Normal Public Library—Board of Trustees
Monthly Meeting Agenda

December 20, 2023 at 6 p.m.
Normal Public Library Community Room

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]
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 November 15, 2023
   B. Approval of Normal Public Library Expenditures for Payment as of December 14, 2023
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
   A. Approval of Per Capita Grant Application (Action)
   B. Materials Selection Policy (Action)
   C. Electronic Meetings Policy (Action)
   D. Paid Leave Policy (Action)
9. UNFINISHED BUSINESS
   A. Abatement Project Update
   B. FY2024-FY2029 Budget Update
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: January 17, 2023
13. Adjournment

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

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

Minutes of the Board of Trustees

Normal Public Library

November 15, 2023

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in the Community Room of the Normal Public Library, Normal, Illinois on Wednesday, November 15, 2023. The meeting convened at 6:00 pm, President Beth Robb, presiding.

Members Present: Beth Robb, President, Katelyn Trunnell, Vice President, Erin Ripley-Gataric, Secretary, Lynda Lane, Treasurer, Amy Ersland, Terry Lindberg, Dylan Hile-Broad

Members Absent: NA

Library Staff Present: John Fischer, Library Director, Laura Golaszewski, Jennifer Williams, Lyndsey Carney

Community Members Present:

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** None
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

    Foundation: No report.

    Library Advocacy: No report.

    Library Planning: Met to discuss funding options.

    Capital Project Committee: Future discussion.

5. **Staff Update:** Lyndsey Carney, children's librarian

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

7. <u>**OMNIBUS VOTE AGENDA**</u>

    A. Approval of the Minutes of the Regular Board Meeting of October 18, 2023 B. Report to Receive and File Normal Public Library Expenditures for Payment, including $165,338.42f or two payrolls, and $61,351.25 for expenditures as of November 9, 2023

    C. Approval of the FY 2023 Audit

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

    seconded. Motion passed 7-0.

8. <u>**ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**</u>

No items were removed from the Omnibus Vote Agenda.

9. **NEW BUSINESS**

        A. Review of Illinois Public Library Standards

        B. Asbestos consulting Services Contract with McKee Environmental (Action)

        Mr. Lindberg moved to approve, pending review by the Town of Normal attorney and project architect. Ms. Ersland seconded. Motion passed 7-0.

        C. Bylaws (Action)

        Ms. Trunnel moved to approve the revised bylaws as presented. Ms. Ersland seconded. Motion passed 7-0.

        D. Electronic Meetings Policy (action)

        Vote deferred, pending Town of Normal attorney review.

        E. Personnel Code (Action)

        Mr. Hile-Broad moved to approve the personnel code as amended. Ms. Lane seconded. Motion passed 7-0.

F. Executive Session: [5 ILCS 120/2(c)(1)] Personnel (Director Performance Review) Ms. Lane moved to enter Executive Session at 7:06 pm. Mr. Hile-Broad seconded. Roll Call to enter Executive Session:

Beth Robb – Present
Katelyn Trunnell – Present
Dylan Hile-Broad – Present
Erin Ripley-Gataric – Present
Lynda Lane – Present
Amy Ersland – Present
Terry Lindberg – Present

Discussion of Director performance review procedure.

Roll Call to Exit Executive Session:

Beth Robb – Present
Katelyn Trunnell – Present
Dylan Hile-Broad – Present
Erin Ripley-Gataric – Present
Lynda Lane – Present
Amy Ersland – Present
Terry Lindberg – Present

The Board and Mr. Fischer exited Executive Session and returned to the Regular Meeting at 7:29 pm.

10. **UNFINISHED BUSINESS**

    A. Abatement Project Update

    B. FY2024-25 Budget Update

11. **Suggested Items for Next Agenda**
    A. Policy Review: Collection Development
    B. Per Capita Application
    C. Paid Leave For All Workers Policy
    D. Electronic Meetings Policy
12. **Board Comments and Concerns:** Ms. Lane thanked Mr. Fischer for facilitating her attendance at the ILA conference and shared highlights with the Board.
13. **Next Meeting Date:** December 20, 2023
14. **Adjournment**

    Ms. Robb adjourned the meeting at 7:44 pm.

_____ _____

Secretary Date

Report to Receive and File Town of Normal Expenditures for Payment as of 11/10/2023-12/14/2023

Library Fund

Vendor Name	Payment Description	Transaction Amount
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	217.00
Rhiannon Shoults	REIMB TO RHIANNON SHOULTS	241.89
US BANK/P-CARD	Adlt Prgm - Staff Reading	5.00
US BANK/P-CARD	All Ages Prgm - Winter Re	2,701.48
US BANK/P-CARD	Chld Prgm - Scavenger Hun	127.13
US BANK/P-CARD	Chld Prgm - Sign and Sing	150.00
US BANK/P-CARD	Tn Adlt Prgm - Game On! V	183.09
Library Fund	**- Total**	**3,625.59**

Library Fund   Library   Administration

Vendor Name	Payment Description	Transaction Amount
ACE HARDWARE	LANSCAPING FLOWERS	20.28
AMERENIP	OCT2023 UTILITIES	1,126.95
AMERENIP	SEPT23 UTILITIES	857.51
AMERICAN LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	215.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	4,660.50
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,174.74
BAKER & TAYLOR COMPANIES	YA BOOKS	320.91
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	99.23
BARNES & NOBLE INC	PERIODICALS	263.80
BLACK BOOK	REFERENCE RENEWAL	538.99
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	1,244.22
CENGAGE LEARNING INC	ADULT BOOKS	988.76
CENGAGE LEARNING INC	ADULT BOOKS: LRG PRINT	95.63
CENTER POINT LARGE PRINT	ADULT BOOKS-LARGE PRINT	114.75
CENTER POINT LARGE PRINT	ADULT BOOKS: LRG PRINT	191.76
CIRBN, LLC	INTERNET, MONTHLY-LIBRARY	76.08
DARNALL PRINTING	#10 W ENVELOPE PRINTED	490.00
DIVERSIFIED MECHANICAL INC	FURNACE HARDWARE	599.00
ELM USA INC	DISC CLEANER SUPPLIES	1,186.90
FRONTIER	PHONE SERVICE MONTHLY - L	127.92
HOMELESS TRAINING INSTITUTE, LLC	ANNUAL MEMBERSHIP	1,149.00
IMAGE SUPPLY	CATALOG/PROCESS SUPPLIES	1,970.75
J.D. POWER	RE STANDING ORDER RENEWAL	289.00
J.D. POWER	REF. STNDING ORDER NADA	289.00
KANOPY INC	DIGITAL CONTENT	322.00
KONE INC	ELEVATOR INSPECTION	325.00

Report to Receive and File Town of Normal Expenditures for Payment as of 11/10/2023-12/14/2023

Vendor Name	Payment Description	Transaction Amount
KONE INC	ELEVATOR: FAID PREP	494.16
LAUTERBACH & AMEN LLP	AUDIT SERVICES	600.00
LIBRARY IDEAS,LLC	CHILDREN'S VOX BOOKS	823.80
MCLEAN COUNTY GLASS	EXTERIOR DOOR REPAIR	120.00
MENARDS	BATTERIES, DOOR STOPS	25.53
MENARDS	CLEANING SUPPLIES	24.94
MENARDS	CLEANING SUPPLIES/AERATOR	8.18
MENARDS	COFFEE SUPPLIES, BATTERY	113.80
MENARDS	FAC-ICE MELT & SUPPLIES	68.90
MENARDS	LIB FACILITIES-LIGHTBULB	11.99
MENARDS	LIGHT BULB - LIBRARY	11.99
MIDWEST TAPE	DIGITAL CONTENT	5,549.80
OVERDRIVE, INC	DIGITAL CONTENT	1,581.24
OVERDRIVE, INC	DIGITAL CONTENT - EBOOK	27.23
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBK	49.99
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBKS	79.00
OVERDRIVE, INC	DIGITAL CONTENT AUDIOBOOK	73.24
OVERDRIVE, INC	DIGITAL CONTENT EBOOK	25.87
OVERDRIVE, INC	DIGITAL CONTENT EBOOK/AUD	869.50
OVERDRIVE, INC	DIGITAL CONTENT EBOOKS	27.50
OVERDRIVE, INC	DIGITAL CONTENT-EBOOK	40.85
OVERDRIVE, INC	DIGITAL CONTENT/EBOOKS	394.98
OVERDRIVE, INC	EBOOKS & AUDIO	422.46
PLAYAWAY PRODUCTS LLC	ADULT AUDIO BOOKS	434.93
PLAYAWAY PRODUCTS LLC	ADULT-AUDIO BOOK DEVICES	404.94
QUADIENT, INC.	METER RENTAL	60.00
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	1,542.83
RON SMITH PRINTING CO INC	WINTER ACTIVITY GUIDE	1,912.50
TODAYS BUSINESS SOLUTIONS TBS INC	COPIER 12/1/23-11/30/24	1,203.00
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAX	110.88
UNIQUE MANAGEMENT SERVICES INC	CATALOGING	268.75
US BANK/P-CARD	3D Printer Filament - Coo	24.99
US BANK/P-CARD	3D Printer Filament - Pin	24.99
US BANK/P-CARD	Adlt Prgm - Create w Cri	16.17
US BANK/P-CARD	Adlt Prgm - DIY	82.52
US BANK/P-CARD	Adlt Prgm - DIY Mini Book	195.87
US BANK/P-CARD	Adult Books - In French (	507.33
US BANK/P-CARD	ALA Membership - 12 31 24	345.00

Report to Receive and File Town of Normal Expenditures for Payment as of 11/10/2023-12/14/2023

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	All Ages Prgm - Great Pum	60.00
US BANK/P-CARD	Chld Prgm - Wackadoo Prog	37.98
US BANK/P-CARD	Chldn Prgm - Craft Suppli	19.98
US BANK/P-CARD	Chldn Prgm - Maker Academ	106.89
US BANK/P-CARD	Chldn Prgm - Wackadoo Cra	21.96
US BANK/P-CARD	Chldn Prgm - Wackadoo Pro	30.58
US BANK/P-CARD	Chromebook Kit Replacemen	50.90
US BANK/P-CARD	DVD - Haunted Mansion La	99.80
US BANK/P-CARD	DVD - Shortcomings Randa	39.98
US BANK/P-CARD	DVD - The Channel Willia	14.95
US BANK/P-CARD	DVD - The Crown: Season 5	27.99
US BANK/P-CARD	DVD - The Haunting Lodge	18.99
US BANK/P-CARD	DVDs - Dark Winds: Season	16.96
US BANK/P-CARD	DVDs - New Releases (15)	292.52
US BANK/P-CARD	DVDs - The Good Mother M	34.41
US BANK/P-CARD	DVDs - Til Death Do Us Pa	25.92
US BANK/P-CARD	Facilities - Can Liners	37.09
US BANK/P-CARD	Facilities - Can liners	187.24
US BANK/P-CARD	Facilities - Courtesy Bag	35.09
US BANK/P-CARD	Facilities - Disinfectant	101.98
US BANK/P-CARD	Facilities - Elevator Ann	76.69
US BANK/P-CARD	Facilities - Handwash GO	119.97
US BANK/P-CARD	Facilities - LED Wall Pac	56.19
US BANK/P-CARD	Facilities - Maxi Pads 2	49.99
US BANK/P-CARD	Facilities - Nitrile Glov	72.90
US BANK/P-CARD	Facilities - Tampons 500	90.01
US BANK/P-CARD	Facilities - TP PT Roll P	285.44
US BANK/P-CARD	File Storage for Graphic	9.99
US BANK/P-CARD	Food Supply - Design Meet	26.50
US BANK/P-CARD	Game - NS Super Mario Br	59.99
US BANK/P-CARD	Game - PS4 The Crew Moto	59.99
US BANK/P-CARD	Game - PS5 Marvel's Spid	69.00
US BANK/P-CARD	Games - PS5 XBX NSW BD	409.92
US BANK/P-CARD	ILA Conference - Parking	7.00
US BANK/P-CARD	Laptop Sleeve for Graphic	18.98
US BANK/P-CARD	Music CD - Christmas Che	11.89
US BANK/P-CARD	Music CD - Hackney Diamon	13.98
US BANK/P-CARD	Music CD - NOW That's Wha	14.79

Report to Receive and File Town of Normal Expenditures for Payment as of 11/10/2023-12/14/2023

Vendor Name	Payment Description	Transaction Amount
US BANK/P-CARD	Music CD - One More Time	11.99
US BANK/P-CARD	Music CD - The Greatest C	14.97
US BANK/P-CARD	Music CD - Vol. 1 Chris	13.98
US BANK/P-CARD	Patron Req - Adult Books	98.52
US BANK/P-CARD	Patron Req - Adult Book (	43.69
US BANK/P-CARD	Patron Req - Children's B	47.30
US BANK/P-CARD	Patron Req and Replacemen	66.35
US BANK/P-CARD	Patron Req DVD - Star Tre	7.48
US BANK/P-CARD	Podcast Hosting Service	15.00
US BANK/P-CARD	Prgm - Puzzle Palooza	218.15
US BANK/P-CARD	Programs - North Pole Mag	14.95
US BANK/P-CARD	Public Web Filter - 1 Yea	400.00
US BANK/P-CARD	Reader's Digest - 9 issue	7.00
US BANK/P-CARD	Refund for DVD lost in tr	-14.95
US BANK/P-CARD	Safe (2)	130.00
US BANK/P-CARD	Webinar - Leading from th	49.00
US POSTAL SERVICE/HASLER	ACCT. #5287048 - FOR NPL	2,000.00
VERIZON WIRELESS	LIBRARY PHONE 10/29-11/28	247.00
VERIZON WIRELESS	LIBRARY TELEPHONES	247.00
WALMART COMMUNITY BRC	ADULT BOOKS	41.96
WALMART COMMUNITY BRC	COFFEE SUPPLIES	52.19
WALMART COMMUNITY BRC	DVDS-LIBRARY	325.32
WALMART COMMUNITY BRC	ENVELOPES	15.56
WALMART COMMUNITY BRC	FOOD SUPPLIES	171.20
WALMART COMMUNITY BRC	OP SUPPLIES	71.76
WALMART COMMUNITY BRC	SPECIAL PROGRAMS SUPPLIES	206.63
WALMART COMMUNITY BRC	STEMCLUB WACKADOO	180.29
WATTS COPY SYSTEMS, INC.	COPIERS: IMAGE CHARGES	82.49
WATTS COPY SYSTEMS, INC.	COPIES:IMAGE CHARGE	507.92
WATTS COPY SYSTEMS, INC.	IMAGE CHARGE 10/9-11/8/23	171.56
WILCOX ELECTRIC & SERVICE INC	FIXED ROAD SIGN	760.68
Library Fund Library Administration - Total		**48,049.51**

Library Replacement Fund Library   Administration

Vendor Name	Payment Description	Transaction Amount
LAKESHORE LEARNING MATERIALS	CHILDREN'S DEPT FURNITURE	459.95
WALZ LABEL AND MAILING SYSTEMS	REPLACEMENT POSTAGE METER	1,274.00
Library Replacement Fund Library Administration - Total		**1,733.95**

Report to Receive and File Town of Normal Expenditures for Payment as of 11/10/2023-12/14/2023

Vendor Name	Payment Description	Transaction Amount
Overall - Total		**53,409.05**

Director's Report
December 20, 2023

1. **Monthly Financial Report**
    Revenue: The November operating revenues were up 2.1% compared to this time last year.
    Expenses: A report showing expenses totaling $53,409.05 from November 10 to December 13 is included in this packet. Three payrolls (November 10 and 24, December 8) totaled $241,837.05.

2. **Circulation**
    Total circulation for November was 60,793, down 4.7% from November 2022.

3. **FY2024-29 Budget**
    On December 4, City Council approved the increase in levy for the library which includes funds to support debt service for our 2024 abatement and renovation plans.

4. **Capital Project Update**
    Funding is in the budget for debt service for this project. In addition, we are in the process of completing the Public Library Construction Grant application with the Illinois State Library, due in April. I am attending an informational webinar on this grant and application on December 21. Room to Room synopsis is nearly complete. We are on schedule to have a bid approval in February 2024.

5. **FY2024 Per Capita Grant Application**
    The Illinois State Library recently released the application for the FY2024 Illinois Public Library Per Capita Grant. Similar to last year, we must 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. This application is on the agenda for approval. New this year is the Certification of Eligibility for Grants. Applications are due January 30, 2023.

6. **Policy: Materials Selection Policy**
    This policy is currently in effect with suggested changes from our attorney highlighted. Language in this policy meets or exceeds required language for compliance with Illinois Public Act 103-0100. This policy is reviewed every two years. Next review will be December 2025. Last attorney review dated December 11, 2023.

7. **Policy: Electronic Meetings (updated)**
    We seek your approval of this updated policy. Our attorney reviewed this draft own November 28, 2023 and his suggestions are marked in yellow.

8. **Policy: Paid Leave**
    This policy is effective on January 1, 2024. We seek your approval of this policy developed in coordination with Town of Normal HR. Attorney suggestions are marked in red, dated December 7, 2023.

9. **Insurance Renewal**
    Our LIRA insurance application has been submitted. Further supporting documents will be provided in February. Quotes for insurance renewal will be reviewed in spring in time for a May 2024 renewal.

10. **ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey**
    Our 2023 FY ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey was submitted to the State Library on Monday, November 27. Thanks to Jennifer with assistance in completing this annual survey.

11. **Staff Appreciation**

My deep appreciation to library staff and the leadership team for their daily efforts. We continue to focus on hiring the best candidates and investing in our staff to better serve our community. The leadership team is planning a staff appreciation event for all library staff in January.

Revenue & Expense Report

Account: All
Fiscal Year: FY2023-24
0   8   April – November

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
221-Library Fund	**4,439,097.00**	**4,439,097.00**	**4,336,941.01**	**97.70%**	**4,246,948.19**	**2.12%**
31110-Property Tax	3,962,164.00	3,962,164.00	3,945,185.32	99.57%	3,897,482.01	1.22%
31530-State Replacement Revenue	357,600.00	357,600.00	240,899.69	67.37%	231,451.77	4.08%
33260-State Grants	77,433.00	77,433.00	77,785.60	100.46%	81,540.38	-4.60%
34720-Photocopy Fees	2,000.00	2,000.00	6,607.44	330.37%	6,123.35	7.91%
34750-Replacements Books/AV	3,500.00	3,500.00	3,904.20	111.55%	3,456.86	12.94%
38210-Investment Income	36,000.00	36,000.00	58,724.65	163.12%	22,301.25	163.32%
38530-Donations	200.00	200.00	796.85	398.43%	1,080.00	-26.22%
38910-Miscellaneous	200.00	200.00	3,037.26	1518.63%	3,512.57	-13.53%
222-Library Replacement Fund	**117,698.00**	**117,698.00**	**87,633.82**	**74.46%**	**64,064.87**	**36.79%**
38210-Investment Income	20,300.00	20,300.00	30,856.32	152.00%	12,320.87	150.44%
39192-Transfer From	97,398.00	97,398.00	56,777.50	58.29%	51,744.00	9.73%
223-Library Special Reserve	**9,900.00**	**9,900.00**	**23,639.64**	**238.78%**	**4,594.04**	**414.57%**
38210-Investment Income	7,400.00	7,400.00	23,639.64	319.45%	4,594.04	414.57%
38910-Miscellaneous	2,500.00	2,500.00				
Total	**4,566,695.00**	**4,566,695.00**	**4,448,214.47**	**97.41%**	**4,315,607.10**	**3.07%**

Expense

YTD Expense Pivot

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Bal	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	**4,362,783.00**	**4,937,989.00**	**2,433,222.19**	**215,261.84**	**2,648,484.03**	**2,289,504.97**	**2,190,006.48**	**46.37%**
10-Administration	4,362,783.00	4,937,989.00	2,433,222.19	215,261.84	2,648,484.03	2,289,504.97	2,190,006.48	46.37%
222-Library Replacement Fund	**89,280.00**	**1,729,280.00**	**18,957.93**	**-459.95**	**18,497.98**	**1,710,782.02**	**71,097.96**	**98.93%**
10-Administration	89,280.00	1,729,280.00	18,957.93	-459.95	18,497.98	1,710,782.02	71,097.96	98.93%
223-Library Special Reserve	**1,000.00**	**1,835,600.00**	**3,610.00**	**0.00**	**3,610.00**	**1,831,990.00**	**10,847.50**	**99.80%**
10-Administration	1,000.00	1,835,600.00	3,610.00	0.00	3,610.00	1,831,990.00	10,847.50	99.80%
Total	**4,453,063.00**	**8,502,869.00**	**2,455,790.12**	**214,801.89**	**2,670,592.01**	**5,832,276.99**	**2,271,951.94**	**68.59%**

NPL Circulation Statistics

November 2023

	Year to Date			Month		
	2021-2022	2022-2023	2023-2024	2021	2022	2023
Juvenile						
Books	252,301	300,102	305,673	29,532	37,983	33,063
Videos	1,608	2,259	2,907	218	365	296
Audios	8,302	10,798	11,254	1,093	1,361	1,126
Magazines	172	310	251	26	43	26
Other	350	970	433	67	53	56
Juvenile - Total	262,733	314,439	320,518	30,936	39,805	34,567
Teen						
Books	11,421	11,981	11,830	1,023	1,185	1,310
Audios	50	63	60	12	6	4
Magazines	10	8	9	1	0	0
Teen - Total	11,481	12,052	11,899	1,036	1,191	1,314
Adult						
Books	83,944	94,777	97,732	9,443	10,940	11,300
Videos	24,802	32,363	33,138	3,720	3,808	4,073
Audios	9,228	10,534	9,761	1,166	1,241	1,028
Magazines	1,816	2,022	2,252	254	269	284
Other	6,183	9,747	10,515	905	1,311	1,242
Adult - Total	125,973	149,443	153,398	15,488	17,569	17,927
Digital Content						
eAudiobooks	12,788	16,158	22,025	1,532	2,129	2,815
eBooks	19,316	21,735	24,944	2,479	2,711	3,152
Magazines	1,254	1,014	1,932	233	105	514
Music	209	315	319	22	43	35
Streaming Video	2,522	2,006	2,531	209	236	445
Content Passes*		96	200		10	24
Digital Content - Total*	36,089	41,324	51,951	4,475	5,234	6,985
Total Circulation*	436,276	517,258	537,766	51,935	63,799	60,793

* Content Passes counted differently beginning January 2022

NPL Collection Holdings

November 2023

	Beginning Total	Ending Total	Current Month Added (+)	Current Month Change	Year to Date Added (+)	Year to Date Change
Juvenile						
Books	82,683	82,668	330	-345	3,327	-2,042
Videos	950	949	0	-1	0	-6
Audios	2,455	2,338	7	-124	136	-172
Magazines	276	286	10	0	100	-5
Other	123	121	0	-2	4	-5
Juvenile - Total	86,487	86,362	347	-472	3,567	-2,230
Teen						
Books	4,541	4,548	32	-25	425	-797
Audios	30	30	0	0	0	-5
Magazines	28	29	1	0	5	0
Teen - Total	4,599	4,607	33	-25	430	-802
Adult						
Books	54,744	54,869	269	-144	2,560	-3,804
Videos	16,680	16,728	49	-1	487	-137
Audios	11,358	11,363	14	-9	125	-424
Magazines	2,124	2,230	116	-10	932	-155
Other	2,260	2,240	4	-24	99	-76
Adult - Total	87,166	87,430	452	-188	4,203	-4,596
Total Collection	178,252	178,399	832	-685	8,200	-7,628

NPL Digital Content by Month

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

	7.23	8.23	9.23	10.23	11.23	
eRead Illinois						
eAudiobooks	251	289	248	234	215	
eBooks	287	285	313	262	255	
eRead Illinois Total	538	574	561	496	470	
Freading	7	1	1	0	4	
Hoopla						
eAudiobooks	1,510	1,551	1,445	1,468	1,464	
eBooks	730	755	769	765	902	
Movies/TV	134	113	90	106	142	
Music	54	49	34	39	35	
Hoopla Total	2,428	2,468	2,338	2,378	2,543	
Kanopy						
Individual Titles Plays	53	107	108	100	100	
Plays Through Passes	107	77	107	156	203	
Kanopy Total Videos Played	160	184	215	256	303	
OverDrive						
eAudio	1072	983	1036	1,118	1,136	
eBooks	2,262	2,116	1,919	2,082	1,991	
Magazines	145	171	237	462	514	
OverDrive Total	3,479	3,270	3,192	3,662	3,641	
Total Downloads or Uses						
eAudiobooks	2,833	2,823	2,729	2,820	2,815	
eBooks	3,286	3,157	3,002	3,109	3,152	
Magazines	145	171	237	462	514	
Music	54	49	34	39	35	
Streaming Video	294	297	305	362	445	
Hoopla 7-day BingePasses	20	23	20	20	17	
Kanopy Passes	2	5	5	7	5	
OverDrive 7-Day Passes	6	3	7	6	2	
Total Passes	28	31	32	33	24	

NPL Monthly Statistics

November 2023

Library Card Registration

	Registration - Fiscal Year 2024					
	Beginning count	Registered	Purged	Cards in force YTD	FY23	FY22
Adult	22,158	168	-1,355	20,971	27,466	24,856
Teen	2,643	7	-76	2,574	3,330	3,037
Juvenile	8,862	8	-209	8,661	9,142	7,700
Total	33,663	183	-1,640	32,206	39,938	35,593

Patron Count	Current Month	Current YTD	FY23	FY22
Door Count	16,388	151,980	120,817	87,200

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY23	FY22
Borrowed/Rec'd	3,619	27,870	25,173	22,342
Loaned	3,241	24,001	24,633	23,798
Reciprocal borrowing	16,217	155,733	134,759	93,808

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
1st Floor Desktops	744	651	53	6,933
Public Laptops	81	72	54	723
Totals	825	724	52	7,656

normalpl.org Site Statistics

November 2023

	Annual Totals Year to Date			November		
	FY 2022	FY 2023	FY 2024	2021	2022	2023
Views & Sessions						
Pageviews	212,187	276,998	290,787	26,313	30,821	33,040
Sessions	113,253	139,378	147,881	14,695	15,110	17,668

Top Viewed Pages	FY 2024
/	129,531
/events/upcoming	23,405
/events/month	8,584
/learning-resources	5,977
/employment	4,043
/summerreading	3,379
/challenges	2,433
/download-stream	2,162
/website-search	1,938
/form/library-account-application	1,909

Usage by Device	FY 2024
Desktop	51.1%
Mobile	47.2%
Tablet	1.6%

Top Viewed Pages	November 2023
/	14,389
/events/upcoming	2,907
/events/month	882
/learning-resources	838
/employment	429
/events/month/2023/12	384
/download-stream	294
/challenges	273
/user/login	241
/website-search	231

Usage by Device	Nov 2023
Desktop	51.8%
Mobile	46.5%
Tablet	1.7%
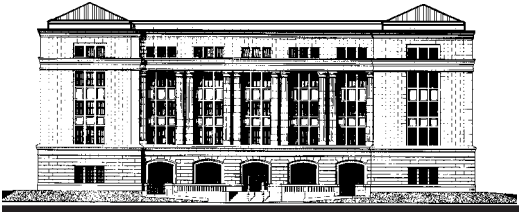
ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

il**sos**.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____ _____
(First Name) *(Last Name)*

Preparer's Title: _____

Preparer's Phone Number:_____

Preparer's Email Address:_____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.

- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.
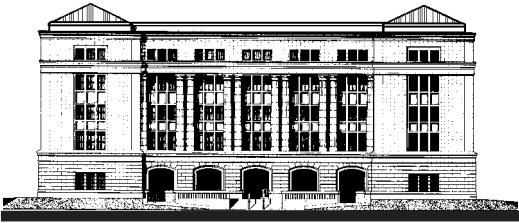
ALEXI GIANNOULIAS · Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
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ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

_____

Name of Library or Agency

☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library,** declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

_____   _____
Authorized Signature   Date

_____   _____
Signature Name (Typed or Printed)   Title

Materials Selection Policy

Purpose

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

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

We recognize that censorship is a purely individual matter and hold that while people are free to reject – for themselves and for those for whom they are legally responsible – materials of which they do not approve, they cannot exercise this right of censorship to restrict for others the freedom to read, hear or view. History shows that many books, which have been most controversial or objectionable to some persons or groups at one time, have eventually come to be recognized among those most, rather than least, deserving of a place in public libraries. If an idea is truly dangerous or evil, the best protection against it is a public which has been exposed to it and has subsequently rejected it. The Board of Trustees of the Normal Public Library, therefore, adopts the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements as the foundations for its materials selection policy. The Normal Public Library prohibits the practice of banning, removing or otherwise restricting access to books, materials, or resources within the Library.

or

The Normal Public Library shall protect the intellectual freedom of the library user, and shall prevent censorship of its library materials, ensuring items are not withdrawn from its library collection merely because individuals or groups object to the material.

Objectives

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

Guidelines

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

The library acquires, makes available, and encourages the use of physical and digital video and audio formats to serve the general information or recreation needs within a diverse community. Materials selection is guided by a general design to collect both recreational and informational content representing a wide variety of general subjects and genres. Feature films will be acquired to serve differing tastes and interests. An effort will be made to include all popular genres including comedy, mystery, classics, musicals, award winners, and romances as well as other broad-based genres. Nonfiction video content is acquired when the presentation is

most appropriate, effective, or unique to that format. The collection does not include material obtained specifically for school or college curriculum use.

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

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

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

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

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

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

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

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

A patron who may object to a specific book or other library materials will be requested to complete the Request for Reconsideration of Library Materials form available from the library website and at the circulation desk. Library staff members will review the request and render a decision. If the decision is contested, a Normal resident may contact the Normal Public Library Board of Trustees. The Board takes all requests for reconsideration seriously; however, they are not obligated to handle the full reconsideration process when submitted by a nonresident. When a Request for Reconsideration of Library Materials form is received, the president of the Board of Trustees will appoint a committee of librarians and library trustees. Committee members review the Request for Reconsideration and then read the item in question, meet and discuss the material and render a decision as to the disposition of the item in question.

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

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

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

Adopted by the Normal Public Library Board of Trustees, June 22, 2005; amended July 27, 2005. Readopted June 20, 2007; amended September 30, 2009; amended December 15, 2021; amended December 20, 2023.

Electronic Meetings Policy

The Board of Library Trustees of Normal Public Library believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance by board members in all board meetings be achieved whenever possible; and

The use of electronic conferencing for meeting attendance and voting requirements, at least in some governmental meetings, is permissible so long as the meeting is conducted in accordance with the Open Meetings Act; and

The Open Meetings Act has been amended to allow attendance at public body meetings through audio-conference, video-conference, or by any other electronic conferencing without physical attendance; and

The Board in all of its regular, special, and committee meetings complies and intends to comply with the provisions of the Open Meetings Act.

The Board of Library Trustees, having considered the aforesaid matters, hereby adopts this policy to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of conferencing for its meetings as more specifically set out in this resolution, and to adopt, establish, and set forth the rules of the board applicable thereto:

1) All pertinent provisions of the Open Meetings Act must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, and the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; in particular, any use of closed sessions shall be in compliance with the provisions of the act.

2) That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

3) Pursuant to the Open Meetings Act, a quorum of members of the board must be physically present at the location of the meeting. Only additional members, i.e., those members not part of the required physically present quorum, may attend by video and/or audio conferencing or by other electronic means. In the case of emergencies, when a disaster has been declared including our area, the rules and provisions regarding electronic attendance under section 7(e) of the Open Meetings Act [5 ILCS 120/7(e)] shall apply instead of the provisions of this Policy.

4) All board members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a physical quorum is present, but their votes shall be recorded by the secretary as done by electronic attendance.

5) A board member who attends a meeting by video or audio conference must provide notice to the recording secretary or clerk of the board at least 24 hours prior to the meeting unless such advanced noticed is impracticable.

6) A board member may attend a meeting through electronic conferencing if his or her physical presence at the meeting is prevented due to (i) personal illness or disability; (ii) employment purposes or the business of the board; or (iii) a family or other emergency; or (iv) unexpected childcare obligations.

7) As soon as it becomes apparent to the Board that a meeting will include electronic conferencing, all subsequent notices of the meeting shall indicate that one or more board members will or may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the board.

8) The meeting minutes shall include, but need not be limited to; (i) the date, time, and place of the meeting; (ii) the members of the board who were either present or absent from the meeting and whether those members in attendance were physically present or present by audio conference, video conference, or by other electronic means; and (iii) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

9) This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the board but shall be used only as necessary to allow the participation of board members who are unable to attend in person due to such circumstances listed in provision 6 of this policy.

10) The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that the public audience, the library members in attendance, and any staff will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing such input, vote, or discussion.

Approved by the Board of Trustees of Normal Public Library, September 25, 2019. Amended December 20, 2023.

Paid Leave for All Workers Policy—Normal Public Library

This Paid Leave Policy is provided pursuant to Illinois' Paid Leave for All Workers Act.

Accrual Method

All Part Time employees, defined as Non-Regular Part-Time, Non-Regular Temporary, and/or Seasonal employees, are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

The Employer will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. For employees starting after January 1, accrual begins on actual start date. Once the employee reaches 40 hours of paid leave time, the employee will stop accruing leave during that calendar year.

Notice of Leave

If the use of paid leave is foreseeable, the employee must give the Employer at least seven (7) days' notice of the planned leave in accordance with the Employer's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Employer as soon as practicable and, absent unusual circumstances, *in accordance with the Employer's normal leave procedures.*

Use of Paid Leave

Paid leave may be used starting on April 1, 2024, or after an employee has been employed for at least 90 days, whichever is later. Paid leave must be used in increments of at least two (2) hours.

Employees may use their paid leave for any reason. Employees are not required to provide their Employer with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

However, there may be times when Employer is unable to grant a request for time off under this policy, for example, to meet the operational needs of the Library, to maintain required staffing levels, or to meet patron demands. In the event an employee's request is denied for one of these reasons, employees can: 1) check to see if their request is covered under another Employer policy or, 2) re-submit their request for an alternative date.

Carryover

Employees may carryover any accrued but unused paid leave to the following accrual period, but may not use more than 40 hours of paid leave per accrual period (regardless of any carryover). Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required

minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment. Employees who are terminated but return to employment with the Library within 12 months of their termination date will have any unused time under this policy reinstated.