Bloomington Public Library
Books are just the beginning.

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
CONFERENCE ROOM, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, NOVEMBER 21, 2023, 5:30 PM

1. **Call to Order**

2. **Roll Call**

3. **Recognition of and Moment of Silence for Caprice Prochnow, Operations Manager**

4. **Introduction of Public**

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

6. **Reports**

   6A. President's Report *(Recommended Motion: None, presentation only)*

   6B. Director's Report *(Recommended Motion: None, presentation only)*

   6C. Fiscal Report Presentation *(Recommended Motion: None, presentation only)*

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

   7A. Approve Minutes of October 17, 2023: Regular Bloomington Public Library Board meeting *(Recommended Motion: Approve the proposed minutes)*

   7B. Approve Bills in the Amount of $3,446,285.98 *(Recommended Motion: Approve the proposed bills.)*

8. **Approval Items**

   8A. Address Personal Property Replacement Tax Issue *(Recommended Motion: Authorize the Director to Agree to Personal Property Replacement Tax Corrections.)*

   8B. Approve Revised FY25 Maintenance and Operating Budget *(Recommended Motion: Approve revised budget as presented.)*

9. **Discussion Items**

9A. Discussion of Per Capita Grant Requirements *(Recommended Motion: None, discussion only)*

10. Comments by Trustees

11. Adjournment

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

Director's Report
October 2023

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

- Continued to make progress towards a Library expansion, by:
    - Attending two construction meetings
    - Providing two tours to staff and an Illinois State Library staff member
    - Working with Caprice to oversee the library move, including items moved by a moving company and by staff
    - Working with Caprice and vendors to address furniture issues
    - Working with the construction team to address building issues including resolving a sewer backup
    - Walking through the east side of the building with all managers to ensure that all items were cleared out
    - Preparing and coordinating furniture and shelving plans for phase 2
    - Working with Rhonda and Allison to plan and order slatwall for displaying promotional materials for upcoming library programs
    - Ordering miscellaneous supplies and furniture needed for the expanded space
    - Coordinating a successful opening of the newly expanded and renovated west side of the library, including serving as a greeter for an hour shift
    - Attending a training on the new building HVAC controls, cameras, and door access controls with Jon
    - Meeting with the architect to review data locations
    - Working with the custodial team to develop a new cleaning task list and address any questions
    - Working with Jon and the security team to ensure access to the new camera system
    - Reviewing documents for the Illinois Solar For All application
    - Overseeing compliance with the Illinois State Library grant, including required reports
    - Submitting information to the US Census about our construction project
- Emailed with Foundation Board President to try to address the ongoing challenge in having a quorum for meetings
- Met with Normal Public Library staff to talk about various issues facing our libraries and to discuss Equity, Diversity, and Inclusion efforts
- Met with Library Directors from Carlock Public Library District, Towanda Library District, and Hudson Area Public Library

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

- Completed OMA and FOIA trainings
- Wrote biographies for three staff celebrating milestone anniversaries

- Began meeting in-person again for our weekly department manager meetings
- Worked with our labor attorney to respond to a petition from the part-time security officers to join the collective bargaining unit
- Led a staff meeting and worked with Gayle to coordinate an onsite grief counselor for staff in response to Caprice's unexpected passing
- Made and communicated interim plans for the operations department
- Developed the custodian work schedule for November
- Directed the work of custodians

Goal: Administer a cost-effective public library.

- Worked with Kathy to develop the FY25 budget
- Prepared for a meeting with a potential donor

Director's Goals FY24

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

Director's Goal: Plan and oversee the opening of the newly expanded and renovated west side of the building by November 1, 2023. ~ GOAL ACHIEVED

Related Accomplishments:

- Worked closely with the construction team to ensure that items were on track
- Coordinated various furniture vendors
- Worked with the management team to develop a communication plan for staff and the public
- Opened the west side of the building to the public on October 16th

Director's Goal: Plan and oversee the move of all items away from the east side of the building by November 1, 2023. ~ GOAL ACHIEVED

Related Accomplishments:

- Staff moved furniture and shelving to the west side throughout the month of October
- Staff moved supplies October 9th-13th
- Hallett movers moved the collection October 11th-12th
- Ace Worldwide demolished staff desks October 16th
- All items were moved by October 23rd

Director's Goal: Facilitate the completion of the library expansion and renovation construction project by April 30, 2024. ~ IN PROGRESS

Related Accomplishments:

- Finishing touches continue on the west side but it is open to the public
- 2nd floor restrooms on the west side are in progress
- Community rooms are in progress
- Demo of the east side has begun

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

Director's Goal: Safely and creatively provide services during construction, with half the space.
~ IN PROGRESS

Related Accomplishments:

- **Partnerships have continued to facilitate a variety of offsite programs**
- **Programs are taking place in our conference room and computer lab**
- **A freestanding bookdrop was installed**
- **Drive-up pickup spaces have been marked and are in place**
- **Temporary workspaces for Circulation & Outreach staff and Cataloging and Technical Services staff are in place**
- **Temporary break areas are in place for staff**

Director's Goal: Review and recommend revisions, reflecting building changes, to the Library Policies by February 28, 2023. ~ IN PROGRESS

Related Accomplishments:

- **Set Library Market up to facilitate meeting room reservations – plan to monitor actual patron usage/requests in order to guide policies**

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

Director's Goal: Review and recommend revisions to the Employee Handbook by December 19, 2023. ~ IN PROGRESS

Related Accomplishments:

- **Met with Gayle to review the Handbook**
- **Plan to take recommendations to the board in December**

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

Director's Goal: Oversee the addition of a collection map to the online catalog by April 30, 2024 ~ IN PROGRESS

Related Accomplishments:

- **Signed a contract with a vendor**

Director's Goal: Oversee the development of plans for an outreach and techmobile vehicle by April 30, 2024. ~ IN PROGRESS

Related Accomplishments:

- **Met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting**

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

Director's Goal: Coordinate donor recognition in the newly expanded and renovated library by April 30, 2024. ~ IN PROGRESS

Related Accomplishments:

- **Contacted all donors to confirm wording for donor wall and room signs**
- **Met with Rob from Dean's Graphic to discuss donor wall design**

Adult Services Report
Carol Torrens
October 2023

Goal: Explore and implement strategies to improve access to the library and its resources.
Phase I Construction and Collections
Yay, we are on the newly renovated and expanded west side of the building! All AS staff worked with other departments to accomplish the move.

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

SERVICES
There were two local history requests – a photo of soldiers & additional info about the customer's father and an address verification for the police dept.

Carol gave a tour of the new part of the building to nine former library staff.

COLLECTIONS
The fiction audiobook on CD collection is completely out of storage and available to customers. Marcie weeded and shifted so that it fits well in that shelving.

There were no book displays this month due to construction and back-ordered shelving. The DVD display featured scary movies.

PROGRAMS
Tiffany attended a 10th grade Career Expo to promote library resources. ~150 people stopped by the library booth.

Tiffany visited these schools to promote teen books and teen library activities. She spoke with the listed number of students:
KJHS: 42; PJHS: 71; EJHS: 46; CJHS: 42; Metcalf: 9; BJHS (5 visits): 382

Adult/Family programs
- In Person On Site
    - Retirement University – 1 session – 11 attended

- In Person Off Site
    - Books on Tap – 1 session – 15 attended
    - ESL Discussion Group – 1 session – 19 attended
    - African American Stories: Lincoln Colored Home – 1 session – 13 attended
    - Freedom to Read community discussion, with NPL – 1 session – 21 attended
    - Live Music Saturday series, relocated to The Junction due to construction
        - Mark Dvorak – 9 attended
        - Donna Herula Trio – 9 attended
        - Barry Cloyd – 5 attended

- Live Virtual
    - Mystery Book Club – 1 session – 12 attended
    - Fiction Book Club – 1 session – 4 attended
    - IL Libraries Present author Steven Graham Jones – 1 session – 1 attended

- IL Libraries Present author Grace Lin – 1 session – 2 attended
- Support Freedom to Read – 1 session – 15 attended
- Medicare Supplement Insurance – 1 session – 4 attended

- Passive
  - Let Freedom Ring Bingo – 12 completed

Teen Programs
- An on-site teen craft was postponed until the new Community Room is available

Goal: Recruit, and develop a knowledgeable, collaborative staff.
Desk staff trained on the new system to reserve study rooms, which will be available during Phase 2 of the construction project.

Goal: Work effectively through the use of technology.
ALL Pantagraph index cards have been scanned! Staff and volunteers scanned a grand total of **237,045** cards! the IT dept. Continues to crop the images and staff in AS continue to catalog and index the cards.

There were no individual appointments this month.

Business Office Report
Kathy Jeakins
October 2023

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

The moved occurred as scheduled. Nan has done a great job finding a home for all the supplies now housed in the Admin area on the 3rd floor.

Goal: **Administer a cost-effective public library.**

Library Credit Cards: I entered all credit card transactions in account files.

In October, the Book Shoppe collected $571.50

Hoopla usage in October was high again: $13,616

Kanopy downloads for October totaled $1,072.00

I worked with Golden Prairie Board member, Ary Anderson, to open a new money market account, earning more interest, and to close their account at their previous bank

I began entering information in the City's budget worksheets for the FY 25 budget

I provided information to Renee Brucker for completion of the Foundation's IL990

Bills Costing in Excess of $5,000:

- Amazon Capital Services $6,809.11 for Library Purchases
- Bloomington Moving, Inc. $7,483.32 for Moving the Collection
- CDW Government $5,170.40 for Licenses for Wifi Access Points
- CIRBN $6,960.60 for Balance for Relocation of Fiber Optics
- Creative Empire $5,699.87 to Renew Language Learner Public Access Software
- Engberg Anderson $8,045.00 for Architectural Services
- Envisionware, Inc. $7,330.00 for Balance of Sorter
- Felmley Dickerson $2,602,096.72 for Construction
- Henricksen & Company, Inc. $31,200.26 for Furniture Pkg # 2
- Library Furniture International, LLC $161,364.11 for Furniture Pkg # 8
- Library Furniture International, LLC $23,585.63 for Furniture Pkg # 5
- Scholastic Library Publishing $10,369.00 to Renew BookFlix & ScienceFlix Public Access Software
- Widmer, Inc. $19,403.90 for Furniture Pkg # 3
- Widmer, Inc. $122,225.67 for Furniture Pkg # 4

Upcoming:

The Library's FY 25 budget is due to City by 11/22/23

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Cataloging & Technical Services Report
Allison Schmid
October 2023

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

- CATS gathered holds for patrons from the 1st floor collection, changed AV collections to unavailable/not holdable, and checked items back in that were remaining on the Circulation floor in preparation for the AV shelving move to Phase 2.
- CATS successfully moved up to their temporary location on the 3rd floor. We're settled in and marketing was gracious enough to let us use some of their space for processing books.
- Allison served as a greeter for the initial opening of Phase 2.
- Removed OTR labels on back hallway Audiobooks and changed them to Main.
- Nick and Allison continue to work out solutions for deliveries throughout Phase 2.
- Placed a DEMCO order for Rhonda for slatwall display panels and acrylic sign holders.

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

- Allison met with the Bloomington Reads Committee.
    - Children's author, Patricia Sutton, is scheduled for a program on May 4th.
- Allison met with a representative from WT Cox, a serial company.
- Allison changed shelf locations for all the collections that were moved to different floors.
- Due to shelf space, CATS narrowed "New" books down twice in October. We're working closely with Circulation to maintain the right amount of books on the shelves.
- We put through an order for book trucks with Vernon Library Supplies. In December we'll be receiving 16 single sided, 2 double sided, and 2 flatbed book trucks in a variety of colors.
    - The ultimate plan is to keep all carts for use in Phase 3 unpacking. Once we're done unpacking, old/damaged carts will be decommissioned.
- We added Kelly as an Amazon user.
- CATS staff continues to gather holds for patrons from the 2nd floor collection every morning.
- We are now putting out more newspapers in Adult Services: USA Today, Wall Street Journal, Barrons, and IBD.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- CATS has quadrupled lines of communication by arranging our desks in a circle facing one another.

Goal: Work effectively through the use of technology.

- Posted furniture from the old side of the building on RAILS classified and arranged pick-ups.

Upcoming:
- Appreciation Day on November 8th

Children's Services Report
Melissa Robinson
October 2023

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

Services and Collections

- We moved into the west side of the building for Phase 2 of the construction!

Programs

- Story Time at the Junction – 3 sessions – 14 attended
- Tales for Tails – 4 sessions – 20 attended
- 7 sessions total – 34 attended

We visited the following groups and attended the following events:

- Miller Park Zoo Spooktacular – 1342 attended
- ABC Literacy Harvest Fest – 126 attended
- Brightpoint Safety Fair – 60 attended
- Cedar Ridge Fall Fest – 143 attended
- ESL Class Library Card Sign Up – 7 cards created
- Milestones Preschool – 22 attended
- La Petite Academy – 31 attended
- Little Jewels – 2 locations – 161 attended
- Katie's Kids – 50 attended
- Sheridan School Books n Bites – 36 attended
- Sheridan School Confidently Curly – 16 attended
- Trinity Lutheran Preschool – 16 attended
- Chanelle's Childcare – 34 attended
- 14 groups/events total – 2044 attended

Passive:

- International Dot Day – 135 participated
- Crafts (shape vehicles, witches, paper monsters) – 298 made

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

- Work study students, Ella and Addison, joined the Children's Department.

- Lisa attended a webinar: "Reflecting the Diversity of Your Community in Your Collection."

Goal: Work effectively through the use of technology.

- 18 posts were added to the Children's Facebook group, and we now have 792 members.
- 12 Tik Tok videos were added to our account, and we now have 941 followers.

Upcoming:

- Story Time at the Junction – Thursdays Nov 2, 9, and 16
- Turkey Disguises – Nov 3
- Stevenson School Literacy Night – Nov 7
- Child Development Lab Literacy Night – Nov 10
- Bent 3rd grade field trip – Nov 20

Circulation and Outreach Report
October 2023

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

 Outreach Library Associate meetings and successful connections:

- BN Welcoming Core group
- RISE Core Team
- Chestnut Sober Recreation Committee
- Fatherhood Leadership Team and Fatherhood Coalition
- Led the Human Services Council
- Leadership McLean County Steering Committee and Alumni Committee Training
- McLean County Reentry Council Board
- Recovery Oriented Systems of Care
- Butterfly Coalition
- Planning Committee for Behavioral Health Forum
- BN Welcoming
- Meeting with Parents Care and Share group
- BN Parent Coalition
- Home Sweet Home Night in a Car Steering Committee
- Attended the following events:
  - Immigration Project Lunch
  - Long Table event on Immigration
  - McLean County Behavioral Health Forum

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

Deposits staff prepared and delivered or renewed 640 items at 11 sites. /

Home Delivery prepared and delivered or renewed 676 items to 54 active patrons.

Pop Up Library visits were held at the locations listed below. 89 patrons were served, and 655 items checked out.

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

The bookmobile's Tic-Tac-Toe Halloween program offered throughout the month of October had 135 participants. Everyone received a completion prize, and 3 patrons received a grand prize.

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

- Two part-time Library Assistant staff resigned to pursue other opportunities.

(10/2023) Circulation and Outreach Services Statistics

Total Circ BPL	**73,197**
Total Circ Main	**41,701**
Total Circ Outreach	**9,224**
Total Circ Drive-up	**590**
Total Digital Downloads	**21,682**
Hoopla	6,165
Overdrive	14,615
TumbleBooks	23
eBook Central	9
Kanopy	870
Borrowers Registered	**261**
Total Active Cardholders	**31,254**
Children	7,529
Teen	3,731
Adult	19,994
GPPLD	**1,444**
Total Holds Filled	**5,158**
Main Holds	3,815
Outreach Holds	1,062
Drive-up Holds	281
Door Count	**9,190**

10 Highest Circulations		Patron Count
Wingover PM	326	108
Wingover PM	333	88
Ekstam	151	34
Grove	134	42
North Pointe	112	30
Grove	110	37
Harvest Pointe	87	45
Eagle Creek	84	36
North Pointe	82	29
Bohmer Drive	78	28

Lowest 5 Circulations		Patron Count
Phillip Place	4	3
Deer Ridge	4	1
Deer Ridge	2	2
Franklin Park	0	1
Franklin Park	0	0

Regularly Scheduled Stops	69
Special Stops	0
Cancelled Stops	0
Total Stops	69
Total Patron Count	1,194
Total Bookmobile Circulation	3,356

Human Resources Report
Gayle Tucker
October 2023

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended a webinar on Combatting Burnout for HR Professionals
- In October, there were no in-house job announcements
- There were two outside interviews
- I provided orientation for three new work study students
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation
- After moving myself, I pitched in to help with the move, specifically on a small team cleaning out/packing up/moving the break room, and unpacking the items into the new kitchenette; and going on a manager's walk-through of the old side to help determine which items were to be kept, and where
- The Spirit Committee coordinated "BPL Spirit Day" and encouraged everyone to wear BPL logo items on 10/16, our first day open to the public
- I arranged for a counselor from our Employee Assistance Program to visit on-site to help staff deal with the unexpected passing of Caprice Prochnow

Goal: Work effectively through the use of technology.

- In October, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—training has begun
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
    - We have 5 students for this semester

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
October 2023

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point. We have 4,500 of them available and another 14,000 awaiting approval and indexing. This process is going well, and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

We are halfway through the Unit 5 student cards and have received a second set of data from District 87 to be processed.

The CIBRN equipment and MetroNet equipment was moved to the new server room. All of the networking equipment has been moved out of the old sections of the building and relocated.

Additional PC desktops were added to bring the public desktops up to 12 PCs available for the public to use.

All phones, PCs, Printers were moved and set up in the new workrooms for staff.

We set up all three service desks, Circulation, Adult Services, and Childrens with the PCs, phones, and other technical equipment.

We installed the second set of gates that had to be removed for construction to take place. We performed extensive amounts of troubleshooting to get the lower gates to be operational.

We rearranged some of the wiring to accommodate the fax lines and get them functioning for both the staff and the public.

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

We had a Halloween glowing ghost program where teens created hanging ghosts with glowing LED lights for eyes. As part of the project, the teens learned soldering skills to connect a few simple wires. The program took place on 10/26 from 5:00-6:45.

27 teens registered for the Halloween Digital Escape Room program that took place from 10/24-10/31. Teens solved puzzles and decoded ciphers to get out of the escape room. Those who finished were able to come in and get a candy treat from the staff at the library.

Upcoming:

Set up the new overhead speaker system. The equipment is available but needs to be set up through MetroNet so that we can make building announcements.

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

Your Future Library – Capital Campaign

- Compiled information so work can begin to produce the Donor Wall and its 86 personalized book spines. The book spines represent 86 donors who gave $500+ to our building project.
- Updated the Naming Opportunities document in advance of a donor meeting.
- Learned that State Farm will once again match employee donations to our Foundation.
- Managed Bloomerang – our donation database
    - Entered pledges and donations.
    - Sent thank you letters/tax receipts to those who donated during the previous month.
    - Mailed magnets to new donors who donated $100+ during the previous month.
    - Ran report for those whose pledge payments are in arrears. Sent reminders.
    - Ran report to show pledge payments are due in the next 30 days. Sent reminders.
    - Worked to rectify pledges that included State Farm matching funds.

Program Publicity Change

- It was decided that BPL will move away from providing take-away paper handouts for programs. Instead, an 8.5 x 11 "poster" will be created for each program. It will include both a bitly link and a QR code which will take interested parties to more information about the program and to the page on our website where the patron would register for the program. Patrons can either snap a photo of the bitly link and use it at their leisure, or they can shoot the QR Code and immediately be taken to additional information.
    - Temporarily, we've set up tables – one on each floor – to display these materials.
    - Permanently, we've ordered slatwall for these areas from which we will hang poster holders. The slatwalls will not be delivered until mid-January.

Colored-Paper Supply

- After moving the library's colored-paper and colored-cardstock supply onto rolling carts back in May 2022 so its shelving could be dismantled for construction, the supply is again organized, restocked, and easily accessible.

Website

- Marketing maintains the library's website.
    - Added November's programs and registration forms to the online calendar
    - Updated record sets for New Movies, New Music, and New Audiobooks
    - Created a tutorial about adding promotions to the Plasma Promotion Widget
    - Maintained the puzzle collection - photographed new puzzles; added new puzzles to the website; removed puzzles that are no longer available
    - Maintain employment postings; removing these posts as the application windows expire
    - Added language to the Browser Packs page on the website to let people know that packs would not be filled until October 13; removed the language at the conclusion of the October closure
    - Changed all references to the *Adult Services Desk* to *the Help Desk*
    - Updated the Equipment page to note that items can be requested from Circulation
    - Updated the Memory Care Kit page to reflect the kits' new location in the building and that patrons can now peruse and choose the kit they'd like to checkout instead of asking staff to retrieve the kits from a staff-only area
    - Added a receipt notification to Swag Request Form
    - Changed the status of all the available Study Rooms so that patrons can reserve them
        - From October 16 (the first day the new portion of the building opened) through the end of October (16 days), the 5 study rooms currently available in AS were used 121 times
    - Requested that Library Market add two quick link buttons/icons to the home page. *Room Reservations* was re-added (it had been removed during Phase 1 of construction). Because we must have an even number of icons in that area, we also added a button/icon for *Calendar*
    - Resolved multiple snags that appeared when we resumed accepting public Room Reservations
    - Updated the teenZone page to reflect the current location of teen materials
    - Updated to the *How Do I …?* page to better reflect changes that occurred with moving from the old part of the building to the new part of the building
    - Updated the *Construction Updates* page to reflect new information pertaining to parking, drive-up services, building entrances, the bike rack, etc.

- o Added many images to the *Construction Photos* page. These images show the process of moving into the new portion of the building
- o Updated the permissions of Adult Service Staff to make them reservation administrators. This will make the room reservation process easier for these staff members.
- o Removed the Staff Meeting Room as a bookable option since this room was in the old portion of the building which we are no longer using
  - ▪ Notified staff who had standing reservations in the Staff Meeting Room so they could reschedule to a different location
- o Reviewed a Library Market upgrade summary
- o Updated the point of contact for some reservable rooms
- o Explored adding Apple Pay and Google Pay as avenues to accept donations. Bloomerang is offering this. We cannot add these avenues because Stripe is processing our donations.

Advertising

- • WGLT
  - o On-air ads ran during the month of October to promote the library's Fall Concert Series.
  - o On-air ads will run during the month of November to promote the library's program about efficiently winterizing your home with the Ecology Action Center.
- • Neighbors Magazines
  - o Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington;* online ads run via Google; and online ads run via Facebook. All are currently promoting that library cards and programs are free.
- • Community Players
  - o BPL is an annual sponsor of The Community Players' season. This allows us to run an ad on their screen during each 2023-2024 show (pre-show and intermission). The next show – *Fiddler on the Roof* – runs November 3-19.

Misc. Marketing Tasks

- • Appreciation Day
  - • Created a flyer to promote Appreciation Day. Emailed this image to staff and posted paper flyers.
  - • Created an Appreciation Day program including bios celebrating those who had or will have a milestone anniversary during 2023. Will make paper copies available on Appreciation Day.
  - • Created a recipe card for Caprice's jalapeno pretzels to be distributed with Appreciation Day gifts.
  - • Started building 95 boxes to hold Appreciation Day gifts.
  - • Created 14 "posters" to celebrate the 14 staff members who are celebrating milestone anniversaries in 2023.
  - • Picked up cocoa three packs – part of the Appreciation Day gift -- from Bloomington Spice Works.
- • Promotional Items
  - o Processed 5 requests for promo items to be taken to offsite events.
  - o Processed/re-stocked promo items returned from 8 offsite events.
  - o Purchased promo fidget spinner pens to restock exhausted supply.
- • Currently working to update the *My Library Card* trifold handout and its corresponding PDF which is sent to patrons who apply for a library card online and receive it via snail mail.
- • Ordered business cards for the staff member now in charge of the Community Bulletin Board
- • Created 24 x 36 signs to mark accessible parking
- • Created 24 x 36 signs to mark Drive-Up Services parking spots
- • November Calendars
- • Gave tours of the new portion of the building to staff and several representatives from BPD
- • Created a quick video tour of the new side of the building to post to Facebook the day the new side of the building opened.
- • Edits to Summer 2023 T-shirt art (a similar version is now available in the BPL online store)
- • Re-printed and prepped handouts/publicity as requested.
  - • Handouts for Circulation
    - o 300   Updated Phase 2 Maps to show that 2nd Floor Bathrooms remain closed (Previously printed handouts will be used when the bathrooms open.)
    - o 300   My Library App
    - o 300   Kanopy
    - o 300   Hoopla
    - o 300   Libby

Paper & Digital Design and Written Work
Program Publicity (4 pieces each – Facebook Event, Instagram, paper background, paper handout)
- Halloween Digital Escape Room
- Medicare Supplement Insurance
- Retirement University
- Unconquerable: Kickapoo of Central Illinois
- Halloween Hanging Ghost
- Mini Ceramic Pumpkin Bowl
- Taxes in Retirement
- Turkey Disguises
- Taste of Love with Maya-Camille Broussard
- Story Time @ The Junction
- D&D Character Creation
- Book Ends 2024
- Get Winterized with the Ecology Action Center
- Build a Lego Speaker System
- All 2024 Book Clubs
  - History Reads – 9 pieces
    - (updated all pieces after location changed)
  - Mystery – 23 pieces
    - (updated all pieces after location changed)
  - Fiction – 23 pieces
  - Books on Tap – 23 pieces
  - True Crime – 9 pieces
  - True Colors – 9 pieces
  - Cookbook Club – 13 pieces

Signage
- October 9-15 Library Closure
  - 11x17 signs
  - 24 x 36 signs
  - Parking lot signs
- "Do Not Enter" sign
- AS Endcaps
- AS Help Desk
- Teen Endcaps
- Scanner Signs
- Computer Lab sign
- Display Endcap
- Memory Care Kits sign
- November 'Thankful' Display Sign

Write & Design
- Messaging for the October 9-15 Closure
  - Multiple outgoing phone messages, eBlast, Facebook Post, Instagram post, Twitter post, update LX Starter notifications, press release, multiple text messages, plasma image, website alerts, website slide, updated website calendar, and paper signage.
- Plumbing Closure
  - Text message, Facebook post, Instagram post, Twitter post, and alert on website

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

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee heads.
- Rhonda serves on the Summer Reading Committee.
- Kourtni serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Rhonda took part in a second Awardco demo, this time with HR from the City
- Rhonda took part in a planning meeting for the Illinois Prairie Community Foundation's upcoming Nonprofit Workshop
- Rhonda met with representatives from the Creativity Center to discuss capital campaigns
- Rhonda attended the City's Leadership Summit

Goal: Work effectively through the use of technology.
- Social media presence:
  - BPL Facebook – 10,054 followers
  - Instagram – 2,268 followers
  - Twitter – 1,984 followers
- Library text subscribers – 341
- Bookmobile text subscribers – 1,416
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 34,765 filtered active subscribers.
- Program Guide list – 34,762 filtered active subscribers.
- General eBlast list – 34,783 filtered active subscribers.

Goal: Administer a cost-effective public library.
Free & Cheap Promotion
- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, **all** library programs, employment opportunities, cancellations and closures, news, etc.
  - A weekly #TBT photo is posted to Facebook and Instagram.
  - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
  - Posts promoting the following were also shared:
    - Our phones are back up
    - Our phones are out
    - Are you interested in library school? (presentation at Milner)
    - Next Reads for Horror titles (promoted reading recommendation eNewsletters)
    - Tales for Tails photos
    - Photos of new Book Drop and Drive-Up locations
    - Fright Fest; Horror movies on Kanopy
    - Location of new book drop
    - October 9-15 Closure (multiple)
    - Where can you find the Bookmobile while the library is closed?
    - Banned Books Week
      - Books challenged in 2022 = 2,571
      - 90% of title challenges included multiple titles
      - Number of challenges filed = 1,269
      - Illinois has outlawed banning books
      - 13 most-challenged books of 2022
    - Next Reads for Thriller & Suspense titles (promoted reading recommendation eNewsletters)
- The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications.
  - An eBlast promoting the digitized City Directories was delivered on October 1.
  - An eBlast pertaining to the library's October 9-15 closure was delivered on October 6.
  - An eBlast promoting patron access to the online version of *The New York Times* will be delivered on November 1.
- A member of the library's staff is interviewed at 2pm on the 2nd and 4th Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.

Bloomington Public Library
Books are just the beginning.

Statistics At-A-Glance
October 2023

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	22,239	27,918	-20%	159,821	189,169	-16%
Teens	1,841	1,939	-5%	12,281	13,242	-7%
Children	27,435	32,036	-14%	187,080	223,186	-16%
Digital Downloads	21,682	18,763	16%	129,106	111,104	16%
Total	73,197	80,656	-9%	488,288	536,701	-9%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,994	18,384	9%	N/A	N/A	N/A
Teens	3,731	3,628	3%	N/A	N/A	N/A
Children	7,529	6,575	15%	N/A	N/A	N/A
Total	31,254	28,587	9%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	261.00	764	-66%	2,610	3,293	-21%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	9,190	11,165	-18%	70,381	81,592	-14%
Bookmobile	1,194	1,155	3%	8,694	8,017	8%
Total	10,384	12,320	-16%	79,075	89,609	-12%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	121	0	N/A	121	213	-43%
Digital Preservation Studio	0	0	N/A	0	26	-100%
Community Room	0	0	N/A	0	11	-100%
Total	121	0	N/A	121	250	-52%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	37	23	61%	189	91	108%
People Reached	2,954	3,129	-6%	14,486	12,902	12%
Community Visits to the Library	1	0	N/A	5	0	N/A
People Reached	9	0	N/A	61	0	N/A
Total Outreach Visits	38	23	65%	194	91	113%
Total People Reached	2,963	3,129	-5%	14,547	12,902	13%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	15	8	88%	57	53	8%
Attendance	152	178	-15%	1,157	837	38%
Teens	2	4	-50%	24	25	-4%
Attendance	28	11	155%	590	231	155%
Childrens	19	17	12%	82	56	46%
Attendance	1,461	156	837%	15,343	1,259	1119%
Total Programs	36	29	24%	163	134	22%
Total Attendance	1,641	345	376%	17,090	2,327	634%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0.00	1	-100%	14	12	17%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,292.00	2,537	-10%	14,748	17,165	-14%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	20.00	226.50	-91%	1,018	1,063	-4%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	861	1,273	-32%	6,016	8,474	-29%
WiFi Sessions	1,438	1,448	-1%	8,452	9,996	-15%
Website/Catalog Hits	52,951	41,929	26%	271,057	274,706	-1%
Online Resource Use	18,963	3,677	416%	93,282	23,359	299%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	0	424	-100%	2,234	2,699	-17%
Sent	0	83	-100%	461	774	-40%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3.00	5.00	-40%	35	13	165%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 18, 2023
5:00pm

At 5:00pm, President Ary Anderson opened the Public Hearing on Ordinance No. 23-02, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2023 and ending the 30th day of June 2024. President Anderson called for public comments three times with no responses. The Public Hearing was closed at 5:02pm.

MINUTES

I.   Call to Order
     President Anderson called the regular meeting to order at 5:02 pm.

II. Roll Call
     Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti
                                Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

     Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

     Absent: none

III. Introductions
     There were no introductions.

IV. Public Comments
     There were no public comments.

V.   President's Report
     Ary Anderson indicated that the funds were moved to the two new banks successfully.

VI. Approval of Minutes
     A. September 20, 2023
         THE MINUTES WERE APPROVED AS PRESENTED.

VII. Staff Reports
     A. Director's Report: Jeanne Hamilton reported that this past September the Library partnered with Connect Transit again. Those who showed their library card, either Bloomington or Normal, got a free ride on the bus. There were 24,804 free rides! The Library also issued around 300 new cards, not associated with the schools, during the month of September.

         The Library opened the newly renovated west side of the building on Monday, and everyone has been positive and excited. There are still a few things to finish up, but these are progressing. The question was asked about building tours, and Jeanne answered that tours were happening requests are received. After the project is completed, there will be a grand opening ceremony to which all board members will be invited.

     B. Outreach Report: Jeanne Hamilton shared that parking the Bookmobile at Viking Liquors while the Freedom Oil stop is under construction is working well. The new Harvest Point stop, which is on the border of Golden Prairie, is booming. Over 40 patrons have attended the past two stops.

C. Financial Report: Kathy Jeakins stated that the report was in the Board packet. Kathy indicated that the balance in the new checking account is earning interest already.

Kathy shared that she received a draft of the audit report, and she will email it to the Board about a week before the November meeting.

VIII. New Business
A. Adopt Tax Levy Ordinance 23-02

PATTI SALCH MOVED, AND STEPHEN PETERSON SECONDED, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE 23-02 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2023 AND ENDING THE 30TH DAY OF JUNE 2024.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Strategic Planning Process: Kathy Vroman led the Trustees in an exercise to brainstorm words associated with the library. She will compile the results for discussion at the November meeting.

IX. Comments from Board Trustees
Ary Anderson indicated that notice was received for removal of a property from Golden Prairie Public Library District to the City of Bloomington. No action is needed since the property is going from one library service area to another.

Stephen Peterson expressed how impressed he is every time he drives to or by the Library.

Patti Salch shared an article titled *Targeting an Adult's Right to Read.*

X. Reminder
A. Next Board Meeting is November 15, 2023

XI. Adjournment
Ary Anderson adjourned the meeting at 5:46 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	OCT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	5,040,014.27	(145,585.73)	97.2
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	2,000.00	422,350.62	(15,570.38)	96.4
Fines & Fees	10,000	594.94	4,243.95	(5,756.05)	42.4
Interest on Investments	10,000	23,237.86	73,674.25	63,674.25	736.7
Interest from Taxes	0	0.00	0.00	0.00	-------
Donations	25,000	227.00	21,661.15	(3,338.85)	86.6
Cash Over/Short	0	0.00	0.00	0.00	-------
Other	40,000	1,562.09	13,736.56	(26,263.44)	34.3
Total Revenues	5,954,921	158,021.89	5,822,133.80	(132,787.20)	97.8

EXPENDITURES:

ACCT NAME	BUDGET	OCT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	199,542.57	1,190,954.40	(1,485,282.60)	44.5
Part-Time Salaries	558,280	30,800.94	191,490.08	(366,789.92)	34.3
Seasonal Salaries	57,144	2,869.67	13,105.74	(44,038.26)	22.9
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	0.00	5,000.00	(15,000.00)	25.0
Total Sals & Wages	3,311,761	233,213.18	1,400,565.63	(1,911,195.37)	42.3
Dental Insurance	11,520	772.86	4,256.15	(7,263.85)	36.9
Health Insurance, HMO	6,600	534.96	2,923.17	(3,676.83)	44.3
Life Insurance	3,091	246.40	1,477.20	(1,613.80)	47.8
Vision Insurance	5,724	236.26	1,317.36	(4,406.64)	23.0
Health Insurance, PPO 600/1200	213,390	18,646.80	101,143.32	(112,246.68)	47.4
Health Insurance, PPO with HSA	79,800	7,001.88	37,786.31	(42,013.69)	47.4
Library RHS Contribution	7,500	753.37	4,436.00	(3,064.00)	-------
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
IMRF	294,386	14,103.51	81,767.10	(212,618.90)	27.8
FICA	204,082	14,228.58	83,264.04	(120,817.96)	40.8
Medicare	47,729	3,327.71	19,473.28	(28,255.72)	40.8
Worker's Compensation	25,070	0.00	0.00	(25,070.00)	0.0
Uniforms	1,100	0.00	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	8,473.94	10,029.37	(11,970.63)	45.6
Total Benefits	939,792	68,326.27	349,817.35	(589,974.65)	37.2
Rentals	19,000	1,239.30	9,135.44	(9,864.56)	48.1
Total Rentals	19,000	1,239.30	9,135.44	(9,864.56)	48.1
Building Mtnc	130,000	3,995.35	26,423.71	(103,576.29)	20.3
Vehicle Mtnc	17,000	0.00	9,759.89	(7,240.11)	57.4
Office & Computer Mtnc	185,000	92.19	79,845.91	(105,154.09)	43.2
Total Repair/Mtnc	332,000	4,087.54	116,029.51	(215,970.49)	34.9

ACCT NAME	BUDGET	OCT 2023	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,301.08	17,273.92	(29,726.08)	36.8
Printing/Binding	20,000	0.00	10,443.42	(9,556.58)	52.2
Travel	500	44.51	481.17	(18.83)	96.2
Membership Dues	5,000	0.00	2,082.56	(2,917.44)	41.7
Professional Development	7,500	375.00	4,395.46	(3,104.54)	58.6
Other Purchased Services	125,000	13,518.70	57,059.59	(67,940.41)	45.6
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	250,000	15,239.29	91,736.12	(158,263.88)	36.7
Office Supplies	14,000	1,182.47	4,598.19	(9,401.81)	32.8
Computer Supplies	90,000	9,354.86	36,778.37	(53,221.63)	40.9
Postage	1,500	0.00	25.33	(1,474.67)	1.7
Library Supplies	65,000	1,128.33	17,148.46	(47,851.54)	26.4
Janitorial Supplies	20,000	2,543.81	11,212.80	(8,787.20)	56.1
Gas & Diesel Fuel	6,000	402.87	2,501.44	(3,498.56)	41.7
Building Mtnc & Repair Supplies	13,500	1,135.31	4,413.79	(9,086.21)	32.7
Total Supplies	210,000	15,747.65	76,678.38	(133,321.62)	36.5
Natural Gas	36,000	251.54	1,978.70	(34,021.30)	5.5
Electricity	110,449	9,276.53	45,468.82	(64,980.18)	41.2
Water	7,000	459.12	2,904.47	(4,095.53)	41.5
Telecommunications	46,000	3,974.63	24,825.84	(21,174.16)	54.0
Total Utilities	199,449	13,961.82	75,177.83	(124,271.17)	37.7
Professional Collection	800	0.00	0.00	(800.00)	0.0
Total Prof Collection	800	0.00	0.00	(800.00)	0.0
Non-Traditional Materials	4,000	682.28	1,253.70	(2,746.30)	31.3
Periodicals	17,000	708.67	18,121.71	1,121.71	106.6
Adult Books	157,000	14,847.08	72,973.44	(84,026.56)	46.5
Children's Books	121,000	4,242.27	31,704.79	(89,295.21)	26.2
A/V Materials	91,000	6,537.37	35,606.00	(55,394.00)	39.1
Public Access Software	105,675	23,098.86	51,298.19	(54,376.81)	48.5
Downloadable Materials	190,000	25,460.84	65,609.77	(124,390.23)	34.5
Total Materials	685,675	74,895.09	275,313.90	(410,361.10)	40.2
Employee Relations	3,000	2,544.88	6,643.20	3,643.20	221.4
Miscellaneous Expenses	3,444	263.30	1,697.40	(1,746.60)	49.3
Total Other Expenses	6,444	2,808.18	8,340.60	1,896.60	129.4
Total Expenses	5,954,921	429,518.32	2,402,794.76	(3,552,126.24)	40.3

Bloomington Public Library
FY 2023-2024

Month

Amount

- Revenues
- Expenses
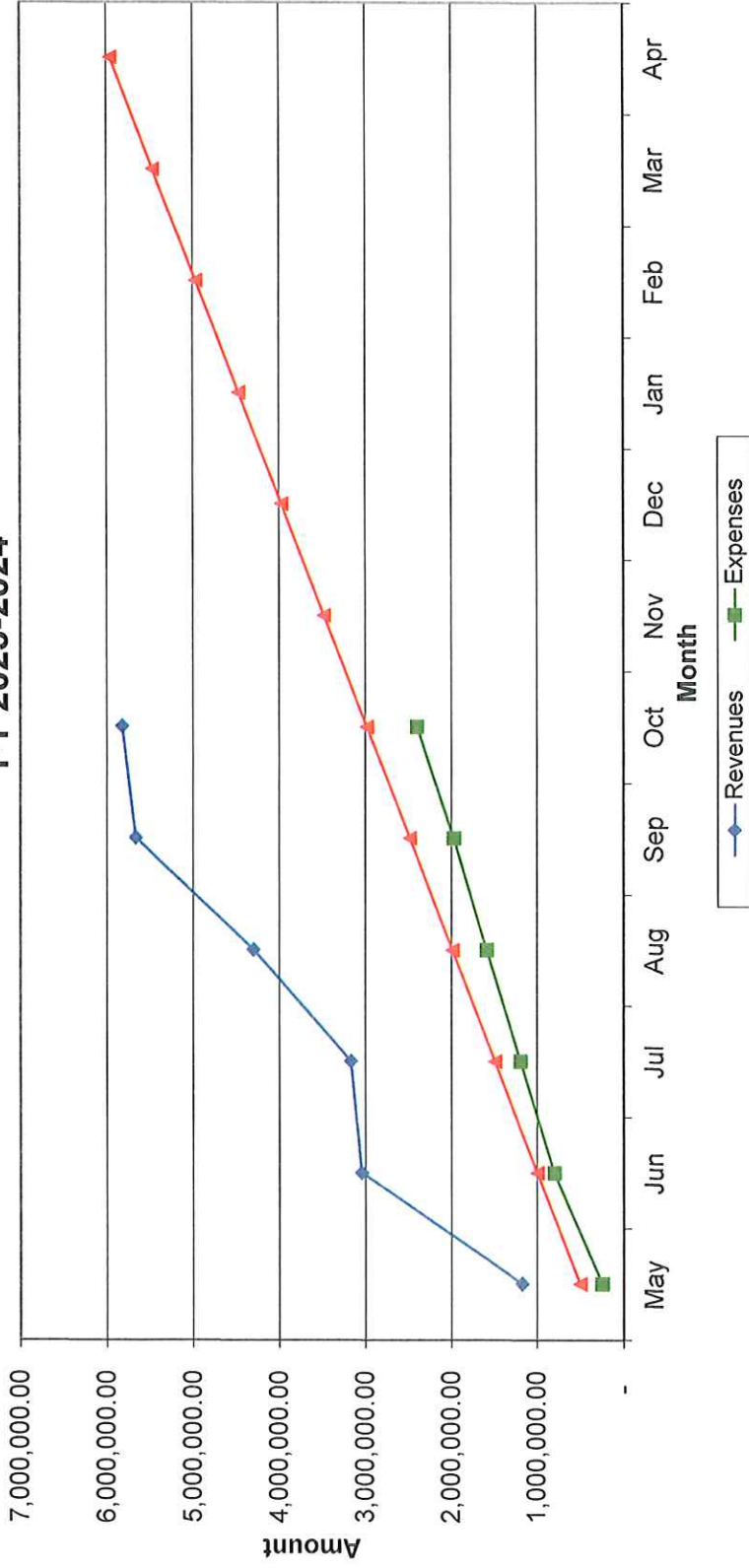
EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2023

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

Replacement Tax (100.0%): The annual distribution was made in October.

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

Golden Prairie Public Library District (96.4%): Golden Prairie has also received six distributions so far.

Fines & Fees (42.4%): Receipts are a little less than expected.

Interest (736.7%): We projected a cautious amount for the year.

Donations (86.6%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May. In addition, the Library has started receiving donations in Caprice Prochnow's memory.

Other Revenue (34.3%): This is less than where it should be because the library is not as busy due to construction.

Full-Time Salaries (44.5%): This is under-spent due to some staff vacancies.

Part-Time Salaries (34.3): This is under-spent due to a few staff vacancies.

Seasonal Salaries (22.9%): Charges have been minimal.

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

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

Dental Insurance (36.9%): Charges have been minimal.

Health Insurance, HMO (44.3%): Fewer staff chose this option for their health insurance.

Vision Insurance (23.0%): Charges have been minimal, and the rates were less than anticipated.

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

IMRF (27.8%): Charges have been minimal.

FICA (40.8%): Charges have been minimal.

Medicare (40.8%): Charges have been minimal.

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

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

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

Building Maintenance (20.3%): Charges have been minimal.

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

Advertising (36.8%): Charges have been minimal.

Travel (96.2%): This is over-spent due to more staff using their own vehicle for travel.

Membership Dues (41.7%): Charges have been minimal.

Professional Development (58.6%): This is over-spent due to more staff registering for both in-person and online events.

Other Insurance (0.0%): The annual insurance premium is paid in January.
Office Supplies (32.8%): Charges have been minimal.
Computer Supplies (40.9%): Charges have been minimal.
Postage (1.7%): Charges have been minimal.
Library Supplies (26.4%): Charges have been minimal.
Gas & Diesel Fuel (41.7%): Charges have been minimal.
Building Mtnc & Repair Supplies (32.7%): Charges have been minimal.
Natural Gas (5.5%): Charges have been minimal.
Electricity (41.2%): Charges have been minimal.
Water (41.5%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been charged to this line item yet.
Non-Traditional Materials (31.3%): Charges have been minimal.
Periodicals (106.6%): This is over-spent due to the annual payment of the subscription service.
Children's Books (26.2%): Charges have been minimal.
A/V Materials (39.1%): Charges have been minimal.
Downloadable Materials (34.5%): Charges have been minimal.
Employee Relations (221.4%): This is over-spent due to Development Day costs. We plan to ask the Foundation to reimburse the Library for that.

The Donations line item breaks out as follows:

Summer Reading Program Donations:	
Golden Prairie Public Library District:	$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Memorial Donations:	100.00
Robert Starkovich, Miscellaneous Donation:	100.00
Sandra Gowen, Donation for the Pop Up Library	25.00
Hy-Vee, Reusable Bags & Giving Tag Program:	27.00
Miscellaneous Donations:	9.15
Total Donations:	$ 21,661.15

The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	7,011.50
Ear Buds:	94.50
Flash Drives:	39.00
Genealogy Searches:	95.00
Print Station:	5,904.10
Reusable Bags:	123.00
Test Proctoring:	300.00
Miscellaneous:	169.46
Total Other Revenue:	$13,736.56

2

During October, 19 batches containing 92 invoices were processed, totaling $3,042,693.45 and 108 credit card charges were made totaling $31,802.10.

As of October 31, the Library's Maintenance & Operating Fund Balance is $1,964,781.60, which is 33.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is $1,488,730.

Library Fund Balance Information, 10/31/23:

Operating:	$ 1,964,781.60
Fixed Assets:	$ 1,285,523.14
Capital:	$ 8,829,707.07

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 10/31/2023

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	2,130,874.15	(4,972,039.68)	30.0
Donations	700,000.00	686,948.49	(13,051.51)	98.1
Interest	400,000.00	666,096.83	266,096.83	-----
Interest From Taxes	10.00	6.78	(3.22)	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	17,685,815.65	(8,647,537.58)	67.2

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,300,172.45	(153,411.55)	89.4
Other Purchased Services	412,098.50	206,415.06	(205,683.44)	50.1
Office Supplies	2,157,629.30	1,048,331.29	(1,109,298.01)	48.6
Library Buildings	21,578,000.00	16,490,861.35	(5,087,138.65)	76.4
Total Expenses	25,601,311.80	19,045,780.15	(6,555,531.65)	74.4

Bloomington Public Library
Books are just the beginning.

MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, OCTOBER 17, 2023, 5:30 PM

The Library Board of Trustees convened in regular session at 5:30 PM, October 17, 2023. President Julian Westerhout called the meeting to order.

Roll Call

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

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report
President Westerhout remarked that he had not had a chance to walk into the new entrance to the Library but had noticed lots of people are visiting. He looks forward to hearing how things are going in the newly renovated space.

The following item was presented:

Item 5.B. Director's Report
Director Hamilton shared that the Library once again partnered with Connect Transit in September to offer free bus rides to anyone who shows their Library card (either

Bloomington or Normal Library). There were 24,804 people who rode the bus with their Library card. She personally heard people coming into the Library to get a card specifically to take advantage of the free bus rides. The Bloomington Public Library added 343 new cards that were not student cards in September.

The newly renovated side of the Library is now open to the public, which is extremely exciting for staff and patrons alike. Staff have heard many positive comments from patrons walking into the new space. It is still a construction space, so some temporary items are in place.

The following item was presented:

Item 5.C. Fiscal Report Presentation
Kathy Jeakins stated that the reports were in the packet. She indicated that the split on property tax distribution at the end of September was done incorrectly, so there will be a correction shown in the October report.

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

Item 6.A. Approve Minutes of September 19, 2023: Regular Bloomington Public Library Board meeting

Item 6.B. Approve Bills in the Amount of $415,794.41

Item 6.C. Approve Minutes of April 18, 2023: Executive Session of the Bloomington Public Library Board meeting

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

Motion carried (viva voce), 6-0.

Approval Items

The following item was presented:

Item 7.A. Approve FY25 Maintenance and Operating Budget

> **Trustee Watchinski made a motion, seconded by Vice President Mohr, to approve the item as presented, allowing President Westerhout and Director Hamilton to make adjustments up to 2% for the purposes of responding to City Council feedback in relation to the annual levy request, with the understanding that the board will review and approve said adjustments at the November board meeting.**
>
> **AYES:** Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Hollister; Trustee Watchinski; Trustee Whitworth
>
> **Motion carried, 6-0.**

The following item was presented:

<u>Item 7.B. Approve FY25 Fixed Asset Budget</u>

Trustee Whitworth made a motion, seconded by Trustee Watchinski, to approve the item as presented.
AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Hollister; Trustee Watchinski; Trustee Whitworth

Motion carried, 6-0.

Discussion Items

The following item was presented:

<u>Item 8.A. Discussion of Per Capita Grant Requirement</u>
Director Hamilton reviewed a portion of Serving Our Public 4.0: Standards for Illinois Public Libraries.

Comments by Trustees
Trustee Mohr commented that she saw one of her students at the Library, and the student loved the new space.

Trustee Hollister shared that she was thrilled recently to be the first person to check out a newly released book.

Adjournment

Vice President Mohr made a motion, seconded by Trustee Hollister, to adjourn the meeting.

Motion carried (viva voce), 6-0.

The Meeting Adjourned at 6:24 PM.

BILLS LIST

Approved by BPL Board of Trustees, November 21, 2023

_____
Signature, BPL Trustee

Vendor	Line Item	Amount
Addison Public Library	Miscellaneous Expenses	27.99
Amazon Capital Services	A/V Materials	2,291.08
Amazon Capital Services	Adult Books	16.82
Amazon Capital Services	Building Mtnc Supplies	890.94
Amazon Capital Services	Children's Books	79.13
Amazon Capital Services	Computer Supplies	746.84
Amazon Capital Services	Employee Relations	945.91
Amazon Capital Services	Janitorial Supplies	306.22
Amazon Capital Services	Library Supplies	379.88
Amazon Capital Services	Non-Traditional Materials	120.93
Amazon Capital Services	Office Supplies	629.52
Amazon Capital Services	Other Purchased Services	304.81
Amazon Capital Services	Professional Collection	65.85
Amazon Capital Services	Telecommunications	31.18
Ameren IP	Electricity	9,276.53
American Pest Control	Building Maintenance	80.00
Bibliotheca	Library Supplies	4,950.90
Bloomington Moving, Inc.	Other Purch Srv-Expansion	9,052.44
Brown, Reagan	Travel	4.38
Cary Area Public Library	Miscellaneous Expenses	29.00
CDW Government	Computer Supplies	680.46
CDW Government	Office Supplies - Expansion	6,473.48
Central Catholic High School	Adult Books	160.00
CIRBN	Other Purch Srv - Expansion	6,960.60
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	772.86
City of Bloomington	FICA	14,228.58
City of Bloomington	Gas & Diesel Fuel	355.86
City of Bloomington	Health Insurance-HMO	534.96
City of Bloomington	Health Insurance-PPO 600/1200	18,646.80
City of Bloomington	Health Insurance-PPO with HSA	7,001.88
City of Bloomington	IMRF	14,103.51
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	3,327.71
City of Bloomington	Payroll	241,687.12
City of Bloomington	RHS Contribution	753.37
City of Bloomington	Vision Insurance	236.26
City of Bloomington	Water	459.12
Cloyd, Barry	Other Purchased Services	250.00
Connor Company	Office Supplies - Expansion	472.05
Cope, Michelle	Travel	35.69
Creative Empire	Public Access Software	5,699.87
Cummins, Inc.	Vehicle Maintenance	1,226.13

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Dean's Graphics	Other Purchased Services	50.00
Dell Marketing, L.P.	Computer Supplies	4,712.24
Demco	Library Supplies	127.20
Devyn Corp	Other Purchased Services	1,480.00
Ebsco Industries	Periodicals	646.72
Engberg Anderson	Architectural Fees	8,079.08
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	220.00
Envisionware, Inc.	Office Supplies - Expansion	10,510.00
F & W Care & Landscaping	Building Maintenance	65.00
Felmley Dickerson	Construction	2,602,096.72
Geiger	Employee Relations	443.11
Geiger	Library Supplies	1,372.36
Goerlitz, Nan	Travel	13.88
Global Water Technology, Inc.	Building Maintenance	1,441.65
H H Office, Inc.	Building Mtnc Supplies	38.82
H H Office, Inc.	Computer Supplies	1,602.12
H H Office, Inc.	Janitorial Supplies	690.26
H H Office, Inc.	Office Supplies	1,267.91
Henrickson and Company, Inc.	Office Supplies - Expansion	31,200.26
Hollister, Dianne	Professional Development	179.38
HV Management, LLC	Other Purchased Services	4,400.00
Illini Fire Equipment	Building Maintenance	251.75
Illinois State Police	Other Purchased Services	20.00
Illinois State University	Advertising	816.66
Illinois Wesleyan University	Other Purchased Services	114.48
Lefler, Tiffany	Travel	24.44
Library Furniture International, LLC	Office Supplies - Expansion	184,949.74
Matthew Bender & Co., Inc.	Adult Books	347.53
Metronet	Telecommunications	4,007.09
Mickey Truck Bodies	Vehicle Maintenance	1,332.50
Mid Illinois Mechanical	Building Maintenance	1,749.50
Midwest Engineering & Testing, Inc.	Architectural Fees	3,620.00
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	175.00
Midwest Tape	A/V Materials	1,276.04
Midwest Tape	Children's Books	263.94
Midwest Tape	Downloadable Materials	14,970.00
Miller Janitorial Supply	Janitorial Supplies	566.60
Niche Academy, LLC	Other Purchased Services	2,400.00
Nicor/Northern Illinois Gas	Natural Gas	251.54
OSF Healthcare	Other Purchased Services	45.00
OverDrive, Inc.	Downloadable Materials	4,990.00
Plastic Fulfillment, Inc.	Library Supplies	520.15
Playaway Products	Adult Books	1,148.84
Playaway Products	Children's Books	166.47
Proquest, LLC	Downloadable Materials	118.96
Quadient Leasing	Rentals	166.92
Reaching Across Illinois Library System (RAILS)	Other Purchased Services	2,100.00
Ricoh USA, Inc.	Office/Computer Equip Mtnc	183.78
Ricoh USA, Inc.	Rentals	2,064.52
Rockford Map Publishers	Adult Books	74.70
Ron Smith Printing Co.	Printing	25.00
Rosedrew, Inc.	Library Supplies	950.90
Scholastic Library Publishing	Public Access Software	10,369.00
Tumbleweed Press, Inc.	Public Access Software	510.00
Uline Shipping Supply Specialists	Employee Relations	59.29

Uline Shipping Supply Specialists	Janitorial Supplies	432.87
Unique Management Services, Inc.	Other Purchased Services	502.35
Vernon Library Supplies	Library Supplies	186.65
Wherry Machine & Welding, Inc.	Other Purchased Services	210.00
Widmer, Inc.	Office Supplies - Expansion	141,629.57
World Book, Inc.	Public Access Software	5,292.00
VISA - Baker & Taylor Books	A/V Materials	2,385.60
VISA - Baker & Taylor Books	Adult Books	7,061.48
VISA - Baker & Taylor Books	Children's Books	3,046.50
VISA - Baker & Taylor Books	Other Purchased Services	2,018.50
VISA - Beaufort Parking Deck	Travel	6.00
VISA - Best Buy	A/V Materials	39.99
VISA - Best Version Media	Advertising	594.40
VISA - Bloomington Spice Works	Employee Relations	1,707.15
VISA - Circle K	Gas & Diesel Fuel	13.19
VISA - Cleaner Finish	Building Maintenance	1,060.00
VISA - Denny's Doughnuts & Bakery, Inc.	Employee Relations	33.60
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	192.42
VISA - Farm & Fleet	Office Supplies	241.21
VISA - Grainger	Building Mtnc Supplies	1,086.20
VISA - Harbor Freight	Other Purchased Services	54.93
VISA - HR Direct	Other Purchased Services	60.00
VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	17.80
VISA - Illinois Prairie Community Foundation	Professional Development	30.00
VISA - Illinois State Fire Marshall	Building Maintenance	31.00
VISA - Illinois State Fire Marshall	Other Purch Srv-Expansion	132.93
VISA - Ingram	Adult Books	6,439.19
VISA - Ingram	Children's Books	669.62
VISA - International Service Fee	Other Purchased Services	0.63
VISA - Jewel Osco	Employee Relations	13.44
VISA - Jimmy John's	Employee Relations	599.35
VISA - Kingsley Library Equipment	Office Supplies - Expansion	199.00
VISA - New Resident Service	Other Purchased Services	79.80
VISA - Office Depot	Computer Supplies	165.39
VISA - Office Depot	Office Supplies	199.98
VISA - Old House Journal	Periodicals	32.00
VISA - Sam's Club	Employee Relations	38.46
VISA - Schnuck's	Other Purchased Services	71.95
VISA - Sunset Publishing	Periodicals	29.95
VISA - Thornton's	Gas & Diesel Fuel	15.94
VISA - T-Mobile	Non-Traditional Materials	180.00
VISA - T-Mobile	Telecommunications	1,251.36
VISA - Verizon Wireless	Telecommunications	337.44
VISA - Wal-Mart	Building Mtnc Supplies	15.29
VISA - Wal-Mart	Janitorial Supplies	34.45
VISA - Wal-Mart	Library Supplies	44.41
VISA - Wix.com	Other Purchased Services	31.72
VISA - Zoom.US	Other Purchased Services	339.83
Total		3,446,285.98

To: Bloomington Public Library Board
From: Jeanne Hamilton, Library Director
Re: Personal Property Replacement Tax (PPRT)

Earlier this year, there has been some talk amongst libraries about something called the Personal Property Replacement Tax (PPRT). Prior to the late 70s, local governments were able to impose personal property taxes on corporations, partnerships, and other business entities. The law was changed, and local governments are no longer able to do that. Recognizing the hardship that this would create on local taxing bodies, the State created PPRT. Each year, the State collects a tax from various entities on net Illinois income or invested capital, PPRT, and then distributes those funds to municipalities. The municipalities are then supposed to distribute a portion of what they receive to city libraries. These distributions are supposed to be equal to the same percentage of the tax levy that the library received in 1977.

In the 46 years since this law was passed, many, many cities have lost track of this law and not realized/remember that the amount of PPRT for libraries should follow this formula written into the law. According to this law, we should be receiving 10% of the PPRT each year. I have access to electronic budgets that date back to FY04. It looks like we received $130,426 annually from FY04-FY07 and then have received $130,400 annually since then. PPRT is an elastic source of revenue and in most years, we have been allocated less than we should have been.

As predicted at our last board meeting, the Council expressed a desire to be able to propose a levy increase of under 5% (i.e. the truth in taxation hearing threshold). This prompted me to explore options that would allow us to meet this request as well as fund the budgeted expenses. I started conversations with the City financial department regarding the PPRT law to see if that would be an option to reduce our levy request without reducing our total revenue amount.

After reviewing the law, the City staff does believe they should correct the way PPRT funds are being distributed. Understandably, they would very much like to do this going forward and not make retroactive corrections. They also agree that this is a great solution to our tax levy situation.

For FY25, the City is budgeting $4,245,969 for PPRT. They have talked to experts in the field and believe this is a conservative/realistic figure. They suggested that we budget $424,600 for PPRT, a $294,200 increase over what the board approved in October. Julian and I then agreed that we would lower the levy request by $200,000, resulting in matching the city's levy increase of 4.93% over FY24. This still leaves a cushion of $94,200 to help us as we adjust to the elastic revenue source that the PPRT will provide (rather than the more fixed revenue sources that we are typically used to). It was our belief that

these changes still met the wishes of the board as the revenues and expenses are essentially unchanged from the budget that was approved in October.

The board will need to discuss whether or not the Library will agree to allowing the City to make the PPRT correction moving forward and not seek any retroactive funds, as well as, approve a revised FY25 budget reflecting the increase in PPRT revenues and decrease in levy revenues.

Account Number	Account Title	FY 23 Actual	FY 24 Budget	FY 25 Approved 10/2023	FY25 Revised Proposed	$ Diff From FY 24 to FY 25	% Diff From FY 24 to FY 25
50110	Property Taxes	4,984,167	5,185,600	5,695,000	5,495,000	309,400	6.0
53020	Replacement Tax	130,400	130,400	130,400	424,600	294,200	225.6
53120	State Grants	116,053	116,000	116,053	116,053	53	0.0
53370	From Golden Prairie PL Dist	416,798	437,921	495,000	495,000	57,079	13.0
54490	Library Fees & Rentals	9,516	10,000	7,000	7,000	(3,000)	(30.0)
56010	Interest from Investments	37,809	10,000	55,000	55,000	45,000	450.0
56020	Interest From Taxes	40				-	-----
57310	Donations	21,391	25,000	25,000	25,000	-	-
57420	Property Damage Claim	5,188	-	-	-	-	-----
57610	Cash Over/Short	17	-	-	-	-	-----
57990	Other Misc Income	39,043	40,000	41,000	41,000	1,000	2.5
	From Fixed Asset Fund Balance	-	-	6,000	6,000	6,000	-----
	Total Revenues	5,760,422	5,954,921	6,570,453	6,664,653	709,732	11.9
61100	Full Time Salaries	2,525,973	2,676,237	2,977,625	2,977,625	301,388	11.3
61110	Part Time Salaries	431,644	558,280	598,135	598,135	39,855	7.1
61130	Seasonal Salaries	9,152	57,144	101,224	101,224	44,080	77.1
61150	Overtime Salaries	14	100	100	100	-	-
61190	Other Salaries	27,830	20,000	20,000	20,000	-	-
62100	Dental Insurance	8,545	11,520	10,463	10,463	(1,057)	(9.2)
62109	Health Insurance HMO	7,835	6,600	6,765	6,765	165	2.5
62110	Life Insurance	3,025	3,091	3,293	3,293	202	6.5
62111	Vision Insurance	2,739	5,724	3,227	3,227	(2,497)	(43.6)
62113	Health Insurance PPO 600/1200	200,170	213,390	276,166	276,166	62,776	29.4
62114	Health Insurance PPO with HSA	77,608	79,800	88,549	88,549	8,749	11.0
62115	RHS Contributions	7,371	7,500	8,200	8,200	700	9.3
62116	HSA City Contribution	13,400	14,800	15,800	15,800	1,000	6.8
62120	IMRF	220,800	294,386	223,322	223,322	(71,064)	(24.1)
62130	FICA	177,703	204,082	227,973	227,973	23,891	11.7
62140	Medicare	41,560	47,729	53,316	53,316	5,587	11.7
62160	Worker's Comp	9,966	25,070	26,490	26,490	1,420	5.7
62190	Staff Uniforms	-	1,100	1,200	1,200	100	9.1
62210	Tuition Reimbursement	-	3,000	3,000	3,000	-	-
62990	Other Benefits	6,735	22,000	37,383	37,383	15,383	69.9
70420	Equipment Rental	15,476	19,000	17,000	17,000	(2,000)	(10.5)
70510	Building Maintenance	80,813	130,000	130,000	130,000	-	-
70520	Vehicle Maintenance	11,279	17,000	21,000	21,000	4,000	23.5
70530	Office/Equipment Maintenance	156,962	185,000	185,000	185,000	-	-
70610	Advertising	45,462	47,000	47,000	47,000	-	-
70611	Printing/Binding	14,582	20,000	35,000	35,000	15,000	75.0
70630	Travel	864	500	1,000	1,000	500	100.0
70631	Membership Dues	3,808	5,000	4,000	4,000	(1,000)	(20.0)
70632	Professional Development	8,953	7,500	10,000	10,000	2,500	33.3
70690	Other Purchased Services	148,715	125,000	120,000	120,000	(5,000)	(4.0)
70790	Other Insurance	41,388	45,000	50,000	50,000	5,000	11.1
71010	Office Supplies	10,130	14,000	10,000	10,000	(4,000)	(28.6)
71013	Computer Supplies	72,482	90,000	86,000	86,000	(4,000)	(4.4)
71017	Postage	4,440	1,500	2,000	2,000	500	33.3
71020	Library Supplies	38,991	65,000	60,000	60,000	(5,000)	(7.7)
71024	Janitorial Supplies	13,593	20,000	25,000	25,000	5,000	25.0
71070	Fuel	5,222	6,000	6,000	6,000	-	-
71080	Bldg & Maint Supplies	10,412	13,500	14,000	14,000	500	3.7
71310	Natural Gas	34,500	36,000	40,000	40,000	4,000	11.1
71320	Electricity	141,437	110,449	150,000	150,000	39,551	35.8
71330	Water	5,398	7,000	7,000	7,000	-	-
71340	Telecommunications	48,023	46,000	50,000	50,000	4,000	8.7
71410	Professional Collection	164	800	500	500	(300)	(37.5)
71411	Non-Traditional Materials	710	4,000	5,000	5,000	1,000	25.0
71420	Periodicals	11,611	17,000	18,000	18,000	1,000	5.9
71430	Adult Books	128,772	157,000	165,000	165,000	8,000	5.1
71440	Children's Books	86,105	121,000	130,000	130,000	9,000	7.4
71470	A/V Materials	68,933	91,000	90,000	90,000	(1,000)	(1.1)
71480	Public Access Software	110,950	105,675	128,000	128,000	22,325	21.1

71490	Downloadables	241,036	190,000	270,000	270,000	80,000	42.1
79120	Employee Relations	3,417	3,000	3,500	3,500	500	16.7
79990	Other Misc. Expenses	4,710	3,444	8,222	8,222	4,778	138.7
89237	To Library Equip Replacement	30,000				-	-----
89409	Lib Expansion Project Fund	-				-	-----
	To Capital Fund	-				-	-----
	Budgeted Surplus	-			94,200	94,200	
	Total Expenses	5,371,406	5,954,921	6,570,453	6,664,653	709,732	11.9
	Total Revenues	5,760,422	5,954,921	6,570,453	6,664,653	709,732	11.9
	Rev Over Exp (Surplus)	(389,015)	-	-	-	-	

	LIBRARY					
	MAINTENANCE & OPERATING BUDGET					
	FISCAL YEAR 2023-2025					
Account	Account	FY 23	FY 24	FY 25	FY25	$ Diff From	% Diff From
Number	Title	Actual	Budget	Approved 10/2023	Revised Proposed	FY 24 to FY 25	FY 24 to FY 25
50110	Property Taxes	4,984,167	5,185,600	5,695,000	5,495,000	309,400	6.0
50110-11000	Property Taxes-Expansion	845,268	1,085,000	1,085,000	1,085,000	-	-
53020	Replacement Tax	130,400	130,400	130,400	424,600	294,200	225.6
53120	State Grants	116,053	116,000	116,053	116,053	53	0.0
53370-11000	State Grants-Expansion	-	4,972,040	-	-	(4,972,040)	(100.0)
53370	From Golden Prairie PL Dist	416,798	437,921	495,000	495,000	57,079	13.0
54490	Library Fees & Rentals	9,516	10,000	7,000	7,000	(3,000)	(30.0)
56010	Interest from Investments	37,809	10,000	55,000	55,000	45,000	450.0
56010-11000	Interest frm Investments-Expansion	435,829	100,000	-	-	(100,000)	(100.0)
56020	Interest From Taxes	40				-	-----
56020-11000	Interest From Taxes-Expansion	7	-	-	-	-	-----
57310	Donations	21,391	25,000	25,000	25,000	-	-
57310-11000	Donations-Expansion	389,304	150,000	-	-	(150,000)	(100.0)
57420	Property Damage Claim	5,188	-	-	-	-	-----
57510	Bond Proceeds	13,827,250	-	-	-	-	-----
57511	Bond Premiums	859,420	-	-	-	-	-----
57610	Cash Over/Short	17	-		-	-	-----
57990	Other Misc Income	39,043	40,000	41,000	41,000	1,000	2.5
	From Fixed Asset Fund Balance	-	-	6,000	6,000	6,000	-----
	Total Revenues	22,117,500	12,261,961	7,655,453	7,749,653	(4,512,308)	(36.8)
61100	Full Time Salaries	2,525,973	2,676,237	2,977,625	2,977,625	301,388	11.3
61110	Part Time Salaries	431,644	558,280	598,135	598,135	39,855	7.1
61130	Seasonal Salaries	9,152	57,144	101,224	101,224	44,080	77.1
61150	Overtime Salaries	14	100	100	100	-	-
61190	Other Salaries	27,830	20,000	20,000	20,000	-	-
62100	Dental Insurance	8,545	11,520	10,463	10,463	(1,057)	(9.2)
62109	Health Insurance HMO	7,835	6,600	6,765	6,765	165	2.5
62110	Life Insurance	3,025	3,091	3,293	3,293	202	6.5
62111	Vision Insurance	2,739	5,724	3,227	3,227	(2,497)	(43.6)
62113	Health Insurance PPO 600/1200	200,170	213,390	276,166	276,166	62,776	29.4
62114	Health Insurance PPO with HSA	77,608	79,800	88,549	88,549	8,749	11.0
62115	RHS Contributions	7,371	7,500	8,200	8,200	700	9.3
62116	HSA City Contribution	13,400	14,800	15,800	15,800	1,000	6.8
62120	IMRF	220,800	294,386	223,322	223,322	(71,064)	(24.1)
62130	FICA	177,703	204,082	227,973	227,973	23,891	11.7
62140	Medicare	41,560	47,729	53,316	53,316	5,587	11.7
62160	Worker's Comp	9,966	25,070	26,490	26,490	1,420	5.7
62190	Staff Uniforms	-	1,100	1,200	1,200	100	9.1
62210	Tuition Reimbursement	-	3,000	3,000	3,000	-	-
62990	Other Benefits	6,735	22,000	37,383	37,383	15,383	69.9
70420	Equipment Rental	15,476	19,000	17,000	17,000	(2,000)	(10.5)
70510	Building Maintenance	80,813	130,000	130,000	130,000	-	-
70520	Vehicle Maintenance	11,279	17,000	21,000	21,000	4,000	23.5
70530	Office/Equipment Maintenance	156,962	185,000	185,000	185,000	-	-
70610	Advertising	45,462	47,000	47,000	47,000	-	-
70611	Printing/Binding	14,582	20,000	35,000	35,000	15,000	75.0
70630	Travel	864	500	1,000	1,000	500	100.0
70631	Membership Dues	3,808	5,000	4,000	4,000	(1,000)	(20.0)
70632	Professional Development	8,953	7,500	10,000	10,000	2,500	33.3
70690	Other Purchased Services	148,715	125,000	120,000	120,000	(5,000)	(4.0)
70790	Other Insurance	41,388	45,000	50,000	50,000	5,000	11.1
71010	Office Supplies	10,130	14,000	10,000	10,000	(4,000)	(28.6)
71013	Computer Supplies	72,482	90,000	86,000	86,000	(4,000)	(4.4)
71017	Postage	4,440	1,500	2,000	2,000	500	33.3
71020	Library Supplies	38,991	65,000	60,000	60,000	(5,000)	(7.7)
71024	Janitorial Supplies	13,593	20,000	25,000	25,000	5,000	25.0
71070	Fuel	5,222	6,000	6,000	6,000	-	-
71080	Bldg & Maint Supplies	10,412	13,500	14,000	14,000	500	3.7
71310	Natural Gas	34,500	36,000	40,000	40,000	4,000	11.1
71320	Electricity	141,437	110,449	150,000	150,000	39,551	35.8
71330	Water	5,398	7,000	7,000	7,000	-	-
71340	Telecommunications	48,023	46,000	50,000	50,000	4,000	8.7
71410	Professional Collection	164	800	500	500	(300)	(37.5)
71411	Non-Traditional Materials	710	4,000	5,000	5,000	1,000	25.0
71420	Periodicals	11,611	17,000	18,000	18,000	1,000	5.9
71430	Adult Books	128,772	157,000	165,000	165,000	8,000	5.1
71440	Children's Books	86,105	121,000	130,000	130,000	9,000	7.4
71470	A/V Materials	68,933	91,000	90,000	90,000	(1,000)	(1.1)

71480	Public Access Software	110,950	105,675	128,000	128,000	22,325	21.1
71490	Downloadables	241,036	190,000	270,000	270,000	80,000	42.1
79120	Employee Relations	3,417	3,000	3,500	3,500	500	16.7
79990	Other Misc. Expenses	4,710	3,444	8,222	8,222	4,778	138.7
89237	To Library Equip Replacement	30,000				-	-----
89409	Lib Expansion Project Fund	-				-	-----
	Construction Expenses	12,651,857	6,307,040	-	-	(6,307,040)	(100.0)
	To Capital Fund	-				-	-----
89301	To General Bond & Interest	969,149	1,081,456	1,085,000	1,085,000	3,544	0.3
	Budgeted Surplus				94,200	94,200	
	Total Expenses	18,992,412	13,343,417	7,655,453	7,749,653	(5,593,764)	601
	Total Revenues	22,117,500	12,261,961	7,655,453	7,749,653	(4,512,308)	(36.8)
	Rev Over Exp (Surplus)	(3,125,087)	1,081,456	-	-	(1,081,456)	

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

Building Infrastructure and Maintenance Standards Checklist

1. ✓ The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator. This task is delegated to our Operations Department.

2. ✓ The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.

3. ✓ An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept. Ongoing maintenance is a preventative measure to ensure that facility systems do not fall into a state of disrepair. Ongoing maintenance can extend the service life of many items and reduce frequency of breakdowns. As an example, elevator inspections and maintenance are typically performed based on a regular schedule and contracted through an annual maintenance contract.

4. ✓ The library's operating budget should include funds for all ongoing maintenance costs.

5. ✓ The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals. Periodic repairs should be performed to extend service life of certain facility systems, and to prevent further deterioration of the systems. When performed in a timely fashion, periodic repairs can address small issues before they become larger and more costly problems.

6. ✓ The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.

7. ✓ The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.

8. ✓ The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.

9. ✓ The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
We have a plan for fixed asset replacements (items over $5,000 with a life of more than one year). Most of the capital assets not included in the fixed asset plan are included in the renovation/expansion plans.

10. ✓ The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed. The Board entrusts this to the Management Team and approves projects annually via the budget.

11. ✓ Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current. We have a healthy fixed asset and capital reserve fund to help cover flucuations 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 quarterly.

☑ Sprinkler systems should be inspected as required by code, but at least once per year.

☑ Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.

☑ Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently. 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 a fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.

- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.

- Snow removal should be performed on an as-needed basis (either self-performed or contracted).

- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.

- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.

- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.

- Interior painting and wall coverings: On an as-needed basis.

- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.

- Wood and trim components: On an as-needed basis.

- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.

- Windows: Replace broken seals broken glass, caulking and glazing as needed.

- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.

- Landscaping: Inspect trees and sod replacement every one to two years.

- Graffiti removal: Perform on an as-needed basis.

- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.

- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Safety Checklist

☑ The library provides a list of emergency call numbers at all staff phones in the library.

☑ The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

☑ The library has an emergency manual and disaster plan.

☑ The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit, NARCAN® kit, and an automated external defibrillator.

☑ The library provides a call list and contact information that is reviewed biannually.

☑ Emergency medical supplies are stored in a designated location and are accessible to staff.

☑ Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

☑ A prioritization list shows what should be salvaged in order of importance.

☑ A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.

☑ A procedure exists for letting staff know when it is unsafe to enter the building.

☑ The library has a designated tornado shelter.

☑ Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.

☑ The library provides adequate security for staff, users, and collections.

☑ The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

☑ At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.

☐ Copies of the emergency manual and disaster plan are provided to community safety personnel.

☑ A policy for security camera usage has been adopted and signage is posted.

Collection Management Checklist

☑ The library board of trustees ensures that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget.
Our annual budget for the physical and electronic materials is 12% The cost of staff, supplies, and automation to support the materials, as outlined in Appendix I, would increase this percentage quite a bit.

☑ Library budgets should put priority on purchasing materials that best serve their community.

☑ The library has a written collection development policy approved by the board.

☑ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.

☑ Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
While we don't have a formal cooperative collection plan with other libraries, we do work closely with other libraries and do look to Interlibrary loan to complement our collection.

☑ The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.

☑ The library publicizes and promotes interlibrary loan to its patrons.

☑ Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

System Member Responsibilities and Resource Sharing Checklist

☑ Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.

☑ Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.

☑ The library abides by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

☑ The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

☑ The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.

n/a If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

Reference Service Checklist

✔ All basic services are available when the library is open.

✔ The library has a reference service policy.

✔ The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

✔ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

✔ The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

✔ The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

✔ The library provides easy access to accurate and up-to-date community information.

✔ The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

✔ The library provides access to local ordinances or codes of all municipalities within its service boundaries.

✔ The library provides access to local and state maps.

✔ The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

✔ The library provides voter information, including precinct boundaries and location of polling places.

✔ The library provides information about local history and events.

✔ The library has at least one current reference resource for each subject area.

✔ Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

✔ Staff members are encouraged to attend at least one relevant continuing education event each year.

✔ The library evaluates its reference service on an annual basis.

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

Reader's Advisory Service Checklist

☑ All basic services are available when the library is open.

☑ The library has competently trained staff that has thorough knowledge of popular authors and titles.

☑ The library maintains a well-rounded collection of both fiction and nonfiction titles.

☑ The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

☑ The library maintains a basic collection of reader's advisory reference materials.

☑ All staff members attend at least one relevant continuing education event each year.

☐ Staff members who are responsible for reader's advisory service in their library join at least one community organization, club, or council.

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

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

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

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

Chapter 5 (Building Infrastructure and Maintenance)

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

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

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

Capital Project List

*Warranties and professional consultation should determine capital project items.

Parking lot reconstruction (not routine sealing)

Re-roofing

Window replacement

HVAC equipment replacement

Lighting replacements and upgrades

Building additions

Interior remodeling (carpeting, walls, furnishings, etc.)

Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades

Major facade repairs

Major code upgrades

Capital Asset Plan Item List

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

Building structure

Site elements such as parking lots, paving, site furnishings and signs

HVAC systems

Plumbing

Elevators

Building envelope including facade, windows, and roofs

Furnishings

Environmentally Friendly Components

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

Roof

Mechanical systems

Windows

Library façade repair or replacement

Lighting/LED

Low-flow/water saving

Chapter 6 (Safety)

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

Safety Standards

1. The library provides a list of emergency call numbers at all staff phones in the library. Emergency call numbers include police and fire contacts.

2. A library floor plan shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.

3. The library has an emergency manual and a disaster plan that include instructions for all types of emergencies that might occur in a public library. The plan addresses: bomb threats, chemical release, earthquake, fire, gas leak, serious medical injury or illness, theft, threats to staff and patrons including active shooter, missing child, suspicious packages, severe weather, and lockdown procedures.

4. The library provides annual emergency training for staff in the following areas: fire and tornado drills, use of fire extinguishers, and location of the first aid kit. If the library has a NARCAN® kit and/or automated external defibrillator (AED), staff training is provided.

5. The library provides a call list and contact information that is reviewed biannually. Call list includes staff and library board members. Contact information is available for contractors who provide building maintenance, telecommunication support, deliveries, damage assessment, insurance benefits, landscaping and grounds support, legal advice, supplies, financial records, utilities, and disaster assistance.

6. Emergency medical supplies are stored in a designated location and are accessible to staff.

7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.

8. Safety of patrons and staff is paramount in an emergency. If there is time to consider property, a prioritization list shows what should be salvaged in order of importance.

9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures. Examples include fire and tornado drills, fire extinguisher operation, backflow test, entrances and exits clear, and leaks.

10. The library has a procedure such as a phone tree for letting staff know when it is unsafe to enter the library building.

11. The library has a designated tornado shelter.

12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked for patrons throughout the library. Fire extinguisher locations are clearly marked.

13. The library provides adequate security for staff, users, and collections.

14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.

15. At least two people (one may be a volunteer) shall be on duty during all open hours of operation.

16. Copies of the emergency manual and disaster plan are provided to community safety personnel.

17. Libraries with security cameras must have a policy for use and guidelines including real time access, archived access, and records retention. Signage notifying the use of the cameras must be displayed.

Chapter 7 (Collection Management)

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

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

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

Collection Management Standards

1. The library spends a minimum of 8 to 12 percent of its operating budget on materials for patrons. For the purposes of calculating spending on materials refer to Appendix I (Collection Management Worksheet).

2. The library has a board-approved, written collection management policy based on community needs and interests, demographic makeup, the diversity of American society, and on professional standards. The library's collection development policy shall address the following issues: materials selection; request for reconsideration of materials; handling of print donations, collection specialties and purchase priorities; and evaluation and weeding of the collection.

3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.

4. Staff responsible for collection management has access to a variety of review sources and selection tools including both print and web-based sources.

5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires.

6. The library places a high priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.

7. The library provides access to materials in a variety of formats to ensure equal access for special population groups. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, vetted information found online; and closed-captioned, described, or signed videos or DVDs.

8. The library strives to complement its print collection by purchasing electronic materials and make these materials available to all users through a variety of resources.

9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.

10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*.

    a. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.

    b. Library budgets should put priority on purchasing materials that best serve their community.

    c. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.

    d. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET *Interlibrary Loan Codes.*

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served

2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)

3. Purpose of the collection

4. Responsibility for collection management

5. Parameters of the collection, including subject areas, formats, etc.

6. Criteria for selection, replacement, and withdrawal

7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)

8. Gifts

9. Provision for user requests

10. Reconsideration of materials

11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

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

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

Materials: *Cost:*

Books (print) $ _____

E-Books _____

Magazines/newspapers (print) _____

Magazines/newspapers (electronic) _____

Audio CDs _____

Audio CDs (downloadable) _____

DVDs _____

DVDs (downloadable/streaming) _____

Electronic Databases (available in-house & remotely) _____

Computer Software _____

Microfilm _____

Local History resources _____

Photographs _____

Video Games _____

Non-Book or Media _____

Automation: *Cost:*

Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)   *$* _____

OCLC Membership costs _____

MARC Records costs _____

Additional consortia cost _____

Virtual reference service _____

Supplies: ***Cost:***

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

User library cards _____

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

Staffing: ***Cost:***

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

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Chapter 8 (System Member Responsibilities and Resource Sharing)

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

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

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

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

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

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

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

System Member Responsibilities and Resource Sharing Standards

1. Public library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. Public libraries are charged with the responsibility to promote statewide cooperative services in addition to their own local services.

2. All Illinois public libraries agree to make their resources, information, and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.

3. All Illinois public libraries abide by the ILLINET *Interlibrary Loan Code* as well as other formal regional/consortial agreements.

4. Public library directors, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association. Participants should bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.

5. All public libraries, in cooperation with regional library systems and the Illinois State Library, share the responsibility for promoting statewide tax-supported public library service for every Illinois resident.

6. Every public library has a responsibility to offer its residents quality library services; therefore, any legally established public library that currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants should work in cooperation with its regional library system regarding grant eligibility and compliance.

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

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

Reference Service

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

Reference Service Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/ Internet access.

2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially.

3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.

4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.

5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.

6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.

7. The library provides easy access to accurate and up-to-date community information/ resource files.

8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.

9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.

10. The library provides access to local and state maps.

11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.

12. The library provides voter information, including precinct boundaries and location of polling places.

13. The library provides information about local history and events.

14. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement.

15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.

16. Staff members are encouraged to attend at least one relevant continuing education event each year.

17. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease.

Reader's Advisory Service

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

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

Reader's Advisory Service Standards

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations all hours the library is open.

2. The library has competently trained staff that has thorough knowledge of popular authors and titles.

3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.

4. The library is aware of the importance of quality in reader's advisory service and relies on information sources of demonstrated currency and authority.

5. Staff has access to a telephone and computer to receive and respond to requests for information and materials and to contact other agencies for information.

6. Staff members who are responsible for reader's advisory services should attempt to stay current with community events by participating in community organizations, clubs, or councils.

7. Staff members who are responsible for reader's advisory services should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.

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

9. The library promotes and cultivates popular collections which are inclusive, representing all people and their actual experiences to provide an accurate portrayal of the diverse world in which we live.