



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, OCTOBER 15, 2024, 5:30 PM**

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

Public Comment Guidelines are available at: <https://www.bloomingtonlibrary.org/policies/public-comment>

5. Reports

A. President's Report (Recommended Motion: none, presentation only)

B. Budget & Personnel Committee Report (Recommended Motion: none, presentation only)

C. Director's Report (Recommended Motion: none, presentation only)

D. Fiscal Report (Recommended Motion: none, presentation only)

6. Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

A. Approve Minutes of 9/17/24: Regular Bloomington Public Library (Recommended Motion: Approve the proposed minutes.)

B. Bills in the Amount of \$807,077.89 (Recommended Motion: Approve the proposed bills.)

C. Approve Executive Session Minutes of April 16, 2024: Executive Session of the Bloomington Public Library Board Regular Meeting (Recommended Motion: Approve the proposed minutes.)

7. Approval Items

A. Approve Maintenance and Operating Budget for FY26 (Recommended Motion: Approve budget as presented.)

B. Approve Fixed Asset Budget for FY26 (Recommended Motion: Approve budget as

presented.)

8. Discussion Items

- A. Discussion of Per Capita Grant Requirement (Recommended Motion: none. discussion only)

9. Comments by Trustees

10. Adjournment

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or mhurt@cityblm.org.



REGULAR AGENDA ITEM NO. 5.B.

FOR LIBRARY BOARD OF TRUSTEES: October 15, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Budget & Personnel Committee Report

RECOMMENDED MOTION: none, presentation only

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: The Budget & Personnel Committee met on October 3rd, 2024. The committee reviewed and discussed the proposed FY26 budgets which will be presented to the full board at the October 15th board meeting.

The Committee also briefly looked at the current annual performance review forms for the Library Director. One version is completed by the Library Department Managers and one version is completed by the Library Board Members. The general consensus was that the current versions are too long. The committee is interested in having one to two board members develop a first draft of revisions to help focus the conversation of the full board. The committee will solicit volunteers for this project at the October 15th board meeting.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director

ATTACHMENTS:

[2024 Library Director Performance Review for Managers - Google Forms.pdf](#)

[2024 Library Director Performance Review for Board - Google Forms.pdf](#)

Library Director Performance Review for Managers

Please rate the level of performance with the Director's progress in pursuing or achieving each goal area using the ratings below. Consider the performance of the entire review period. Select the rating that best describes your assessment of each goal and competency area. Make note of specific strengths or opportunities for growth and explain your ratings in the comments sections.

Performance Ratings and Definitions:

Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance behaviors. Achieves identified goals in manner exceeding all expectations.

Exceeds Expectations: Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.

Meets Expectations: Consistently meets all critical work objectives and demonstrates effectiveness in key performance behaviors; may still be developing proficiency in job responsibilities and some performance behaviors.

Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance behaviors.

Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

Vision

1. Successfully communicates Library's mission and vision to Board members, staff, city officials and the community

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

2. Develops realistic and achievable goals and strategies to accomplish the mission

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

3. Effectively leads the implementation of the Library's strategic plan and/or annual goals

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

4. Comments

Organizational leadership and staff development

5. Recognizes community needs and responds to those needs with library materials, programs and services

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

6. Exhibits effective leadership that instills workplace pride, respect and trust; models a strong work ethic and sets high standards of performance

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

7. Establishes high standards of integrity and ethical behavior

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

8. Treats staff with respect and fairness

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

9. Creates and sustains an effective leadership team by integrating different perspectives and encouraging creative problem-solving

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

10. Holds self and others accountable to expectations by delegating clear responsibility supported by appropriate authority

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

11. Applies effective performance management processes and techniques to motivate and promote productive and rewarded staff

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

12. Listens and observes carefully; promotes greater staff understanding and collaboration by clearly defining issues and expectations

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

13. Models and encourages open communication among staff

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

14. Encourages and supports staff training and professional development

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

15. Creates and supports a culture of growth and managed risk

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

16. Comments

Budget development and financial management

17. Listens and responds to budgetary needs

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

18. Provides staff with the opportunity to give input on budget needs

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

19. Provides clear expectations for purchasing processes and budget expectations

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

20. Comments

Innovation and Initiative

21. Identifies and promotes new initiatives for Library

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

22. Creates and fosters a culture of innovation in the library

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

23. Encourages staff to explore new ideas

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

24. Supports learning among staff

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

25. Supports staff to take risks and develop new programs & service

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

26. Creates a culture of assessment to evaluate existing programs and new initiatives

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

27. Comments

Relationship Building and Advocacy

28. Develops and cultivates relationships with city officials, local business partners and community organizations

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

29. Effectively advocates for the library with city officials and community leaders

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

30. Treats others with respect and professionalism

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

31. Maintains a strong, positive public perception of the library in the community

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

32. Comments

Communication

33. Communicates effectively to staff

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

34. Listens to staff input and feedback with open mind

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

35. Comments

Annual Accomplishments toward Performance Goals

Progress toward or Achievement on Goals

36. GOAL 1 - Plan and oversee the opening of the newly expanded and renovated west side of the building by November 1, 2023.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

37. GOAL 2 - Plan and oversee the move of all items away from the east side of the building by November 1, 2023.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

38. GOAL 3 - Facilitate the completion of the library expansion and renovation construction project by April 30, 2024.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

39. GOAL 4 - Safely and creatively provide services during construction, with half the space.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

40. GOAL 5 - Review and recommend revisions, reflecting building changes, to the Library Policies by February 28, 2024.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

41. GOAL 6 - Review and recommend revisions to the Employee Handbook by December 19, 2023.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

42. GOAL 7 - Oversee the addition of a collection map to the online catalog by April 30, 2024

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

43. GOAL 8 - Oversee the development of plans for an outreach and techmobile vehicle by April 30, 2024.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

44. GOAL 9 - Coordinate donor recognition in the newly expanded and renovated library by April 30, 2024.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

45. Comments

Additional Feedback

46. STRENGTHS:

47. OPPORTUNITIES FOR GROWTH:

48. SIGNIFICANT ACHIEVEMENTS:

49. SUGGESTIONS FOR GOALS/FOCUS FOR UPCOMING YEAR:

Overall Performance Rating

Assign an overall performance rating for Director, considering overall ratings on core competencies and progress toward annual goals.

50. *Mark only one oval.*

- 5. Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance indicators. Achieves identified goals in manner exceeding all expectations.
- 4. Exceeds Expectations: Consistently exceeds the most critical objectives and meets the remaining ones, demonstrates fluency in key performance behaviors and proficiency in all performance behaviors, and is a role model to others.
- 3. Meets Expectations: Consistently meets all critical work objectives and demonstrates effectiveness in key performance indicators, may still be developing proficiency in job responsibilities and some performance indicators
- 2. Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance indicators
- 1. Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

51. OVERALL SUMMARY:

This content is neither created nor endorsed by Google.

Google Forms

Library Director Performance Review for Board Members

Please rate the level of performance with the Director's progress in pursuing or achieving each goal area using the ratings below. Consider the performance of the entire review period. Select the rating that best describes your assessment of each goal and competency area. Make note of specific strengths or opportunities for growth and explain your ratings in the comments sections.

Performance Ratings and Definitions:

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Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance behaviors.

Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

Vision

1. Develops, with the Board, a clear mission and vision for Bloomington Public Library

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

2. Successfully communicates Library's mission and vision to Board members, staff, city officials and the community

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

3. Develops realistic and achievable goals and strategies to accomplish the mission

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

4. Effectively leads the implementation of the Library's strategic plan and/or annual goals

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

5. Comments

Organizational leadership and staff development

- 6. Recognizes community needs and responds to those needs with library materials, programs and services

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

- 7. Effectively executes Board policies and decisions

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

- 8. Establishes high standards of integrity and ethical behavior

Mark only one oval.

1 2 3 4 5

Unacceptable Outstanding Performance

- 9. Comments

Budget development and financial management

10. With awareness of strategic priorities and current funding sources/levels, develops realistic annual budget

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

11. Communicates budget priorities to Board and city officials

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

12. Maintains annual budget using sound financial principles

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

13. Assesses performance (e.g., circulation) of expenditures to evaluate and realign budget priorities

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

14. Anticipates and manages financial changes in revenue streams and expenditures

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

15. Identifies new revenue sources and seeks funding to support library operations and programming

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

16. Routinely updates Board on financial health of Library

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

17. Comments

Innovation and Initiative

18. Identifies and promotes new initiatives for Library

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

19. Creates and fosters a culture of innovation in the library

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

20. Comments

Relationship Building and Advocacy

21. Develops and cultivates relationships with city officials, local business partners and community organizations

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

22. Effectively advocates for the library with city officials and community leaders

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

23. Treats others with respect and professionalism

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

24. Develops and maintains a strong working relationship with Board members, characterized by open communication, respect and trust

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

25. Maintains a strong, positive public perception of the library in the community

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

26. Comments

Communication

27. Effectively communicates in writing in annual reports, Board communications, press releases, official library responses, etc.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

28. Effectively communicates orally as demonstrated in Board communication, press interviews, etc.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

29. Solicits and listens to feedback from Board

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

30. Comments

Annual Accomplishments toward Performance Goals

Progress toward or Achievement on Goals

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Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

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1 2 3 4 5

Una Outstanding Performance

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Una Outstanding Performance

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Una Outstanding Performance

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Una Outstanding Performance

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Una Outstanding Performance

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1 2 3 4 5

Una Outstanding Performance

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Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

39. GOAL 9 - Coordinate donor recognition in the newly expanded and renovated library by April 30, 2024.

Mark only one oval.

1 2 3 4 5

Una Outstanding Performance

40. Successful Progress Toward or Achievement on Goals could be replicated by:

41. Progress Toward or Achievement on Goals could be improved by:

42. Other Comments:

Additional Feedback

43. OVERALL STRENGTHS:

44. OVERALL OPPORTUNITIES FOR GROWTH:

45. SIGNIFICANT ACHIEVEMENTS:

46. BOARD SUPPORT:

47. GOALS/FOCUS FOR UPCOMING YEAR:

Overall Performance Rating

Assign an overall performance rating for Director, considering overall ratings on core competencies and progress toward annual goals.

48.

Mark only one oval.

- 5. Outstanding Performance: Consistently and significantly exceeds all expectations and masters all performance indicators. Achieves identified goals in manner exceeding all expectations.
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- 2. Needs Improvement: Some inconsistency in meeting work objectives or demonstrating proficiency in performance indicators
- 1. Unacceptable Performance: Does not meet work objectives; performance needs significant improvement.

49. OVERALL SUMMARY:

50. Board Member Name (First and Last)

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Bloomington Public Library

Books are just the beginning.



Director's Report September 2024

Goal: Explore and implement strategies to improve access to the library and its resources.

- Continued to make progress towards a Library expansion, by:
 - Communicating and following up on building issues with the construction team
 - Attending a meeting to review the progress of punch list items
 - Attending training for the new access control and camera systems
 - Attending training for the new lighting system
 - Attending training for the new community room audio visual systems
 - Ordering additional display rail items to display art/crafts made by library patrons
 - Coordinating the creation of a new parking map for staff
 - Reviewing our community bulletin board and deciding to switch from a physical board to a digital board
 - Communicating and following up on the furniture issues with the furniture vendors
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Sent highlights from the summer to City staff for inclusion in an end of summer report
- Provided 3 tours to the Golden K Kiwanis Club, a nearby Library Director, the RAILS Board and other nearby library staff members
- Presented about the Library Expansion to the Young Men's Club
- Attended the Chamber of Commerce State of the Public Schools event

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

- Attended a planning meeting for a National Immigrants Day Commemoration event, taking place at the Library
- Ordered machines to provide free menstrual products in the public restrooms
- Presented at the Illinois Office of Broadband Monthly Digital Equity Updates Virtual Meeting

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Attended a meeting for City Library Directors
- Attended a Library Directors' Book Discussion
- Attended a mini-morning session about StackMap, a new software that will integrate with our catalog and provide patrons with a map of where an item is located
- Attended a webinar called Crafting and Maintaining Effective Patron Policies for Community Success
- Reviewed the applications and developed interview questions for the Adult Services Manager position (opening due to Carol's retirement)

Bloomington Public Library

Books are just the beginning.



- Met with Union Stewards for our monthly meeting to keep open lines of communication
- Emailed training to staff about First Amendment Audits and the Freedom of Information Act
- Prepared training for staff development day about the library complaint process
- Developed a flow chart for how to report accidents

Goal: Administer a cost-effective public library.

- Met with Kathy to develop the FY26 budgets
- Met with Foundation Board Members to talk about developing board orientation materials and to brainstorm ways to strengthen communication
- Met with and provided a tour to the Leadership McLean County Leaders on Loan volunteers that will be developing a marketing plan for GPPLD

Electricity Usage Report					
Time Period	Total Monthly Usage (kWh)	Solar Panel Production (kWh)	Solar Panel Production (%)	Purchased from Ameren (kWh)	Purchased from Ameren (%)
06/18/2024-07/18/2024	170,306	39,187	23.01%	131,119	76.99%
07/19/2024-08/16/2024	151,372	34,315	22.67%	117,057	77.33%
08/17/2024 - 09/17/2024	163,079	40,028	24.55%	123,051	75.45%

Bloomington Public Library

Books are just the beginning.



Director's Goals FY25

Library Strategic Priority: Explore and implement strategies to improve access to the library and its resources.

Director's Goal: Facilitate the completion of the library expansion and renovation construction project by April 30, 2025. ~ IN PROGRESS

Related Accomplishments:

- Worked closely with the construction team to ensure that items were on track
- Coordinated various furniture vendors
- Worked alongside the entire staff team to unbox approximately 3,500 boxes, containing 107,000 items that were in storage for the past two years of our project as well as move every item that was in a temporary location in the Library for the last phase of our project, for a total of 282,000 items moved
- Opened the full building to the public on May 24th, 2024
- Opened the full parking lot in June 2024
- Held a Ribbon Cutting on August 1st, 2024 and a Grand Reopening Celebration on August 3rd, 2024
- Coordinated the installation of a wall covering in the Children's Department
- Coordinated the installation of the final furniture pieces
- Provided details for peepholes in doors leading from staff areas to public areas
- Currently working to oversee progress on the construction punch lists

Library Strategic Priority: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Director's Goal: Review and appropriately adapt to the new library spaces – expanding services, maximizing spaces, encouraging staff to develop new programs - by April 30, 2025. ~ IN PROGRESS

Related Accomplishments:

- Worked with staff to develop certification programs for the innovation lab
- Worked with staff to implement user-friendly meeting/study room procedures
- Provided guidance to staff developing new workflows
- Provided a small budget to outfit the calming room
- Ordered additional picture display rails and display rail accessories
- Worked with staff to develop recording studio procedures
- Worked with staff to explore free menstrual product machines in the public restrooms
- Working with staff to create user guides for audio visual systems
- Working with staff to create wayfinding signage
- Encouraging staff to develop new programs

Bloomington Public Library

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Library Strategic Priority: Recruit, train and develop a knowledgeable, collaborative staff.

Director's Goal: Review and update all staff job descriptions by March 15, 2025. ~ IN PROGRESS

Related Accomplishments:

- Worked with Gayle to guide managers through a review of job descriptions and overall staff expectations
- *This is complete but the job descriptions need to be sent out to all staff*

Director's Goal: Recruit and hire an assistant director to help lead the Bloomington Public Library by April 30, 2025. ~ WAITING UNTIL AFTER AN ADULT SERVICES MANAGER IS HIRED (CAROL HAS ANNOUNCED HER RETIREMENT)

Related Accomplishments:

- N/A

Library Strategic Priority: Work effectively through the use of technology.

Director's Goal: Oversee the addition of a collection map to the online catalog by November 30, 2024. ~ COMPLETED

Related Accomplishments:

- Signed a contract with a vendor
- Sent the vendor building maps
- Connected Allison with the vendor in order to pass collection location details to the vendor
- Worked with Melissa, Carol, and Allison to make decisions about how collections should be entered and displayed
- Launched on September 20, 2024

Director's Goal: Oversee the implementation of an outreach and techmobile vehicle by April 30, 2025. ~ IN PROGRESS

Related Accomplishments:

- Regularly met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting
- Worked with Jon and Colleen to develop a presentation about the outreach and techmobile vehicle to the GPPLD board
- Communicating with Rivian to see if it would be possible to receive a donated vehicle – checked in again in late July and mid-September

Bloomington Public Library

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Library Strategic Priority: Administer a cost-effective public library.

Director's Goal: Collaborate with the libraries of McLean County and the McLean County government to apply for a State Digital Equity Grant by December 31, 2024. ~ IN PROGRESS

Related Accomplishments:

- **Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application**
- **Attended a Regional Engagement for Adoption + Digital Equity Library Forum**
- **Met with libraries in McLean County to discuss the plans for a county-wide State Digital Equity Grant application**

Adult Services Report
Carol Torrens
September 2024

This is my last monthly report. It has been a pleasure to work here these last 26 years, first as the Outreach Manager and now as Adult Services Manager. This job and library caps my 37-year career as a librarian. Thank you for this opportunity and for all I have been able to do. Public libraries are truly unique institutions, offering a '3rd place' to people with no expectation that they purchase anything. They can gather in community with each other, use computers and other tech resources and receive help, access an enormous variety of materials in our collections, attend all sorts of programs and interactive events, all for free. How wonderful! And I'm so excited and pleased to end my tenure in this gorgeous, thoughtfully expanded facility. It's been needed since I arrived in 1998, and congrats to all who had a part in accomplishing this dream. It's a fabulous library!

Carol Torrens

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SERVICES

There were no local history inquiries this month.

COLLECTIONS

Adult book displays were on the themes Constitution Week, National Science Month, Banned Books week, the Legal collection. The DVD display featured fantastic fall movies. Teen displays were on banned books and National Hispanic Heritage Month. The music CD display was on band (banned) music.

PROGRAMS

Sara met with and talked about the collaboration between BPL and the McLean County Museum of History's Library Committee. She also gave them a tour of the new library.

Carol gave a tour to 10 staff from Life-CIL.

Cora gave a tour to 12 students and staff from Tri-Valley High School.

Adult/Family programs

- In Person On Site
 - True Colors Book Club – 1 session – 8 attended
 - Silent Book Club – 1 session – 6 attended
 - ESL Conversation group – 1 session – 17 attended
 - Banned Books Week programs
 - Open discussion about banned books – 1 session – 5 attended
 - Dear Author letter writing campaign – 1 session – 1 attended
 - Estate Planning and Retirement with IFE – 1 session – 46 attended
 - Leave the Leaves composting – 1 session – 7 attended
- In Person Off Site
 - Plant Swap at WBRP Harvest Fest – 1 session – 88 attended
- Live Virtual Program
 - Female Lighthouse Keepers – 1 session – 36 attended
- Hybrid
 - Mystery Book Club – 1 session – 8 in person, 7 virtual
 - Fiction Book Club – 1 session – 3 in person, 1 virtual

- True Crime Book Club – 1 session – 3 in person, 1 virtual
- Passive / Take & Make programs
 - Banned Book Bingo – 20 Bingo sheets distributed and 7 completed

Teen Programs

- In Person On Site
 - Genre Book Club – 1 session – 0 attended
 - Bad Art Night – 1 session – 12 attended
 - Puzzle Piece Tree Painting craft – 1 session – 4 attended

Goal: Recruit, and develop a knowledgeable, collaborative staff.

In addition to completing shelving training for two new shelvees, staff also attended mini-morning sessions about StackMap and watch recordings of the sessions on the Innovation Lab and Recording Studios. Additionally, Carol offered more training to Mimi regarding Libby and ebook ordering and to Molly regarding movie ordering. They will each take over these duties due to Carol's retirement.

Goal: Work effectively through the use of technology.

There were no 1-on-1 appointments.

Mimi and Carol met with the library's Hoopla rep, who shared information about services Hoopla & Midwest Tape can offer us.

Business Office Report

Kathy Jeakins

September 2024

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

Nan and Kathy either attended or viewed September's Mini Morning Session on Stack Map

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; completed applications for staff getting a P Card for the first time, increased limits for staff when necessary, and notified staff whose cards were about to expire and that their new cards were ready for pick up

In September, the Book Shop collected \$854.25

Hoopla usage in September was a little less than last month: 7,229 downloads totaling to \$16,476.24

Kanopy usage for September was more than last month: 440 downloads totaling to \$968

Both BPL and Golden Prairie received their 5th and 6th Property Tax distributions in September

Kathy was notified that the Golden Prairie audit is complete, and a draft will be presented to the Board at their October meeting

Kathy emailed New Vendor Registration Information to three new vendors for the Library

Jeanne and Kathy worked on the FY 26 budget, which will be presented to the Library's Budget & Personnel Committee on 10/3/24

Kathy worked on renewal documents from LIRA for the Library's insurance plans

I've been tracking revenues and expenditures for this year's Summer Reading Program; listed below are the number of vouchers redeemed by Summer Reading participants:

- Zoo: 525 passes
- Mini Golf: 285 passes
- Pool: 895 passes
- Ice Center: 214 passes

Bills Costing in Excess of \$5,000:

- 360 Holdings (Lincoln Office) \$295,608.71 for Furniture Pkg 1
- Ameren IP \$12,116.50 for Monthly Electricity
- Engberg Anderson \$5,150.58 for Architectural Services
- Imaging Office Systems, Inc. \$18,841.94 for 2 ScanPro's
- Library Furniture International, LLC \$20,730.00 for Furniture, Display Furniture
- Widmer, Inc. \$6,278.00 for Furniture Pkg 3
- Widmer, Inc. \$13,286.00 for Furniture Pkg 4

Upcoming:

The Golden Prairie Board will approve their levy at their October Board meeting

The Library's FY 26 budget will be presented to the Board at their October meeting



Cataloging & Technical Services Report

Allison Schmid

September 2024

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

- Illinois Room yearbooks are now in the collection of Illinois Directory. This change was made on the label and in the catalog. Yearbooks were also inventoried.
- We did some record clean-up with the Tom Clancy books to simplify titles and help keep the books in good order on the shelves.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Allison attended The New Support Center Experience for Innovative Libraries. – 1
- Trained full-time Circulation staff on the new RFID tagging software.
- Allison presented a MMS on StackMap. All CATS staff watched or attended. – 2.5
- Allison attended an MCLS training course, Cataloging OER and Online Resources. - 3
- TJ attended an MCLS training course, MARC: An Introduction. - 3
- Jeanne, Carol, and Allison met to work on their ILA presentation: Packing for Peanuts in October.
- Training Hours – 9.5

Goal: Work effectively through the use of technology.

- StackMap is now live.
 - We're still working on some new endcap signs to match the aisle numbers in StackMap.
- We're currently undergoing some maintenance on our Hoopla records in the catalog. This is an extremely long process as there are 1.7 million records that need updating. During this time, the catalog may not accurately reflect our holdings.

Goal: Administer a cost-effective public library.

- We are still following up with Demco about our defective bookends we purchased, both the magnetic and the rubber bottoms.

Upcoming:

- Marvel/DC comics split
- EDI ordering from Blackstone
- New Test Prep label

Children's Services Report
Melissa Robinson
September 2024

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.

Collections

- We shifted several areas of the Children's Department including the board books, kits, holiday, and world language collections.

Programs

- Raptor 101 – 110 attended
- Hobbit Day – 103 attended
- Shark Party – 80 attended
- Super Saturday Story Time – 49 attended
- Lapsit – 6 sessions – 92 attended
- Preschool Story Time – 3 sessions – 75 attended
- Toddler Story Time – 3 sessions – 137 attended
- Sensory Story Time – 3 sessions – 50 attended
- Fun Friday Story Time – 3 sessions – 145 attended
- Tales for Tails – 3 sessions – 53 attended
- Family Games Day – 58 attended
- Itsy Arts – 33 attended
- Lego Construction Time – 43 attended
- School-Age Craft: Woven Bowl – 38 attended
- 29 programs/sessions – 1066 attended

Passive

- Crafts (lightning bug jar, butterfly, shark puppet, book kite, and yarn owls) – 814 made

Groups/Events

- Heartland Head Start Reading Rocks – 41 attended
- Books n Bites – 40 attended
- Worldwide Day of Play – 581 attended
- Milestones Preschool – 30 attended
- La Petite Academy – 33 attended
- Little Jewels – 46 attended

- Katie's Kids – 36 attended
- St. Mary's K/1st grade library tour and story time – 20 attended

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Anna Elizabeth began working as a full-time library associate.
- Jesse attended the ALSC conference.
- Staff watched the municipal employee training video on 1st Amendment Audits.
- Staff attended the mini morning sessions on Stack Map.
- Anna Elizabeth attended a homeless training webinar.
- Three work-study students, Ella, Amina, and Lindsay, returned or started work this month.
- Lisa attended two webinars – “Unlock a Culture of Reading” and “Baker & Taylor Hot Deals.”

Upcoming:

- We will continue to offer our recurring programs:
 - Lapsit – weekly on Tuesdays
 - Preschool story time – weekly on Wednesdays
 - Tales for Tails – weekly on Wednesdays
 - Toddler story time – weekly on Thursdays
 - Sensory story time – weekly on Thursdays
 - Fun Friday story time – weekly on Fridays
 - Super Saturday story time – monthly on Saturday
 - Family Game Day – monthly on Sunday
 - Itsy Arts with the Illinois Art Station – monthly
 - Lego Construction – monthly on Saturday
- We also have the following programs planned for October:
 - Teenage Mutant Ninja Turtles: Mutant Mayhem movie – Oct 14
 - D&D for Kids – Oct 3 and 17
 - Twin City Tale Spinners Not So Spooky Stories – Oct 28
 - Halloween Parade and Story Time – Oct 31
- We are planning to go to the following events:
 - ABC Literacy Group Fall Festival – Oct 17
 - Miller Park Zoo Howlabaloo (with help from Circ) – Oct 26 and 27



**Circulation and Outreach Report
September 2024**

Goal: Explore and implement strategies to improve access to the library and its resources.

- Outreach Library Associate meetings and successful connections:
 - Reentry Council Board
 - Sober Recreation Planning
 - Human Services Council at Chestnut Family Health
 - BN Parents Coalition
 - BN Welcoming Committee
 - Recovery Oriented Systems of Care Council
 - Fatherhood Coalition
 - Home Sweet Home Ministries Night in a Car Steering Committee
 - Leadership McLean County Opening Retreat and Diversity Day
 - Met with staff from Labyrinth House
- A staff bookmobile driver performed an interview on the impact of social media on library use and engagement for the local ISU radio station, WZND: <https://wznd.com/as-seen-on-booktok-social-media-platforms-are-increasing-engagement-in-public-libraries/>
- The Community Information section of the display unit in the Lobby will feature resources from the Family and Community Resource Center, Mid Central Community Action, and Neville House, in recognition of Domestic Violence Awareness for the month of October.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

Deposits

- Staff prepared and delivered or renewed 911 items at 9 sites.

Home Delivery

- Staff prepared and delivered or renewed 695 items to 52 active patrons. 1 new patron was added this month.

Pop Up Library

- Staff visited the locations listed below. 98 patrons were served, and 728 items checked out or renewed.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster Village
 - Liberty Health

September Outreach Events

- 9/7: Dreams are Possible presentation
- 9/7: Salvation Army Block Party
- 9/14: West Bloomington Revitalization Project Harvest Fest
- 9/15: Bookmobile to DiverCITY event
- 9/24: Miller Park Senior Showcase
- 9/25: Heartland Community College Wellness Fair
- 9/27: ARC Senior Resource Fair

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- On September 26, a bookmobile driver-in-training successfully completed the CDL training program and official licensing test to receive her CDL.



Goal: Administer a cost-effective public library.

- The Green Committee prepared and submitted a grant application for the installation of a native plant area on the patio to the Illinois Prairie Community Foundation.

(9/2024) Circulation and Outreach Services Statistics

Total Circ BPL	107,308
Total Circ Main	75,542
Total Circ Outreach	7,405
Total Circ Drive-up	1,324
Total Digital Downloads	23,037
Hoopla	7,229
Overdrive	14,819
TumbleBooks	14
eBook Central	0
Kanopy	975
Borrowers Registered	1,153
Total Active Cardholders	35,557
Children	8,701
Teen	3,947
Adult	22,909
GPPLD	1,579
Total Holds Filled	6,984
Main Holds	5,102
Outreach Holds	1,093
Drive-up Holds	789
Door Count	14,465

10 Highest Circulations		Patron Count
Wingover Apartments PM	277	121
Grove	199	52
Eagle Crest East	128	26
Eagle Creek	123	22
North Pointe	107	36
North Pointe	97	32
Golden Eagle	96	25
Eagle Crest	89	26
Ponds Apartments	88	23
Lowest 5 Circulations		Patron Count
Rainbow Avenue	85	27
Crestwike	85	6
Hilltop Mobile Home Park	7	8
Arbors Apartments	6	5
Brookridge Heights	5	5
Spring Ridge	4	3

Regularly Scheduled Stops	64
Special Stops	2
Cancelled Stops	3
Total Stops	63
Total Patron Count	1,273*
Total Bookmobile Circulation	2,937

*Wingover PM was cancelled on 9/26/24 for mechanical issues. Staff attended the stop in the library van to accept returns and distribute an activity for the upcoming Diwali celebration to 68 patrons.

Human Resources Report

Gayle Tucker

September 2024

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- In September, there were two in-house job announcements and one outside ad (Adult Services Manager; 12 applications)
- I provided orientation for one employee
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In September, I participated in Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- Kronos Dimensions troubleshooting continues
- I updated our Awardco files for employee recognition
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- Kathy and I proposed updates to our current Gift Guidelines
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We currently have six students

Upcoming:

- Job Description updates for non-bargaining unit positions are underway

Information Technology Systems Report
Jon Whited
September 2024

Goal: Explore and implement strategies to improve access to the library and its resources.

We are continuing to scan the Pantagraph index. We are looking at utilizing more volunteers to move this project forward more rapidly. The indexing of the individual cards is taking longer than expected.

We are nearly done processing the District 87 data and will be uploading the data to the student card database. We have yet to receive the data from Unit 5. Normal Public also hasn't received their data which may be due to Unit 5 hiring a new staff person.

We replaced a quarter of the public laptops that the public uses as per our schedule. We also replaced 10 of the laptops that the IT department has to be able to loan out to staff for remote events. We replaced 2 part-time computers in the Children's Department.

We added a video camera to the sound recording studio. This camera is available upon request to be to record video to go along with audio that is already available in the room.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

On September 9th, twelve Teens used Canva to create their own custom bookmark designs. Staff also did a small demonstration of the laser engraver. Teens expressed that they had fun.

On September 30th, Kerrie led a program Sewing Burrito Pillowcases for teens. To begin, she discussed the different sizes of fabric that would be used and went over sewing basics. Four out of the five who registered attended and went home with their own personal pillowcases.

On September 25th, 15 people attended in person and 3 remotely viewed the presentation on the recording studio basics. Gene went over the basics of how to get started in the sound recording studio and how to use the equipment available. Because of the high attendance and the amount of questions that we received, we will be repeating this program in the next programming cycle.

On September 14th, four teens attended the Star Wars game event, where DJ took the group through an introductory adventure of the Star Wars tabletop role-playing game.

On September 21st, three adults attended the Star Wars game event, where DJ took the group through an introductory adventure of the Star Wars tabletop role-playing game.

Upcoming:

We are working to get the outside call boxes for deliveries set up through MetroNet.

We will be replacing the Scanpro microfilm scanners with new units.

We are working on a plan to loan out our laptops to the public that we take out of service. We currently recycle these laptops but instead we would be looking at loaning them out for a year. Then we would take them out of service and replace them with the current year's laptops that we are scheduled to be removed.

We are working to design a certification program for our new sublimation printer.

Goal: Explore and implement strategies to improve access to the library and its resources.

Library Signage

With the opening of the new building, Marketing continues to field many requests for signage.

- Ongoing requests for creation of endcap signs
- Designed vinyl wraps for 8 endcaps on shelves that hold the teen books; worked with Dean's Graphics to have these printed and installed
- Designed and ordered 24 hanging signs from Dean's Graphics; they won't be available for 3-5 weeks
- Created/Prepped/Installed 24 long shelving signs for the AS Music collection
- Created/Prepped/Installed 12 long shelving signs for the AS World Languages collection
- Created/Prepped/Installed 10 long shelving signs for the AS Video Game collection
- Created/Prepped/Installed 10 shelving signs for the New Books area in the Circulation Lobby
- Created/Prepped/Installed 8 long shelving signs for Teen Playaways, Teen Award Books, New Teen Books, and Teen Magazines
- Created/Prepped/Installed 5 long shelving signs for the Classics collection.
- Created 21 new table tents for the tables in CS
- Created new signs for new shelving to mark:
 - 7-Day Loans
 - Jigsaw Puzzle collection
 - Memory Care collection
 - Staff Picks – Music
 - Community Spotlight
 - Book Shop: CDs, DVDs, BluRays
- Created stickers (2 sizes) and signs for Teen Zone activities materials.
- Continue to work with Dean's Graphics on a directional sign -- triangular and freestanding -- for the Main Entrance. This sign likely won't become available until early-to-mid November.
- Work with Dean's Graphics to estimate the cost of a sign for the patio so the price could be included in a grant request
- New Children's Biographies
- CS Study Room signs

Website & Other Tech

- Marketing maintains the library's website.
 - Updated record sets for New Movies, New Music, and New Audiobooks.
 - Created an entirely new form for patrons to use when signing up for Innovation Lab Certification Classes. This form allows people to sign up for a class as a group of 2-4 and allows registrants to request more than one certification class at a time.
 - Redirected the old bitly link to the new form
 - Updated 1-on-1 appointment form to replace "digital preservation" language with "library equipment" language
 - Added new equipment – extra microphones, extra headphones, and cameras -- to the Recording Studios page, tile, and reservation form
 - Fixed links to the Swag Request Form and the Swag Return Form following a Sharepoint update which rendered the old links inactive.
 - Added reservable equipment – Assistive Listening Devices -- to the Community Rooms and the Children's Programming Rooms. The Assistive Listening Devices can transmit directly to compatible hearing aids (a t-coil compatible device is needed), or headphones/earbuds can be directly plugged into the devices' headphone jack. The devices can simultaneously be used by up to two people.
 - Added information about the new Assistive Listening Devices to the Accessibility Page
 - Updated policies listed on the website as modifications were approved. These updates pertained to Study Room policies, Conference Room policies, and Recording Studio policies.
 - Altered Teen Zone settings to make the Teen Zone a reservable programming space for staff
 - Edited the library's available spaces for hybrid programs. Going forward, only the Conference Room and Community Room 3 will be available for hybrid programs. This mostly affects book clubs which allow at-home participants to interact with the presenter and those who are attending in person. That said, any room can be used to offer a streaming program where those tuning in from home can watch the program live but cannot interact with the presenter and those attending in person.
 - Troubleshoot a staff request to set the default minimum age of a registering program participant so it matches the program's settings. This would prevent the registering participant from having to use the

- dropdown menu to change the age category when completing registration. The registration is rejected if the patron does not change the age category to the age category for which registration is being accepted. We've learned that this is not an option.
- o Updated the library's historical timeline on the "About Us" page to include information about the 2024 expansion project and a large bequest from Nancy Seidler.
- o Created Library Market staff accounts as requested
- o Managed the puzzle collection on the website
- o Removed the past bookmobile schedule as it expired
- o Remove Labor Day Closure artwork from web slider and plasma
- o Added and removed Staff Development closure artwork from web slider and plasma
- o Updated photos on the Teen Zone page
- o Updated the Cookbook Club page to add the latest newsletters
- o Updated Library Market account permissions for a staff member who needed to be able to note when patrons had paid for a room reservation
- o Posted and removed employment opportunities as requested
- o Removed artwork pertaining to the Connect Transit Free Ride promotion from the website and plasma

Website Projects in the Works

- Creation of a form that will allow patrons to request 1-on-1 instruction pertaining to the Recording Studios
- Creation of a page that offers ideas about different ways the Recording Studios can be utilized
- Penning language pertaining to new eResources that will be added to the website in partnership with the State of Illinois
- Creation of a page that spells out library employee benefits
- Working with Circulation on options for digitally displaying approved community flyers

Print & Prep (design updates when requested)

- 300 Student Card Letters
- 250 Program Guide QR Codes
- 100 Princh Wireless Printing Handouts (updated)
- Connect Transit materials for offsite events
 - o ¼-page flyers in English
 - o ¼-page flyers in Spanish
 - o Flyer in English
 - o Flyer in Spanish
- 30 Educator Services @ BPL – handout (updated)
- 30 Bilingual Library Resources – handout (updated)
- 30 Online Resources for Students & Teachers - handout (updated)

Paper & Digital Design Work

Program Publicity

- Check submitted websites for all 50 authors participating the Local Author Fair before creating 50 table signs – one for each author
- Itsy Arts
- Being Imperfect
- Sewing Burrito Pillowcase
- School-Age Craft Time
- No-School Craft for Teens
- Lego Construction
- TMNT Mutant Mayhem Movie
- D&D for Kids
- STOP THE BLEED
- Personalized Jar Candles
- Halloween Tic-Tac-Toe
- Raise Your Voice
- FAFSA ID Workshop
- Harvesters of Dune (teens)
- Halloween Parade & Story Time
- Take & Make Craft: Haunted Mini Library
- Harvesters of Dune (adults)
- Introduction to Sketchup
- Teen Halloween Murder Mystery Party

- Get Podcasting! (adults)
- History Reads! Graphic for the History Museum

Handouts & Display Signs

- Created a new general handout for Teen Zone
- Created a map of the parking lot which outlines staff parking options
- Constitution Week sign (Spanish)
- Updated Constitution Day sign
- Staff Development Closure (paper and digital; many sizes)
- CS Hispanic Heritage Month display
- Who Would Win? Magnetic sign
- AS Hispanic Heritage Month
- Maggie Smith Memorial
- Witchcraft sign
- Teen Genre Book Club book list
- October Calendar
- Halloween Tic-Tac-Toe boards
- Staff Development Day bookmarks and projection slide

Ads

- Designed an ad for Central Catholic High School's student magazine
- Designed ads in 4 sizes to promote the Local Author Fair via Pantagraph digital avenues

Promotional Items & Prizes

- Fulfilled requests for promotional giveaways for 5 events:
 - Day of Play
 - Heartland Head Start Reading Rocks Back-to-School Event
 - HCC Wellness Fair
 - BJHS Teacher Institute Day
 - BJHS Bookmobile Field Trip
- Processed and restocked promo item returns from 4 events
 - Salvation Army Block Party
 - Day of Play
 - Heartland Head Start Reading Rocks Back-to-School Event
 - BJHS Teacher Institute Day

Misc. Marketing Tasks

- Penned and submitted a nomination on behalf of the library for the Chamber's Business Excellence Awards
 - Award winners will be announced at the annual Chamber Gala on February 8, 2025.
- Items for Sale
 - Lego library kits are being assembled. Once all 150 kits are packed, we'll sell them for \$20 each.
 - Processed 20 Lego brick orders; counted all pieces received; contact sellers who shorted us on bricks; tracked an order that was never received; request refund; rebought those bricks from another seller.
 - Printed labels for interior of boxes.
 - Printed labels for exterior of boxes.
 - Printed "Bloomington Public Library" stickers for completed Lego structures.
 - Printed, compiled, stapled 75 sets of paper Lego instructions.
 - On the same day the Lego Kits are offered for sale, a third round of Believe in Your Shelf mugs will go on sale at the Circulation Desk for \$5 each. We sold these mugs last fall. They were very popular, and we only stopped selling them when the factory ran out of stock.
- Manage Bloomerang
 - Rectify a specific constituent's Pledge Payments with the Business Office.
 - Work with Bloomerang Customer Service and a constituent to update a constituent's credit card information.
 - Manage recurring and new donations.
 - Send Thank You letters for all donations received.
- Pen radio scripts
 - Cumulus (WJBC) – Updated script for Innovation Lab and Recording Studios
 - WGLT – Local Author Fair

- Managed Printful - the library's online store.
- Managed LX Starter Notices -- the "ads" that appear on our notices pertaining to holds, overdue items, almost overdue items, etc.
 - Added
 - October 1 Closure
 - Offsite Book Drop now available at CRAFTED Coffee
 - Removed
 - Labor Day Closure
 - Connect Transit Promotion
 - October 1 Closure
- Ordered large and small bags with the Home Delivery logo
- Completed a required annual edit of the library's listing in the PATH directory
- Closure Messaging
 - Managed messaging for the Labor Day Closure and the October 1 Staff Development Day closure.
 - Art to plasma, art to rotating bar on website, Facebook Cover Art, Facebook event, Facebook and Instagram posts, updated LX Starter notices, "alerts" posted to the homepage of the website, build and schedule eBlast (for Staff Development closure only), pen and schedule texts, design and print paper signs, record phone messages and ask for them to go live at the appropriate time.
- Bookmobile Cancellations
 - Managed messaging for Bookmobile stop cancellations on September 19 & 26.
 - Facebook and Instagram posts to both main library pages and Bookmobile pages, "alert" posted to homepage of the website, cancel stops on online calendar, pen and send texts to those affected, post to Twitter.

Advertising

- WGLT
 - Ads will run in October and November to promote the November 9 Local Author Fair.
- Central Catholic High School
 - The library's Teen Zone was the featured sponsor of the September issue of CCHS' student magazine as it returned to print format.
- Community Players
 - BPL is a sponsor of The Community Players' 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission).
- Cumulus Radio offered a *Christmas in July Sale*. The following spots were purchased:
 - Cumulus had an opening for someone to sponsor their local high school sports coverage of football and basketball. This coverage will run from August to March. It includes opening and closing messages at the beginning and end of each game, two :30-second spots per game both on the air and streaming, and 10 promo spots throughout each week. The initial script submitted promotes the Innovation Lab and the Recording Studios.
 - Ads promoting the library's November 9 Local Author Fair will run on WJBC from October 28-November 3.
- Pantagraph
 - We again purchased a Pridefest sponsorship from *The Pantagraph*. In exchange, we will receive an advertising package which includes 10,000 "reveal" ads on *The Pantagraph* home page and 16,500 box banner ads on *The Pantagraph* website. We will use these ads in mid-October to promote our Local Author Fair.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.
- Kourtni serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

Training

- Jorgi attended a virtual meeting pertaining to the new eResources being offered by the State of Illinois
- Rhonda viewed a webinar pertaining to promoting Libby and Kanopy
- Rhonda attended or viewed recordings of the following MMS sessions
 - StackMap
 - Innovation Lab

- Recording Studios

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 11,400 followers
 - Instagram – 2,586 followers
 - Twitter – 1,976 followers
- Text subscribers – 2,034
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,633 filtered active subscribers.
- Program Guide list – 33,036 filtered active subscribers.
- General eBlast list – 31,478 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotions

- The library posts an abundance of information to Facebook and Instagram:
 - Information about **every** library program is posted to these outlets.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - These posts -- unrelated to program publicity -- were also shared:
 - Staff Development Closure – October 1 (multiple posts)
 - Bloomington Out Loud Podcast featuring an interview with the library director
 - Learn Libby with the Experts
 - BPL’s Back-to-School Alliance school supply drop-off site was one of the most successful
 - Meet our newest Bookmobile Driver (Meredith)
 - Photos from the Day of Play
 - Bookmobile Stops Cancelled – Sept. 26
 - Photos from September’s Super Saturday Story Time
 - Retired librarian Karen Moen finds Melvin’s Doppelganger in Arkansas and says “hi”
 - Banned Books Week Display
 - Connect Transit Reminder (ride free in September with your library card)
 - Bookmobile Stops Cancelled – Sept. 19
 - Photos from the *Celebrating in Two Languages* art exhibit
 - Photos from the West Bloomington Revitalization Project’s Harvest Fest
 - Photos from staff presentation about the Memory Care Collection to a Dementia Support Group at Carriage Crossing
 - Offsite Book Drop added at CRAFTED Coffee Brews – our most popular Facebook post ever with 500 likes
 - *We’re Hiring* and Adult Services Manager (multiple posts)
 - Labor Day Closure
 - The library sends at least one monthly eBlast promoting its online resources to cardholders who’ve not opted out of receiving such notifications. This month, these eBlasts were sent.
 - An eBlast promoting the library’s Genealogy resources was delivered on September 1.
 - An eBlast promoting the opening of the Innovation Lab, the opening of the Recording Studios, and the addition of the offsite Book Drop at CRAFTED was delivered on September 12.
 - An eBlast informing patrons that the library would be closed on October 1 was delivered on September 23.
 - An eBlast promoting the library’s Weiss Financial Ratings eResource was delivered on October 1.
 - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

September 2024

Strategic Priority: Explore and implement strategies to improve access to the library and its resources.

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	35,441	31,015	14%	165,861	161,251	3%
Teens	2,573	2,412	7%	14,998	11,303	33%
Children	46,268	36,167	28%	241,900	191,150	27%
Digital Downloads	23,037	19,563	18%	118,112	92,341	28%
Total	107,319	89,157	20%	540,871	456,045	19%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,909	18,671	23%	N/A	N/A	N/A
Teens	3,947	3,170	25%	N/A	N/A	N/A
Children	8,701	5,547	57%	N/A	N/A	N/A
Total	35,557	27,388	30%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,153	415	178%	3,365	2,529	33%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	14,465	14,161	2%	86,905	70,427	23%
Bookmobile	1,273	1,130	13%	7,741	6,862	13%
Total	15,738	15,291	3%	94,646	77,289	22%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	486	0	N/A	2,259	213	961%
Digital Preservation Studio	62	3	1967%	176	26	577%
Community Room	61	0	N/A	292	11	2555%
Total	609	3	20200%	2,727	250	991%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	21	6	250%	95	68	40%
People Reached	1,611	838	92%	6,969	9,773	-29%
Community Visits to the Library	4	0	N/A	18	0	N/A
People Reached	48	0	N/A	291	0	N/A
Total Outreach Visits	25	6	317%	113	68	66%
Total People Reached	1,659	838	98%	7,260	9,773	-26%

Strategic Priority: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	16	10	60%	70	45	56%
Attendance	257	123	109%	915	659	39%
Teens	6	9	-33%	32	21	52%
Attendance	36	87	-59%	640	220	191%
Childrens	39	4	875%	128	39	228%
Attendance	3,085	134	2202%	29,784	1,103	2600%
Total Programs	61	23	165%	230	105	119%
Total Attendance	3,378	344	882%	31,339	1,982	1481%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	51	3	1600%	160	11	1355%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,347	3,173	5%	18,371	14,628	26%

Strategic Priority: Recruit, train and develop a knowledgeable, collaborative staff.

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	113	415.25	-73%	698	837	-17%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,346	1,274	84%	11,588	7,201	61%
WiFi Sessions	3,028	1,599	89%	14,276	8,548	67%
Website/Catalog Hits	78,869	44,641	77%	364,055	232,777	56%
Online Resource Use	13,713	4,289	220%	65,464	19,682	233%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	408	577	-29%	1,957	2,275	-14%
Sent	139	105	32%	658	691	-5%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	40	0.00	N/A	119	8	1388%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 18, 2024
5:00pm

MINUTES

- I. Call to Order
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: none
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
There was no report.
- VI. Approval of Minutes
A. August 21, 2024 Regular Meeting
The minutes were approved as presented.
- VII. Staff Reports
A. Director's Report: Jeanne shared that the City of Bloomington did a summer wrap up presentation at the Committee of the Whole meeting, and the Library was one of four departments the City chose to highlight. Some of the highlights for the Library over the summer included the partnership with District 87 for the free summer lunch program which served over 2,000 lunches, one hundred and ten programs had over 18,000 participants, over 1,400 groups used the Library's new study rooms, and 182 groups used the Community Rooms.

The Library has 147 programs scheduled in its Fall Program Guide, including a local author fair in November. Jeanne has done many tours and presentations about the new Library space over the summer. Also, the Library's Head of Adult Service, Carol Torrens, has announced her retirement.

Golden Prairie Library District was accepted by the Leadership McLean County Project. The initial meeting is Friday, September 20. Jeanne will attend, with a couple of board members.

- B. Outreach Report: Jeanne shared that the biggest news from Colleen is the remote book drop that was installed at Crafted on Airport Road. The community's reaction has been very positive, both for the location and the convenience.
- C. Financial Report: Kathy Jeakins stated that the reports are in the packet. The budget ordinance was posted in the paper on August 30, as required. The next step in the process is to approve the levy ordinance at the October Board meeting.

VIII. Unfinished Business

- A. Upcoming Election: Stephen asked about accessing the forms aside from the petitions.

IX. New Business

A. Approve Proposed Budget Transfers

Jeanne shared that two trustees, Jim Russell and Ruth Novosad, expressed an interest in attending the Illinois Library Association (ILA) Conference Trustee Day. A budget transfer is required to allow for the cost of the registration and travel expenses.

STEPHANIE WALDEN MOVED, AND STEPHEN PETERSON SECONDED TO APPROVE A \$200 TRANSFER FROM THE MISCELLANEOUS ACCOUNT TO THE TRAVEL ACCOUNT, INCREASING THE TOTAL TRAVEL ACCOUNT TO \$700.

YAYS: RUTH NOVOSAD, STEPHEN PETERSON, JIM RUSSELL, PATTI SALCH, KATHY VROMAN, STEPHANIE WALDEN, ARY ANDERON

NAYS: NONE

THE MOTION CARRIED UNANIMOUSLY.

- B. Review of Bylaws: Jeanne led the review of the current bylaws with recommended changes, to be approved at the October meeting.
- C. Discussion of Per Capita Grant Requirements – Part 1:

RUTH NOVOSAD MOVED, AND PATTI SALCH SECONDED TO POSTPONE THIS ITEM UNTIL THE OCTOBER MEETING.

THE MOTION CARRIED UNANIMOUSLY.

- D. Discussion of Bookmobile Usage Statistics: Jim Russell led a discussion about the data gathered on Bookmobile attendance and circulation. Consensus was to send out a reminder postcard to low attendance stops, if it hasn't already been sent.

X. Comments from Board Trustees

There were no comments from the Trustees.

XI. Reminder

- A. Next Board Meeting is October 16, 2024

XII. Adjournment

Ary Anderson adjourned the meeting at 6:23 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2024-2025 FISCAL REPORT

REVENUES:

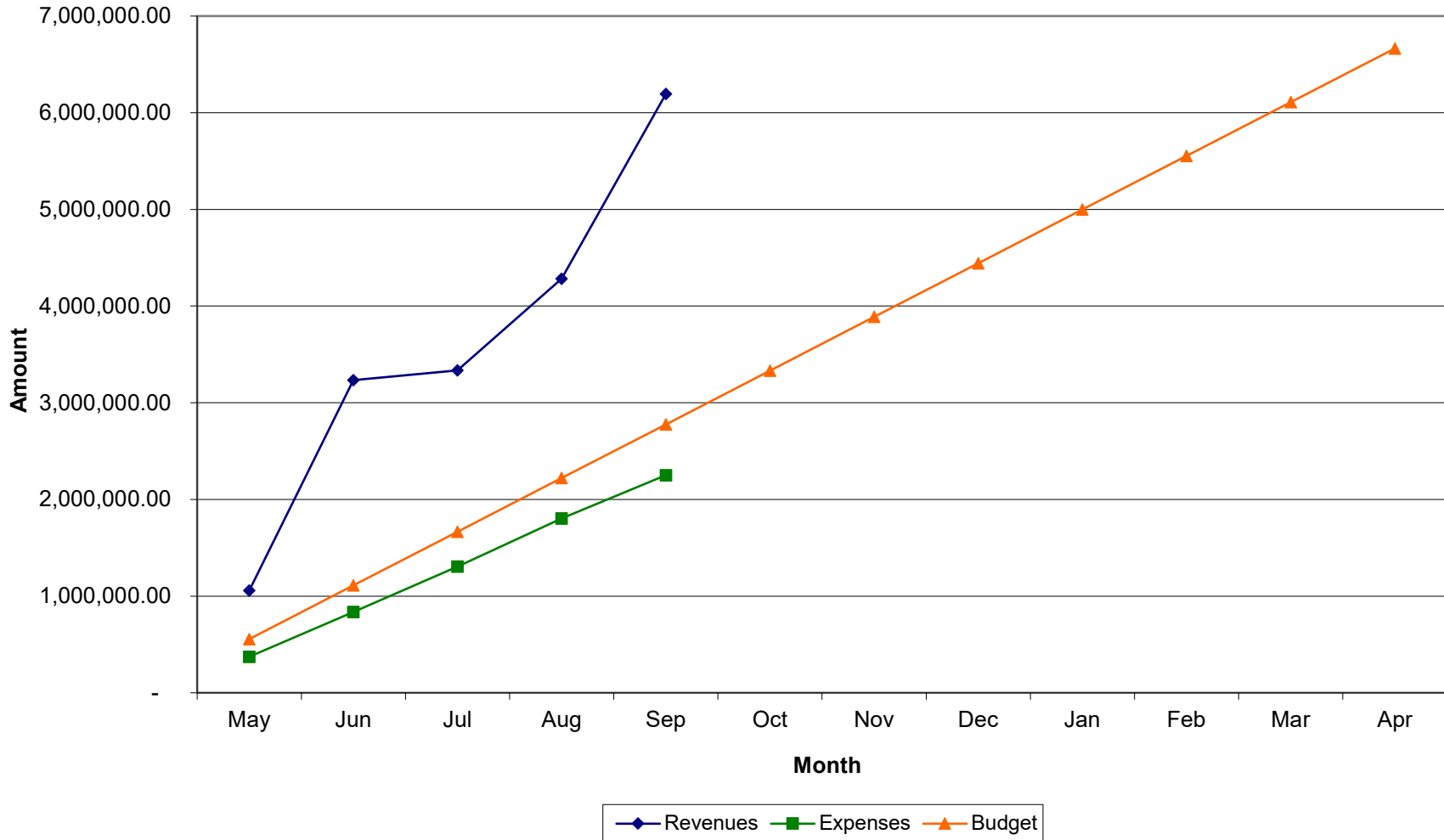
ACCT NAME	BUDGET	SEP 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	1,720,842.81	5,331,822.91	(163,177.09)	97.0
Replacement Tax	424,600	0.00	77,302.14	(347,297.86)	18.2
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	152,500.36	479,506.79	(15,493.21)	96.9
Fines & Fees	7,000	751.18	4,112.84	(2,887.16)	58.8
Interest on Investments	55,000	34,413.38	131,000.83	76,000.83	238.2
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	85.55	32,402.09	7,402.09	129.6
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	2,490.94	18,822.49	(22,177.51)	45.9
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	1,911,084.22	6,193,809.89	(470,843.11)	92.9

EXPENDITURES:

ACCT NAME	BUDGET	SEP 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	211,313.73	1,024,515.18	(1,953,109.82)	34.4
Part-Time Salaries	598,135	43,784.51	203,399.61	(394,735.39)	34.0
Seasonal Salaries	101,224	3,048.99	38,261.12	(62,962.88)	37.8
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	(1,516.32)	623.86	(19,376.14)	3.1
Total Sals & Wages	3,697,084	256,630.91	1,266,799.77	(2,430,284.23)	34.3
Dental Insurance	10,463	491.06	2,141.79	(8,321.21)	20.5
Health Insurance, HMO	6,765	556.36	2,444.01	(4,320.99)	36.1
Life Insurance	3,293	257.60	1,228.40	(2,064.60)	37.3
Vision Insurance	3,227	247.78	1,073.57	(2,153.43)	33.3
Health Insurance, PPO 600/1200	276,166	16,169.44	69,362.08	(206,803.92)	25.1
Health Insurance, PPO with HSA	88,549	9,900.52	43,491.57	(45,057.43)	49.1
Library RHS Contribution	8,200	692.11	3,838.69	(4,361.31)	46.8
Library HSA City Contributions	15,800	0.00	21,600.00	5,800.00	136.7
Dental Insurance, PPO	0	253.16	1,112.10	1,112.10	-----
Identity Protection	0	51.87	263.34	263.34	-----
IMRF	223,322	15,484.21	75,850.62	(147,471.38)	34.0
FICA	227,973	15,246.30	75,323.04	(152,649.96)	33.0
Medicare	53,316	3,565.77	17,616.29	(35,699.71)	33.0
Worker's Compensation	26,490	0.00	0.00	(26,490.00)	0.0
Uniforms	1,200	281.41	281.41	(918.59)	23.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	1,516.32	3,043.52	(34,339.48)	8.1
Total Benefits	985,147	64,713.91	318,670.43	(666,476.57)	32.3
Rentals	17,000	2,078.26	8,954.24	(8,045.76)	52.7
Total Rentals	17,000	2,078.26	8,954.24	(8,045.76)	52.7
Building Mtnc	130,000	8,598.69	47,091.19	(82,908.81)	36.2
Vehicle Mtnc	21,000	1,375.94	8,227.41	(12,772.59)	39.2
Office & Computer Mtnc	185,000	2,899.45	79,189.61	(105,810.39)	42.8
Total Repair/Mtnc	336,000	12,874.08	134,508.21	(201,491.79)	40.0

ACCT NAME	BUDGET	SEP 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	2,013.91	9,504.56	(37,495.44)	20.2
Printing/Binding	35,000	340.00	12,569.01	(22,430.99)	35.9
Travel	1,000	7.37	373.57	(626.43)	37.4
Membership Dues	4,000	250.00	349.00	(3,651.00)	8.7
Professional Development	10,000	1,236.29	4,941.19	(5,058.81)	49.4
Other Purchased Services	109,000	32,299.06	115,506.72	6,506.72	106.0
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	36,146.63	143,244.05	(112,755.95)	56.0
Office Supplies	10,000	285.51	8,464.05	(1,535.95)	84.6
Computer Supplies	74,750	3,320.13	31,739.72	(43,010.28)	42.5
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	1,237.94	22,407.93	(33,086.07)	40.4
Janitorial Supplies	25,000	3,461.17	10,066.87	(14,933.13)	40.3
Gas & Diesel Fuel	6,000	553.02	2,639.98	(3,360.02)	44.0
Building Mtnc & Repair Supplies	14,000	275.81	2,567.59	(11,432.41)	18.3
Total Supplies	187,244	9,133.58	77,871.47	(109,372.53)	41.6
Natural Gas	40,000	1,428.75	5,562.26	(34,437.74)	13.9
Electricity	150,000	12,116.50	46,854.51	(103,145.49)	31.2
Water	7,000	1,132.09	3,582.45	(3,417.55)	51.2
Telecommunications	50,000	2,750.66	17,354.03	(32,645.97)	34.7
Total Utilities	247,000	442.06	73,353.25	(173,646.75)	29.7
Professional Collection	500	0.00	492.62	(7.38)	98.5
Total Prof Collection	500	0.00	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	630.46	2,501.97	(2,498.03)	50.0
Periodicals	18,000	324.45	15,841.82	(2,158.18)	88.0
Adult Books	165,000	11,110.78	55,516.05	(109,483.95)	33.6
Children's Books	130,000	5,795.83	41,580.43	(88,419.57)	32.0
A/V Materials	90,000	8,219.57	24,224.40	(65,775.60)	26.9
Public Access Software	128,000	349.00	36,576.05	(91,423.95)	28.6
Downloadable Materials	270,000	19,960.00	45,016.99	(224,983.01)	16.7
Total Materials	806,000	46,390.09	221,257.71	(584,742.29)	27.5
Employee Relations	3,500	200.00	1,655.79	(1,844.21)	47.3
Miscellaneous Expenses	8,222	1,215.63	4,349.05	(3,872.95)	52.9
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	1,415.63	6,004.84	(5,717.16)	5.7
Total Expenses	6,637,897	429,825.15	2,251,156.59	(4,292,540.41)	33.9

Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2024

Property Tax (97.0%): The Library has received six distributions so far.

Replacement Tax (18.2%): The distributions have started to come in.

State Grants (Per Capita Grant) (100.7%): The Library received its Per Capita Grant check at the end of June.

Golden Prairie Public Library District (96.9%): Golden Prairie has also received six distributions so far.

Fines & Fees (58.8%): This is a little more than projected.

Interest (238.2%): The amount continues to be more than projected.

Donations (129.6%): This reflects the generous donations made from the community for this year's Summer Reading Program.

Full-time Salaries (34.4%) This is under-spent due to staff vacancies.

Part-Time Salaries (34.0%): This is under-spent due to staff vacancies.

Overtime Salaries (0.0%): Nothing has been charged to this line item yet.

Other Salaries (3.1%): Charges have been minimal.

Dental Insurance (20.5%): Charges have been minimal.

Health Insurance, HMO (36.1%): Charges have been minimal.

Vision Insurance (33.3%): Charges have been minimal.

Health Insurance, PPO 600/1200 (25.1%): Charges have been minimal.

Health Insurance, PPO with HAS (49.1%): This is a little over-spent due to the number of staff selecting this option.

Library RHS Contribution (46.8%): This is over-spent at this point due to staff longevity.

Library HSA City Contributions (136.7%): This is the total amount for the year.

IMRF (34.0%): This is under-spent due to staff vacancies.

FICA (33.0%): This is under-spent due to staff vacancies.

Medicare (33.0%): This is under-spent due to staff vacancies.

Worker's Compensation (0.0%): The annual premium will be paid in December.

Uniforms (23.5%): Charges have been minimal.

Tuition Reimbursement (0.0%): Nothing has been charged to this line item yet.

Other Benefits (8.1%): Charges have been minimal.

Rentals (52.7%): This is over-spent due to additional copies being made for Summer Reading.

Building Maintenance (36.2%): Charges have been minimal.

Advertising (20.0%): Charges have been minimal.

Printing/binding (35.9%): Charges have been minimal.

Membership Dues (8.7%): Charges have been minimal.

Professional Development (49.4%): This is over-spent due to several staff and Board members registering for the annual Illinois Library Association Conference.

Other Purchased Services (106.0%): This is over-spent due to costs related to the expansion that are not a part of purchase orders. Later in the year we'll do a transfer or amendment (depending on how much is needed).

Other Insurance (0.0%): The annual insurance premium is paid in January.

Office Supplies (84.6%): This is over-spent due to the purchase of new appliances needed for the library.

Postage (-0.7%): Charges have been minimal.

Building Mtnc & Repair Supplies (18.3%): Charges have been minimal.

Natural Gas (13.3%): Charges have been minimal.

Electricity (31.2%): Charges have been minimal.

Water (51.2%): This is over-spent due to the increased amount of watering the Library is doing this summer.

Telecommunications (34.7%): Charges have been minimal.

Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.

Non-Traditional Materials (50.0%): This is over-spent due to a few large orders for J Kits recently.

Periodicals (88.0%): This is over-spent due to the annual renewal of the subscription service.

Adult Books (33.6%): Charges have been minimal.

Children's Books (32.0%): Charges have been minimal.

A/V Materials (26.9%): Charges have been minimal.

Public Access Software (28.6%): Charges have been minimal.

Downloadable Materials (16.7%): Charges have been minimal.

Employee Relations (47.3%): This is over-spent due to Development Day Costs (we plan to ask the Foundation to reimburse the Library for these costs).

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:	
Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	23,000.00
The Copy Shop:	200.00
Clemons & Associates:	100.00
Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Growmark:	500.00
BAPS Charities:	2,000.00
Sheridan Ernst:	30.00
Various Community Donors:	2,126.51

Memorial Donations:	125.00
Community Donations:	849.46
Miscellaneous Donations:	65.80

Total Donations: \$ 32,402.09

The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 294.64
Book Shoppe:	5,522.75
Ear Buds:	99.00
Flash Drives:	50.00
Genealogy Searches:	35.45
Lego Kits:	2,960.00
Meeting Room Fees:	425.00
Mugs:	5.00
Print Station:	7,192.40
Reusable Bags:	358.00
Test Proctoring:	175.00
Tote Bags:	684.00
Miscellaneous:	1,021.25

Total Other Revenue: \$18,822.49

During September, 15 batches containing 83 invoices were processed, totaling \$401,196.44 and 123 credit card charges were made totaling \$30,005.73.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$10,043,279.07, which is 150.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 9/30/24:

Operating:	\$ 10,043,279.07
Fixed Assets:	\$ 1,356,852.65
Capital:	\$ 1,146,898.39

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-25
As of 9/30/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	720,543.28	20,543.28	102.9
Interest	400,000.00	833,758.29	433,758.29	-----
Interest From Taxes	10.00	25.51	15.51	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	22,148,838.93	(4,184,514.30)	84.1

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	179,346.91	(232,751.59)	43.5
Office Supplies	2,157,629.30	2,166,975.42	9,346.12	100.4
Library Buildings	21,578,000.00	21,253,896.94	(324,103.06)	98.5
Total Expenses	25,601,311.80	25,178,836.26	(422,475.54)	98.3



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, SEPTEMBER 17, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:35 PM, September 17, 2024.

President Catrina Parker called the meeting to order.

Roll Call

Attendee Name	Title	Status
Sharon Zeck	Trustee	Present
Georgene Chissell	Trustee	Present
Dianne Hollister	Trustee	Present
Alicia Henry	Trustee	Present
Catrina Parker	President	Present
Craig McCormick	Trustee	Absent
Matthew Watchinski	Vice President	Absent
John Argenziano	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Parker shared that Alicia Whitworth submitted her resignation from the Board, effective immediately.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton shared that the City of Bloomington did a summer wrap up presentation at the Committee of the Whole meeting, and the Library was one of four departments the City chose to highlight. Some of the highlights for the Library over the summer included the partnership with District 87 for the free summer lunch program which served over 2,000 lunches, one hundred ten programs had over 18,000 participants, over

1,400 groups used the Library's new study rooms, and 182 groups used the Community Rooms.

The Library has 147 programs scheduled in its Fall Program Guide, including a local author fair in November. Director Hamilton has done many tours and presentations about the new Library space over the summer. Also, the Library's Head of Adult Service, Carol Torrens, has announced her retirement.

The following item was presented:

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the report is in the packet. She also asked trustees to sign up for the next round of bills review.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Item 6.A. Approve Minutes of 8/20/2024: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$508,280.49

Trustee Hollister made a motion, seconded by Trustee Chissell, to approve the consent agenda as presented.

Motion carried (viva voce, 5-0).

Approval Items

The following item was presented:

Item 7.A. Review and Approve Revision of Library Policies

Director Hamilton briefly reviewed the proposed revisions, most of which are related to the way the new library spaces are being used, loosening some of the restrictions that are no longer necessary.

Trustee Zeck made a motion, seconded by Trustee Chissell, to approve the item as presented

Motion carried (viva voce, 5-0).

Discussion Items

The following item was presented:

Item 8.A. Discussion of Per Capita Grant Requirement

Director Hamilton led a review of Chapters 1-4 of the Serving Our Public 4.0: Standards for Illinois Public Libraries.

Comments by Trustees

There were no comments from trustees.

Adjournment

Trustee Zeck made a motion, seconded by Trustee Chissell, to adjourn the meeting.

Motion carried (viva voce, 5-0).

The Meeting Adjourned at 6:18 PM.

DRAFT



REGULAR AGENDA ITEM NO. 6.B.

FOR LIBRARY BOARD OF TRUSTEES: October 15, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Bills in the Amount of \$807,077.89

RECOMMENDED MOTION: Approve the proposed bills.

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: N/

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Nan Goerlitz,

ATTACHMENTS:

[Bills List.pdf](#)

BILLS LIST

Approved by BPL Board of Trustees, October 15, 2024

Signature, BPL Trustee

Vendor	Line Item	Amount
360 Holdings, LLC (Lincoln Office Furniture)	Office Supplies -- Expansion	289,552.05
360 Holdings, LLC (Lincoln Office Furniture)	Other Purchased Services	6,056.66
Addison Public Library	Miscellaneous Expenses	19.99
Alpha Controls & Services	Building Mtnc Supplies	1,280.00
Amazon Capital Services	A/V Materials	2,114.76
Amazon Capital Services	Adult Books	267.09
Amazon Capital Services	Building Mtnc Supplies	151.79
Amazon Capital Services	Children's Books	470.17
Amazon Capital Services	Computer Supplies	17.99
Amazon Capital Services	Employee Relations	19.78
Amazon Capital Services	Janitorial Supplies	841.50
Amazon Capital Services	Library Supplies	114.49
Amazon Capital Services	Miscellaneous Expenses	16.50
Amazon Capital Services	Non-Traditional Materials	38.84
Amazon Capital Services	Office Supplies	379.70
Amazon Capital Services	Other Purchased Services	1,294.36
Ameren IP	Electricity	12,116.50
American Pest Control, Inc.	Building Maintenance	260.00
Awardco, Inc.	Employee Relations	2,000.00
Bill's Key & Lock Shop	Building Mtnc Supplies	90.00
Chief City Mechanical	Building Maintenance	1,600.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.06
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,246.30
City of Bloomington	Gas & Diesel Fuel	483.77
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	16,169.44
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	15,484.21
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	3,565.77
City of Bloomington	Payroll	258,147.23
City of Bloomington	RHS Contribution	692.11
City of Bloomington	Vision Insurance	247.78
City of Bloomington	Water	1,132.09
Cope, Michelle	Travel	27.38
Cummins, Inc.	Vehicle Maintenance	2,495.71
Cumulus Broadcasting	Advertising	1,145.00
Dean's Graphics	Other Purchased Services	2,187.01
Dell Marketing, L.P.	Computer Supplies	12,103.18
Ebsco Industries	Periodicals	48.16

Effingham Public Library	Miscellaneous Expenses	16.47
Engberg Anderson	Other Purchased Services	5,150.58
Envisionware, Inc.	Office/Equipment Mtn	2,807.56
F & W Lawn Care & Landscaping	Building Maintenance	512.50
Goerlitz, Nan	Travel	20.30
Henehan, Lori	Employee Relations	100.00
Illini Fire Equipment	Building Maintenance	184.50
Illinois State Police	Other Purchased Services	50.00
Illinois State University	Advertising	558.33
Illinois Wesleyan University	Other Purchased Services	15.63
Imaging Office Systems, Inc.	Office & Computer Equipment	18,841.94
Johnson Controls Fire Protection, L.P.	Building Maintenance	700.00
KCN Solutions, LLC	Rentals	800.00
Koener Electric	Library Supplies	115.00
Library Furniture International, LLC	Office Supplies -- Expansion	20,730.00
Library Furniture International, LLC	Other Purchased Services	1,756.00
Lockett, Mike	Other Purchased Services	300.00
Metronet	Telecommunications	1,992.84
Midillinois Mechanical	Building Maintenance	5,062.00
Midwest Tape	A/V Materials	1,344.96
Midwest Tape	Children's Books	119.97
Midwest Tape	Downloadable Materials	14,970.00
Mitchell, Anna Elizabeth	Travel	7.37
NICOR/Northern Illinois Gas	Natural Gas	1,428.75
OverDrive, Inc.	Downloadable Materials	4,990.00
Prairie View Landscaping & Lawn Care, Inc.	Building Maintenance	2,650.00
Quadient Leasing, Inc.	Rentals	166.92
Quill Corp	Computer Supplies	1,616.61
Quill Corp	Library Supplies	273.59
Quill Corp	Office Supplies	409.46
Quill Corp	Other Purchased Services	110.27
Ricoh USA, Inc.	Office/Equipment Mtn	91.89
Ricoh USA, Inc.	Rentals	1,278.26
Rockford Map Publishers	Adult Books	74.70
Ron Smith Printing Co.	Printing	340.00
StraightUp Legacy Fund	Other Purchased Services	4,007.34
Uline Shipping Supply Specialists	Janitorial Supplies	2,897.34
Unique Management Services, Inc.	Other Purchased Services	325.05
University of Illinois Extension	Employee Relations	100.00
Wherry Machine & Welding, Inc.	Building Maintenance	695.53
Widmer, Inc.	Office Supplies -- Expansion	18,297.69
Widmer, Inc.	Other Purchased Services	1,266.31
Wolpert, Emily	Travel	14.14
VISA - Accucut	Library Supplies	165.00
VISA - Baker & Taylor Books	A/V Materials	1,967.40
VISA - Baker & Taylor Books	Adult Books	4,380.46
VISA - Baker & Taylor Books	Children's Books	6,854.70
VISA - Best Buy	A/V Materials	129.98
VISA - Bloomington Spice Works	Other Purchased Services	24.99
VISA - Chicago Books & Journals	Other Purchased Services	17.95
VISA - Cholon Modern Asian	Professional Development	35.49
VISA - Circle K	Gas & Diesel Fuel	32.17
VISA - Displays2Go	Library Supplies	85.30
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Epiphany Farms	Other Purchased Services	30.00

VISA - Facebook	Advertising	1,390.38
VISA - Full Source, LLC	Uniforms	252.41
VISA - Gingerbread House	Library Supplies	71.46
VISA - Glowforge	Other Purchased Services	100.00
VISA - Grove Street Bakery	Other Purchased Services	87.50
VISA - Hilton Hotel Denver	Professional Development	380.23
VISA - Hobby Lobby	Other Purchased Services	7.77
VISA - Home Depot	Other Purchased Services	45.93
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	18.73
VISA - Illinois Fire Marshall	Building Maintenance	76.69
VISA - Illinois Library Association	Professional Development	1,275.00
VISA - Illinois State Genealogical Society	Periodicals	40.00
VISA - Ingram	Adult Books	5,178.13
VISA - Ingram	Children's Books	1,128.11
VISA - International Service Fee	Other Purchased Services	0.70
VISA - Joann Stores	Other Purchased Services	97.16
VISA - Lakeshore Learning Materials	Non-Traditional Materials	109.99
VISA - Lands End Business Outfitters	Uniforms	29.00
VISA - Lightbox Learning, Inc.	Public Access Software	349.00
VISA - Linger	Professional Development	54.64
VISA - Lowe's	Office Supplies	9.48
VISA - Michael's	Other Purchased Services	122.86
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - PayPal*CD Bricks Bricklink	Miscellaneous Expenses	37.13
VISA - PayPal*Grouchy Bricks Bricklink	Miscellaneous Expenses	(58.49)
VISA - Printful, Inc.	Other Purchased Services	66.42
VISA - Relix	Periodicals	38.29
VISA - Sewing Studio, LLC	Other Purchased Services	49.07
VISA - Snarf's Inspired	Professional Development	23.76
VISA - Springshare, LLC	Other Purchased Services	801.00
VISA - Sweetwater Sound	Other Purchased Services	281.78
VISA - Uber Trip	Professional Development	51.65
VISA - Verizon Wireless	Telecommunications	337.49
VISA - Wal-Mart	Building Mtn Supplies	149.76
VISA - Wal-Mart	Janitorial Supplies	173.92
VISA - Wal-Mart	Library Supplies	43.91
VISA - Wal-Mart	Office Supplies	3.92
VISA - Wal-Mart	Other Purchased Services	93.72
VISA - Walker Display, Inc.	Other Purchased Services	1,728.45
VISA - West of Surrender	Professional Development	25.52
VISA - Wix.com	Other Purchased Services	35.24
VISA - Zoom.US	Other Purchased Services	373.83
Total		807,077.89

LIBRARY								
MAINTENANCE & OPERATING BUDGET								
FISCAL YEAR 2024-2026								
					As of 8/31		\$ Diff From	
Account Number	Account Title	FY 24 Budget	FY 24 Actual	FY 25 Budget	FY 25 Actual	FY 26 Proposal	FY 25 to FY 26	
50110	Property Taxes	5,185,600	5,149,035	5,495,000	3,610,047	5,742,275	247,275 * 4.5% inc.	
	Property Tax (for Bond)		1,077,345	1,085,000		1,085,000		
53020	Replacement Tax	130,400	130,400	424,600	77,302	325,628	(98,972)	
53120	State Grants	116,000	116,053	116,053	116,840	116,053	-	
53370	From Golden Prairie PL Dist	437,921	436,838	495,000	327,006	500,000	5,000	
54490	Library Fees & Rentals	10,000	9,382	7,000	3,362	6,000	(1,000)	
56010	Interest from Investments	10,000	181,567	55,000	96,587	75,000	20,000	
56020	Interest From Taxes		90	-			-	
57310	Donations	25,000	24,178	25,000	32,317	25,000	-	
57350	Other Private Grants		1,987		2,000		-	
57610	Cash Over/Short		(0)				-	
57990	Other Misc Income	40,000	28,321	41,000	16,332	40,000	(1,000)	
	Fr Library Fixed Asset Fund			6,000			(6,000)	
	Total Revenues	5,954,921	7,155,195	7,749,653	4,281,792	7,914,956	165,303	
61100	Full Time Salaries	2,676,237	2,586,601	2,977,625	813,201	3,013,425	35,800	
61110	Part Time Salaries	558,280	431,368	598,135	159,615	662,376	64,241	
61130	Seasonal Salaries	57,144	22,184	101,224	35,212	95,120	(6,104)	
61150	Overtime Salaries	100	15	100	-	100	-	
61190	Other Salaries	20,000	8,370	20,000	2,140	25,000	5,000	
62100	Dental Insurance	11,520	8,017	10,463	1,651	7,000	(3,463)	
62109	Health Insurance HMO	6,600	6,556	6,765	1,888	7,000	235	
62110	Life Insurance	3,091	3,010	3,293	971	3,400	107	
62111	Vision Insurance	5,724	2,875	3,227	826	3,500	273	
62113	Health Insurance PPO 600/1200	213,390	211,371	276,166	53,193	228,000	(48,166)	
62114	Health Insurance PPO with HSA	79,800	95,317	88,549	33,591	119,000	30,451	
62115	RHS Contributions	7,500	8,496	8,200	3,147	8,600	400	
62116	HSA City Contribution	14,800	22,846	15,800	21,600	22,000	6,200	
62117	Dental Insurance, PPO		1,135		859	3,600	3,600	
62118	Identity Protection		207		211	750	750	
62120	IMRF	294,386	182,125	223,322	60,366	221,000	(2,322)	
62130	FICA	204,082	180,604	227,973	60,077	235,000	7,027	
62140	Medicare	47,729	42,239	53,316	14,051	55,000	1,684	
62160	Worker's Comp	25,070	16,599	26,490	-	30,000	3,510	
62190	Staff Uniforms	1,100	698	1,200	-	1,500	300	
62210	Tuition Reimbursement	3,000		3,000	-	3,000	-	
62990	Other Benefits	22,000	34,255	37,383	1,527	25,000	(12,383)	
70420	Equipment Rental	19,000	14,415	17,000	6,876	17,000	-	
70510	Building Maintenance	111,110	67,654	130,000	38,493	135,000	5,000	
70520	Vehicle Maintenance	17,000	19,836	21,000	6,851	23,000	2,000	
70530	Office/Equipment Maintenance	185,000	166,737	185,000	76,290	195,000	10,000	
70610	Advertising	47,000	27,155	47,000	7,491	50,000	3,000	
70611	Printing/Binding	20,000	15,509	35,000	12,229	25,000	(10,000)	
70630	Travel	500	985	1,000	366	1,500	500	
70631	Membership Dues	5,000	3,900	4,000	99	4,000	-	
70632	Professional Development	7,500	5,021	10,000	3,705	11,000	1,000	
70690	Other Purchased Services	89,206	114,943	109,000	83,208	175,000	66,000	
70790	Other Insurance	45,000	48,191	50,000	-	54,000	4,000	
71010	Office Supplies	14,000	9,254	10,000	8,179	11,000	1,000	
71013	Computer Supplies	90,000	89,145	74,750	28,420	88,000	13,250	
71017	Postage	1,500	2,336	2,000	(15)	2,500	500	
71020	Library Supplies	55,000	42,214	55,494	21,170	81,000	25,506	
71024	Janitorial Supplies	20,000	17,964	25,000	6,606	51,000	26,000	
71070	Fuel	6,000	5,144	6,000	2,087	6,000	-	
71080	Bldg & Maint Supplies	13,500	9,796	14,000	2,292	15,500	1,500	
71310	Natural Gas	36,000	16,282	40,000	4,134	40,000	-	
71320	Electricity	110,449	93,505	150,000	34,738	150,000	-	
71330	Water	7,000	5,836	7,000	2,450	8,000	1,000	
71340	Telecommunications	46,000	53,940	50,000	14,603	52,000	2,000	
71410	Professional Collection	800	66	500	493	500	-	
71411	Non-Traditional Materials	4,000	3,127	5,000	1,872	5,200	200	
71420	Periodicals	17,000	21,307	18,000	15,517	20,000	2,000	
71430	Adult Books	157,000	140,904	165,000	44,405	170,000	5,000	
71440	Children's Books	121,000	71,956	130,000	35,785	135,000	5,000	

71470	A/V Materials	91,000	66,352	90,000	16,005	87,000	(3,000)
71480	Public Access Software	105,675	102,695	128,000	36,227	131,000	3,000
71490	Downloadables	190,000	245,714	270,000	25,057	300,000	30,000
79120	Employee Relations	3,000	10,298	3,500	1,456	5,100	1,600
79990	Other Misc. Expenses	3,444	8,757	8,222	3,133	11,285	3,063
89112	To ERI Reimbursement			-			-
89237	To Library Equip Replacement			-			-
89301	To Bond Repayment	1,081,456	1,081,456	1,085,000		1,085,000	-
	To Capital Fund			-			-
	Budgeted Surplus			94,200			(94,200)
	Total Expenses	6,971,693	6,447,281	7,722,897	1,804,345	7,914,956	192,059
	Total Revenues	5,954,921	7,155,195	7,749,653	4,281,792	7,914,956	165,303
	Rev Over Exp (Surplus)	(1,016,772)	707,914	26,756	2,477,447	-	(26,756)

**2024 Proposed & Historical Tax Levy
For FY2026 Budget Year**

Bloomington Public Library

<i>Levy Type</i>	<i>2024 Proposed Tax Levy (collected in 2025 for FY26)</i>	<i>2023 Tax Levy</i>	<i>2022 Tax Levy</i>	<i>2021 Tax Levy</i>	<i>2020 Tax Levy</i>	<i>2019 Tax Levy</i>
LIBRARY OPERATIONS	\$ 5,742,275	\$ 5,495,000	\$ 5,185,600	\$ 5,017,785	\$ 4,967,785	\$ 4,935,359
LIBRARY EXPANSION	\$ 1,085,000	\$ 1,085,000	\$ 1,085,000	\$ 850,000	\$ -	\$ -
TOTAL	\$ 6,827,275	\$ 6,580,000	\$ 6,270,600	\$ 5,867,785	\$ 4,967,785	\$ 4,935,359
Operations Increase	\$ 247,275	\$ 309,400	\$ 167,815	\$ 50,000	\$ 32,426	\$ 63,519
Expansion Project Increase	\$ -	\$ -	\$ 235,000	\$ 850,000	\$ -	\$ -
Dollar Increase/(Decrease)	\$ 247,275	\$ 309,400	\$ 402,815	\$ 900,000	\$ 32,426	\$ 63,519
Percent Increase/(Decrease)	3.76%	4.93%	6.86%	18.12%	0.66%	1.30%
EAV	2,469,313,944	2,248,095,820	2,048,944,043	1,926,553,423	1,887,703,781	1,881,602,162
Estimated Operating Tax Rate	0.0023255	0.0024443	0.0025309	0.0026045	0.0026317	0.0026230
Estimated Expansion Tax Rate	0.0004394	0.0004826	0.0005295	0.0004412	0.0000000	0.0000000
Estimated Tax Rate	0.0027648	0.0029269	0.0030604	0.0030457	0.0026317	0.0026230
Inc in Operating Tax Rate	-0.0001188	-0.0000866	-0.0000737	-0.0000271	0.0000087	0.0000148
Inc in Expansion Tax Rate	-0.0000432	-0.0000469	0.0000883	0.0004412	0.0000000	0.0000000
Increase in Rate	-0.0001621	-0.0001335	0.0000147	0.0004141	0.0000087	0.0000148
House EAV (165K full value)	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Tax Increase	\$ (8.91)	\$ (7.34)	\$ 0.81	\$ 22.77	\$ 0.48	\$ 0.82

Taxes for a \$165,000 house	\$ 152.07	\$ 160.98	\$ 168.32	\$ 167.52	\$ 144.74	\$ 144.26
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LIBRARY							
FIXED ASSET BUDGET							
FISCAL YEAR 2024-2026							
					Through 8/31		\$ Diff From
Account Number	Account Title	FY 24 Budget	FY 24 Actual	FY 25 Budget	FY 25 Actual	FY 26 Proposed	FY 25 to FY 26 Budget
56010	Interest from Investments	15,000	69,336	25,000	24,306	70,000	45,000
57310	Donations		5,995				-
85231	From M & O						-
	From Fund Balance			81,000		251,000	170,000
	Total Revenues	15,000	75,331	106,000	24,306	321,000	215,000
72120	Office & Computer Equipment			34,000			(34,000)
72130	Licensed Vehicles			56,000			(56,000)
72140	Equip Other Than Office	13,850	13,847	10,000		321,000	311,000
79196	Contribution to Fund Balance	1,150					-
	From FA to Lib M & O			6,000			(6,000)
	Total Expenses	15,000	13,847	106,000	-	321,000	215,000
	Total Revenues	15,000	75,331	106,000	24,306	321,000	215,000
	Rev Over Exp (Surplus)	-	61,484	-	24,306	-	-
	\$371,000 for these items:						
	Chiller						
	Vehicle for snow removal						
	Disc Cleaner						

The Per Capita Grant requires us to review the entire Serving Our Public 4.0: Standards for Illinois Public Libraries. We will do this over the course of several board meetings. Each chapter includes a checklist for libraries. Since the checklists reflect Bloomington Public Library's practices and should be the primary focus of our review, they are together at the front of this portion of the board packet. The supporting information from the chapters, immediately follows the checklists.

Building Infrastructure and Maintenance Standards Checklist

- ✓ 1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator. **This task is delegated to our Operations Department.**
- ✓ 2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
- ✓ 3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.
- ✓ 4. The library's operating budget should include funds for all ongoing maintenance costs.
- ✓ 5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.
- ✓ 6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
- ✓ 7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/ replacement.
- ✓ 8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
- ✓ 9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
We have a plan for fixed asset replacements (items over \$5,000 with a life of more than one year). Most of the capital assets not included in the fixed asset plan were included in the renovation/ expansion plans. Library staff will create a replacement schedule for these new items.
- ✓ 10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed. **The Board entrusts this to the Management Team and approves projects annually via the budget.**
- ✓ 11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current. **We have a healthy fixed asset and capital reserve fund to help cover fluctuations in the costs of these items.**
- ✓ 12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
- ✓ 13. The library should strive to make its building as environmentally friendly as possible.

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

- ✓ 1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
- ✓ 2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
- ✓ 3. The library's attorney should review all contracts related to any construction project.
- ✓ 4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
- ✓ 5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
- ✓ 6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
- ✓ 7. All construction shall comply with federal, state, and local codes and regulations.
- ✓ 8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
- ✓ 9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
- ✓ 10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

- ✓ 11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.



12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month. **We currently do this quarterly.**
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- ✓ Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- ✓ Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- ✓ Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- ✓ Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- ✓ Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- ✓ Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- ✓ Tuck pointing of masonry: On an as-needed basis.
- ✓ Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- ✓ Interior painting and wall coverings: On an as-needed basis.
- ✓ Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- ✓ Wood and trim components: On an as-needed basis.
- ✓ Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- ✓ Windows: Replace broken seals, broken glass, caulking and glazing as needed.
- ✓ Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- ✓ Landscaping: Inspect trees and sod replacement every one to two years.
- ✓ Graffiti removal: Perform on an as-needed basis.
- ✓ Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- ✓ Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Safety Checklist

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

Collection Management Checklist

- ✓ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
Our annual budget for the physical and electronic materials is 12% The cost of staff, supplies, and automation to support the materials, as outlined in Appendix I, would increase this percentage quite a bit.
- ✓ Library budgets should put priority on purchasing materials that best serve their community.
- ✓ The library has a written collection development policy approved by the board.
- ✓ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ✓ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
While we don't have a formal cooperative collection plan with other libraries, we do work closely with other libraries and do look to Interlibrary loan to complement our collection.
- ✓ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ✓ The library publicizes and promotes interlibrary loan to its patrons.
- ✓ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

System Member Responsibilities and Resource Sharing Checklist

- ✓ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
- ✓ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
- ✓ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
- ✓ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
- ✓ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
- n/a If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Reference Service Checklist

- ✓ All basic services are available when the library is open.
- ✓ The library has a reference service policy.
- ✓ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- ✓ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- ✓ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- ✓ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- ✓ The library provides easy access to accurate and up-to-date community information.
- ✓ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- ✓ The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- ✓ The library provides access to local and state maps.
- ✓ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- ✓ The library provides voter information, including precinct boundaries and location of polling places.
- ✓ The library provides information about local history and events.
- ✓ The library has at least one current reference resource for each subject area.
- ✓ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- ✓ Staff members are encouraged to attend at least one relevant continuing education event each year.
- ✓ The library evaluates its reference service on an annual basis.

Please note, some of the items on this checklist are available on external websites. The Library provides access by directing patrons to the resources and by offering internet access via WiFi/Public Computers.

Reader's Advisory Service Checklist

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

We have 52 staff members who provide Reader's Advisory Services so it would be very difficult to have all of them join a community organization, club, or council. We do have a variety of staff involved in the community.

- Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.

Again, we have 52 staff members who provide Reader's Advisory Services so it would be very difficult to have all of them attend a reader's advisory workshop, reading roundtable, or continuing education event. We do promote continuing education and staff share Reader's Advisory tips on a regular basis.

- The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Capital Project List

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Chapter 6 (Safety)

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

Safety Standards

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

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

Chapter 7 (Collection Management)

The purpose of the collection management standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy should address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs. Of utmost importance, community members must have a means by which they can participate in the selection of materials.

The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible for people with disabilities. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership and WorldCat, as well as regional library system and other consortial group purchase opportunities as outlined in the following chapter. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).
2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.
6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.
 - a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
 - b. Library budgets should put priority on purchasing materials that best serve their community.
 - c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
 - d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes*.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

Materials:	Cost:
Books (print) _____	\$ _____
E-Books _____	
Magazines/newspapers (print) _____	
Magazines/newspapers (electronic) _____	
Audio CDs _____	
Audio CDs (downloadable) _____	
DVDs _____	
DVDs (downloadable/streaming) _____	
Electronic Databases (available in-house & remotely) _____	
Computer Software _____	
Microfilm _____	
Local History resources _____	
Photographs _____	
Video Games _____	
Non-Book or Media _____	
Automation:	Cost:
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation) _____	\$ _____
OCLC Membership costs _____	
MARC Records costs _____	
Additional consortia cost _____	
Virtual reference service _____	

Supplies:	Cost:
Barcodes for circulating items and for patrons' cards	\$ _____
User library cards	_____
Processing supplies (example: spine labels, book covers, book table, RF tags, property stamps, etc.)	_____

Staffing:	Cost:
Based on a 40-hour week, determine approximately how many hours staff spend on task and multiply it by pay rate x 52 weeks. (Example: Cataloger— 25 hours per week X \$10 X 52=\$13,000)	\$ _____
Collection development/ordering staff	_____
Cataloging staff	_____
Circulation staff	_____
ILL staff	_____
Book page or shelver	_____
Training for staff	_____

Chapter 8 (System Member Responsibilities and Resource Sharing)

Illinois has a rich history and a national reputation as a leader in library resource sharing, thanks in large part to the ongoing partnership between the Illinois State Library, Illinois library systems, and individual system members from libraries of all types (public, academic, school, and special) throughout the state.

A watershed moment in this history was the creation of library systems through the 1965 *Library System Act* [75 ILCS 10/]. The visionaries who established library systems knew that resource sharing would make all libraries stronger and able to provide better services to their users. Other statewide alliances that came after the creation of systems went several steps further in achieving these goals, including the Illinois Library and Information Network (ILLINET), representing the more than 3,000 Illinois library system members, and the Libraries Very Interested in Resource Sharing (LVIS) initiative, which represents the first global OCLC no charge Resource Sharing Group agreement began out of a shared goal of the Illinois State Library and the Missouri Library Network Corporation (MLNC) for the Midwest region. During the first year, LVIS members included more than 200 multi-type libraries in Illinois and Missouri. There are now more than 2,700 members, worldwide.

Illinois library systems work with their member libraries to provide services that no one library would be able to offer on its own. As a system member, a public library must agree to participate in resource sharing to the fullest extent possible through interlibrary loan, reciprocal borrowing, reciprocal access, and other cooperative activities.

Systems help libraries meet these responsibilities by administering and providing ongoing support for shared online catalogs, providing delivery service to transport materials between libraries across the state and beyond, spearheading cooperative e-book initiatives, offering continuing education designed to help libraries learn more about resource sharing philosophies and processes, and by consulting and sharing expertise between member libraries and strongly encouraging them to share their expertise and other resources with each other.

Resource sharing is fundamental to maintaining the top-notch library service the state of Illinois is known for and every library benefits from sharing resources to the fullest extent possible. The director of one of the largest libraries in Illinois who was nationally known for his innovations in library automation and cooperation, Hugh Atkinson (b.1933- d. 1986), then director of libraries at the University of Illinois at Urbana/Champaign, wrote, “My point is that one should not try to reach some kind of theoretical balance or fairness, but to build a network that will provide, by its services and arrangement, the library activities that will satisfy each of the participants, although not necessarily in the same way.” (Atkinson, H. (1987). Atkinson on networks. *American Libraries*, 18, 433.)

By continuing to work together in partnership, the Illinois library community can further these ideals and most importantly, better meet the diverse information needs of all those who live in the state.

Support for Illinois Library Systems is provided through the Secretary of State’s office with funds appropriated by the Illinois General Assembly. Library systems are governed by representatives from their member libraries as detailed in *Illinois Compiled Statutes* [75 ILCS 10/5] and system bylaws.

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.
2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.
4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.
6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

Reference Service

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reader's Advisory Service

Reader's advisory service is a patron focused service that promotes and encourages the use of collections for recreational purposes, including but not limited to recreational reading, watching, and listening. Reader's advisory service offers advice, suggestions, recommendations, and selections to library users to help them identify authors, titles, and genres which they may enjoy. It should also strive to respond to the recreational reading, viewing, and listening tastes of individual patrons using the resources of the library and its staff to link readers with books, movies, and music. Reader's advisory is instrumental in creating relationships and encouraging conversations with users and the community about leisure reading, viewing, and listening needs.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally through conversations throughout the library such as at the circulation desk where library staff members interact with patrons as they are checking out and returning materials and are able to discuss these items with them, getting to know their preferences in the process. This can lead to suggestions of similar titles that the patrons may enjoy.

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.
9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.