Percentage of Total Town Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Town Taxable Assessed Value
Rivian Automotive	\$ 13,435,014	1	1.47%			
C150 11 709 S Main LLC	8,123,706	2	0.89%			
Blue Atlantic Normal LLC	6,904,662	3	0.75%			
MCP Uptown Owner LLC	6,834,563	4	0.75%			
Earl Michael	6,378,852	5	0.70%			
Wal-Mart	5,393,651	6	0.59%	\$ 7,743,541	2	0.94%
JDHQ Hotels, LLC	5,154,273	7	0.56%			
Ironwood Garden Apartments	5,053,779	8	0.55%	7,746,860	1	0.94%
Meijer	4,961,836	9	0.54%	5,654,721	4	0.69%
SLK Global Solutions America	4,614,125	10	0.50%			
Mitsubishi Motor				7,470,795	3	0.91%
BroMenn Healthcare				5,305,927	5	0.65%
Mariott Hotel				4,940,000	6	0.60%
College Hills Mall				4,789,885	7	0.58%
Main Street Apartments				4,027,903	8	0.49%
Uptown Crossing				3,653,364	9	0.44%
Menards				3,648,249	10	0.44%
	<u>\$ 66,854,461</u>		<u>7.29%</u>	<u>\$ 54,981,245</u>		<u>6.69%</u>
Town of Normal Assessment Value	<u>\$ 917,014,900</u>			<u>\$ 821,686,028</u>		

Data Source: McLean County Treasurer's Office

**TOWN OF NORMAL, ILLINOIS**

**Property Tax Levies and Collections - Last Ten Fiscal Years  
March 31, 2022 (Unaudited)**

Fiscal Year	Tax Levy Year	Taxes Levied for the Fiscal Year*	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount	Percentage of Levy		Amount	Percentage of Levy
2013	2012	\$ 9,880,000	\$ 9,878,126	99.98%	\$ 286	\$ 9,878,412	99.98%
2014	2013	9,880,000	9,865,676	99.86%	233	9,865,909	99.86%
2015	2014	10,994,000	10,989,069	99.96%	359	10,989,428	99.96%
2016	2015	11,511,000	11,236,533	97.62%	3,740	11,240,273	97.65%
2017	2016	12,174,778	12,172,487	99.98%	-	12,172,487	99.98%
2018	2017	12,958,496	12,855,018	99.20%	-	12,855,018	99.20%
2019	2018	12,958,499	12,947,746	99.92%	-	12,947,746	99.92%
2020	2019	13,288,398	12,960,638	97.53%	-	12,960,638	97.53%
2021	2020	13,055,332	12,916,816	98.94%	-	12,916,816	98.94%
2022	2021**	13,381,632	-	0.00%	-	-	0.00%

Data Source: McLean County Treasurer

\*Includes Library

\*\*Levy collected in FY 2022-2023

**TOWN OF NORMAL, ILLINOIS**

**Ratios of General Bonded Debt Outstanding - Last Ten Fiscal Years  
March 31, 2022 (Unaudited)**

Fiscal Year	General Obligation Bonds (1)	Less: Amounts Available for Debt Service	Total	Taxable Retail Sales	Percentage of Taxable Retail Sales	Per Capita (2)
2013	\$ 72,923,947	\$ -	\$ 72,923,947	\$ 846,741,400	8.6%	\$ 1,376.65
2014	72,859,119	-	72,859,119	864,329,000	8.4%	1,352.75
2015	81,470,668	-	81,470,668	881,241,000	9.2%	1,490.39
2016	89,318,375	3,537,534	85,780,841	886,758,019	9.7%	1,577.64
2017	87,783,723	4,184,906	83,598,817	865,804,199	9.7%	1,540.59
2018	85,854,019	3,472,239	82,381,780	858,700,320	9.6%	1,517.61
2019	84,077,511	3,962,772	80,114,739	908,211,752	8.8%	1,463.50
2020	81,716,418	4,589,034	77,127,384	930,920,679	8.3%	1,415.99
2021	78,771,635	4,608,435	74,163,200	959,237,568	7.7%	1,361.57
2022	75,646,440	12,701,185	62,945,255	1,107,578,200	5.7%	1,174.48

Note: Details regarding the Town's outstanding debt can be found in the notes to the financial statements.

(1) This amount excludes Water and Sewer as those obligations are paid from non-sales tax revenues.

(2) Population data can be found in the Schedule of Demographic and Economic Statistics.

2016	2017	2018	2019	2020	2021	2022
5,116	5,309	5,366	5,409	5,446	4,910	5,772
1,050	1,066	969	1,069	1,167	1,155	1,247
1,694	1,592	1,139	87 (1)	90	120	151
1,326	1,548	1,247	1,170	1,121	997	922
2,924	2,435	1,769	1,506	1,050	758	572
9,928	8,870	8,874	7,878	6,362	5,135	4,968
1,023	1,062	883	848	875	996	976
8,432	8,752	8,650	8,576	8,710	8,968	9,058
3,517	3,377	3,289	3,724	3,130	3,268	3,099
552	233	75	215	220	158	133
10,530	11,427	11,319	8,099	7,832	2,412 (2)	4,419
91,319	90,783	82,012	80,709	90,244	- (3)	72,578
135,690	142,742	120,575	130,757	124,373	22,437 (3)	71,660
27,271	26,846	27,959	25,348	21,807	839 (3)	12,145
23,066	22,844	22,370	21,780	22,135	24,330	26,500
197,792	196,001	196,023	200,848	191,123	180,867	181,454
115	136	100	197	71	91	169
30	66	34	49	39	36	39
3,708,000	3,704,000	3,747,000	3,857,000	3,700,000	3,628,000	3,776,000
17,366	17,502	17,623	17,820	17,604	17,377	17,623
180	195	195	195	197	199	189 (5)
150	150	151	157	163	173 (4)	173



October 20, 2022

Members of the Board of Trustees  
Normal Public Library  
Normal, Illinois

We have audited the financial statements of the governmental activities and the aggregate remaining fund information of the Normal Public Library (the Library), Illinois for the year ended March 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 20, 2022. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended March 31, 2022. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets, the net pension liabilities/(assets) is based on estimated assumptions used by the actuary, the total OPEB liability is based on estimated assumptions used by the actuary and the asset retirement obligation is based on historical costs for similar abandonments, adjusted for inflation. We evaluated the key factors and assumptions used to develop the depreciation expense, net pension liabilities/(assets), the total OPEB Liability, and asset retirement obligation estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.



Significant Audit Findings – Continued

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 20, 2022.

*Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information and supplemental schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Board of Trustees and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Trustees and staff (in particular the Finance Department) of the Normal Public Library, Illinois for their valuable cooperation throughout the audit engagement.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

## Normal Public Library - FY2023 Assessment Regarding Standards for Illinois Public Libraries

### 1 – Core Standards

The Normal Public Library (NPL) Board of Trustees and the interim Library Director reviewed "Serving Our Public 4.0: Standards for Illinois Public Libraries" in its entirety. NPL could improve service to the community by offering a larger facility, more space for growing physical collections, additional programming space, study rooms, collaborative spaces and staff spaces to meet our changing needs. Our 2021-2024 strategic plan is complete. Our communication with the community continues to increase, as does promotion of resource sharing opportunities. Having completed our most recent building program in 2016, we will study space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for and schedule necessary facility improvements and maintenance. We continually advocate for funding for a new facility.

### 2 – Governance and Administration

We will continue to develop our communications to improve and ensure our sustained engagement with the community. All policies will be reviewed by the board on a regular basis, no less frequently than every two years. A succession plan will be developed in 2023 to help fill anticipated needs for library leadership and other key personnel. We will begin work on our next iteration of our strategic plan, 2024-2027.

### 3 - Personnel

Continued efforts to improve our overall human resources functions will result in improved job descriptions and orientation for staff, as well as additional improvements in recruitment, wellness, safety, professional development, and risk management. Strategic planning has revealed a need for recruiting a professional staff member to manage and improve our human resources operations. Staff and trustees will continue to be encouraged to attend local, state, regional and national conferences and trainings, and to stay informed via library literature and other relevant sources. An internal monthly newsletter to staff was implemented and includes training reminders, introductions to new staff, opportunities for input, and more.

### 4 – Access

Currently we are unable to provide adequate facility space to meet the growing needs of our community. Having completed our most recent building program in 2016, we will plan for an updated study to define space needs, determine optimal use of our current space, and complete a facility master plan to appropriately identify, budget for, and schedule necessary facility improvements and maintenance. We will advocate for funding for a new facility. Public parking was a challenge for us, though we partially overcame this challenge with a lease of 57 additional spaces in a lot adjacent to our property. With these additional spaces, our parking capacity remains 25 spaces below local code. Exterior identifying signage has been replaced, and improved internal signage is being planned. We install LED light fixtures when we need to replace a failing fixture in the facility. Sufficient lighting, furnishings, and signage remain a top priority and all are due for updating.

### 5 – Building Infrastructure and Maintenance

Our facility is the cleanest it has ever been, thanks to refined cleaning specs and methods, updated equipment and supplies, and well trained custodians. Quarterly window cleaning and gutter cleaning have been implemented. We need to formally evaluate our building facade, masonry, windows, and glazing at least once per year. Our parking lot was resurfaced in 2019, and will benefit from sealing and striping in spring 2023. Thanks to a Live and Learn Grant, we constructed four accessible restrooms on the main floor (completed 2021). The accessibility and efficiency of these restrooms is greatly improved for patrons and staff. We increased our HVAC MERV filters, and have explored UV ionization and bipolar oxidation for duct sterilization.

#### 6 - Safety

We can improve our disaster planning and emergency preparations by increasing the frequency of our staff training, adding signage to our designated tornado shelter, creating a floor plan showing locations of emergency-related items, and by creating a building safety checklist. Our disaster plan includes prioritization and salvage procedures, but it needs to be reviewed more frequently (quarterly). We plan to implement an improved security camera system and related policy in 2023. We will create an emergency manual with instructions and resources to support a breadth of emergencies that might occur. In 2023 we will conduct staff training for NARCAN® kits and keep kits available to staff in the facility. Call lists will be updated in 2023. AED batteries and pads were replaced in 2022.

#### 7 – Collection Management

Our budget for physical and digital collections is approximately 10.5% of our operating budget, and we expect increased expenses for digital collections due to pay-per-use pricing models. System-wide holds via the Resource Sharing Alliance are widely used, but we can improve our promotion of Find More Illinois and other resource sharing opportunities for our patrons. We continue to use Collection HQ to help us evaluate our physical collection. In the second quarter of FY2021 we eliminated overdue fines and DVD fees, both of which contributed to reduced barriers and greater access for patrons. Our collection development policy is current and reviews annually.

#### 8 – System Member Responsibilities and Resource Sharing

We can improve our promotion of statewide cooperative services such as Find More Illinois and I-Share. Additionally, we have improved our staff training regarding resource sharing beyond system-wide holds. Our message to the community will emphasize that our access to materials goes well beyond the RSA, and we are here to help patrons get the materials they desire.

#### 9 - Public Services: Reference and Reader's Advisory Services

We have improved our ongoing reference and reader's advisory training for staff to ensure patrons are fully aware of how to best use our electronic resources and digital content. Our Reference Policy will be updated in FY2023, and we are currently evaluating our reference service to identify any improvements. We currently offer NoveList and Novelist K-8 as reader's advisory tools, and are exploring additional opportunities via Beanstack software. Our browser pack service has been a great opportunity for staff to use their reader's advisory skills to serve our patrons looking for a quick pick-up surprise pack of personally curated materials. We seasonally link to voter information and will curate a web page to include local and state maps,

ordinances, codes, minutes of local government meetings, and information about local history and events.

#### 10 – Programming

We can improve our efforts to ensure patrons are fully informed regarding how to best utilize our online catalog, databases and digital content, and will identify specifically how to best accomplish this in 2023. Our outreach efforts have been steadily increasing and we see additional possibilities for making improvements in this regard, particularly for patrons who are unable to physically get to our facility. Programming throughout COVID has raised our awareness of the importance of programming that may be offered virtually (and hybrid) or presented in packets and completed at home. We have heard positive comments from patrons who are now participating in programming for the first time due to our new offerings, and we want to continue serving them well in the future. Currently we are identifying how to improve our offerings to seniors who are isolated and often unable to access online programming. Our partnerships with local organizations for programming will remain a priority as well as programs that meet or exceed the diversity of our community.

#### 11 - Youth/Young Adult Services

We have a long history of providing excellent services, collections and programs to youth. Our elimination of library fines and DVD fees greatly reduced financial barriers of use for young people. We expanded cross-training of staff to grow the number of staff who have extensive knowledge of all things children's and teen. Though we are constantly evaluating service for youth, it would benefit us to step back and identify any improvements we can make, particularly in the display of, and in the ease of using, our collections. We have had success with intergenerational programming, and see opportunities for additional offerings in the future. We see an opportunity to reach more youth by continuing to offer programming in packets offered and to be completed at home.

#### 12 – Technology

In FY2023 we replaced public computers, staff time clock, installed digital displays to replace the projectors in our meeting rooms and for public digital signage, two staff printers, and updated our technology plan (completed at least twice annually). We are preparing for an active directory merge with the Town of Normal, to further enhance the security and efficiency of our technology infrastructure. Following a study of our website by a Needs Assessment and Usability class at University of Michigan, we updated our website to make it more intuitive and effective. In the coming months we will update our Internet use policy. Remaining to be complete in 2023: update to security cameras, network refresh, update VOIP, replace hotspots, add external security cameras, and replace public laptops and iPads.

#### 13 – Marketing, Promotion and Collaboration

Our communication tools are strong and our methods are effective. Our communications efforts improved a great deal throughout COVID. We began using Constant Contact to regularly inform patrons of pertinent library news and updates. The board of trustees completes a formal walk-through of our facility as an annual event. As our marketing and promotion efforts continue to increase, we should formalize our budget for public relations and marketing activities. Our Community Engagement Manager is taking on increased responsibility in coordinating

marketing efforts, in partnership with our Graphic Designer. Any staff member who has a need to promote an event or service is provided the tools to efficiently get the word out to the correct audience. We need to improve how to best receive ongoing input and ideas from patrons and will seek innovative ways to do so in 2023.