



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

**February 19, 2025 at 6 p.m.
Town of Normal, City Hall, Executive Board Room 417**

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 December 18, 2024
- B. Approval of the Minutes of the Regular Board Meeting of January 15, 2025
- C. Approval of Normal Public Library Expenditures for Payment as of February 13, 2025
- D. Approve Closing the Library on May 16, 2025 for Staff Development

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

8. NEW BUSINESS

- A. Approval of Patron Privacy Policy (Action)
- B. Waive the formal bidding process and authorize the library director to enter a contract with Minuteman for the purchase of security cameras, infrastructure, installation and service totaling \$49,917.39 (Action)
- C. Discussion of Town of Normal Survey Results
- D. Executive Session: [5 ILCS 120/2(c)(1)] Personnel

9. UNFINISHED BUSINESS

- A. Abatement and Renovation Project Update (Discussion)

10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: March 19, 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.

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

Minutes of the Board of Trustees
Normal Public Library
January 15, 2025

Call to order: A regular meeting of the Board of Trustees of the Normal Public Library was held in Meeting Room 417, City Hall, Normal, Illinois on Wednesday, January 15, 2024. The meeting convened at 6:03 pm, President Beth Robb, presiding.

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

Members Absent:

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

Community Members Present:

1. **Review of the Agenda:** December 2024 meeting minutes approval delayed.
2. **President's Report:** Ms. Robb had nothing to report.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning, Capital Project]:**
Foundation: Discussion regarding gift policy. Trustees are encouraged to donate to the Foundation.

Library Advocacy: Meeting being scheduled with Sen. Koehler. He and Rep. Chung wrote letters in support of NPL's grant application.

Library Planning: None

Capital Project: None

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

6. **OMNIBUS VOTE AGENDA**

- A. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$181,191.61 for two payrolls, and \$1,160,086.10 for expenditures as of January 13.**
- B. **Approval of Property/Casualty Insurance Renewal (LIRA) 2025**
- C. **Approval of Workers Compensation Insurance Renewal (RPA) 2025**

Ms. Lane moved to approve the Omnibus Vote Agenda, Ms. Ersland seconded.
Motion passed 7-0.

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

- A. Approval of the Regular Board Meeting of December 18, 2024 was postponed for revision.

8. **NEW BUSINESS**

A. Approval of Gift Policy (Action)

Ms. Trunnell moved to approve the Gift Policy as modified, Ms. Ersland seconded.
Motion passed 7-0.

B. Approval of Reference Service Policy (Action)

Mr. Lindberg moved to approve the Reference Service Policy, Ms. Lane seconded.
Motion passed 7-0.

C. Waive the formal bidding process and authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Ominia, TIPS, and GSA Joint purchasing totaling \$991,260. (Action)

Ms. Lane moved to authorize the library director to enter contracts with Henricksen for the purchase of FF&E through leveraging Ominia, TIPS, and GSA Joint purchasing totaling an updated amount of \$987,510.00. Ms. Ersland seconded.

Motion passed 7-0.

D. Approval of Per Capita Grant Application (Action)

Ms. Lane moved to approve the Per Capita Grant Application as presented, Mr. Hile-Broad seconded.
Motion passed 7-0.

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

Ms. Robb moved to enter Executive Session at 7:10 pm. Ms. Lane seconded.

Roll Call to enter Executive Session:

Beth Robb – Present

Katelyn Trunnell – Absent

Erin Ripley-Gataric – Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg – Absent

Dylan Hile-Broad – Present

Roll Call to Exit Executive Session:

Beth Robb – Present

Katelyn Trunnell - Absent

Erin Ripley-Gataric - Present

Lynda Lane – Present

Amy Ersland – Present

Terry Lindberg - Absent

Dylan Hile-Broad - Present

The Board and exited Executive Session and returned to the Regular Meeting at 7:21 pm.

9. UNFINISHED BUSINESS

A. Abatement and Renovation Project Update (Discussion)

10. Suggested items for the Next Agenda

- A. Review building maintenance schedule**
- B. Approval of December 18, 2024 revised minutes**

11. Board Comments and Concerns

12. Next Meeting Date: February 19, 2025

13. Adjournment

Ms. Trunnell motioned to adjourn the meeting , Mr. Hile-Broad seconded. Meeting adjourned at 7:21 pm.

Secretary

Date

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FOUNDATION-ADULT READING	220.00
US BANK/P-CARD	FOUNDATION-MAKE IT A MOCK	65.95
US BANK/P-CARD	FOUNDATION-POSTAGE STAMP	75.31
US BANK/P-CARD	FOUNDATION-SIGN & SING ST	150.00
Library Fund	- Total	511.26

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	FIRE PANEL TROUBLESHOOTIN	130.00
AMERENIP	NOV 24 UTILITIES	911.79
AMERENIP	OCT 24 UTILITIES	478.59
AMERICAN LIBRARY ASSOCIATION	LIBRARY MEMBERSHIP DUES	690.00
AMERICAN LIBRARY ASSOCIATION	R.SUTTER MEMBERSHIP DUES	265.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,774.41
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	3,709.36
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	319.15
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	518.48
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOKS	189.04
BRIDGEALL LIBRARIES LIMITED	PUBLIC ACCESS SOFTWARE	1,365.00
BUSEY BANK	MO 11/FEB 2025 RENT	3,000.00
CAPSTONE	PUBLIC ACCESS SOFTWARE	1,399.00
CENGAGE LEARNING INC	ADULT BOOKS	808.24
CENTER POINT LARGE PRINT	ADULT BOOKS	296.56
CIRBN, LLC	FIBER RELOCATION-POST ABA	3,393.60
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIRECT ENERGY SERVICES LLC	OCT 24 UTILITIES	884.61
DIVERSIFIED MECHANICAL INC	ABATEMENT FILTER REPLACEM	2,072.28
FRONTIER	MONTHLY PHONE BILL	127.92
GREAT LAKES ACE (LIBRARY)	BOOK DROP BOLTS (2)	3.68
HEARTLAND PARKING INC	SNOW REMOVAL 1/5-1/6	180.00
HEARTLAND PARKING INC	SNOW/ICE REMOVAL 1/13	155.00
HEARTLAND PARKING INC	SNOW/ICE REMOVAL 1/9-10	182.50
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	POLICY CONSULT 12/23/24	340.00
ILLINOIS LIBRARY ASSOCIATION	NPL MEMBERSHIP 2025/26	300.00
ILLINOIS LIBRARY ASSOCIATION	RSHOULTS MEMBERSHIP 25-26	250.00
ILLINOIS LIBRARY ASSOCIATION	RSUTTER MEMBERSHIP 25-26	150.00
ILLINOIS LIBRARY ASSOCIATION	TLINDBERG MEMBERSHIP 2025	75.00

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KAEB SANITARY SUPPLY INC	ECO CHEMICAL DILUTION STA	50.00
LIBRARIES OF ILLINOIS RISK AGENCY	PROP/CASUALTY INSURANCE	36,154.30
LS MECHANICAL LLC	EJECTOR PUMP REPLACEMENT	998.00
MENARDS	DOLLY CASTER RETURN	-31.96
MENARDS	JANITORIAL SUPPLIES, MISC	65.48
MENARDS	MISC MAINT & SUPPLIES	61.70
MENARDS	MISC SUPPLIES	63.99
MENARDS	OFFICE SUPPLIES, WATER	15.04
MENARDS	OPERATING SUPPLIES	236.10
MENARDS	RETURN - PLUG IN CHIME	-26.99
MIDLAND PAPER	OPERATING SUPPLIES	589.88
NICOR GAS	DEC 2024 UTILITIES	630.94
NICOR GAS	NOV 24 UTILITIES	284.97
ORKIN EXTERMINATING CO	REG SERVICE 012225-206BLD	68.00
OVERDRIVE, INC	DIGITAL CONTENT	1,492.31
PLAYAWAY PRODUCTS LLC	AUDIO BOOKS	359.94
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	174.77
QUADIENT, INC.	METER RENT/ONLINE MAINT	60.00
Rachel Park	REIMB./RACHEL P. TASKMAST	31.44
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	191.49
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	1,588.34
RISK PROGRAM ADMINISTRATORS	CYBER LIABILITY INS 2025	3,602.00
RON SMITH PRINTING CO INC	MO ACTIVITY GUIDE FEB	335.00
SHELLI ZIMMERMAN	ASL INTERP BABY CLASS 2H	100.00
TODAYS BUSINESS SOLUTIONS TBS INC	QRTLY PUBLIC FAXES	38.52
US BANK/P-CARD	ADS-WINTER READING BINGO	49.93
US BANK/P-CARD	ADULT BOOKS-LIBSYN RENEWA	15.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQ (1	38.53
US BANK/P-CARD	ADULT BOOKS-PATRON REQ. (64.91
US BANK/P-CARD	ADULT BOOKS-PATRON REQS (52.23
US BANK/P-CARD	AV DIGITAL MEDIA-MUSIC CD	27.26
US BANK/P-CARD	BOARD OF TRUSTEES DINNER	111.53
US BANK/P-CARD	CHILDREN'S BOOKS-PATRON R	10.98
US BANK/P-CARD	CONTRACTUAL-ANNUAL SOFTWA	659.88
US BANK/P-CARD	DVDS-MOVIE REPLACEMENT (1	6.60
US BANK/P-CARD	DVDS-MOVIES (1)	20.95
US BANK/P-CARD	DVDS-MOVIES (13)	246.70
US BANK/P-CARD	DVDS-MOVIES (4); AV DIGIT	89.56

Report to Receive and File Town of Normal Expenditures for Payment as of 01/14/2025-02/13/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	FACILITIES-PAPER TOWELS (217.68
US BANK/P-CARD	FACILITIES-TOILET PAPER (119.13
US BANK/P-CARD	OFFICE SUPPLIES-BLACK DRY	9.80
US BANK/P-CARD	OPERATING SUPPLIES-BOTTLE	7.00
US BANK/P-CARD	OPERATING SUPPLIES-DESK R	129.99
US BANK/P-CARD	OPERATING SUPPLIES-FLOOR	59.98
US BANK/P-CARD	OPERATING SUPPLIES-FOLGER	64.96
US BANK/P-CARD	OPERATING SUPPLIES-RETURN	-29.99
US BANK/P-CARD	OPERATING SUPPLIES-ROLLIN	59.98
US BANK/P-CARD	OPERATING SUPPLIES-VAN DE	15.35
US BANK/P-CARD	SPECIAL PROGRAM-TAKE & MA	24.99
US BANK/P-CARD	SPECIAL PROGRAMS-CHILDREN	239.57
US BANK/P-CARD	SPECIAL PROGRAMS-CODE CLU	14.53
US BANK/P-CARD	SPECIAL PROGRAMS-OUTREACH	23.74
US BANK/P-CARD	SPECIAL PROGRAMS-PUZZLES	289.87
US BANK/P-CARD	SPECIAL PROGRAMS-SHRINKY	24.99
US BANK/P-CARD	SPECIAL PROGRAMS-TASKMAST	12.00
US BANK/P-CARD	SPECIAL PROGRAMS-WATERCOL	27.36
US BANK/P-CARD	TRAVEL & TRAINING-ALL STA	50.86
US BANK/P-CARD	TRAVEL & TRAINING-FEB.1 C	20.00
WALMART COMMUNITY BRC	SPECIAL PRGMS, AV GAMES	248.56
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	110.97
YWCA OF MCLEAN COUNTY	DEI CONSULTING	100.00
Library Fund Library Administration - Total		75,413.93

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
HALLETT & SONS EXPERT MOVE DBA	ADULT/CHILDREN SHELF MOVE	19,800.00
HENRICKSEN & COMPANY, INC	1ST FL-PO + STATIONS	16,320.83
HENRICKSEN & COMPANY, INC	2ND FL-PO + STATIONS	17,729.00
HENRICKSEN & COMPANY, INC	ANCILLARY1 TIPPS/OMNIA	135,555.44
HENRICKSEN & COMPANY, INC	ANCILLARY2 TIPPS/OMNIA	38,892.27
HENRICKSEN & COMPANY, INC	AURORA SHELVING GSA	241,401.94
HENRICKSEN & COMPANY, INC	BASEMENT-PO + STATIONS	44,042.97
STUDIO GC INC.	INTERIOR ABATEMENT/RENO	4,870.65
Library Special Reserve Library Administration - Total		518,613.10
Overall - Total		594,538.29



Revenue & Expense
Report

Account

All

Fiscal Year

FY2024-25

APM

0

10

April - January

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

Revenue

YTD Revenue Pivot

YTD Revenue Bar Chart

Revenue Transaction Log

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	4,574,749.00	4,574,749.00	4,369,700.23	95.52%	4,420,426.75	-1.15%
31110-Property Tax	4,203,164.00	4,203,164.00	4,081,409.91	97.10%	3,945,185.32	3.45%
31530-State Replacement Revenue	240,000.00	240,000.00	137,150.64	57.15%	290,782.04	-52.83%
33260-State Grants	77,785.00	77,785.00	81,559.98	104.85%	86,573.58	-5.79%
34720-Photocopy Fees	8,000.00	8,000.00	423.26	5.29%	8,170.47	-94.82%
34750-Replacements Books/AV	4,800.00	4,800.00	1,500.44	31.26%	4,986.44	-69.91%
38210-Investment Income	36,000.00	36,000.00	66,687.91	185.24%	80,633.59	-17.30%
38530-Donations	1,000.00	1,000.00	105.74	10.57%	796.85	-86.73%
38910-Miscellaneous	4,000.00	4,000.00	862.35	21.56%	3,298.46	-73.86%
222-Library Replacement Fund	242,300.00	242,300.00	131,174.43	54.14%	121,991.26	7.53%
38210-Investment Income	20,300.00	20,300.00	20,174.43	99.38%	40,921.26	-50.70%
39192-Transfer From	222,000.00	222,000.00	111,000.00	50.00%	81,070.00	36.92%
223-Library Special Reserve	2,018,500.00	2,018,500.00	52,074.30	2.58%	31,540.20	65.10%
38210-Investment Income	16,000.00	16,000.00	52,074.30	325.46%	31,540.20	65.10%
38910-Miscellaneous	2,500.00	2,500.00				
39330-Financing Proceeds	2,000,000.00	2,000,000.00				
Total	6,835,549.00	6,835,549.00	4,552,948.96	66.61%	4,573,958.21	-0.46%



Revenue & Expense
Report

Account

All

Fiscal Year

FY2024-25

APM

0

10

April - January

Expense

YTD Expense Pivot

YTD Expense Bar Chart

Expense Transaction Log

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	4,819,138.00	4,890,388.00	2,499,242.71	317,296.68	2,816,539.39	2,073,848.61	2,967,371.10	42.41%
10-Administration	4,819,138.00	4,890,388.00	2,499,242.71	317,296.68	2,816,539.39	2,073,848.61	2,967,371.10	42.41%
222-Library Replacement Fund	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	20,371.89	92.58%
10-Administration	222,000.00	222,000.00	16,462.84	0.00	16,462.84	205,537.16	20,371.89	92.58%
223-Library Special Reserve	5,506,801.00	5,506,801.00	1,549,441.71	0.00	1,549,441.71	3,957,359.29	75,821.03	71.86%
10-Administration	5,506,801.00	5,506,801.00	1,549,441.71	0.00	1,549,441.71	3,957,359.29	75,821.03	71.86%
Total	10,547,939.00	10,619,189.00	4,065,147.26	317,296.68	4,382,443.94	6,236,745.06	3,063,564.02	58.73%

NPL Circulation Statistics



January 2025

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2023	2024	2025
Juvenile						
Books	371,970	370,025	104,180	38,250	33,117	8,001
Videos	2,980	3,456	497	372	263	34
Audios	13,466	12,709	5,085	1,373	478	341
Magazines	879	316	33	43	43	0
Other	1,085	554	138	60	64	15
Juvenile - Total	390,380	387,060	109,933	40,098	33,965	8,391
Teen						
Books	14,245	14,243	5,294	1,242	1,308	487
Audios	68	68	24	4	2	0
Magazines	11	9	-1	1	0	0
Teen - Total	14,324	14,320	5,317	1,247	1,310	487
Adult						
Books	117,152	119,866	53,454	11,541	11,383	5,331
Videos	40,841	41,406	13,225	4,000	4,000	1,297
Audios	12,933	11,710	3,394	1,150	977	376
Magazines	2,610	2,759	762	269	259	41
Other	12,044	12,929	5,423	1,426	1,243	491
Adult - Total	185,580	188,670	76,258	18,386	17,862	7,536
Digital Content						
eAudiobooks	20,832	28,353	33,944	2,508	3,322	3,858
eBooks	27,729	31,871	33,240	3,246	3,713	3,835
Magazines	1,248	2,932	4,897	107	547	696
Music	393	388	453	37	27	39
Streaming Video	2,553	3,320	3,264	285	459	335
Content Passes	124	280	321	15	29	42
Digital Content - Total	52,879	67,144	76,119	6,198	8,097	8,805
Total Circulation	643,163	657,194	267,627	65,929	61,234	25,219

NPL Collection Holdings



January 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,142	81,429	358	-71	3,669	-3,051
Videos	934	934	0	0	1	-49
Audios	2,110	2,129	21	-2	130	17
Magazines	155	169	14	0	126	-137
Other	45	44	0	-1	6	-65
Juvenile - Total	84,386	84,705	393	-74	3,932	-3,285
Teen						
Books	4,112	4,159	51	-4	375	-613
Audios	27	27	0	0	0	-3
Magazines	6	6	0	0	4	-15
Teen - Total	4,145	4,192	51	-4	379	-631
Adult						
Books	52,726	52,955	274	-45	3,022	-3,546
Videos	15,774	15,384	20	-410	410	-1543
Audios	9,791	9,800	12	-3	96	-41
Magazines	1,020	1,121	101	0	988	-1216
Other	2,254	2,262	7	1	77	57
Adult - Total	81,565	81,522	414	-457	4,593	-6,289
Total Collection	170,096	170,419	858	-535	8,904	-10,205

NPL Digital Content by Month



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

	9.24	10.24	11.24	12.24	1.25	
eRead Illinois						
eAudiobooks	310	256	225	293	307	
eBooks	290	298	277	378	453	
eRead Illinois Total	600	554	502	671	760	
Freeding	0	0	0	0	0	
Hoopla						
eAudiobooks	1,904	1,921	1,855	2,003	2,208	
eBooks	848	960	913	990	1062	
Movies/TV	145	131	158	137	162	
Music	46	45	64	39	39	
Hoopla Total	2,943	3,057	2,990	3,169	3,471	
Kanopy						
Individual Titles Plays	98	105	94	91	92	
Plays Through Passes	130	108	118	77	81	
Kanopy Total Videos Played	228	213	212	168	173	
OverDrive						
eAudio	1,214	1,130	1,130	1,205	1,343	
eBooks	1,842	1,842	1,796	2,013	2,320	
Magazines	407	506	568	625	696	
OverDrive Total	3,463	3,478	3,494	3,843	4,359	
Total Downloads or Uses						
eAudiobooks	3,428	3,307	3,210	3,501	3,858	
eBooks	2,980	3,100	2,986	3,381	3,835	
Magazines	407	506	568	625	696	
Music	46	45	64	39	39	
Streaming Video	373	344	370	305	335	
Hoopla 7-day BingePasses	26	29	31	27	38	
Kanopy Passes	2	5	3	3	3	
OverDrive 7-Day Passes	1	6	6	5	1	
Total Passes	29	40	40	35	42	

NPL Monthly Statistics



January 2025

Library Card Registration

Fiscal Year 2025						
	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	22,853	197	82	23,132	21,403	27,911
Teen	1,854	1	-97	1,758	2,523	3,338
Juvenile	8,300	15	-111	8,204	8,266	9,165
Total	32,994	213	-126	33,094	32,192	40,414

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	1,600	21,400	184,012	149,050

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,320	33,511	34,142	31,374
Loaned	2,757	25,335	29,555	30,517
Reciprocal borrowing	2,213	32,107	187,827	170,900

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	224	121	33	2,878

normalpl.org Site Statistics



January 2025

	Annual Totals Year to Date			January		
	FY 2023	FY 2024	FY 2025	2023	2024	2025
Views & Sessions						
Pageviews	345,175	378,405	283,870	37,714	50,406	32,205
Sessions	172,819	188,078	140,149	18,584	23,058	16,323

Top Viewed Pages FY 2025

/	136,883
/events/upcoming	16,657
/events/month	7,982
/learning-resources	6,450
/employment	4,856
/planning	3,371
/challenges	2,918
/summerreading	2,775
/borrow	2,306
/download-stream	2,244

Top Viewed Pages January 2025

/	12,740
/events/upcoming	2,099
/events/month	1,043
/learning-resources	875
/challenges	627
/employment	481
/event/supa-awesome-dog-man-day-community-activity-center-	472
/events/month/2025/02	400
/download-stream	376
/contact	328

Usage by Device FY 2025

Desktop	45.2%
Mobile	53.0%
Tablet	1.8%

Usage by Device Jan 2025

Desktop	49.8%
Mobile	48.4%
Tablet	1.8%

All Posts Stories Reels Videos Live

Views

47.3K ↑ 119.5%

Reach

11.6K ↑ 110.2%

3-second views

4.3K ↑ 1.5K%

1-minute views

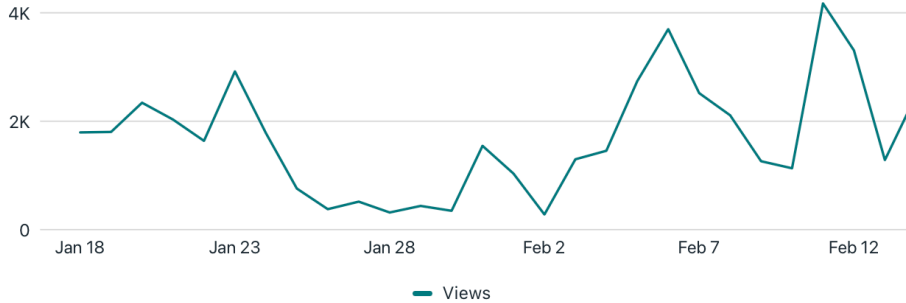
1 ↑ 100%

Content interactions

507 ↑ 220.9%

Watch time

15.5h



Views breakdown

Jan 18 – Feb 14

Total

47,345 ↑ 119.5%

From organic

74% ↓ 15.9%

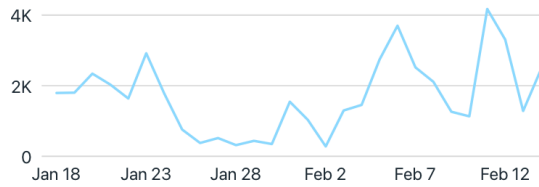
From ads

26% ↑ 116.7%

Views

Export

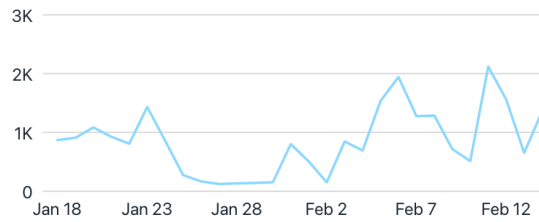
47.3K ↑ 119.5%



Reach

Export

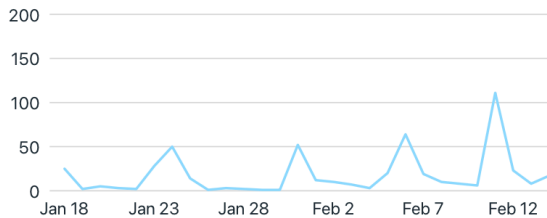
11.6K ↑ 110.2%



Content interactions

Export

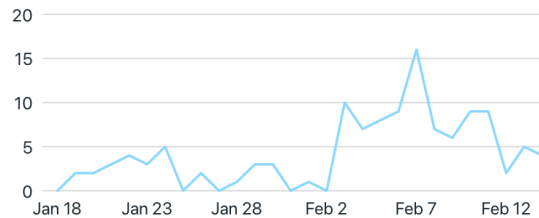
507 ↑ 220.9%



Link clicks

Export

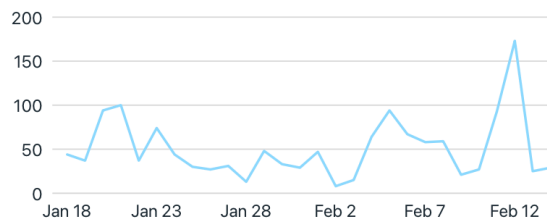
121 ↓ 11.7%



Visits

Export

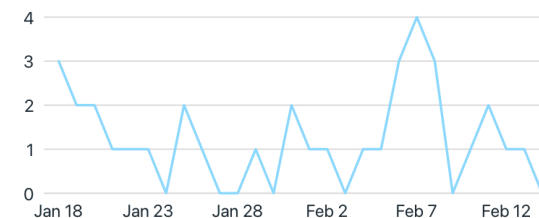
1.4K ↑ 28.6%



Follows

Export

35 ↑ 52.2%





Normal Public Library Trustee Action Report

February 19, 2025

Approval of Privacy Policy

Prepared By: Laura Golaszewski

Reviewed By: Jason Querciagrossa, Town Corporation Counsel

Staff Recommendation: Approval

Community Impact

This policy pertains to the privacy and security of patron data, including use of library materials and technology, personal information, and the content of reference interviews. We are bound by the state's Library Records Confidentiality Act (75 ICLS 70/1) to protect our patrons' privacy and it is recommended that all Illinois Public Libraries have a supporting policy regarding the security of patron information.

Budget Impact

No immediate budget impact.

Background

This addition to our current policies will provide support to staff and reassurance to the public regarding our responsibilities as stewards of our patrons' library data. This policy is based on quality examples of similar library policies from our peers within the state.

Strategic Alignment

Priorities 1, 3

Patron Privacy & Confidentiality

The Board of Trustees seeks to protect the privacy and confidentiality of all who use the library in the pursuit of free speech, thought and association. The Board of Trustees respects and supports an individual's fundamental right to open inquiry without scrutiny by others.

RIGHT TO PRIVACY

The library is committed to protecting personally identifiable information. The library will not collect or maintain personal information without consent. The information gathered is used only to provide or improve library service. Library patrons have the right to access their own borrowing information through the library's catalog or in person. In both instances, a library user will be required to provide proof of identity. Personally identifiable information will not be disclosed except upon a library user's request or consent.

CONFIDENTIALITY

Illinois state law 75 ILCS 70/1 mandates the confidentiality of all records containing personally identifiable information relating to an individual's use of the library and its resources, facilities and services. Confidentiality includes, but is not limited to, circulation of books, periodicals and other materials, electronic resource searches, interlibrary loan transactions, reference requests and use of technology. The library will not sell, lease or disclose confidential information to outside parties unless required to do so by law.

Unless otherwise required by law, Library records containing personally identifiable information will not be made available to any agency of state, federal or local government unless a warrant, court order, or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. The Board of Trustees authorizes only the Executive Director or their designee to receive or comply with requests from law enforcement officers. The Executive Director will confer with legal counsel before determining the proper response.

INFORMATION WE COLLECT

Types of personal information collected:

- Name
- Telephone number
- E-mail address
- Library barcode
- Date of birth
- Materials currently checked out, requested, or with fee assessed (such as damages)

HOW WE SAFEGUARD PERSONAL INFORMATION

In order to protect your personal information the library will:

1. Avoid keeping unnecessary records.
2. Remove the correlation between personal information and materials borrowed once these items are returned. (Unless a borrower has elected to retain this information on their account.)
3. Purge and shred outdated records.
4. Have security procedures that protect against loss, destruction and unauthorized access to your information.
5. Ensure that contracts and agreements with providers of electronic resources reflect our policies and legal obligations.
6. Remove from public computers daily: cookies, search histories, cached files and other records of internet use.
7. Not collect personal information from individuals using public access computers in the library.
8. Not collect personal information from individuals visiting the library website from home.

LINKS TO OTHER SITES

The library website contains links to sites not maintained by the library. The library is not responsible for the privacy practices of any other sites. The library encourages individuals to become familiar with these privacy practices and be mindful when asked to disclose personal information.

COOKIES

The library uses cookies to facilitate access to our catalog and electronic resources. Cookies are small data files that are sent to an individual's web browser that are then stored on a computer's hard drive. These cookies do not collect, store or maintain a library user's personally identifiable information. Patrons do not have to accept these cookies to visit or use the website and resources. Cookies may be refused or deleted from a computer's hard drive.

In order to access the library catalog and electronic resources from home, the barcode number from the library card is required for authentication purposes. Providers of licensed electronic resources do not have access to records containing personal information. Any information collected is discarded upon logging off.

CHILDREN'S PRIVACY

The library considers the privacy and safety of children to be very important. Personal information collected by the library is not shared with any other agency or organization. Due to the ease with which children can be induced to divulge personal information on the internet, parents are urged to supervise their children's use of the internet in the library.



Normal Public Library Trustee Action Report

February 19, 2025

Waive the formal bidding process and authorize the library director to enter a contract with Minuteman for the purchase of security cameras, infrastructure, installation and service totaling \$49,917.39

Prepared By: Enoch Kindseth

Reviewed By: Jason Querciagrossa, Town Corporation Counsel

Staff Recommendation: Approval

Community Impact

Normal Public Library utilizes security cameras within our building and on-site. These cameras serve to ensure the safety and security of all visitors and staff by deterring misconduct, aiding in investigations when necessary, and supporting law enforcement in the prosecution of criminal activity, should it occur. A video surveillance policy will be brought to trustees for approval in the coming months.

Budget Impact

This proposal is one of two quotes received on this project and comes under budget for the project. These funds were budgeted for the FY25 in our replacement fund.

Background

For years we have been unable to update library security cameras and infrastructure due to asbestos containing fire proofing in the facility. Since the abatement is complete, we are coordinating replacement of all items to upgrade our system. Careful consideration was made and coordination was handled through Town of Normal I&T staff to balance the need for security cameras and their detailed placement.

Strategic Alignment

Priorities 1, 3, and 4



We have prepared a quote for you

Normal Public Library - CCTV Upgrade

Quote # 039627

Version 1

Prepared for:

Normal Public Library

Enoch Kindseth

ekindseth@normalpl.org

Scope of Work

Scope:

The Town of Normal Public Library has an outdated CCTV system that is reaching end of life. The Public Library is also undergoing a complete remodel. For these reasons the Public Library has decided to retire the existing CCTV system and install a brand new CCTV system with new Cat6 cable.

All cameras will reside on a new Genetec StreamVault server located at the Library. The Library is currently networked to Uptown Station giving this system the ability to be accessed remotely via the network. The Town of Normal will be responsible for providing and installing all required ethernet cable and POE switches. Once all of the required infrastructure has been installed Minuteman will terminate each camera, aim & focus each camera and pull each camera into the new Genetec server.

New Cameras will be as follows:

Exterior Cameras: (4)

- (1) Dual Lens wall mount Camera 2 x 6MP to cover the rear parking lots
- (1) Dual Lens corner mount Camera 2 x 6MP
- (1) 5MP Vandal Dome camera to cover the air conditioning units between buildings
- (1) 5MP Vandal Dome camera to cover the side entrance on N. Fell Ave and the intersection of N. Fell Ave & W. College Dr.

First Floor Cameras: (6)

- (4) 4 x 4MP quad lens vandal dome cameras
- (2) 2 x 5MP dual lens vandal dome cameras

Second Floor Cameras: (5)

- (2) 4 x 4MP quad lens vandal dome cameras
- (3) 5MP single view vandal dome cameras

Lower Level Cameras: (5)

- (1) 5MP Fixed lens vandal dome camera
- (4) 5MP single view vandal dome cameras

Rooftop: (1)

- (1) 5MP Fixed lens vandal dome camera

Scope of Work

Minuteman assumes:

- Assumes all work will be completed during normal business hours of Monday - Friday 7:00AM - 5:00PM.
- That there is not a requirement for prevailing wage and or union labor.
- Customer to install all required Cat6 e cable to each camera location
- Customer to provide POE switches as needed

Existing Devices:

- This proposal assumes that any & all existing conduit, wire, devices & hardware to be used are in satisfactory condition and meet minimum requirements.
- Replacement, repairs and or changes to equipment will require change order authorization by both the customer & Minuteman Security Technologies, Inc.
- Payment Terms: [Net30].
- Progress payments per AIA form will be submitted.
- Final Payment due upon completion of project.

Recurring Fee's

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Recurring Fee's					
Genetec™ Advantage for 1 Omnicast™ Camera – 1 year	\$30.00	\$30.00	21	\$630.00	\$630.00

Annual Subtotal: **\$630.00**

Subtotal: **\$630.00**

Materials

Description	Price	Qty	Ext. Price
Head End Equipment & Software			
Security Center Version	\$0.00	1	\$0.00
Genetec Security Center 5.12	\$0.00	1	\$0.00
GSC Base Standard Package	\$600.00	1	\$600.00
Genetec Streamvault Video Server	\$13,129.29	1	\$13,129.29
1 camera connection	\$150.00	21	\$3,150.00
Field Devices			
(4) Exterior Cameras			
Network vandal outdoor 2CH AI IR dome camera, (6MP X 2 sens	\$1,537.50	2	\$3,075.00
Hanging mount for PNM-C7083RVD/7082RVD and PNM-C12083RVD/12	\$30.00	2	\$60.00
Wall Mount Accessory (white), Compatible with white hanging	\$59.25	2	\$118.50
Corner Mount Adapter Accessory, use with SBP-300WMW1, White	\$59.25	1	\$59.25
Wall Mount Base Compatible with wall mounts SBP-300WMW and	\$37.50	1	\$37.50
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	2	\$823.50
Back box for dome cameras. Compatible with: QNV-C8083R/C908	\$36.75	2	\$73.50
(6) Interior First Floor Cameras			
Wisenet P series network vandal outdoor mini Multi-Directio	\$1,425.00	4	\$5,700.00
Network vandal outdoor Multi-sensor Multi-Directional dome	\$825.00	1	\$825.00

Materials

Description	Price	Qty	Ext. Price
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$494.10	1	\$494.10
(5) Second Floor Cameras			
Wisenet P series network vandal outdoor mini Multi-Directio	\$1,425.00	2	\$2,850.00
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	3	\$1,235.25
(5) Lower Level Cameras			
Network vandal outdoor Multi-sensor Multi-Directional dome	\$825.00	1	\$825.00
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	4	\$1,647.00
(1) Rooftop 5MP Fixed Camera			
Wisenet Q mini network outdoor vandal dome camera, 5MP @ 30	\$411.75	1	\$411.75
Back box for dome cameras. Compatible with: QNV-C8083R/C908	\$36.75	1	\$36.75
Cabling & Misc.			
Misc Security Installation Materials	\$75.00	1	\$75.00
Shipping & Handling	\$0.00	1	\$0.00
per Day Charge for Aerial Boom/Lift Bucket Truck	\$300.00	2	\$600.00

Subtotal: \$35,826.39

Labor

Description	Price	Qty	Ext. Price
Installation Services	\$8,450.00	1	\$8,450.00
Programming Services	\$2,704.00	1	\$2,704.00
Project Management Services	\$507.00	1	\$507.00
ONSITE VISIT TRAVEL EXPENSES - Travel expenses including tra	\$1,800.00	1	\$1,800.00

Subtotal: \$13,461.00

Normal Public Library - CCTV Upgrade



Prepared by:

Illinois

Shawn O'Connell
3314549656
soconnell@minutemanst.com

Prepared for:

Normal Public Library

206 W College Ave
Normal, IL 61761
Enoch Kindseth
(309) 433-3497
ekindseth@normalpl.org

Quote Information:

Quote #: 039627

Version: 1
Delivery Date: 02/10/2025
Expiration Date: 03/31/2025

Quote Summary

Description	Amount	
Recurring Fee's	\$630.00	
Materials	\$35,826.39	
Labor	\$13,461.00	
Total:		\$49,917.39

Annual Expenses Summary

Description	Amount	
Recurring Fee's	\$630.00	
Annual Total:		\$630.00

Payment Terms: Net 30 Days

Illinois

Signature: Shawn O'Connell

Name: Shawn O'Connell

Title: Executive Account Manager

Date: 02/10/2025

Normal Public Library

Signature: _____

Name: Enoch Kindseth

Date: _____

Sales Agreement T&C's

Standard

OPERATION: Customer shall be responsible for: (i) properly testing and setting the system on every closing and to properly turn off the system on each opening (if applicable); (ii) testing any detection device, or other electronic equipment designated in the Proposal prior to setting the System for closed periods; (iii) notifying Minuteman promptly if such equipment fails to respond to the test; and (iv) using and operating the System and the equipment properly and in accordance with proper operating procedures (if customer requires Minuteman Security Technologies). Whenever Minuteman employees or authorized representatives are sent to the Covered Premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, Customer agrees to pay an additional service charge at Minuteman's prevailing rate per occurrence.

DELAYS - INTERRUPTION OF SERVICE: Minuteman shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of Minuteman. Minuteman will not be required to furnish service to Customer while such interruption shall continue.

EXCLUSIONS: Services to be provided by Minuteman pursuant to this Agreement do not include:

- Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment for the System as prescribed by Minuteman and/or the manufacturer of any equipment used in the System, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in the Proposal hereto.
- Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
- Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized supplies or equipment.
- Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from Minuteman's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non-Minuteman equipment and devices not supplied by Minuteman.
- Electrical work external to the equipment or accessories furnished by Minuteman.

ADDITIONAL CHARGES: Unless otherwise specified in the Proposal, service charges for the system are based upon coverage during "normal business hours of operation." Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at Minuteman's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without Minuteman's specific permission, nor permit the same by other contractors. Any work performed by Minuteman to correct Customer's breach of the foregoing obligation shall be corrected and paid for by Customer at Minuteman's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of Minuteman shall be corrected by Minuteman and paid for by Customer in accordance with Minuteman's prevailing rates.

Minuteman shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

LIQUIDATED DAMAGES - MINUTEMAN'S LIMITS OF LIABILITY: Customer understands that Minuteman is not an insurer; that Customer is responsible for obtaining insurance for such reasons or purposes, including theft and vandalism, and in such amounts, as Customer shall

Sales Agreement T&C's

determine. Customer further understands and agrees that the sums payable hereunder to Minuteman are based upon the value of services offered and equipment value provided and such sums are not related to the value of property belonging to Customer or to others located on the Covered Premises. Customer does not and shall not seek indemnity under this Agreement from Minuteman, and specifically waives any rights for indemnity for any damages or losses caused by hazards to customers, invitees, guests, or property of customer or third parties. Customer understands and agrees that the System and the services to be supplied hereunder are designed to detect security breaches, and that MINUTEMAN MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEM OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM. Customer agrees that Minuteman shall not be liable to Customer, its employees, agents or guests, or to any third party, for any losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed upon Minuteman under this Agreement or by negligent acts or omissions of Minuteman, its agents or employees. ~~In all events, it is further agreed that if Minuteman should become liable for any losses or damages for any reason having to do with this Agreement, Minuteman's total liability to Customer shall be limited \$250., which sum the Customer agrees is reasonable. The payment of this amount shall be Minuteman's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer.~~

INDEMNIFICATION: Each party shall indemnify and hold harmless the other, their trustees, officers, professional staff, employees and agents from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively "liabilities"), arising out of the performance of this Agreement to the extent that such liabilities arise from the acts or omissions, negligence, gross or reckless misconduct, or intentional wrongdoing of the indemnifying party, its trustees, officers, professional staff, employees or agents.

WARRANTY: Minuteman Security Technologies, Inc. Full One Year Limited Warranty:

- What is Covered: This warranty covers any defects in materials or workmanship, including installation, with the exceptions stated below.
- How Long Coverage Lasts: This warranty runs for one year from the date your system was installed and accepted.
- What Is Not Covered: This warranty does not cover intentional or un-intentional misuse or of any of the system components or software. The warranty does not cover damage as a result of acts of god (lighting, floods, storms, etc...) or electric surge.
- What Minuteman Will Do: Minuteman will repair any part of the system that is proved to be defective in materials or workmanship. In the event repair is not possible on certain system components, Minuteman will replace said component with similar specification and price.
- How To Get Service: Contact our service department at your nearest service center. A service representative will review your system and take any necessary action to correct problems covered by this warranty.
- How State Law Applies: This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Turnkey Installation

THIS QUOTE INCLUDE: Only the items and quantities of devices listed on this quotation. The design is pending approval of authorities having jurisdiction where approval is required. Pre-installation rough-in followed by one site visit for final connection of head-end w/ training if needed and all required testing to be performed during the same visit. Acceptance and testing documentation (when applicable). For alarm systems with a key lock box, if shown on plans the least expensive lock box will be provided unless specified otherwise. Work is to be performed during the hours of 8:00 AM and 4:30 PM. We may choose to make a network connection in the building to facilitate commissioning and service remotely.

THIS QUOTE DOES NOT INCLUDE: Multiple site visits for phased projects unless it was specifically advised of the phasing schedule prior to providing this quote. Permits, licenses, sales tax, or shipping costs to the customer unless each is specifically listed. Third party approvals or third-party testing or inspections unless specifically listed. Return visits if other trades could not be coordinated to be present during our

Sales Agreement T&C's

original site visit. Labeling of devices, controls or any required signs unless specifically listed on the quote. Unforeseen existing conditions that were not brought to our attention prior to the quote.

IT IS THE CUSTOMER'S RESPONSIBILITY TO: Provide a revised equipment count if the quantities shown are incorrect. Provide a minimum of FIVE business days to schedule. Provide a clean and safe working environment that complies with all OSHA rules and standards. Provide a safe and secure, climate-controlled storage area for tools and the equipment being installed. Provide labeling and any required signs. Provide trash receptacles and pay for all trash removal unless trash removal is specifically listed. Cutting, patching, and painting of any areas affected by the installation unless each of these functions are specifically listed on the quote. If there is a custom annunciator/map or custom control panel, etc. then AutoCAD files must be provided to work from. To pay additional travel and labor costs for any additional unplanned site-visits.

Escalation Clause

TC-Escalation Clause

Due to recent market volatility and ongoing supply chain issues, Minuteman is incorporating the following clause into all proposals and maintenance contracts:

Through no fault of Minuteman, In the event of a delay in product availability or price increase of materials procured by any manufacture and/or distributor, the contract sum, time of completion, or contract requirements shall be adjusted by a change order in accordance with the procedures of the Contract Documents. A change in price of any item of material from our manufactures or distributors will be considered between the date of this contract and the date of installation. Issuance of a purchase order or signed proposal constitutes acceptance of this clause.

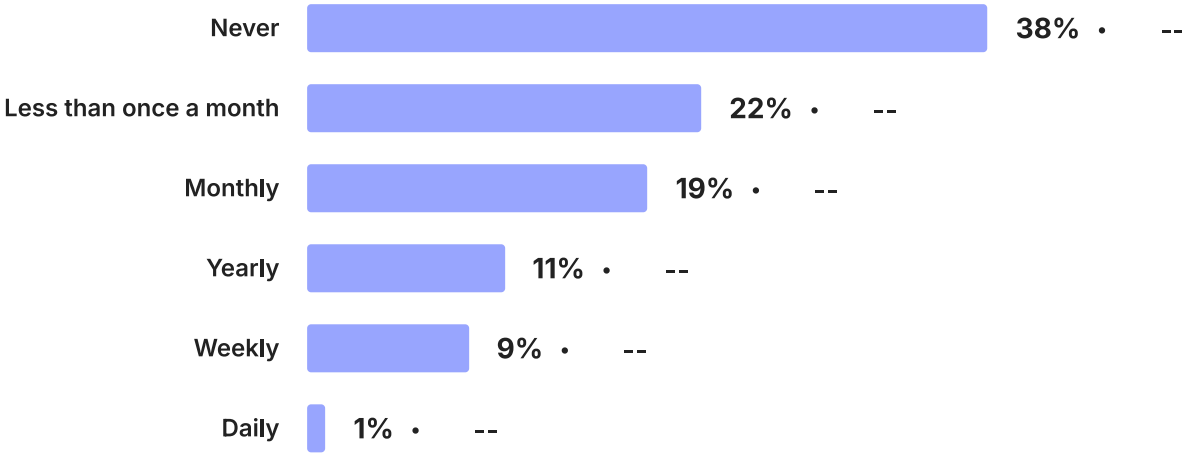


Town of Normal, IL

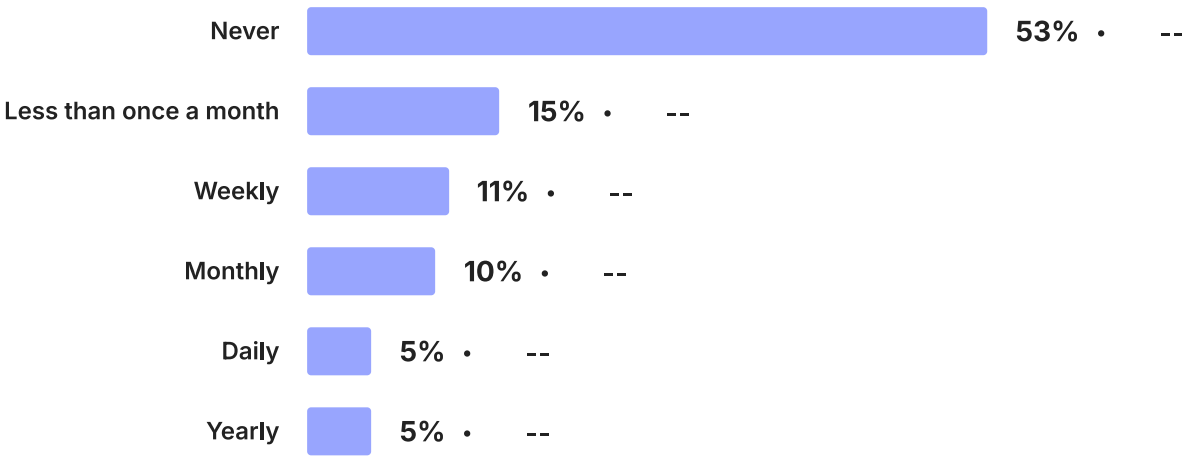
Community Survey

November 2024 - January 2025

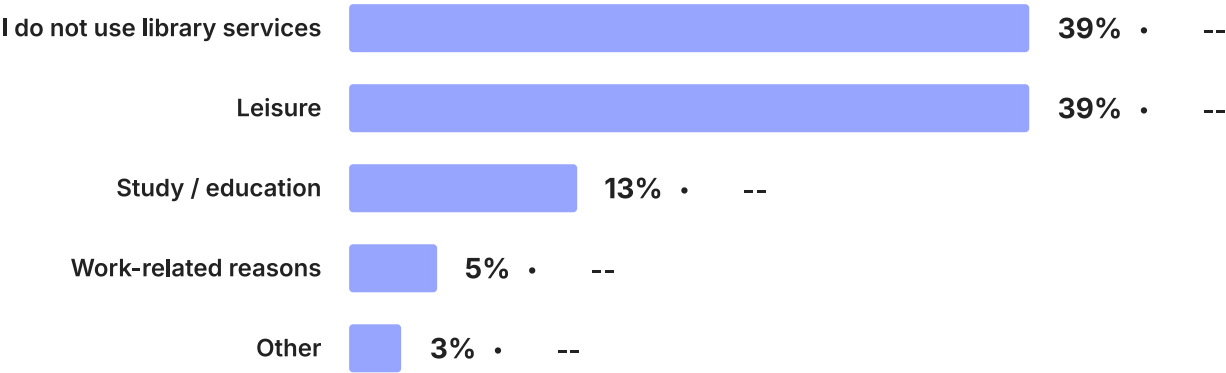
On average, how often do you visit the library?



On average, how often do you use the library website or online/digital services (Hoopla, Libby, etc.)?



Why do you primarily use the library and its services?



What are the main services you utilize when visiting the library?

