



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
OSBORN ROOM, BLOOMINGTON POLICE DEPARTMENT
305 S. EAST ST., BLOOMINGTON, IL 61701
TUESDAY, OCTOBER 17, 2023, 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

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

4. Public Comment

Individuals wishing to provide emailed public comment must email comments to publiccomment@cityblm.org at least 15 minutes before the start of the meeting. Individuals wishing to speak in-person may register at cityblm.org/register at least 5 minutes before the start of the meeting.

5. Reports

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

B. Director's Report (Recommended Motion: None, presentation only)

C. Fiscal Report Presentation (Recommended Motion: None, presentation only)

6. Consent Agenda

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

A. Approve Minutes of September 19, 2023: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)

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

C. Approve Minutes of April 18, 2023: Executive Session of the Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)

7. Approval Items

A. Approve FY25 Maintenance and Operating Budget (Recommended Motion: Approve budget as presented.)

- B. Approve FY25 Fixed Asset Budget (*Recommended Motion: Approve budget as presented.*)

8. Discussion Items

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

9. Comments by Trustees

10. Adjournment

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

Bloomington Public Library

Books are just the beginning.



Director's Report September 2023

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

- Continued to make progress towards a Library expansion, by:
 - Attending 2 construction meetings
 - Providing 21 tours to staff, staff family members, donors, city deputy managers, city council members, Pantagraph reporters, and Rep. Darin LaHood's outreach coordinator
 - Reviewing the key schedule and meeting to discuss the key schedule
 - Working with Caprice and the architect to complete the phase 1 construction punch list
 - Working with Allison to purchase new book trucks
 - Preparing and coordinating furniture and shelving plans for phase 2, including developing single-face shelving plans
 - Developing moving tasks, plans, and maps
 - Following up on the status of various furniture and construction items
 - Reviewing documents for the Illinois Solar For All application
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended an Illinois Library Association (ILA) Serving Our Public Library Standards Review Committee Meeting and Serving Our Public Library Standards Review City Subgroup Meeting
- Was interviewed by WGLT about book challenges

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

- Attended a virtual meeting of city library directors
- Attended a demo for an employee recognition web platform
- Reviewed the Employee Handbook and met with Gayle to discuss potential updates
- Compiled a response to a list of questions from the union about details of our renovated facility
- Trained Nan on how to approve meeting room reservations

Goal: Administer a cost-effective public library.

- Secured wording for donor recognition opportunities
- Met with Rhonda to make plans for the donor wall

**Adult Services Report
Carol Torrens
September 2023**

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

Phase I Construction and Collections

We are excited to move into Phase 2, maybe next week at this writing!

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

SERVICES

There was one local history request – finding the date and location of a wedding, about the person's grandparents

COLLECTIONS

Sara unpacked the Pantagraph microfilm and placed it in the new cabinets. This resource, along with the microfilm readers, will be available during Phase 2 of construction.

Book displays this month were on these topics: Banned Books Week and welcoming/diversity. The DVD display featured movies based on books.

PROGRAMS

Tiffany and Aleshia P. from Circ attended Project Oz's Day of Play at Anderson Park, interacting with about 100 attendees.

All book club coordinators have selected titles for 2024.

Adult/Family programs

- In Person Off Site
 - ESL Discussion Group – 1 session – 13 attended
 - True Colors book club – 1 session – 7 attended
 - Plant Swap – 1 session – 21 attended
- Live Virtual
 - Mystery Book Club – 1 session – 8 attended
 - Fiction Book Club – 1 session – 4 attended
 - True Crime Book Club – 1 session – 5 attended
 - IL Libraries Present author Colson Whitehead – 1 session – 19 attended

Teen Programs

- Passive (take & make) – fuse bead bookmark – 1 session – 30 registered

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

Desk staff trained on the new system to reserve study rooms, which will be available during Phase 2 of the construction project.

Goal: Work effectively through the use of technology.

There was 1 individual appointment this month: basic computer use & email access

Business Office Report

Kathy Jeakins

September 2023

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

Nan and I continued to get things ready for the Admin move to the third floor.

Goal: Work effectively through the use of technology.

The updated version of Munis went live September 11—there were a few little quirks that we needed to work through, otherwise seems to be going fine.

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new cards and entered all credit card transactions in account files.

Jeanne worked together to develop the FY 25 budget.

In September, BPL received two Property Tax distributions totaling \$1,339,343.33.

Golden Prairie also received two Property Tax distributions totaling \$99,334.97; of that amount BPL received \$92,368.22.

In September, the Book Shoppe collected \$1,075.50.

Hoopla usage in September was high again, over \$13,000.

Kanopy downloads for September totaled \$1,098.00.

Bills Costing in Excess of \$5,000:

- CDW Government \$5,741.65 for Renewal of Adobe Software
- Cummins \$5,940.69 for Bookmobile Repairs
- Engberg Anderson \$7,897.56 for Architectural Fees
- Johnson Controls \$6,443.55 for Chiller Repairs

Upcoming:

I will continue to pull items for the Golden Prairie audit.



Cataloging & Technical Services Report

Allison Schmid

September 2023

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

- CATS packed more boxes in preparation for the outreach collection reduction in Phase 2.
- All CATS staff attended a tour of the new construction.
- Nick and Allison tested out doorbells to use during Phase 2 for deliveries.
- CATS consolidated and packed in preparation for the move.

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

- The Illinois Atlas collection is now called ILLINOIS ATLAS STAND. (Previously named ILLINOIS COLLECTION ATLAS.) Every item in the collection was checked for good catalog records and call labels in preparation for their move to Phase 2.
- Every Illinois collection name has been shortened to remove the word COLLECTION in Polaris. For example, ILLINOIS COLLECTION NONFICTION is now just ILLINOIS NONFICTION.
- Allison met with the Bloomington Reads committee and is working to schedule a children's book author and a children's STEM activity for the slate of programs.
- We are now circulating even more devices for patrons to use with our Playaways, FM transmitters, and Wireless Bluetooth Transmitters.
- We've begun work replacing old Illinois collection microfilm boxes, labels, and ensuring they're cataloged.

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

- Eleanor continues to work on Pantagraph digitization and student cards.
- Dale trained with Lisa on children's shelving. - 2
- Training Hours – 2

Goal: Work effectively through the use of technology.

- The BenQ Projector was returned missing all the instructional paperwork. Instead of printing replacements, Allison attached QR codes to the luggage tag that will link to the instructions.
- Ensured Alysha was getting all the necessary selector reports.
- Allison purged old and unused record sets.

Goal: Administer a cost-effective public library.

- Allison and Nick went to the Vernon warehouse in Tremont, IL to see the Smith System book truck in person. They had 3 on hand and we were able to purchase them at a huge discount and avoided shipping costs.

Children's Services Report
Melissa Robinson
September 2023

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

Programs:

- Story Time at the Junction – 3 sessions – 6 attended
- Tales for Tails – 4 sessions – 30 attended
- 7 sessions total – 36 attended

We visited the following groups and attended the following events:

- Day of Play – 415 attended
- Bent School Literacy Night – 113 attended
- Milestones Preschool – 16 attended
- La Petite Academy – 25 attended
- Little Jewels – 44 attended
- Educator cards at D87 SIP at BJHS – 12 cards made
- Books n Bites at Sheridan – 34 attended

Goal: Work effectively through the use of technology.

- We added 15 posts to our Facebook Children's Group and now have 768 members.
- 16 Tik Tok videos were posted, and we now have 917 followers.

Upcoming:

- Tales for Tails – Wednesdays
- Story Time at the Junction – Thursdays
- International Dot Day – Fri Oct 6
- Miller Park Zoo Spooktacular – Oct 21 and 22



**Circulation and Outreach Report
September 2023**

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

Outreach Library Associate, Michelle, meetings and successful connections:

- Meeting Western Ave Community Center staff regarding support for French native speakers
- BN Welcoming Core group
- City of Bloomington Welcoming Week Committee
- RISE Core Team and Training Committee
- Chestnut Sober Recreation Committee
- East Central Illinois Association for Aging Adults meeting and annual luncheon
- Fatherhood Leadership Team and Coalition
- Led the Human Services Council
- Leadership McLean County Steering Committee, LMC orientation event at Miller Park Zoo, and LMC volunteer event at Midwest Food Bank
- McLean County Reentry Council Board
- Recovery Oriented Systems of Care
- Behavioral Health Forum planning meeting

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

Deposits staff prepared and delivered or renewed 607 items at 11 sites. An Edgar Allan Poe program was offered at Carriage Crossing for 5 attendees.

Home Delivery prepared and delivered or renewed 714 items to 51 active patrons.

Pop Up Library visits were held at the locations listed below. 112 patrons were served, and 592 items checked out. Staff had 2 one-on-one app assistance consults.

- Luther Oaks
- Bickford House
- Villas of Hollybrook
- Woodhill Towers
- Westminster Village
- Liberty Health

Irvin Apartments was formerly a bookmobile stop and is now a Pop-Up Library site to better serve the residents there. Staff will host the first visit once construction on the apartment complex is completed.

The bookmobile stop at Freedom Oil has moved across the street to Viking Liquors while the gas station is under construction. The bookmobile will move back to Freedom Oil once construction is completed.

September Outreach Events:

- September 9: Library Card Signup with NPL at the Farmer's Market
- September 17: Immigration Project/Welcoming Week Bookmobile visit at Miller Park
- September 30: Recovery Oriented Systems of Care Light the Night event at Anderson Park
- September 30: NAACP and Delta Sigma Theta Literacy Event at Western Ave Community Center

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

- 5 staff members attended the B'LONG Round-Up Conference at the Gail Borden Public Library in Elgin, IL on September 8 and benefited from the outreach-related presentations given and networking with other bookmobile drivers.



(9/2023) Circulation and Outreach Services Statistics

Total Circ BPL	71,550
Total Circ Main	45,650
Total Circ Outreach	7,502
Total Circ Drive-up	484
Total Digital Downloads	20,914
Hoopla	5,845
Overdrive	14,062
TumbleBooks	20
eBook Central	27
Kanopy	960
Borrowers Registered	700
Total Active Cardholders	31,747
Children	7,838
Teen	3,777
Adult	20,132
GPPLD	1,457
Total Holds Filled	5,561
Main Holds	4,381
Outreach Holds	881
Drive-up Holds	299
Door Count	10,271

10 Highest Circulations		Patron Count
Wingover Apartments PM	312	115
Bohmer Drive	105	30
Rollingbrook South	103	17
Bohmer Drive	102	41
Eagle Ridge	101	40
Grove	100	24
Golden Eagle	94	25
Eagle Ridge	93	30
Eagle Crest East	87	22
Rainbow Avenue	83	18

Lowest 5 Circulations		Patron Count
Ellsworth	3	10
Brookridge Heights	3	2
Franklin Park	2	5
Holiday Park	0	0
Cardinal Ridge	0	0
Miller Park	0	1

Regularly Scheduled Stops Attended	71
Special Stops	1
Cancelled Stops	3
Total Stops	72
Total Patron Count	1,166
Total Bookmobile Circulation	2,908

Human Resources Report
Gayle Tucker
September 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- In September, there was one in-house job announcement
- There were two work study interviews
- I provided orientation for one new employee
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation

Goal: Work effectively through the use of technology.

- In September, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—training has begun
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- 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, UKG 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
 - We have hired 5 students for this semester

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
September 2023

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 2,000 of them available and another 15,000 awaiting approval and indexing. This process is going well, and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

We got the Unit 5 student card data for the fall, and we are working on loading all of the students. District 87 is done and the cards have been sent out.

Our new part-time people have started AI and DJ have been trained and are working out well, we still have one more part-time position that we will be filling prior to the reopening of the full library. We also have two new work study students from IWU working in the IT department that will be working in the TeenZone once that service is available again.

The new networking equipment was installed and set up. We are ready to move the PCs/Phone equipment to the new part of the building.

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

This month's passive program taught teens about binary code, by designing bracelets that used beads to create a hidden message. 16 kids signed up, and 15 picked up packets.

The intro to Sketchup took place on September 26th and was a 2-hour program where five teens participated via zoom. After a brief demonstration on how to build a 3D house, the teens were allowed time to create their own 3D object that would later be printed by library staff.

Upcoming:

We are planning to move all the PCs and phones to the new staff areas when available.

We will be replacing both laptops on the bookmobile as per the replacement schedule.

We will be replacing staff computers in CATS, and in the IT department as per the replacement schedule.

Marketing Report
Rhonda Massie – October 2023

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

Your Future Library – Capital Campaign

- Managed donation database
 - Bloomerang entries of pledges and donations.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Mailed magnets to new donors who donated at least \$100 during the previous month.
 - Ran report for those whose pledge payments are in arrears.
 - Ran report to show pledge payments are due in the next 30 days. Sent reminders if any were due.

Website

- Marketing continues to maintain the library's website.
 - Monthly addition of August programs and registration forms to the online calendar
 - Monthly update to record sets for New Movies, New Music, and New Audiobooks
 - Added Green Committee's recommended reading eNewsletter to the Recommendations page and the Subscription opt-in page.
 - Updated the Audiobooks recommended reading eNewsletter on the Recommendations page and the Subscription opt-in page.
 - Uploaded the previous Audiobook eNewsletters subscriber list to the new eNewsletter of the same topic. This is now a manually updated subscription, where as it used to be an automatically updated subscription.
 - Removed the previous Bookmobile schedule (schedule ended on 9.30.23)
 - Fixed an issue pertaining to which email addresses were receiving notification each time a patron filled out the Browser Pack Form.
 - Troubleshoot and fixed issues pertaining to booking hybrid rooms for programs.
 - Fixed all holiday closures. When we added a branch as a fix to our hybrid room issue, this affected the holiday closures.
 - Removed cancelled meeting minutes.
 - Added job postings to the Employment page as requested.
 - Reviewed summary of updates received from Library Market; checked for glitches; relayed pertinent new features.
 - Replace Case Statement for Capital Campaign with updated Case Statement to show altered timeline.

Advertising

- WGLT
 - On-air ads ran during the month of September – Library Card Sign-Up Month -- to promote the library's partnership with Connect Transit. All month long, Connect Transit gave free rides to those who showed their BPL or NPL library card.
 - On-air ads will run during the month of October to promote the library's Fall Concert Series.
- Neighbors Magazines
 - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads run via Google, and online ads run via Facebook. All are currently promoting that library cards and programs are free.
- Community Players
 - BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2023-2024 show (pre-show and intermission). The next show – *Fiddler on the Roof* – runs November 3-19.
- History Museum
 - BPL is a sponsor of the History Museum's Annual Cemetery Walk. Our ad in their booklet promotes that library cards and programs are free.
- Behavioral Health Forum
 - BPL purchased an ad in the Behavioral Health Forum program booklet.

Misc. Marketing Tasks

- Researched different Employee Recognition Software
 - Awardco, Kudos, Bonusly, Nectar, Guusto, 15Five, Motivosity, and Assembly
 - Met with Awardco for a demo of their product
- Appreciation Day
 - Worked with Bloomington Spiceworks to place an order for 95 3-packs of hot cocoa.
 - Worked with CM Promotions to order BPL personalized mugs.
 - Located and ordered materials for packaging gifts: boxes, bags, and filler.
- Promotional Items
 - Processed 9 requests for promo items to be taken to offsite events.
 - Processed/re-stocked promo items returned from offsite events.
- Printed 700 labels to be added to 700 Halloween items for the Miller Park Spooktacular.
- Re-printed and prepped handouts/publicity as requested.
 - Handouts for Circulation
 - Phase 2 Map Handouts 300
 - My Library App 300
 - Kanopy 300
 - Hoopla 300
 - Libby 300
 - Text Opt In 300
 - Handouts for Adult Services
 - True Crime Book Club 20
 - Let Freedom Read Bingo 50
 - English Language Group 50
 - Handouts for IT
 - 100 D87 Student Card Letters
 - 300 U5 Student Card Letters

Paper & Digital Design and Written Work

Program Publicity (4 pieces each – Facebook Event, Instagram, paper background, paper handout)

- Houseplant Swap @ The Junction
- Intro to SketchUp
- Freedom to Read Panel
- Freedom to Read Discussions
- Banned Books Week programs
 - Panel Discussion
 - Community Forum
 - Bingo
- Tales for Tails
- Chills & Thrills with Stephen G. Jones
- Story Time @ The Junction
- International Dot Day
- Fall Concert Series
- Food, Family, & Folktales with Grace Lin
- Halloween Tic-Tac-Toe on the Bookmobile

Signage

- Phase 2 Directional signs
- Phase 2 Map – poster and handouts
- Book Shop Pricing
- Playaway Audio Options
- Study Room Signs
- Spooky Scary Movies
- Teen Horror
- Items Temporarily Moving into Storage

Write & Design

- Welcoming Week Post
- 5 posts to run as a series during Banned Books Week
- Create a new Language Learning & Multilingual News Resources handout; highlights Mango Languages, Brainfuse HelpNow, Black Life in America, Hispanic Life in America, and *New York Times* online.
- Penned, designed, proofed, recorded, and scheduled delivery of messaging for a Sept closure which did not see fruition.
 - Unscheduled all messaging – social media, website, eBlast, phone recordings, and texts – when the closure was called off.
- Messaging pertaining to the temporary relocation of a bookmobile stop
- Messaging pertaining to AV items temporarily moving into storage

Misc.

- Closure graphics
- October Calendars
- Study Room ID Tags
- Disc Player ID Tags
- Created art for the Appreciation Day mug that's being given as a gift
- Created an ad for the Behavioral Health Forum booklet
- Updated scheduled texts through February 2024 which pertained to the Freedom Oil Bookmobile Stop moving to Viking Liquors through the end of the current schedule due to Freedom Oil being razed and rebuilt.

October Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - October's programs were submitted to Library Market by staff for review and editing by Marketing before being published on the library's website.
 - A publicity timeline was developed.
 - A shortened bitly link was created for each program requiring registration. Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
 - A Facebook Event was, or will be, created for each online and at-home program being offered.
 - An Instagram post was, or will be, created for each online and at-home program being offered.

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee heads.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the library's Spirit Committee.
- Jorgi serves on the Office 365 Committee.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 9,991 followers
 - Instagram – 2,260 followers
 - Twitter – 1,977 followers
- Library text subscribers – 341
- Bookmobile text subscribers – 1,416
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,862 filtered active subscribers.
- Program Guide list – 34,640 filtered active subscribers.
- General eBlast list – 34,861 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, cancellations and closures, news, etc.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following were also shared:
 - Labor Day Closure
 - Next Reads Recommendations – Historical Fiction
 - Connect Transit offers free rider to library cardholders during the month of September
 - Hoopla offers book club
 - Welcoming Week
 - Bookmobile info – Freedom Oil under construction; stop moves to Viking Liquors
 - Library present as a vendor at Farmers’ Market
 - Next Reads Recommendations – History & Current Events
 - Halloween Tic-Tac-Toe on the Bookmobile
 - The Library has been taken over by pirates!
 - Sci-Fi Films on Kanopy
 - Abe Lincoln pops into the library to work on his laptop
 - “We’re Hiring”
 - Some AV items temporarily moving into tstorage
 - Photos from a literacy event at WACC
- The library sends at least one monthly eBlast promoting its online resources to cardholders who’ve not opted out of receiving such notifications.
 - An eBlast promoting Hispanic Life in America and a curated Hispanic collection on Kanopy was delivered on 9.14.23, in time for the beginning of Hispanic Heritage Month.
 - An eBlast promoting the digitized City Directories was delivered on October 1.
- A member of the library’s staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

**Operations Report
Caprice Prochnow
September 2023**

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

- Operations staff:
 - Made trips to storage unit to empty dehumidifiers
 - Took Outreach materials to storage for phase 2
 - Moved wire racks with materials to west side
 - Trimmed branches blocking line of sight at Gridley lot
 - More items taken to Alter Metal for recycling and the convenience center
 - Assisted Sara with her task of getting microfilm to the new cabinet
 - Ordered an assortment of bookends that have been partially distributed to shelf
 - Dismantling shelving units and installing them in locations on the west side
 - New organizers were installed in the staff restrooms on second floor
 - New 2-way radios are being used by Operations staff and are working out well
- Repairs/Installs:
 - Wherry Welding reinstalled the crank assembly for the bookmobile ramp

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

- Caprice - Expansion project:
 - Communicated daily with Matt Kerner from FD on progress of project and upcoming work
 - Attended construction meetings
 - Continued coordinating construction progress pics to floor plan
 - Gathered quotes for window cleaning and protective coating for new VET flooring
 - Lined up Atlas Movers for demo of office systems on east side
 - Sent in registration and application for certificate of operation for new elevator

Goal: Administer a Cost-Effective Library.

- Kone performed the quarterly PM for the elevator
- Illini Fire conducted the yearly fire extinguisher inspection
- Global Water conducted the quarterly PM on the closed loop system



Statistics At-A-Glance

September 2023

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,973	31,015	-19%	137,582	161,251	-15%
Teens	1,756	2,412	-27%	10,440	11,303	-8%
Children	26,907	36,167	-26%	159,645	191,150	-16%
Digital Downloads	20,914	19,563	7%	107,424	92,341	16%
Total	74,550	89,157	-16%	415,091	456,045	-9%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,132	18,671	8%	N/A	N/A	N/A
Teens	3,777	3,170	19%	N/A	N/A	N/A
Children	7,838	5,547	41%	N/A	N/A	N/A
Total	31,747	27,388	16%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	700	415	69%	2,349	2,529	-7%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,271	14,161	-27%	61,191	70,427	-13%
Bookmobile	1,166	1,130	3%	7,500	6,862	9%
Total	11,437	15,291	-25%	68,691	77,289	-11%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	0	N/A	0	213	-100%
Digital Preservation Studio	0	3	-100%	0	26	-100%
Community Room	0	0	N/A	0	11	-100%
Total	0	3	-100%	0	250	-100%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	24	6	300%	152	68	124%
People Reached	1,040	838	24%	11,532	9,773	18%
Community Visits to the Library	0	0	N/A	4	0	N/A
People Reached	0	0	N/A	52	0	N/A
Total Outreach Visits	24	6	300%	156	68	129%
Total People Reached	1,040	838	24%	11,584	9,773	19%

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	7	10	-30%	42	45	-7%
Attendance	77	123	-37%	1,005	659	53%
Teens	3	9	-67%	22	21	5%
Attendance	50	87	-43%	562	220	155%
Childrens	15	4	275%	63	39	62%
Attendance	1,450	134	982%	13,882	1,103	1159%
Total Programs	25	23	9%	127	105	21%
Total Attendance	1,577	344	358%	15,449	1,982	679%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	3	0%	14	11	27%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,413	3,173	-24%	12,456	14,628	-15%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	48	415.25	-89%	998	837	19%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,077	1,274	-15%	5,155	7,201	-28%
WiFi Sessions	1,428	1,599	-11%	7,014	8,548	-18%
Website/Catalog Hits	40,943	44,641	-8%	218,106	232,777	-6%
Online Resource Use	15,321	4,289	257%	74,319	19,682	278%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	454	577	-21%	2,234	2,275	-2%
Sent	105	105	0%	461	691	-33%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	0.00	N/A	32	8	294%

Incident Report Summary for September 2023

2023-09-30 23:59:00
2023-09-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4447	2023-09-02 14:32:11	InappropriateBehavior
4448	2023-09-07 00:33:32	PoliceAmbulanceCall
4449	2023-09-10 21:41:07	AlcoholDrugs
4450	2023-09-16 20:31:40	InappropriateBehavior
4451	2023-09-17 21:10:06	
4452	2023-09-18 21:52:12	InappropriateBehavior
4453	2023-09-24 19:30:52	InternetAbuse
4454	2023-09-24 21:26:00	InappropriateBehavior

Suspension Report Summary for September 2023

2023-09-30 03:53:59pm
2023-09-01 03:53:59pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
530	2023-09-02 00:00:00	InappropriateBehavior
531	2023-09-16 00:00:00	InappropriateBehavior
532	2023-09-16 00:00:00	InappropriateBehavior
533	2023-09-24 00:00:00	InternetAbuse
534	2023-09-28 00:00:00	Other

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 20, 2023
5:00pm

MINUTES

- I. Call to Order
President Anderson called the meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Stephen Peterson (arrived at 5:01 pm), Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Absent: none
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
Ary Anderson passed around a letter from the Bloomington Public Library thanking Golden Prairie for their support of the Summer Reading Program. She also shared that she has taken part in two sessions on board governance covering what effective boards do, and she'll be sharing some of that information over the coming year. She's looking forward to having the Mission and Vision Statements completed so there's a clear vision for the makeup of the Board.
- VI. Approval of Minutes
A. August 16, 2023
THE MINUTES WERE APPROVED AS PRESENTED.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton stated that she anticipates that GPPLD will need to do a Truth in Taxation hearing this year due to the increased assessed values in the county this year plus the increase in the tax base. The tax rate will remain the same.

Jeanne gave an update on the construction. There are some pieces of equipment that are delayed in shipping and are important for life safety issues. Once these pieces are in place, it should be a quick turnaround to open the west side of the building.

B. Outreach Report: Jeanne Hamilton shared that Viking Liquors agreed to host the Freedom Oil stop during their construction. Staff have heard that there is a new coffee shop going into the liquor store, so it will be interesting to see how that affects things.

C. Financial Report: Kathy Jeakins stated that the report was in the Board packet.
- VIII. Unfinished Business
A. Investment of Funds Set Aside for Capital Projects

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO TAKE THE \$60,801 THAT IS EARMARKED FOR CAPITAL IMPROVEMENT AND INVEST IT IN FIRST STATE BANK'S 9-MONTH CD AT A RATE AROUND 4.66% AND REVISIT THE SUBJECT IN SIX MONTHS TO PREPARE FOR USING THE MONEY WHEN THE CD MATURES.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO MOVE THE REMAINING BALANCE IN THE CURRENT CHECKING ACCOUNT FIRST STATE BANK'S MONEY MARKET BUSINESS ACCOUNT.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION WAS CLARIFIED TO MOVE THE BALANCE TO FIRST STATE BANK & TRUST'S MONEY MARKET BUSINESS ACCOUNT. CONSENSUS WAS GIVEN WITH NO NEW VOTE TAKEN.

- IX. New Business
 - A. Strategic Planning Process: Discussion tabled until the October meeting due to time.
- X. Comments from Board Trustees
 - Ruth Novosad indicated she had mailed out 250 brochures to the residents of the Beecher Trails area. Board members thanked Ruth for her efforts.
- XI. Reminder
 - A. Next Board Meeting is October 18, 2023
- XII. Adjournment
 - Ary Anderson adjourned the meeting at 6:08 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

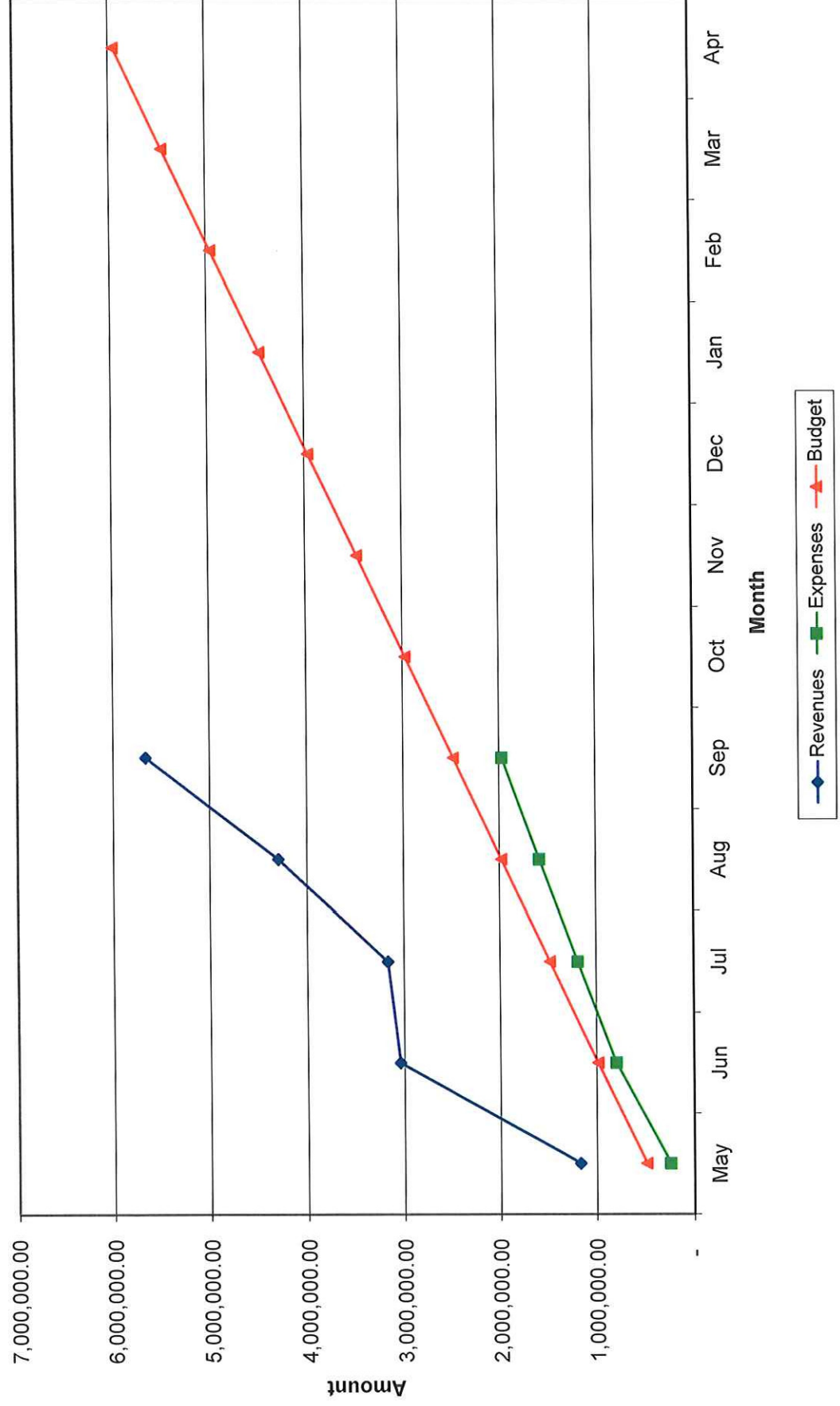
ACCT NAME	BUDGET	SEPT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	1,168,514.87	5,040,014.27	(145,585.73)	97.2
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	182,874.68	420,350.62	(17,570.38)	96.0
Fines & Fees	10,000	889.20	3,649.01	(6,350.99)	36.5
Interest on Investments	10,000	10,747.60	50,436.39	40,436.39	504.4
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	0.00	21,434.15	(3,565.85)	85.7
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	2,473.55	12,174.47	(27,825.53)	30.4
Total Revenues	5,954,921	1,365,499.90	5,664,111.91	(290,809.09)	95.1

EXPENDITURES:

ACCT NAME	BUDGET	SEPT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	198,914.09	991,411.83	(1,684,825.17)	37.0
Part-Time Salaries	558,280	30,110.09	160,689.14	(397,590.86)	28.8
Seasonal Salaries	57,144	2,309.61	10,236.07	(46,907.93)	17.9
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	0.00	5,000.00	(15,000.00)	25.0
Total Sals & Wages	3,311,761	231,333.79	1,167,352.45	(2,144,408.55)	35.2
Dental Insurance	11,520	780.88	3,483.29	(8,036.71)	30.2
Health Insurance, HMO	6,600	534.96	2,388.21	(4,211.79)	36.2
Life Insurance	3,091	246.40	1,230.80	(1,860.20)	39.8
Vision Insurance	5,724	241.78	1,081.10	(4,642.90)	18.9
Health Insurance, PPO 600/1200	213,390	18,736.48	82,678.52	(130,711.48)	38.7
Health Insurance, PPO with HSA	79,800	7,001.88	30,784.43	(49,015.57)	38.6
Library RHS Contribution	7,500	959.29	3,682.63	(3,817.37)	-----
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
IMRF	294,386	13,655.88	67,663.59	(226,722.41)	23.0
FICA	204,082	13,735.20	69,035.46	(135,046.54)	33.8
Medicare	47,729	3,212.29	16,145.57	(31,583.43)	33.8
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	168.65	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	1,555.43	(20,444.57)	7.1
Total Benefits	939,792	59,273.69	281,673.08	(658,118.92)	30.0
Rentals	19,000	2,219.14	7,896.14	(11,103.86)	41.6
Total Rentals	19,000	2,219.14	7,896.14	(11,103.86)	41.6
Building Mtn	130,000	7,321.55	22,428.36	(107,571.64)	17.3
Vehicle Mtn	17,000	6,033.33	9,759.89	(7,240.11)	57.4
Office & Computer Mtn	185,000	24,393.92	79,753.72	(105,246.28)	43.1
Total Repair/Mtn	332,000	37,748.80	111,941.97	(220,058.03)	33.7

ACCT NAME	BUDGET	SEPT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,199.59	15,972.84	(31,027.16)	34.0
Printing/Binding	20,000	312.00	10,443.42	(9,556.58)	52.2
Travel	500	134.51	436.66	(63.34)	87.3
Membership Dues	5,000	316.56	2,082.56	(2,917.44)	41.7
Professional Development	7,500	473.92	4,020.46	(3,479.54)	53.6
Other Purchased Services	125,000	5,635.10	43,540.89	(81,459.11)	34.8
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	8,071.68	76,496.83	(173,503.17)	30.6
Office Supplies	14,000	700.14	3,415.72	(10,584.28)	24.4
Computer Supplies	90,000	(22,756.11)	27,423.51	(62,576.49)	30.5
Postage	1,500	0.00	25.33	(1,474.67)	1.7
Library Supplies	65,000	3,823.92	16,020.13	(48,979.87)	24.6
Janitorial Supplies	20,000	1,363.89	8,668.99	(11,331.01)	43.3
Gas & Diesel Fuel	6,000	529.94	2,098.57	(3,901.43)	35.0
Building Mtnc & Repair Supplies	13,500	1,468.68	3,278.48	(10,221.52)	24.3
Total Supplies	210,000	(14,869.54)	60,930.73	(149,069.27)	29.0
Natural Gas	36,000	192.24	1,727.16	(34,272.84)	4.8
Electricity	110,449	10,402.62	36,192.29	(74,256.71)	32.8
Water	7,000	477.08	2,445.35	(4,554.65)	34.9
Telecommunications	46,000	5,698.73	20,851.21	(25,148.79)	45.3
Total Utilities	199,449	16,770.67	61,216.01	(138,232.99)	30.7
Professional Collection	800	0.00	0.00	(800.00)	0.0
Total Prof Collection	800	0.00	0.00	(800.00)	0.0
Non-Traditional Materials	4,000	136.95	571.42	(3,428.58)	14.3
Periodicals	17,000	330.76	17,413.04	413.04	102.4
Adult Books	157,000	11,954.63	58,126.36	(98,873.64)	37.0
Children's Books	121,000	2,308.96	27,462.52	(93,537.48)	22.7
A/V Materials	91,000	7,470.66	29,068.63	(61,931.37)	31.9
Public Access Software	105,675	0.00	28,199.33	(77,475.67)	26.7
Downloadable Materials	190,000	20,049.97	40,148.93	(149,851.07)	21.1
Total Materials	685,675	42,114.98	200,418.81	(485,256.19)	29.2
Employee Relations	3,000	24.99	4,098.32	1,098.32	136.6
Miscellaneous Expenses	3,444	255.19	1,434.10	(2,009.90)	41.6
Total Other Expenses	6,444	280.18	5,532.42	(911.58)	85.9
Total Expenses	5,954,921	382,943.39	1,973,458.44	(3,981,462.56)	33.1

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2023

Property Tax (97.2%): The Library has received six distributions so far.

Replacement Tax (0.0%): The annual distribution will be made later.

State Grants (Per Capita Grant) (100.0%): The Library received its Per Capita Grant in July.

Golden Prairie Public Library District (96.0%): Golden Prairie has also received six distributions so far.

Fines & Fees (36.5%): Receipts are a little less than expected.

Interest (504.4%): We projected a cautious amount for the year.

Donations (85.7%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (30.4%): This is less than where it should be because the library is not as busy due to construction.

Part-Time Salaries (28.8): This is under-spent due to a few staff vacancies.

Seasonal Salaries (17.9%): Charges have been minimal.

Overtime Salaries (15.4%): Charges have been minimal.

Other Salaries (25.0%): Charges have been minimal.

Dental Insurance (30.2%): Charges have been minimal.

Health Insurance, HMO (36.2%): Fewer staff elected this option for their health insurance.

Vision Insurance (18.9%): Charges have been minimal, and the rates were less than anticipated.

Library HSA City Contributions (8.4%): Charges have been minimal.

IMRF (23.0%): Charges have been minimal.

FICA (33.8%): Charges have been minimal.

Medicare (33.8%): Charges have been minimal.

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

Uniforms (63.5%): New part-time custodians required shirts.

Tuition Reimbursement (0.0%): Nothing has been spent from this line item yet.

Other Benefits (7.1%): Charges have been minimal.

Building Maintenance (17.3%): Charges have been minimal.

Vehicle Maintenance (57.4%): This is over-spent due to a bookmobile repair.

Advertising (34.0%): Charges have been minimal.

Printing/Binding (52.2%): This is over-spent due to printing Summer Reading logs in May and new Bookmobile Schedules in August.

Travel (87.3%): This is over-spent due to more staff using their own vehicle for travel.

Professional Development (53.6%): This is over-spent due to more staff registering for both in-person and online events.

Other Purchased Services (34.8%): Charges have been minimal.

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

Office Supplies (24.4%): Charges have been minimal.

Computer Supplies (30.5%): this is now under-spent due to re-allocating some computer equipment costs to the construction line items.

Postage (1.7%): Charges have been minimal.

Library Supplies (24.6%): Charges have been minimal.

Gas & Diesel Fuel (35.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (24.3%): Charges have been minimal.

Natural Gas (4.8%): Charges have been minimal.

Electricity (32.8%): Charges have been minimal.

Water (34.9%): Charges have been minimal.

Professional Collection (0.0%): Nothing has been charged to this line item yet.

Non-Traditional Materials (14.3%): Charges have been minimal.

Periodicals (102.4%): This is over-spent due to the annual payment of the subscription service.

Children's Books (22.7%): Charges have been minimal.

A/V Materials (31.9%): Charges have been minimal.

Public Access Software (26.7%): Charges have been minimal.

Downloadable Materials (21.1%): Charges have been minimal.

Employee Relations (136.6%): This is over-spent due to Development Day costs. We plan to ask the Foundation to reimburse the Library for that.

The Donations line item breaks out as follows:

Summer Reading Program Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Sandra Gowen, Donation for the Pop Up Library	25.00
Miscellaneous Donations:	9.15

Total Donations: \$ 21,434.15

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	6,440.00
Ear Buds:	85.50
Flash Drives:	29.25
Genealogy Searches:	80.00
Print Station:	5,072.85
Reusable Bags:	111.00
Test Proctoring:	200.00
Miscellaneous:	155.87

Total Other Revenue: \$12,174.44

During September, 14 batches containing 81 invoices were processed, totaling \$127,645.37 and 115 credit card charges were made totaling \$30,203.21.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$4,890,803.72, which is 82.1%% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 9/30/23:

Operating:	\$ 4,890,803.72
Fixed Assets:	\$ 1,279,512.47
Capital:	\$ 8,788,422.23

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 9/30/2023

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	2,130,874.15	(4,972,039.68)	30.0
Donations	700,000.00	692,517.44	(7,482.56)	98.9
Interest	400,000.00	624,811.99	224,811.99	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
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	17,650,099.76	(8,683,253.47)	67.0

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,288,473.37	(165,110.63)	88.6
Other Purchased Services	412,098.50	185,869.09	(226,229.41)	45.1
Office Supplies	2,157,629.30	672,897.19	(1,484,732.11)	31.2
Library Buildings	21,578,000.00	13,888,764.63	(7,689,235.37)	64.4
Total Expenses	25,601,311.80	16,036,004.28	(9,565,307.52)	62.6



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, SEPTEMBER 19, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, September 19, 2023. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Matthew Watchinski	Trustee	Present
Alicia Whitworth	Trustee	Present
Dianne Hollister	Trustee	Present
Van Miller	Trustee	Present
John Argenziano	Trustee	Present (via Zoom)
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Henry	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Westerhout noted that the use of electronic resources continues to go up. He mentioned that construction seems to be progressing well.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton indicated she had given tours of the west side of the building to all staff. There is not a definite date in place for moving to Phase 2 of the construction, because the crew are waiting for some life safety elements to be completed. Once those are in place, there will be a call for an inspection to grant occupancy of the west side of the building.

Director Hamilton shared that the Budget & Personnel Committee must meet to review a draft of the FY25 budget, and she confirmed that October 10 would work for Trustee Parker, who is the Chair of that Committee. Other members of that Committee are Trustee Westerhout, Trustee Henry, Trustee Argenziano, and Trustee Watchinski. The date was tentatively set.

The following item was presented:

Item 5.C. Fiscal Report Presentation

Kathy Jeakins indicated that the reports were in the packet. She also mentioned that she would be sending an email to sign up for the next quarter's bill reviews.

Consent Agenda

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

Item 6.A. Approve the Minutes of July 18, 2023: Regular Bloomington Public Library Board meeting

Item 6.B. Approve the Minutes of August 15, 2023: Regular Bloomington Public Library Board meeting

Item 6.C. Approve Bills in the Amount of \$2,600,620.51

Item 6.D. Approve Bills in the Amount of \$462,275.93

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

Motion carried (viva voce), 8-0.

Approval Items

The following item was presented:

Item 7.A. Approve Library Board Meeting Dates for the Next Calendar Year

Trustee Parker made a motion, seconded by Trustee Miller, to approve the item as presented.

Motion carried (viva voce).

The following item was presented:

Item 7.B. Approve a Construction Contingency Change to Reinstall an Existing Mechanical Unit Heater

Trustee Argenziano made a motion, seconded by Trustee Whitworth, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Hollister; Trustee Miller; Trustee Parker; Trustee Watchinski; Trustee Whitworth

Motion carried.

Discussion Items

Comments by Trustees

Trustee Argenziano asked if the Board had responded to the inquiry received regarding Pride Month. Director Hamilton indicated that in this particular case, no question was posed so no response was given. President Westerhout added that, in general, Board members should not respond to any formal inquiries individually, since the Board should respond as a whole. If a response was deemed appropriate, President Westerhout would seek a consensus from the entire Board before doing so.

Trustee Argenziano also highlighted the trend around the country of people and groups making a concerted effort to remove books from libraries. He wondered if the Bloomington Public Library is having issues with that movement. Director Hamilton stated that the State of Illinois passed a law stating that you cannot ban books, and that library boards should subscribe to the American Library Association Bill of Rights which talks about not removing books for political or single-viewpoint reasons. She mentioned that in the past couple years, the Library has had a small number of challenges to books in the collection by patrons who followed the proper process.

Trustee Hollister referred to an article she read citing right-wing lawmakers, including from Illinois, lobbying for libraries to leave the American Library Association. Director Hamilton stated that the lawmakers in Illinois wrote an open letter, and she does not think much will come of it. She said she feels ALA does not impact the Bloomington Public Library's day-to-day too much, anyway. ALA has some strong guidance pieces, like the Bill of Rights. The Library is much more involved with the Illinois Library Association because it's much more locally focused.

Trustee Miller inquired about the timeline for moving to Phase 2 in the expansion project. Director Hamilton indicated that there are no firm dates at this time, but there should be a 5-7 day lead time to schedule closing the Library and the collection movers. Reopening to the public on the west side of the building will happen on a weekday to minimize overwhelm for staff, systems, and parking.

Adjournment

Trustee Miller made a motion, seconded by Trustee Parker, to adjourn the meeting.

Motion carried (viva voce), 8-0.

The Meeting Adjourned at 6:03 PM.

BILLS LIST

Approved by BPL Board of Trustees, October 17, 2023

 Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	1,066.25
Alpha Park Public Library	Miscellaneous Expenses	28.00
Amazon Capital Services	A/V Materials	6,441.54
Amazon Capital Services	Adult Books	911.63
Amazon Capital Services	Children's Books	288.63
Amazon Capital Services	Computer Supplies	261.99
Amazon Capital Services	Employee Relations	184.93
Amazon Capital Services	Janitorial Supplies	936.58
Amazon Capital Services	Library Supplies	203.52
Amazon Capital Services	Miscellaneous Expenses	30.69
Amazon Capital Services	Non-Traditional Materials	266.92
Amazon Capital Services	Office Supplies	425.29
Amazon Capital Services	Other Purchased Services	343.15
Amazon Capital Services	Periodicals	(18.89)
Amazon Capital Services	Telecommunications	1,005.09
Ameren IP	Electricity	10,402.62
American Pest Control	Building Maintenance	80.00
Bill's Key & Lock Shop, Inc.	Building Mtnc Supplies	5.52
Brodart Company	Library Supplies	44.67
Browne, Katherine	Other Purchased Services	150.00
CDW Government	Computer Supplies	182.03
CDW Government	Office/Computer Equip Mtnc	8,531.25
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	780.88
City of Bloomington	FICA	13,735.20
City of Bloomington	Gas & Diesel Fuel	479.78
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	18,736.48
City of Bloomington	Health Insurance-PPO with HSA	7,001.88
City of Bloomington	IMRF	13,644.88
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,212.29
City of Bloomington	Payroll	231,333.79
City of Bloomington	RHS Contribution	959.29
City of Bloomington	Vision Insurance	241.78
City of Bloomington	Water	477.08
Continental Research Corp	Janitorial Supplies	599.71
Cummins, Inc.	Vehicle Maintenance	5,940.69
Dell Marketing, L.P.	Computer Supplies	9,494.74
Dell Marketing, L.P.	Non-Traditional Materials	274.14
Dell Marketing, L.P.	Office/Computer Equip Mtnc	70.80
Devyn Corp	Other Purchased Services	1,480.00
Dvorak, Mark	Other Purchased Services	200.00

Ebsco Industries
 Enberg Anderson
 F & W Care & Landscaping
 Fastenal Company
 H H Office, Inc.
 H H Office, Inc.
 H H Office, Inc.
 Herula, Donna
 Hollister, Dianne
 Illinois State Police
 Illinois Wesleyan University
 Johnson Controls Building Efficiency
 KCN Solutions, LLC
 Knoll, Bernard
 Lefler, Tiffany
 Mattoon Public Library
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Nicor/Northern Illinois Gas
 OverDrive, Inc.
 Prochnow, Caprice
 Proquest, LLC
 Proquest, LLC
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Ron Smith Printing Co.
 Rosedrew, Inc.
 Uline Shipping Supply Specialists
 Unique Management Services, Inc.
 Vernon Library Supplies
 Wolpert, Emily
 VISA - All Recipes Magazine
 VISA - Al's Café
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Circle K
 VISA - Circle K
 VISA - Enterprise Rent-A-Car
 VISA - Evenbrite Forefront Summit
 VISA - Facebook
 VISA - Farm & Fleet
 VISA - GameStop
 VISA - GoDaddy.com
 VISA - Huck's Food & Fuel Stop
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Ingram
 VISA - International Service Fee
 VISA - Lands End Business Outfitters
 VISA - Marriott Hotel-Cleveland
 VISA - Newspapers.com

Periodicals	289.75
A & E Services	7,897.86
Building Maintenance	400.00
Building Mtnc Supplies	37.93
Computer Supplies	1,379.34
Library Supplies	213.36
Office Supplies	319.81
Other Purchased Services	425.00
Professional Development	325.00
Other Purchased Services	40.00
Other Purchased Services	11.91
Building Maintenance	6,443.55
Rentals	800.00
Other Purchased Services	69.00
Travel	18.69
Miscellaneous Expenses	16.99
Building Maintenance	398.00
A/V Materials	429.46
Downloadable Materials	19,960.00
Janitorial Supplies	482.90
Natural Gas	192.24
Downloadable Materials	4,990.00
Travel	66.44
Downloadable Materials	481.85
Public Access Software	1,227.99
Office/Computer Equip Mtnc	91.89
Rentals	1,419.14
Printing	312.00
Library Supplies	394.78
Janitorial Supplies	217.44
Other Purchased Services	364.45
Office Supplies - Expansion	797.85
Travel	14.63
Periodicals	59.90
Professional Development	109.79
A/V Materials	2,853.45
Adult Books	4,026.37
Children's Books	2,193.17
Advertising	594.40
Gas & Diesel Fuel	27.20
Vehicle Maintenance	2.00
Other Purchased Services	1,306.55
Professional Development	75.00
Advertising	298.35
Office Supplies	236.78
A/V Materials	117.17
Office/Computer Equip Mtnc	199.98
Gas & Diesel Fuel	26.50
Professional Development	300.00
Adult Books	4,522.81
Children's Books	365.55
Other Purchased Services	0.64
Uniforms	168.65
Advertising	102.95
Other Purchased Services	74.90

VISA - Oriental Trading Company	Other Purchased Services	266.81
VISA - Seton Identification Products	Building Mtns Supplies	264.45
VISA - Springshare, LLC	Other Purchased Services	774.00
VISA - Starcrest Cleaners	Other Purchased Services	57.45
VISA - Thornton's	Gas & Diesel Fuel	39.13
VISA - T-Mobile	Telecommunications	2,584.05
VISA - Universal Yums	Other Purchased Services	29.00
VISA - Verizon Wireless	Telecommunications	337.34
VISA - Wal-Mart	Janitorial Supplies	13.12
VISA - Wal-Mart	Library Supplies	13.92
VISA - Wal-Mart	Other Purchased Services	59.78
VISA - Webstaurant	Janitorial Supplies	1,155.78
VISA - Wix.com	Other Purchased Services	31.88
VISA - Zoom.US	Other Purchased Services	339.83
Total		415,794.41

LIBRARY						
FIXED ASSET BUDGET						
FISCAL YEAR 2023-2025						
					\$ Diff From	% Diff From
Account Number	Account Title	FY 23 Actual	FY 24 Budget	FY 25 Budget	FY 24 to FY 25 Budget	FY 24 to FY 25 Budget
56010	Interest from Investments	37,318	15,000	25,000	10,000	66.7%
57114	Sale of Equipment					
57310	Donations					
57350	Other Private Grants					
85231	From M & O					
	From Fund Balance			81,000	81,000	-----
	Total Revenues	37,318	15,000	106,000	91,000	606.7%
72110	Office Furniture	-				
72120	Office & Computer Equipment	8,666		34,000	34,000	-----
72130	Licensed Vehicles			56,000	56,000	-----
72140	Equip Other Than Office		7,855	10,000	2,145	27.3%
72520	Buildings					
72620	Other Cap Improvements					
79196	Contribution to Fund Balance		7,145		(7,145)	-100.0%
	To Maint & Operating Fund	-	-	6,000	6,000	-----
	Total Expenses	8,666	15,000	106,000	91,000	606.7%
	Total Revenues	37,318	15,000	106,000	91,000	606.7%
	Rev Over Exp (Surplus)	28,652	-	-	-	

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. We made major revisions to the GPPLD orientation packet in 2021 and the BPL orientation packet in 2022. We have made minor updates since then.
- ☒ 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.
We are currently working to review and update our job descriptions. The salary schedule is reviewed annually.
- ✓ 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 71%.*
- ✓ 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.

The Library is currently under construction but staff have strategically allocated spaces for relevant services while the construction is taking place. After the construction project is complete, we will be able to check all the boxes on this list!

Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. **The Library is currently under construction to provide the right amount of space of the right kind.**
- ☒ 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. **While under construction, Library staff have worked to maximize parking options, including renting the former Clay Dooley lot.**
- ☐ 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 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
<i>General Provisions</i>	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act (FOIA)</i>	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act (digital signature)</i>	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
<i>Elections</i>	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
<i>Executive Officers</i>	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
<i>Finance</i>	
<i>Public Funds Statement Publication Act</i>	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)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act (Governmental)</i>	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
<i>Revenue</i>	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law (PTELL)</i>	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
<i>Pensions</i>	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
<i>Local Government</i>	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (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
<i>Tax Increment Allocation Redevelopment Act</i> (TIF)	65 ILCS 5/11-74.4-1

Libraries

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

Public Health

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

Public Safety

<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
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Notices

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

Criminal Offenses

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

Civil Liabilities

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

Civil Immunities

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

Property

<i>Right of Publicity Act</i>	765 ILCS 1075/1
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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)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	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 approximately 66 FTE staff. The minimum number of staff for our population is 64.67.

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.