Bloomington Public Library
Books are just the beginning.

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, SEPTEMBER 17, 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, for presentation only)*

   B. Director's Report *(Recommended Motion: none, for presentation only)*

   C. Fiscal Report *(Recommended Motion: none, for 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 8/20/2024: Regular Bloomington Public Library Board meeting *(Recommended Motion: Approve the proposed minutes.)*

   B. Bills in the Amount of $508,280.49 *(Recommended Motion: Approve the proposed bills.)*

7. **Approval Items**

   A. Review and Approve Revision of Library Policies *(Recommended Motion: Approve item 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.

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Director's Report
August 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 commissioning meeting to review the progress of systems punch list items
    - 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
    - Submitting our project to the Library Journal's annual call for library expansions and renovations
    - Gathering feedback from managers about wayfinding signs and meeting with Rhonda and a representative from Dean's Graphics to discuss the best options
    - Working with Managers to successfully carry out the Ribbon Cutting (approximately 250 attendees) and Grand Reopening Celebration (approximately 850 attendees)
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Met with the Bloomington Revivalists to discuss a potential crosswalk/sidewalk pathfinding project from the library to downtown
- Met with a company that promotes solar projects to the press
- Helped design a handout providing information about the upcoming Golden Prairie Public Library District (GPPLD) trustee election
- Met with Bookmobile drivers to talk about the upcoming GPPLD trustee election
- Provided 5 tours to the Bloomington-Normal Kiwanis Club, Central IL Library Directors, a furniture vendor, a RAILS staff member, and the Illinois Library Association (ILA) Executive Director
- Presented about the Library Expansion to the Bloomington-Normal Christian Women's Connection Group

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

- Attended the Regional Engagement for Adoption + Digital Equity Library Forum
- Led a meeting of McLean County Libraries to plan for a joint Digital Literacy Grant application
- Met with Teen Librarian, Tiffany, to discuss plans for the TeenZone
- Checked to see if Hoopla email notifications could be turned off, the vendor said they can be turned off by each individual patron
- Met with Allison and Carol to plan for our upcoming ILA Conference Presentation: Packing for Peanuts

- Met with Jon (IT Manager), Gene (IT LTA), Rhonda (Marketing Manager), and Jorgi (Website LTA) to discuss the Recording Studio and webpage/room reservation options

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

- Attended the Global Leadership Summit (virtual)
- Attended two Mini-Morning Sessions: one about the Innovation Lab and one about the Recording Studios
- Participated in 3 interviews for a full time Library Associate position
- Met with Carol to plan for her retirement
- Met with Gayle four times to review the Librarian I, Librarian II (Managers with master's in library science), and Security Staff Job Descriptions
- Met with Union Stewards for our monthly meeting to keep open lines of communication

Goal: Administer a cost-effective public library.

- Reviewed and submitted the GPPLD Illinois Public Library Annual Report (IPLAR)
- Worked to update the spreadsheet calculating statistics for the IPLAR
- Learned that the GPPLD Leadership McLean County Leaders On Loan Application was accepted

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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
- Currently working to oversee progress on the construction and furniture 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
- Working with staff to create user guides for audio visual systems
- Working with staff to create wayfinding signage
- Working with staff to develop recording studio procedures
- Working with staff to explore free menstrual product machines in the public restrooms
- Encouraging staff to develop new programs

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:**

> - **Working with Gayle to guide managers through a review of job descriptions and overall staff expectations**

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. ~ IN PROGRESS

> **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**

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**

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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
August 2024

Goal: Explore and implement strategies to improve access to the library and its resources.
- Two new microfilm readers will be ordered. The current ones are no longer being updated.
- Sara is better organizing the Local History vertical files and locking drawers that are on the public floor.
- The cropping of digital images of the Pantagraph index cards can now be completed by volunteers.

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

SERVICES
There were three local history inquiries this month: Jewish immigrants, a synagogue, and a cemetery.

COLLECTIONS
Adult book displays were on the themes dog days of summer, romance, and learn a new skill. The DVD display featured romantic movies. Teen displays were on romance and nonfiction for back-to-school. A reestablished music CD display was on staff picks.

PROGRAMS
Tiffany and Alex from the Children's Dept. attended the annual District 87 Teacher Breakfast. We saw and talked to 250 teachers and staff.

Carol, Allison from CATS, and Nina from Circ. gave tours to a total of 16 people on Aug. 1, after the Ribbon Cutting event.

Carol and Rhonda M. gave four tours to a total of 37 people on Aug. 3, for the Grand Opening/End of SRP event.

Mimi has organized a Silent Book Club for the library. This is a time people gather and read quietly. At the end of the hour, those who wish to discuss what they're reading can do so.

Carol organized a jigsaw puzzle swap. There were nearly 120 puzzles donated. Of the 27 people who attended to pick up new-to-them puzzles, some didn't take their allotment. In the end, 43 remaining puzzles were either added to our circulating collection or given to the Book Shop for sale.

Adult/Family programs
- In Person On Site
    - Let's Dish Cookbook Club – 1 session – 7 attended
    - Silent Book Club – 1 session – 12 attended
    - Jigsaw Puzzle Swap – 1 session – 27 attended
    - ESL Conversation group – 1 session 10 attended

- Hybrid
    - Mystery Book Club – 1 session – 12 in person, 3 virtual
    - Fiction Book Club – 1 session – 5 in person, 4 virtual
    - History Reads Book Club – 1 session – 6 in person, 4 virtual

Teen Programs
- In Person On Site
    - End of Summer Gaming Party – 1 session – 38 attended

Goal: Recruit, and develop a knowledgeable, collaborative staff.
Carol has finalized her retirement plans. Her date is Dec. 16, 2024, and she'll last work in the library at the end of Oct. This brings to a close 26 years here at BPL and a career that spanned 37 years.

In addition to shelving training for the two new shelvers, staff also attended mini-morning sessions about the Innovation Lab and the Recording Studios.

Goal: Work effectively through the use of technology.
There was one 1-on-1 appointment on ebooks.

Business Office Report
Kathy Jeakins
August 2024

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

Kathy attended the Ribbon Cutting on Aug 1.

Goal: **Work effectively through the use of technology.**

Nan worked with Gayle to convert rejection letters from printing/mailing to email merge
Nan worked with Jeanne and Jorgi to develop a plan for room reservations—continued modifying as new situations arose
Kathy met with Bowen about re-installing the water sensors throughout the building

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 August, the Book Shop collected $1,458.50; a little more than last month

Hoopla usage in August was a little less than last month: 7,556 downloads totaling to $16,837.22

Kanopy usage for August was less than last month: 415 downloads totaling to $,085.00

Both BPL and Golden Prairie received their 4th Property Tax distributions at the end of August

Golden Prairie approved their budget ordinance on August 21

Kathy provided documents to the Golden Prairie auditors in preparation for the FY 24 audit

I emailed New Vendor Registration Information to one new vendor for the Library

I've been tracking revenues and expenditures for this year's Summer Reading Program; at the moment we are waiting to hear how many vouchers were used at the zoo, mini golf, pool, and ice center

Now that the meetings rooms are being used, Nan developed/distributed procedures for taking/documenting payments for meeting room fees

Kathy provided financial information to Nan for completion of the Golden Prairie IPLAR report

Kathy entered financial information to create a Purchase Order for the 2 new Reader/Printers

Kathy and Jon completed the LIRA insurance renewal questionnaire

Bills Costing in Excess of $5,000:

- Ameren IP $10,688.96 for Monthly Electricity
- Creative Empire $7,434.87 to Renew Mango Language Learner for 1 year
- Envisionware $22,948.86 for Maintenance Renewal on the Sorter and Other Equipment
- Library Furniture International, LLC $10,098.50 for Furniture, Pkg 5
- Library Furniture International, LLC $5,540.85 for Furniture Pkg 6
- Library Furniture International, LLC $24,745.25 for Furniture Pkg 8

Upcoming:

The Golden Prairie audit will take place in September

Cataloging & Technical Services Report
Allison Schmid
August 2024

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

- Allison gave tours of the new building after the ribbon cutting ceremony.

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

- A-J has been inventoried in the JDVD collection. So far, 20 items have been marked missing.
- 2,433 items were added to the collection in August! (To put this into perspective, last August 2023 we hit 2,013 items and that was the highest of the year.)
- Allison has been working on StackMap data entry. We hope to go live later this month.
- Kathy and Allison worked with B&T to remove (or shadow) unused accounts.
- TJ updated the Minecraft books to a new, more appropriate Dewey number, 794.85.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Eleanor worked the teen end of summer reading party.
- CATS staff attended (or viewed) the MMS on the Innovation Lab – 2.5
- CATS staff attended (or viewed) the MMS on the Recording Studio – 2.5
- Jeanne, Carol, and Allison met to work on their ILA presentation in October.
- Training Hours – 5

Goal: Work effectively through the use of technology.

- We added 5 new Amazon users.
- We've been working with B&T to receive a timely CD cancellation report.
- We purchased a mobile power source so we can conduct inventory without having a cord trail.
- We're finding a handful of newly tagged RFIDs that appear as "0" instead of the barcode and we're working to discover why that may be occurring.
- Added J4K collection code to Midwest Tape.
- Sent 4 World Language books to the CMC for cataloging.
- Due to a change in weeding parameters, many items were weeded from OverDrive and needed to be removed manually from our catalog.

Goal: Administer a cost-effective public library.

- Children's downsized the Ellison collection, and we listed it on Rails. Grove Elementary was happy to receive it!
- We worked with WTCox to ensure our periodical renewal payment occurred only once this Fiscal Year, but our physical renewal will still occur in October.

- We found a way to buy and replace just handles on Really Useful Boxes. This will cut down on the need to replace the entire box in many cases.
- Worked with WTCox and EBSCO to find out why we were receiving duplicate newspapers for WSJ and Barron's.

Upcoming:

- Illinois Room yearbooks – inventory & label change to Directory
- Marvel/DC comics split
- EDI ordering from Blackstone

Children's Services Report
Melissa Robinson
August 2024

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

Services

- The D87 summer lunches ended for the year. 2222 lunches were served at the library this summer.

Programs

- We had a very successful Grand Re-opening/End of Summer Celebration which included an animal program, crafts, a Lego challenge, demos of the innovation lab and recording studio, a ribbon cutting photo op, library tours, a robotics club demonstration, and a bounce house.
    - Animals Around the World – 2 shows – 418 attended
    - Crafts – 156 made
    - Metal Cow Robotics – 124 attended
    - Lego Challenge – 107 attended
    - Library tours – 37 attended
- Chess Club – 87 attended
- It Looked Like Spilt Milk activities and crafts – 24 attended

Passive

- Endangered Animal Scavenger Hunt – 82 participated
- Cloud Scavenger Hunt – 131 participated
- Crafts (fish, build a lion, excavator, sloth, giraffe headbands, cloud shapes, cloud containers, bracelets) – 774 made

Groups/Events

- West Bloomington Health Fair – 298 attended
- Miller Park Zoo Ice Cream Social – 171 attended
- Oakland Back to School Night – 250 attended
- Bloom School library tour – 28 attended

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

- Children's staff attended the mini morning sessions on the innovation lab and recording studio.

- We have two Unit 5 student workers and their job coach helping us in the Children's Department for a couple hours each school day.
- Jesse attended a webinar about Comics Plus.
- Our work study student, Bucket, returned to work at the library, and we will have more work study students starting in September.

Upcoming:

- Recurring programs will resume in September
  - 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 September
  - Raptor 101 – Sept 14
  - Hobbit Day – Sept 22
  - Shark Party – Sept 27
  - School-Age Craft Time – Sept 30

Circulation and Outreach Report
August 2024

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

- Outreach Library Associate Meetings:
  - Reentry Council Board
  - Sober Recreation Planning
  - Fatherhood Leadership
  - Butterfly Project
  - BN Welcoming Committee
  - Recovery Oriented Systems of Care Council
  - Fatherhood Coalition
  - Meeting with Wesley United Ministers about upcoming outreach events
  - Meeting with HCC Adult Education staff about possible partnerships
  - Attending the Illinois Prairie Community Foundation Non-Profit Workshop
  - Meeting with staff from Birth to Five Illinois
- An exterior book drop has been placed in the parking lot of Crafted. After receiving requests from the community to provide this, we're excited to offer patrons a convenient spot to return items.
- A new display unit in the lobby holds our 7-Day Loan collection, community flyers/brochures, and features a community spotlight highlighting local resources centered on a theme. September's theme is Recovery Month.

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

Deposits

- Staff prepared and delivered or renewed 681 items at 9 sites.

Home Delivery

- Staff prepared and delivered or renewed 643 items to 52 active patrons. 2 new patrons were added this month.

Pop Up Library

- Staff visited the locations listed below. 97 patrons were served, and 589 items checked out or renewed.
  - Luther Oaks
  - Bickford House
  - Villas of Hollybrook
  - Woodhill Towers
  - Westminster Village
  - Liberty Health

August Outreach Events

- August 10: Sunnyside Park Back to School event
- August 17: Second Presbyterian Church Paper Goods Distribution event
- August 24: Cultural Fest at Miller Park
- August 27: Loads of Love event at the Wash House
- August 28: Festival ISU

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

- One summer temp and a part-time Library Assistant resigned this month. One summer temp from Circ-OTR and one from Children's were hired to fill two vacant 19 hour/week positions.

(8/2024) Circulation and Outreach Services Statistics

Total Circ BPL	**110,622**
Total Circ Main	**78,357**
Total Circ Outreach	**7,155**
Total Circ Drive-up	**1,223**
Total Digital Downloads	**23,887**
Hoopla	7,556
Overdrive	15,323
TumbleBooks	18
eBook Central	7
Kanopy	983
Borrowers Registered	**550**
Total Active Cardholders	**34,703**
Children	8,288
Teen	3,797
Adult	22,618
GPPLD	**1,567**
Total Holds Filled	**7,257**
Main Holds	5,374
Outreach Holds	1,191
Drive-up Holds	692
Door Count	**16,634**

10 Highest Circulations		**Patron Count**
Grove	238	46
Wingover Apartments PM	231	110
Eagle Crest East	114	23
Bohmer Drive	112	61
Eagle Ridge	96	36
Old Farm Lakes	96	29
Eagle Ridge	92	22
Bohmer Drive	83	34
Wingover Apartments AM	79	25
Golden Eagle	74	30

Lowest 5 Circulations		**Patron Count**
Brookridge Heights	6	5
Ellsworth	6	1
Sunnyside Park	6	25
Anglers Manor	4	3
Ellsworth	4	1
Somerset Court	3	3
Arbors Apartments	0	4

Regularly Scheduled Stops	74
Special Stops	0
Cancelled Stops	0
Total Stops	74
Total Patron Count	1,300
Total Bookmobile Circulation	3,123

Human Resources Report
Gayle Tucker
August 2024

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

- I attended BPL's Ribbon Cutting ceremony on August 1
- I attend mini morning sessions (MMS) offered by the Staff Development Committee
  - I viewed the Innovation Lab MMS
  - I viewed the Recording Studio MMS
- In August, there were no in-house job announcements and two outside ads (Maintenance/Custodian 8 applications; Children's FT Library Associate 64 applications)
- I participated in six interviews, four work study interviews, and provided orientation for three employees
- Jeanne and I have completed updates to all bargaining unit job descriptions
- Nan and I updated new employee orientation folders
- 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 August, 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.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - The program has resumed for the 2024-2025 school year

Upcoming:

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

Information Technology Systems Report
Jon Whited
August 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 added a new WiFi network to support the innovation lab. Some of the lab equipment uses a shorter-range signal than the normal WiFi network can provide, so we added a small network to support these devices.

The certification program continues to be very popular, and the staff are working through all the people that want to get certified. We are seeing more regular appointments to utilize all the equipment.

We have received the new student data from District 87. We have been contacted by Unit 5 and expect their data soon as well. We will be loading these new students in the coming weeks. Prior to leaving our Career-link student went through every student account to adjust their library card expiration date to their anticipated graduation date.

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

Soda Bottle Flying Airplane: On Thursday, August 1st, from 6-8pm, Kerrie led a program Soda Bottle Flying Airplane for teens. She began discussing the basics of circuitry and then proceeded to guide the teens in building their Flying Airplanes, starting with building their circuits to power the planes. Everyone who signed up attended and had an amazing time.

Bits & Bites: Teens used codeblocks and micro:bits to create game show buzzers. After coding, teens had a Trivia & Pizza party. Teens expressed that they had fun and enjoyed the program.

D&D: The Fortress of Fangclaw**:** On August 9th, from 12:45-4:45 DJ led a Dungeons and Dragons program for 5 teens. Each month there is a new adventure created by DJ and are designed so that new teens can join at any point.

Upcoming:

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

We are working with Envisionware to move PC-Reservation to the cloud. This process will be complete sometime this fall.

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

<u>Connect Transit Promotion</u>

- Throughout the month of September, Connect Transit is offering free rides to those who show a Bloomington or Normal library card. (September is Library Card Sign-Up Month.) We are promoting this partnership via the following avenues: BPL website, BPL Facebook, BPL Instagram, Bookmobile Facebook, Bookmobile Instagram, plasma screen in the library, quarter-page handouts at offsite events, paper flyers, paper ads inside buses, letters and flyers mailed to 9 businesses which sell bus passes, and a press release which has led to some local media coverage. This information was also shared to these non-BPL Facebook pages: *We're in this together Bloomington Normal* and *McLean County GRID: Grants Resources Ideas Data*.

<u>Summer Reading</u>

- Marketing reported in July that 5,140 patrons completed the 2024 Summer Reading Program by the official deadline of July 31. Patrons were allowed to continue turning in reading logs in exchange for prize voucher sheets through August 18, though that was not advertised. The number of Summer Readers to complete the program after the grace period is 5,330. This final tally for 2024 reflects a 16.9 percent increase over the previous record (established in 2016 when 4,559 patrons finished the program).
- Through the grace period of August 18:
  - 3,335 kids finished the program.
  - 683 teens finished the program.
  - 1,312 adults finished the program.
- Marketing set the 2025 production timelines for the following Summer Reading items: Bookmarks, English Reading Logs, Spanish Reading Logs, Extra Prize Slips for the Teen and Adult Prize Drawings, Teen Bookmobile Book Voucher, Summer Program Guide, Sponsor Commitments, Prize Voucher Sheets, T-Shirts, Decorations, Website, and Advertising.

<u>Lego Library Kits</u>

- Marketing again ordered 17,550 Legos, this time from 20 online stores via the BrickLink website. As soon as the final Lego order and box labels arrive, staff will begin to assemble the second round of 150 Lego Library Kits. These will go on sale – again for $20 – in mid-October.

<u>Fall Program Guide</u>

- Chock full of 147 programs, the Fall Program Guide was compiled, designed, edited, and sent to the printer. It is available online and in paper form at the library and on the Bookmobile. This guide covers programs slated for September, October, and November 2024.

<u>Library Signage</u>

- With the opening of the new building, Marketing has been fielding non-stop signage requests.
- Marketing has been working diligently to create endcap signage for all the stacks in both the Adult Department and the Children's Department.
- Marketing met with Dean's Graphics to begin the process to create hanging signs.
- A final design for the ends of the teen book stacks is still being finalized; there have been many renditions. These endcaps will be wrapped in vinyl to separate them from the adult stacks.
- All the *New Book* signage at the Main Entrance was recreated to coincide with the new decorating scheme and to add the word "*New*" to each sign.

<u>Website & Other Tech</u>

- Marketing maintains the library's website.
  - Updated record sets for New Movies, New Music, and New Audiobooks.
  - Updated and published the Local Artist page
  - Updated language pertaining to the Study Rooms
  - Updated language pertaining to the Innovation Lab – multiple times
  - Updated language pertaining to the Recording Studios – multiple times
  - Updated language pertaining to the Community Rooms; including adding contact information
  - Updated language pertaining to the Book Shop
  - Updated language pertaining to the Browser Packs
  - Updated the reservation form for the Innovation Lab – multiple times
  - Updated the reservation form for the Recordings Studios – multiple times
  - Added and removed puzzles as needed.
  - Closed the application for authors interested in participating in the upcoming Author Fair
  - Added promotional information about the End of Summer/Building Unveiling Party to the website and plasma
  - Added and removed job listings as needed
  - Added September-February bookmobile PDF to Bookmobile page
  - Added September- February bookmobile stops to the online calendar
  - Archived Building Project information

- o Added Staff Development Day closure to the calendar
- o Added World Language book recommendations to the Borrowing page
- o Removed all Free Summer Lunch promotional information
- o Created a page to house the printable Banned Bingo Card PDF
- o Updated the Homepage tiles to now promote the Bookmobile, Innovation Lab, Recording Studios, and Book Clubs
- o Uploaded the digital version of the Fall Program Guide
- o Redirected several bitly links
- o Removed all "library card *in good standing"* language from the website
- o Added Recording studio promotional material to the rotating image bar and the plasma screen
- o Reviewed Library Market's most recent update (it includes improved accessibility)
- o Adjusted Library Van capacity from 6 to 2
- Website Projects
  - o Met with Mimi to go over the eResources the State of Illinois purchased
  - o Began creating a new and more intricate Certification Class registration form for the Innovation Lab

Paper & Digital Design Work

Program Publicity
- Super Saturday Story Times
- Leave the Leaves!
- Preschool Story Time
- Teen Genre Book Club
- Lapsit Story Time
- Silent Book Club
- Tales for Tails
- Itsy Arts
- Raptor 101
- Dear Banned Author
- Plant Swap at WBRP Harvest Festival
- Bad Art Night
- Hobbit Day
- Banned Book Discussion
- Star Wars Mos Shuuta for Teens
- Star Wars Mos Shuuta for Adults
- Banned Book Bingo
- Sensory Story Time
- Fun & Games
- Create a Plywood Bookmark
- Shark Party
- Retirement University
- Toddler Time

Signage & Handouts
- Recording Studio Publicity – digital and paper signage in many sizes
- Program Guide Publicity – digital and paper signage in many sizes
- Labor Day Closure Publicity - – digital and paper signage in many sizes
- Connect Transit – digital and paper signage in English and Spanish in many sizes (spelled out above)
- Library-Related STEAM handouts for Kids for the Children's Discovery Museum
- Library-Related STEAM handouts for Educators for the Children's Discovery Museum
- Sign for inside each Recording Studio using QR Codes to direct patrons to a Tech Ticket and to the library's meeting space policies
- GPPLD Election Handout
- Artwork for 6 Hobbit buttons for the Hobbit Day Party
- Signage for a Banned Books Display
- Signage and materials for a Constitution Week Trivia Display
- New Teen Zone Hours Sign (hours changed when school resumed)
- New Teen Zone Sign spelling out all *No-School* Days
- Sign for Patio Door
- 75 Book Shop Gift Certificates for Make-a-Wish Swag Bags
- CS Display Signage
- AS Display Signage
- TeenZone Display Signage
- Silent Book Club table tents
- Reshelving Cart
- Updated posters for various Bookmobile stops

- Banned Book Week display signage and printed materials
- AS Endcaps
  - Large Print
  - Ranges 1-22; 23-26; & 35-38
- Small Collection Highlight

Misc, Design Work
- September Calendar
- Tickets for the Puzzle Swap
- Updated staff handout pertaining to Lanyards & Nametags
- Created images pertaining to the Innovation Lab & Recording Studios for the "tile" area on the website's homepage
- Created the Banned Book Bingo board
- Carriage Crossing materials (Bookmobile)
- Graphics for various Bookmobile stops
- Recording Studio Informational handout
- Teen Endcap Wraps

Reprints/Prep
- 720 Stickers for Halloween Candy
- 600 My Library Card Handouts
- 600 Hoopla Handouts
- 600 MyLibrary! App Handouts
- 600 Kanopy Handouts
- 600 Libby Handouts
- 200 Text Opt-In Handouts
- 1000 Book Before Kindergarten

Promotional Items & Prizes
- Resale item received:
  - *Believe in Your Shelf* mugs in black and grey (will start selling closer to Christmas, in mid-October)
- Promo item received:
  - Stuffed Puppies wearing *I Love to Read* T-shirts.
- Fulfilled requests for promotional giveaways for 8 events:
  - CFHC Wellness Fair
  - District 87 Teacher Breakfast
  - Paper Products Distribution at Wesley United
  - Cultural Fest
  - Dreams are Possible Workshop
  - WBRP Harvest Festival
  - Loads of Love Wash House Event
  - Salvation Army Block Party
- Processed and restocked promo item returns from 8 events
  - Summer Chess Club
  - Back 2 School Sunnyside event
  - Miller Park Zoo Child Safety and Ice Cream Social
  - District 87 Staff Breakfast
  - Eastview Summer Bash
  - Loads of Love Wash House Event
  - Paper Products Distribution at Wesley United
  - Cultural Fest

Misc. Marketing Tasks
- Marketing worked with/is working with Dean's Graphics on the following:
  - rewrapped the Mobile Book Drop which was damaged when it tipped over during high winds. The Book Drop is now located at Crafted. We will promote this development as soon as we are able to activate the technology inside the box which alerts staff when the box is full.
  - designed and created *Do Not Enter* Stencils for the Operations Department
  - hanging signs
  - wrapping the ends of the teen book stacks
- Managed the "ads" that appear on our notices pertaining to holds, overdue items, almost overdue items, etc.
  - Removed
    - Ribbon Cutting
    - Summer Reading Party / Building Unveiling Celebration.
  - Added
    - Labor Day Closure
    - Recording Studios

- ▪ Connect Transit Promotion
- ▪ Fall Program Guide
- Continue to manage Bloomerang Donation Software
- Scheduled Midwest Pano to shoot the library's 3D Tour on October 1
- Scheduled Bookmobile text reminders for the next 6 months
- Scheduled online calendar listings for each Bookmobile Stop for the next 6 months
- Working with The Magic Blue Box and Nina to set up texting for Home Delivery patrons
- Ordered Candy for Children's Department Halloween Events
- Rhonda attended CM Promotions Vendor Showcase

Press Releases sent during August
- Connect Transit offers free rides during the month of September when you show a library card

August headlines
- *A new chapter: Bloomington library celebrates completion of $25M expansion* – WGLT
- *Local officials celebrate Bloomington Public Library expansion* – The Pantagraph
- (Video) *Rep. Sharon Chung, D-Bloomington, talks about Bloomington Public Library expansion* – The Pantagraph
- *Bloomington's library celebrates completed renovations, expansions with ribbon-cutting* – Ciroud.com
- *Ribbon cutting to celebrate Bloomington Public Library expanded and renovated building* – The Pantagraph
- *Multimillion dollar Bloomington Public Library expansion complete* – WEEK
- Rhonda was interviewed live on August 5 on WEEK about the opening of the Innovation Lab and the Recording Studios.
- Rhonda was interviewed live on August 27 on WEEK about the upcoming free-ride promotion with Connect Transit.
- *Connect Transit rides free for library cardholders in September* – The Pantagraph
- *Connect Transit to offer free rides to local library cardholders* - WJBC

Advertising
- WGLT
  - o Ads will run in September to promote Banned Books Bingo and the Banned Book discussion (air Sept. 3-10)
  - o Ads will run in September to promote the Recording Studios and the Studio Basics Program (air Sept 11-18)
- Community Players
  - o 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:
  - o 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.
  - o Ads will run Sept 16-22 on WBNQ, B104, and WJBC. These ads will promote the library's Innovation Lab and Recording Studios as we lead up to our first *Recording Studio Basics* program.
  - o Ads promoting the library's November 9 Local Author Fair will run on WJBC from October 28-November 3.
- Pantagraph
  - o 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.
- West Bloomington Revitalization's Harvest Fest
  - o The library is a sponsor of the WBRP Harvest Fest. We will be named on social media posts and signage pertaining to the event. The library's Outreach Library Associate plans to attend the event and create library accounts/cards for attendees. A librarian from the Adult Service Department plans to host a Plant Exchange during the event.

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.

Goal: Work effectively through the use of technology.
- Social media presence:
  - o BPL Facebook – 11,291 followers
  - o Instagram – 2,571 followers
  - o Twitter – 1,979 followers
- Text subscribers – 2,021

- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,447 filtered active subscribers.
- Program Guide list – 32,663 filtered active subscribers.
- General eBlast list – 31,300 filtered active subscribers.

Goal: Administer a cost-effective public library.

<u>Free & Cheap Promotions</u>

- 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 programming publicity -- were also shared:
    - Pictures from the Ribbon Cutting
    - Lego Kits Sold Out
    - Summer Chess Trophies were 3D Printed in the new Innovation Lab
    - Pictures from the End of Summer Reading/Building Unveiling Party
    - WEEK Coverage of the completion of our expansion project
    - Pictures from BPL at Sunnyside Park for Back 2 School
    - InterLibrary Loan
    - Explore More added discounts to The Forge in Lemont and the Illinois Valley Symphony Orchestra
    - Ride Connect Transit for free in September with your Library Card
    - The Fall Program Guide is now available online
    - Labor Day Closure
    - Ride Connect Transit for free in September with your Library Card (includes image in Spanish)
    - Fall Program Guide now available both online and in paper form
    - BPL's Recording Studios are Open
    - Pictures from BPL at Cultural Fest
    - WGLT Coverage of the Connect Transit Promo
  - 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 World Book online resource was delivered on August 4.
    - An eBlast promoting the release of the Fall Program Guide was delivered on August 20.
    - An eBlast promoting the library's Genealogy eResources was delivered on September 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.

Operations Report
Robert Greene
August 2024

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

Operations staff

- o We have made the patio accessible - patrons can access the patio and return to the library through the east patio door.
- o We have improved our practices on snacking in the library.
- o We placed an offsite book drop at Crafted coffee shop.
- o The wall coverings in the Children's department were installed.
- o The North patio was cleared for the Native Plant Project.

Repair and installs:

- o We are installing plexiglass in the Community Room storage room, to protect the wall from being damaged by the chairs and tables stored.
- o We installed new picture rails in the Teen Zone.
- o We installed clocks in computer lab and staff meeting room.

Recruit, train and develop knowledge, collaborative staff:

- o We have added a new member to the custodial staff, Juan. He started 8/26/24 and will be working part-time.
- o Juan is being trained in all facets of our custodial duties.

Custodial staff:

- o The custodial staff meet every week to discuss how to streamline their job duties and be more cost effective.

Security Staff:

- o Bowen and I are coordinating tutorials on emergency exits and evacuation procedure videos for the staff.
- o Bowen and I are preparing presentations for the staff development day.

Bloomington Public Library
Books are just the beginning.

Statistics At-A-Glance
August 2024

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	34,975	26,953	30%	130,420	130,236	0%
Teens	3,017	1,890	60%	12,425	8,891	40%
Children	48,756	31,108	57%	195,632	154,983	26%
Digital Downloads	23,887	18,322	30%	95,075	72,778	31%
Total	110,635	78,273	41%	433,552	366,888	18%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,618	18,624	21%	N/A	N/A	N/A
Teens	3,797	3,390	12%	N/A	N/A	N/A
Children	8,288	5,965	39%	N/A	N/A	N/A
Total	34,703	27,979	24%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	550	919	-40%	2,212	2,114	5%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	16,634	10,897	53%	72,440	56,266	29%
Bookmobile	1,300	1,630	-20%	6,468	5,732	13%
Total	17,934	12,527	43%	78,908	61,998	27%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	499	0	N/A	1,773	213	732%
Digital Preservation Studio	41	0	N/A	114	23	396%
Community Room	51	0	N/A	231	11	2000%
Total	591	0	N/A	2,118	247	757%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	18	18	0%	74	62	19%
People Reached	1,443	1,519	-5%	5,358	8,935	-40%
Community Visits to the Library	8	0	N/A	14	0	N/A
People Reached	81	0	N/A	243	0	N/A
Total Outreach Visits	26	18	44%	88	62	42%
Total People Reached	1,524	1,519	0%	5,601	8,935	-37%

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	10	5	100%	54	35	54%
Attendance	90	45	100%	658	536	23%
Teens	4	0	N/A	26	12	117%
Attendance	56	0	N/A	604	133	354%
Childrens	12	14	-14%	89	35	154%
Attendance	3,245	167	1843%	26,699	969	2655%
Total Programs	26	19	37%	169	82	106%
Total Attendance	3,391	212	1500%	27,961	1,638	1607%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	55	2	2650%	109	8	1263%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,457	2,614	32%	15,024	11,455	31%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	176	128.75	37%	585	421	39%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,457	1,176	109%	9,242	5,927	56%
WiFi Sessions	3,154	1,434	120%	11,248	6,949	62%
Website/Catalog Hits	75,104	40,175	87%	285,186	188,136	52%
Online Resource Use	13,957	3,639	284%	51,751	15,393	236%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	362	549	-34%	1,549	1,698	-9%
Sent	168	107	57%	519	586	-11%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	29	8.00	263%	79	8	888%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, August 21, 2024
5:00pm

At 5:03 pm, Vice President Jim Russell opened the Public Hearing on Ordinance No. 24-01, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2024 and ending the 30th day of June 2025. Vice President Russell called for public comments three times with no responses. The Public Hearing was closed at 5:04 pm.

MINUTES

I. Call to Order
    Vice President Russell called the regular meeting to order at 5:04 pm.

II. Roll Call
    Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson (arrived at 5:32 pm)

    Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins, Colleen Shaw

    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. July17, 2024 Regular Meeting
       The minutes were approved as presented.

VII. Staff Reports
    A. Director's Report: Jeanne shared that door counts indicated that about 250 people attended the ribbon cutting ceremony and about 850 attended the grand opening event. Final Summer Reading Program numbers are in, and 5330 people completed the program, which is a 16.9% increase from the previous highest year in 2016. The final day of the Summer Reading Program was July 29, and that day was also the highest visitor count at the Library with 1722 people visiting. The Fall program guide is out for September through November, and the Library has 150 programs scheduled during that time frame. The Library will be placing the book drop that was used during construction at Crafted on Airport Rd. Finally, Jeanne highlighted the solar energy information that has been added to the Library's website.

B. Outreach Report: Colleen shared the new Bookmobile schedules. There were no changes from the previous schedule except for the change from Freedom Oil to Viking Brews (across the street from each other). She mentioned the Library will hopefully be working with Viking Brews for some marketing coordination.

C. Financial Report: Kathy Jeakins stated that the reports are in the packet.

VIII. Unfinished Business
A. Upcoming Election:

Ary and Jim put together information for a handout, which marketing staff made into a two-sided handout, which is in the packet. Jim invited suggestions on changes to the handout. Once finalized, the Library will print a supply for Board members to hand out as well as having them available at the Library and on the Bookmobile. Discussion included strategies to find and encourage residents to run for election to the Board.

IX. New Business
A. Adopt Annual Budget & Appropriation Ordinance:

STEPHANIE WALDEN MOVED, AND RUTH NOVOSAD SECONDED TO APPROVE ORDINANCE 24-01 ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2024 AND ENDING THE 30TH DAY OF JUNE 2025 AS PRESENTED IN THE PACKET.

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

NAYS: NONE

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees
Stephen confirmed that he has decided he will run for one more term. Patti mentioned that she had brought a friend to the grand opening celebration and had a wonderful time. Patti also asked about accessing the most current copy of the bylaws and the trustee orientation. Jim passed out Bookmobile YTD statistics.

XI. Reminder
A. Next Board Meeting is September 18, 2024

XII. Adjournment
Ary Anderson adjourned the meeting at 5:54 pm.

BLOOMINGTON PUBLIC LIBRARY
## FY 2024-2025 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	AUG 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	821,980.10	3,610,047.23	(1,884,952.77)	65.7
Replacement Tax	424,600	12,171.83	77,302.14	(347,297.86)	18.2
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	73,785.83	327,006.43	(167,993.57)	66.1
Fines & Fees	7,000	771.50	3,361.66	(3,638.34)	48.0
Interest on Investments	55,000	29,422.71	96,587.45	41,587.45	175.6
Interest from Taxes	0	0.00	0.00	0.00	-------
Donations	25,000	2,116.57	32,316.54	7,316.54	129.3
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	6,094.63	16,331.55	(24,668.45)	39.8
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
Total Revenues	6,664,653	946,343.17	4,281,792.80	(2,382,860.20)	64.2

EXPENDITURES:

ACCT NAME	BUDGET	AUG 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	210,295.88	813,201.45	(2,164,423.55)	27.3
Part-Time Salaries	598,135	39,856.33	159,615.10	(438,519.90)	26.7
Seasonal Salaries	101,224	10,304.02	35,212.13	(66,011.87)	34.8
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	2,140.18	(17,859.82)	10.7
Total Sals & Wages	3,697,084	260,456.23	1,010,168.86	(2,686,915.14)	27.3
Dental Insurance	10,463	491.06	1,650.73	(8,812.27)	15.8
Health Insurance, HMO	6,765	556.36	1,887.65	(4,877.35)	27.9
Life Insurance	3,293	257.60	970.80	(2,322.20)	29.5
Vision Insurance	3,227	247.78	825.79	(2,401.21)	25.6
Health Insurance, PPO 600/1200	276,166	16,169.44	53,192.64	(222,973.36)	19.3
Health Insurance, PPO with HSA	88,549	9,900.52	33,591.05	(54,957.95)	37.9
Library RHS Contribution	8,200	878.01	3,146.58	(5,053.42)	38.4
Library HSA City Contributions	15,800	0.00	21,600.00	5,800.00	136.7
Dental Insurance, PPO	0	253.16	858.94	858.94	-------
Identity Protection	0	51.87	211.47	211.47	-------
IMRF	223,322	15,540.81	60,366.41	(162,955.59)	27.0
FICA	227,973	15,385.75	60,076.71	(167,896.29)	26.4
Medicare	53,316	3,598.28	14,050.52	(39,265.48)	26.4
Worker's Compensation	26,490	0.00	0.00	(26,490.00)	0.0
Uniforms	1,200	0.00	0.00	(1,200.00)	0.0
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	0.00	1,527.20	(35,855.80)	4.1
Total Benefits	985,147	63,330.64	253,956.49	(731,190.51)	25.8
Rentals	17,000	1,264.82	6,875.98	(10,124.02)	40.4
Total Rentals	17,000	1,264.82	6,875.98	(10,124.02)	40.4
Building Mtnc	130,000	13,646.15	38,492.50	(91,507.50)	29.6
Vehicle Mtnc	21,000	3,619.09	6,851.47	(14,148.53)	32.6
Office & Computer Mtnc	185,000	33,142.86	76,290.16	(108,709.84)	41.2
Total Repair/Mtnc	336,000	50,408.10	121,634.13	(214,365.87)	36.2

ACCT NAME	BUDGET	AUG 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	2,823.99	7,490.65	(39,509.35)	15.9
Printing/Binding	35,000	3,925.90	12,229.01	(22,770.99)	34.9
Travel	1,000	128.89	366.20	(633.80)	36.6
Membership Dues	4,000	0.00	99.00	(3,901.00)	2.5
Professional Development	10,000	151.95	3,704.90	(6,295.10)	37.0
Other Purchased Services	109,000	14,607.67	83,207.66	(25,792.34)	76.3
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	21,638.40	107,097.42	(148,902.58)	41.8
Office Supplies	10,000	1,220.73	8,178.54	(1,821.46)	81.8
Computer Supplies	74,750	11,544.28	28,419.59	(46,330.41)	38.0
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	10,247.71	21,169.99	(34,324.01)	38.1
Janitorial Supplies	25,000	1,728.96	6,605.70	(18,394.30)	26.4
Gas & Diesel Fuel	6,000	598.77	2,086.96	(3,913.04)	34.8
Building Mtnc & Repair Supplies	14,000	1,800.82	2,291.78	(11,708.22)	16.4
Total Supplies	187,244	27,141.27	68,737.89	(118,506.11)	36.7
Natural Gas	40,000	1,308.46	4,133.51	(35,866.49)	10.3
Electricity	150,000	10,688.96	34,738.01	(115,261.99)	23.2
Water	7,000	948.44	2,450.35	(4,549.65)	35.0
Telecommunications	50,000	5,806.69	14,603.37	(35,396.63)	29.2
Total Utilities	247,000	442.06	55,925.24	(191,074.76)	22.6
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	830.21	1,871.51	(3,128.49)	37.4
Periodicals	18,000	(54.80)	15,517.37	(2,482.63)	86.2
Adult Books	165,000	12,403.17	44,405.27	(120,594.73)	26.9
Children's Books	130,000	11,713.28	35,784.60	(94,215.40)	27.5
A/V Materials	90,000	6,124.07	16,004.83	(73,995.17)	17.8
Public Access Software	128,000	12,499.87	36,227.05	(91,772.95)	28.3
Downloadable Materials	270,000	10,086.99	25,056.99	(244,943.01)	9.3
Total Materials	806,000	53,602.79	174,867.62	(631,132.38)	21.7
Employee Relations	3,500	333.43	1,455.79	(2,044.21)	41.6
Miscellaneous Expenses	8,222	868.53	3,133.39	(5,088.61)	38.1
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	1,201.96	4,589.18	(7,132.82)	4.3
Total Expenses	6,637,897	479,486.27	1,804,345.43	(4,739,351.57)	27.2

Bloomington Public Library
FY 2024-2025
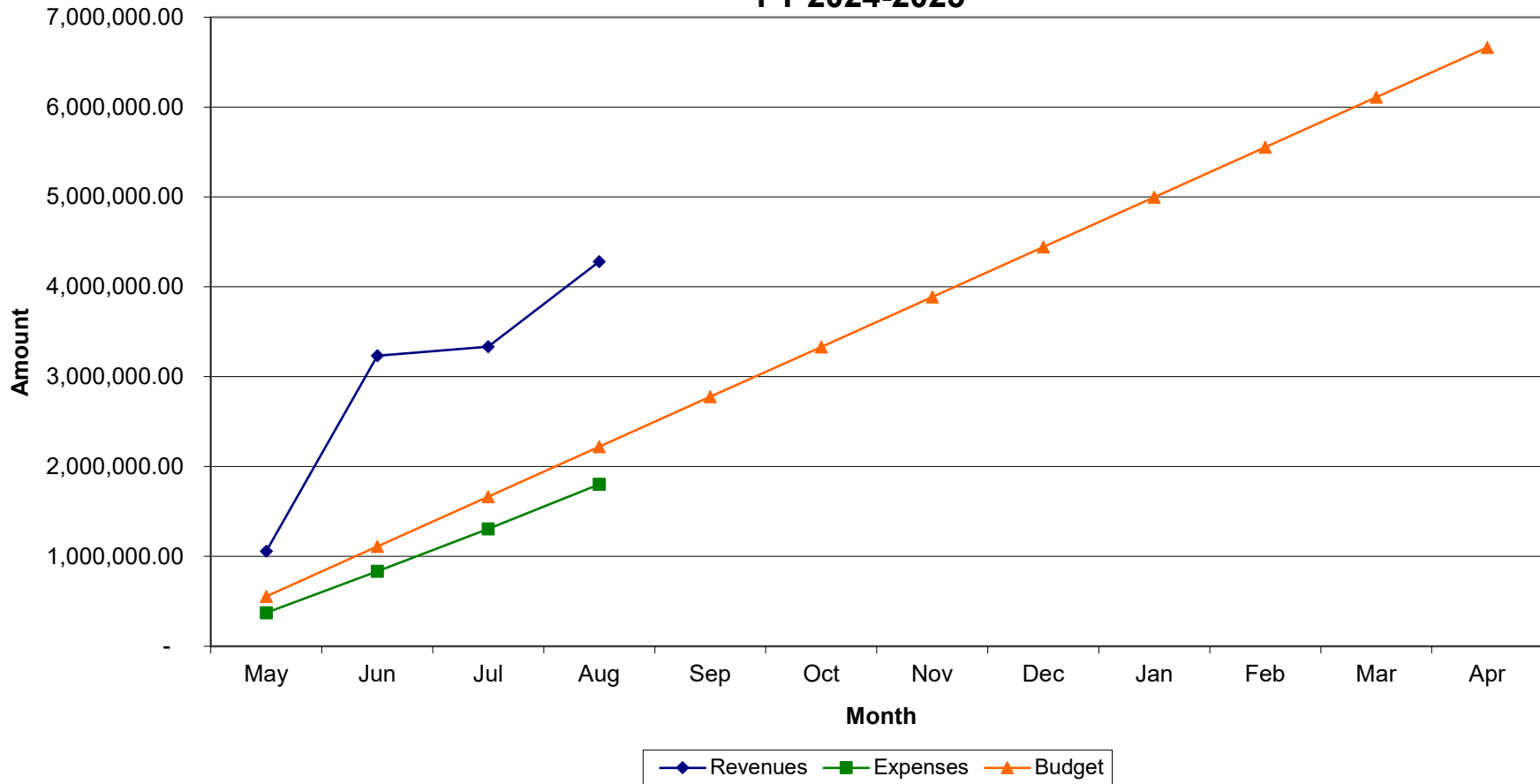
Property Tax (65.7%): The Library has received four distributions
so far.
Replacement Tax (18.2%): The distributions have started to come
in.
State Grants (Per Capita Grant)(100.7%): The Library received its
Per Capita Grant check at the end of June.
Golden Prairie Public Library District (66.1%): Golden Prairie
has also received four distributions so far.
Fines & Fees (48.0%): This is a little more than projected.
Interest (175.6%): The amount continues to be more than
projected.
Donations (129.3%): This reflects the generous donations made
from the community for this year's Summer Reading Program.
Other Revenue (39.8%): this is a little more than projected.
Other Private Grants: Nothing was budgeted for this line item;
the Library did receive a grant from the Illinois Prairie
Community Foundation for a program to be held on 6/19/24,
"Celebrating Juneteenth at BPL,"
Full-time Salaries (27.3%) This is under-spent due to staff
vacancies.
Part-Time Salaries (26.7%): This is under-spent due to staff
vacancies.
Overtime Salaries (0.0%): Nothing has been charged to this line
item yet.
Other Salaries (10.7%): Charges have been minimal.
Dental Insurance (15.8%): Charges have been minimal.
Health Insurance, HMO (27.9%): Charges have been minimal.
Vision Insurance (25.6%): Charges have been minimal.
Health Insurance, PPO 600/1200 (19.3%): Charges have been
minimal.
Library RHS Contribution (38.4%): 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 (27.0%): This is under-spent due to staff vacancies.
FICA (26.4%): This is under-spent due to staff vacancies.
Medicare (26.4%): This is under-spent due to staff vacancies.
Worker's Compensation (0.0%): The annual premium will be paid in
December.
Uniforms (0.0%): Nothing has been charged to this line item yet.
Tuition Reimbursement (0.0%): Nothing has been charged to this
line item yet.
Other Benefits (4.1%): Charges have been minimal.

Rentals (40.4%): This is over-spent due to additional copies being made for Summer Reading.
Office & Computer Maintenance (41.2%): this is over-spent because the annual billing for the sorter, RFID Pads, the gates, and various software maintenance renewals were paid in August.
Advertising (15.9%): Charges have been minimal.
Membership Dues (2.5%): Charges have been minimal.
Other Purchased Services (76.3%): This is over-spent due to costs related to Bloomington Reads, Summer Reading, and Juneteenth Programs so early after the start of the fiscal year.
Other Insurance (0.0%): The annual insurance premium is paid in January.
Office Supplies (81.8%): This is over-spent due to the purchase of new appliances needed for the library.
Postage (-0.7%): Charges have been minimal.
Library Supplies (19.7%): Charges have been minimal.
Building Mtnc & Repair Supplies (16.4%): Charges have been minimal.
Natural Gas (10.3%): Charges have been minimal.
Electricity (23.2%): Charges have been minimal.
Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.
Periodicals (86.2%): This is over-spent due to the annual renewal of the subscription service.
Adult Books (26.9%): Charges have been minimal.
Children's Books (27.5%): Charges have been minimal.
A/V Materials (17.3%): Charges have been minimal.
Downloadable Materials (9.3%): Charges have been minimal.
Employee Relations (41.6%): This is over-spent due to stocking up on personal hygiene supplies.

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:                               764.46
  Miscellaneous Donations:                            65.25

  Total Donations:                           $ 32,316.54
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2

The Other Revenue line item breaks out as follows:

Apparel Store:	$ 220.20
Book Shoppe:	4,668.50
Ear Buds:	84.00
Flash Drives:	35.00
Genealogy Searches:	35.45
Lego Kits:	2,940.00
Meeting Room Fees:	175.00
Print Station:	6,110.15
Reusable Bags:	300.00
Test Proctoring:	175.00
Tote Bags:	567.00
Miscellaneous:	1,021.25
Total Other Revenue:	$16,331.55

During August, 14 batches containing 101 invoices were processed, totaling $169,549.07 and 159 credit card charges were made totaling $36,609.84.

As of August 31, the Library's Maintenance & Operating Fund Balance is $8,658,102.74, which is 129.9% 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, 7/31/24:

Operating:	$ 8,658,102.74
Fixed Assets:	$ 1,351,047.17
Capital:	$ 1,141,991.21

3

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	720,433.43	20,433.43	102.9
Interest	400,000.00	828,851.11	428,851.11	-----
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	22,143,821.90	(4,189,531.33)	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	1,835,395.68	(322,233.62)	85.1
Library Buildings	21,578,000.00	21,253,896.94	(324,103.06)	98.5
Total Expenses	25,601,311.80	24,847,256.52	(754,055.28)	97.1

Bloomington Public Library
Books are just the beginning.

MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, AUGUST 20, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:31 PM, August 20, 2024.

President Catrina Parker called the meeting to order.

Roll Call

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

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public
Trevor Smith from Libraries of Illinois Risk Agency attended remotely.

Public Comment
There were no public comments.

Special Presentation from the Libraries of Illinois Risk Agency (LIRA)
Trevor Smith, Assistant Program Director for LIRA (Libraries of Illinois Risk Agency), provided a presentation about the LIRA insurance program for Board members.

Reports
The following item was presented:

Item 6.A. President's Report

President Parker stated that the grand opening event was really great. Many people she knows attended and one got her first library card from Bloomington.

The following item was presented:

<u>Item 6.B. Director's Report</u>

Director Hamilton shared the excitement of the ribbon cutting and grand opening events. The door counts indicated about 250 people attended the ribbon cutting and about 850 people participated in the grand opening activities. Summer Reading Program final numbers are in, and the Library had 5330 people finish the program, which is a 16.9% increase over the previous high year in 2016. The last day of the Summer Reading Program was also the highest traffic day for the Library, with 1722 people coming through the doors that day. The Library has 150 programs planned between September and November.

She also shared that the information on the solar panel energy production has been added to the Library's website.

The following item was presented:

<u>Item 6.C. Fiscal Report</u>

Kathy Jeakins stated that the reports are in the packet and entertained questions.

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.

<u>Item 7.A. Approve Minutes of 7/16/24: Regular Bloomington Public Library Board meeting</u>

<u>Item 7.B. Bills in the Amount of $510,598.13.</u>

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

Motion carried (viva voce, 6-0).

Approval Items
The following item was presented:

<u>Item 8.A. Approve Library Board Meetings Dates for the Next Calendar Year</u>

Trustee Hollister made a motion, seconded by Trustee Henry, to approve the item as presented

Motion carried (viva voce, 6-0).

The following item was presented:

<u>Item 8.B. Approve the Purchase of Two (2) ScanPro 3500 Microfilm Scanners</u>
Director Hamilton shared that these two machines will replace the existing machines that are no longer receiving software updates.

Board Member Chissell made a motion, seconded by Board Member McCormick, to approve the item as presented.

AYES: Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Parker; Trustee McCormick; Trustee Chissell

Motion carried.

The following item was presented:

Item 8.C. Approve the Annual Envisionware Service Contract Renewal

Board Member Chissell made a motion, seconded by Trustee Henry, to approve the item as presented.

AYES: Trustee Argenziano; Trustee Henry; Trustee Hollister; Trustee Parker; Trustee McCormick; Trustee Chissell

Motion carried.

Discussion Items

The following item was presented:

Item 9.A. Discuss Insurance Renewal for 2025

Discussion regarding how to proceed with regard to insurance resulted in the consensus to stay with LIRA.

The following item was presented:

Item 9.B. Discuss Upcoming Foundation Board Bylaw Review

Director Hamilton remarked that it's time to review the Foundation Board's bylaws. She indicated that the Bloomington Public Library Board is responsible for revising and approving these bylaws. To help in this review, it was the consensus of the board that Director Hamilton should ask that the Foundation Board produce a document on what they feel the Foundation's guiding principals should be and what they think is the purpose of the Foundation on behalf of the BPL Board.

Comments by Trustees

Trustee Hollister shared that a retirees forum will be established at the Illinois Library Association. She also shared a suggestion from another library colleague about how to handle holds for very popular books. President Parker remarked how excited she was to purchase one of the first Lego kits, and she would love to see other Lego kits for Bloomington buildings. Director Hamilton stated that the Library is ordering more pieces to have more kits available in time for the holidays. Trustee Chissell mentioned an event from a group called Lift the Ban who will be holding a meeting in Bloomington on September 7 at Mt. Pisgah Baptist Church to share information regarding rising rent costs.

Adjournment

Trustee Henry made a motion, seconded by Trustee Argenziano, to adjourn the meeting.

Motion carried (viva voce, 6-0).

The Meeting Adjourned at 7:58 PM.

BILLS LIST

Approved by BPL Board of Trustees, September 17, 2024

_____
Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Mtnc Supplies	200.93
Amazon Capital Services	A/V Materials	5,047.94
Amazon Capital Services	Adult Books	310.68
Amazon Capital Services	Children's Books	135.99
Amazon Capital Services	Janitorial Supplies	410.32
Amazon Capital Services	Library Supplies	318.92
Amazon Capital Services	Non-Traditional Materials	520.47
Amazon Capital Services	Office Supplies	92.45
Amazon Capital Services	Other Purchased Services	332.25
Ameren IP	Electricity	10,688.96
Bill's Key & Lock Shop	Building Mtnc Supplies	32.20
CDW Government	Miscellaneous Expenses	185.00
CDW Government	Office/Equipment Mtnc	9,254.42
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.06
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,385.75
City of Bloomington	Gas & Diesel Fuel	559.80
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	15,540.81
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	3,598.28
City of Bloomington	Payroll	260,456.23
City of Bloomington	RHS Contribution	878.01
City of Bloomington	Vision Insurance	247.78
City of Bloomington	Water	948.44
Cope, Michelle	Travel	7.73
Creative Empire	Public Access Software	7,434.87
Cummins, Inc.	Vehicle Maintenance	770.59
Custom Digital Imaging	Printing	3,068.67
Dean's Graphics	Other Purchased Services	25.00
Dell Marketing, L.P.	Computer Supplies	8,552.59
Demco	Library Supplies	530.16
Ebsco Industries	Periodicals	108.23
Envisionware, Inc.	Office/Equipment Mtnc	22,948.86
F & W Lawn Care & Landscaping	Building Maintenance	260.00
Farm & Home Publishers	Adult Books	322.50
Geiger	Library Supplies	465.00
Geiger	Miscellaneous Expenses	287.28
Illinois Raptor Center	Other Purchased Services	679.50

Illinois State University	Advertising	558.33
Johnson Controls Fire Protection, L.P.	Building Maintenance	6,879.15
Keyes, Laura	Other Purchased Services	250.00
Library Furniture International, LLC	Office Supplies -- Expansion	42,132.45
Massie, Rhonda	Travel	50.92
Metronet	Telecommunications	1,992.84
Midwest Tape	A/V Materials	2,144.90
Midwest Tape	Children's Books	1,135.77
Midwest Tape	Downloadable Materials	4,990.00
NICOR/Northern Illinois Gas	Natural Gas	1,308.46
OverDrive, Inc.	Downloadable Materials	4,990.00
Pantagraph	Advertising	550.00
Pekin Public Library	Miscellaneous Expenses	15.00
Penworthy Company, LLC	Children's Books	527.24
Playaway Products	Adult Books	76.49
Playaway Products	Children's Books	1,389.75
POP Supply Solutions, Inc.	Library Supplies	1,515.75
Proquest LLC	Public Access Software	106.99
Quill Corp	Computer Supplies	1,021.99
Quill Corp	Janitorial Supplies	19.00
Quill Corp	Library Supplies	127.16
Quill Corp	Office Supplies	367.80
Rosedrew, Inc.	Library Supplies	126.36
Uline Shipping Supply Specialists	Janitorial Supplies	444.26
Wolpert, Emily	Travel	5.92
VISA - Amazon Marketplace	Library Supplies	298.00
VISA - Baker & Taylor Books	A/V Materials	3,415.87
VISA - Baker & Taylor Books	Adult Books	4,019.53
VISA - Baker & Taylor Books	Children's Books	8,602.31
VISA - Bambu Lab	Other Purchased Services	59.79
VISA - Bicycling Magazine	Periodicals	34.97
VISA - Bitly.com	Other Purchased Services	348.00
VISA - Bobzbay	Other Purchased Services	50.00
VISA - Bradford Supply Company	Janitorial Supplies	25.75
VISA - Casey's Garden Shop & Florist	Employee Relations	40.00
VISA - Circle K	Gas & Diesel Fuel	13.98
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	750.67
VISA - Farm & Fleet	Library Supplies	179.85
VISA - Farm & Fleet	Office Supplies	8.29
VISA - First Aid Supplies Online	Employee Relations	106.01
VISA - Global Industrial Equipment	Janitorial Supplies	65.94
VISA - Global Leadership	Professional Development	151.95
VISA - GoDaddy.com	Office/Equipment Mtnc	399.96
VISA - Grainger	Building Mtnc Supplies	1,647.64
VISA - Harbor Freight	Other Purchased Services	16.47
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	43.34
VISA - Illinois Library Association	Memberships	250.00
VISA - Ingram	Adult Books	6,185.32
VISA - Ingram	Children's Books	1,488.66
VISA - International Service Fee	Office/Equipment Mtnc	0.55
VISA - International Service Fee	Other Purchased Services	0.69
VISA - iStockphoto	Other Purchased Services	348.00
VISA - Little Caesars Pizza	Other Purchased Services	19.73
VISA - Marco's Pizza	Other Purchased Services	390.11

VISA - Meijer	Library Supplies	38.40
VISA - Menards	Janitorial Supplies	83.36
VISA - Michael's	Other Purchased Services	19.99
VISA - Oriental Trading Company	Library Supplies	169.91
VISA - Oriental Trading Company	Other Purchased Services	169.70
VISA - Pay Pal*Blaines World	Miscellaneous Expenses	55.60
VISA - PayPal* Mike's Wholesale Bricks	Miscellaneous Expenses	412.95
VISA - PayPal*Awesome Building Bricks	Miscellaneous Expenses	13.15
VISA - PayPal*Banana Bricks	Miscellaneous Expenses	26.65
VISA - PayPal*Bommi Bricks, LLC	Miscellaneous Expenses	177.00
VISA - PayPal*Brick Vibe	Miscellaneous Expenses	174.59
VISA - PayPal*Brickford Bricks	Miscellaneous Expenses	9.43
VISA - PayPal*Buster Bricks	Miscellaneous Expenses	32.37
VISA - PayPal*Doughboys Brick House	Miscellaneous Expenses	43.00
VISA - PayPal*Jersey Brick Company	Miscellaneous Expenses	58.49
VISA - PayPal*ND Toys	Miscellaneous Expenses	22.44
VISA - PayPal*Samuels Bricks	Miscellaneous Expenses	44.82
VISA - PayPal*The Brick Guys	Miscellaneous Expenses	39.64
VISA - PayPal*The Brick Ship	Miscellaneous Expenses	50.49
VISA - PayPal*The Learned Brick	Miscellaneous Expenses	32.09
VISA - PayPal*The One Stop Brickshop	Miscellaneous Expenses	22.30
VISA - PayPal*Thebrickseparator	Miscellaneous Expenses	111.00
VISA - PayPal*Two Bit Bricks	Miscellaneous Expenses	108.55
VISA - PayPal*Zigs Brick Store	Miscellaneous Expenses	18.14
VISA - PayPal*Zombiebrick916	Miscellaneous Expenses	23.05
VISA - Really Useful Boxes, Inc.	Library Supplies	73.94
VISA - RealVNC Limited	Office/Equipment Mtnc	54.68
VISA - Red Raccoon Games	Other Purchased Services	50.00
VISA - Sam's Club	Janitorial Supplies	47.43
VISA - T-Mobile	Telecommunications	3,227.53
VISA - Verizon Wireless	Telecommunications	337.49
VISA - Wal-Mart	Janitorial Supplies	465.63
VISA - Wal-Mart	Library Supplies	39.26
VISA - Wal-Mart	Office Supplies	17.01
VISA - Wal-Mart	Other Purchased Services	7.38
VISA - Wix.com	Other Purchased Services	34.34
VISA - Zoom.US	Other Purchased Services	373.83
Total		508,280.49

The Bloomington Public Library Board of Trustees completed a comprehensive review of the Library Policies in April 2024. The following proposed changes to the Library Policies are based on select items (Section 1.9: Purchasing, Section 4.1 Patron Expectations, Section 4.3 Unattended Children, and Section 4.7 Meeting Space) that staff have noticed since that review. The full policies are available at https://www.bloomingtonlibrary.org/policies

Proposed Changes:

1.9 Purchasing

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for the Library.

Purchases of the Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing policies and to the National Institute of Government Purchasing Code of Ethics.

All purchases of goods and services should be made within the parameters of the approved working budget and shall be approved by the Board of Trustees in the form of a monthly bills list.

Procedures

For Purchase Amounts of:	Description of Purchase:	Proper Procedure to make the purchase:
Up to $4,999.99	Any purchase not described above	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances.
$5,000 - $9,999.99	- Travel advances - Employee reimbursements - Utilities - Postage - Professional printing services - Advertising - Employment related memberships & dues - Insurance premiums - Temporary employment services - Artist fees	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances. These purchases shall be highlighted in Business Manager's monthly board report.

	• Payments to instructors and other independent contractors • Resale or concessions • ~~Vehicle maintenance~~	
$5,000 - $9,999.99 (continued)	• Construction/building repairs • Professional services, such as architectural & engineering, land surveying consulting, etc. • Annual building maintenance contracts, e.g., elevator, HVAC, etc. • Software licensing and maintenance contracts • Any other maintenance renewal contracts • Computer equipment	Requires a written memo and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
$5,000 - $9,999.99 (continued)	Any purchase, excluding eResources, with three quotes not described above	Requires a quote comparison form and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
$5,000 - $9,999.99 (continued)	Any purchase, excluding eResources, without three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
$5,000 -$24,999.99	Any eResources (typically purchased from the public access software budget line) with three quotes	Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required). Purchases over $5,000 in this category shall be highlighted in Business Manager's monthly board report.
$5,000 -$24,999.99	Any eResources (typically purchased from the public access software budget line) with one of the following documented exemptions: • Sole source* • Limited source*	Complete the EResource Evaluation Form, Column 1 of the Resources Comparison Form, and attach documentation of the exemption.

	• Per State/Federal statute*	Purchases over $5,000 in this category shall be highlighted in Business Manager's monthly board report.
$5,000 - $24,999.99	Any utilities or vehicle maintenance	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances. These purchases shall be highlighted in Business Manager's monthly board report.
$10,000 - $24,999.99	Any purchase procured through a joint/co-op purchase agreement	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
$10,000 - $24,999.99 (continued)	Any purchase with three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
$10,000 - $24,999.99 (continued)	Any purchase without three quotes, not described above, and with one of the following exemptions: • Sole source* • Limited source*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
$25,000.00+	Any purchase with one of the following documented exemptions: • Sole source* • Limited source* • Per State/Federal statute* • Already approved through a state competitive bidding process or through a joint purchase agreement with one or more other governmental units	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
$25,000.00+	Any other purchase	Requires a competitive bid.
Any	Any purchase related to urgent construction decisions or during emergencies involving public health or safety	The Director, in consultation with board president or their designee, is authorized to waive the requirements of the purchasing policies, including

		the bid process, without the prior approval of the Board of Trustees.
Any	Multi-year agreements or leases	For the first year of the agreement/lease, follows the appropriate purchasing policy guidelines listed above. The Director is authorized to approve the subsequent payments for the remainder of the agreement period.

Once the proper procedure to make a purchase has been completed, staff making the purchase recommendation may work with the vendor to finalize the purchase and sign any applicable vendor contracts.

*Explanations of exemptions:

- Sole source: Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.
- Limited source: A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty.
  - A good example: The Library uses Dell computers and Microsoft software products and licensing and has invested years of money and training into these purchases. Therefore, creating a limited source for operational reasons.
- Per State/Federal statute: Explicit bid exemptions exist within the law (75 ILCS 5/5-5) for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

Procurement Cards (P cards)
Procurement cards (P cards) are essentially credit cards and are issued to employees who are responsible for making purchases or paying bills on behalf of the Library.

- Library P card holders will follow the City policies and guidelines for P cards unless specified otherwise in this policy.
- The purchasing procedures listed above also apply to any purchase made with a P card.
- P cards are not to be used for personal purchases under any circumstances.
- While it is preferred that P cards are not used if the vendor attaches a processing fee, a P card purchase with a processing fee is acceptable if it is the only accepted method of payment or the only method of payment that will meet a payment deadline. Most P Card holders have a monthly maximum of $1,000; those with higher than a monthly maximum of $1,000 must be justified and approved by the Library Director.

Fixed Assets

The procedures listed above also apply to the purchase of fixed assets. The Library maintains a fixed asset replacement schedule which is revised annually to reflect the addition of new items. A dollar amount is transferred each year from the operating budget to the fixed asset replacement fund to plan for the replacement of fixed assets, such as furniture and equipment. The threshold for determining if an item is a fixed asset is:

1. The item is not consumable and has a useful life expectancy of greater than one year.
2. The cost of the item, which includes delivery and set-up charges, is greater than $5,000.
3. Individual parts that cannot stand alone or be used individually may be grouped together to be considered a fixed asset. For example, the individual components of a desk may not cost $5,000 each, but the sum of the parts together, if over $5,000, make the item a fixed asset.

4.1 Patron Expectations

The Library has established the following guidelines with the intention of providing a safe and enjoyable experience for all library patrons.

While in the library, patrons are expected to:

- Treat people and property in a respectful manner.
- Monitor personal belongings.
- ~~Supervise~~ Monitor and regulate the behavior of their dependent persons and children, to assure that their dependents/children abide by these policies at all times.
- Talk in moderate tones.
- Wear appropriate attire. Shoes and shirts are required.
- Use each area of the Library appropriately, for example, the Quiet Reading Room is reserved for quiet reading and the Children's department is reserved for children, their parents, guardians, teachers, and caregivers, and people researching children's literature.
- Use designated areas to consume snacks and covered beverages with secure lids ~~in covered containers~~.
- Follow library computer policies including always using headphones when listening to audio.
- Use the lobbies to conduct cell phone conversations.
- Park bicycles in the bike rack.
- Adhere to acceptable standards of personal hygiene.

The following are not permitted in the library or on library property:

- Tobacco, smoking, or vaping of any kind.
- pets or animals, other than authorized service animals.
- extensive personal grooming.
- solicitation of any kind.
- persons under the influence of alcohol or illegal drugs.
- disorderly, disruptive, or boisterous conduct.
- threatening, harassing, or intimidating language or behavior.
- dozing, sleeping, or loitering.
- weapons or other items the general public views to be threatening.

Failure to abide by these rules of conduct may lead to a suspension of Library privileges.

Illegal activities involving the use of library resources may be reported to state and federal authorities.

The library reserves the right to respond to any and all conduct not expressly set forth herein.

4.3 Unattended Children

The Library is committed to helping all children with activities related to the Library. However, it is not the responsibility of staff to serve as caregivers, disciplinarians, or teachers. Children, just as all library patrons, are subject to all Library rules and policies concerning behavior, conduct, and demeanor. And it is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

Therefore, the staff will try to notify the parent/caregiver of an unattended child or redirect the unattended child whenever:

- The child is not meeting the Library's Patron Expectations.
- The child's behavior disturbs other patrons of the Library.
- The child's health or safety may be in danger.
- The child is frightened or anxious while alone at the Library.
- The child is still at the Library after the Library closes to the public.

If the parent /caregiver cannot be reached, then the Library will contact the Bloomington Police Department or Child Protective Services as deemed appropriate by the staff. In no instance will staff take the child home.

4.7 Meeting Space

The meeting spaces in the Library are available to patrons, groups, and organizations for events and activities that are in accord with the mission of the Library. The Library reserves the right to deny reservations based on compatibility with the Library's mission and/or a conflict with Library operations. Use of Library spaces does not constitute Library endorsement of viewpoints expressed by program organizers and/or participants in the program.

Failure to abide by the following policies ~~will~~may jeopardize future meeting room use.

General Meeting Space Policies (Applies to all spaces/rooms):

- The Library and its affiliates have first priority on use of the meeting spaces. Other requests will be considered in the order in which they are received. The Library reserves the right to cancel prior reservations when the meeting spaces are needed for Library or City of Bloomington purposes.
- The Library reserves the right to cancel a meeting space reservation because of weather related or building emergencies.
- Meeting attendees are subject to all Library Policies including Patron Expectations and Internet and Computers Policies.
- Patrons using the meeting spaces must comply with all applicable local, state, and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

- There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may request approval to sell their own published works.
- The meeting spaces should be left in the same condition in which they were found. All patrons are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security measures related to the meeting.
- If a patron no longer plans to use a meeting space during their reserved time, the patron is expected to notify the library. If a patron is more than 15 minutes late to a reservation and/or leaves the meeting space for more than 15 minutes, the library may cancel the reservation to allow another patron to use the meeting space.
- Clean-up and vacating of the meeting spaces must be completed within the approved reservation time.
- Candles, any open flames, smoking, vaping, and alcohol are prohibited.
- No tacks, nails, staples, tape, or any type of adhesive are to be placed in or on any library surfaces.
- The group/organization is responsible for the supervision of all children who may be participating in the meeting or may accompany its meeting attendees. Children should remain with the group or be supervised by an adult who must remain with them.
- The Library assumes no responsibility for private/personal belongings.
- The Library assumes no responsibility for personal injury to any person or damage to the property of others.
- The meeting spaces are not available for private parties or social events.
- Patrons/groups/organizations are not allowed to use the Library as their official mailing address or phone number. When issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored, or approved by the Library.
- Meetings that may become disruptive to other Library operations must end immediately.
- The Library staff ~~will~~ may monitor the use of the meeting spaces and enforce library ~~all~~ policies.
- ~~Meetings that may become disruptive to other Library operations must end immediately.~~
- Patrons using the meeting spaces shall agree to indemnify, save harmless and defend the Board of Library Trustees of the City of Bloomington, McLean County, Illinois, the City of Bloomington and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the use of the Bloomington Public Library's meeting room and other facilities.

Community Room Use:

- Fees for usage:

For Profit Groups/Businesses	$50 per hour
Nonprofit or Community-based groups: First three hours of a reservation	No Charge
Nonprofit or Community-based groups: Each hour after the first three of a reservation	$25 per hour

- Payment of the usage fee must be made prior to or on the day of the reservation. An invoice is available upon request.
- ~~The Community rooms may be reserved for a maximum of 6 hours per day by any one group/organization.~~ Groups/organizations may use the Community Rooms up to twice per month.
- The Community Rooms may be reserved no more than 90 days prior to date of the meeting and no less than the day before the meeting. The Community Rooms are not considered reserved until Library staff has confirmed the reservation.
- ~~Refreshments must be approved by the Library's Meeting Space Coordinator.~~ Refreshments are allowed but should be carefully planned to reduce messes. Boxed lunches/dinners are allowed, but full buffet ~~M~~meals are not allowed.
- The Community Rooms include tables and chairs, but groups using community rooms are responsible for their preferred arrangement.
  - Groups may request a special room set-up by library staff at a rate of $50. (Exceptions for individuals with disabilities are available upon request when requesting the room reservation.) This special room set-up fee is in addition to any other fees that may be required for the reservation.
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation.

Conference Room Use:
- The Conference room may be reserved for a maximum of 6 hours per day by any one group/organization. Groups/organizations may use the Conference Room up to twice per month.
- The Conference Room may be reserved no more than 90 days prior to date of the meeting. The Conference Room is not considered reserved until Library staff has confirmed the reservation.
- Only beverages with secure lids are allowed in the conference room. ~~Food is not allowed.~~

Study Room Use:
- The Study Rooms may be reserved up to two weeks in advance, for up to two hours per person/group per day.
- Only beverages with secure lids are allowed in the study rooms. ~~Food is not allowed.~~
- Study Rooms located in the Children's Department may be used by children and adults working with children.

Recording Studio Use:
- The Recording Studios may be reserved up to two weeks in advance, for up to ~~two~~four hours per person per day.
- The recording studios shall only be used for their intended purpose of creating and/or editing recordings.
- An adult must be present with any child under the age of 12.
- Patrons may not create items in violation of copyright infringement/intellectual property rights.

- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.
- Only beverages with secure lids are allowed in the recording studios. Food is not allowed.

Innovation Lab Use:

- Stations and equipment in the Innovation Lab may be reserved up to two weeks in advance, for up to four hours per person per day.
- The Innovation Lab shall only be used for its intended purpose of creating, editing, and/or modifying projects.
- An adult must be present with any child under the age of 12.
- The majority of equipment will require the completion of a Library Certification Program, prior to the reservation.
- Due to the unique nature of each project, patrons will generally be expected to provide their own materials (approved by Library staff in advance for equipment compatibility).
- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.
- Patrons must always follow safety precautions.
- Innovation Lab equipment must be used in the Innovation Lab and may not be taken elsewhere by patrons.
- Patrons may not create weapons or items in violation of copyright infringement/intellectual property rights.
- Only beverages with secure lids are allowed in the innovation lab. Food is not allowed.

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.

Basic Essential Standards Checklist

After reviewing the federal library standards and other states' library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library's governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

Illinois law does also recognize contractual libraries.

Illinois Public Library Core Standards Checklist

✓ Core 1   The library provides uniformly gracious, friendly, timely, and reliable service to all users.

✓ Core 2   The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes.*

✓ Core 3   The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes.*

✓ Core 4   The library complies with all other state and federal laws that affect library operations. (See Appendix A)

✓ Core 5   The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

✓ Core 6   The library adopts and adheres to the *Code of Ethics of the American Library Association.* The library adopts and adheres to the *Public Library Trustee Ethics Statement,* developed by United for Libraries, a division of ALA.

✓ Core 7   The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

✓ Core 8   The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)

✓ Core 9   The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes,* with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act.*

✓ Core 10   The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓ Core 11   The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

✓ Core 12   The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

✓ Core 13   The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

✓ Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓ Core 15 The board of trustees annually reviews the performance of the library administrator.

✓ Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

✓ Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓ Core 18 The library utilizes a variety of methods to communicate with its community.

✓ Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓ Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

✓ Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

✓ Core 22 The library board and staff promote the collections and services available to its community.

✓ Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Governance and Administration Checklist

☑ Library has an elected or appointed board of trustees.

☑ Library has a qualified library administrator.

☑ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.

☑ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.

☑ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.

☑ Library has a mission statement and a long-range/strategic plan.

☑ Library maintains an understanding of the community by surveys, hearings, and other means.

☑ Library board reviews library policies on a regular basis.

☑ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

☑ Library develops an orientation program for new board members.

☑ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

☑ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

☑ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

☑ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.

☑ Library maintains insurance covering property and liability, including volunteer liability.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

The Library has a chain of command policy addressing succession if someone is temporarily unavailable but there is not a succession plan as described here.

Personnel Checklist

✓ Library has a board-approved personnel policy.

✓ Library has staffing levels that are sufficient to carry out the library's mission.

✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
The salary schedule is reviewed annually. We are almost finished reviewing and updating our job descriptions.

✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget. Ours account for 70.53%.

✓ Library gives each new employee a thorough orientation.

✓ Library evaluates staff annually.

✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

✓ Library provides staff access to library literature and other professional development materials.

✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

✓ The library complies with state and federal laws that affect library operations.

Access Checklist

☑ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

☑ At least once every five years, the board directs a review of the library's long-term space needs.

☑ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

☑ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

☑ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

☑ The library has the minimum required number of parking spaces.

☑ The library's entrance is easily identified, clearly visible, and well lighted.

☑ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

☑ The library has adequate internal signage.
The current internal signage meets code requirements but we are working to add way finding signage.

☑ The library's lighting levels comply with lighting standards.

☑ All signage is in compliance with applicable federal, state, and local regulations.

☑ The library building supports the implementation of current and future telecommunications and electronic information technologies.

☑ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

☑ Space is allocated for child and family use with furniture and equipment designed for use by children.

☑ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

☑ Shelving in the areas serving young children is scaled to their needs.

Chapter 1 (Core Standards)

National Public Library Definition

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the "PLSC Public Library Definition" as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;

2. paid staff;

3. an established schedule in which services of the staff are available to the public;

4. the facilities necessary to support such a collection, staff, and schedule; and

5. is supported in whole or part with public funds.

Introduction

As with past editions, the *Serving Our Public 4.0* task force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the current and former task force members is that a "one-size-fits-all" document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word "library" signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library's strategic plan. The staff and boards of libraries that meet basic standards might pose the query, "What makes a library effective?" and consider ways of enhancing the library's effectiveness in serving its community.

Chapter 2 (Governance and Administration)

Public library service is provided to the people of Illinois through local tax-supported public libraries, regional library systems, the Illinois State Library, and the statewide library network (ILLINET). Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, town, district, township, etc.

For Illinois public libraries to maintain the highest standards of excellence, they shall be staffed by a qualified librarian, be administered by a board of trustees, file an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library, have a written mission statement and a long-range/strategic plan, and periodically review policies and procedures that reflect the needs of the local community.

Library boards carry the full responsibility for the library and its policies. The three roles of a library trustee are to hire the library administrator, make library policy, and approve library budgets. Administering library policy, including management of day-to-day operations, collection management, technology plans, and staffing decisions, is delegated to the library administrator. The library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.

2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.

3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].

4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:

   a. Write, call, or visit legislators

   b. Attend meetings of other units of local government

   c. Serve on ALA, ILA, or system legislative committees

   d. Participate in other community organizations that have similar legislative interests

e. Include the subject of legislation on board meeting agendas

    f. Provide a forum for local community issues

5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)

6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.

7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.

8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

    a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)

10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

    a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.

    b. The library has a written Americans with Disabilities Act (ADA) policy.

    c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.

    d. The library bonds all staff and trustees responsible for library finances.

11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.

12. The library maintains insurance covering property and liability, including volunteer liability.

13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Chapter 3 (Personnel)

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

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

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.

2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)

3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.

4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.

5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.

6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.

7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.

8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

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

9. The library provides access to library journals and other professional literature for the staff.

10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

   Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

   Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]

   Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

   Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]

   Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]

   Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]

   Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]

   Civil Rights Act (Title VII) [42 U.S.C. 2000e]

11. The library complies with state and federal laws and codes that affect library operations. These laws include:

   Environment Barriers Act [410 ILCS 25/1 *et seq.*]

   Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]

   Open Meetings Act [5 ILCS 120/1 *et seq.*]

   Freedom of Information Act [5 ILCS 140/1 *et seq.*]

   Local Records Act [50 ILCS 205/1 *et seq.*]

   State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]

   Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]

   Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]

   Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

   Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

   Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]

   Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]

   Minimum Wage Act [820 ILCS 105/1 *et seq.*]

   Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]

   Illinois Governmental Activities [5 ILCS 420/4A-101 *et seq.*]

   Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]

   Local Governmental Employees Political Rights Act [50 ILCS 135/1 *et seq.*]

   Right to Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]

   Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]

   School Visitation Rights Act [820 ILCS 147 *et seq.*]

   Identity Protection Act [5 ILCS 179/1 *et seq.*]

Chapter 4 (Access)

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

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.

2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.

3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.

4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.

5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.

6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.

7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.

8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.

9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.

11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
General Provisions	
Open Meetings Act	5 ILCS 120/1
Freedom of Information Act (FOIA)	5 ILCS 140/1
State Records Act	5 ILCS 160/1 (see also 50 ILCS 205/1)
Electronic Commerce Security Act (digital signature)	5 ILCS 175/1
Identity Protection Act	5 ILCS 179/1
Intergovernmental Cooperative Act	5 ILCS 220/1
Oaths and Affirmations Act	5 ILCS 255/0.01
Illinois Public Labor Relations Act	5 ILCS 315/1
Illinois Governmental Ethics Act	
(Disclosure of Economic Interests)	5 ILCS 420/4A-101
State Officials and Employees Ethics Act	5 ILCS 430/1-1
Elections	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
Executive Officers	
State Library Act	15 ILCS 320/1
Illinois Literacy Act	15 ILCS 322/1
Finance	
Public Funds Statement Publication Act	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
Public Funds Investment Act	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
Local Government Debt Reform Act	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
Joint Purchasing Act (Governmental)	30 ILCS 525/1
Architectural, Engineering, and	
Land Surveying Qualifications Based Selection Act	30 ILCS 535/1 & 50 ILCS 510/0.01
Drug Free Workplace Act	30 ILCS 580/1
Revenue	
Property Tax Code (formerly *Revenue Act*)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
Truth in Taxation Law	35 ILCS 200/18-55
Property Tax Extension Limitation Law (PTELL)	35 ILCS 200/18-185
Fiscal Responsibility Report Card	35 ILCS 200/30-30
Pensions	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
Local Government	
Conflict of Interest (*Public Officer Prohibited Activities Act*)	50 ILCS 105/3
Public Officers Simultaneous Tenure Act	50 ILCS 110/1
Time Off for Official Meetings Act	50 ILCS 115/1

Local Government Employees Political Rights Act	50 ILCS 135/1
Local Government Wage Increase Transparency Act	50 ILCS 155
Local Records Act	50 ILCS 205/1 (see also 5 ILCS 160/1)
Local Government Financial Statement Act	50 ILCS 305/1 (see also 30 ILCS 15/1)
Governmental Account Audit Act	50 ILCS 310/1
Illinois Municipal Budget Law	50 ILCS 330/1
Investment of Municipal Funds Act	50 ILCS 340/1 (see also 30 ILCS 235/1)
Tax Anticipation Note Act	50 ILCS 420/0.01
Local Government Prompt Payment Act	50 ILCS 505/1
Local Government Professional Services Selection Act (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01

Municipalities

Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
Tax Increment Allocation Redevelopment Act (TIF)	65 ILCS 5/11-74.4-1

Libraries

Illinois Local Library Act	75 ILCS 5/1-0.1
Illinois Library System Act	75 ILCS 10/1
Public Library District Act of 1991	75 ILCS 16/1
Nomination of Candidates (*Public Library District Act*)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
Library Records Confidentiality Act	75 ILCS 70/1

Public Health

Environmental Barriers Act (Illinois Accessibility Code)	410 ILCS 25/1
Equitable Restrooms Act	410 ILCS 35/1
Smoke Free Illinois Act	410 ILCS 82/1

Public Safety

Firearm Concealed Carry Act	430 ILCS 66/1

Notices

Notice by Publication Act	715 ILCS 5/1
Newspaper Legal Notice Act	715 ILCS 10/1

Criminal Offenses

Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
Official Misconduct	720 ILCS 5/33-1
Public Contracts Act (Interference, bid rigging)	720 ILCS 5/33E-1

Civil Liabilities

Parental Responsibility Law	740 ILCS 115/1
Right to Breastfeed Act	740 ILCS 137/1
Illinois Wage Assignment Act	740 ILCS 170/1

Civil Immunities

Local Government Employee Tort Immunity Act	745 ILCS 10/1-101
Employment Record Disclosure Act	745 ILCS 46/1

Property

Right of Publicity Act	765 ILCS 1075/1

Human Rights
Illinois Human Rights Act   775 ILCS 5/1-101

Business Transactions
Personal Information Protection Act   815 ILCS 530/5

Employment
Illinois Collective Bargaining Successor Employer Act	820 ILSC 10/0.01
Personnel Record Review Act	820 ILCS 40/0.01
Right to Privacy in the Workplace Act	820 ILCS 55/1
Employee Credit Privacy Act	820 ILCS 70/1
Minimum Wage Act	820 ILCS 105/1
Equal Pay Act	820 ILCS 112/1
Wage Payment and Collection Act	820 ILCS 115/1
Prevailing Wage Act	820 ILCS 130/0.01
One Day Rest in Seven Act	820 ILCS 140/3
School Visitation Rights Act	820 ILCS 147
Victims' Economic Security and Safety Act	820 ILCS 180/1
Workers' Compensation Act	820 ILCS 305/1

Military Related Acts
Family Military Leave Act	820 ILCS 151/1
Military Leave of Absence Act	5 ILCS 325/0.01
Public Employee Armed Services Rights Act	5 ILCS 330/1
Service Member's Employment Tenure Act	330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library

2. Trustees
   - Method of election or appointment
   - Length of terms
   - Duties and responsibilities
   - Filling a vacancy
   - Conflict of interest/ethics provision
   - Removal

3. Officers
   - Definition
   - Duties
   - Nomination and election procedure and meeting
   - Filling a vacancy
   - Removal

4. Committees
   - Standing
   - Appointment of ad hoc

5. Meetings
   - Time and place of regular meetings
   - Method for calling special meeting
   - Quorum for making decisions
   - Compliance with the *Open Meetings Act*
   - Quorum for board action
   - Follow a current edition of a standard parliamentary procedure manual

6. Order of business
   - Roll call
   - Approval of previous meeting minutes
   - Correspondence and communications
   - Officers' reports
   - Committee reports
   - Financial report and approval of expenditures
   - Library administrator's report
   - Unfinished business
   - New business
   - Adjournment

7. Minutes
   - Reflect attendance and actions taken

8. Appointment/termination of library administrator

9. Amendments—procedures for repealing, amending, or adding

10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies

2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library

3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File.* 4th ed. Chicago: Illinois Library Association, 2012; or current edition

4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials

5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance

6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes

7. *Serving Our Public 4.0: Standards for Illinois Public Libraries,* State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)

8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association

9. Latest edition of a standard parliamentary procedure manual

10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association

11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*

12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association

13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries.* Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

POPULATION	BASE	FTE per 1,000 in addition to base FTE MINIMUM	FTE per 1,000 in addition to base FTE GROWING	FTE per 1,000 in addition to base FTE ESTABLISHED	FTE per 1,000 in addition to base FTE ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000–2,499	1.00	.25	.50	1.00	1.50
2,500–4,999	1.00	.25	.50	1.00	1.00
5,000–9,999	2.00	.25	.50	1.00	1.50
10,000–14,999	4.00	.25	.50	1.00	1.25
15,000–24,999	8.00	.25	.50	.90	1.25
25,000–49,999	18.00	.25	.50	.75	1.00
50,000–74,999	30.00	.25	.50	.75	1.00
75,000–99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example   BPL has 68.06 FTE staff included in its FY25 budget.
The minimum number of staff for the total BPL & GPPLD population is 66.733

1. The library's jurisdictional population is 8,500.

2. The library wishes to achieve the "growing" level.

3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.

4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.

5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
   - Eligibility
   - Fees for nonresidents
   - Registration
   - Reciprocal borrowing
3. Circulation
   - Length of loans
   - Limits on number of items
   - Renewals
   - Reserves
   - Interlibrary loans
   - Lost or damaged materials
   - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
   - Computers
   - Bathroom facilities
   - Furniture
   - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

BPL is open 68 hours per week. This calls for 75 hours per week.

That said, I know there is a committee currently working to revise the entire Serving Our Public document and this chart is on their radar as needing work. Skokie is the only library in Illinois that I can find that is currently open 75 hours per week (and they are open exactly 75 hours per week).

Champaign is open 72

Normal is open 57

Decatur is open 61

Peoria is open 67

Urbana is open 70

Springfield is open 51