



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

**August 20, 2025 at 6 p.m.
Normal Public Library, 206 W College Ave, Board Room 018**

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 Special Board Meeting of July 22, 2025
 - b. Approval of Normal Public Library Expenditures for Payment as of August 14, 2025
 - c. Approval of Rules of Conduct for Library Users Policy
 - d. Waive the Formal Bidding Process and Execute A Contract for an Education Compact (MHEC) Master Agreement with DELL Technologies to replace 25 Staff and Public Computers in the Amount of \$30,912.50
1. Items Removed from The Omnibus Vote Agenda
2. New Business
 - a. FY26-27 Budget and Levy Discussion (Andrew Huhn, Director of Finance)
 - b. Strategic Planning Discussion
 - c. NPL Foundation Discussion
 - d. Opportunity for Roof Solar Discussion
 - e. September 16 Ribbon Cutting Event Discussion
3. Unfinished Business
4. Suggested Items for the Next Agenda
5. Board Comments and Concerns
6. Next Meeting Date: September 17, 2025
7. 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
July 22, 2025**

Call to order: A special meeting of the Board of Trustees of the Normal Public Library was held in Executive Board Room 417, City Hall, Normal, Illinois on Tuesday, July 22. The meeting convened at 6:00 pm, President Beth Robb, presiding.

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

Members Absent: Katelyn Trunnel, Vice President, Terry Lindberg

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

Community Members Present:

1. **Review of the Agenda:** No corrections or additions
2. **President's Report:** Ms. Robb encouraged Trustees to attend Town events and thanked NPL staff for their patience during renovations.
3. **Public Comment:** None
4. **Committee and Liaison Reports [Foundation; Library Advocacy; Library Planning]:**

Foundation: Ms. Lane and Ms. Ripley-Gataric attended. Sondra Wisdom was welcomed as a new member. Erin Dullard attended as a prospective Foundation board member. Donor acknowledgement signage for the renovated Library is in progress.

Library Advocacy: None

Library Planning: Next meeting in August

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 June 18, 2025.**
 - B. **Report to Receive and File Normal Public Library Expenditures for Payment, including \$286,666.24 for three payrolls, and \$851,161.05 for expenditures as of July 18, 2025.**
 - C. **Approval of Regular Meeting dates 2025-2027**

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

Motion passed 5-0.

1. Beth Robb: Yes
2. Katelyn Trunnell: Absent
3. Erin Ripley-Gataric: Yes
4. Lynda Lane: Yes
5. Terry Lindberg: Absent
6. Susan Lash: Yes

7. David Sye: Yes

7. ITEMS REMOVED FROM THE OMNIBUS VOTE AGENDA

No items were removed.

8. NEW BUSINESS

- A. Acknowledgement of a gift from Sullivan Rohrscheib Memorial Fund at Illinois Prairie Community Foundation for Normal Public Library Nursing Lounge
- B. Approval of successful, qualified bid and authorize the Library Director to Enter a Contract with Kreiling Roofing Co. for the Normal Public Library Metal Roofing Replacement in the amount of \$325,059.00 (Action)

Ms. Lane moved to approve Alternate #2 as presented, Mr. Sye seconded. Motion passed 5-0.

- 1. Beth Robb: Yes
- 2. Katelyn Trunnell: Absent
- 3. Erin Ripley-Gataric: Yes
- 4. Lynda Lane: Yes
- 5. Terry Lindberg: Absent
- 6. Susan Lash: Yes
- 7. David Sye: Yes

Mr. Sye moved to authorize Library Director to enter a contract with Kreiling Roofing Co in accordance with previous motion. Ms. Lane seconded.

Motion passed 5-0.

- 8. Beth Robb: Yes
- 9. Katelyn Trunnell: Absent
- 10. Erin Ripley-Gataric: Yes
- 11. Lynda Lane: Yes
- 12. Terry Lindberg: Absent
- 13. Susan Lash: Yes
- 14. David Sye: Yes

9. UNFINISHED BUSINESS

- A. None

10. SUGGESTED ITEMS FOR THE NEXT AGENDA

- A. Discussion with Town of Normal Finance
- B. Continued work with Ottobaum on planter beds

10. Board Comments and Concerns

11. Next Meeting Date: August 20, 2025

12. Adjournment

Ms. Ripley-Gataric motioned to adjourn the meeting , Mr. Sye seconded. Meeting adjourned at 7:04 pm.

Secretary

Date

Director's Report August 20, 2025

1. Monthly Financial Report

- **Revenue:** The July operating revenues were down 11% compared to this time last year.
- **Expenses:** A report showing expenses totaling \$181,895.76 from July 19 to August 15 is included in this packet. There are two payrolls (August 1 and 15) totaling \$193,013.92.
- **Levy FY26-27:** The Town Finance Director will attend the August Trustee Meeting to answer your questions about and discuss upcoming levy.

2. Circulation

- Total circulation for July was 35,886, an increase of 17% from July 2024.

3. Capital Projects

- **Renovation:** A few pieces of shelving delivery and furniture corrections remain. Most of these are to be delivered and installed on Monday, August 18.
- **Roof update:** Our initial meeting with Kreiling Roofing and the Architect is scheduled for 11 am, Wednesday, August 20.

4. Library Planning Committee

- The next Library Planning Committee meeting is a rescheduled meeting for Friday, August 29, 1:30 pm at Town Hall.

5. 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. We will pause on this process for this month.

6. ILA Conference

- Please register for ILA and choose bill the library. I am happy to provide any needed details for those wishing to attend. The Town also requires pre-travel paperwork for each attendee. I will coordinate this with you.

7. Events

- Summer Reading has wrapped and we have so many wonderful stories to tell! Kudos to staff for the many events, prizes, and activities along the way, keeping the library and literacy central to our community all summer long!
- Ribbon Cutting, 4 pm, September 16

Report to Receive and File Town of Normal Expenditures for Payment as of 07/19/2025-08/15/2025

Library Fund

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ILLINOIS DEPARTMENT OF REVENUE	SALES TAX PAYMENT	2.00
US BANK/P-CARD	FOUNDATION-ADULT READING	25.00
US BANK/P-CARD	FOUNDATION-COMIC BOOK CLU	15.55
US BANK/P-CARD	FOUNDATION-SUMMER READING	13.65
Library Fund	Total	56.20

Library Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
ALERT SIGNAL & CONTROL CO	STROBE/HORN INSTALLATION	2,770.89
AMERENIP	APR 25 UTILITIES	321.86
AUTOMATIC FIRE SPRINKLER, LLC	FIRE SPRINKLER INSPECTION	720.00
B & B AWARDS AND RECOGNITION	NAMEBADGE -JFISCHER	10.30
BAKER & TAYLOR COMPANIES	ADULT BOOKS	2,155.28
BAKER & TAYLOR COMPANIES	CHILDREN'S BOOKS	2,566.00
BAKER & TAYLOR COMPANIES	YOUNG ADULT BOOKS	567.15
BAKER & TAYLOR CONTINUATION	ADULT BOOKS	82.97
BATTERIES PLUS	BATTERY RECYCLING	7.00
BLACKSTONE PUBLISHING	AUDIOBOOKS - ADULT	79.42
BUSEY BANK	MO 16/JUL 2025 RENT	3,090.00
CENGAGE LEARNING INC	ADULT BOOKS	755.72
CENTER POINT LARGE PRINT	ADULT BOOKS	250.11
CENTRAL ILLINOIS WINDOW CLEANING	WINDOW CLEANING IN/OUT	1,195.00
CIRBN, LLC	INTERNET SERVICE MONTHLY	76.08
DIVERSIFIED MECHANICAL INC	HVAC MAINT 7/1-9/30	712.10
FRONTIER	MONTHLY PHONE BILL	127.92
GREAT LAKES ACE (LIBRARY)	PLANT STAKES, FASTENERS	9.99
ILLINOIS HEARTLAND LIBRARY SYSTEM	OCLC SERV. FEE 7/1-6/30	7,560.23
KAEB SANITARY SUPPLY INC	CLEANING SUPPLIES	352.90
KANOPY INC	DIGITAL CONTENT	303.00
LYNGSOE SYSTEMS, INC.	SRVC AGRMNT-8/29-8/29/26	14,450.00
MENARDS	DISTILLED WATER	16.44
MENARDS	MISC MAINT & SUPPLIES	604.83
MENARDS	STORAGE BOXES	24.53
MENARDS	US FLAG	47.99
MIDWEST EQUIPMENT II	LAWN MOWER BELT	12.15
MIDWEST TAPE	DIGITAL CONTENT	8,327.56
NEW YORK TIMES COMPANY	PERIODICALS- NYT RENEWAL	1,144.05

Report to Receive and File Town of Normal Expenditures for Payment as of 07/19/2025-08/15/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
NICOR GAS	JUN 25 UTILITIES	302.35
OVERDRIVE, INC	DIGITAL CONTENT	2,480.59
PLAYAWAY PRODUCTS LLC	AUDIOBOOKS - ADULT	314.95
PLAYAWAY PRODUCTS LLC	CHILDREN'S BOOKS	57.94
RAINBOW BOOK COMPANY	CHILDREN'S BOOKS	409.28
REACHING ACROSS IL LIBRARY SYSTEM	CHI TRIBUNE ONLINE SUB	540.00
REACHING ACROSS IL LIBRARY SYSTEM	PUBLIC ACCESS SOFTWARE	1,050.00
REACHING ACROSS IL LIBRARY SYSTEM	RDA TOOLKIT RENEWAL	174.87
RESOURCE SHARING ALLIANCE (RSA)	ADML ANNUAL FEE + REBATE	7,410.00
RESOURCE SHARING ALLIANCE (RSA)	RSA ANNUAL MEMBERSHIP	66,799.38
RESOURCE SHARING ALLIANCE (RSA)	RSA-HOOPLA CAT. CNNCT	54.00
RESOURCE SHARING ALLIANCE (RSA)	RSACAT MOBILE TEMPLATE	546.00
RUTHERFORD SUITES LLC	PARKING LOT LEASE PAYMENT	20,000.00
TODAYS BUSINESS SOLUTIONS TBS INC	PUBLIC FAXES APR-JUNE	85.68
UNIQUE MANAGEMENT SERVICES INC	JULY PLACEMENTS	53.75
US BANK/P-CARD		491.75
US BANK/P-CARD	ADULT BOOKS-PATRON REQS (169.45
US BANK/P-CARD	ADULT BOOKS-REFERENCE (1)	59.93
US BANK/P-CARD	ADVERTISING-REFUND-ISF PR	-250.00
US BANK/P-CARD	ADVERTISING-SUMMER READIN	33.92
US BANK/P-CARD	DVDS-MOVIE (1)	23.95
US BANK/P-CARD	DVDS-MOVIES (2)	29.58
US BANK/P-CARD	DVDS-MOVIES (4)	86.46
US BANK/P-CARD	DVDS-REFUND-MOVIE (1)	-27.99
US BANK/P-CARD	FACILITIES-AED SIGNS (5)	62.95
US BANK/P-CARD	FACILITIES-DIAPER PAILS (138.89
US BANK/P-CARD	FACILITIES-FIRE EXTINGUIS	14.97
US BANK/P-CARD	FACILITIES-GARBAGE LINERS	93.62
US BANK/P-CARD	FACILITIES-RECYCLING CANS	121.79
US BANK/P-CARD	FACILITIES-REFUND-FIRE EX	-14.97
US BANK/P-CARD	FACILITIES-SANITARY NAPKI	58.72
US BANK/P-CARD	FACILITIES-TAMPONS	70.08
US BANK/P-CARD	FACILITIES-VAN WASH	10.00
US BANK/P-CARD	FACILITIES-WASTEBASKETS (118.77
US BANK/P-CARD	JW 2025 ILA CONFERENCE RE	380.00
US BANK/P-CARD	NEW GAMES-PS5 (1)	180.90
US BANK/P-CARD	NEW GAMES-SWITCH (1); DVD	114.83
US BANK/P-CARD	NEW PS5 GAME (1)	39.99

Report to Receive and File Town of Normal Expenditures for Payment as of 07/19/2025-08/15/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
US BANK/P-CARD	OPERATING SUPPLIES-ANT TR	7.60
US BANK/P-CARD	OPERATING SUPPLIES-CHILDR	770.70
US BANK/P-CARD	OPERATING SUPPLIES-DISAST	105.15
US BANK/P-CARD	OPERATING SUPPLIES-DRAWER	97.21
US BANK/P-CARD	OPERATING SUPPLIES-INV#33	20.00
US BANK/P-CARD	OPERATING SUPPLIES-MINI C	2.96
US BANK/P-CARD	OPERATING SUPPLIES-MOUNTI	31.93
US BANK/P-CARD	OPERATING SUPPLIES-NAME P	20.00
US BANK/P-CARD	OPERATING SUPPLIES-PROGRA	74.52
US BANK/P-CARD	OPERATING SUPPLIES-STORAG	163.23
US BANK/P-CARD	PRINTING-CUSTOM NPL COAST	193.50
US BANK/P-CARD	RS 2025 ILA CONFERENCE RE	280.00
US BANK/P-CARD	SPECIAL PROGRAMS MILLER P	19.99
US BANK/P-CARD	SPECIAL PROGRAMS-COMIC BO	81.13
US BANK/P-CARD	SPECIAL PROGRAMS-CRAFT SU	11.29
US BANK/P-CARD	SPECIAL PROGRAMS-CRAFTING	16.09
US BANK/P-CARD	SPECIAL PROGRAMS-CUPCAKE	9.99
US BANK/P-CARD	SPECIAL PROGRAMS-FAMILY B	58.16
US BANK/P-CARD	SPECIAL PROGRAMS-GREAT PU	162.00
US BANK/P-CARD	SPECIAL PROGRAMS-MAKERSPA	104.99
US BANK/P-CARD	SPECIAL PROGRAMS-SUMMER P	7.99
US BANK/P-CARD	SPECIAL PROGRAMS-SUMMER R	39.91
US BANK/P-CARD	TECHNOLOGY-PATCH CABLES (103.30
US BANK/P-CARD	TECHNOLOGY-SURGE PROTECTO	989.83
US BANK/P-CARD	TECHNOLOGY-USB TYPE-C CAB	102.19
US BANK/P-CARD	TECHNOLOGY-USB TYPE-C CHA	38.97
VERIZON WIRELESS	6/29-7/28 WIRELESS PHONES	247.55
WATTS COPY SYSTEMS, INC.	PUBLIC PRINTS	406.78
WATTS COPY SYSTEMS, INC.	STAFF PRINTS	966.89
Library Fund	Library Administration Total	155,761.70

Library Replacement Fund Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
PLAYAWAY PRODUCTS LLC	TECH PLYGRND LAUNCHPAD	1,129.94
Library Replacement Fund Library Administration Total		1,129.94

Library Special Reserve Library Administration

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
BRODART COMPANY	RENO PROJECT BOOKENDS	5,331.22

Report to Receive and File Town of Normal Expenditures for Payment as of 07/19/2025-08/15/2025

<u>Vendor Name</u>	<u>Payment Description</u>	<u>Transaction Amount</u>
FAIRWAY LASER SYSTEMS	EPILOG FUSION EDGE12 LASR	16,252.50
FASTSIGNS	SIGN REMOVAL - TEMP LOC	573.00
KI	CHILDREN'S CUBBIES	1,385.50
RON SMITH PRINTING CO INC	NEW SHELF SIGNAGE	204.25
US BANK/P-CARD	RENOVATION-BOOKENDS (100	459.75
US BANK/P-CARD	RENOVATION-DOCUMENT FRAME	69.70
US BANK/P-CARD	RENOVATION-SIGNHOLDERS (1	672.00
Library Special Reserve Library	Administration Total	24,947.92
Overall - Total		181,895.76

Library Revenue and Expense Report, July 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	2,164,858.96	49.94%	2,374,698.05	-8.84%
31110-Property Tax	4,000,000.00	4,000,000.00	2,070,345.79	51.76%	2,149,604.32	-3.69%
31530-State Replacement Revenue	141,500.00	141,500.00	66,111.98	46.72%	100,295.30	-34.08%
33260-State Grants	77,785.00	77,785.00			80,990.75	-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	148.00	2.47%	291.00	-49.14%
38210-Investment Income	96,600.00	96,600.00	28,048.19	29.04%	42,682.91	-34.29%
38530-Donations	1,000.00	1,000.00	35.00	3.50%		0.00%
38910-Miscellaneous	4,000.00	4,000.00	170.00	4.25%	410.51	-58.59%
222-Library Replacement Fund	84,900.00	84,900.00	13,634.99	16.06%	92,588.53	-85.27%
38210-Investment Income	49,800.00	49,800.00	1,934.99	3.89%	18,588.53	-89.59%
39192-Transfer From	35,100.00	35,100.00	11,700.00	33.33%	74,000.00	-84.19%
223-Library Special Reserve	3,750.00	3,750.00	18,196.85	485.25%	23,917.76	-23.92%
38210-Investment Income	250.00	250.00	18,196.85	7278.74%	23,917.76	-23.92%
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	2,196,690.80	49.66%	2,491,204.34	-11.82%

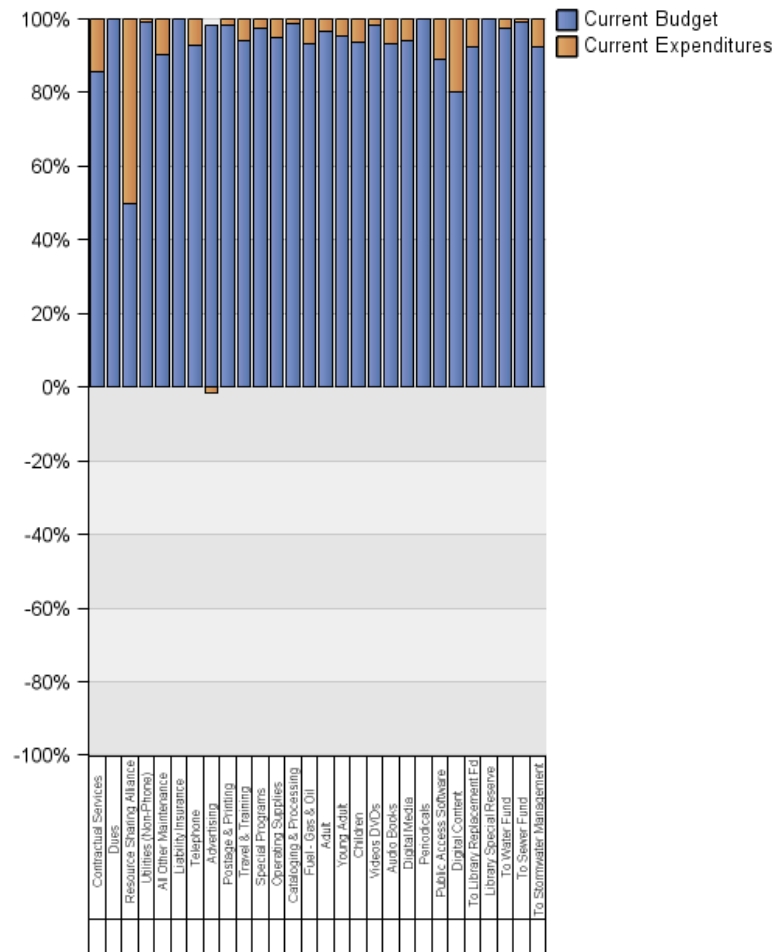
Figure 1: Library Revenue Report, July 2025

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	1,221,870.90	469,898.69	1,691,769.59	2,550,790.41	1,128,334.26	60.12%
10-Administration	4,239,560.00	4,242,560.00	1,221,870.90	469,898.69	1,691,769.59	2,550,790.41	1,128,334.26	60.12%
222-Library Replacement Fund	35,100.00	35,100.00	1,129.94	-1,129.94	0.00	35,100.00	3,680.02	100.00%
10-Administration	35,100.00	35,100.00	1,129.94	-1,129.94	0.00	35,100.00	3,680.02	100.00%
223-Library Special Reserve	2,570,000.00	2,570,000.00	1,125,705.63	-5,444.47	1,120,261.16	1,449,738.84	548,513.40	56.41%
10-Administration	2,570,000.00	2,570,000.00	1,125,705.63	-5,444.47	1,120,261.16	1,449,738.84	548,513.40	56.41%
Total	6,844,660.00	6,847,660.00	2,348,706.47	463,324.28	2,812,030.75	4,035,629.25	1,680,527.68	58.93%

Figure 2: Library Expense Report, July 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	221-9010-455.20-10	Contractual Services	\$22,914.67	\$23,348.29	\$80,214.52	\$136,600.00	\$10,122.52	\$133,600.00	7%	\$103,129.19
			221-9010-455.20-20	Dues	\$0.00	\$1,406.00	\$5,275.00	\$7,100.00	\$419.00	\$7,100.00	6%	\$5,275.00
			221-9010-455.24-10	Resource Sharing Alliance	\$67,399.38	\$0.00	\$0.62	\$67,400.00	\$0.00	\$67,400.00	0%	\$67,400.00

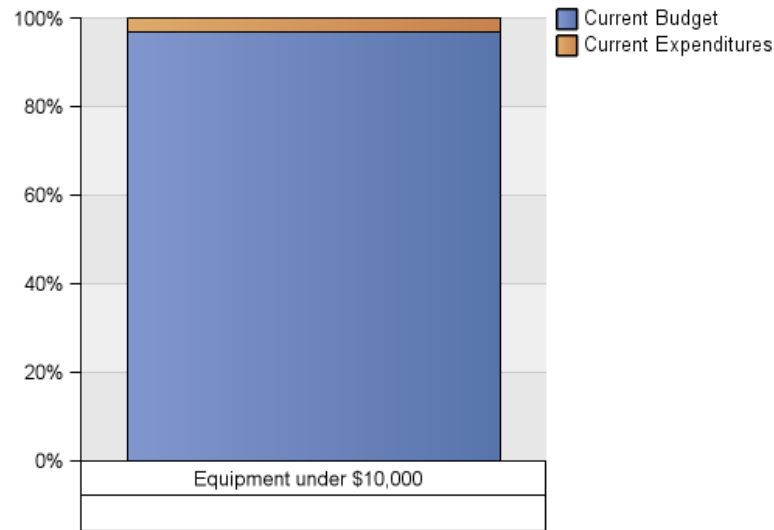
221-9010-455.25-10	Utilities (Non-Phone)	\$635.99	\$3,862.39	\$24,721.91	\$68,000.00	\$38,779.71	\$68,000.00	57%	\$25,357.90
221-9010-455.25-60	All Other Maintenance	\$5,367.93	\$5,591.03	\$10,806.18	\$50,000.00	\$28,234.86	\$50,000.00	56%	\$16,174.11
221-9010-455.30-10	Liability Insurance	\$0.00	(\$149.00)	\$0.00	\$55,000.00	\$55,149.00	\$55,000.00	100%	\$0.00
221-9010-455.30-15	Telephone	\$622.77	\$1,182.68	\$4,306.55	\$8,160.00	\$2,048.00	\$8,160.00	25%	\$4,929.32
221-9010-455.30-20	Advertising	(\$216.08)	\$1,125.88	\$0.00	\$14,000.00	\$13,090.20	\$14,000.00	94%	(\$216.08)
221-9010-455.30-25	Postage & Printing	\$259.35	\$7,144.13	\$7,808.15	\$16,000.00	\$788.37	\$16,000.00	5%	\$8,067.50
221-9010-455.30-35	Travel & Training	\$880.00	\$1,813.16	\$7,566.32	\$14,600.00	\$4,340.52	\$14,600.00	30%	\$8,446.32
221-9010-455.30-40	Special Programs	\$526.88	\$4,938.14	\$2,026.34	\$20,400.00	\$12,908.64	\$20,400.00	63%	\$2,553.22
221-9010-455.35-10	Operating Supplies	\$2,629.64	\$13,535.55	\$13,030.39	\$48,500.00	\$19,304.42	\$48,500.00	40%	\$15,660.03
221-9010-455.35-15	Cataloging & Processing	\$174.87	\$449.28	\$8,175.85	\$15,000.00	\$6,200.00	\$15,000.00	41%	\$8,350.72
221-9010-455.35-50	Fuel - Gas & Oil	\$70.79	\$207.92	\$0.00	\$1,000.00	\$721.29	\$1,000.00	72%	\$70.79
221-9010-455.36-10	Adult	\$3,128.82	\$14,568.67	\$58,352.39	\$86,700.00	\$10,650.12	\$86,700.00	12%	\$61,481.21
221-9010-455.36-20	Young Adult	\$567.15	\$1,068.83	\$6,014.02	\$12,240.00	\$4,590.00	\$12,240.00	38%	\$6,581.17
221-9010-455.36-25	Children	\$4,695.09	\$10,083.57	\$45,581.94	\$71,400.00	\$11,039.40	\$71,400.00	15%	\$50,277.03
221-9010-455.37-15	Videos DVDs	\$262.75	\$1,642.35	\$4,371.56	\$15,300.00	\$9,023.34	\$15,300.00	59%	\$4,634.31
221-9010-455.37-20	Audio Books	\$758.06	\$1,107.36	\$5,134.58	\$10,200.00	\$3,200.00	\$10,200.00	31%	\$5,892.64

			221-9010-455.37-30	Digital Media	\$219.89	\$102.82	\$1,940.12	\$3,500.00	\$1,237.17	\$3,500.00	35%	\$2,160.01
			221-9010-455.38-10	Periodicals	\$0.00	\$1,075.00	\$8,925.00	\$10,000.00	\$0.00	\$10,000.00	0%	\$8,925.00
			221-9010-455.38-20	Public Access Software	\$11,804.98	\$21,484.19	\$57,235.83	\$94,860.00	\$4,335.00	\$94,860.00	5%	\$69,040.81
			221-9010-455.39-10	Digital Content	\$26,951.21	\$24,372.37	\$58,676.42	\$110,000.00	\$1.45519152E-11	\$110,000.00	0%	\$85,627.63
			221-9010-455.92-22	To Library Replacement Fd	\$2,925.00	\$8,775.00	\$0.00	\$35,100.00	\$23,400.00	\$35,100.00	67%	\$2,925.00
			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	\$61.68	\$327.24	\$0.00	\$2,500.00	\$2,111.08	\$2,500.00	84%	\$61.68
			221-9010-455.95-07	To Sewer Fund	\$4.43	\$77.09	\$0.00	\$600.00	\$518.48	\$600.00	86%	\$4.43
Aug 15, 2025			221-9010-455.95-10	To Stormwater Management	\$50.60	\$151.80	\$0.00	\$610.00	¹ \$407.60	\$610.00	67%	\$50.60
Summary					152,695.85	149,291.74	465,163.69	975,770.00	208,618.72	972,770.00	0.21	617,859.54

1:13:46 PM

Budget to Actual Expenditures

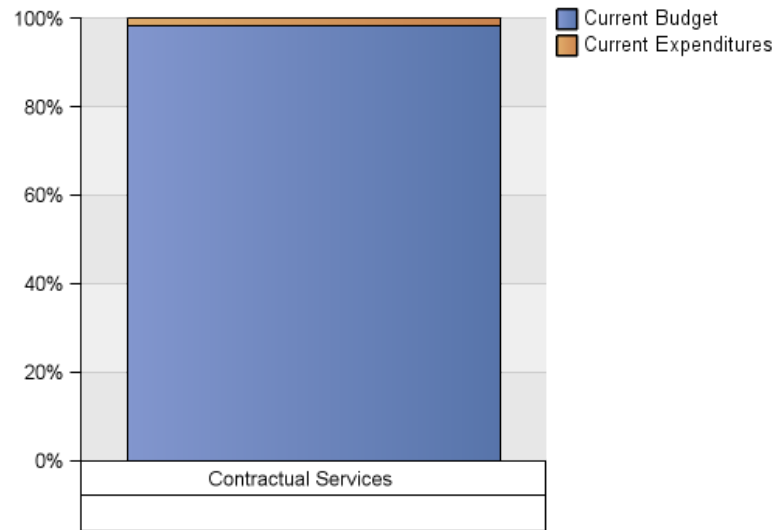
Library - Administration (Library Replacement Fund) ▼



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	\$1,129.94	\$0.00	\$0.00	\$35,100.00	\$33,970.06	\$35,100.00	97%	\$1,129.94
			Summary		1,129.94	0.00	0.00	35,100.00	33,970.06	35,100.00	0.97	1,129.94

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	\$44,146.70	\$1,081,558.93	(\$5,444.47)	\$2,570,000.00	\$1,449,738.84	\$2,570,000.00	56%	\$38,702.23
Summary					44,146.70	1,081,558.93	-5,444.47	2,570,000.00	1,449,738.84	2,570,000.00	0.56	38,702.23

NPL Circulation Statistics

July 2025



	Year to Date			Month		
	2023-2024	2024-2025	2025-2026	2023	2024	2025
Juvenile						
Books	161,353	54,031	39,273	43,921	12,660	15,205
Videos	1,522	193	229	468	35	100
Audios	6,006	2,142	2,645	1,638	782	1,052
Magazines	142	26	21	53	1	5
Other	234	67	79	75	9	23
Juvenile - Total	169,257	56,459	42,247	46,155	13,487	16,385
Teen						
Books	6,423	2,962	2,253	1,915	750	768
Audios	21	18	10	12	6	5
Magazines	9	0	1	0	0	1
Teen - Total	6,453	2,980	2,264	1,927	756	774
Adult						
Books	50,043	25,305	22,061	13,791	6,298	6,855
Videos	16,153	5,645	5,526	4,378	1,415	1,903
Audios	5,230	1,583	1,147	1,553	309	392
Magazines	1,173	286	491	323	75	194
Other	5,537	2,631	2,573	1,590	703	856
Adult - Total	78,136	35,450	31,798	21,635	8,800	10,200
Digital Content						
eAudiobooks	10,843	13,313	15,784	2,833	3,356	4,021
eBooks	12,481	13,579	12,834	3,286	3,413	3,367
Magazines	496	1,650	2,650	145	422	631
Music	166	176	161	54	48	61
Streaming Video	1,086	1,291	1,506	294	374	405
Content Passes	87	105	141	28	22	42
Digital Content - Total	25,159	30,114	33,076	6,640	7,635	8,527
Total Circulation	279,005	125,003	109,385	76,357	30,678	35,886

NPL Collection Holdings



July 2025

	Beginning Total	Ending Total	Current Month		Year to Date	
			Added (+)	Change	Added (+)	Change
Juvenile						
Books	81,579	81,877	372	-74	1,324	-1,383
Videos	932	932	0	0	0	-1
Audios	2,171	2,184	14	-1	51	-31
Magazines	224	238	14	0	48	1
Other	43	24	0	-19	0	-19
Juvenile - Total	84,949	85,255	400	-94	1,423	-1,433
Teen						
Books	4,087	4,129	51	-9	183	-250
Audios	27	27	0	0	0	0
Magazines	7	4	1	-4	2	-5
Teen - Total	4,121	4,160	52	-13	185	-255
Adult						
Books	53,456	53,532	195	-119	879	-680
Videos	15,040	15,058	22	-4	125	-292
Audios	9,171	9,183	13	-1	43	-666
Magazines	870	733	86	-223	376	-855
Other	2,252	2,294	28	14	31	0
Adult - Total	80,789	80,800	344	-333	1,454	-2,493
Total Collection	169,859	170,215	796	-440	3,062	-4,181

NPL Digital Content by Month



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

	3.25	4.25	5.25	6.25	7.25	
eRead Illinois						
eAudiobooks	265	282	305	310	333	
eBooks	324	303	330	347	368	
eRead Illinois Total	589	585	635	657	701	
Freeding	0	0	0	0	0	
Hoopla						
eAudiobooks	2,295	2,203	2,316	2,174	2,278	
eBooks	1021	908	869	839	863	
Movies/TV	160	149	171	166	143	
Music	35	36	39	25	61	
Hoopla Total	3,511	3,296	3,395	3,204	3,345	
Kanopy						
Individual Titles Plays	114	84	115	198	116	
Plays Through Passes	134	74	144	0	146	
Kanopy Total Videos Played	248	158	259	198	262	
OverDrive						
eAudio	1,390	1,320	1,424	1,429	1,410	
eBooks	2,152	1,928	1,931	2,012	2,136	
Magazines	683	650	685	684	631	
OverDrive Total	4,225	3,898	4,040	4,125	4,177	
Total Downloads or Uses						
eAudiobooks	3,950	3,805	4,045	3,913	4,021	
eBooks	3,497	3,139	3,130	3,198	3,367	
Magazines	683	650	685	684	631	
Music	35	36	39	25	61	
Streaming Video	408	307	430	364	405	
Hoopla 7-day BingePasses	43	23	32	30	38	
Kanopy Passes	2	2	2	0	2	
OverDrive 7-Day Passes	5	2	4	4	2	
Total Passes	50	27	38	34	42	

NPL Monthly Statistics

July 2025



Library Card Registration

	Fiscal Year 2026					
	Beginning count	Registered	Purged	Cards in force YTD	FY25	FY24
Adult	23,874	263	-11	24,126	22,016	29,016
Teen	1,773	8	1	1,782	2,539	3,720
Juvenile	8,413	43	-21	8,435	8,253	9,690
Total	34,060	314	-31	34,343	32,808	42,426

Patron Count

	Current Month	Current YTD	FY25	FY24
Door Count at 201, July 1-24	1,700	7,500		
Door Count at Main, July 25-31	1,800	1,800		
Total	3,500	9,300	8,000	78,863

Interlibrary Loan and System Holds

	Current Month	Current YTD	FY25	FY24
Borrowed/Rec'd	3,180	6,325	13,687	13,331
Loaned	2,254	4,524	10,470	11,523
Reciprocal borrowing	4,588	6,802	17,928	83,692

Public PCs

	Total Uses	Total Time (hrs)	Average Session (min)	YTD Uses
Public Desktops at 201, July 1-17	142	97	41	939
Public Desktops at Main, July 23-31	179	103	34	179
Total	321	200	36	1,118

normalpl.org Site Statistics



July 2025

	Annual Totals Year to Date			July		
	FY 2024	FY 2025	FY 2026	2023	2024	2025
Views & Sessions						
Pageviews	143,483	118,622	113,079	34,237	34,007	30,834
Sessions	47,559	59,166	57,109	18,536	14,498	16,144

Top Viewed Pages	FY 2026
/	35,936
/events/upcoming	5,270
/events/month	2,655
/summerreading	2,289
/learning-resources	2,231
/employment	1,683
/planning	1,011
/download-stream	875
/borrow	721
/events/month/2024/06	684

Usage by Device	FY 2026
Desktop	41.9%
Mobile	56.3%
Tablet	1.8%

Top Viewed Pages	July 2025
/	12,953
/events/upcoming	1,691
/planning	957
/events/month	930
/summerreading	923
/employment	766
/learning-resources	671
/borrow	326
/events/month/2025/08	304
/event/fantastic-foam-more-science-show-chiddix-junior-high-school-36517	295

Usage by Device	July 2025
Desktop	45.5%
Mobile	52.7%
Tablet	1.8%



Normal Public Library Trustee Action Report

August 20, 2025

Approval of Rules of Conduct for Library Users Policy

Prepared By: John Fischer

Reviewed By: Town Legal Dept.

Staff Recommendation: Approval

Community Impact

This policy governs use of Normal Public Library property. This policy serves to protect library property, staff, and community users as well as supporting reduced risk of liability to Normal Public Library.

Budget Impact

No immediate budget impact.

Background

This policy revision is a simple edit to the ADA requirements for service animals and an additional provision limiting the use of specific items on library property.

Strategic Alignment

Priorities 1-4

Rules of Conduct for Library Users Policy

Normal Public Library

The Board of Library Trustees has prescribed these Rules of Conduct for the purpose of assuring that (i) all library patrons have a fair and equitable opportunity to the quiet use and enjoyment of the Library's services, materials and facilities without being subjected to unreasonable interference or disturbance by others; (ii) all library patrons enjoy a safe and secure facility in which to use the library's materials and services; (iii) the library's materials are protected from theft and damage; and (iv) all library employees enjoy a safe and secure workplace. Illinois Library Law authorizes the Board of Library Trustees "to exclude from the use of the library any person who willfully violates the rules prescribed by the board."

The general Rules of Conduct in the library are as follows:

1. Any behavior that is disruptive or hinders the use of the library or endangers public safety is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, fighting, and congregating in large groups.
2. Seating at library tables, carrels, and chairs is limited to the number of persons for which the furniture was designed.
3. Improper acts which are subject to prosecution under any criminal or civil codes are prohibited, including, but not limited to, illicit manufacture, use, possession, or distribution of controlled substances, look-alike drugs, drug paraphernalia, and the manufacture, use, possession, or distribution of alcoholic beverages, marijuana, and its derivatives on library property. Smoking or the use of any tobacco product is not permitted within any Library facility or upon Library property. "Smoking" means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, cannabis, or any other lighted smoking equipment and includes the use of an electronic cigarette.
4. Food and drink are allowed in the library, however, food may not be eaten while using a library computer. If equipment or materials are damaged by a patron's food or drink, or if the food or drink being consumed is disturbing other patrons because it is smelly or messy, staff will ask the patron to take their food or drink out of the library. Patrons are expected to clean up after themselves and to immediately report spills to staff. Group meals (e.g. pizza parties) and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.
5. Sleeping or the appearance of sleeping is not permitted on library property.
6. Patrons must be fully clothed in the library and on library property.
7. ~~Animals shall not be left unattended on library property and are not permitted within any library facility, except for those used to aid persons with disabilities or for library activities.~~ (change) Animals shall not be left unattended on library property. Animals are not permitted within the library facility, except for those used to aid persons with disabilities or for library activities. The Americans with Disabilities Act (ADA) requires businesses and organizations that serve the public allow individuals with disabilities to bring their service animals into all areas of the facility where customers are normally allowed. Service animals, defined as dogs individually trained to perform tasks for people with disabilities, are welcome in the Library even where pets are prohibited.
8. (add) The use of roller blades, skateboards, and pogo sticks are prohibited on library property.
9. Selling or soliciting products, services, or donations are not permitted on library property unless authorized by the Library Director or designee.
10. Taking surveys, asking people to sign petitions, distributing leaflets, and other similar activities are not permitted on library property except those conducted by the Normal Public Library.

11. Parents/legal guardians or caregivers age 16 or older – not library staff - are responsible for the behavior and safety of children under their supervision while they are on library property. Children under the age of 8 must physically remain with – and be actively supervised by – a parent or other responsible caregiver age 16 or older at all times while on library property. Children between the ages of 8 and 12 years old shall not remain at the library unsupervised for more than one hour. Library sponsored activities may have modified supervision requirements, as determined by library staff. If children are unattended on library property at the time of closing, the Normal Police Department will be notified immediately.
12. The library is not responsible for personal belongings. Library users may not leave personal belongings in the library when they leave the building. Unattended personal belongings may be opened by library staff in an attempt to identify and contact the owner. The library is not responsible for any loss of users' personal belongings, through theft or otherwise.
13. Bags or other personal belongings must remain with the owner at all times and may not take up any space or resource that could otherwise be utilized by another visitor, including but not limited to rooms, tables, and chairs.
14. No excessive scent detectable from 4 feet or more is permitted.
15. The violation of federal or state laws or local ordinances is not permitted on library property. Theft, vandalism, or mutilation of library material or property are criminal offenses that shall be prosecuted. In this regard, the library reserves the right to inspect any and all library users' personal belongings, including, but not limited to, bags, purses, briefcases and backpacks.
16. Polite cell phone use is permitted. Extended cell phone conversations should occur in designated areas.
17. The children's area of the library is reserved for children, their parents, or responsible caregivers age sixteen or older, and adults interested in children's literature. Adults who are not using the children's department collection or services will not be allowed to linger in the department. Library staff are authorized and instructed to query adults not accompanied by children concerning their need for children's department collection or services, and to ask adults in the children's area to move to other reading areas in the adult department after making their selections from the children's collection.
18. The teen area is intended for middle school and high school students, for adults accompanying teens in their charge, or for others using the teen collection. Adults who are not accompanying teens in their charge or who are not using the teen collection will not be allowed to linger in the teen area. Library staff are authorized and instructed to ask adults in the teen area to move to other reading areas in the adult department after making their selections from the teen collection.
19. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on library property or at any library-related events.
20. The library reserves the right to impose time limits upon continuous use of library resources, technology, and spaces (including but not limited to meeting spaces, study spaces, and restrooms).
21. Bathing, shaving and laundering clothes are not permitted in the library.
22. Library materials are not allowed in the restrooms.
23. Dependent individuals of any age must be accompanied by a responsible caregiver at all times. The Normal Police Department will be notified immediately if a dependent individual of any age is not accompanied by a responsible caregiver.
24. Patrons are expected to follow the directions of library staff; this includes, but is not limited to, taking shelter in an emergency when directed by staff.

25. Depending upon the offense and the particular circumstances of the case, violators of the foregoing rules may be asked to leave or their use of the library may be suspended, either temporarily or permanently.

In addition to barring persons, temporarily or permanently, from use of the library for violations of the foregoing rules, the library may, in its sole discretion, bring criminal charges against any persons suspected of criminal acts toward library staff or patrons, including theft or vandalism of library property or materials or of any violations on library property of federal, state or local laws and ordinances.

Persons who refuse to comply with the Rules of Conduct may lose their library privileges. The library reserves the right to remove any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. Any behavior that does not support a welcoming environment and/or violates the Rules of Conduct may result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.

Amended by the Board of Trustees of Normal Public Library: August 31, 2011; December 18, 2013; January 28, 2015; September 18, 2024.



Normal Public Library Trustee Action Report

August 20, 2025

Recommended Motion:

Waive the Formal Bidding Process and Execute A Contract for an Education Compact (MHEC) Master Agreement with DELL Technologies to replace 25 Staff and Public Computers in the Amount of \$30,912.50

Prepared By: Enoch Kindseth

Reviewed By: John Fischer

Staff Recommendation: Approval

Community Impact

This action allows the library to continue to provide valuable services to the community of Normal through the products indicated in the Master Agreement, namely 25 staff and public computers.

Budget Impact

The budgeted cost of this agreement is \$30, 912.50. Though there is no budget adjustment, staff are moving select items from our FY26 replacement schedule to our FY27 replacement schedule in order to expedite upgrading to Windows 11.

Background

This is replacement of staff and public technology which is budgeted and scheduled for replacement. This is a total of 25 Dell Pro 24 All-in-One Plus QB24250 with associated hardware, keyboard, and mouse. According to the Purchasing Policy, a contract of this value may be waived for public bidding due to limited source for our technology needs. Two quotes were considered.

Strategic Alignment

Priorities 1, 3, and 4



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Aug. 21, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	25-8 AIO PLUS	Sales Rep	Trace Leistritz
Quote No.	3000193038268.9	Phone	4563355
Total	\$30,912.50	Email	Trace.Leistritz@dell.com
Customer #	9372436	Billing To	ENOCH KINDSETH
Quoted On	Aug. 14, 2025		NORMAL PUBLIC LIBRARY
Expires by	Aug. 21, 2025		206 W COLLEGE AVE
	Dell Midwestern Higher		NORMAL, IL 61761
Contract Name	Education Compact		
	(MHEC) Master Agreement		
Contract Code	C000000979569		
Customer Agreement #	MHEC-04152022		
Deal ID	29774738		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Trace Leistritz

Shipping Group

Shipping To	Shipping Method
ENOCH KINDSETH NORMAL PUBLIC LIBRARY 206 W COLLEGE AVE NORMAL, IL 61761-2576 (309) 452-1757	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro 24 All-in-One Plus QB24250	\$1,210.64	25	\$30,266.00
Dell Wired Mouse - MS116 - Black	\$12.93	25	\$323.25
Dell Wired Keyboard - KB216 - US English - Black	\$12.93	25	\$323.25

Subtotal:	\$30,912.50
Shipping:	\$0.00
Non-Taxable Amount:	\$30,912.50
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$30,912.50
---------------	--------------------

Shipping Group Details

Shipping To	Shipping Method
ENOCH KINDSETH NORMAL PUBLIC LIBRARY 206 W COLLEGE AVE NORMAL, IL 61761-2576 (309) 452-1757	Standard Delivery

	Unit Price	Quantity	Subtotal
Dell Pro 24 All-in-One Plus QB24250	\$1,210.64	25	\$30,266.00
Estimated delivery if purchased today: Sep. 15, 2025 Contract # C000000979569 Customer Agreement # MHEC-04152022			

Description	SKU	Unit Price	Quantity	Subtotal
Intel(R) Core(TM) Ultra 7 265 (R) (13 TOPS NPU, 20 cores, up to 5.3GHz)	338-CRZM	-	25	-
Windows 11 Pro	619-BBQD	-	25	-
32 GB: 1 x 32 GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWH	-	25	-
Thermal pad for 1x32GB or 2x32GB Memory	412-BBZN	-	25	-
512GB SSD TLC	400-BSWX	-	25	-
Thermal Pad, Screw and Rubber for SSD	412-ABEK	-	25	-
Integrated Graphics	490-BKSX	-	25	-
Screw for WLAN card	555-BIGS	-	25	-
Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLWW	-	25	-
Wireless Driver, Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLXN	-	25	-
Dell Pro 24 All-in-One Plus QB24250, 65W CPU, Touch, 5MP IR Camera, 240W Platinum	329-BKTG	-	25	-
No Keyboard Selected	340-DTJF	-	25	-
No Mouse Selected	570-BBKQ	-	25	-
Height Adjustable Stand for All-in-One	575-BCRP	-	25	-
ENERGY STAR Qualified	387-BBLW	-	25	-
System Power Cord (Philipine/TH/US)	450-AAOJ	-	25	-
Documentation	340-DNBV	-	25	-
Watch Dog SRV	379-BFYR	-	25	-
Quick Start Guide	340-DTVB	-	25	-
US Reese coin battery Package Warning label	389-FKHZ	-	25	-
Print on Demand Label	389-BDQH	-	25	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	25	-
DAO factory Information	340-DFWR	-	25	-
Package for Fixed/ HAS/ no stand (DAO)	340-DTJG	-	25	-
Shipping Label	389-BBUU	-	25	-
Regulatory Label, 240W Platinum, FSJ	389-FJYX	-	25	-
Intel IRST Driver	658-BFVF	-	25	-

Intel Core Ultra 7 Processor Label	389-FGBC	-	25	-
Desktop BTS/BTP Shipment	800-BBIP	-	25	-
Touch Panel	391-BJWB	-	25	-
Dell Pro 24 All-in-One Plus QB24250	210-BPPG	-	25	-
No vPro support	631-BCCL	-	25	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	25	-
Fixed Hardware Configuration	998-HLLG	-	25	-
No Option Included	340-ACQQ	-	25	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	25	-
NO RAID	817-BBBN	-	25	-
Dell Limited Hardware Warranty Plus Service	716-4896	-	25	-
ProSupport: Next Business Day Onsite 4 Years	716-4905	-	25	-
ProSupport: 7x24 Technical Support, 4 Years	717-3104	-	25	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	25	-
Accidental Damage Service, 4 Years	716-4893	-	25	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	25	-
Dell Pro 24 All-in-One Plus QB24250	658-BFVJ	-	25	-

Unit Price	Quantity	Subtotal
\$12.93	25	\$323.25

Dell Wired Mouse - MS116 - Black
 Estimated delivery if purchased today:
 Aug. 21, 2025
 Contract # C000000979569
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Wired Mouse - MS116 - Black	275-BBCB	-	25	-

Unit Price	Quantity	Subtotal
\$12.93	25	\$323.25

Dell Wired Keyboard - KB216 - US English - Black
 Estimated delivery if purchased today:
 Aug. 21, 2025
 Contract # C000000979569
 Customer Agreement # MHEC-04152022

Description	SKU	Unit Price	Quantity	Subtotal
Dell Wired Keyboard - KB216 - US English - Black	580-ADMT	-	25	-

Subtotal:	\$30,912.50
Shipping:	\$0.00
Estimated Tax:	\$0.00
Total:	\$30,912.50

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.