

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

**May 21, 2025 at 6 p.m.
Town of Normal, City Hall, Executive Board Room 417**

1. Swearing in of New Trustees (Lash, Ripley-Gataric, Trunnell)
2. Review of the Agenda: Corrections or Additions
3. President's Report
4. Public Comment
5. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
6. Library Director's Report
7. 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 April 16, 2025
 - B. Approval of Normal Public Library Expenditures for Payment as of May 15, 2025
 - C. Approval of 2025 Illinois Public Library Annual Report
8. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
9. NEW BUSINESS
 - A. Election of Officers (Action)
 - B. Approval of June Regular Meeting Date (Action)
 - C. Introduction of New Trustee
 - D. Review Partial Requirements of Per Capita Grant (Discussion)
 - E. Executive Session: [5 ILCS 120/2(c)(3)] Library Trustee Vacancy
 - F. Library Trustee Appointment (Action)
10. UNFINISHED BUSINESS
 - A. Abatement and Renovation Project Update (Discussion)
11. Suggested Items for the Next Agenda
12. Board Comments and Concerns
13. Next Meeting Date: June 18, 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
April 16, 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, April 16, 2025. The meeting convened at 6:03 pm, President Beth Robb, presiding.

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

Members Absent: Katelyn Trunnel, Vice-president, Terry Lindberg

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

Community Members Present: Erin Dullard

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: Monthly in-person meetings Uptown, four open Foundation board seats being filled

Library Advocacy: Ms. Robb recently discussed IMLS cutbacks with local politicians. Ms. Lane is attending an upcoming library advocacy event.

Library Planning: No upcoming meetings with Town of Normal.

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 March 19, 2025.**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$182,504.86 for two payrolls, and \$788,310.49 for expenditures as of April 10, 2025.**

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

Motion passed 5-0.

7. **ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA**
No items were removed.
8. **NEW BUSINESS**
 - A. Ratify Director's Compensation for FY26 (Action)

Ms. Lane moved to increase Mr. Fischer's compensation to Grade 45, Step 11, Mr. Hile-Broad seconded.

Motion passed 5-0.

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

A. Election of Officers (Executive session and action item)

B. Board Vacancy(Executive session and action item)

C. Trustee FOIA certification

10. Board Comments and Concerns: None

11. Next Meeting Date: May 21, 2025

12. Adjournment

Ms. Robb motioned to adjourn the meeting, Ms. Ripley-Gataric seconded. Meeting adjourned at 7:16 pm.

Secretary

Date

Director's Report May 21, 2025

1. Monthly Financial Report

- **Revenue:** The April operating revenues were down 61% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$663,460.15 from April 10 to May 14 is included in this packet. There are three payrolls (April 11 and 25 and May 9) totaling \$285,283.39.

2. Circulation

- Total circulation for April was 23,437, a decrease of 48% from April 2024.

3. Capital Project

- We are now in our 14th month of our capital project and we have processed thirteen payment applications to general contractor Broeren Russo Builders, Inc. Payments made to date equal \$4,382,058.16.
- The FY25 Public Library Construction Grant Review Committee Meeting is scheduled for Thursday, May 29. I will be attending and prepared to answer any questions concerning our application for our roof project.

4. Required Training

- Please be alert for an email from me or the TEAM Platform for required training on Sexual Harassment Prevention.

5. IPLAR

- The Illinois Public Library Annual Report for NPL is included in this packet for your approval. This report is due every June.

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 5 and 6 included in this packet.

7. Events

- Summer Reading begins June 2 and runs through the end of July.
- Staff Development Day was a success on Friday, May 16 and held at the Normal Community Activity Center. 49 staff were able to attend the full day. We reviewed goals, service expectations, and progress. We had a presentation from WGLT with the film Frozen and Forgotten and had a presentation on the accessibility tool (Core Board.)
- I will repeat my appreciation to staff for keeping our services, events, facilities, and collections moving forward for our community during this lengthy project.

Report to Receive and File Town of Normal Expenditures for Payment as of 04/10/2025-05/14/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	0.03
US BANK/P-CARD	FOUNDATION-SIGN & SING ST	150.00
Library Fund	- Total	150.03

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	ANNUAL FIRE PANEL MONITOR	293.00
AMERENIP	FEB 25 UTILITIES	854.88
AMERENIP	MAR 25 UTILITIES	853.36
BAKER & TAYLOR COMPANIES	ADULT BOOKS	3,479.68
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	4,711.76
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	428.14
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	165.29
BLACKSTONE PUBLISHING	AUDIO BOOKS	47.74
BLACKSTONE PUBLISHING	AUDIOBOOKS - ADULT	70.65
BOUND TO STAY BOUND BOOKS INC	CHILDREN'S BOOK	186.21
BRODART COMPANY	CATALOG/PROCESSING SUPPLY	449.28
BUSEY BANK	MO 13/APR 2025 RENT	3,000.00
BUSEY BANK	MO 14/MAY 2025 RENT	3,180.00
CENGAGE LEARNING INC	ADULT BOOKS	341.13
CENTER POINT LARGE PRINT	ADULT BOOKS	442.62
CIRBN, LLC	INTERNET SERVICE MONTHLY	152.16
DIRECT ENERGY SERVICES LLC	DEC 24 UTILITIES	2,318.20
DIRECT ENERGY SERVICES LLC	FEB 25 UTILITIES	1,776.45
DIRECT ENERGY SERVICES LLC	JAN 25 UTILITIES	1,737.61
DIRECT ENERGY SERVICES LLC	NOV 24 UTILITIES	872.15
DIVERSIFIED MECHANICAL INC	HVAC PREMAINT 4/1-6/30/25	712.10
EBSCO SUBSCRIPTION SERVICES	CONSUMER RPTS 5/1-4/30/26	2,842.00
EBSCO SUBSCRIPTION SERVICES	PERIODICALS-ADJUSTMENT	33.00
FREEDOM SCIENTIFIC BLV GROUP, LLC	ZOOMTEXT MAGNIFIER LIC(5)	1,600.00
FRONTIER	MONTHLY PHONE BILL	127.92
HEYL,ROYSTER,VOELKER & ALLEN, P.C.	POLICY CONSULT 03/31/2025	200.00
ILLINOIS HEARTLAND LIBRARY SYSTEM	EZPROXY HOSTG 4/1-3/31/26	2,228.76
ILLINOIS LIBRARY ASSOCIATION	E.R-GAT. TRUSTEE DUES	75.00
ILLINOIS LIBRARY ASSOCIATION	E.ROBB TRUSTEE DUES	75.00
ILLINOIS LIBRARY ASSOCIATION	JFISCHER DUES 5/1-4/30/26	200.00
ILLINOIS LIBRARY ASSOCIATION	L.LANE TRUSTEE DUES	75.00

Report to Receive and File Town of Normal Expenditures for Payment as of 04/10/2025-05/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
KANOPY INC	DIGITAL CONTENT	513.00
KROGER-INDY CUSTOMER CHARGES	STAFF LUNCH SUPPLIES	34.94
Laura Golaszewski	REIMB/LAURA G. TRAINING M	54.60
LIBRARY MARKET	ANNUAL WEB/CAL RENEW	3,200.00
MATCO FIRE PROTECTION, INC.	FIRE SPRINKLER REPAIR	355.00
MENARDS	DRINKS - NATL LIBRARY WK	28.06
MENARDS	GROUT, WATER, WOOD FILLER	28.69
MENARDS	MAINTENANCE SUPPLIES	47.23
MENARDS	OPERATING SUPPLIES	97.96
MENARDS	PIPE INSULATION, ARMORALL	17.92
MENARDS	RETURN DRILLBIT CREDIT	-39.96
MENARDS	STORAGE BINS, WALL PLATES	43.72
MIDWEST TAPE	DIGITAL CONTENT	16,514.19
MIDWEST TAPE	DVDS	75.96
MORNINGSTAR INC	RESEARCH CTR 5/24-5/24/26	3,545.00
NICOR GAS	77599120001 MAR25 UTLTY	1,384.35
ORKIN EXTERMINATING CO	MONTHLY PEST CONTROL	68.00
OVERDRIVE, INC	DIGITAL CONTENT	3,653.22
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS - ADULT	564.21
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOK	54.14
QUADIENT, INC.	POST METER RENT/MAINT	65.25
RAINBOW BOOK COMPANY	CHILDRENS BOOKS	353.13
RON SMITH PRINTING CO INC	MAY ACTIVITY GUIDE	510.00
RON SMITH PRINTING CO INC	NPL STICKERS	1,125.00
SARAH GREENBERG	MAY 16TH IN-SERVICE TRAIN	70.00
TCI COMPANIES, INC.	SRVC CALL, BASEMENT RESTR	1,168.23
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAXES 1/1-3/31/25	77.28
TODAYS BUSINESS SOLUTIONS TBS INC	SSCAN/CC SUP 5/26-5/25/26	930.00
UNIQUE MANAGEMENT SERVICES INC	APRIL PLACEMENTS	21.50
UNIQUE MANAGEMENT SERVICES INC	MARCH PLACEMENTS	10.75
US BANK/P-CARD	#L00001 NPL KIDS MARKET-P	302.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQUES	160.26
US BANK/P-CARD	ADVERTISING-CANVA ANNUAL	477.60
US BANK/P-CARD	ADVERTISING-OUTREACH BAGS	3,179.26
US BANK/P-CARD	ADVERTISING-OUTREACH STIC	62.00
US BANK/P-CARD	CHILDREN'S BOOKS-PATRON R	60.60
US BANK/P-CARD	CONTRACTUAL-WHEN2WORK SOF	1,326.00
US BANK/P-CARD	DIGITAL MEDIA-MUSIC CD P	11.99

Report to Receive and File Town of Normal Expenditures for Payment as of 04/10/2025-05/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	DIGITAL MEDIA-PS5 GAME (1	308.29
US BANK/P-CARD	DVDS-MOVIES (1)	29.82
US BANK/P-CARD	DVDS-MOVIES (2)	39.96
US BANK/P-CARD	DVDS-MOVIES (5) TV SHOWS	129.71
US BANK/P-CARD	DVDS-REPLACEMENT MOVIE (1	19.99
US BANK/P-CARD	FACILITIES TECHNOLOGY-KEY	770.24
US BANK/P-CARD	FACILITIES-AIR FILTER (1)	176.22
US BANK/P-CARD	FACILITIES-BABY CHANGING	199.84
US BANK/P-CARD	FACILITIES-DISINFECTANT W	51.75
US BANK/P-CARD	FACILITIES-GRAB BARS REST	809.00
US BANK/P-CARD	FACILITIES-MOP HANGER (1)	43.99
US BANK/P-CARD	FACILITIES-NPL REMODEL-NE	553.98
US BANK/P-CARD	FACILITIES-PAPER TOWEL DI	274.15
US BANK/P-CARD	FACILITIES-SHELF LINERS (23.89
US BANK/P-CARD	FACILITIES-SOAP DISPENSER	44.98
US BANK/P-CARD	FACILITIES-TOILET CLEANER	51.89
US BANK/P-CARD	KID MARKET PROJ# L00001-N	15.68
US BANK/P-CARD	LUNCH-STAFF APPRECIATION	313.98
US BANK/P-CARD	MAKERSPACE-3D PRINTING FI	77.97
US BANK/P-CARD	MAKERSPACE-3D PRINTING-OI	11.57
US BANK/P-CARD	MAKERSPACE-CRICUT WHEEL T	29.92
US BANK/P-CARD	MAKERSPACE-EMBROIDERY MAC	2,299.00
US BANK/P-CARD	MAKERSPACE-HEAT PRESS 15	699.95
US BANK/P-CARD	NEW TEEN AREA-PS5 ASTRO B	399.99
US BANK/P-CARD	NEW TEEN AREA-XBOX (1) P	727.79
US BANK/P-CARD	NEW TEEN AREA-XBOX WIRELE	98.94
US BANK/P-CARD	OPERATING SUPPLIES-ANNOA	5.69
US BANK/P-CARD	OPERATING SUPPLIES-BINDER	30.00
US BANK/P-CARD	OPERATING SUPPLIES-CERTIF	6.79
US BANK/P-CARD	OPERATING SUPPLIES-ENVELO	9.49
US BANK/P-CARD	OPERATING SUPPLIES-GALLON	31.11
US BANK/P-CARD	OPERATING SUPPLIES-LIB. C	38.40
US BANK/P-CARD	OPERATING SUPPLIES-OFFICE	33.02
US BANK/P-CARD	OPERATING SUPPLIES-STAFF	108.84
US BANK/P-CARD	PERIODICALS-ANNUAL RENEWA	49.95
US BANK/P-CARD	PERIODICALS-CHICAGO TRIBU	68.25
US BANK/P-CARD	POSTAGE-ILL BOOK MAILINGS	20.90
US BANK/P-CARD	POSTAGE-STAMPS (142)	103.66

Report to Receive and File Town of Normal Expenditures for Payment as of 04/10/2025-05/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	PROJ #L00001 KID MARKET -	26.56
US BANK/P-CARD	REFUND-PAPER TOWEL DISPEN	-172.18
US BANK/P-CARD	REFUND-SALES TAX-033125 O	-2.75
US BANK/P-CARD	SALES TAX REFUND-MICHAELS	-0.84
US BANK/P-CARD	SPECIAL PROGRAMS-BLK SUNG	9.59
US BANK/P-CARD	SPECIAL PROGRAMS-CRAFT RO	21.96
US BANK/P-CARD	SPECIAL PROGRAMS-EARTH DA	14.24
US BANK/P-CARD	SPECIAL PROGRAMS-FARM BAL	71.95
US BANK/P-CARD	SPECIAL PROGRAMS-FOAM STI	8.99
US BANK/P-CARD	SPECIAL PROGRAMS-GMR SUNG	11.99
US BANK/P-CARD	SPECIAL PROGRAMS-HOLI MOL	44.57
US BANK/P-CARD	SPECIAL PROGRAMS-LAMINATI	27.77
US BANK/P-CARD	SPECIAL PROGRAMS-MONEY MA	36.53
US BANK/P-CARD	SPECIAL PROGRAMS-PARTNER	39.93
US BANK/P-CARD	SPECIAL PROGRAMS-PENCIL E	11.99
US BANK/P-CARD	SPECIAL PROGRAMS-QUILLING	104.75
US BANK/P-CARD	STAFF APPRECIATION-NAT'L	54.57
US BANK/P-CARD	SUMMER READING PRIZES 202	1,381.58
US BANK/P-CARD	TECHNOLOGY-HEADPHONES TYP	6.99
US BANK/P-CARD	TECHNOLOGY-PRINTER TONER	205.73
US POSTAL SERVICE/HASLER	ACCT# 08122486-POSTAGE ME	7,600.00
VERIZON WIRELESS	03/01-03/28/2025 MOBILE	247.30
WALMART COMMUNITY BRC	SPECIAL PROGRAM SUPPLIES	462.08
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	276.58
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	466.40
ZOOBEAN INC	BEANSTACK RENEW 7/17-7/16	2,199.49
Library Fund	Library Administration - Total	95,544.53

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BROEREN RUSSO BUILDERS, INC.	ABATEMENT/RENOVATION	430,485.81
HERO DESIGN LLC	INTERACTIVE LIGHT BOARD	8,157.00
STUDIO GC INC.	ABATEMENT & RENOV >5/1/25	9,741.30
STUDIO GC INC.	ABATEMENT & RENOV THRU 4/1	9,741.30
STUDIO GC INC.	METAL ROOF REPL >5/1/25	8,925.00
STUDIO GC INC.	METAL ROOF REPLACEMENT	20,973.75
STUDIO GC INC.	NPL FF&E	79,741.43
Library Special Reserve	Library Administration - Total	567,765.59

Report to Receive and File Town of Normal Expenditures for Payment as of 04/10/2025-05/14/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
Overall - Total		663,460.15

Library Revenue and Expense Report, April 2025

Fund	Current Year Approved Budget	Current Year Revised Budget	Current Year Revenue	Current Year Revenue % of Budget	Previous Year Revenue	Revenue % Change from Previous Year
221-Library Fund	4,334,885.00	4,334,885.00	15,558.46	0.36%	32,089.64	-51.52%
31110-Property Tax	4,000,000.00	4,000,000.00				
31530-State Replacement Revenue	141,500.00	141,500.00	8,719.20	6.16%	18,066.70	-51.74%
33260-State Grants	77,785.00	77,785.00				
34720-Photocopy Fees	8,000.00	8,000.00			423.26	-100.00%
34750-Replacements Books/AV	6,000.00	6,000.00	12.00	0.20%	131.00	-90.84%
38210-Investment Income	96,600.00	96,600.00	6,533.26	6.76%	13,147.47	-50.31%
38530-Donations	1,000.00	1,000.00	5.00	0.50%		0.00%
38910-Miscellaneous	4,000.00	4,000.00	289.00	7.23%	321.21	-10.03%
222-Library Replacement Fund	84,900.00	84,900.00	3,424.56	4.03%	25,676.67	-86.66%
38210-Investment Income	49,800.00	49,800.00	499.56	1.00%	7,176.67	-93.04%
39192-Transfer From	35,100.00	35,100.00	2,925.00	8.33%	18,500.00	-84.19%
223-Library Special Reserve	3,750.00	3,750.00	4,890.40	130.41%	3,771.19	29.68%
38210-Investment Income	250.00	250.00	4,890.40	1956.16%	3,771.19	29.68%
38910-Miscellaneous	2,500.00	2,500.00				
39192-Transfer From	1,000.00	1,000.00				
Total	4,423,535.00	4,423,535.00	23,873.42	0.54%	61,537.50	-61.21%

Figure 1: Library Revenue Report, April 2025

Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
221-Library Fund	4,239,560.00	4,242,560.00	226,721.06	639,588.17	866,309.23	3,376,250.77	232,905.14	79.58%
10-Administration	4,239,560.00	4,242,560.00	226,721.06	639,588.17	866,309.23	3,376,250.77	232,905.14	79.58%
222-Library Replacement Fund	35,100.00	35,100.00				35,100.00	337.00	100.00%
10-Administration	35,100.00	35,100.00				35,100.00	337.00	100.00%
223-Library Special Reserve	2,570,000.00	2,570,000.00	0.00	0.00	0.00	2,570,000.00		100.00%
10-Administration	2,570,000.00	2,570,000.00	0.00	0.00	0.00	2,570,000.00		100.00%
Total	6,844,660.00	6,847,660.00	226,721.06	639,588.17	866,309.23	5,981,350.77	233,242.14	87.35%

Figure 2: Library Expense Report, April 2025

Library	- Administration	(Library Fund)	
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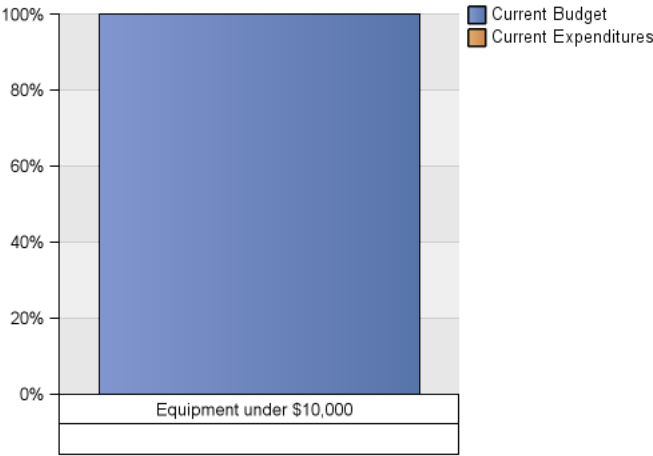


May 14, 2025			221-9010-455.35-15	Cataloging & Processing	\$0.00	\$449.28	\$8,350.72	\$15,000.00	\$6,200.00	\$15,000.00	41%	\$8,350.72
			221-9010-455.35-50	Fuel - Gas & Oil	\$0.00	\$68.27	\$0.00	\$1,000.00	\$931.73	\$1,000.00	93%	\$0.00
			221-9010-455.36-10	Adult	\$1,272.29	\$3,316.69	\$69,771.28	\$86,700.00	\$12,339.74	\$86,700.00	14%	\$71,043.57
			221-9010-455.36-20	Young Adult	\$0.00	\$428.14	\$7,221.86	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$7,221.86
			221-9010-455.36-25	Children	\$424.04	\$4,588.67	\$55,347.89	\$71,400.00	\$11,039.40	\$71,400.00	15%	\$55,771.93
			221-9010-455.37-15	Videos DVDs	\$0.00	\$594.80	\$4,800.64	\$15,300.00	\$9,904.56	\$15,300.00	65%	\$4,800.64
			221-9010-455.37-20	Audio Books	\$0.00	\$634.86	\$6,365.14	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$6,365.14
			221-9010-455.37-30	Digital Media	\$0.00	\$71.87	\$1,940.12	\$3,500.00	\$1,488.01	\$3,500.00	43%	\$1,940.12
			221-9010-455.38-10	Periodicals	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	100%	\$0.00
			221-9010-455.38-20	Public Access Software	\$0.00	\$12,415.25	\$78,109.75	\$94,860.00	\$4,335.00	\$94,860.00	5%	\$78,109.75
			221-9010-455.39-10	Digital Content	\$644.54	\$11,235.41	\$98,120.05	\$110,000.00	\$0.00	\$110,000.00	0%	\$98,764.59
			221-9010-455.92-22	To Library Replacement Fd	\$0.00	\$2,925.00	\$0.00	\$35,100.00	\$32,175.00	\$35,100.00	92%	\$0.00
			221-9010-455.92-23	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
			221-9010-455.95-02	To Water Fund	\$0.00	\$132.78	\$0.00	\$2,500.00	\$2,367.22	\$2,500.00	95%	\$0.00
			221-9010-455.95-07	To Sewer Fund	\$0.00	\$36.33	\$0.00	\$600.00	\$563.67	\$600.00	94%	\$0.00
			221-9010-455.95-10	To Stormwater Management	\$0.00	\$50.60	\$0.00	\$610.00	\$559.40	\$610.00	92%	\$0.00
Summary				5,577.31	55,733.41	628,010.86	975,770.00	286,448.42	972,770.00	0.29	633,588.17	

10:27:57 AM

Budget to Actual Expenditures

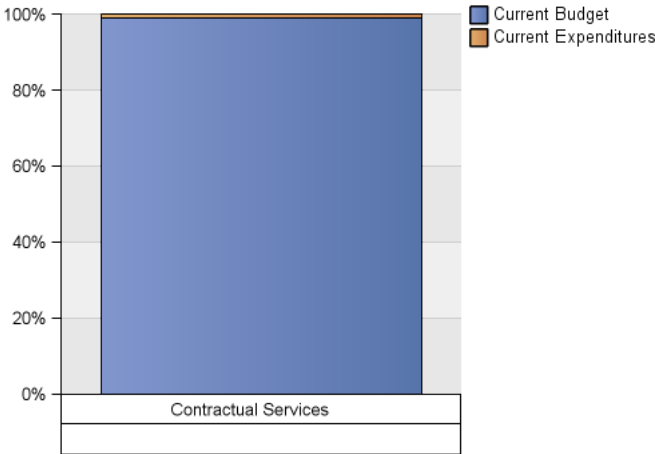
Library - Administration (Library Replacement Fund ▼



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Replacement Fund	Library	Administration	222-9010-455.35-80	Equipment under \$10,000	\$0.00	\$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	223-9010-455.20-10	Contractual Services	\$26,823.30	\$0.00	\$0.00	\$2,570,000.00	\$2,543,176.70	\$2,570,000.00	99%	\$26,823.30
			Summary		26,823.30	0.00	0.00	2,570,000.00	2,543,176.70	2,570,000.00	0.99	26,823.30

NPL Circulation Statistics



April 2025

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
Juvenile						
Books	37,176	19,225	7,577	37,176	19,225	7,577
Videos	354	85	33	354	85	33
Audios	1,382	493	438	1,382	493	438
Magazines	30	23	16	30	23	16
Other	63	33	24	63	33	24
Juvenile - Total	39,005	19,859	8,088	39,005	19,859	8,088
Teen						
Books	1,307	833	471	1,307	833	471
Audios	0	4	1	0	4	1
Magazines	6	0	0	6	0	0
Teen - Total	1,313	837	472	1,313	837	472
Adult						
Books	11,685	7,202	5,008	11,685	7,202	5,008
Videos	4,012	1,842	1,027	4,012	1,842	1,027
Audios	1,171	595	247	1,171	595	247
Magazines	244	109	110	244	109	110
Other	1,289	784	521	1,289	784	521
Adult - Total	18,401	10,532	6,913	18,401	10,532	6,913
Digital Content						
eAudiobooks	2,552	3,263	3,805	2,552	3,263	3,805
eBooks	2,983	3,340	3,139	2,983	3,340	3,139
Magazines	102	310	650	102	310	650
Music	31	56	36	31	56	36
Streaming Video	250	277	307	250	277	307
Content Passes	18	23	27	18	23	27
Digital Content - Total	5,936	7,269	7,964	5,936	7,269	7,964
Total Circulation	64,655	38,497	23,437	64,655	38,497	23,437

NPL Collection Holdings



April 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,936	82,336	483	-83	483	-83
Videos	933	933	0	0	0	0
Audios	2,164	2,179	18	-3	18	-3
Magazines	189	203	13	1	13	1
Other	43	43	0	0	0	0
Juvenile - Total	85,265	85,694	514	-85	514	-85
Teen						
Books	4,196	4,271	91	-16	91	-16
Audios	27	27	0	0	0	0
Magazines	7	7	1	-1	1	-1
Teen - Total	4,230	4,305	92	-17	92	-17
Adult						
Books	53,333	53,585	268	-16	268	-16
Videos	15,225	15,259	35	-1	35	-1
Audios	9,806	9,583	11	-234	11	-234
Magazines	1,212	1,294	105	-23	105	-23
Other	2,263	2,264	2	-1	2	-1
Adult - Total	81,839	81,985	421	-275	421	-275
Total Collection	171,334	171,984	1,027	-377	1,027	-377

NPL Digital Content by Month



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

	12.24	1.25	2.25	3.25	4.25	
eRead Illinois						
eAudiobooks	293	307	248	265	282	
eBooks	378	453	299	324	303	
eRead Illinois Total	671	760	547	589	585	
Freeding	0	0	0	0	0	
Hoopla						
eAudiobooks	2,003	2,208	2,052	2,295	2,203	
eBooks	990	1062	955	1021	908	
Movies/TV	137	162	168	160	149	
Music	39	39	31	35	36	
Hoopla Total	3,169	3,471	3,206	3,511	3,296	
Kanopy						
Individual Titles Plays	91	92	122	114	84	
Plays Through Passes	77	81	160	134	74	
Kanopy Total Videos Played	168	173	282	248	158	
OverDrive						
eAudio	1,205	1,343	1,324	1,390	1,320	
eBooks	2,013	2,320	1,927	2,152	1,928	
Magazines	625	696	566	683	650	
OverDrive Total	3,843	4,359	3,817	4,225	3,898	
Total Downloads or Uses						
eAudiobooks	3,501	3,858	3,624	3,950	3,805	
eBooks	3,381	3,835	3,181	3,497	3,139	
Magazines	625	696	566	683	650	
Music	39	39	31	35	36	
Streaming Video	305	335	450	408	307	
Hoopla 7-day BingePasses	27	38	24	43	23	
Kanopy Passes	3	3	4	2	2	
OverDrive 7-Day Passes	5	1	4	5	2	
Total Passes	35	42	32	50	27	

NPL Monthly Statistics

April 2025



Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	23,430	142	-15	23,557	21,925	28,530
Teen	1,761	2	-4	1,759	2,529	3,717
Juvenile	8,218	170	-13	8,375	8,228	9,630
Total	32,994	314	-32	33,691	32,682	41,877

Patron Count	Current Month	Current YTD	FY25	FY24
Door Count at 201 W College	1,600	1,600	1,400	17,543

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,005	3,005	2,977	3,289
Loaned	2,362	2,362	2,323	2,745
Reciprocal borrowing	1,840	1,840	7,623	18,790

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	270	164	36	270

normalpl.org Site Statistics



April 2025

	Annual Totals Year to Date			April		
	FY 2024	FY 2025	FY 2026	2023	2024	2025
Views & Sessions						
Pageviews	32,898	28,392	23,561	32,898	28,392	23,561
Sessions	10,985	15,164	12,218	10,985	15,164	12,218

Top Viewed Pages	FY 2026
/	10,738
/events/upcoming	1,481
/learning-resources	764
/events/month	704
/employment	466
/events/month/2025/05	316
/planning	270
/download-stream	227
/borrow	190
application	188

Usage by Device	FY 2026
Desktop	51.7%
Mobile	46.8%
Tablet	1.5%

Top Viewed Pages	April 2025
/	10,738
/events/upcoming	1,481
/learning-resources	764
/events/month	704
/employment	466
/events/month/2025/05	316
/planning	270
/download-stream	227
/borrow	190
/form/library-account-application	188

Usage by Device	Apr 2025
Desktop	51.7%
Mobile	46.8%
Tablet	1.5%

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2025
NORMAL PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30498
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0382
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Normal Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	206 West College Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Normal
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	61761
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	206 West College Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Normal
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	61761
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	3094521757
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	3094525312
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.normalpl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	John Fischer
1.15 Title	Director
1.16 Library Director's E-mail	jfischer@normalpl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Town
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McLean
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	52,736
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210] ¹	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
NORMAL P.L.			No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
NORMAL P.L.		

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

NORMAL P.L.	² 201 W College Ave	Yes
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Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
NORMAL P.L.				

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
NORMAL P.L.				

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
NORMAL P.L.	44,000	2,512	temporary branch due to main facility renovations

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
NORMAL P.L.	3,222	52	³ 24,800

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	04/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	03/31/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	John Fischer
3.5 Telephone Number of Person Preparing Report	309-433-3488
3.6 FAX Number	-1 No Fax
3.7 E-Mail Address	jfischer@normalpl.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Beth Robb
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	309-454-1758
5.9 E-mail Address	brobb@normalpl.org
5.10 Home Address	1007 Broadway
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Second member

5.5 Name	Katelyn Trunnell
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	309-310-8034
5.9 E-mail Address	ktrunnell@normalpl.org
5.10 Home Address	1005 Sheridan Rd.
5.11 City	Normal
5.12 State	IL

5.13 Zip Code	61761
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Third member

5.5 Name	Dylan Hile-Broad
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	309-838-0755
5.9 E-mail Address	dylan@normalpl.org
5.10 Home Address	906 Beech St
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fourth member

5.5 Name	Erin Ripley-Gataric
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	309-242-1274
5.9 E-mail Address	eripley-gataric@normalpl.org
5.10 Home Address	1311 E. Vernon Ave.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Fifth member

5.5 Name	Terry Lindberg
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	309-287-5857
5.9 E-mail Address	tlindberg@normalpl.org
5.10 Home Address	1617 Ensign Dr.
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Sixth member

5.5 Name	Lynda Lane
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	309-585-1036
5.9 E-mail Address	llane@normalpl.org
5.10 Home Address	1764 Lockspur Way
5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Seventh member

5.5 Name	Amy Ersland
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	309-738-9555
5.9 E-mail Address	aersland@normalpl.org
5.10 Home Address	1719 Taft Drive

5.11 City	Normal
5.12 State	IL
5.13 Zip Code	61761

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms ⁴	0
6.2 Total number of times meeting room(s) used by the public during the fiscal year ⁵	0
6.3 Total Number of Study Rooms ⁶	0
6.3b Total number of times study room(s) used by the public during the fiscal year ⁷	0

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$30,000		
Structural repairs (walls, foundations, etc.)	1	\$50,000		
Roof repair/replacement	1	\$567,491		
Heating/ventilation/air conditioning	1			
Electrical systems other than alarms	1			
Plumbing systems	1			

Egress systems (doors, stairs, etc.)	1			
Fire protection (detectors, alarms, etc.)	1			
Asbestos abatement	1			
Security measures	1			
Energy conservation	1			
Repair of sidewalks, curbing, parking areas	1			
Accessibility measures	1			
Technology upgrading	1			
New building construction (construction of a new facility)	1			
Building additions (adding square feet to existing facility)				

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1			
Structural repairs (walls, foundations, etc.)	1			
Roof repair/replacement	1			
Heating/ventilation/air conditioning	1			
Electrical systems other than alarms	1			
Plumbing systems	1			
Egress systems (doors, stairs, etc.)	1			
Fire protection (detectors, alarms, etc.)	1			
Asbestos abatement	1			
Security measures	1			
Energy conservation	1			
Repair of sidewalks, curbing, parking areas	1			
Accessibility measures	1			
Technology upgrading	1			
New building construction (construction of a new facility)	1			
Building additions (adding square feet to existing facility)	1			

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$4,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

The operating fund has a balance of \$1,338,964 and is intended to serve as cash flow until the next receipt of property taxes. The replacement fund has a balance of \$615,164 and is intended to provide for the planned replacement of equipment. The special reserve fund has a balance of \$3,761,657 and is intended to provide for improvement of the library through expert studies and/or consultants, purchase of real estate for library buildings, construction of a new facility, or the remodel, repair, improvement, or addition to the existing facility.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ⁸

\$4,190,082

8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?

No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

\$4,000,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant

\$78,313

8.3 Equalization aid grant

\$0

8.4 Personal property replacement tax	\$181,137
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$259,450

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$3,247
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$3,247

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$3,741
8.14 Other receipts intended to be used for operating expenditures	\$130,889
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$134,630
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$4,587,409
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$2,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$2,367,207
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$688,148
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$3,055,355

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$145,298
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$201,760
10.3a Other Physical Materials Expenditures [PLS 355]	\$17,953
10.3b Please list the types of materials purchased in 10.3a	DVDs, audio books, music CDs, video games, board games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$365,011

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$486,579
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$3,906,945

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$359,999
12.5 If Other, please specify	direct support from Normal Public Library Foundation and investment income

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]**\$359,999****Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] ⁹**\$4,502,572****PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	13	13	32.4000036.73000	40.0000040.00000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Children's Librarian	Children\'s Services	\$32.40	40.00
	Children's Librarian	Children\'s Services	\$36.73	40.00
	Teen Librarian	Young Adult Services	\$46.10	40.00
	Cataloging Librarian	Cataloging	\$35.83	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$41.56	40.00
	Collection Development Librarian	Collection Development Acquisitions	\$34.11	40.00
	Business and Technology Librarian	Adult Services	\$40.54	40.00
	Outreach Librarian	Children\'s Services	\$45.20	40.00
	Programming and Youth Services Manager	Children\'s Services	\$48.90	40.00
	Patron Experience Manager	Circulation	\$48.90	40.00
	Technical Services Manager	Collection Development Acquisitions	\$54.79	40.00
	Director	Library Director	\$71.57	40.00
	Children's Librarian	Children\'s Services	\$45.20	40.00

Group A Total**13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]****13.00****Group A hidden group hours****Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional

training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	40.54000	40.00000
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Circulation Supervisor	Circulation	Less than a Bachelor's degree	\$40.54	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	1.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	14.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	322.00
13.14 Minimum hourly rate actually paid	\$22.72
13.15 Maximum hourly rate actually paid	\$52.78
13.16 Total FTE Group C employees (13.13 / 40)	8.05

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	614.00
13.18 Minimum hourly rate actually paid	\$16.50
13.19 Maximum hourly rate actually paid	\$19.50
13.20 Total FTE Group D employees (13.17 / 40)	15.35

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	49.00
13.22 Minimum hourly rate actually paid	\$16.25
13.23 Maximum hourly rate actually paid	\$23.98
13.24 Total FTE Group E employees (13.21 / 40)	1.23
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	24.63
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	38.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary							
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is

entered in the current row.

Summary	3	3	3	30.0000030.00000	3	3
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Library Technical Assistant	Circulation	Less than a Bachelor's degree	30.00	Filled	03/24
	Library Technical Assistant	Children's Services	Less than a Bachelor's degree	30.00	Filled	03/24
	Collection Development Librarian	Collection Development Acquisitions	Master's Degree (ALA accredited)	40.00	Filled	04/24

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	24,800
14.1a Library Visits Reporting Method [PLS 501a]	Annual Estimate Based on Typical Week(s)

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	134	117,704	1	237
Children (6-11)	80	122,800	1	75
Young Adults (12-18)	64	2,136	1	30
Adults (19 and older)	311	3,265	12	1,589

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General Interest	23	4,212	4	3,490
Total	612	20,117	19	5,421

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	130	140
Synchronous In-Person Offsite Program Sessions	599	20,037
Synchronous Virtual Program Sessions	13	80
Total	612	20,117

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	2
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	73

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	21,333
16.2a Total Number of Unexpired Non-resident Cards	0
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	21,333
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	139,465
17.2 Current Print Serial Subscriptions	121
17.3 Total Print Materials (17.1+17.2)	139,586
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	11,997
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	16,158
17.6 Other Circulating Physical Items [PLS 462]	2,306
17.7 Total Physical Items in Collection [PLS 461]	169,926

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	No
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material ¹⁵	94,829
18.2 Circulation of Young Adult Physical Material ¹⁶	6,877
18.3 Circulation of Children's Physical Material [PLS 549] ¹⁷	128,692
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3) ¹⁸	230,398

Report circulation, including renewals, by the material types below.

18.5 Books- Physical ¹⁹	196,024
18.6 Videos/DVDs- Physical ²⁰	16,888
18.7 Audios (include music)- Physical ²¹	9,902
18.8 Magazines/Periodicals- Physical ²²	977
18.9 Other Items- Physical [PLS 561] ²³	6,607
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	230,398
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	39,918
18.13 e-Serial Circulation [PLS 546]	6,146
18.14 e-Audio Circulation [PLS 547]	42,037
18.15 e-Video Circulation [PLS 548]	4,122
18.16 Use of Electronic Materials [PLS 552]	92,223
18.17 Total Circulation of Materials [PLS 550] ²⁴	322,621
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	30,836

18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]**40,118****PATRON SERVICES (19.1-19.2)**

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502] ²⁵**14,315**

19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Estimate Based on Typical Week(s)

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials ²⁶**805****AUTOMATION (20.1 - 20.5)**

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library**125****20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library ²⁷****3****20.3 Is your library's catalog automated?**

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

6.4 - 43 Mbps

21.2b If Other, please specify**NA****21.3 What is the monthly cost of the library's internet access?****\$76****21.4 Number of Internet Computers Available for Public Use [PLS 650] ²⁸****2****21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651] ²⁹****2,839****21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]**

Annual Count

21.6 Wireless Sessions Per Year [PLS 652] ³⁰**-1 No Wi-Fi****21.6a Reporting Method for Wireless Sessions [PLS 652a] ³¹**

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?**22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?****22.3 If NO, why did your library NOT participate in the E-rate program?**

Normal Public Library partners with local resources for telecommunications and internet access. We utilize CIRBN and VOIP through the Town of Normal.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) ³²**\$15,396****23.2 Does the above amount include travel expenses?**

Yes

23.3 How many hours of training did employees receive this year?**1,140.00****COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?

Renovations began on April 1, 2024 so many of our collections and services were only available at a small temporary branch library as noted throughout. All events were remote events at community partner facilities.

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24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	John Fischer	05/21/2025
President	Beth Robb	05/21/2025
Secretary	Erin Ripley-Gataric	05/21/2025

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.1b temporary branch due to main facility renovations (0-2025-05-06)

², 2.6b temporary branch due to main facility renovations (0-2025-05-06)

³, 2.14 due to only being open at the small branch library due to renovations (0-2025-05-01)

⁴, 6.1 due to only being open at the small branch library due to renovations (0-2025-04-30)

⁵, 6.2 due to only being open at the small branch library due to renovations (0-2025-04-30)

⁶, 6.3 due to only being open at the small branch library due to renovations (0-2025-04-30)

⁷, 6.3b due to only being open at the small branch library due to renovations (0-2025-04-30)

⁸, 8.1 Higher levy approved for FY25 (0-2025-05-06)

⁹, 12.7 FY25 Asbestos Abatement and Library Renovation (0-2025-05-02)

¹⁰, 14.1 due to only being open at the small branch library due to renovations (0-2025-05-01)

¹¹, due to only being open at the small branch library due to renovations (0-2025-05-01)

- ¹², [PLS 612] due to only being open at the small branch library due to renovations (0-2025-05-01)
- ¹³, all FY25 programs were offsite (0-2025-05-01)
- ¹⁴, all FY25 programs were offsite (0-2025-05-01)
- ¹⁵, 18.1 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ¹⁶, 18.2 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ¹⁷, 18.3 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ¹⁸, 18.4 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ¹⁹, 18.5 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ²⁰, 18.6 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ²¹, 18.7 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ²², 18.8 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ²³, 18.9 circulation lower due to only being open at the small branch library, due to renovations (0-2025-04-30)
- ²⁴, 18.17 circulation lower due to only being open at the small branch library, due to renovations (0-2025-05-02)
- ²⁵, 19.1 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ²⁶, 19.2 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ²⁷, 20.2 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ²⁸, 21.4 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ²⁹, 21.5 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ³⁰, 21.6 due to only being open at the small branch library due to renovations (0-2025-04-30)
- ³¹, 21.6a not available due to renovations (0-2025-04-30)
- ³², 23.1 increase due to starting staff development day and one tuition reimbursement (0-2025-04-30)

Chapter 5 (Building Infrastructure and Maintenance)

A library facility includes building and grounds, furnishings, building related equipment such as mechanical and HVAC equipment, elevators, etc. Every library is different. Some library facilities are simpler than others and may not include every component listed in these standards. These standards are written to apply to large and small libraries. In some cases, smaller library facilities are simpler, and with some basic knowledge, can be maintained by the staff.

Good facility management is fiscally responsible and will result in fewer emergencies, lowered risk, and more attractive surroundings for staff and patrons, and leads to better planning. A well-managed facility is safer, more predictable, and less stressful to manage. A well-managed facility also increases the community's trust in the library and how the community's resources are spent.

The standards indicated in this manual are primarily the library administrator's responsibility. However, the library administrator can assign certain tasks to other personnel or vendors, and implement a system to ensure they are performed. In order to properly manage the library facility, the library administrator should have sufficient knowledge and familiarity with the facility systems to decide when it is appropriate to retain a professional to assist in the inspection, evaluation, and design of various repairs to the facility.

Building Infrastructure and Maintenance Standards

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Building Infrastructure and Maintenance Checklists

See Appendix J (New Facility Planning) and Appendix K (Facility Management Checklists) for in-depth building infrastructure and maintenance checklists.

Chapter 6 (Safety)

Consistency and formal rules can help the library stay a safe public space. Library staff must share responsibility for the safety and security of patrons as well as staff members. The issue of library safety and security covers a wide range of concerns, from natural disasters to more serious incidents such as theft and assault. Emergencies can happen anywhere, at any time. Planning for emergencies is necessary at the most basic levels. All libraries should address emergency preparedness.

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.
2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.
4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.
5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.
10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Safety Checklist

- ☐ The library provides a list of emergency call numbers at all staff phones in the library.
- ☐ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
- ☐ The library has an emergency manual and disaster plan.
- ☐ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.
- ☐ The library provides a call list and contact information that is reviewed biannually.
- ☐ Emergency medical supplies are stored in a designated location and are accessible to staff.
- ☐ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
- ☐ A prioritization list shows what should be salvaged in order of importance.
- ☐ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
- ☐ A procedure exists for letting staff know when it is unsafe to enter the building.
- ☐ The library has a designated tornado shelter.
- ☐ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
- ☐ The library provides adequate security for staff, users, and collections.
- ☐ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
- ☐ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
- ☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.
- ☐ A policy for security camera usage has been adopted and signage is posted.