



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

**June 18, 2025 at 6 p.m.  
Town of Normal, City Hall, Executive Board Room 417**

1. Review of the Agenda: Corrections or Additions
2. President's Report
3. Public Comment
4. Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]
5. Library Director's Report
6. OMNIBUS VOTE AGENDA
  - (All items under the Omnibus Vote Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussions of these items unless a Board Member so requests, in which event, the item will be removed from the Omnibus Vote Agenda and considered as the first item after approval of the Omnibus Vote Agenda.)
  - A. Approval of the Minutes of the Regular Board Meeting of May 21, 2025
  - B. Approval of Normal Public Library Expenditures for Payment as of June 11, 2025
  - C. Approval of Regular Meeting Dates 2025-2027
  - D. Approval of Non-Resident Card Participation (Tax Bill Method)
  - E. Approval of Library Card Policy
  - F. Approval of Library Board Policy on The Illinois Freedom of Information Act
  - G. Approval of Annual OCLC Service Renewal
7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA
8. NEW BUSINESS
  - A. Executive Session: [5 ILCS 120/2(c)(3)] Selection of a Person to Fill a Library Trustee Vacancy
  - B. Library Trustee Appointment (Action)
9. UNFINISHED BUSINESS
  - A. Abatement and Renovation Project Update (Discussion)
10. Suggested Items for the Next Agenda
11. Board Comments and Concerns
12. Next Meeting Date: July 16, 2025
13. Adjournment

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

**Minutes of the Board of Trustees**  
**Normal Public Library**  
**May 21, 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, May 21, 2025. The meeting convened at 6:01 pm, President Beth Robb, presiding.

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

**Members Absent:**

**Town of Normal Staff Present:** Britni Williams, Deputy Town of Normal

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

**Community Members Present:** None

1. **Swearing in of New Trustees:** Susan Lash, Erin Ripley-Gataric, Katelyn Trunnell
2. **Review of the Agenda:** No corrections or additions
3. **President's Report:** Ms. Robb and NPL administration met with Jason Barickman regarding future library planning. Ms. Robb, Mr. Lindberg and Mr. Fischer also met with Darin LaHood's staff to express concerns regarding IMLS funding.
4. **Public Comment:** None
5. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**  
**Foundation:** Ms. Lane reported Jason Shirley has taken a new position. There are currently four vacant Foundation board seats. Currently planning a fundraiser for later this year.

**Library Advocacy:** See President's Report.

**Library Planning:** See President's Report.

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

7. **OMNIBUS VOTE AGENDA**

- A. **Approval of the Minutes of the Regular Board Meeting of April 16, 2025.**
- B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$285,283.39 for three payrolls, and \$663,460.15 for expenditures as of May 14, 2025.**
- C. **Approval of the 2025 Illinois Public Library Annual Report**

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

Motion passed 6-0

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

No items were removed.

**9. NEW BUSINESS**

A. Election of Officers (Action)

Mr. Lindberg motioned to approve the slate of officers as presented, Ms. Lane seconded.

Motion approved 6-0.

B. Approval of June Regular Meeting Date (Action)

Ms. Lane motioned to approve the June 18th, 2025 meeting date. Ms. Trunnell seconded.

Motion approved 6-0.

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

Executive session was rescheduled for next month.

F. Library Trustee Appointment (Action)

Postponed until next month.

**10. UNFINISHED BUSINESS**

A. Abatement and Renovation Project Update (Discussion)

**11. Suggested items for the Next Agenda**

A. Library Trustee Candidate Interviews, Executive Session, and Vote

**12. Board Comments and Concerns**

**13. Next Meeting Date:** June 18, 2025

**14. Adjournment**

Ms. Lane motioned to adjourn. Ms. Ripley-Gataric seconded. The meeting adjourned at 7:26pm.

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Secretary

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Date

## **Director's Report June 18, 2025**

### **1. Monthly Financial Report**

- **Revenue:** The May operating revenues were down 25% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$45,999.99 from May 15 to June 11 is included in this packet. There are two payrolls (May 23 and June 6) totaling \$190,828.49.

### **2. Circulation**

- Total circulation for May was 23,717, a decrease of 49% from May 2024.

### **3. Capital Project**

- We are now in our 15th 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.
- Furniture has mostly all been delivered and is currently being installed. Staff are working tirelessly to replace the collection to permanent locations. Well done, staff!
- The FY25 Public Library Construction Grant Review Committee Meeting was Thursday, May 29. I attended and answered questions concerning our application for our roof project. Our application scored 92.6 out of 100. As of the writing of this report, there has been no news about awards.
- The roof replacement project will go to public bid on June 20. Prebid meeting will be on June 26, bid opening on July 10, and if we have a successful bid and recommendation, that will be presented to the trustees on July 16.

### **4. Required Training**

- Please be alert for an email from the TEAM Platform for required training on Sexual Harassment Prevention. You should have received this in June.

### **5. Public Library Standards**

- We will refrain from reviewing standards this month and resume in July.

### **6. Events**

- Summer Reading has started! Staff are providing excellent experiences for our community of readers!
- 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 05/15/2025-06/11/2025

## Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	0.02
US BANK/P-CARD	SPECIAL PROGRAMS-ADULT RE	25.00
Library Fund	- Total	25.02

## Library Fund      Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	FIRE PANEL REPAIRS	325.00
BAKER & TAYLOR COMPANIES	ADULT BOOKS	1,575.94
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOK	850.48
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	336.95
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	417.13
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	159.53
BATTERIES PLUS	LIGHT BULB RECYCLING	32.25
BLACKSTONE PUBLISHING	ADULT AUDIO BOOKS	39.71
BUSEY BANK	MO 15/JUN 2025 RENT	3,090.00
CENGAGE LEARNING INC	ADULT BOOKS	1,081.13
CENTER POINT LARGE PRINT	ADULT BOOKS	48.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
FRONTIER	MONTHLY PHONE BILL	127.92
GREAT LAKES ACE (LIBRARY)	JEWELRY SCREWDRIVER	2.49
H W WILSON CO	ADULT BOOKS	432.50
KANOPY INC	DIGITAL CONTENT	288.00
KROGER-INDY CUSTOMER CHARGES	STAFF DEVELOPMENT DAY	128.74
MCLEAN CO CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	660.00
MENARDS	BUILDING MAINT SUPPLIES,	64.59
MENARDS	CREDIT - RETURN	-1.50
MENARDS	PAINT, BRUSHES, ROLLERS	132.22
MENARDS	PAPER TOWELS, WOOD FINISH	14.27
MENARDS	WALL PLATES, COUPLERS	25.17
MIDWEST TAPE	DIGITAL CONTENT	8,477.80
MOTION PICTURE LICENSING CORP	PUBLIC ACCESS SOFTWARE	369.94
ORKIN EXTERMINATING CO	MONTHLY PEST CONTROL	68.00
OVERDRIVE, INC	DIGITAL CONTENT	1,658.88
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS - ADULT	350.94
TEE JAY CENTRAL INC	ACCESSIBLE DOOR BUTTONS	2,049.00
US BANK/P-CARD	ABOS MEMBERSHIP DUES RENE	49.00
US BANK/P-CARD	ADULT BOOKS-PATRON REQ. (	63.05

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/15/2025-06/11/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	ADULT BOOKS-PATRON REQUES	42.99
US BANK/P-CARD	ADULT BOOKS-PROFESSIONAL	179.54
US BANK/P-CARD	ALA DUES-K.CATES ANNUAL M	272.00
US BANK/P-CARD	CONTRACTUAL- NORMALPL.ORG	10.00
US BANK/P-CARD	DVDS-MOVIES (1)	92.80
US BANK/P-CARD	DVDS-MOVIES (2)	111.18
US BANK/P-CARD	DVDS-REPL. MOVIE (1)	6.44
US BANK/P-CARD	DVDS-TV SHOW (1)	25.49
US BANK/P-CARD	FACILITIES-4-SHELF WIRE S	55.43
US BANK/P-CARD	FACILITIES-FURNACE FILTER	41.10
US BANK/P-CARD	FACILITIES-HAND LOTION PA	29.88
US BANK/P-CARD	FACILITIES-HANDSOAP REFIL	328.46
US BANK/P-CARD	FACILITIES-PAPER TOWEL DI	386.25
US BANK/P-CARD	FACILITIES-REFUND-BABY CH	-199.84
US BANK/P-CARD	FACILITIES-STAINLESS STEE	1,506.25
US BANK/P-CARD	FACILITIES-TOILET PAPER (	73.82
US BANK/P-CARD	FACILITIES-TOUCH-FREE HAN	21.75
US BANK/P-CARD	FACILITIES-WATERPROOF SHE	24.64
US BANK/P-CARD	FACILITIES-XL NITRILE GLO	66.40
US BANK/P-CARD	MAKERSPACE-3D PRINTING FI	84.00
US BANK/P-CARD	NEW BOOK DROP ORANGE DUA	7,099.00
US BANK/P-CARD	OPERATING SUPPLIES-CLIPBO	39.28
US BANK/P-CARD	OPERATING SUPPLIES-LABELS	41.90
US BANK/P-CARD	OPERATING SUPPLIES-SECURI	18.99
US BANK/P-CARD	OUTREACH SUPPLIES-FOAM PH	30.66
US BANK/P-CARD	PERIODICALS-CHICAGO TRIBU	68.25
US BANK/P-CARD	POSTAGE - 1ST CLASS MAILI	2.31
US BANK/P-CARD	POSTAGE-ILL BOOKS @ LIBRA	9.86
US BANK/P-CARD	POSTAGE-USPS HASLER FLAT	31.40
US BANK/P-CARD	PROJ#L00001 KIDMARKET-PIN	872.50
US BANK/P-CARD	PROJECT#L00001 KID MARKE	296.41
US BANK/P-CARD	RETURN-ROLL LABELS DYMO (	-22.81
US BANK/P-CARD	SPECIAL PROGRAMS-ART SPAR	73.29
US BANK/P-CARD	SPECIAL PROGRAMS-CODE CLU	17.47
US BANK/P-CARD	SPECIAL PROGRAMS-DIA-PICT	70.12
US BANK/P-CARD	SPECIAL PROGRAMS-DIA-RAIN	8.98
US BANK/P-CARD	SPECIAL PROGRAMS-FAM. BOO	12.54
US BANK/P-CARD	SPECIAL PROGRAMS-FAMILY B	14.49

## Report to Receive and File Town of Normal Expenditures for Payment as of 05/15/2025-06/11/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	SPECIAL PROGRAMS-HTTYD-CA	67.12
US BANK/P-CARD	SPECIAL PROGRAMS-HTTYD-MA	8.99
US BANK/P-CARD	SPECIAL PROGRAMS-HTTYD-TA	53.49
US BANK/P-CARD	SPECIAL PROGRAMS-MAKERSPA	28.00
US BANK/P-CARD	SPECIAL PROGRAMS-MONEY MA	52.22
US BANK/P-CARD	SPECIAL PROGRAMS-NAPKINS	50.78
US BANK/P-CARD	SPECIAL PROGRAMS-OUTREACH	387.21
US BANK/P-CARD	SPECIAL PROGRAMS-PUZZLEPA	205.20
US BANK/P-CARD	SUMMER READING PRIZES-PIN	12.99
US BANK/P-CARD	SUPPLIES-SAMPLE SIGN HOLD	11.11
US BANK/P-CARD	TECHNOLOGY-ETHERNET TIPS	57.99
US BANK/P-CARD	TECHNOLOGY-MOBILE HOTSPOT	628.00
US BANK/P-CARD	TRAINING-K. CATES TEEN SV	167.20
US BANK/P-CARD	TRAINING-LUNCH FOR STAFF	409.88
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	1,084.61
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	344.60
Library Fund      Library      Administration      - Total		38,405.82

### Library Special Reserve    Library      Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FAIRWAY LASER SYSTEMS	EPILOG FUSION 25% DOWNPMT	5,417.50
US BANK/P-CARD	RENOVATION-NEW BUILDING S	2,151.65
Library Special Reserve    Library      Administration      - Total		7,569.15
<b>Overall - Total</b>		<b>45,999.99</b>

## Library Revenue and Expense Report, May 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
<b>221-Library Fund</b>	<b>4,334,885.00</b>	<b>4,334,885.00</b>	<b>612,961.56</b>	<b>14.14%</b>	<b>782,871.19</b>	<b>-21.70%</b>
31110-Property Tax	4,000,000.00	4,000,000.00	561,826.69	14.05%	695,831.04	-19.26%
31530-State Replacement Revenue	141,500.00	141,500.00	42,069.27	29.73%	61,744.89	-31.87%
33260-State Grants	77,785.00	77,785.00			2,677.79	-100.00%
34720-Photocopy Fees	8,000.00	8,000.00			423.26	-100.00%
34750-Replacements Books/AV	6,000.00	6,000.00	122.00	2.03%	212.00	-42.45%
38210-Investment Income	96,600.00	96,600.00	8,777.60	9.09%	21,661.00	-59.48%
38530-Donations	1,000.00	1,000.00	5.00	0.50%		0.00%
38910-Miscellaneous	4,000.00	4,000.00	161.00	4.03%	321.21	-49.88%
<b>222-Library Replacement Fund</b>	<b>84,900.00</b>	<b>84,900.00</b>	<b>6,460.58</b>	<b>7.61%</b>	<b>48,618.27</b>	<b>-86.71%</b>
38210-Investment Income	49,800.00	49,800.00	610.58	1.23%	11,618.27	-94.74%
39192-Transfer From	35,100.00	35,100.00	5,850.00	16.67%	37,000.00	-84.19%
<b>223-Library Special Reserve</b>	<b>3,750.00</b>	<b>3,750.00</b>	<b>6,024.02</b>	<b>160.64%</b>	<b>8,600.62</b>	<b>-29.96%</b>
38210-Investment Income	250.00	250.00	6,024.02	2409.61%	8,600.62	-29.96%
38910-Miscellaneous	2,500.00	2,500.00				
39192-Transfer From	1,000.00	1,000.00				
<b>Total</b>	<b>4,423,535.00</b>	<b>4,423,535.00</b>	<b>625,446.16</b>	<b>14.14%</b>	<b>840,090.08</b>	<b>-25.55%</b>

Figure 1: Library Revenue Report, May 2025

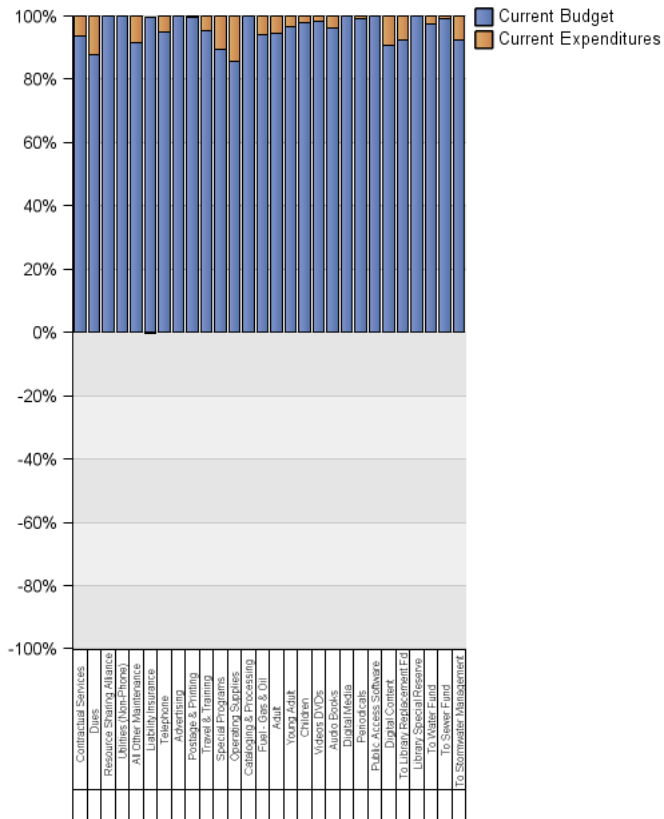
Fund	Current Year Approved	Current Year Revised	Current Year Spent	Current Year Encumbrance	Current Year Expense and Encumbrance	Budget Balance	Previous Year Expense	Percent Remaining Current Year
<b>221-Library Fund</b>	<b>4,239,560.00</b>	<b>4,242,560.00</b>	<b>528,414.07</b>	<b>635,485.32</b>	<b>1,163,899.39</b>	<b>3,078,660.61</b>	<b>531,607.93</b>	<b>72.57%</b>
10-Administration	4,239,560.00	4,242,560.00	528,414.07	635,485.32	1,163,899.39	3,078,660.61	531,607.93	72.57%
<b>222-Library Replacement Fund</b>	<b>35,100.00</b>	<b>35,100.00</b>				<b>35,100.00</b>	<b>1,667.89</b>	<b>100.00%</b>
10-Administration	35,100.00	35,100.00				35,100.00	1,667.89	100.00%
<b>223-Library Special Reserve</b>	<b>2,570,000.00</b>	<b>2,570,000.00</b>	<b>307,379.79</b>	<b>0.00</b>	<b>307,379.79</b>	<b>2,262,620.21</b>	<b>71,205.47</b>	<b>88.04%</b>
10-Administration	2,570,000.00	2,570,000.00	307,379.79	0.00	307,379.79	2,262,620.21	71,205.47	88.04%
<b>Total</b>	<b>6,844,660.00</b>	<b>6,847,660.00</b>	<b>835,793.86</b>	<b>635,485.32</b>	<b>1,471,279.18</b>	<b>5,376,380.82</b>	<b>604,481.29</b>	<b>78.51%</b>

Figure 2: Library Expense Report, May 2025



**Budget to Actual Expenditures**

Library - Administration (Library Fund )



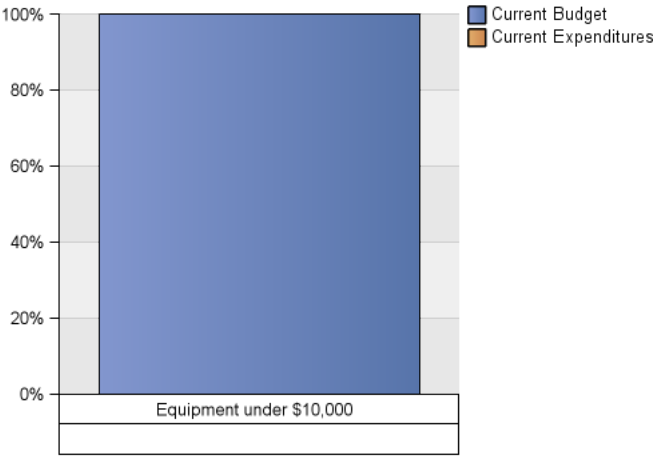
Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Fund	Library	Administration	<a href="#">221-9010-455.20-10</a>	Contractual Services	\$9,494.55	\$9,301.08	\$100,335.93	\$136,600.00	\$17,468.44	\$133,600.00	13%	\$109,830.48
			<a href="#">221-9010-455.20-20</a>	Dues	\$981.00	\$425.00	\$4,615.00	\$7,100.00	\$1,079.00	\$7,100.00	15%	\$5,596.00
			<a href="#">221-9010-455.24-10</a>	Resource Sharing Alliance	\$0.00	\$0.00	\$0.00	\$67,400.00	\$67,400.00	\$67,400.00	100%	\$0.00
			<a href="#">221-9010-455.25-10</a>	Utilities (Non-Phone)	\$11.78	\$33.87	\$0.00	\$68,000.00	\$67,954.35	\$68,000.00	100%	\$11.78
			<a href="#">221-9010-455.25-60</a>	All Other Maintenance	\$4,536.08	\$176.86	\$12,650.83	\$50,000.00	\$32,636.23	\$50,000.00	65%	\$17,186.91
			<a href="#">221-9010-455.30-10</a>	Liability Insurance	(\$149.00)	\$0.00	\$0.00	\$55,000.00	\$55,149.00	\$55,000.00	100%	(\$149.00)
			<a href="#">221-9010-455.30-15</a>	Telephone	\$451.30	\$280.08	\$5,380.62	\$8,160.00	\$2,048.00	\$8,160.00	25%	\$5,831.92
			<a href="#">221-9010-455.30-20</a>	Advertising	\$0.00	\$0.00	\$0.00	\$14,000.00	\$14,000.00	\$14,000.00	100%	\$0.00
			<a href="#">221-9010-455.30-25</a>	Postage & Printing	\$43.57	\$5,824.81	\$9,149.75	\$16,000.00	\$981.87	\$16,000.00	6%	\$9,193.32
			<a href="#">221-9010-455.30-35</a>	Travel & Training	\$740.76	\$438.58	\$7,786.32	\$14,600.00	\$5,634.34	\$14,600.00	39%	\$8,527.08
			<a href="#">221-9010-455.30-40</a>	Special Programs	\$2,346.46	\$1,967.75	\$2,197.16	\$20,400.00	\$13,888.63	\$20,400.00	68%	\$4,543.62
			<a href="#">221-9010-455.35-10</a>	Operating Supplies	\$8,020.94	\$337.43	\$15,276.13	\$48,500.00	\$24,865.50	\$48,500.00	51%	\$23,297.07

Jun 11, 2025		<a href="#">221-9010-455.35-15</a>	Cataloging & Processing	\$0.00	\$449.28	\$8,350.72	\$15,000.00	\$6,200.00	\$15,000.00	41%	\$8,350.72
		<a href="#">221-9010-455.35-50</a>	Fuel - Gas & Oil	\$63.67	\$68.27	\$0.00	\$1,000.00	\$868.06	\$1,000.00	87%	\$63.67
		<a href="#">221-9010-455.36-10</a>	Adult	\$4,904.20	\$3,316.69	\$66,606.68	\$86,700.00	\$11,872.43	\$86,700.00	14%	\$71,510.88
		<a href="#">221-9010-455.36-20</a>	Young Adult	\$417.13	\$428.14	\$6,804.73	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$7,221.86
		<a href="#">221-9010-455.36-25</a>	Children	\$1,611.47	\$4,588.67	\$54,160.46	\$71,400.00	\$11,039.40	\$71,400.00	15%	\$55,771.93
		<a href="#">221-9010-455.37-15</a>	Videos DVDs	\$235.91	\$594.80	\$4,800.64	\$15,300.00	\$9,668.65	\$15,300.00	63%	\$5,036.55
		<a href="#">221-9010-455.37-20</a>	Audio Books	\$390.65	\$634.86	\$5,974.49	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$6,365.14
		<a href="#">221-9010-455.37-30</a>	Digital Media	\$0.00	\$71.87	\$1,940.12	\$3,500.00	\$1,488.01	\$3,500.00	43%	\$1,940.12
		<a href="#">221-9010-455.38-10</a>	Periodicals	\$68.25	\$0.00	\$0.00	\$10,000.00	\$9,931.75	\$10,000.00	99%	\$68.25
		<a href="#">221-9010-455.38-20</a>	Public Access Software	\$0.00	\$12,415.25	\$78,109.75	\$94,860.00	\$4,335.00	\$94,860.00	5%	\$78,109.75
		<a href="#">221-9010-455.39-10</a>	Digital Content	\$11,262.78	\$11,235.41	\$87,501.81	\$110,000.00	\$0.00	\$110,000.00	0%	\$98,764.59
		<a href="#">221-9010-455.92-22</a>	To Library Replacement Fd	\$2,925.00	\$2,925.00	\$0.00	\$35,100.00	\$29,250.00	\$35,100.00	83%	\$2,925.00
		<a href="#">221-9010-455.92-23</a>	Library Special Reserve	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$0.00
		<a href="#">221-9010-455.95-02</a>	To Water Fund	\$61.68	\$132.78	\$0.00	\$2,500.00	\$2,305.54	\$2,500.00	92%	\$61.68
		<a href="#">221-9010-455.95-07</a>	To Sewer Fund	\$4.43	\$36.33	\$0.00	\$600.00	\$559.24	\$600.00	93%	\$4.43
		<a href="#">221-9010-455.95-10</a>	To Stormwater Management	\$50.60	\$50.60	\$0.00	\$610.00	\$508.80	\$610.00	83%	\$50.60
					1						
Summary			48,473.21	55,733.41	632,091.14	975,770.00	239,472.24	972,770.00	0.25	680,564.35	

9:05:56 AM

Budget to Actual Expenditures

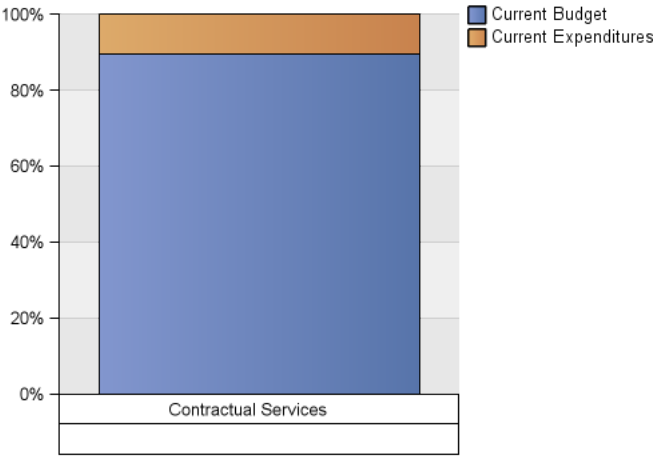
Library - Administration (Library Replacement Fund ▼



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	<a href="#">222-9010-455.35-80</a>	Equipment under \$10,000	\$0.00	\$0.00	\$0.00	\$35,100.00	\$35,100.00	\$35,100.00	100%	\$0.00
			Summary		0.00	0.00	0.00	35,100.00	35,100.00	35,100.00	1.00	0.00

Budget to Actual Expenditures

Library - Administration (Library Special Reserve )



Expenditure Fiscal Year					Current Expenditures	Year to Date Expenditures	Current Encumbered Amount	Current Budget	Variance	Original Budget	% Remaining	Exp + Enc
Library Special Reserve	Library	Administration	<a href="#">223-9010-455.20-10</a>	Contractual Services	\$307,379.79	\$0.00	\$0.00	\$2,570,000.00	\$2,262,620.21	\$2,570,000.00	88%	\$307,379.79
			Summary		307,379.79	0.00	0.00	2,570,000.00	2,262,620.21	2,570,000.00	0.88	307,379.79

# NPL Circulation Statistics



May 2025

	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
<b>Juvenile</b>						
Books	70,505	29,261	14,784	33,329	10,068	7,207
Videos	628	108	88	274	23	55
Audios	2,705	820	938	1,323	328	500
Magazines	53	23	16	23	0	0
Other	92	46	34	29	13	10
<b>Juvenile - Total</b>	<b>73,983</b>	<b>30,258</b>	<b>15,860</b>	<b>34,978</b>	<b>10,432</b>	<b>7,772</b>
<b>Teen</b>						
Books	2,610	1,447	918	1,303	619	447
Audios	1	10	1	1	6	0
Magazines	8	0	0	2	0	0
<b>Teen - Total</b>	<b>2,619</b>	<b>1,457</b>	<b>919</b>	<b>1,306</b>	<b>625</b>	<b>447</b>
<b>Adult</b>						
Books	23,472	12,916	10,014	11,787	5,737	5,006
Videos	7,753	3,088	2,275	3,741	1,246	1,248
Audios	2,441	899	496	1,270	304	249
Magazines	513	158	205	269	49	95
Other	2,460	1,339	1,054	1,171	555	533
<b>Adult - Total</b>	<b>36,639</b>	<b>18,400</b>	<b>14,044</b>	<b>18,238</b>	<b>7,891</b>	<b>7,131</b>
<b>Digital Content</b>						
eAudiobooks	5,275	6,537	7,850	2,723	3,274	4,045
eBooks	6,072	6,860	6,269	3,089	3,520	3,130
Magazines	206	849	1,335	104	539	685
Music	67	100	75	36	44	39
Streaming Video	517	584	737	267	307	430
Content Passes	40	54	65	22	31	38
<b>Digital Content - Total</b>	<b>12,177</b>	<b>14,984</b>	<b>16,331</b>	<b>6,241</b>	<b>7,715</b>	<b>8,367</b>
<b>Total Circulation</b>	<b>125,418</b>	<b>65,099</b>	<b>47,154</b>	<b>60,763</b>	<b>26,663</b>	<b>23,717</b>

# NPL Collection Holdings



May 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
<b>Juvenile</b>						
Books	82,336	82,145	345	-536	828	-619
Videos	933	933	0	0	0	0
Audios	2,179	2,171	18	-26	36	-29
Magazines	203	217	14	0	27	1
Other	43	43	0	0	0	0
<b>Juvenile - Total</b>	<b>85,694</b>	<b>85,509</b>	<b>377</b>	<b>-562</b>	<b>891</b>	<b>-647</b>
<b>Teen</b>						
Books	4,271	4,075	26	-222	117	-238
Audios	27	27	0	0	0	0
Magazines	7	7	0	0	1	-1
<b>Teen - Total</b>	<b>4,305</b>	<b>4,109</b>	<b>26</b>	<b>-222</b>	<b>118</b>	<b>-239</b>
<b>Adult</b>						
Books	53,585	53,389	176	-372	444	-388
Videos	15,259	15,015	39	-283	74	-284
Audios	9,583	9,169	12	-426	23	-660
Magazines	1,294	912	96	-478	201	-501
Other	2,264	2,263	0	-1	2	-2
<b>Adult - Total</b>	<b>81,985</b>	<b>80,748</b>	<b>323</b>	<b>-1,560</b>	<b>744</b>	<b>-1,835</b>
<b>Total Collection</b>	<b>171,984</b>	<b>170,366</b>	<b>726</b>	<b>-2,344</b>	<b>1,753</b>	<b>-2,721</b>

# NPL Digital Content by Month



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

	1.25	2.25	3.25	4.25	5.25	
<b>eRead Illinois</b>						
eAudiobooks	307	248	265	282	305	
eBooks	453	299	324	303	330	
<b>eRead Illinois Total</b>	<b>760</b>	<b>547</b>	<b>589</b>	<b>585</b>	<b>635</b>	
<b>Freeding</b>	0	0	0	0	0	
<b>Hoopla</b>						
eAudiobooks	2,208	2,052	2,295	2,203	2,316	
eBooks	1062	955	1021	908	869	
Movies/TV	162	168	160	149	171	
Music	39	31	35	36	39	
<b>Hoopla Total</b>	<b>3,471</b>	<b>3,206</b>	<b>3,511</b>	<b>3,296</b>	<b>3,395</b>	
<b>Kanopy</b>						
Individual Titles Plays	92	122	114	84	115	
Plays Through Passes	81	160	134	74	144	
<b>Kanopy Total Videos Played</b>	<b>173</b>	<b>282</b>	<b>248</b>	<b>158</b>	<b>259</b>	
<b>OverDrive</b>						
eAudio	1,343	1,324	1,390	1,320	1,424	
eBooks	2,320	1,927	2,152	1,928	1,931	
Magazines	696	566	683	650	685	
<b>OverDrive Total</b>	<b>4,359</b>	<b>3,817</b>	<b>4,225</b>	<b>3,898</b>	<b>4,040</b>	
<b>Total Downloads or Uses</b>						
eAudiobooks	3,858	3,624	3,950	3,805	4,045	
eBooks	3,835	3,181	3,497	3,139	3,130	
Magazines	696	566	683	650	685	
Music	39	31	35	36	39	
Streaming Video	335	450	408	307	430	
<b>Hoopla 7-day BingePasses</b>	38	24	43	23	32	
<b>Kanopy Passes</b>	3	4	2	2	2	
<b>OverDrive 7-Day Passes</b>	1	4	5	2	4	
<b>Total Passes</b>	42	32	50	27	38	

# NPL Monthly Statistics



May 2025

## Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	23,557	139	-11	23,685	21,905	28,698
Teen	1,759	1	2	1,762	2,534	3,720
Juvenile	8,375	15	-11	8,379	8,236	9,649
<b>Total</b>	<b>33,691</b>	<b>155</b>	<b>-20</b>	<b>33,826</b>	<b>32,675</b>	<b>42,067</b>

Patron Count	Current Month	Current YTD	FY25	FY24
Door Count at 201 W College	1,900	3,500	2,800	33,360

## Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	2,761	5,766	6,749	6,360
Loaned	2,191	4,553	4,779	5,595
Reciprocal borrowing	1,873	3,713	10,679	37,279

## Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201	265	178	40	535



# normalpl.org Site Statistics



## May 2025

	Annual Totals Year to Date				May	
	FY 2024	FY 2025	FY 2026	2023	2024	2025
<b>Views &amp; Sessions</b>						
Pageviews	68,668	56,545	54,263	35,770	28,153	30,702
Sessions	34,967	29,822	25,618	17,763	14,658	13,400

Top Viewed Pages	FY 2026
/	23,989
/events/upcoming	3,402
/events/month	1,598
/learning-resources	1,477
/summerreading	1,246
/employment	987
/events/month/2025/06	846
/planning	682
/download-stream	510
/event/summer-reading-kickoff-jim-gill-36399	440

Usage by Device	FY 2026
Desktop	50.4%
Mobile	48.2%
Tablet	1.4%

Top Viewed Pages	May 2025
/	13,251
/events/upcoming	1,921
/summerreading	1,168
/events/month	894
/learning-resources	713
/events/month/2025/06	683
/employment	521
/event/summer-reading-kickoff-jim-gill-36399	427
/planning	412
/event/copy-paws-pages-humane-society-central-illinois-36528	352

Usage by Device	May 2025
Desktop	49.5%
Mobile	49.0%
Tablet	1.5%



## **Normal Public Library Trustee Action Report**

June 18, 2025

### **Recommended Motion:**

**Approve the Normal Public Library Trustee Regular Meeting Dates for 2025-2027 as presented**

Prepared By: John Fischer

Staff Recommendation: Approval

**Attachments: Calendar of Dates**

### **Community Impact**

This action provides a calendar of dates for regular meetings of the library trustees and will be made available to the public according to OMA and FOIA.

### **Budget Impact**

This Policy has no impact on the budget.

### **Background**

Required approval for public posting of meetings.

### **Strategic Alignment**

Priorities 1-4

## Normal Public Library Trustee Meeting Dates 2025-2027

July 2025: July 16  
August 2025: August 20  
September 2025: September 17  
October 2025: October 15  
November 2025: November 19  
December 2025: December 17  
January 2026: January 21  
February 2026: February 17  
March 2026: March 18  
April 2026: April 15  
May 2026: May 20  
June 2026: June 17  
July 2026: July 15  
August 2026: August 19  
September 2026: September 16  
October 2026: October 21  
November 2026: November 18  
December 2026: December 16  
January 2027: January 20  
February 2027: February 17  
March 2027: March 17  
April 2027: April 14  
May 2027: May 19  
June 2027: June 16



## **Normal Public Library Trustee Action Report**

June 18, 2025

### **Agenda Item 6C and 6D**

- **Approval of Non-Resident Card Participation (Tax Bill Method)**
- **Approval of Library Card Policy as Amended**

Prepared By: John Fischer, Laura Golaszewski, and Jennifer Williams

Reviewed By: Phillip Lenzini

Staff Recommendation: Approval

### **Community Impact**

Provides library services to anyone near our service area that is currently living in an unserved area. Most residents in that situation seek services from a library closer to their residence than Normal Public Library. Waives any potential fee for anyone under the age of 18.

### **Budget Impact**

No budget impact. Most if not all residents in an unserved area of Illinois seek their library service from another library. Fee is determined by the current library tax rate: 0.28941.

### **Background**

Last year the trustees approved library use of the Tax Bill Method. On an annual basis, Illinois libraries must indicate if they will or will not participate in the nonresident card program, and, if so, set the fee for a nonresident card. This fee indicates the cost for an individual who lives in an area unserved by a public library to purchase a library card at the nearest qualifying library. Payment of this fee would entitle all members of that same household to an account.

This year, staff recommend that trustees approve the policy as amended to waive non-resident fees for persons under 18 years old in accordance with Public Act 102-0843.

Administrative Code, Section 3050.60 Non-Resident Fee Formula

A public library can use three options to determine its *non-resident fee according to the formula established by the Illinois State Library* [75 ILCS 5/4-7(12) and 16/30-55.60]. In



subsections (a) and (b), the non-resident fee shall be equitable and proportionate to the fee paid by residents.

#### Tax Bill Methods

- 1) **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- 2) **Non-Resident Renter:** The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

From the RAILS website: "According to ISL, the nonresident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a nonresident card."

#### **Details to Library Card Policy Changes**

- changing the age to 17 from 18 (minor to adult). Some libraries use age 16, but most use age 17, while we currently have age 18.
- combining items under the heading non resident to consolidate
- adding language about waiving the non resident fee for those under 18
- some general clean up of language and punctuation

#### **Strategic Alignment**

Priorities 1-4



subsections (a) and (b), the non-resident fee shall be equitable and proportionate to the fee paid by residents.

#### Tax Bill Methods

- 1) **Non-Resident Taxpayer:** The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- 2) **Non-Resident Renter:** The library shall either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula shall take into account the average local rent of the general community of the public library, the property tax rate, and the non-resident fee for residential homeowners. The library board shall annually determine the percent to be applied to non-resident renters. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

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- combining items under the heading non resident to consolidate
- adding language about waiving the non resident fee for those under 18
- some general clean up of language and punctuation

#### **Strategic Alignment**

Priorities 1-4

## Normal Public Library—Library Card Policy

Library cards are available to all residents of and/or property owners in the Town of Normal. Residents must present photo identification and verification of their current address. Acceptable forms of photo identification and proof of address include driver's license, state ID, passport or green card. Other acceptable proof of address include utility bill, signed lease agreement, personalized checks, proof of property ownership in the Town of Normal, postmarked mail (within the last 30 days), and proof of current residency in a residence hall.

### **Minors**

A parent or legal guardian's signature is required for anyone under the age of seventeen to acquire a library card. By signing the registration form, parents/legal guardians acknowledge responsibility for the items borrowed, fees incurred and children's access to content in any form.

### **Patron Responsibilities**

Account holders agree to obey all the rules and regulations of Normal Public Library, to promptly pay all fees charged to the account, and to provide immediate notice to library staff of any change of address and/or contact information.

Library staff are authorized to bill cardholders for lost, missing and/or damaged items, and to contract with a third party to collect on delinquent accounts. Items with a missing or damaged piece will be charged full replacement cost. All lost, missing, and/or damaged items will be billed a full replacement cost.

Accounts with an aggregate value of \$200 or more not resolved via the collections process may be reported to the Normal Police Department and pursued via (720 ILCS 5/16-3).

In order to check out materials patrons must present a library card or photo ID. All items on reserve must be checked out to the account on which they were reserved.

A patron may use only their library card (user ID) for computer access. Use of a library card (or user ID) other than one's own is prohibited.

### **Non-Residents**

In accordance with the Illinois Local Library Act (75 ILCS 5/4-7), an individual residing outside of the Town of Normal who:

1. Lives in the service area of another public library in the state of Illinois may register for a reciprocal library account at Normal Public Library.
2. Owns property within the Town of Normal and pays property taxes to the library, may annually present a tax bill for said property to receive a library card.
3. Is a veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with disabilities, may annually present documentation from the county where

they reside that indicates their residence is exempt from paying property taxes to receive a library card.

4. Is an unmarried surviving spouse of a veteran who previously qualified for the Homestead exemption for veterans with disabilities or an unmarried surviving spouse of a service member killed in action, may annually present documentation from the county where they reside that indicates their residence is exempt from paying property taxes to receive a library card.
5. Does not qualify for 1-4, may purchase a non-resident fee card by paying an annual fee comparable to the property tax paid by city residents. The annual fee for non-resident card is established each year by the Board of Trustees. This fee entitles the immediate family to use Normal Public Library and participating libraries statewide.

Non-resident cards are non-transferable and must be renewed each year.

In accordance with Public Act 102-0843, Normal Public Library waives non-resident fees for persons under 18 years old.

Residents of areas served by a public library, such as Bloomington, must first establish an account at their home public library prior to registering an account at Normal Public Library.

#### *Resource Sharing Alliance*

Normal Public Library is a member of the Resource Sharing Alliance. Normal Public Library account holders may use their card at any other public library within the Resource Sharing Alliance, including those in Hudson, Towanda, Carlock, Danvers, and Heyworth. Library card holders from any of the other public libraries in the Resource Sharing Alliance may also use their library card at Normal Public Library.

### **Computer Use Cards**

Anyone age 17 or older may apply for a computer use card which will provide access to the library's computers only. Computer use cards may not be used to check out circulating items, access interlibrary loan services, or access the collections of other libraries in the state, according to Illinois Administrative Code Section 3050.45. Computer use cards are non-transferable and must be renewed each year.

### **Lost Cards**

Lost or stolen library cards must be reported immediately to library staff. There is no charge to replace a library card. Cardholders are responsible for items charged to a library card until it is reported lost or stolen.

*Approved by the Board of Trustees of Normal Public Library on March 24, 2010; Amended January 28, 2015; August 26, 2015; May 29, 2019; February 15, 2023; February 26, 2024; June 18, 2025.*





## **Normal Public Library Trustee Action Report**

June 18, 2025

### **Recommended Motion:**

**Approve Policy of the Freedom of Information Act as presented**

Prepared By: John Fischer

Reviewed By: Angie Huonker, Town of Normal Clerk

Staff Recommendation: Approval

**Attachments: FOIA Policy**

### **Community Impact**

This action provides ongoing and updated policy to fulfill legal obligations to the Freedom of Information Act and provide clear, accurate information to our community.

### **Budget Impact**

This Policy has minimal to no impact on the budget.

### **Background**

Provides updates to our current policy, typically on an annual basis.

### **Strategic Alignment**

Priority 1, Strategy 1

Priority 2, Strategy 1 and 2

## Library Board Policy on The Illinois Freedom of Information Act

- I. A brief description of our public body is as follows:
  - A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
  - B. An organizational chart is listed at <https://www.normalpl.org/trustees>
  - C. Our elected board of trustees are listed at <https://www.normalpl.org/trustees>
  - D. The total amount of our operating budget is listed in the regular meeting packets at <https://www.normalpl.org/trustees>
  - E. Funding sources are property taxes, state replacement taxes, state and federal grants, fees, charges, and donations. Current year tax levy for the library is listed at <https://www.mcleancountyil.gov/919/Tax-Computation-Reports>
  - F. The Library is located at 206 W. College Avenue, Normal, IL, 61761.
  - G. We have approximately the following number of persons employed:
    1. Full-time: 23
    2. Part-time: 48
  - H. Control over our policies and procedures is exercised by Normal Public Library Board of Trustees which meets monthly on the third Wednesday, at 6:00 PM, in the Board Room of Normal Public Library at 206 W. College Avenue, Normal, IL. The officers of the Library Board of Trustees are listed at <https://www.normalpl.org/trustees>
  - I. We are required to report and to be answerable for our operations to the Illinois State Library, Springfield, Illinois. Its members are State Librarian, Alexi Giannoulas (Secretary of State); Director of State Library, Greg McCormick; and various other staff. We report budgetary information to the Town of Normal.
  - J. The following organization operates in an advisory capacity
    - a. RAILS Library System, <https://railslibraries.org/>
- II. You may request the information and the records available to the public in the following manner:
  - A. Use the request form (url below) or email the FOIA office at [foia@normalpl.org](mailto:foia@normalpl.org).
  - B. Your request should be directed to John Fischer, FOIA officer.
  - C. You must indicate whether you have a commercial purpose in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual cost of copying color copies and other sized copies will be charged.

## Library Board Policy on The Illinois Freedom of Information Act

- F. If the records are kept in electronic format, you may request a specific format and if feasible, they will be provided so, but if not, they will be provided either in the electronic format in which they are kept or in print as you select.
  - G. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
  - B. Monthly Receipts and Disbursement Reports
  - C. Operating Budgets
  - D. Minutes of the Board of Trustees, Committees
  - E. Library Policies, including Materials Selection
  - F. Adopted Ordinances and Resolutions of the Board
  - G. Monthly and Annual Statistical Reports

Request form available from

[https://www.normalpl.org/sites/default/files/2022-04/foia\\_request\\_form.pdf](https://www.normalpl.org/sites/default/files/2022-04/foia_request_form.pdf)

*Approved by Board of Trustees of Normal Public Library on April 28, 2021; Amended February 15, 2023; Amended March 20, 2024; June 18, 2025.*



## **Normal Public Library Trustee Action Report**

June 18, 2025

### **Recommended Motion:**

**Approve the ILLINET/OCLC Group Services Program OCLC Member Agreement, Fiscal Year 2026**

Prepared By: John Fischer

Reviewed By: Jennifer Williams

Staff Recommendation: Approval

**Attachments: OCLC Member Agreement/3 Schedules**

### **Community Impact**

This action allows the library to continue to provide valuable services to the community of Normal through the products indicated in the FY26 Schedules (see attached):

- Cataloging and Metadata (technical cataloging), Schedule 2
- WorldCat (Catalog discoverability), Schedule 12
- WorldShare Interlibrary Loan, Schedule 14

### **Budget Impact**

The budgeted cost of this agreement is \$7,560.23.

### **Background**

This is an annual contract with ILLINET/OCLC. There are no recommended changes in service.

### **Strategic Alignment**

Priorities 1, 2, 3, and 4

## **SCHEDULE 2**

### **WorldShare Metadata/OCLC Cataloging**

#### **DESCRIPTION**

OCLC's cataloging and metadata services give Institution the tools needed to effectively manage the metadata for Institution's collection.

#### **DEFINITIONS**

- A. **"Guidelines"** means the "Guidelines for Contributions to WorldCat" as modified from time to time. A current copy of the Guidelines is available at:

<https://www.oclc.org/content/dam/oclc/worldcat/documents/guidelines-for-contributions-to-worldcat.pdf>

- B. **"Policy"** means the "WorldCat Rights and Responsibilities for the OCLC Cooperative" as modified from time to time as a result of the policy review process described therein. A current copy of the Policy is available at:

<https://www.oclc.org/en/worldcat/cooperative-quality/policy.html>

- C. **"Principles"** means the WorldCat Principles of Cooperation as modified from time to time. A current copy of the Principles is available at:

<https://www.oclc.org/content/dam/oclc/worldcat/documents/principles-of-cooperation.pdf>

- D. **"WorldCat Data"** is defined as set forth in the Policy.

- E. All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement.

#### **ADDITIONAL TERMS AND CONDITIONS**

##### **1) Responsibilities of Institution**

- A. Institution shall create bibliographic records and related data for entering information into WorldCat consistent with the Guidelines maintained by OCLC and its advisory groups.
- B. Institution using the Systems for cataloging agrees to abide by the Principles and the Guidelines.
- C. Institution agrees that the use and transfer by the Institution of WorldCat Data is subject to the policy.
- D. If, during the term hereof, an Institution informs OCLC that bibliographic records it furnishes to OCLC for addition to WorldCat will be subject to usage or transfer restrictions beyond or in addition to those applicable under this Schedule, and if OCLC nevertheless elects to accept such records for addition to WorldCat, OCLC will so notify Institution after which Institution's rights to access, use and transfer such records will be subject to said usage and transfer restrictions.

SCHEDULE 12**GROUP CATALOG**DESCRIPTION

**Group Catalog** is a subset of WorldCat that provides access to bibliographic, holdings and other information for the collections of the libraries and/or information agencies specified by the Group as such information is set in WorldCat.

DEFINITIONS

- A. **"Authorized User"** means End-Users of a Group Member library accessing WorldCat Discovery while in the library or by remote access, provided that access for certain WorldCat Discovery functionality requires the Authorized User to be authenticated using a current, authorized library card or other library-controlled or third party-controlled authorization before accessing such WorldCat Discovery functionality.
- B. **"Discovery Terms"** means the WorldCat Discovery Services Schedule and the OCLC Master Services Agreement ("MSA").
- C. **"End-User"** means (i) an employee of Group Member; and (ii) an end-user to whom Group Member makes its library services available, including the open Web.
- D. **"Group"** means the consortium of libraries and/or information agencies (i.e. historical societies, archives, museums or similar organizations) who are identified on the Order Form and who have agreed to the MSA.
- E. **"Group Catalog"** means a subset of WorldCat that provides access to bibliographic, holdings and other information for the collections of the libraries and/or information agencies specified by the Group as such information is set in WorldCat.
- F. **"Group Member"** means any library listed on the Order Form and bound by this Schedule, the MSA and Discovery Terms.
- G. **"Guest User"** means any member of the public.
- H. **"WorldCat Discovery"** means the OCLC WorldCat Discovery service as made available by OCLC.
- I. **"WorldCat.org"** means the service through which records of library-owned materials in WorldCat are made available by OCLC through one or more designated websites (currently located at [www.worldcat.org](http://www.worldcat.org)).
- J. **"WorldCat.org Terms"** means the then-current OCLC WorldCat.org Services Terms and Conditions made available via a link of the WorldCat.org interface.

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Service Agreement.

ADDITIONAL TERMS AND CONDITIONS

- 1) In order to receive the Group Catalog, each Group Member must be a subscriber to WorldCat for unlimited access through WorldCat Discovery subject to the Discovery Terms. Except to the extent otherwise indicated in this Section 1, access to and use of the Group Catalog shall be governed by: (i) this Schedule and the Discovery Terms; and (ii) the WorldCat.org Terms when the Group Catalog is accessed through WorldCat.org.
- 2) Upon acceptance of the Group's order for the Group Catalog and receipt by OCLC of all information reasonable requested from the Group, OCLC will create the Group Catalog by a mutually agreed upon completion date.
- 3) Access to other WorldCat Discovery databases (besides the Group Catalog) is permitted only by Authorized Users.
- 4) In connection with the creation of the Group Catalog, OCLC will use commercially reasonable efforts to work with the Group to configure the Group Catalog in such a manner as to maximize the Group Catalog's interoperability with the local systems of Group Members and any other digital content services licensed by Group Members. These configuration services may include: (i) creating profile groups used for searching the Group; (ii) branding of the interface to the Group Catalog; and/or (iii) setting up custom groups in WorldCat Discovery and the OCLC Interlibrary Loan service. The Group recognizes that due to variances between the various local systems of the Group Members and the other digital content services licenses by Group Members, the configuration services described herein may not result in the highest level of interoperability desired by the Group. As stated above, OCLC's obligation with respect to configuration services is to exert its commercially reasonable efforts to achieve the results desired by the Group.

- 5) To facilitate the above-referenced configuration services, the Group Members agree to cooperate with OCLC to a reasonable degree, including, but not limited to, providing relevant system documentation and other information as reasonable requested by OCLC. OCLC agrees to use commercially reasonable efforts, and the Group Members agree to take necessary precautionary steps, to ensure the integrity of the Group Members' systems.
- 6) OCLC will provide Group Administrator with a schedule setting forth dates on which the Group Catalog may be updated to reflect changes in Group membership and Group level settings (i.e., interface branding and custom groups). OCLC will work with Group Administrator to determine the dates from such schedule on which such updates will be made.
- 7) Information to be included in the Group Catalog which is not contained in WorldCat at the time of the Group's order may be submitted by Group Members for inclusion in WorldCat via batchloading. (Group Members who have not used OCLC for cataloging previously must be profiled by OCLC prior to batchloading.) The following terms shall apply to the batchloading described in this Section:
  - a) OCLC shall load and process source data in conformance with the specifications and other directions agreed upon in writing by both parties. Data files submitted for batchload shall be technically acceptable input products, with the stored records in a format acceptable to OCLC, and shall otherwise conform with any policies promulgated by OCLC from time to time for general application to OCLC users. All data submitted to OCLC for batchloading must conform to the specifications agreed to by OCLC and the Group. If such specifications are not met, OCLC may choose not to accept the data for processing. Local information in source data will be accepted by OCLC as provided. There will not be any validation at the local level before or during processing. Source files sent to OCLC for processing will not be returned. Data will be processed according to OCLC-defined schedules. Once applicable specifications have been met, OCLC will not retain or return source files.
  - b) Group Member hereby grants to OCLC, other OCLC participants, non-participant users and OCLC designees as irrevocable, nonexclusive, royalty-free, sublicensable, worldwide right to copy, display, publish, prepare derivative works from, distribute and use all bibliographic, holdings and other information supplied to OCLC by such Group Member or other entity acting on its behalf.
  - c) Group Member warrants that it possesses all rights necessary to submit such information for inclusion in WorldCat via batchloading and to grant the license above with respect thereto, and that doing so will not infringe the copyright or other proprietary rights of any third party.
  - d) OCLC may share with the Group reports and access to Measurement Services obtained by OCLC from Adobe® SiteCatalyst pursuant to the following guidelines. All Adobe® SiteCatalyst reports, data, and services provided to the Group from OCLC shall be considered confidential ("Confidential Information"). Confidential Information also includes all copies, summaries and extracts of any Confidential Information
- 8) Confidential Information, as defined in this Schedule, shall not include information that (i) is or becomes a part of the public domain through no act or omission of the Group; (ii) was rightfully in the Group's possession prior to the disclosure and had not been obtained by the Group either directly or indirectly from OCLC; (iii) is rightfully disclosed to the Group by a third party without restriction on disclosure; or (iv) is independently developed by Group without use of or reference to the Confidential Information.
  - a) Group agrees to use all reasonable care to prevent the disclosure of the Confidential Information to any third party. This Section will not be construed to prohibit disclosure of Confidential Information to the extent that such disclosure is required by law or valid order of a of a court or other governmental authority; provided, however, that should Group be subpoenaed or otherwise compelled by a valid law or court order to disclose Confidential Information it shall first have given sufficient and prompt written notice to OCLC of the receipt of any subpoena or other request for such disclosure; and shall have made a reasonable effort to obtain a protective order requiring that the Confidential Information so disclosed be used only for the purposes for which the order was issues. Notwithstanding the foregoing obligation of the Group, nothing in this Section shall limit or restrict the ability of the Group to act on its own behalf and at its own expense to prevent or limit the required disclosure of Confidential Information.
  - b) OCLC reserves the right to cease providing Confidential Information to Group at any time, and for any reason in OCLC's sole discretion.

**SCHEDULE 14****WorldShare Interlibrary Loan Services (ILL)****DESCRIPTION**

WorldShare Interlibrary Loan is a resource sharing network to lend and borrow resources which allows users to quickly obtain global library content located in Institution's collections and the collections of other ILL libraries around the world. WorldShare Interlibrary Loan simplifies tasks such as sharing of e-resources, automating request and entry processes, managing ILL fees, analyzing borrowing and lending patterns, and delivering documents easily and securely through Article Exchange.

**ADDITIONAL TERMS AND CONDITIONS**

All capitalized terms not defined herein shall have the same meaning ascribed to them in the Master Services Agreement

Subject to this Schedule and the MSA, OCLC will provide Institution with the Products and Services as specified in the ILL agreed upon pricing document.



**ILLINET/OCLC GROUP SERVICES PROGRAM  
MEMBER AGREEMENT  
FISCAL YEAR 2026**

**OCLC Symbol: KAA**

This Agreement is entered into between the Office of the Secretary of State, Illinois State Library (ISL) and **Normal Public Library**, hereinafter referred to as the **SECOND PARTY**.

WHEREAS, the Office of the Secretary of State, Illinois State Library is a State agency created by statute (20 ILCS 605, *et seq.*);

WHEREAS, ISL has entered into an Agreement effective July 1, 2025, with OCLC ONLINE COMPUTER LIBRARY CENTER, INC., a not-for-profit corporation, organized and existing under the laws of the State of Ohio, hereinafter referred to as OCLC, operator of a computer-assisted and electronic telecommunications accessed bibliographic and library processes database, to distribute the products and services of this database within the State of Illinois, and;

WHEREAS the **SECOND PARTY** wishes to use the services available from OCLC pursuant to the Agreement between ISL and OCLC;

WHEREAS both ISL and the **SECOND PARTY** seek to enter into an agreement whereby the **SECOND PARTY** will receive the services negotiated by ISL from OCLC.

**1. ILLINOIS STATE LIBRARY Responsibilities.** ISL agrees to:

- a. Represent the **SECOND PARTY** with the OCLC Board of Trustees, Administration, and Operations Staff relative to the delivery and expansion of OCLC services to Illinois libraries and in contract negotiations.
- b. Provide information concerning OCLC policy and OCLC database usage and services to the **SECOND PARTY**.
- c. Provide to the **SECOND PARTY** access to OCLC services pursuant to the existing Agreement between ISL and OCLC.
- d. Provide monthly or on-demand reports of database use to the **SECOND PARTY**.

**SECOND PARTY Responsibilities.** The **SECOND PARTY** agrees to use the resources at their disposal for and in consideration of the mutual undertakings to provide the following services:

- a. Attach current library holdings to the bibliographic records in WorldCat® to keep holdings up to date no less often than semi-annually.
- b. Review Request Manager of the WorldShare Interlibrary Loan Service and respond to all requests within three working days and will respond favorably to a request under the provisions of the Illinois Interlibrary Loan Code.
- c. Pay all financial obligations for services and products obtained from OCLC pursuant to this Agreement.

**2. Term.** This Agreement shall commence on July 1, 2025, and, unless otherwise terminated, shall continue through June 30, 2026. The Agreement may be extended by mutual written consent of the parties.

**3. Conditions.**

- a. The **SECOND PARTY** will pay the Illinois Heartland Library System, herein after referred to as **DESIGNEE**, charges for OCLC Services.
- b. The annual Group Services Subscription fee for the period July 1, 2025 – June 30, 2026 is **\$7,560.23**. Billing for products and services not specified in the Group Services Subscription fee shall be billed monthly by the Illinois Heartland Library System as charges are incurred. Those fees shall be at the price specified by OCLC and will be made available to libraries.
- c. If payment has not been received by the fifteenth day of the month in which an amount becomes sixty (60) days past due, or at any time thereafter if the payment has not been received, ISL or its **DESIGNEE** may suspend services at its option upon giving to the **SECOND PARTY** fifteen (15) days written notice.
- d. If services under this Agreement are suspended, they shall not be restored until all outstanding charges have been paid in full and the **SECOND PARTY** has demonstrated both the ability and the intention to keep its account current in the future.
- e. If the **SECOND PARTY** fails to pay any bill so that ISL or its **DESIGNEE** has not received the payment within one hundred eighty (180) days of the original billing date, services provided under this Agreement shall be terminated without further notice to the **SECOND PARTY**.
- f. If services are terminated by reason of late payment, non-payment, or other substantial non-compliance with this Agreement on the part of the **SECOND PARTY** as determined by ISL, then the **SECOND PARTY** shall reimburse the **DESIGNEE** for all costs incurred in terminating services.
- g. If services under this Agreement are terminated, for any reason, the services shall not be restored under this Agreement, and this Agreement cannot be renewed or extended, and services can only be restored through the creation of a new Agreement.
- h. It is agreed that OCLC is a third-party beneficiary of the forgoing provisions and is entitled to seek enforcement thereof in its own name.

**4. Liability.** The Secretary of State and ISL shall not be liable under or by reason of this Agreement for the payment of any compensation, award, or damages in connection with the **SECOND PARTY** performing its obligations under this Agreement or for injury or damages occurring to any of the **SECOND PARTY'S** employees as the result of any acts, omissions, negligence, or otherwise while in the process of performing the obligations required by this Agreement or in connection with any other employer-employee relationship between the **SECOND PARTY** and its subcontractors or employees.

5. **Warranties.** Neither ISL nor OCLC makes any express or implied representations or warranties with respect to the OCLC system, the OCLC WorldCat® Database nor any processes, products or services now or hereafter provided in this Agreement or future Agreements. All other warranties, including the WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE ARE HEREBY DISCLAIMED. ISL and OCLC SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY THEREOF AND REGARDLESS OF THE FORM OF ACTION, NOR SHALL IT BE LIABLE FOR EXEMPLARY DAMAGES OR LOST REVENUES. If the exclusivity or limitation of liability or remedy set forth above is held to be unenforceable for any reason, then OCLC's total liability to ISL or the SECOND PARTY in respect of any claim, regardless of the form of action, shall be determined by the Illinois Court of Claims.
6. **Independent Contractor Status.** Each party hereto is an independent contractor with respect to the other, and no franchise or agency relationship between the parties is intended. Neither party shall have the right or the authority to commit or bind the other to any contract or financial obligation except as specifically authorized in writing.
7. **Applicable Law.** This Agreement is governed in all respects by the laws of the State of Illinois. Both parties certify that they shall comply with all applicable provisions of Federal, State, and local law in the performance of their obligations pursuant to this Agreement.
8. **Severability.** The invalidity of any provision, term, or condition of this Agreement for any reason shall not render any other provision, term, or condition of this Agreement invalid or unenforceable.
9. **Recitals.** Each of the Parties represents and warrants to each other that the recitals set forth above are true and correct in substance and fact, as each such recital relates to each party, and are incorporated as an integral part of this Agreement.
10. **Assignment.** This Agreement may not be assigned by the SECOND PARTY, in whole or in part, without the express prior written consent of ISL.
11. **Attachments.** It is acknowledged by the SECOND PARTY that OCLC's WorldShare Metadata/OCLC Cataloging Group Catalog and WorldShare Interlibrary Loan Services (ILL) are attached and incorporated fully herein.
12. **Modification.** This Agreement is the final, complete, and exclusive statement of the Agreement of the parties hereto. No provision of the Agreement may be changed, modified, or supplemented except in writing signed by both parties hereto, unless otherwise provided herein.
13. **Complete Agreement.** This Agreement, with the above-described attachments, as written, is the full and complete agreement between the Parties and there are no oral agreements or understandings between the Parties other than what has been reduced to writing herein.

**Approval:**

**Normal Public Library**

**ILLINOIS STATE LIBRARY**

\_\_\_\_\_  
Authorized signature (Date)

\_\_\_\_\_  
Greg McCormick, Director (Date)

\_\_\_\_\_  
(Date)

*(Second line is provided for institutions that require two signatures)*

Normal Public Library  
206 West College Avenue  
Normal, Illinois 61761-2576

**Normal Public Library KAA**

Please return the signed agreement by June 30, 2025, to [oclc1@ilsos.gov](mailto:oclc1@ilsos.gov); or 217-782-1877 (FAX); or mail to the Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois 62701-1796  
An electronic version of a fully executed agreement will be returned to you within one month