



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

**April 16, 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]
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 March 19, 2025
  - B. Approval of Normal Public Library Expenditures for Payment as of April 10, 2025
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Ratify Director's Compensation for FY26 (Action)
  - B. Special Reserve Fund Planning FY26-27 (Discussion)
  - C. Election of Officers (Discussion)
  - D. Board Vacancy (Discussion)
  - E. Review Partial Requirements of Per Capita Grant (Discussion)
9. UNFINISHED BUSINESS
  - A. Abatement and Renovation Project Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Recognition of Trustees
13. Next Meeting Date: May 21, 2025
14. 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**  
**March 19, 2025**

**Call to order:** A regular meeting of the Board of Trustees of the Normal Public Library was held in Executive Board Room 417, City Hall, Normal, Illinois on Wednesday, March 19, 2024. The meeting convened at 6:02 pm, President Beth Robb, presiding.

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

**Members listening via phone (non-voting):** Lynda Lane

**Members Absent:** Katelyn Trunnell, Vice-president

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

**Community Members Present:**

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb had nothing to report.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** Foundation board meeting 3/20/25 at 11:30 am via Zoom. Currently raising funds for an Everbright interactive light board for the Discovery Board.

**Library Advocacy:** No report.

**Library Planning:** No report. To resume after Elections

5. **Library Director's Report:** Mr. Fischer presented the items in his report.
6. **OMNIBUS VOTE AGENDA**
  - A. **Approval of the Minutes of the Regular Board Meeting of February 19, 2025**
  - B. **Approval of Normal Public Library Expenditures for Payment as of March 13, 2025 including two payrolls totaling \$183,091.99 and expenses totaling \$505,222.37.**

Ms. Ersland moved to approve the Omnibus Vote Agenda, Ms. Ripley-Gataric seconded.

Motion passed 5-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**  
No items were removed.

8. **NEW BUSINESS**
  - A. **Review Partial Requirements of Per Capita Grant**

- B. Executive Session: [5 ILCS 120/2(c)(21)] Six-month review of minutes(Discussion)
- C. 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**

- A. Ratify director compensation (motion)
- B. Review of Chapters 3 and 4 of Standards for Illinois Public Libraries

**10. Board Comments and Concerns**

**11. Next Meeting Date:** April 16, 2025

**12. Adjournment**

Mr. Hile-Broad motioned to adjourn the meeting , Ms. Ersland seconded. Meeting adjourned at 7:00 pm.

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Secretary

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Date

**Director's Report**  
**April 16, 2025**

**1. Monthly Financial Report**

- **Revenue:** The March operating revenues were up 10.5% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$788,310.49 from March 13 to April 10 is included in this packet. There are two payrolls (March 14 and 28) totaling \$182,504.86.

**2. Circulation**

- Total circulation for March was 25,267, a decrease of 61% over March 2024.

**3. Capital Project**

- We are now in our 13th month of our capital project and we have processed ten payment applications to general contractor Broeren Russo Builders, Inc. Payments made to date equal \$2,950,736.04.

**4. Required Training**

- Staff and trustees will have upcoming required training. Most will be accessible online, a positive change over last year due to our partnership with LIRA. Please be alert for an email from me or the TEAM Platform for required training.

**5. IPLAR**

- Staff continue to compile figures for our Illinois Public Library Annual Report.

**6. Public Library Standards**

- Each month we will review chapters of the Illinois Public Library Standards in preparation of our Per Capita Grant Application in January 2026. This month we will review chapters 3 and 4. Normal Public Library currently meets or exceeds the standards set out in these two chapters.

**7. Advocacy**

- We continue to advocate for federal funds through IMLS. If you are interested in ways you can help advocate, please speak with me or start at the RAILS website. Here is a recent statement from RAILS: *Most of our funding is provided from the Illinois State Library and the Illinois Secretary of State. However, the Illinois State Library receives roughly 10% of their total budget from the Institute of Museum and Library Services (IMLS), which is the primary source of federal funding for U.S. libraries and museums.*

**8. Events**

- Staff continue to plan for our summer events. Recent past events include Death Café and Holi Moli, both in Uptown. Upcoming events include Money Masters, Crime Club, and Art Sparks.
- Celebrate reading during El día de los niños/El día de los libros (Day of the Child/Day of the Book) at Illinois Art Station with the Bloomington and Normal public libraries on Sunday, April 27 starting at 2 pm! Enjoy arts and crafts, snacks, bilingual story time (in Spanish and English), music, and more!
- My appreciation to staff for keeping our services, events, and collections moving forward for our community during this lengthy project.

# Report to Receive and File Town of Normal Expenditures for Payment as of 03/13/2025-04/10/2025

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	1.00
US BANK/P-CARD	FOUNDATION-ADULT READING	155.50
US BANK/P-CARD	FOUNDATION-PRIZES-STAFF C	25.00
US BANK/P-CARD	FOUNDATION-PRIZES-WINTER	550.00
US BANK/P-CARD	LUNCHTIME YOGA DISINFECTA	39.19
Library Fund - Total		770.69

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
AMERENIP	JAN 25 UTILITIES	854.22
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,144.41
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	614.62
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,184.12
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	688.18
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	389.05
BARNES & NOBLE INC	ADULT BOOKS	55.98
BEST BUY BUSINESS ADVANTAGE ACCT	DUALSENSE CHARGING STATIO	29.99
BLACKSTONE PUBLISHING	ADULT AUDIOBOOKS	73.88
BLACKSTONE PUBLISHING	AUDIO BOOKS	34.94
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOK	135.96
CENGAGE LEARNING INC	ADULT BOOKS	848.00
CENTER POINT LARGE PRINT	ADULT BOOKS	47.25
DIVERSIFIED MECHANICAL INC	CIRCULATION DUCTWORK INST	3,412.85
EBSCO SUBSCRIPTION SERVICES	PERIODICALS RENEWAL	7,327.27
FASTSIGNS	BOOK DROP VINYL DECALS	118.79
FRONTIER	MONTHLY PHONE BILL	127.92
HERO DESIGN LLC	SPECIALIZED LIGHT BOARD	9,600.00
KAEB SANITARY SUPPLY INC	LAUNDRY BAGS (2)	83.20
LIBRARY STORE INC	SHELF BINS	850.38
MENARDS	OPERATING SUPPLIES	117.88
NEW YORK TIMES COMPANY	PUBLIC ACCESS SOFTWARE	2,418.00
ORKIN EXTERMINATING CO	MTHLY PEST CONTROL @206	68.00
OVERDRIVE, INC	DIGITAL CONTENT	416.30
PANTAGRAPH	NPL FY26 RENEWAL 52 WEEKS	1,116.00
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS - ADULT	363.69
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOK	790.26
Rachel Park	REIMB/RP-DENNY'S DONUTS/B	50.00

## Report to Receive and File Town of Normal Expenditures for Payment as of 03/13/2025-04/10/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Rachel Park	REIMB/RP-HOBBY LOBBY ART	1.99
Rachel Park	REIMB/RP-WALGREENS PHOTO	19.20
RAINBOW BOOK COMPANY	CHILDREN'S BOOK	393.52
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	440.31
RON SMITH PRINTING CO INC	KID MARKET BUSINESS CARDS	24.00
RON SMITH PRINTING CO INC	KIDS MARKET STICKERS	65.00
RON SMITH PRINTING CO INC	MTHLY ACTIVITY GUIDE APR	345.00
US BANK/P-CARD	A-V DIGITAL MEDIA-CDS (3)	36.92
US BANK/P-CARD	ADULT BOOKS-LIBSYN RENEWA	15.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQ (1	57.99
US BANK/P-CARD	ADULT BOOKS-PATRON REQS (	181.35
US BANK/P-CARD	ADULT BOOKS-SUPPLIES: 1	24.64
US BANK/P-CARD	ADVERTISING - 2-4-2-9-202	29.88
US BANK/P-CARD	ALA MEMBERSHIP DUES RENEW	210.00
US BANK/P-CARD	ALA WEBINAR 3-6-2025	47.40
US BANK/P-CARD	ALL OTHER MAINT-BRAILLE S	20.00
US BANK/P-CARD	CHILDREN'S-BOARD GAME BOX	63.18
US BANK/P-CARD	CHILDREN'S-LIQUID FLOOR T	85.49
US BANK/P-CARD	DIGITAL MEDIA-REFUND XBOX	-441.61
US BANK/P-CARD	DIGITAL MEDIA-XBOX GAME (	127.47
US BANK/P-CARD	DIGITAL MEDIA-XBOX GAMES	691.44
US BANK/P-CARD	DVDS-MOVIE (1) TV SHOW (	57.98
US BANK/P-CARD	DVDS-MOVIES (2)	29.98
US BANK/P-CARD	DVDS-REFUND (7 MOVIES)	-131.15
US BANK/P-CARD	DVDS-TV SHOWS (4)	78.65
US BANK/P-CARD	FACILITIES- TOILET PAPER	351.74
US BANK/P-CARD	FACILITIES-FAUCET AERATOR	35.15
US BANK/P-CARD	FACILITIES-HAND SOAP REFI	289.04
US BANK/P-CARD	FACILITIES-PAPER TOWEL DI	468.61
US BANK/P-CARD	FACILITIES-SOAP DISPENSER	99.27
US BANK/P-CARD	FACILITIES-STAINLESS STEE	3,540.11
US BANK/P-CARD	L0001 KID MARKET BOOKS (1	269.85
US BANK/P-CARD	MAKERSPACE-3D PRINTER PLA	53.97
US BANK/P-CARD	MAKERSPACE-3D PRINTERS (3	1,719.00
US BANK/P-CARD	MAKERSPACE-CRICUT (1) RO	410.06
US BANK/P-CARD	OPERATING SUPP-YELLOW TON	130.89
US BANK/P-CARD	OPERATING SUPPLIES-ADVIL	11.28
US BANK/P-CARD	OPERATING SUPPLIES-CONFID	147.29

# Report to Receive and File Town of Normal Expenditures for Payment as of 03/13/2025-04/10/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OPERATING SUPPLIES-FELT B	46.98
US BANK/P-CARD	OPERATING SUPPLIES-IPHONE	44.02
US BANK/P-CARD	OPERATING SUPPLIES-LAMINA	229.64
US BANK/P-CARD	OPERATING SUPPLIES-MAGNET	28.40
US BANK/P-CARD	OPERATING SUPPLIES-MAILER	119.12
US BANK/P-CARD	OPERATING SUPPLIES-SHIPPI	54.41
US BANK/P-CARD	PERIODICALS-ANNUAL RENEWA	39.00
US BANK/P-CARD	POST.&PRINT.-HOME DELIVER	654.12
US BANK/P-CARD	PROJ #L00001 KID MARKET -	26.98
US BANK/P-CARD	PUBLIC COMPUTERS-MICROSOF	2,000.00
US BANK/P-CARD	SPECIAL PROGRAMS-11X14 PA	27.26
US BANK/P-CARD	SPECIAL PROGRAMS-CASE FOR	13.16
US BANK/P-CARD	SPECIAL PROGRAMS-CODE CLU	47.65
US BANK/P-CARD	SPECIAL PROGRAMS-CRAFT SU	93.70
US BANK/P-CARD	SPECIAL PROGRAMS-CRICUT S	-32.99
US BANK/P-CARD	SPECIAL PROGRAMS-LOS NINO	394.65
US BANK/P-CARD	SPECIAL PROGRAMS-MAKER AC	31.17
US BANK/P-CARD	SPECIAL PROGRAMS-MAKERSPA	155.94
US BANK/P-CARD	SPECIAL PROGRAMS-STICKERS	9.75
US BANK/P-CARD	SPECIAL PROGRAMS-TAKE & M	80.96
US BANK/P-CARD	TECHNOLOGY- 24-PORT PATCH	629.55
US BANK/P-CARD	TECHNOLOGY- CABLE MGMT ST	34.84
US BANK/P-CARD	TECHNOLOGY-CABLE MGMT HAR	71.97
WALMART COMMUNITY BRC	SPECIAL PROGS,DVDS,GAMES	779.21
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	105.31
YWCA OF MCLEAN COUNTY	FEB 2025 DEI CONSULTING	100.00
Library Fund      Library      Administration      - Total		50,745.83

## Library Replacement Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
TECHSOUP	MS OFFICE, STAFF COMP(50)	6,250.00
Library Replacement Fund      Library      Administration      - Total		6,250.00

## Library Special Reserve      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BROEREN RUSSO BUILDERS, INC.	ABATEMENT/RENOVATION	727,848.97
KI	VINYL CHAIRS	2,695.00
Library Special Reserve      Library      Administration      - Total		730,543.97
<b>Overall - Total</b>		<b>788,310.49</b>

Library	- Administration	(Library Fund	)
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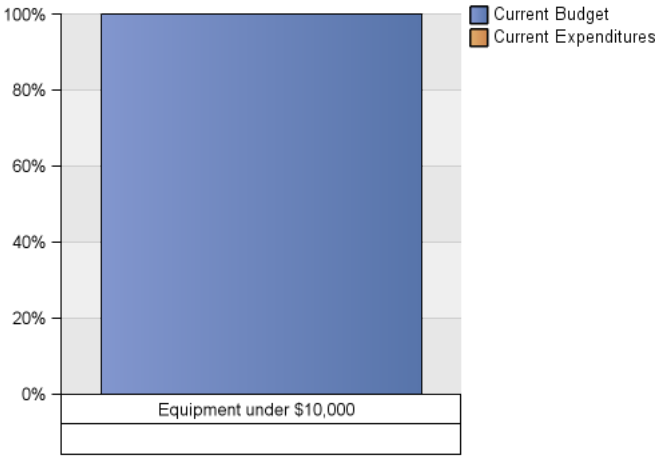
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Budget to Actual Expenditures

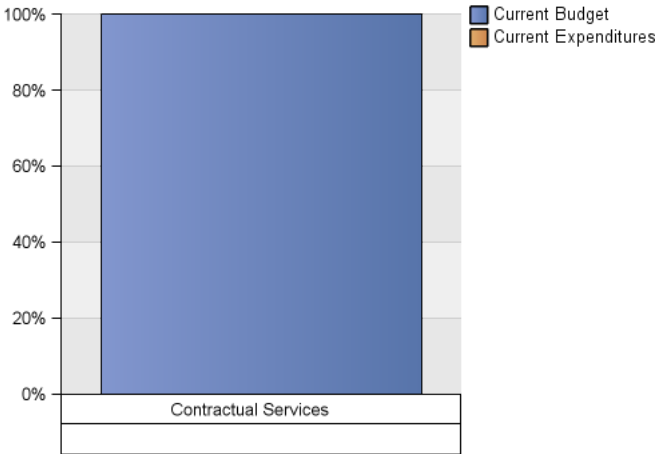
Library - Administration (Library Replacement Fund ▼



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$35,100.00	\$35,100.00	\$35,100.00	100%	\$0.00
			Summary		0.00	0.00	0.00	35,100.00	35,100.00	35,100.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$0.00	\$0.00	\$0.00	\$2,570,000.00	\$2,570,000.00	\$2,570,000.00	100%	\$0.00
			Summary		0.00	0.00	0.00	2,570,000.00	2,570,000.00	2,570,000.00	1.00	0.00

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
<b>221-Library Fund</b>	<b>4,574,749.00</b>	<b>4,603,892.00</b>	<b>4,587,052.13</b>	<b>99.63%</b>	<b>4,474,537.46</b>	<b>2.51%</b>
31110-Property Tax	4,203,164.00	4,203,164.00	4,190,081.83	99.69%	3,945,185.32	6.21%
31530-State Replacement Revenue	240,000.00	176,800.00	181,137.35	102.45%	311,037.67	-41.76%
33260-State Grants	77,785.00	81,560.00	81,559.98	100.00%	86,948.58	-6.20%
34720-Photocopy Fees	8,000.00	420.00	423.26	100.78%	10,259.44	-95.87%
34750-Replacements Books/AV	4,800.00	4,800.00	1,831.44	38.16%	6,503.27	-71.84%
38210-Investment Income	36,000.00	121,910.00	117,036.32	96.00%	110,111.22	6.29%
38530-Donations	1,000.00	1,600.00	3,740.74	233.80%	821.85	355.16%
38910-Miscellaneous	4,000.00	13,638.00	11,241.21	82.43%	3,670.11	206.29%
<b>222-Library Replacement Fund</b>	<b>242,300.00</b>	<b>286,780.00</b>	<b>246,502.09</b>	<b>85.96%</b>	<b>154,482.74</b>	<b>59.57%</b>
38210-Investment Income	20,300.00	63,980.00	23,702.09	37.05%	57,217.72	-58.58%
39192-Transfer From	222,000.00	222,800.00	222,800.00	100.00%	97,265.02	129.06%
<b>223-Library Special Reserve</b>	<b>2,018,500.00</b>	<b>312,486.00</b>	<b>335,063.63</b>	<b>107.23%</b>	<b>47,230.50</b>	<b>609.42%</b>
38210-Investment Income	16,000.00	59,986.00	85,063.63	141.81%	47,230.50	80.10%
38910-Miscellaneous	2,500.00	252,500.00	250,000.00	99.01%		0.00%
39330-Financing Proceeds	2,000,000.00	0.00				
<b>Total</b>	<b>6,835,549.00</b>	<b>5,203,158.00</b>	<b>5,168,617.85</b>	<b>99.34%</b>	<b>4,676,250.70</b>	<b>10.53%</b>

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,819,138.00</b>	<b>6,781,189.00</b>	<b>6,577,996.51</b>	<b>21,517.76</b>	<b>6,599,514.27</b>	<b>181,674.73</b>	<b>4,466,506.61</b>	<b>2.68%</b>
10-Administration	4,819,138.00	6,781,189.00	6,577,996.51	21,517.76	6,599,514.27	181,674.73	4,466,506.61	2.68%
<b>222-Library Replacement Fund</b>	<b>222,000.00</b>	<b>222,800.00</b>	<b>105,983.26</b>	<b>0.00</b>	<b>105,983.26</b>	<b>116,816.74</b>	<b>1,716,652.30</b>	<b>52.43%</b>
10-Administration	222,000.00	222,800.00	105,983.26	0.00	105,983.26	116,816.74	1,716,652.30	52.43%
<b>223-Library Special Reserve</b>	<b>5,506,801.00</b>	<b>5,506,801.00</b>	<b>4,396,588.53</b>	<b>0.00</b>	<b>4,396,588.53</b>	<b>1,110,212.47</b>	<b>104,312.16</b>	<b>20.16%</b>
10-Administration	5,506,801.00	5,506,801.00	4,396,588.53	0.00	4,396,588.53	1,110,212.47	104,312.16	20.16%
<b>Total</b>	<b>10,547,939.00</b>	<b>12,510,790.00</b>	<b>11,080,568.30</b>	<b>21,517.76</b>	<b>11,102,086.06</b>	<b>1,408,703.94</b>	<b>6,287,471.07</b>	<b>11.26%</b>

# NPL Circulation Statistics



March 2025

	Year to Date			Month		
	2022-2023	2023-2024	2024-2025	2023	2024	2025
<b>Juvenile</b>						
Books	451,310	441,840	121,906	43,223	38,417	8,402
Videos	3,604	3,957	627	328	260	77
Audios	16,518	14,855	5,950	1,697	1,270	445
Magazines	978	349	46	63	23	13
Other	1,226	700	163	81	87	16
<b>Juvenile - Total</b>	<b>473,636</b>	<b>461,701</b>	<b>128,692</b>	<b>45,392</b>	<b>40,057</b>	<b>8,953</b>
<b>Teen</b>						
Books	16,768	16,889	6,847	1,293	1,327	482
Audios	75	76	30	3	3	3
Magazines	11	9	0	0	0	0
<b>Teen - Total</b>	<b>16,854</b>	<b>16,974</b>	<b>6,877</b>	<b>1,296</b>	<b>1,330</b>	<b>485</b>
<b>Adult</b>						
Books	140,529	140,244	67,271	11,454	10,368	5,169
Videos	49,062	48,317	16,261	4,477	3,972	1,197
Audios	15,350	12,970	3,922	1,203	971	188
Magazines	3,160	3,226	931	318	226	115
Other	14,775	15,519	6,444	1,474	1,324	537
<b>Adult - Total</b>	<b>222,876</b>	<b>220,276</b>	<b>94,829</b>	<b>18,926</b>	<b>16,861</b>	<b>7,206</b>
<b>Digital Content</b>						
eAudiobooks	25,957	35,157	41,518	2,697	3,555	3,950
eBooks	33,881	38,757	39,918	3,174	3,466	3,497
Magazines	1,506	4,033	6,146	140	521	683
Music	479	478	519	44	42	35
Streaming Video	3,236	3,974	4,122	356	420	408
Content Passes	155	346	403	16	30	50
<b>Digital Content - Total</b>	<b>65,214</b>	<b>82,745</b>	<b>92,626</b>	<b>6,427</b>	<b>8,034</b>	<b>8,623</b>
<b>Total Circulation</b>	<b>778,580</b>	<b>781,696</b>	<b>323,024</b>	<b>72,041</b>	<b>66,282</b>	<b>25,267</b>

# NPL Collection Holdings



March 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	81,601	81,936	521	-186	4,398	-3,273
Videos	934	933	0	-1	1	-50
Audios	2,166	2,164	1	-3	143	39
Magazines	180	189	9	0	146	-137
Other	43	43	0	0	6	-66
<b>Juvenile - Total</b>	<b>84,924</b>	<b>85,265</b>	<b>531</b>	<b>-190</b>	<b>4,694</b>	<b>-3,487</b>
<b>Teen</b>						
Books	4,179	4,196	26	-9	421	-622
Audios	27	27	0	0	0	-3
Magazines	6	7	1	0	5	-15
<b>Teen - Total</b>	<b>4,212</b>	<b>4,230</b>	<b>27</b>	<b>-9</b>	<b>426</b>	<b>-640</b>
<b>Adult</b>						
Books	53,165	53,333	239	-71	3,508	-3,654
Videos	15,335	15,225	21	-131	464	-1756
Audios	9,809	9,806	3	-6	133	-72
Magazines	1,130	1,212	83	-1	1156	-1293
Other	2,270	2,263	2	-9	87	48
<b>Adult - Total</b>	<b>81,709</b>	<b>81,839</b>	<b>348</b>	<b>-218</b>	<b>5,348</b>	<b>-6,727</b>
<b>Total Collection</b>	<b>170,845</b>	<b>171,334</b>	<b>906</b>	<b>-417</b>	<b>10,468</b>	<b>-10,854</b>

# NPL Digital Content by Month



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

	11.24	12.24	1.25	2.25	3.25	
<b>eRead Illinois</b>						
eAudiobooks	225	293	307	248	265	
eBooks	277	378	453	299	324	
<b>eRead Illinois Total</b>	<b>502</b>	<b>671</b>	<b>760</b>	<b>547</b>	<b>589</b>	
<b>Freeding</b>	0	0	0	0	0	
<b>Hoopla</b>						
eAudiobooks	1,855	2,003	2,208	2,052	2,295	
eBooks	913	990	1062	955	1,021	
Movies/TV	158	137	162	168	160	
Music	64	39	39	31	35	
<b>Hoopla Total</b>	<b>2,990</b>	<b>3,169</b>	<b>3,471</b>	<b>3,206</b>	<b>3,511</b>	
<b>Kanopy</b>						
Individual Titles Plays	94	91	92	122	114	
Plays Through Passes	118	77	81	160	134	
<b>Kanopy Total Videos Played</b>	<b>212</b>	<b>168</b>	<b>173</b>	<b>282</b>	<b>248</b>	
<b>OverDrive</b>						
eAudio	1,130	1,205	1,343	1,324	1,390	
eBooks	1,796	2,013	2,320	1,927	2,152	
Magazines	568	625	696	566	683	
<b>OverDrive Total</b>	<b>3,494</b>	<b>3,843</b>	<b>4,359</b>	<b>3,817</b>	<b>4,225</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	3,210	3,501	3,858	3,624	3,950	
eBooks	2,986	3,381	3,835	3,181	3,497	
Magazines	568	625	696	566	683	
Music	64	39	39	31	35	
Streaming Video	370	305	335	450	408	
<b>Hoopla 7-day BingePasses</b>	31	27	38	24	43	
<b>Kanopy Passes</b>	3	3	3	4	2	
<b>OverDrive 7-Day Passes</b>	6	5	1	4	5	
<b>Total Passes</b>	<b>40</b>	<b>35</b>	<b>42</b>	<b>32</b>	<b>50</b>	

# NPL Monthly Statistics

March 2025



## Library Card Registration

Fiscal Year 2025						
	Beginning count	Registered	Purged	Cards in force YTD	FY24	FY23
Adult	23,255	182	-7	23,430	21,884	28,379
Teen	1,762	2	-3	1,761	2,544	3,741
Juvenile	8,210	13	-5	8,218	8,250	9,674
<b>Total</b>	<b>32,994</b>	<b>197</b>	<b>-15</b>	<b>33,409</b>	<b>32,678</b>	<b>41,794</b>

Patron Count	Current Month	Current YTD	FY24	FY23
Door Count at 201 W College	2,100	24,800	221,615	183,806

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY24	FY23
Borrowed/Rec'd	3,129	39,661	40,533	38,540
Loaned	2,470	30,269	35,163	36,944
Reciprocal borrowing	2,180	36,253	221,251	210,203

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	248	153	37	3,377



# normalpl.org Site Statistics



## March 2025

	Annual Totals Year to Date			March		
	FY 2023	FY 2024	FY 2025	2023	2024	2025
<b>Views &amp; Sessions</b>						
Pageviews	415,581	456,720	341,159	34,508	37,084	25,174
Sessions	208,663	229,477	169,574	17,996	19,917	13,102

### Top Viewed Pages FY 2025

/	158,677
/events/upcoming	19,727
/events/month	9,314
/learning-resources	7,951
/employment	5,776
/planning	3,880
/challenges	3,426
/summerreading	2,839
/download-stream	2,710
/borrow	2,694

### Usage by Device FY 2025

Desktop	46.2%
Mobile	52.0%
Tablet	1.8%

### Top Viewed Pages March 2025

/	11,216
/events/upcoming	1,661
/learning-resources	809
/events/month	685
/employment	505
/event/minecraft-offline-beyond-blocks-community-activity-center-35021	308
/planning	304
/events/month/2025/04	275
/recommended-reads/list	274
/download-stream	247

### Usage by Device Mar 2025

Desktop	50.8%
Mobile	47.4%
Tablet	1.8%

## Chapter 3 (Personnel)

A good public library has a qualified staff that is paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff has a thorough understanding of all library policies and is able to interpret those policies to library patrons. The public has access to the services of a qualified librarian.

For the purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

### Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
  - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
  - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
  - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
  - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
  - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
  - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
  - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
  - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
  - Local Records Act* [50 ILCS 205/1 *et seq.*]
  - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
  - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
  - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
  - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
  - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
  - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
  - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
  - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
  - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
  - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
  - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
  - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
  - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

## Personnel Checklist

- ☐ Library has a board-approved personnel policy.
- ☐ Library has staffing levels that are sufficient to carry out the library's mission.
- ☐ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
- ☐ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ☐ Library salaries and fringe benefits account for up to 70 percent of total operations budget.
- ☐ Library gives each new employee a thorough orientation.
- ☐ Library evaluates staff annually.
- ☐ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ☐ Library provides staff access to library literature and other professional development materials.
- ☐ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ☐ The library complies with state and federal laws that affect library operations.

## Chapter 4 (Access)

The physical library remains central to successful service and while no one model can meet every need, some common requirements will help to create a functional and enjoyable environment for both staff and patrons. These include adequate and accessible space to house and circulate the collections, comfortable and light filled spaces for the public and staff, meeting and study spaces for both group and individual use, and youth spaces that inspire and teach children of all ages. Every five years the board should review the long term space needs of the library in conjunction with the library's strategic plan. While planning for the expanding mission of public libraries, flexible space with a high degree of connectivity should be a central idea for future programs to be accommodated with minimal physical change.

### Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

## Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
- ☐ At least once every five years, the board directs a review of the library's long-term space needs.
- ☐ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☐ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☐ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☐ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards.
- ☐ All signage is in compliance with applicable federal, state, and local regulations.
- ☐ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☐ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☐ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☐ Shelving in the areas serving young children is scaled to their needs.