



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

**November 19, 2025 at 6 p.m.
Normal Public Library, 206 W College Ave, Board Room 018**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. Omnibus Vote Agenda
(All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
 - a. Approval of the Minutes of the Regular Board Meeting of October 15, 2025
 - b. Approval of Normal Public Library Expenditures for Payment as of November 14, 2025
7. Items Removed from The Omnibus Vote Agenda
8. New Business
 - a. Approval of Release of all property damage claims, Southern Company Gas
 - b. Review Partial Requirements of Per Capita Grant (Discussion)
9. Unfinished Business
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: December 17, 2025
13. Adjournment

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

**Minutes of the Board of Trustees
Normal Public Library
October 15, 2025**

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Board Room 018, Normal Public Library, 206 W College Ave, Normal, Illinois on Wednesday, October 15, 2025. The meeting convened at 6:00 pm, President Beth Robb, presiding.

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

Members Absent: none

Library Staff Present: John Fischer, Library Director

NPL Foundation Liaison: none

Town of Normal Staff Present: none

Community Members Present: none

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

Foundation: Ms. Lane reported on the addition of Erin Dullard to the Foundation board and her fundraising presentation. Two prospective members attended the October meeting. The onboarding packet has been updated. A joint NPL/NPLF retreat is tentatively scheduled for January.

Library Advocacy: Currently awaiting reply from McCarthy's office. ILA breakfast November 19th.

Library Planning: No report.

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

6. OMNIBUS VOTE AGENDA

A. Approval of the Minutes of the Regular Board Meeting of September 17, 2025

B. Report to Receive and File Normal Public Library Expenditures for Payment, including \$194,739.69 for two payrolls, and \$92,331.79 for expenditures as of October 9, 2025.

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

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes
Susan Lash: Yes
David Sye: Yes

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

A. Approve Electronic Meetings Policy (action)

Ms. Trunnell moved to approve the policy as written. Mr. Lindberg seconded.

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

B. Approve Photography and Video Recording Policy (action)

Mr. Lindberg moved to approve the policy as amended. Ms. Lane seconded.

Motion passed 7-0.

Beth Robb: Yes

Katelyn Trunnell: Yes

Erin Ripley-Gataric: Yes

Lynda Lane: Yes

Terry Lindberg: Yes

Susan Lash: Yes

David Sye: Yes

C. Review Partial Requirements of Per Capita Grant (discussion)

D. Library Tour

9. UNFINISHED BUSINESS

A. Strategic Planning Discussion

10. Suggested Items for next Agenda

A. None

11. Next Meeting Date: November 19, 2025

12. Adjournment

Ms. Lane motioned to adjourn the meeting, Mr. Sye seconded. Meeting adjourned at 7:11 pm.

Secretary

Date

**Director's Report
November 19, 2025**

1. Monthly Financial Report

- **Revenue:** The October operating revenues were down about 13% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$145,785.88 from October 10 to November 14 is included in this packet. There are two payrolls (October 24 and November 7) totaling \$193,259.36.
- **Budget:** The library levy will be subject for approval at Town Council in December.

2. Circulation

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

3. Capital Projects

- **Renovation:** Only a couple items still left. Punch list and warranty items still being addressed with good responses from the contractor.
- **Roof update:** Gutters are being installed and completed this week. Metal panels starting to arrive this week. There have been no major surprises along the way. Final roof completion is due in November or early December.

4. Library Planning Committee

- The next Library Planning Committee is scheduled for December 12.

5. Illinois Library Association Legislative Meetup

- The annual ILA meetup is scheduled for Wednesday, November 19. I will present briefly on the subject of ebooks.

6. Town Leadership/Department Head Retreat

- The annual Department Head Retreat for the Town of Normal is in November. I plan on attending.

7. LIRA

- The annual Libraries of Illinois Risk Agency (liability and cyber insurance) meeting is on November 20. Laura Golaszewski will attend in my place. This will provide us a much better idea of next year's premiums.

8. Department of Justice requirements under the ADA

- Town of Normal and Normal Public Library want all community members to be able to participate equally in Library activities. Staff will ensure that content on our website is accessible to everyone. Doing this ensures the Library meets Department of Justice requirements under the Americans with Disabilities Act (ADA). I'll have some discussion and examples to present during my report. No action is required.

9. Public Library Standards

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

10. Events

- Our Stranger Things Event was offered on Friday, November 14.
- Thank you to Normal Public Library Foundation for continuing to support Itsy Arts, 1,000 Books Before Kindergarten, Lunchtime Yoga, our Tiny Book Concerts, and so many more programs!
- We will close early on Wednesday, November 26 (at 5 pm) and remain closed Thursday and Friday for the holiday. We will open again on Saturday, November 29 at 9 am.

Report to Receive and File Town of Normal Expenditures for Payment as of 10/10/2025-11/14/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	0.01
US BANK/P-CARD	SPEC PROG-ADULT READING C	25.00
Library Fund	Total	25.01

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
66DEGREES, LLC	CREDIT REPAYMENT	1,554.40
AMERENIP	AUG 25 UTILITIES	2,481.63
AMERENIP	JUL 25 UTILITIES	2,229.03
BAKER & TAYLOR COMPANIES	ADULT BOOKS	333.08
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	181.66
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	21.49
BEST BUY BUSINESS ADVANTAGE ACCT	AIR PURIFIERS (2)	518.00
BLACKSTONE PUBLISHING	AUDIOBOOKS	90.65
BRODART COMPANY	ADULT BOOKS	3,211.80
BRODART COMPANY	YOUNG ADULT BOOKS	358.37
CENGAGE LEARNING INC	ADULT BOOKS	279.15
CENTER POINT LARGE PRINT	ADULT BOOKS	201.36
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIVERSIFIED MECHANICAL INC	QRTLY HVAC MAINT	712.10
FRONTIER	MONTHLY PHONE BILL	127.92
HANNAH MESOUANI	INCLUSION CONSULTING	300.00
Jennifer Williams	REIMB/JENNIFER W. ADULT B	50.00
KANOPY INC	DIGITAL CONTENT	297.00
KROGER-INDY CUSTOMER CHARGES	OUTREACH SUPPLIES	24.97
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROG SUPPLIES	20.78
KROGER-INDY CUSTOMER CHARGES	SPECIAL PROG-ARC BOOK BRU	18.55
Laura Wilson	REIMB/LAURA W. GROWN UP S	43.74
MENARDS	MISC SUPPLIES	176.23
MENARDS	OPERATING SUPPLIES	42.01
MENARDS	STORAGE TUBS, SAW, SCREWS	62.76
MIDWEST TAPE	DIGITAL CONTENT	8,296.19
MIDWEST TAPE	DVDS	37.48
NICOR GAS	AUG 25 UTILITIES	152.35
NICOR GAS	SEPT 25 UTILITIES	153.07
OVERDRIVE, INC	DIGITAL CONTENT	1,667.13
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	970.75

Report to Receive and File Town of Normal Expenditures for Payment as of 10/10/2025-11/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
PROQUEST INFORMATION & LEARNING	PUBLIC ACCESS SOFTWARE	4,051.33
QUADIENT, INC.	METER RENT/MAINT 11/4-2/3	65.85
Rachel Park	REIMB/RACHEL P. DEATH CAF	14.00
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	130.46
RON SMITH PRINTING CO INC	DIGITAL RESOURCE BROCHURE	235.00
UNIQUE MANAGEMENT SERVICES INC	SEPT PLACEMENTS	53.75
US BANK/P-CARD	ADVERTISING-FB META AD-08	159.95
US BANK/P-CARD	AV-DIG. MEDIA-(1) MUSIC	14.98
US BANK/P-CARD	AV-DIG. MEDIA-(4) GAMES (193.78
US BANK/P-CARD	AV-DIG. MEDIA-(4) MUSIC	58.78
US BANK/P-CARD	AV-DIG. MEDIA-(8) GAMES (376.70
US BANK/P-CARD	BOOKS ADULT-(1) GAME-LOT	27.27
US BANK/P-CARD	BOOKS ADULT-(1) PARTON RE	17.96
US BANK/P-CARD	BOOKS ADULT-(1) PATRON RE	14.62
US BANK/P-CARD	BOOKS ADULT-(10) PARTON R	209.52
US BANK/P-CARD	BOOKS ADULT-(2) PARTON RE	129.75
US BANK/P-CARD	BOOKS CHILDRENS-(1) PATRO	6.86
US BANK/P-CARD	DVDS-(1) MOVIE	27.99
US BANK/P-CARD	DVDS-(1) MOVIE-PATRON REQ	13.14
US BANK/P-CARD	DVDS-(1) TV SHOW	34.38
US BANK/P-CARD	DVDS-(11) MOVIES	199.56
US BANK/P-CARD	DVDS-(15) MOVIES	261.40
US BANK/P-CARD	DVDS-(18) MOVIES	327.28
US BANK/P-CARD	DVDS-(2) MOVIES	41.98
US BANK/P-CARD	DVDS-(2) TV SHOWS	49.98
US BANK/P-CARD	DVDS-(3) MOVIES-PATRON RE	17.46
US BANK/P-CARD	DVDS-(3) MOVIES; AV-DIG.	90.43
US BANK/P-CARD	FACILITIES-(1 500) NITRIL	173.21
US BANK/P-CARD	FACILITIES-(12) REFILL TP	66.41
US BANK/P-CARD	FACILITIES-(2) DISINFECT.	80.46
US BANK/P-CARD	FACILITIES-(2) SANITARY P	56.98
US BANK/P-CARD	FACILITIES-(22) REFILL PT	106.52
US BANK/P-CARD	FACILITIES-(250) SANITARY	49.93
US BANK/P-CARD	FACILITIES-(4) LAMINATING	241.96
US BANK/P-CARD	FACILITIES-(4) SANITARY P	575.04
US BANK/P-CARD	FACILITIES-(6) REFILL TP	99.48
US BANK/P-CARD	FACILITIES-(8) DESK GROMM	42.24
US BANK/P-CARD	OP SUPLIES(1) BARCODE SCA	32.77

Report to Receive and File Town of Normal Expenditures for Payment as of 10/10/2025-11/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OP SUPPLIES-CHILDREN'S BO	52.42
US BANK/P-CARD	OP SUPPLIES-MAKERSPACE-3D	189.86
US BANK/P-CARD	OP SUPPLIES-MAKERSPACE-EM	25.95
US BANK/P-CARD	OP SUPPLIES-MAKERSPACE-LA	54.39
US BANK/P-CARD	OP SUPPLIES(1) MESH GAME	13.99
US BANK/P-CARD	OP SUPPLIES(1) STAFF ERG	86.31
US BANK/P-CARD	OP SUPPLIES(1) WIRE STORA	433.93
US BANK/P-CARD	OP SUPPLIES(18) CORK FELT	54.12
US BANK/P-CARD	OP SUPPLIES(2) LIB. CARD	114.71
US BANK/P-CARD	OP SUPPLIES(2) REGISTER P	5.90
US BANK/P-CARD	OP SUPPLIES(2774) CRAFT S	9.47
US BANK/P-CARD	OP SUPPLIES(6) MICROFIBER	9.98
US BANK/P-CARD	REFNUID-OP SUPPLIES SALES	-8.26
US BANK/P-CARD	REFUND-AV-DIG. MEDIA-(1)	-13.97
US BANK/P-CARD	REFUND-BOOKS (2) PARTON R	-87.37
US BANK/P-CARD	REFUND-SPEC. PROG(24) REO	-36.00
US BANK/P-CARD	SHOULTS ILA 2025-MEAL 10.	33.88
US BANK/P-CARD	SPEC PROG OUTREACH MESH B	14.24
US BANK/P-CARD	SPEC PROG SUPPLIES(50) CL	25.46
US BANK/P-CARD	SPEC PROG-ADULT-MIDNIGHT	26.87
US BANK/P-CARD	SPEC PROG-BEG SEWING(10)F	13.88
US BANK/P-CARD	SPEC PROG-BEG SEWING(12)	23.98
US BANK/P-CARD	SPEC. PROG-ART SPARKS AD	56.25
US BANK/P-CARD	SPEC. PROG-ART SPARKS-PAP	13.78
US BANK/P-CARD	SPEC. PROG-CHILDREN'S -HA	94.43
US BANK/P-CARD	SPEC. PROG-CHILDREN'S-TIN	39.90
US BANK/P-CARD	SPEC. PROG-CHILDREN'S(50)	23.98
US BANK/P-CARD	SPEC. PROG-CHILDRENS-(4)	13.29
US BANK/P-CARD	SPEC.PROG-ADULT-MIDNIGHT	30.96
US BANK/P-CARD	SPEC.PROG-CHILDREN'S PROG	112.20
US BANK/P-CARD	TECHNOLOGY-(2) TYPE-C CHA	19.90
VERIZON WIRELESS	AUG29-SEP28 WIRELESS PHON	247.70
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	218.26
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	184.29
Library Fund	Library Administration Total	35,137.57

Library Special Reserve Library Administration

Report to Receive and File Town of Normal Expenditures for Payment as of 10/10/2025-11/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KREILING ROOFING CO	MTL ROOF REPL. >10/8	79,710.57
MCLEAN COUNTY GLASS	DOOR REPLACEMENT (X2)	16,700.00
OTTO BAUM COMPANY INC	MASONRY PLANTER REPAIRS	10,030.00
PERMACARD	KEY TAG SET 4/4	3,884.11
US BANK/P-CARD	PROJ# CIP129-RENOV(2) LED	28.92
US BANK/P-CARD	PROJ#CIP129-RENOV(1) DREM	124.00
US BANK/P-CARD	PROJ#CIP129-RENOV(1)ACRYL	36.24
US BANK/P-CARD	PROJ#CIP129-RENOV(12)ACRY	49.87
US BANK/P-CARD	PROJ#CIP129-RENOV(5) ACRY	26.47
US BANK/P-CARD	PROJ#CIP129-RENOV(6)SHELV	33.12
Library Special Reserve Library	Administration Total	110,623.30
Overall - Total		145,785.88

Library Revenue and Expense Report, October 2025

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,334,885.00	4,334,885.00	4,139,986.57	95.50%	4,375,430.39	-5.38%
31110-Property Tax	4,000,000.00	4,000,000.00	3,921,955.03	98.05%	4,081,409.91	-3.91%
31530-State Replacement Revenue	141,500.00	141,500.00	70,243.01	49.64%	137,150.64	-48.78%
33260-State Grants	77,785.00	77,785.00	77,785.60	100.00%	81,559.98	-4.63%
34720-Photocopy Fees	8,000.00	8,000.00	246.50	3.08%	423.26	-41.76%
34750-Replacements Books/AV	6,000.00	6,000.00	803.85	13.40%	1,537.44	-47.72%
38210-Investment Income	96,600.00	96,600.00	48,592.08	50.30%	72,728.59	-33.19%
38530-Donations	1,000.00	1,000.00	35.00	3.50%	105.74	-66.90%
38910-Miscellaneous	4,000.00	4,000.00	20,325.50	508.14%	514.83	3848.00%
222-Library Replacement Fund	84,900.00	84,900.00	20,862.90	24.57%	150,131.68	-86.10%
38210-Investment Income	49,800.00	49,800.00	3,312.90	6.65%	20,631.68	-83.94%
39192-Transfer From	35,100.00	35,100.00	17,550.00	50.00%	129,500.00	-86.45%
223-Library Special Reserve	3,750.00	3,750.00	40,225.99	1072.69%	300,985.68	-86.64%
38210-Investment Income	250.00	250.00	30,225.99	12090.40%	59,985.68	-49.61%
38910-Miscellaneous	2,500.00	2,500.00	10,000.00	400.00%		0.00%
39192-Transfer From	1,000.00	1,000.00			241,000.00	-100.00%
Total	4,423,535.00	4,423,535.00	4,201,075.46	94.97%	4,826,547.75	-12.96%

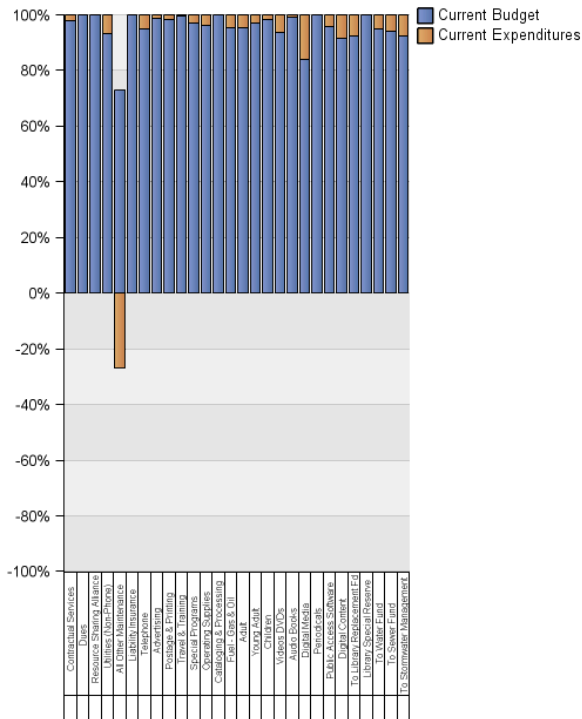
Figure 1: Library Revenue Report, October 2025

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	2,554,899.16	41.51%
10-Administration	4,239,560.00	4,242,560.00	2,091,566.65	390,086.65	2,481,653.30	1,760,906.70	2,554,899.16	41.51%
222-Library Replacement Fund	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,361.08	8.71%
10-Administration	35,100.00	35,100.00	32,042.44	0.00	32,042.44	3,057.56	60,361.08	8.71%
223-Library Special Reserve	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	1,550,091.71	52.01%
10-Administration	2,570,000.00	2,570,000.00	1,215,493.33	17,729.00	1,233,222.33	1,336,777.67	1,550,091.71	52.01%
Total	6,844,660.00	6,847,660.00	3,339,102.42	407,815.65	3,746,918.07	3,100,741.93	4,165,351.95	45.28%

Figure 2: Library Expense Report, October 2025

Budget to Actual Expenditures

Library - Administration (Library Fund)



Expenditure Fiscal Year				Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	221-9010-455.20-10 Contractual Services	\$3,022.80	\$81,512.83	\$47,805.19	\$136,600.00	\$4,259.18	\$133,600.00	3%	\$50,827.99
			221-9010-455.20-20 Dues	\$0.00	\$1,606.00	\$5,075.00	\$7,100.00	\$419.00	\$7,100.00	6%	\$5,075.00
			221-9010-455.24-10 Resource Sharing Alliance	\$0.00	\$67,399.38	\$0.62	\$67,400.00	\$0.00	\$67,400.00	0%	\$0.62
			221-9010-455.25-10 Utilities (Non-Phone)	\$5,053.94	\$13,774.92	\$25,505.01	\$68,000.00	\$23,666.13	\$68,000.00	35%	\$30,558.95
			221-9010-455.25-60 All Other Maintenance	(\$18,320.73)	\$29,480.29	\$13,361.18	\$50,000.00	\$25,479.26	\$50,000.00	51%	(\$4,959.55)
			221-9010-455.30-10 Liability Insurance	\$0.00	(\$149.00)	\$0.00	\$55,000.00	\$55,149.00	\$55,000.00	100%	\$0.00
			221-9010-455.30-15 Telephone	\$451.70	\$2,461.05	\$3,199.25	\$8,160.00	\$2,048.00	\$8,160.00	25%	\$3,650.95
			221-9010-455.30-20 Advertising	\$159.95	\$6,424.57	\$0.00	\$14,000.00	\$7,415.48	\$14,000.00	53%	\$159.95
			221-9010-455.30-25 Postage & Printing	\$300.85	\$9,444.82	\$5,611.80	\$16,000.00	\$642.53	\$16,000.00	4%	\$5,912.65
			221-9010-455.30-35 Travel & Training	\$33.88	\$4,720.87	\$7,748.32	\$14,600.00	\$2,096.93	\$14,600.00	14%	\$7,782.20
			221-9010-455.30-40 Special Programs	\$575.26	\$6,726.56	\$1,576.13	\$20,400.00	\$11,522.05	\$20,400.00	56%	\$2,151.39
			221-9010-455.35-10 Operating Supplies	\$1,974.90	\$22,162.13	\$12,304.78	\$48,500.00	\$12,058.19	\$48,500.00	25%	\$14,279.68
			221-9010-455.35-15 Cataloging & Processing	\$0.00	\$983.31	\$7,816.69	\$15,000.00	\$6,200.00	\$15,000.00	41%	\$7,816.69
			221-9010-455.35-50 Fuel - Gas & Oil	\$47.74	\$408.69	\$0.00	\$1,000.00	\$543.57	\$1,000.00	54%	\$47.74
			221-9010-455.36-10 Adult	\$4,387.14	\$24,250.07	\$48,540.96	\$86,700.00	\$9,521.83	\$86,700.00	11%	\$52,928.10
			221-9010-455.36-20 Young Adult	\$379.86	\$2,168.43	\$5,101.71	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$5,481.57

			221-9010-455.36-26	Children	\$1,289.73	\$18,481.38	\$40,616.22	\$71,400.00	\$11,012.67	\$71,400.00	15%	\$41,905.95
			221-9010-455.37-15	Videos DVDs	\$1,059.22	\$3,364.70	\$4,089.60	\$15,300.00	\$6,786.48	\$15,300.00	44%	\$5,148.82
			221-9010-455.37-20	Audio Books	\$90.65	\$2,913.83	\$3,995.52	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$4,086.17
			221-9010-455.37-30	Digital Media	\$672.13	\$742.42	\$1,940.12	\$3,500.00	\$145.33	\$3,500.00	4%	\$2,612.25
			221-9010-455.38-10	Periodicals	\$0.00	\$1,350.44	\$8,925.00	\$10,000.00	(\$275.44)	\$10,000.00	-3%	\$8,925.00
			221-9010-455.38-20	Public Access Software	\$4,051.33	\$50,259.55	\$37,376.50	\$94,860.00	\$3,172.62	\$94,860.00	3%	\$41,427.83
			221-9010-455.39-10	Digital Content	\$10,260.32	\$62,129.78	\$37,609.90	\$110,000.00	\$0.00	\$110,000.00	0%	\$47,870.22
			221-9010-455.92-22	To Library Replacement Fd	\$2,925.00	\$17,550.00	\$0.00	\$35,100.00	\$14,625.00	\$35,100.00	42%	\$2,925.00
			221-9010-455.92-23	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455.95-02	To Water Fund	\$132.78	\$654.48	\$0.00	\$2,500.00	\$1,712.74	\$2,500.00	69%	\$132.78
			221-9010-455.95-07	To Sewer Fund	\$36.33	\$154.18	\$0.00	\$600.00	\$409.49	\$600.00	68%	\$36.33
			221-9010-455.96-10	To Stormwater Management	\$50.60	\$303.60	\$0.00	\$610.00	\$255.80	\$610.00	42%	\$50.60
Nov 13, 2025				Summary	18,635.38	431,279.28	373,199.50	975,770.00	152,656.84	972,770.00	0.16	391,834.88

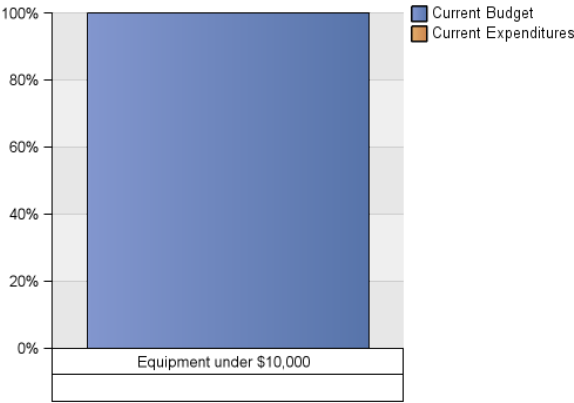
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Budget to Actual Expenditures

Library

- Administration

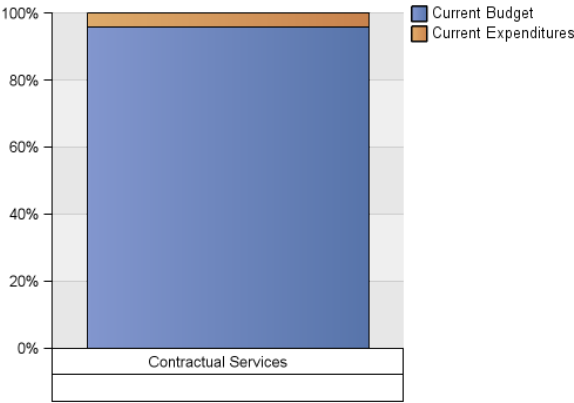
(Library Replacement Fund)



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

Budget to Actual Expenditures

Library - Administration (Library Special Reserve)



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	223-9010-455-20-10	Contractual Services	\$110,623.30	\$1,215,493.33	(\$2,855.11)	\$2,570,000.00	\$1,246,738.48	\$2,570,000.00	49%	\$107,768.19
			Summary		110,623.30	1,215,493.33	-2,855.11	2,570,000.00	1,246,738.48	2,570,000.00	0.49	107,768.19

NPL Circulation Statistics



October 2025

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
Juvenile						
Books	272,610	82,049	116,569	37,571	9,495	24,889
Videos	2,611	353	837	328	62	196
Audios	10,128	3,931	6,646	1,368	579	1,253
Magazines	225	33	125	29	1	6
Other	377	83	150	30	5	16
Juvenile - Total	285,951	86,449	124,327	39,326	10,142	26,360
Teen						
Books	10,520	4,653	5,060	1,391	526	794
Audios	56	22	18	13	1	0
Magazines	9	0	5	0	0	0
Teen - Total	10,585	4,675	5,083	1,404	527	794
Adult						
Books	86,432	41,603	53,728	11,706	5,652	10,499
Videos	29,065	10,034	14,971	4,261	1,563	3,282
Audios	8,733	2,462	3,465	963	339	716
Magazines	1,968	578	1,477	263	109	340
Other	9,273	4,011	5,835	1,212	451	1,121
Adult - Total	135,471	58,688	79,476	18,405	8,114	15,958
Digital Content						
eAudiobooks	19,215	23,375	28,129	2,820	3,307	4,046
eBooks	21,749	23,038	21,651	3,109	3,100	2,940
Magazines	1,366	3,008	4,901	462	506	797
Music	288	311	307	39	45	63
Streaming Video	2,050	2,254	2,794	362	344	439
Content Passes	183	204	254	33	40	51
Digital Content - Total	44,851	52,190	58,036	6,825	7,342	8,336
Total Circulation	476,858	202,002	266,922	65,960	26,125	51,448

NPL Collection Holdings



October 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	82,058	82,138	202	-122	2,118	-1,916
Videos	932	932	0	0	0	-1
Audios	2,127	2,136	13	-4	84	-112
Magazines	143	146	11	-8	78	-121
Other	24	24	0	0	0	-19
Juvenile - Total	85,284	85,376	226	-134	2,280	-2,169
Teen						
Books	4,130	4,166	40	-4	276	-306
Audios	27	27	0	0	0	0
Magazines	4	4	0	0	2	-5
Teen - Total	4,161	4,197	40	-4	278	-311
Adult						
Books	52,792	53,118	436	-110	1,707	-1,922
Videos	15,126	15,067	49	-108	247	-405
Audios	9,195	9,203	12	-4	81	-684
Magazines	781	796	82	-67	653	-1069
Other	2,293	2,305	13	-1	50	-8
Adult - Total	80,187	80,489	592	-290	2,738	-4,088
Total Collection	169,632	170,062	858	-428	5,296	-6,568

NPL Digital Content by Month



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

	6.25	7.25	8.25	9.25	10.25	
eRead Illinois						
eAudiobooks	310	333	309	331	280	
eBooks	347	368	355	293	273	
eRead Illinois Total	657	701	664	624	553	
Freeding	0	0	0	1	0	
Hoopla						
eAudiobooks	2,174	2,278	2,322	2,323	2,327	
eBooks	839	863	841	855	868	
Movies/TV	166	143	165	149	164	
Music	25	61	45	38	63	
Hoopla Total	3,204	3,345	3,373	3,365	3,422	
Kanopy						
Individual Titles Plays	198	116	97	104	105	
Plays Through Passes	0	146	212	122	170	
Kanopy Total Videos Played	198	262	309	226	275	
OverDrive						
eAudio	1,429	1,410	1,566	1,448	1,439	
eBooks	2,012	2,136	1,832	1,700	1,799	
Magazines	684	631	735	719	797	
OverDrive Total	4,125	4,177	4,133	3,867	4,035	
Total Downloads or Uses						
eAudiobooks	3,913	4,021	4,197	4,102	4,046	
eBooks	3,198	3,367	3,028	2,849	2,940	
Magazines	684	631	735	719	797	
Music	25	61	45	38	63	
Streaming Video	364	405	474	375	439	
Hoopla 7-day BingePasses	30	38	22	27	41	
Kanopy Passes	0	2	3	3	2	
OverDrive 7-Day Passes	4	2	3	4	8	
Total Passes	34	42	28	34	51	

NPL Monthly Statistics

October 2025



Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	25,186	258	-7	25,437	22,667	22,158
Teen	1,792	2	6	1,800	1,813	2,643
Juvenile	9,083	32	-32	9,083	7,851	8,862
Total	36,061	292	-33	36,320	32,331	33,663

Patron Count

	Current Month	Current YTD	FY25	FY24
Door Count at 201 (temp location)	-	7,500		
Door Count at Main	16,589	49,993		
Total	16,589	57,493	15,800	135,592

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,843	22,640	23,934	24,251
Loaned	2,852	17,168	17,945	20,760
Reciprocal borrowing	8,612	37,320	25,792	139,516

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201 (temp location)	-			939
Public Desktops & Laptops	674	511	46	2,194
Total	674	511	46	3,133

normalpl.org Site Statistics



October 2025

	Annual Totals Year to Date			October		
	FY 2024	FY 2025	FY 2026	2023	2024	2025
Views & Sessions						
Pageviews	257,747	198,583	231,192	41,091	27,154	40,676
Sessions	130,213	100,357	115,702	18,203	14,179	21,263

Top Viewed Pages	FY 2026
/	95,896
/events/upcoming	15,020
/events/month	6,390
/learning-resources	5,712
/employment	4,409
/summerreading	3,851
/print	2,389
/planning	2,329
/form/library-account-application	2,190
/borrow	2,098

Usage by Device	FY 2026
Desktop	53.2%
Mobile	45.5%
Tablet	1.3%

Top Viewed Pages	October 2025
/	14,779
/events/upcoming	2,574
/events/month	1,105
/learning-resources	952
/employment	622
/print	591
/reserve-room	500
/reserve-room/room	453
/events/month/2025/11	360
/form/library-account-application	319

Usage by Device	Oct 2025
Desktop	67.2%
Mobile	31.9%
Tablet	0.9%

RELEASE
OF ALL PROPERTY DAMAGE CLAIMS

Claim: GC239794

KNOW ALL MEN BY THESE PRESENTS:

That the Undersigned, being of lawful age, for the sole consideration **SIX THOUSAND THREE HUNDRED AND FOURTY-FIVE DOLLARS (\$6,345)** to be paid **Normal Public Library** do/does hereby and for my/our/its heirs, executors, administrators, successors and assigns release, acquit and forever discharge **SOUTHERN COMPANY GAS** and its/their parent companies, subsidiaries, and affiliated companies and divisions, and the officers, directors, shareholders, employees, agents, insurers, successors and assigns of the foregoing entities (collectively, "Releasees"), from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, including attorneys' fees, which the undersigned now has/have or which may hereafter accrue on account of or in any way growing out of any and all **known and unknown, foreseen and unforeseen** property damage, including any and all liens, and the consequences thereof resulting or to result from the accident, casualty or event which occurred on or about the **31st day of January 2025 at or around 206 W College Ave, Normal, Illinois 61761.**

It is understood and agreed that this Release is the compromise of a doubtful and disputed claim, and that the payment made is not to be construed as an admission of liability on the part of the Releasees, and that said Releasees deny liability therefore and intend merely to avoid litigation and buy their peace.

The Undersigned further declare(s) and represent(s) that no promise, inducement or agreement not herein expressed has been made to the Undersigned, and that this Release contains the entire agreement between the parties hereto, and that the terms of this Release are contractual and not a mere recital.

THE UNDERSIGNED HAS/HAVE READ THE FOREGOING RELEASE AND FULLY UNDERSTAND(S) IT.

Signed, sealed and delivered this _____ day of _____, 2025.

CAUTION: READ BEFORE SIGNING BELOW

_____ Normal Public Library (Print)	_____ Normal Public Library (Job Title & Signature)
	LS

STATE OF _____
COUNTY OF _____

On the _____ day of _____ 2025, before me personally appeared _____ to me known to be the person(s) named herein and who executed the foregoing Release and acknowledged to me that _____ voluntarily executed the same.

My term expires _____,

NOTARY PUBLIC

Illinois Public Library Standards – Marketing & Promotion: Action Plan

Library Name _____

Date _____

Completed by _____

Job Title _____

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	<input type="checkbox"/> The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	<input type="checkbox"/> The library adopts a formal marketing plan.	

2	<input checked="" type="checkbox"/> The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).			
3	<input checked="" type="checkbox"/> The library allocates funds for marketing and promotion.	<input checked="" type="checkbox"/> The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	<input checked="" type="checkbox"/> The library has one or more dedicated employees for marketing and graphic design.	

4	<input checked="" type="checkbox"/> The library adopts an easily recognizable logo that represents the library's brand.	<input checked="" type="checkbox"/> The library uses its logo consistently across all print and digital marketing platforms.	<input checked="" type="checkbox"/> The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	
5	<input checked="" type="checkbox"/> The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	<input checked="" type="checkbox"/> The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		
6	<input checked="" type="checkbox"/> The library understands the community it serves and designs its marketing efforts to reach all residents.	<input checked="" type="checkbox"/> The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		

7	<input checked="" type="checkbox"/> The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).			
8	<input checked="" type="checkbox"/> The library collects data, stories and photos that illustrate the value of the library.	<input checked="" type="checkbox"/> The library uses collected data, stories, and photos to communicate the value of the library to the community.	<input checked="" type="checkbox"/> The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	
9	<input checked="" type="checkbox"/> The library regularly evaluates the effectiveness of its marketing efforts.	<input checked="" type="checkbox"/> The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		

Notes/Comments:

Illinois Public Library Standards – Programming: Action Plan

Library Name

Date

Completed by

Job Title

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library provides programs for all ages free of charge or on a cost recovery basis.	<input checked="" type="checkbox"/> The library provides virtual or hybrid programs where appropriate.		
2	<input checked="" type="checkbox"/> The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	<input checked="" type="checkbox"/> The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	<input checked="" type="checkbox"/> The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	
3	<input type="checkbox"/> The library has a board-approved programming policy for all ages that includes a protocol for response to changes.			

4	<input checked="" type="checkbox"/> The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	<input checked="" type="checkbox"/> The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	<input checked="" type="checkbox"/> The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	
5	<input checked="" type="checkbox"/> The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			

6	<input checked="" type="checkbox"/> The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	<input checked="" type="checkbox"/> The library provides staff training in best practices for meeting the programming needs of a diverse community.	<input checked="" type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
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Notes/Comments:

Illinois Public Library Standards – Safety & Emergency Preparedness: Action Plan

Library Name

Date

Completed by

Job Title

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			
2	<input checked="" type="checkbox"/> Staff have ready access to emergency all information for police, fire, director, board, and other relevant staff.	<input checked="" type="checkbox"/> The library staff have ready access to all library key service providers (plumbing, electrical, roofing).	<input checked="" type="checkbox"/> The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	

3	<input checked="" type="checkbox"/> The library provides training for staff on safety and emergency preparedness.	<input checked="" type="checkbox"/> The library includes safety and emergency training for new employees onboarding procedures.	<input checked="" type="checkbox"/> In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	
4	<input type="checkbox"/> The library has a board approved Patron Conduct Policy.	<input type="checkbox"/> The library staff is aware of the Patron Conduct Policy and understands how to implement it.	<input type="checkbox"/> The library has a dedicated security staff person and/or a security surveillance system.	
5	<input checked="" type="checkbox"/> Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	<input checked="" type="checkbox"/> Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	<input checked="" type="checkbox"/> The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	

6	<input checked="" type="checkbox"/> The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			
7	<input checked="" type="checkbox"/> The library has an emergency and disaster preparedness manual that is easily accessible to staff.	<input checked="" type="checkbox"/> The library annually reviews and updates the library emergency and preparedness manual.	<input type="checkbox"/> The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	
8	<input checked="" type="checkbox"/> The library has a disaster recovery plan that is kept in an off-site location.	<input checked="" type="checkbox"/> The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		

9	<input checked="" type="checkbox"/> The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	<input checked="" type="checkbox"/> The library seeks to be included in community plans and works with local agencies or organizations for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	<input checked="" type="checkbox"/> The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	
10	<input checked="" type="checkbox"/> The library follows all local and state requirements for emergency systems and equipment inspections.	<input type="checkbox"/> The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		

Notes/Comments:

Illinois Public Library Standards – Technology: Action Plan

Library Name

Date

Completed by

Job Title

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

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a dedicated budget for technology equipment and services.	<input checked="" type="checkbox"/> The library has a technology replacement schedule and/or a technology plan.	<input checked="" type="checkbox"/> The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	
2	<input checked="" type="checkbox"/> The library has a board approved internet and computer use policy.	<input checked="" type="checkbox"/> The library reviews and updates computer use policies on a regular basis		
3	<input checked="" type="checkbox"/> The library provides a sufficient number of public use computers.	<input checked="" type="checkbox"/> The library offers laptops or tablets for the public to use in-house.	<input checked="" type="checkbox"/> The library allows laptops or tablets to be checked-out by the public.	

4	<input checked="" type="checkbox"/> The library has access to a trained individual to maintain all technology.	<input checked="" type="checkbox"/> The library has a trained staff person or contractual service to maintain the technology infrastructure.	<input checked="" type="checkbox"/> The library has a dedicated IT department.	
5	<input checked="" type="checkbox"/> The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	<input checked="" type="checkbox"/> The library provides staff training for best practices in computer safety and includes cybersecurity incidents liability insurance.	<input checked="" type="checkbox"/> The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.	

6	<input checked="" type="checkbox"/> Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustments).	<input checked="" type="checkbox"/> The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	<input type="checkbox"/> The library provides adaptive equipment for individuals of all abilities for checkout.	
7	<input checked="" type="checkbox"/> The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	<input checked="" type="checkbox"/> The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	<input type="checkbox"/> The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	
8	<input checked="" type="checkbox"/> The library has basic communication tools, such as telephones, photocopyers and printers for both staff and public use.	<input checked="" type="checkbox"/> The library offers facsimile, mobile printing, and scanners.	<input checked="" type="checkbox"/> The library offers video conferencing equipment and space.	

9	<input checked="" type="checkbox"/> The library is aware of emerging technology trends such as the maker movement.	<input checked="" type="checkbox"/> The library offers maker tools (e.g., video cameras, 3D printers, digital cameras) either for in-house use or check-out.	<input checked="" type="checkbox"/> The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.	
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Notes/Comments: