

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, January 19, 2021

5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting will take place virtually, via ZOOM, as well as in the William C. Wetzel Room at the Bloomington Public Library. Below is the link and phone number to connect to the Zoom meeting.

All in-person gatherings will follow the physical distancing guidelines.

In lieu of providing public comment at the meeting, members of the public may send statements to the Library Director, at librarydirector@bloomingtonlibrary.org with the subject line: Public Comment. Comments sent to the Library may be read individually.

Zoom Meeting Link: <https://zoom.us/j/92275979589>

Zoom Meeting Phone Number: (312) 626-6799

Meeting ID: 922 7597 9589

William Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of December 15, 2020 Regular BPL Board Meeting
 - B. Approve Bills List of December 2020
- IX. Approval Items
 - A. Approve Revisions to the Bloomington Public Library Foundation Bylaws
 - B. Approve Revisions to the Gift Acceptance and Naming Policy
- X. Discussion Items
 - A. Per Capita Grant Requirements
 - B. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

Posted: 1.15.21 10:15 a.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 15, 2020
5:30 p.m.

In compliance with the COVID-19 executive orders, the Bloomington Public Library's meeting took place virtually, via ZOOM.

William Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

Minutes

- I. Call to Order
President Westerhout called the meeting to order at 5:30 p.m.
- II. Roll Call
Trustees present via Zoom: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Trustees absent: None

Others present via Zoom: Jeanne Hamilton, Kathy Jeakins, Caprice Prochnow
- III. Introduction of Public
There were no public present.
- IV. Public Comment
There were no public comments.
- V. President's Report
President Westerhout reported that he and Jeanne have had many conversations regarding the expansion and it would appear that the Council is in favor of going forward. President Westerhout also stated that he has heard good things about the curbside pickup service and he has used the service as well.
- VI. Director's Report
Jeanne Hamilton shared that there was a smooth transition back to curbside only service. Numbers were up more than 10,000 circs for both October and November. She shared that she is constantly watching State and County metrics to see if there is a point to roll back to a limited capacity opening. The first library staff member testing positive was in October, and since then, there have been 6 staff cases, and none were related.
- VII. Fiscal Report Presentation
Kathy Jeakins, Business Manager reported that budget was at 58.3 percent through the end of November. The final Property Tax Distribution was received. The total received for the year is just a little over \$3,700 short from what was budgeted, which is better than last year. She went on to say that expenditures were at 47.7 percent and revenues were at 97 percent. She entertained questions.
- VIII. Consent Agenda
 - A. Approve Minutes of October 20, 2020 Regular BPL Board Meeting
 - B. Approve Minutes of November 17, 2020 Regular BPL Board Meeting

C. Approve Bills List of November 2020

DIANNE HOLLISTER MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THE CONSENT AGENDA.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

THE MOTION CARRIED UNANIMOUSLY.

IX. Approval Items

A. Approve Waiving the Competitive Bid Process for Property/Casualty Insurance

Jeanne Hamilton stated that there is an increase this year. The entire increase is reflected in the variable cost line, so if there are any savings in the self-insured portion of the pool, this is returned to the insured members. Since the library has been part of LIRA for 3 years, the library will be eligible for any returns.

Jeanne and Kathy Jeakins entertained questions.

MATT WATCHINSKI MOVED, DIANNE HOLLISTER SECONDED, TO APPROVE THAT THE BID PROCESS BE WAIVED, AND THE LIBRARY DIRECTOR AUTHORIZE RENEWAL OF PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S INSURANCE PACKAGES THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE JANUARY 1, 2021 IN THE AMOUNT OF \$37,516.00.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Transfer of Funds from Maintenance & Operating Fund to Capital Reserve Fund
Jeanne Hamilton reviewed this annual process with the Trustees.

JOHN ARGENZIANO MOVED, MATT WATCHINSKI SECONDED, TO APPROVE THAT \$120,173.00 IS TO BE TRANSFERRED FROM THE LIBRARY MAINTENANCE & OPERATING FUND INTO THE CAPITAL RESERVE FUND.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

THE MOTION CARRIED UNANIMOUSLY.

C. Approve Agreement with Engberg Anderson for architectural services for a Library Expansion

Jeanne Hamilton shared the options for construction delivery methods for the project: with staff performing oversight and coordination of a general contractor or hiring a company to coordinate multiple contractors from the various trades. She shared a Power Point with the Trustees for a better understanding of this.

There was discussion on what was shared and the consensus was to hire a general contractor through a bid process and existing staff serve as a point person and to oversee the work of the general contractor with the support of the architects.

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO AUTHORIZE THE LIBRARY DIRECTOR TO ENTER INTO A CONTRACT, AND EXECUTE ANY RELATED DOCUMENTS, WITH ENGBERG ANDERSON, IN AN AMOUNT NOT TO EXCEED \$1,453,584.00 PLUS REIMBURSABLE EXPENSES, UPON LEGAL REVIEW OF THE CONTRACTUAL DOCUMENTS, FOR ARCHITECTURAL SERVICES FOR A LIBRARY EXPANSION BUDGETED AT \$20,770,377.00.

Ayes: John Argenziano, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: Alicia Henry

Absent: None

THE MOTION CARRIED.

X. Discussion Per Capita Grant Requirements

Jeanne Hamilton shared that the reading of the whole Serving Our Public resource is required for this year, so she has broken it down into three parts. She reviewed the first set of standards with the Trustees.

XI. Comments from Trustees

President Westerhout shared that he is very optimistic that this expansion which has been in the works for years, will really happen this year. He thanked the Trustees and library staff for all of their hard work and commitment on this journey.

Van Miller gave kudos to both Jeanne and Julian for all of their hard work on moving this library expansion along in the right direction.

Susan shared that her kids are really excited about the Winter Reading program.

XII. Adjournment

MATT WATCHINSKI MOVED, VAN MILLER SECONDED, TO ADJOURN THE MEETING.

Ayes: John Argenziano, Alicia Henry, Dianne Hollister, Van Miller, Susan Mohr, Catrina Parker, Matt Watchinski, Alicia Whitworth, Julian Westerhout

Nayes: None

Absent: None

THE MOTION CARRIED UNANIMOUSLY.

President Westerhout adjourned the meeting at 6:28 P.M.

BILLS LIST

Approved by BPL Board of Trustees, January 19, 2021

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	-
Alpha Controls & Services	Building Maintenance	5,976.00
Amazon.com, LLC	A/V Materials	1,339.06
Amazon.com, LLC	Adult Books	727.12
Amazon.com, LLC	Children's Books	102.43
Amazon.com, LLC	Computer Supplies	77.94
Amazon.com, LLC	Janitorial Supplies	325.40
Amazon.com, LLC	Library Supplies	31.81
Amazon.com, LLC	Miscellaneous Expenses	30.88
Amazon.com, LLC	Office Supplies	54.97
Amazon.com, LLC	Other Purchased Services	313.22
Amazon.com, LLC	Vehicle Maintenance	65.93
Ameren IP	Electricity	4,463.84
American Pest Control	Building Maintenance	80.00
Arlington Heights Memorial Library	Miscellaneous Expenses	21.95
Arthur J. Gallagher Risk Management Services, Inc.	Worker's Compensation	8,422.00
Bibliotheca, LLC	Library Supplies	4,983.95
Blackstone Audio	A/V Materials	204.98
Bloomington Public Schools	Adult Books	70.00
Bloomington Rotary Club	Memberships	150.00
Blue Beacon International, Inc.	Vehicle Maintenance	45.00
Born Paint Co.	Building Mtnc Supplies	280.90
Brodart Co.	Library Supplies	106.43
CDW Government	Computer Supplies	1,012.60
CDW Government	Office/Equipment Mtnc	3,013.20
Cengage Learning	Adult Books	435.57
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	818.36
City of Bloomington	FICA	19,345.84
City of Bloomington	Health Insurance-HMO	2,395.12
City of Bloomington	Health Insurance-PPO	20,013.80
City of Bloomington	IMRF	34,648.96
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	4,524.46
City of Bloomington	Payroll	323,563.00
City of Bloomington	RSA Contribution	739.84
City of Bloomington	Vision Insurance	254.40
City of Bloomington	Water	402.48
Confidential On-Site Paper Shredding	Other Purchased Services	78.52

Continental Research Corp
 Crystal Lake Public Library
 Cummins, Inc.
 Dean's Graphics, Inc.
 Earthwise Environmental, Inc.
 Ebsco Industries
 Engler, Callaway, Baasten, & Srage, LLC
 Findaway World, LLC
 Frels, Richard
 Geiger Brothers
 High Plains Library District
 Illinois State Police
 Illinois State University
 Illinois Wesleyan University
 Innovative Interfaces, Inc.
 Kanopy, Inc.
 Keyes, Laura
 Libraries of Illinois Risk Agency
 Library Ideas, LLC
 Library Solutions
 McLean County Glass & Mirror, Inc.
 Metronet Holding, LLC
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 NewsBank, Inc.
 Northern Illinois Gas/NICOR
 OverDrive
 Pilot Media, LLC
 POS Supply Solutions
 Postmaster, Bloomington
 Proquest CSA, LLC
 Quadient Leasing Corp
 Quill Corp.
 Quill Corp.
 Quill Corp.
 Ricoh USA, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Round Lake Area Public Library
 Tee Jay Central, Inc.
 Uline Shipping Supply Specialists
 Vernon Library Supplies
 Weber Electric, Inc.
 Weber Electric, Inc.
 VISA - Amazon Web Services
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bandana's

Janitorial Supplies	307.76
Miscellaneous Expenses	14.99
Vehicle Maintenance	2,948.24
Library Supplies	25.00
Building Maintenance	2,800.00
Periodicals	93.77
Other Purchased Services	552.00
A/V Materials	49.49
Employee Relations	40.00
Other Purchased Services	3,961.89
Miscellaneous Expenses	21.99
Other Purchased Services	50.00
Advertising	416.67
Other Purchased Services	498.75
Office/Equipment Mtn	68,271.00
Downloadable Materials	4,990.00
Other Purchased Services	200.00
Other Insurance	37,504.00
A/V Materials	688.21
Other Purchased Services	7,500.00
Building Maintenance	55.00
Telecommunications	1,668.63
Building Maintenance	3,098.09
A/V Materials	1,691.84
Downloadable Materials	4,990.00
Janitorial Supplies	413.31
Public Access Materials	17,914.80
Natural Gas	1,577.51
Downloadable Materials	4,990.00
Advertising	200.00
Library Supplies	1,127.75
Postage	240.00
Public Access Materials	2,559.96
Rentals	166.92
Employee Relations	43.97
Janitorial Supplies	98.60
Office Supplies	368.83
Office/Equipment Mtn	183.78
Rentals	2,827.85
Library Supplies	456.84
Miscellaneous Expenses	20.00
Building Maintenance	67.48
Janitorial Supplies	84.43
Library Supplies	867.60
Building Maintenance	3,085.00
Vehicle Maintenance	192.00
Other Purchased Services	20.10
Memberships	148.00
A/V Materials	2,332.33
Adult Books	7,333.93
Children's Books	5,240.65
Employee Relations	20.00

VISA - BDR Bottom Line Personal	Periodicals	59.90
VISA - Best Version Media	Advertising	591.52
VISA - Blain's Farm & Fleet	Building MtnC Supplies	6.59
VISA - Blain's Farm & Fleet	Uniforms	179.98
VISA - Born Paint Co.	Building MtnC Supplies	42.75
VISA - Casey's Garden Shop	Employee Relations	50.00
VISA - Coffee Hound	Employee Relations	20.00
VISA - Cross Roads Handcrafts of the World	Employee Relations	20.00
VISA - Denny's Doughnuts	Employee Relations	116.55
VISA - Facebook	Advertising	501.75
VISA - Green Top Grocery Coop	Employee Relations	20.00
VISA - Hobby Lobby	Other Purchased Services	32.95
VISA - Indiana University	Professional Development	19.74
VISA - Ingram	A/V Materials	4,402.23
VISA - Ingram	Adult Books	2,553.94
VISA - Interstate All Battery Center	Building MtnC Supplies	177.90
VISA - KultureCity	Professional Development	199.00
VISA - LogMeIn.com	COVID-19	87.67
VISA - Lucca Grill	Employee Relations	15.33
VISA - Lulu Press	Adult Books	59.69
VISA - Menards	Janitorial Supplies	4.88
VISA - Midstate Collaborative for Lib Services	Professional Development	318.00
VISA - New Republic Magazine	Periodicals	(39.99)
VISA - New Resident Service, Inc.	Other Purchased Services	467.70
VISA - Office Depot	Computer Supplies	211.73
VISA - Old House	Periodicals	31.00
VISA - Outdoor Photographer	Periodicals	11.99
VISA - Premium Pet Supply	Library Supplies	102.93
VISA - Sam's Club	Employee Relations	26.94
VISA - Springfield Electric	Building MtnC Supplies	564.03
VISA - Sprint	Other Purchased Services	459.80
VISA - Sprint	Telecommunications	647.21
VISA - Verizon Wireless	Telecommunications	361.63
VISA - Wal-Mart	Janitorial Supplies	105.29
VISA - Wal-Mart	Library Supplies	12.73
VISA - Wal-Mart	Office Supplies	20.30
VISA - Zoom.US	COVID-19	239.83
Total		647,674.74

Bloomington Public Library

Books are just the beginning.



Director's Report

December 2020

2020 Year in Review (also submitted to the City):

- Selected an architecture firm and worked to develop preliminary designs for a library expansion.
- Replaced our existing phone system with more modern, adaptable phone system.
- Reduced barriers for library users by launching automatic renewals and eliminating fines.
- Despite COVID-19 challenges, saw the number of items checked out increase from the previous year in 7 of 12 months
 - January – 2%
 - February – 4%
 - March – 5%
 - August – .4%
 - September – 5%
 - October – 9%
 - November – 2%
- Instituted an Equity, Diversity, and Inclusion staff committee with the vision to help the Bloomington Public Library become a more equitable, diverse, and inclusive organization for both patrons and staff by providing them with resources, ideas, and support. Modeling behaviors, communicating efforts, and collaborating with other staff are key priorities.
- In response to COVID-19 challenges:
 - Developed and implemented phased COVID-19 mitigation plans including the launch of curbside pickup options, new safety precautions, and staffing and procedure adjustments.
 - Checking out over 71,500 items via our curbside pickup options.
 - Started offering mobile hotspots for checkout to community members, made the Library Wi-Fi available 24 hours per day, and increased the checkout limits for downloadable books.
 - Started offering browser packs, a collection of up to 15 items curated by Library staff based on a patron's interests.
 - Secured a \$500 PPE reimbursement grant.

COVID-19 Response:

- Had three meetings with the Normal Public Library Director to discuss COVID-19 response plans
- Kept staff informed of updates to Library COVID operations
- Worked with Department Managers to add a curbside printing pickup service
- Monitored community COVID-19 metrics
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing

Bloomington Public Library

Books are just the beginning.



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

- Worked with Joe of Engberg Anderson Architects and the City Contract review team to negotiate a contract for architectural services
- Responded to questions from community members about the Library Expansion project
- Prepared for and led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with Rhonda to finalize a "Libraries are for Everyone" sticker for the Library's entrance
- Met with a local student to discuss Sustainability efforts at the Library
- Attended Illinois Library Association Board, Advocacy, Public Policy, and Conference Committee meetings
- Attended a RAILS Member Update
- Recorded a "Twelve Days of Christmas" video clip for the City, featuring "2 Curbside Pickups"
- Provided information to Colleen about new administrative rules from the State Library regarding free nonresident cards for low-income kids and tax-exempt veterans
- Worked with Amy to oversee the GPPLD election process

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

- Worked one curbside shift

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

- Had 4 meetings with Gayle to revise our Personnel Handbook
- Attended Mini Morning Sessions about the new online phone portal and the Dungeons and Dragons programs hosted by the Library
- Watched a recording of an ILA Conference session
- Worked to prepare materials in response to a grievance
- Worked with Gayle and Rhonda to develop interview questions for a new part-time position

Goal: Administer a cost-effective public library.

- Attended the City Council Meeting approving the final tax levy for 2020
- Had 3 meetings with Rhonda to work on Capital Campaign plans
- Completed and submitted the FY19 per capita expenditure reports for BPL and GPPLD
- Completed and submitted the PPE grant report and request for reimbursement

**Adult Services Report
Carol Torrens
December 2020**

***The Library building has been closed to customers for a few weeks now, offering services via phone & email. Plus the library-wide effort of Curbside Holds.*

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

COLLECTIONS

Marcie weeded mystery authors HAR-LAN and fiction authors DIE-ERD, the latter due to space concerns.

Carol continues to weed duplicate DVDs and to order replacement copies of ones with high circulation stats.

Displays this month were on these topics: none since the library building is closed to the public

PROGRAMS

Tiffany presented seven virtual book talks for Unit 5 and Dist. 87 middle schools in the first 3 weeks of December. A total of 447 students attended.

Book lists for the 2021 library book clubs have been updated on the website.

Adult/Family programs

Favorite Books Roundtable, virtual – 1 session – 13 attended

Books on Tap virtual book club – 1 session – 15 attended

Teen Programs

Writing workshop with Dr. Jarvis, virtual – 1 session – 7 attended

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

Staff watched or participated in several mini-morning sessions and webinars. Among them were Metronet Portal, interlibrary loan sessions, and previously offered recordings such as Cage of Oppression, Active Shooter, and Illinois Legal Aid.

Sara attended the virtual Illinois State Genealogical Society Conference.

Goal: Work effectively through the use of technology.

There were no individual appointments.

Marcie attended a demo of Crisp, one of the chat services we're considering.

Business Office Report
Kathy Jeakins
November 2020

Goal: Work effectively through the use of technology.

I worked with Rhonda to record the phone greeting for the holiday closures.

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 get their new cards, cancelled cards for staff who left employment, reported a fraudulent activity on a card—the card was cancelled right away and the staff member was re-issued a new card; and I entered all credit card transactions in account files.

In December, the Book Shoppe collected \$127.00.

The Golden Prairie Board accepted the FY 20 audit at their December meeting.

I prepared the Golden Prairie Year-End Financial Report, and it was printed in the Pantagraph on 12/20/20.

I completed a cyber survey for the insurance company, with Jon's help.

I contacted City of Bloomington Finance Department to transfer FY 20 unspent funds of \$120,173 from the Operating Fund into the Capital Fund (as approved at the December BPL Board meeting).

All Library accounts with Frontier and Windstream have been terminated due to going forward with Metronet for service.

On 12/18, I participated in a follow-up call from James Pitzer regarding building safety and OSHA.

I distributed 2021 insurance cards for the van and bookmobile.

Bills Costing in Excess of \$5,000:

- Alpha Controls \$5,976.00 for Annual HVAC Controls Maintenance, year 2 of 3-year commitment
- Arthur J. Gallagher Risk Management Services, Inc \$8,422.00 for Annual Worker's Compensation Premium
- Innovative Interfaces, Inc. \$68,271.00 for Annual Polaris Service
- Libraries of Illinois Risk Agency (LIRA) \$37,504.00 for Annual Property, Umbrella, Vehicle, Director's & Officer's Insurance Premium
- Library Solutions \$7,500.00 for 50% of Library Website Design Services
- NewsBank, Inc \$17,914.80 for Annual Renewal

Upcoming:

I will continue to review the Library's Purchasing Policy in January

Children's Services Report
Melissa Robinson
December 2020

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

Services

- We started offering browser packs, a service where customers can request books on a topic or genre and library staff make the selections. It has been much appreciated while our building is closed to the public.
- Alex prepared a reading list for the Museum of History's history and social studies teacher symposium, "Do You Read Me? Equity, Identity, and Literacy in the Social Studies Classroom."

Programs

Live (all virtual):

- Virtual Lego Construction – 40 attended
- STREAM on Zoom – 44 attended
- Winter Crafts – 48 attended
- Winter Zoom-Lympics – 22 attended
- Wooly Zimowy Zoom Story Time – 19 attended
- Tales for Tails – 3 sessions – 26 attended
- Books n Bites – 5 attended
- Dungeons and Dragons for Kids – 2 sessions – 8 attended
- 11 program/sessions offered – 212 attended

Pre-Recorded on Facebook:

- DIY Mondays – 4 posts – 225 views
- Smarty Pants Story Time – 3 posts – 191 views
- Wild Card Fridays – 3 posts – 216 views
- Where the Wild Things Read – 2 posts – 153 views
- Virtual Lego Construction – 56 views

Jesse recorded a story time for Heartland Head Start Reading Rocks.

Alex helped arrange an interview with the Pantagraph and an attending family about Tales for Tails.

Winter Reading for Kids began on Dec 14.

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

- Children's Services staff attended the mini morning sessions on MetroPortal and Dungeons and Dragons.
- Alysha attended the All Our Kids Network meeting where the presentation was about PATH.

Goal: Work effectively through the use of technology.

- 23 posts were added to the Children's Services Facebook post, and we now have 338 members.

Upcoming:

- We will continue our pre-recorded programs on Facebook.
- Jan 2 – Virtual Lego Construction
- Jan 7- Books n Bites
- Jan 10 – Last day of Winter Reading for Kids
- Jan 13, 20, and 27 – Tales for Tails
- Jan 30 – STREAM on Zoom

Circulation and Outreach Services Report

Colleen Shaw

December 2020

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

Virtual meetings attended and successful connections established by Outreach Library Associate, Michelle Cope:

- Presented at the Home Sweet Home Night in a Car kickoff event
- Attended a meeting and developed a testimonial for the Recovery Oriented Systems of Care Spirituality subgroup
- Attended and helped lead the Recovery Oriented Systems of Care Thankfulness meeting
- Attended a Leadership McLean County non-profit panel
- Social Isolation meeting
- Human Services Council and Council Board meetings
- Accepted appointment as Vice President on the Human Services Council
- Central IL Community Educators meeting
- Collaboration with Bloomington Normal STEM on a joint project for their upcoming BNExplorer program
- Presented at ARC's Bingo program about library resources and info

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

- Deposits staff prepared and delivered or renewed 334 items at 7 sites. popUP services continued to be suspended this month, but 23 items were delivered to sites for patrons that regularly attend a popUP stop.
- Home Delivery prepared and delivered 402 items for 53 active patrons. 46 items were picked up via our curbside service.
- The Bookmobile was off the road from December 12 - January 2 for its scheduled winter break. During that time, it was serviced by our mechanic and staff completed a thorough deep clean of the vehicle.
- The January 9 Book Donation Day has been cancelled.

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

- On 12/2, Jessalyn Ummel started on as a temporary Library Assistant.



(12/2020) Circulation and Outreach Services Statistics

Total Circ BPL	67,078
Total Circ Main	45,804
Adults	20,974
Teens	1,669
Children	23,161
Total Circ Outreach	4,021
OTR Adults	1,951
OTR Teens	88
OTR Children	1,982
Total Circ eBooks	17,253
Hoopla	3,849
Overdrive	10,983
RBDigital	1,714
TumbleBooks	19
eBook Central	6
Kanopy	682
Borrowers Registered	113
Total Active Cardholders	38,957
Children	8,965
Teen	5,239
Adult	24,753
GPPLD	1,665
Total Holds Filled	19,604
Main Holds	17,697
Outreach Holds	1,907
Door Count	0*

*Building closed to the public

Circulation Questions Answered: 378

Outreach Questions Answered: 74

Total Questions Answered: 452

10 Stops with Highest Circulation	
WingoverApartmentsPM	234
EagleCrestEast	143
EagleRidge	142
EagleCreek	122
WingoverApartmentsAM	103
FreedomOil	78
Grove	62
NorthPointe	57
HoltonHomes	55
EkstamDrive	51

5 Stops with Lowest Circulation	
HeartlandHills	8
Fleetwood	4
HilltopMobileHomePark	4
SpringRidge	4
EvergreenPark	3

Bookmobile Customers: 304

Total Monthly Stops: 46*

*27 stops were impacted by the winter off-road period.



	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957

Human Resources Report
Gayle Tucker
December 2020

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
 - I attended an MSS on the Dungeons & Dragons program
- In December, there was one in-house Job Announcement
- I continued FMLA, EFMLA, and EPSL administration and tracking
- Jeanne and I are working with HR Source to update our personnel code/employee handbook
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation
- I serve as Chair of the Spirit Committee.
We have participated in the Bloomington/Normal Adopt-A-Family program for many years. We had another successful staff collaboration, even during a time when it has been difficult to shop.



Goal: Work effectively through the use of technology.

- In December, I participated in several Teams video meetings with other staff, and a lot of my work was accomplished using OneDrive and SharePoint
- Amy and I finalized a new process for tracking hours worked by part-time staff
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am processing the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The program was on break in December and will resume January 13
 - This program currently costs \$2.63 per hour, per student

Upcoming:

- Ongoing Kronos timeclock troubleshooting
- Working with Jeanne to update Performance Review documents

Information Technology Systems Report
Jon Whited
December 2020

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

We are working on moving the EzProxy server to the cloud. We have moved all of our connections online and only have a few modifications left until this service is entirely hosted.

We are in process of testing new backup software that stores our backups offsite. With the increased ransomware activities in recent years it is becoming more important to store backups both in house and remotely.

The Adult Services staff and IT staff having been viewing presentations on chat software. We currently have a trial of libraryh3lp installed on the web site and the staff are trying it out. We should have one of the software packages selected soon and available to the public to use.

We took advantage of the library being curbside only to move all the public desktop to the wireless network and to clean up and organize wiring in the public areas.

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

Dale continued with his Dungeons and Dragons program this month and has others scheduled for next month. Dale is going to expand his programs to other games and hopefully introduce a new game each month to people to participate.

Upcoming:

Lauryn and Nick have setup a discord server which they will be using for programs next month.

Marketing Report

Rhonda Massie - December 2020

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

January Programs

- Due to the unpredictable nature of COVID-19, the library continues to schedule and promote programs on a monthly basis.
 - January's programs were submitted to Library Market and reviewed by Marketing before going live.
 - Marketing also created bitly links for each program which requires registration and compiled a publicity timeline.
 - Bitly links are created so that from social media, we can point directly to each program on our website.
 - A Facebook event is created for each online program being offered.
 - An Instagram post is created for each online program being offered.

Capital Campaign

- The beginnings of work on the Library's Capital Campaign are underway.
 - Developed a Capital Campaign timeline.
 - In an effort to learn about their fundraising efforts, we reached out to people at 8 Illinois libraries where expansion projects were completed in recent years.
 - Learned that three of these libraries fundraised; four did not.
 - Requested information packets used by others in our efforts to come up with an information packet of our own which will be given to potential donors.
 - Met with Samantha Hathaway at DeKalb Public Library to talk about their fundraising efforts.
 - One library didn't respond.
 - Have begun discussions about Naming Rights opportunities, donation levels, and a Naming Rights policy.
 - Updated a draft of a "Building FAQs" document which may make its way to our website.

Summer Reading 2021

- Worked out a tentative timeline of Marketing production deadlines for Summer Reading 2021 to be discussed at the Librarian II meeting on January 11.
 - Summer Program Guide
 - Reading Logs
 - Prize Solicitation/Voucher Design
 - T-Shirts
 - Props and materials needed for school visits
 - Decorations

Part-Time LTA

- Accepted in-house bids for a new part-time Library Technical Assistant position in the Marketing Department. The successful candidate will work closely with Library Market to first build, and then maintain, the Library's upcoming website. The successful candidate will also perform additional Marketing duties as assigned. Interviews will take place in early January.

Advertising

- Ads promoting Winter Reading for Kids will continue to air on WGLT and Magic 99.5 in early January.
- The January ad in *Eastside Neighbors* and *Neighbors of Southwest Bloomington* magazines promoted Winter Reading for Kids. The February ads in these publications will promote 1000 Books Before Kindergarten.
- An ad posted to the marquees at the Coliseum/Arena promoted the end of overdue fines and the elimination of past fines.

Paper & Digital Design Work

Advertising

- Winter Reading for Kids for Macaroni Kid (2 images)
- 1000 Books Before Kindergarten (for *Eastside Neighbors* & *Neighbors of Southwest Blm*)

Publicity

- Books on Tap Bookmarks
- Winter Reading for Kids Reading Log
- History Reads Book Club
- Woolly Zimowy Story Time
- Browser Packs
- BPL lends Video Games

- Winter Reading for Kids – Signs for Curbside
- Generic Facebook Event Art for each Book Club
- Embroidered Snowflake Take & Make Craft
- All About Scholarships Workshop
- Virtual Lego Construction (update dates)
- Books 'n Bites
- Teen Winter Art Challenge
- Virtual Craft Circle
- GIMP Patterns & Face Mask Design
- Make a Binary Bracelet
- Tales for Tails (update dates)
- College 101 Workshop
- Dungeons & Dragons: Skyhorn Lighthouse
- BPL Kids @ Home (update dates)
- Start the New Year with Meditation
- Retirement in 2021
- Teen Manga & Anime Club
- STREAM on Zoom (update dates)

Reprint

- ABBYY Instructions
- Libby Handout
- MyLibrary! App
- RBDigital Handout
- Kanopy Handout
- Hoopla Handout
- InterLibrary Loan Renewal Slips

Other

- Shelving Labels for teenZone
- Shelf Talkers for Book Club Kits
- Pricing Signage for the Book Shoppe
- Libraries are for Everyone window clings and magnets
- Floor Plan Update
- Book Shoppe Certificates for Winter Reading for Kids
- Nametags for new employees
- Edits to an old Online Resources Campaign
- Template for Embroidered Snowflake Program

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

- Rhonda took part in the following:
 - Who Gives and Why? (webinar)
 - Expanding Fundraising and Donor Engagement with Digital Marketing and Cloud Computing (webinar)
 - Dungeons & Dragons programming at BPL (Mini Morning Session)
 - BN by the Numbers (information presented by the EDC)
- Jim took part in the following:
 - MetroNet Portal (Mini morning Session)
 - Adobe (webinar)
 - Dungeons & Dragons programming at BPL (Mini Morning Session)
- Rhonda is registered to attend a 3-day course titled *Managing the Capital Campaign* in March. The course is offered by IUPUI's School of Philanthropy.
- Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

Goal: Work effectively through the use of technology.

Social media presence:

- Facebook – 8,240 followers;
- Instagram - 1,806 followers;
- Twitter - 2,063 followers;

- Library text subscribers - 349
- Bookmobile text subscribers - 1,074
- Books on Tap Book Club is present on MeetUp.com
- Dungeons & Dragons Club is present on MeetUp.com
- Cardholder Perks list – 31,980 subscribers.
- Program Guide list – 31,964 subscribers.
- General eBlast list – 32,005 subscribers.

Goal: Administer a cost-effective public library.

Free and Cheap PROMOTION

- The library posts a lot of information to Facebook, including, but not limited to, information about library resources and all library programs.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications. The online resource eBlasts are also posted to Facebook and Twitter. The ability to send these eBlasts comes with our subscription to Library Aware.
 - An eBlast about the Library's World Book resource was received by 31,936 patrons on December 1.
 - An eBlast about the Library's genealogical resources – Ancestry.com, Fold3, HeritageQuest, and African American Heritage will be received by approximately 32,000 patrons on January 1.
- A member of the library's staff is interviewed every other Monday on WJBC. Interview materials are prepped by the Marketing Department. These interviews will move from the 10:10am timeslot to the 3:10pm timeslot beginning January 1, 2021, as WJBC's 10am-2pm timeslot will no longer be produced locally.

**Support Services Report
Caprice Prochnow
December 2020**

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

- Support Services staff:
 - Constant disinfecting of high touch points, rooms and furniture
 - Painted Breakroom
 - Replaced bag filters in AHU
 - Worked with Jim to update the building floor plan that is posted throughout the building
 - Shampooed carpet in the bookmobile
 - Resecured carpet squares in various locations
 - Installed replacement chair mats at Pat's desk
- Repairs/Installs:
 - MIM installed ionization units in the rooftop AON unit for better air quality, sealed flue pipe connection that had been leaking on boiler 2
 - Weber Electric replaced drivers in 3 exterior soffit fixtures, replaced an emergency fixture in Circ Annex, replaced lamp in decorative post light, re-lamped high fixtures in AS and repaired fixtures in CS
 - CK Brush repaired floor sink drain in custodial closet that had been leaking
 - TeeJay Doors replaced worn weatherstripping on the interior automatic doors
 - Johnson Controls replaced a computer board in the upper fire alarm NAC panel
 - McLean Co. Glass adjusted door closers for both doors leading in and out of community room kitchen

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

- The Security Team met and reviewed inspection points of the boiler room

Goal: Administer a Cost-Effective Library.

- Earthwise Environmental conducted the quarterly inspection of the HVAC loop chemicals
- Alpha Controls conducted the quarterly PM of the HVAC controls

Upcoming:

- Replacement of 3-way cooling valve on main air handler

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

December 2020

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

- The Science Fiction/Fantasy split is now complete.
- Book Club Kit items are now on full records, and in most cases, combined with regular 3-week checkout items. These items will now appear as outreach items.
- Allison is working closely with our EBSCO reps to ensure that all magazines were renewed properly and that we aren't missing any issues.
- Around 20 magazines that have ceased publication in 2020 have now been completely removed from the shelves and catalog. We'll save the cart of discarded magazines for the Book Shoppe when we're able to open back up to the public.

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

- Allison attended the RTSF (Resources and Technical Services Forum of the ILA) Annual Business Meeting.
- Allison volunteered to be on the TBS, Inc. Technical Services Award Committee.
- TS staff attended the MMS on the Metro Net Portal. – 2.5
- TS staff attended the MMS on Dungeons and Dragons. – 2.5
- TS staff completed the KultureCity Sensory Inclusivity Training. - .5
- TS staff watched the Cage of Oppression EDI Webinar. - 3
- Training Hours – 8.5

Goal: Work effectively through the use of technology.

- We realized that notes were not appearing in our records through Midwest Tape, but we were able to resolve the issue.
- We're working with OCLC to resolve missing holdings. Allison has manually updated them through December 2019, but before that, there are still some gaps.

Goal: Administer a cost-effective public library.

- Volunteer Hours – 0

Upcoming:

Bloomington Public Library

Books are just the beginning.



- Splitting the manga from the other graphic novels in the catalog.
- We're working on ensuring all Large Print books have the new LP label instead of the old LT.

BLOOMINGTON PUBLIC LIBRARY
FY 2020-2021 FISCAL REPORT

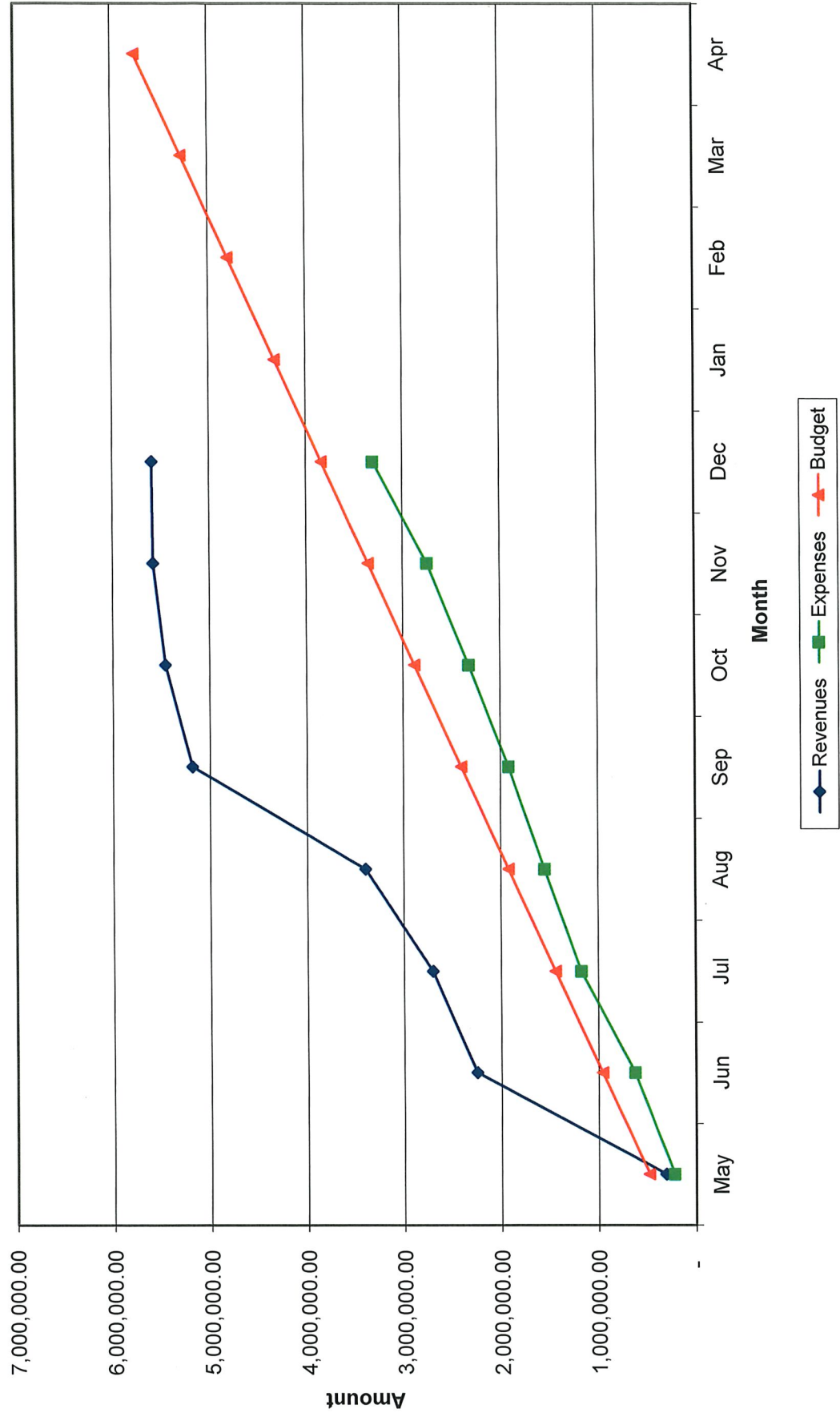
REVENUES:

ACCT NAME	BUDGET	DEC 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,935,359	0.00	4,931,597.48	(3,761.52)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	95,762.50	62.50	100.1
GPPLD	400,000	9,108.27	408,237.62	8,237.62	102.1
Fines & Fees	50,000	207.49	4,061.18	(45,938.82)	8.1
Copies	3,500	0.00	1,301.85	(2,198.15)	37.2
Interest on Investments	75,000	384.73	7,657.53	(67,342.47)	10.2
Interest From Taxes	0	0.00	0.00	-	-----
Donations	24,000	1,707.58	5,502.06	(18,497.94)	22.9
Cash Over/Short	0	0.00	15.30	15.30	-----
Other	45,000	356.78	10,796.24	(34,203.76)	24.0
Total Revenues	5,758,959	11,764.85	5,595,331.76	(163,627.24)	97.2

ACCT NAME	BUDGET	DEC 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,399,185	273,355.48	1,535,084.99	(864,100.01)	64.0
Part-Time Salaries	483,694	45,860.88	262,850.88	(220,843.12)	54.3
Seasonal Salaries	67,667	3,346.64	21,411.83	(46,255.17)	31.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,000.00	7,108.00	7,108.00	-----
Total Sals & Wages	2,951,646	323,563.00	1,826,455.70	(1,125,190.30)	61.9
Dental Insurance	11,000	818.36	6,086.94	(4,913.06)	55.3
Vision Insurance	3,000	254.40	1,922.37	(1,077.63)	64.1
Health Insurance, BC/BS PPO	366,827	20,013.80	146,097.60	(220,729.40)	39.8
Health Insurance, OSF HMO	16,000	2,395.12	18,134.48	2,134.48	113.3
Life Insurance	3,200	252.00	1,965.60	(1,234.40)	61.4
Library RSA Contribution	0	739.84	4,492.05	4,492.05	-----
IMRF	239,918	34,648.96	194,962.12	(44,955.88)	81.3
FICA	182,933	19,345.84	108,654.86	(74,278.14)	59.4
Medicare	42,783	4,524.46	25,411.08	(17,371.92)	59.4
Unemployment Insurance	0	0.00	204.00	204.00	-----
Worker's Comp	18,385	0.00	0.00	(18,385.00)	0.0
Uniforms	800	179.98	466.63	(333.37)	58.3
Tuition Reimbursement	15,500	0.00	0.00	(15,500.00)	0.0
Other Benefits	25,000	0.00	5,181.20	(19,818.80)	20.7
Total Benefits	925,346	83,172.76	513,578.93	(411,767.07)	55.5
Rentals	25,000	1,821.74	11,253.55	(13,746.45)	45.0
Total Rentals	25,000	1,821.74	11,253.55	(13,746.45)	45.0
Building Mtnc	150,000	7,623.96	80,665.88	(69,334.12)	53.8
Vehicle Mtnc	12,000	302.93	7,463.43	(4,536.57)	62.2
Office & Computer Mtnc	195,000	3,345.09	78,358.44	(116,641.56)	40.2
Total Repair/Mtnc	357,000	11,271.98	166,487.75	(190,512.25)	46.6

ACCT NAME	BUDGET	DEC 2020	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,142.50	26,282.53	(23,717.47)	52.6
Printing/Binding	18,000	0.00	5,699.51	(12,300.49)	31.7
Travel	1,000	0.00	24.74	(975.26)	2.5
Membership Dues	4,000	843.00	3,103.00	(897.00)	77.6
Professional Development	10,000	536.74	3,676.90	(6,323.10)	36.8
Other Purchased Services	150,000	7,361.17	124,367.31	(25,632.69)	82.9
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	6,500	0.00	0.00	(6,500.00)	0.0
Total Purchased Services	261,500	9,883.41	163,153.99	(98,346.01)	62.4
Office Supplies	20,000	210.46	5,343.98	(14,656.02)	26.7
Office Supplies-COVID-19	0	322.83	21,174.85	21,174.85	-----
Computer Supplies	90,000	2,082.87	29,841.70	(60,158.30)	33.2
Postage	2,500	240.00	259.05	(2,240.95)	10.4
Library Supplies	85,000	1,471.91	15,520.96	(69,479.04)	18.3
Janitorial Supplies	18,000	820.00	9,737.83	(8,262.17)	54.1
Gas & Diesel Fuel	5,500	0.00	1,411.54	(4,088.46)	25.7
Building Mtnc & Repair Supplies	20,000	2,661.71	7,825.73	(12,174.27)	39.1
Total Supplies	241,000	7,809.78	91,115.64	(149,884.36)	37.8
Natural Gas	31,000	1,577.51	6,474.21	(24,525.79)	20.9
Electricity	90,000	4,463.84	47,879.35	(42,120.65)	53.2
Water	9,000	402.48	3,887.19	(5,112.81)	43.2
Telecommunications	38,000	2,861.81	28,750.62	(9,249.38)	75.7
Total Utilities	168,000	9,305.64	86,991.37	(81,008.63)	51.8
Professional Collection	1,500	0.00	288.00	(1,212.00)	19.2
Total Prof Collection	1,500	0.00	288.00	(1,212.00)	19.2
Periodicals	40,000	1,854.67	19,625.31	(20,374.69)	49.1
Adult Books	143,000	10,532.83	91,333.84	(51,666.16)	63.9
Children's Books	118,500	5,976.81	68,701.06	(49,798.94)	58.0
A/V Materials	131,000	10,356.38	57,349.52	(73,650.48)	43.8
Public Access Software	188,880	17,914.80	80,300.36	(108,579.64)	42.5
Downloadable Materials	154,700	24,970.00	85,215.40	(69,484.60)	55.1
Total Materials	776,080	71,605.49	402,525.49	(373,554.51)	51.9
Employee Relations	5,000	401.34	2,214.53	(2,785.47)	44.3
Miscellaneous Expenses	10,000	1,555.69	3,356.59	(6,643.41)	33.6
Transfer to Capital Fund	36,887	36,887.00	36,887.00	0.00	100.0
Total Other Expenses	51,887	38,844.03	42,458.12	(9,428.88)	81.8
Total Expenses	5,758,959	557,277.83	3,304,308.54	(2,454,650.46)	57.4

Bloomington Public Library FY 2020-2021



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2020

Property Tax (99.9%): The Library has received its final distribution on Dec 12.

Replacement Tax (100.0%): The distribution took place in August.

State Grants (100.1%): The Library received its Per Capita Grant in August.

Golden Prairie Public Library District (102.1%): Golden Prairie has also received its final distribution on Dec. 12.

Fees (8.1%): Very little has been collected.

Copies (37.2%): Very little has been collected.

Interest (10.2%): Interest rates are down.

Donations (22.9%): A few donations have come in from various sources.

Other Revenue (24.0%): Receipts have been low.

Part-Time Salaries (54.3%): This is also low due to some staff vacancies.

Seasonal Salaries (31.6%): This is under-spent due to the decision to hire fewer seasonal employees this summer.

Overtime Salaries (0.0%): Nothing has been paid from this line item.

Dental Insurance (55.3%): This is just under-spent due to fewer staff choosing this option.

Health Insurance, PPO (39.8%): This line item is also under-spent due to better rates than projected last year.

Health Insurance, HMO (113.3%): This is over-spent due to reducing the total budgeted amount, based on previous year's spending.

Life Insurance (61.4%): This line item is just slightly under-spent.

IMRF (81.3%): This is over-spent due to smaller projections for the year.

FICA (59.4%): This is under-spent due to staff vacancies.

Medicare (59.4%): This is under-spent due to staff vacancies.

Worker's Compensation (0.0%): The annual worker's compensation premium is paid in December.

Uniforms (58.3%): Charges have been minimal.

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

Other Benefits (20.7%): This line item is for vacation payouts for staff.

Rentals (45.0%): Charges have been minimal.

Building Maintenance (53.8%): Charges have been minimal.

Office/Equipment Maintenance (40.2%): Charges have been minimal.

Advertising (52.6%): Charges have been minimal.

Printing/Binding (31.7%): Charges have been minimal.

Travel (2.5%): Charges have been minimal.
Membership dues (77.6%): This is over-spent as most of the dues have been paid.
Professional Development (36.8%): Charges have been minimal.
Other Purchased Services (82.9%): This is over-spent due payments made to Engberg Anderson for design services.
Property Insurance (0.0%): This will be paid in January.
Vehicle Insurance (0.0%): This will be paid in January.
Other Insurance (0.0%): This will be paid in January.
Office Supplies (26.7%): Charges have been minimal.
Computer Supplies (33.2%): Charges have been minimal.
Postage (10.4%): Charges have been minimal.
Library Supplies (18.3%): Charges have been minimal.
Janitorial Supplies (54.1%): Charges have been minimal.
Gas & Diesel Fuel (25.7%): Charges have been minimal.
Building Maintenance Supplies (39.1%): Charges have been minimal.
Natural Gas (20.9%): Charges have been minimal.
Electricity (53.2%): Charges have been minimal.
Water (43.2%): Charges have been minimal.
Telecommunications (75.7%): This is over-spent due to the annual payment for Alert Media emergency notification system, which was paid in May.
Professional Collection (19.2%): Charges have been minimal.
Periodicals (49.1%): Charges have been minimal.
Children's Books (58.0%): Charges have been minimal.
A/V Materials (43.8%): Charges have been minimal.
Public Access Software (42.5%): Charges have been minimal.
Downloadable Materials (55.1%): Charges have been minimal.
Employee Relations (44.3%): Charges have been minimal.
Miscellaneous Expenses (33.6%): Charges have been minimal.
Transfer to Capital Fund (100.0%): This transfer from the Operating Fund to the Capital Fund was made in December.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	\$3,000.00
Memorial Donations:	1,942.58
C-U Herb Guild, Donation for Materials:	50.00
Lois Rubbel, Miscellaneous Donation:	100.00
Judge Joe Webster, Miscellaneous Donation:	100.00
Ian Jorgensen, Miscellaneous Donation:	20.00
Rita Schmidt, Miscellaneous Donation:	50.00
Robert Starckovich, Miscellaneous Donation:	100.00
Lois Rubbel, Miscellaneous Donation:	100.00
Miscellaneous Donations:	39.48

Total Donations:	\$5,502.06
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	704.90
Book Shoppe:	6,055.50
Drawstring Bags:	0.00
Ear Buds:	18.00
Flash Drives:	19.50
Hot Beverage Service:	2.00
Meeting Room Fees:	0.00
Mugs/Cups:	12.00
Print Station:	3,642.05
Reusable Bags:	37.50
Test Proctoring:	75.00
Tote Bags:	152.00
Umbrellas:	0.00
Miscellaneous:	77.79

Total Other Revenue:	10,796.24
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During December, 9 batches containing 91 invoices were processed, totaling \$80,339.44 and 102 credit card charges were made totaling \$27,798.50.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$4,647,946.14, which is 80.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY21 budget is \$1,439,739.75.

Library Fund Balance Information, 12/31/20:

Operating:	\$ 4,647,946.14
Capital:	\$ 3,527,979.21
Fixed Assets:	\$ 1,188,454.93

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

December 2020

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,925	40,513	-43%	328,148	348,630	-6%
Teens	1,757	2,584	-32%	25,300	26,848	-6%
Children	25,143	33,280	-24%	325,832	333,682	-2%
Digital Downloads	17,253	12,425	39%	105,345	95,707	10%
Total	67,078	88,802	-24%	784,625	804,867	-3%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,753	24,109	3%	73,795	24,109	206%
Teens	5,239	4,087	28%	14,617	4,087	258%
Children	8,965	8,008	12%	26,043	8,008	225%
Total	38,957	36,204	8%	114,455	36,204	216%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	113	284	-60%	3,610	3,992	-10%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	0	20,774	-100%	171,994	206,588	-17%
Bookmobile	304	536	-43%	8,016	8,524	-6%
Total	304	21,310	-99%	180,010	215,112	-16%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	38	-100%	403	496	-19%
Digital Preservation Studio	0	46	-100%	145	218	-33%
Community Room	0	98	-100%	622	833	-25%
Total	0	182	-100%	1,170	1,547	-24%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	10	12	-17%	120	144	-17%
People Reached	502	2,534	-80%	15,194	18,856	-19%
Community Visits to the Library	0	0	0%	52	57	-9%
People Reached	0	0	0%	1,251	1,398	-11%
Total Outreach Visits	10	12	-17%	172	201	-14%
Total People Reached	502	2,534	-80%	16,445	20,254	-19%

Goal: 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	2	10	-80%	147	174	-16%
Attendance	28	115	-76%	2,686	3,277	-18%
Teens	1	1	0%	29	29	0%
Attendance	7	30	-77%	477	569	-16%
Childrens	11	13	-15%	172	201	-14%
Attendance	212	324	-35%	6,561	7,506	-13%
Total Programs	14	24	-42%	348	404	-14%
Total Attendance	247	469	-47%	9,724	11,352	-14%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	0	0%	53	62	-15%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	1,872	3,056	-39%	26,854	29,183	-8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	101.50	81.50	25%	1,733	1,711	1%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	0	3,338	-100%	27,738	33,735	-18%
WiFi Sessions	1,231	2,761	-55%	23,987	26,743	-10%
Website/Catalog Hits	42,216	36,000	17%	338,615	330,773	2%
Online Resource Use	3,789	2,107	80%	44,640	43,515	3%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	405	431	-6%	3,914	3,987	-2%
Sent	379	157	141%	2,290	2,000	15%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0.00	108.75	-100%	724	952	-24%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, November 18, 2020
5:00 p.m.

Due to COVID –19, this meeting took place in a hybrid virtual and in-person format.

MINUTES

- I. Call to Order
President Sherman called the meeting to order at 5:03 p.m.
- II. Roll Call
Trustees Physically Present: Jodi Sherman

Trustees Present via Zoom: Ary Anderson, Ruth Novosad, Patti Salch,
Stephen Peterson, Stephanie Walden

Trustees Absent: None

Others Physically Present: Amy Dunham, Jeanne Hamilton, Linda Curry

Others Present via Zoom: Kathy Jeakins, Jessie Hinshaw, Jim Russell, Kathy Vroman
- III. Introductions:
Four prospective candidates (Linda Curry, Jessie Hinshaw, Jim Russell, and Kathy Vroman) to fill a GPPLD vacancy attended the meeting. Each candidate was introduced and shared a bit about themselves.
- IV. Public Comments:
There were no public comments.
- V. President's Report:
President Sherman had no report.
- VI. Approval of Minutes
A. October 21, 2020
Under IX, Item B, add "due to resignation" to the end of the first sentence.
Once the correction is made, the minutes are approved for distribution.
- VII. Staff Reports
A. Outreach Report: Jeanne Hamilton, Library Director, shared that the Governor's Order states that retail businesses should return to curbside service, if possible, beginning Friday, November 20. Bookmobile stops will continue as scheduled as they are already operating with a curbside model. Jeanne also showed the Board a Bookmobile video created by the Leadership McLean County class and Library staff. The Board asked how nonresident fees are calculated. Positive feedback was received about how wonderful the "Text and Take" for the Bookmobile is. Circulation numbers are great. There is a 10% increase in circulation compared to last October.

- B. Director's Report: Jeanne Hamilton, Library Director, shared information on Library employees who have achieved a milestone anniversary this year. Jeanne shared that the Bloomington Public Library Board presented the Library Expansion plans to the City Council at their November 16th meeting. The meeting went well and the Council was very positive. Hamilton shared the anticipated process for the expansion and timing of City Council approval (likely in Fall 2021). The Library will use a healthy portion of their reserves to continue with the expansion until then.
- C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. The Per Capita Grant money has been spent for the year.

VIII. Unfinished Business

- A. Appointment to Fill the GPPLD Vacancy Beginning 11/4/20.
Currently, the GPPLD Board has one vacancy, created when Trustee Laurie Nippe moved out of district. The candidate that is appointed to fulfill Laurie's vacancy will serve until July 1, 2021. The position will also appear as an unexpired term on the April 2021 election ballot and whomever is elected will serve for the remaining 4-years in the term (July 1, 2021-June 30, 2025).

This means there will be four spots up for election on the April ballot: three 6-year terms and one 4-year term. The three 6-year terms will be one question on the ballot (asking voters to choose three) and the 4-year term will be a separate question on the ballot (asking voters to choose one). Jodi Sherman announced that her term is one of the expiring terms and she is not running for re-election. While the other two Board members with expiring terms plan to run for re-election, it is an open election, and the Board welcomes any and all candidates to run if they so choose.

Nomination paperwork for running in the April 2021 election may be turned into Amy Dunham (serving as the Secretary's designee) beginning at 9:00 am on December 14 and ending at 5:00 pm on December 21, 2020.

Discussion was held regarding the appointment process and waiting until the December 16th meeting to decide on an appointee. Jodi and Jeanne will work together to develop an application form to send to the prospective candidates.

IX. New Business

- A. Per Capita Grant Requirements: The Illinois Secretary of State/Illinois State Library has extended the date to submit the Per Capita Grant application to March 15, 2021. However, the requirements have not been published yet. Discussion was held about the Per Capita Grant, including an overview of what the grant supports, how the grant amount is determined and previous awarded amounts.

X. Comments from Board Trustees

Stephanie Walden wanted to thank our four visitors for their interest in GPPLD. Stephanie shared that she found reading the prior GPPLD minutes helpful in learning more about the Board and what the Board does. The prior minutes can be found on https://www.bloomingtonlibrary.org/about/gppld_board/index.php

Stephen Peterson shared that he and Patti Salch have been on the Board the longest amount of time. He stated that this is an easy group to work with and that if working together to reach the same goals is of interest to the prospective candidates then this would be a great fit.

Ruth Novosad shared that Kelly Gray, husband to former Board member, Lynn Gray, has passed away. Discussion was held on a response from the GPPLD to the family. Ruth offered to send a card on behalf of the GPPLD Board members.

President Jodi Sherman shared that all of the GPPLD Board meetings are open to the public. She encouraged all the prospective candidates and community members to attend.

XI. **Reminder**

Next Board Meeting is December 16, 2020. Library staff will let the Board know if the December meeting will be an all virtual meeting or if it will remain a hybrid meeting.

XII. **Adjournment**

President Sherman adjourned the meeting at 5:45 p.m.

Incident Report Summary for December 2020

2020-12-31 23:59:00
2020-12-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4262	2020-12-05 13:17:41	Inappropriate Behavior
4263	2020-12-19 14:08:52	Inappropriate Behavior

BY-LAWS
OF
BLOOMINGTON PUBLIC LIBRARY FOUNDATION
PURPOSE STATEMENT

The Bloomington Public Library Foundation was established as an Illinois not-for-profit corporation to encourage and manage private support for the library - gifts that make a difference between a good library and an extraordinary one.

ARTICLE I-OFFICES

The corporation shall continuously maintain a registered office in the State of Illinois and a registered agent at such office. The corporation may have other offices within or without the state.

ARTICLE II- MEMBERS

The corporation shall have no members.

ARTICLE III- BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. This shall include, but not be limited to, the power (i) to modify restrictions on the distribution of funds for purposes designated by donors if the restrictions become obsolete, and (ii) to determine investment policy, including the designation of a depository for the corporation's funds.

Section 2. Number, Tenure, and Qualifications. The number of directors shall be at least eleven (11) and not more than fifteen (15). Directors shall be appointed by the ~~Board of~~ Bloomington Public Library Board of Trustees, at their- regular meeting in April. At least three of the directors shall be members of ~~the Board of Library Trustees of~~ the Bloomington Public Library Board of Trustees. If the appointment of directors shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. A director shall be eligible to be appointed by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a director may fill when joining the board. The Foundation Board President may ask the Bloomington Public Library Board President to remove a Foundation Board Member for reasonable cause. Such requests shall be reviewed and approved by

the Bloomington Public Library Board. Each director shall hold office until ~~his or her~~their successor shall have been duly appointed and shall have qualified or until ~~he or she~~they shall resign. The Foundation President may ask the Library Board President to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings. Directors need not be residents of Illinois.

Section 3. Annual Meeting. the first meeting to be scheduled after each May 1st, shall be considered the annual meeting of the Board of Directors.

Section 4. Regular Meetings. The Board of Directors may provide, by resolution, the time and place for the holding of regular meetings of the board without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

Section 6. Notice. Notice of any special meeting of the Board of Directors shall be given at least ten (10) days prior thereto by written notice to each director at the address shown for such director on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice shall be given by facsimile, such notice shall be deemed to be delivered when the confirmation of the facsimile is received by the sender. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to such notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 7. Quorum. At all meetings of the Board of Directors a majority of the total number of directors shall constitute a quorum for the transaction of business, provided that if less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

Section 8. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number of required by statute, the articles of incorporation or these by-laws.

Section 9. Action Without Meeting. Any action required to be taken at a meeting of the directors of the corporation, or any other action which may be taken at a meeting of

directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the current officers. Fax or email voting response will be considered to be in writing and valid.

Section 10. Remote Attendance. Members of a committee may participate in any meeting through the use of a conference telephone, virtual meeting software, or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

Section 110. Vacancies. Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of any increase in the number of directors shall be filled by the ~~Board of Library Trustees of the~~ Bloomington Public Library Board of Trustees. A director appointed to fill a vacancy shall serve for the unexpired term of ~~his or her~~their predecessor.

Section 121. Compensation. Directors shall not receive any salaries for their services, but by resolution of the Board of Directors expenses of attendance, if any, may be paid for each regular or special meeting of the board, provided that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving reasonable compensation therefore.

ARTICLE IV- COMMITTEES

Section 1. Creation of Committees. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one (1) or more committees, each of which shall consist of one (1) or more directors and such other persons as the board shall appoint.

Section 2. Manner of Acting. Each committee, to the extent provided in the resolution creating such committee and except as limited by law, the articles of incorporation or these by- laws, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or ~~him or her~~them by law. Unless otherwise provided in the resolution creating a committee, such committee may select its chairman, fix the time and place of its meetings, specify what notice of meeting, if any, shall be given, and fix its rules of procedure which shall not be inconsistent with these by-laws or with rules adopted by the Board of Directors. The act of a majority of committee members present at a meeting at which a quorum is present shall be the act of the committee.

Section 3. Term of Office. Each member of a committee shall continue as such until ~~his or her~~their successor is appointed, unless the committee shall be sooner terminated, or unless

such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 5. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6. Acting Without Meeting. Any action which may be taken at a meeting of a committee may be taken without a meeting if a consent in writing, fax or email, setting forth the action so taken, shall be signed by all of the members of the committee~~ed~~ entitled to vote with respect to the subject matter thereof.

Section 7. ~~Remote Attendance-by Telephone.~~ Members of a committee may participate in any meeting through the use of a conference telephone, virtual meeting software, or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

ARTICLE V- OFFICERS

Section 1. Enumeration. The officers of the corporation shall be a president, a vice-president, a secretary, and a treasurer. The Board of Directors may also elect one or more additional treasurer and such other officers as it shall deem appropriate. Officers whose authority and duties are not prescribed in these by-laws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of president and secretary.

Section 2. Term of Office. The officers of the corporation shall be elected at the annual meeting of the Board of Directors and shall serve ~~one-two~~ years and hold office until their successors are elected and qualified or until their resignation or removal. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Any officer elected by the Board of Directors may be removed by the board whenever in its judgment the best interests of the corporation would be served thereby.

Section 3. President. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, the president shall have general supervision, direction and control of the business and affairs of the corporation and shall perform all duties incident to the office of the president and such other duties as may be assigned to ~~him or her~~them by the Board of Directors. Except in those instances in which the

authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors, the president may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors, according to the requirements of the form of the instrument. The president may vote all securities which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the Board of Directors.

Section 4. Vice President. The vice president shall perform such duties and have such other powers as shall be assigned to ~~him or her~~ them by the president or the Board of Directors. Further, in the absence of the president or in the event of ~~his or her~~ their inability or refusal to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restriction upon the president.

Section 5. Secretary. The secretary shall keep a record of all proceedings of the Board of Directors ~~at the Bloomington Public Library in a book to be kept for that purpose;~~ see that all notices are duly given in accordance custodian of the corporate records and of the seal of the corporation; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to ~~him or her~~ them by the president or by the Board of Directors.

Section 6. Treasurer. The treasurer shall have charge of and be responsible for the maintenance of adequate books of account for the corporation; have charge and custody of all funds and securities of the corporation, and be responsible for the receipt and disbursement thereof; and perform all duties as may be assigned to ~~him or her~~ them by the president or the Board of Directors. With the approval of the Board of Directors, the treasurer may delegate specified duties to an assistant treasurer or other person for the effective conduct of the affairs of the corporation.

ARTICLE VI-GENERAL PROVISIONS

Section 1. Contracts. The Board of Directors may authorize any officer or officers or agent or agents of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

Section 2. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers or agent or agents of the corporation and in such manner as

shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the secretary and countersigned by the president of the corporation.

Section 4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the corporation.

Section 5. Fiscal Year. The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

Section 6. Seal. On the corporate seal shall be inscribed the name of the corporation and the words "Corporate Seal" and "Illinois."

Section 7. Waiver of Notice. Whenever any notice is required to be given under law, the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 8. Amendments. The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the ~~Board of Library Trustees of the~~ Bloomington Public Library Board of Trustees. The by-laws may contain any provision of the regulation and management of the affairs of the corporation not inconsistent with law or the article of incorporation.

ARTICLE VII-INDEMNIFICATION AND INSURANCE

Section 1. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that ~~he or she~~ they are ~~is~~ or ~~was~~ were a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner ~~he or she~~ they reasonably believed to be in, or not opposed to, the best interests of the corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe ~~his or her~~ their conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which ~~he or she~~ they reasonably believed to be in, or not opposed to, the best interests of the corporation, or with respect to any criminal action or proceeding, that the person had reasonable cause to

believe that ~~his or her~~their conduct was unlawful.

Section 2. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of the corporation, or is or was serving at the request of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonable incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner ~~he or she~~they reasonably believe to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of ~~his or her~~their duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a director, officer, employee, or agent of the corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (1) and (2) of this Article VII, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Sections (1) and (2) of this Article VII or (unless ordered by a court) shall be made by the corporation only as authorized in the specific case, upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because ~~he or she~~they have met the applicable standard of conduct set forth in Sections

(1) and (2) of this Article VII. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit, or proceeding, (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or (iii) by the members entitled to vote, if any.

Section 5. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that ~~he or she is~~they are entitled to be indemnified by the corporation as authorized in this Article VII.

Section 6. The indemnification provided by this Article VII shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested directors, or otherwise, both as to action in ~~his or her~~their official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 7. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of ~~his or her~~their status as such, whether or not the corporation would have ~~at the~~ power to indemnify such person against such liability under the provisions of this Article VII.

Section 8. If the corporation has paid indemnity or has advanced expenses under this Article to a director, officer, employee, or agent, the corporation shall promptly report the indemnification or advance in writing to the ~~Board of Library Trustees of the~~ Bloomington Public Library Board of Trustees.

1.7 Gift Acceptance and Naming Policy

Approved ~~2/16/2010~~

On behalf of Bloomington Public Library, ~~The~~ Library Director shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

Board consideration and majority vote approval is required for the following types of gifts:

- Gifts ~~of art or other valuables~~ that will significantly encumber the Library either financially or administratively.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.

The Library will consider gifts that meet the following conditions:~~Donors may place restrictions on gifts under the following conditions:~~

- ~~The restriction must be one considered c~~Compatible with the overall mission and policies of the Library.
- ~~The restriction s~~Shall not place undue burden on the Library or the Library Foundation's resources.
- ~~The restriction s~~Shall not impede the ability of the Library to acquire gifts from other sources.
- ~~The restriction s~~Shall not subject the Library to adverse publicity.
- Provides The Library ~~retains with~~ full and unconditional ownership of all gifts.
- Allows The Library ~~to make~~s the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts and/or items purchased with gifts.

~~Gifts that may encumber the Library either financially or administratively require approval of the Library Board before acceptance. Examples are gifts of books given under the condition that they be placed in the collection, gifts of art given on the condition that it be displayed in the library, or cash given to create a new library program.~~ The Library reserves the right to decline

any gift ~~that interferes with its ability to fulfill its mission or that unduly encumbers either the Foundation or the Library.~~ Bequests and ~~other designated or undesignated~~ gifts in excess of \$10,000 will be channeled through the Library Foundation. ~~A designated gift of less than \$10,000 will be accepted directly by the Library.~~

~~The criteria for acceptance of donations of materials to the Library are covered under the Material Selection and Collection Development Policy. Materials donated or funds to purchase materials are considered in the same manner as purchased material. Gifts not added to the collection will be donated to the Friends of the Library for sale.~~

The Bloomington Public Library considers the naming of a room/area of the library in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. Proposals for naming a room/area of the library shall be considered in the case of significant gifts or when a person has given distinguished service to the Library that merits recognition in the Library's history.

Naming rights will normally remain in place for a period of no longer than twenty-five (25) years and will normally not extend beyond the normal life of the room/area of the library, whichever comes first. In the event the room/area of the library is significantly altered in a timeframe less than 75% of the agreed upon time when the name was approved, the Bloomington Public Library will roll the name forward in a similar capacity and any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

If an individual or organization, after which a room has been named, comes into disrepute at the Library or in the community at large or promised funds are not received, the Bloomington Public Library may discontinue use of the name.

When a named room has reached the end of twenty-five years, the end its normal life, or the name has come into disrepute, the room/area of the library may be renamed in recognition of a new donor or honoree.

Upon approval of the naming proposal, an appropriate dedication ceremony may be planned and conducted. When a major building project is undertaken, multiple dedication ceremonies may be combined into one large event. A dedication plaque or comparable marking may be erected or unveiled at the dedication ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials, and content.

This year's Per Capita Grant Requirement is 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 reflects Bloomington Public Library's practices and should be the primary focus of our review, they are together at the front of this portion of the board packet. The supporting information from the chapters, immediately follows the checklists.

Building Infrastructure and Maintenance Standards Checklist

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

Appendix J (New Facility Planning)

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

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

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

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.
- ✓ 11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.



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

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

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

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

Building Periodic Repair Checklist

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

Safety Checklist

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

Collection Management Checklist

- ✓ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
Our annual budget for the physical and electronic materials is 13.5% The cost of staff, supplies, and automation to support the materials, as outlined in Appendix I, would increase this percentage quite a bit.
- ✓ Library budgets should put priority on purchasing materials that best serve their community.
- ✓ The library has a written collection development policy approved by the board.
- ✓ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ✓ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
While we don't have a formal cooperative collection plan with other libraries, we do work closely with other libraries and do look to Interlibrary loan to complement our collection.
- ✓ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
- ✓ The library publicizes and promotes interlibrary loan to its patrons.
- ✓ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

System Member Responsibilities and Resource Sharing Checklist

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

Reference Service Checklist

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

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

Reader's Advisory Service Checklist

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

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

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

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

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

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Capital Project List

*Warranties and professional consultation should determine capital project items.

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

Capital Asset Plan Item List

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

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

Environmentally Friendly Components

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

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

Chapter 6 (Safety)

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

Safety Standards

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

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

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

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

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

Appendix H (Topics Recommended for Collection Management Policy)

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

Appendix I (Collection Management Worksheet)

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

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

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

Supplies:***Cost:***

Barcodes for circulating items and for patrons' cards \$ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
book table, RF tags, property stamps, etc.) _____

Staffing:***Cost:***

Based on a 40-hour week, determine approximately
how many hours staff spend on task and multiply it
by pay rate x 52 weeks. (Example: Cataloger—
25 hours per week X \$10 X 52=\$13,000) \$ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

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

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

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

Reference Service

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

Reference Service Standards

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

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

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

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