



**Library Board of Trustees - Regular Session Agenda**  
**Community Room 2, 2<sup>nd</sup> Floor, Bloomington Public Library**  
**205 E. Olive St., Bloomington, IL 61701**  
**Tuesday, October 21, 2025 - 5:30 PM**

**1. Call to Order**

**2. Roll Call**

**3. Introduction of Public**

**4. Public Comment**

Public Comment Guidelines are available at:

<https://www.bloomingtonlibrary.org/policies/public-comment>

**5. Reports**

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

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

C. **Fiscal Report.** (Recommended Motion: none, discussion only)

**6. Consent Agenda**

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

A. **Consideration and Action to Approve the Minutes of the September 16, 2025, Regular Bloomington Library Board of Trustees Meeting.** (Recommended Motion: The proposed Minutes be approved.)

B. **Bills in the Amount of \$435,224.54.** (Recommended Motion: Approve the item as presented.)

**7. Approval Items**

A. **Approve Setting Aside Reserve Funds for Bond Repayment.** (Recommended Motion: Approve the item as presented.)

B. **Approve Maintenance and Operating Budget for FY27.** (Recommended Motion: Approve the item as presented.)

C. **Approve Fixed Asset Budget for FY27.** (Recommended Motion: Approve the item as presented.)

- D. **Select Strategic Planning Services Proposers to Interview and Determine Interview Questions.** (Recommended Motion: Approve Strategic Planning Services Proposers to Interview)

**8. Discussion Items**

- A. **Discussion of Per Capita Grant Requirements.** (Recommended Motion: None; Presentation Only.)

**9. Comments by Trustees**

**10. Adjournment**

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

# Bloomington Public Library

*Books are just the beginning.*



## Bloomington Public Library

### September 2025 Report

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

- Director Jeanne Hamilton submitted the following information, which reflects June 1, 2025–August 31, 2025, for inclusion in the City’s 2025 Summer Wrap Up:
  - Summer Reading Program:
    - Adult Finishers: 1,737
    - Teen Finishers: 833
    - Child Finishers: 3,863
    - Total Finishers: 6,433 - exceeded last year's record-breaking number by 20.7%!
  - Number of Programs: 175
    - Program Attendance: 23,584
    - Notable Programs:
      - Juneteenth - 535 attended
      - CAST Presents: The Noble Gnarl (a play) – 151 attended
      - A Night with Steve Vogel (author of Reasonable Doubt) – 405 attended
  - Total Library Visits: 92,602
    - Peak Day: Monday, July 28th -1,756
  - Study Room Use: 1,738
  - Recording Studio & Innovation Lab Use: 325
  - Community Room Use: 253
- We partnered with District 87 to serve 2,192 lunches at the library from June 9<sup>th</sup> – August 8<sup>th</sup>.
- We released a Request for Proposals for Strategic Planning Services.
- We added a sign above the Holds Pickup area.
- Cataloging and Technical Services (CATS) Manager Allison Schmid, IT Manager Jon Whited, Circulation and Outreach (Circ-OTR) Manager Emily Wolpert, Assistant Director Colleen Parker, and Jeanne met to discuss ways to improve our loanable hotspot workflow.
- Jeanne attended the Normal Public Library Ribbon Cutting event and the Lifelong Access annual fundraising event.
- New copiers were delivered on September 15th.
- Plastic protectors were installed on the walls in the community rooms.
- The patio fence was repainted.
- The bare spots in the grass was filled with grass seed.
- Jeanne and Operations Manager Robert Greene worked with IMEG to prepare our request for replacement chiller bids.
- Outreach Events:
  - Local Junior High/Middle Schools – 6 Visits – 356 connections
  - Local High School – 25 connections
  - Brightpoint Scott Family Center – 53 connections
  - Salvation Army Block Party – 82 connections
  - Second Saturday Sidewalk Sale – 143 connections
  - WBRP Harvest Fest – 28 connections
  - Family Safety Day with Center for Youth & Family Services – 54 connections
  - Community Wellness Fair at Heartland Community College – 98 connections

# Bloomington Public Library

*Books are just the beginning.*



- BJHS Educator Card Sign-up – 17 connections
- Day of Play in Uptown – 1,040 connections
- YMCA Welcoming Week – 136 connections
- Little Jewels – 39 connections
- Katie's Kids – 26 connections
- Washington Kindergarten - 65 connections
- Milestones - 37 connections
- La Petite Academy – 20 connections
- Child Care Connections – 31 connections
- Heartland Head Start – 57 connections
- Sheridan Books n Bites – 37 connections
- The Outreach Engagement Coordinator:
  - Attended the following meetings:
    - BN Parents
    - BN Welcoming
    - Brightpoint Mental Health and Wellness Coalition 25
    - McLean County Fatherhood Coalition
    - McLean County Human Service Council
    - McLean County Reentry Council
    - McLean County Recovery Oriented Systems of Care
  - Presented in Spanish about library resources to D87 iMPACT bilingual parent group
  - Planned and submitted a recorded session for the Association of Bookmobile and Outreach Services (ABOS) conference
    - A live presentation will take place at the ABOS conference in October
- Colleen accepted an invitation to join Illinois State University's Community Consulting Board.
- Marketing designed publicity for 22 upcoming programs.
- Marketing created a Deposit Services postcard and a PopUp Library postcard.
- Marketing Manager Rhonda Massie worked with Keb' Mo's promoter to offer a chance to win free tickets to the upcoming Keb' Mo' show at the BCPA in exchange for donating items to the library's Little Free Pantry. The promotion will run October 20-November 2.
- Advertising:
  - WGLT:
    - On-Air spots for September promoted a program about Court Appointed Special Advocates
    - On-Air spots for October will promote the library's puzzle exchange and team puzzle challenge
  - WJBC:
    - During local high school sports from August to March: Highlighting the Recording Studios and the Innovation Lab
  - Community Players:
    - An ad including expansion photos and highlighting new spaces will be featured at the *Heathers* production

# Bloomington Public Library

*Books are just the beginning.*



- McLean County Chamber of Commerce:
  - An ad including expansion photos and highlighting new spaces will be included in the Residential Guide
- U-High:
  - An ad including expansion photos and highlighting new spaces will be featured in the playbill of 3 shows
- WBRP:
  - Harvest Festival Sponsorship
- YMCA:
  - Healthy Kids Day Wellness Champion (April 2026)
  - Back-to-School Bash Nourishment Sponsor (August 2026)
  - Strong Kids 5K Mile Marker Sponsor (Fall 2026)
- eBlasts:
  - Online Resources VetNow and Fold3, along with two library programs: the October 11 Veterans' Fair and the November 6 Caregiver Support program
  - Online resource Small Business Source
  - BPL/NPL & Connect Transit partnership which offered free rides on public transportation throughout the month of September

<b>10 Bookmobile Stops with the Highest Circulations</b>	<b># of ckos</b>	<b># of patrons</b>
Wingover PM	281	131
Grove	127	42
Ekstam Drive	92	6
Bohmer Drive	88	27
Eagle Creek	80	25
Eagle Ridge	74	18
North Pointe	73	30
Broadmoor	72	16
Eagle Creek	68	22
Eagle Crest East	62	16

<b>5 Bookmobile Stops with the Lowest Circulations</b>	<b># of ckos</b>	<b># of patrons</b>
Ellsworth	0	0
Arrowsmith	0	4
Hilltop Mobile Home Park	2	6
Evergreen Park	2	3
Arrowsmith	3	1

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

- Adult Services (AS) Librarian Sara continued to relabel Pantagraph microfilm reels.
- Sara weeded nonfiction books in the 943-956 section.
- AS Librarian Nazma weeded Large Print items and Fiction Audiobooks.

# Bloomington Public Library

*Books are just the beginning.*



- Staff and volunteers finished swapping defective bookends with replacements.
- CATS work study student Tanner is working to inventory areas of the collection.
- We received 33 children's world language books and catalog records back from the Illinois Catalog Maintenance Center, which provides statewide cataloging support for Illinois system-member libraries.
- Allison continues to work to switch our periodicals from a subscription management company to direct orders.
- AS Manager Marcie Shaffer worked with the Bloomington Reads Working Group to secure author for 2026 Bloomington Reads program. We have selected Edward Kelsey Moore, author of *The Supremes at Earl's All-You-Can-Eat*. He will be visiting the library on Thursday, April 23, 2026, at 6 pm.
- AS Librarian Mimi and Bookmobile Drivers started planning a "Seeds on Wheels" initiative.
- IT staff certified 17 people in the Innovation Lab.
- Programs offered:
  - Children's:
    - Lapsit – 6 sessions – 90 attended
    - Preschool Story Time – 3 sessions – 54 attended
    - Toddler Story Time – 3 sessions – 112 attended
    - Sensory Story Time – 3 sessions – 10 attended
    - Fun Friday Story Time – 3 sessions – 102 attended
    - Super Saturday Story Time – 41 attended
    - Singing Swinging Story Time – 13 attended
    - Tales for Tails – 3 sessions – 62 attended
    - D & D for Kids – 3 sessions – 14 attended
    - Family Games Day - 39 attended
    - Lego Construction - 29 attended
    - RC Cars – 20 attended
    - Plant Pals – 9 attended
    - Play Learn Grow – 11 attended
    - BCAI Breakdancing Workshop - 15 attended
    - Found Poetry Workshop at University Galleries – 15 attended
    - School Age Crafts – 41 attended
  - Teens:
    - Craftivism: Doing Your Research – 4 attended
    - Teen Writing Workshop - 2 sessions – 4 attended
    - Teen Genre Book Club: Reimagined Fairy Tales – 4 attended
    - Drop a Beat: Soundtrap! – 5 attended
    - Make Custom Stickers – 13 attended
  - Adults:
    - Houseplant Swap – 52 attended

# Bloomington Public Library

*Books are just the beginning.*



- Print Your Own Puzzle – 11 attended
- Meditative Watercolor – 2 sessions – 21 attended
- CASA 101 - 11 attended
- Estate Planning: Wills & Trusts – 50 attended
- Decoding the Mysteries of Cats w/ Stephen Quandt – 32 attended
- Midweek Movie Club: *Ferris Bueller's Day Off* – 13 attended
- IL Libraries Present Finding the Clues: Then and Now with Steve Burns – 15 attended
- English Language Conversation / Share Your Immigration Story - 8 attended
- Silent Book Club - 2 attended
- Mystery Book Club: *Murder by Degrees* by Ritu Mukerji – 8 attended
- True Colors Book Club: *Lavender House* by A.C. Rosen - 7 attended
- Fiction Book Club: *The Fellowship of the Puzzlemakers* by Samuel Burr- 14 attended
- Book Brunch Club: *The Country of the Blind: A Memoir at the End of Sight* by Andrew Leland – 5 attended
- Deposits:
  - Retro Tunes: Music Bingo at Carriage Crossing Senior Living – 17 attended
- Bookmobile:
  - Hispanic Heritage Month Kickoff Party – 35 participated
  - Hispanic Flag Scavenger Hunt – 97 participated
  - Girl Scouts of Central Illinois staff joined the Bookmobile at Wingover Apartments and provided a kid's activity
- Children's Passive Activities offered:
  - Monkey Business Games and Activities – 100 participated
  - Monkey Scavenger Hunt – 299 participated
  - Crafts (turtles, wind chimes, suncatchers, tooth fairy, spiral tail monkey, build a monkey) – 960 participated
- Teen Passive Activities offered:
  - Question of the Week – 19 participated
- Display Themes:
  - Children's:
    - Bedtime Stories
    - Picnic
    - In the News
    - Breakdancing and Hip Hop
  - Teens:
    - FALL in love with reading
    - Latinx Literature
    - Reimagined Fairytales

# Bloomington Public Library

*Books are just the beginning.*



- Adults:
  - Football
  - National Science Month
  - National Hispanic Heritage Month
  - Constitution Week
  - Banned Books Week: I read banned books because ... (interactive display)
  - Movie – September to Remember (movies with a memory theme)
  - CD – Hip Hop
  - Let's Get Digital! (informational display about e-resources): Mango Languages
- Community Spotlight:
  - Domestic Violence Awareness Month: Mid Central Community Action

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

- We received this message from a patron: "I so appreciate your being an excellent library with excellent personnel."
- We posted two external job announcements, received 150 applications, and interviewed five job applicants.
- We hired the following staff members:
  - Stephanie, full-time Security Officer (moving from part-time to full-time)
  - Mariah, IWU Work Study
  - Tanner, IWU Work Study
- Colleen and HR Manager Gayle Tucker continue to work on a project to connect job descriptions, interview questions, and candidate evaluation forms for every job classification.
- The Staff Development Committee planned and hosted our annual staff development day. The day included the following presentations:
  - Burnout and Managing Everyday Work Stressors presented by Cortenay Crosson of The Healing Collective
  - Banned Books presented by AS Librarian Molly
  - DEI in the Workplace presentation presented by Michael Hurt, City of Bloomington Chief Diversity and Inclusion Officer
  - Using Our Strengths to Work Together presented by Colleen and Children's Services Manager, Melissa Robinson
  - The Library Native Plant Project presented by the Green Committee
  - Safety and Security presented by Operations
  - Navigating Workplace Conflict presented by Cindy Alcazar and Sarah Shields
- Staff received training on the following topics:
  - Support Over Silence
  - Cybersecurity
  - Ingram's web interface
  - eResources
  - Entering programs into Library Market
- Staff members attended webinars on the following topics:
  - Use Who You Have: Building a Library Training Program with Your Existing Staff
  - Ancestry 101 - Search Tips and Tricks
  - Critical Data Storytelling for Libraries



# Bloomington Public Library

*Books are just the beginning.*



- Introduction to the New Novelist K-8 Experience
- 5 S (Continuous Improvement)
- Just FOIA Dashboard
- Up or Out: Getting Employees Back on Track
- Building Stronger Multi-Generational Teams
- Staff attended:
  - Tours of the newly renovated Normal Public Library
  - City Library Directors' Meeting (virtual)

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

- Allison, Jon, Marcie, Melissa, Colleen, and Jeanne met with Polaris to view a demonstration of a new version of our online catalog and mobile app.
- Our new text notification service, Shoutbomb, went live. It will allow patrons to cancel available holds, check the status of their items, view fees, etc., via text commands.
- Social media presence:
  - BPL Facebook – 12,407 followers
  - Instagram – 3,071 followers
  - BPL Bookmobile Facebook – 976 followers
  - BPL Bookmobile Instagram – 751 followers
  - BPL Children's Services Facebook Group – 1,075 members
- Text subscribers – 2,917 subscribers
- Cardholder Perks list – 33,621 subscribers
- Program Guide list – 36,479 subscribers
- General eBlast list – 33,488 subscribers

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

- We received \$826.14 in memory of Janet Wilson.
- Our bookshop raised \$1,011.50.
- We received \$1,386,871.33 in BPL Property Tax Distributions, and \$184,816.77 in GPPLD Property Tax Distributions.
- Bills Costing in Excess of \$5,000:
  - Ameren IP - \$11,389.06 for Monthly Electricity Charge
  - Midwest Tape - \$8,000 for Hoopla Credits
- Colleen worked with Unit 5, District 87, and ISU, to submit an application for the Country Financial Community Resilience Grant. This grant application was aimed at creating supports for bilingual students with disabilities.
- Jeanne analyzed the Library reserve fund balances.
- Business Manager Kathy Jeakins and Jeanne worked to develop the fiscal year 2027 budgets.



## Statistics At-A-Glance September 2025

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	30,858	35,441	-13%	176,592	165,861	6%
Teens	2,784	2,573	8%	18,044	14,998	20%
Children	37,348	46,268	-19%	248,396	241,900	3%
Digital Downloads	27,307	23,037	19%	143,491	118,112	21%
Total	98,297	107,319	-8%	586,523	540,871	8%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,613	22,909	7%	N/A	N/A	N/A
Teens	3,932	3,947	0%	N/A	N/A	N/A
Children	8,470	8,701	-3%	N/A	N/A	N/A
Total	37,015	35,557	4%	N/A	N/A	N/A
GPPLD Adults	1,309	N/A	#VALUE!	N/A	N/A	N/A
GPPLD Teens	113	N/A	#VALUE!	N/A	N/A	N/A
GPPLD Children	236	N/A	#VALUE!	N/A	N/A	N/A
GPPLD Total	1,658	1,579	5%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	721	1,153	-37%	2,969	3,365	-12%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	22,834	17,924	27%	140,638	99,525	41%
Bookmobile	1,097	1,273	-14%	7,810	7,741	1%
Total	23,931	19,197	25%	148,448	107,266	38%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	572	486	18%	2,861	2,259	27%
Recording Studios	83	62	34%	338	176	92%
Innovation Lab	31	21	48%	176	41	329%
Community Room	108	61	77%	455	292	56%
Total	794	630	26%	3,830	2,768	38%

Outreach Services	Current	Last Year	Change	FYTD	Last FYTD	Change
Deposits Sites Visited:	10	9	11%	46	46	0%
Items Delivered/Renewed:	979	911	7%	5,243	4,251	23%
Home Delivery Patrons Served:	55	52	6%	260	255	2%
Items Delivered/Renewed:	640	695	-8%	2,886	2,936	-2%
PopUp Library Sites Visited:	7	6	17%	36	30	20%
PopUp Library Patrons Served:	103	98	5%	549	514	7%
Items Delivered/Renewed:	353	728	-52%	2,682	3,011	-11%
Regular Bookmobile Stops Visited:	67	64	5%	354	348	2%
Special Bookmobile Stops Visited:	0	2	-100%	9	11	-18%

Bookmobile Checkouts:	2,474	2,937	-16%	15,027	15,393	-2%
Drive-Up Checkouts:	1,371	1,324	4%	6,575	4,789	37%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	20	21	-5%	84	95	-12%
People Reached	1,936	1,611	20%	6,931	6,969	-1%
Community Visits to the Library	0	4	-100%	8	18	-56%
People Reached	0	48	-100%	188	291	-35%
Total Outreach Visits	20	25	-20%	92	113	-19%
Total People Reached	1,936	1,659	17%	7,119	7,260	-2%

**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	19	16	19%	86	71	21%
Attendance	217	257	-16%	3,011	2,227	35%
Teens	13	6	117%	63	33	91%
Attendance	411	36	1042%	3,398	1,323	157%
Childrens	49	39	26%	158	129	22%
Attendance	3,865	3,085	25%	26,989	33,119	-19%
Total Programs	81	61	33%	307	233	32%
Total Attendance	4,493	3,378	33%	33,398	36,669	-9%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	17	51	-67%	134	160	-16%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,900	3,347	17%	19,836	18,371	8%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	505	151	234%	1,069	908	18%

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

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,684	2,346	14%	14,930	11,588	29%
WiFi Sessions	3,510	3,028	16%	20,415	14,276	43%
Website/Catalog Hits	83,403	78,869	6%	446,596	364,055	23%
Online Resource Use	11,045	13,713	-19%	55,344	65,464	-15%

Translate Live Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	13	N/A	N/A	53	N/A	N/A

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

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	410	408	0%	1,995	1,957	2%
Sent	196	139	41%	820	658	25%

<b>Volunteer Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	200	78	157%	597	193	209%

<b>Hoopla &amp; Kanopy Usage</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Hoopla Downloads	7,678	7,229	6%	42,553	37,000	15%
Hoopla Cost	17,956	16,476	9%	99,342	81,846	21%
Kanopy Downloads	1,548	975	59%	7,074	5,327	33%
Kanopy Cost	1,528	968	58%	7,510	4,997	50%

<b>Electricity Usage</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total Use (kWh)	123,120	163,079	-25%	680,903	484,757	40%
Solar Panel Production (kWh)	35,913	40,028	-10%	184,146	113,530	62%
Solar Panel Production (%)	29%	25%	N/A	27%	23%	15%
Purchased from Ameren (kWh)	87,207	123,051	-29%	496,757	371,227	34%
Purchased from Ameren (%)	71%	75%	N/A	73%	77%	-5%

BLOOMINGTON PUBLIC LIBRARY  
FY 2025-2026 FISCAL REPORT

REVENUES:

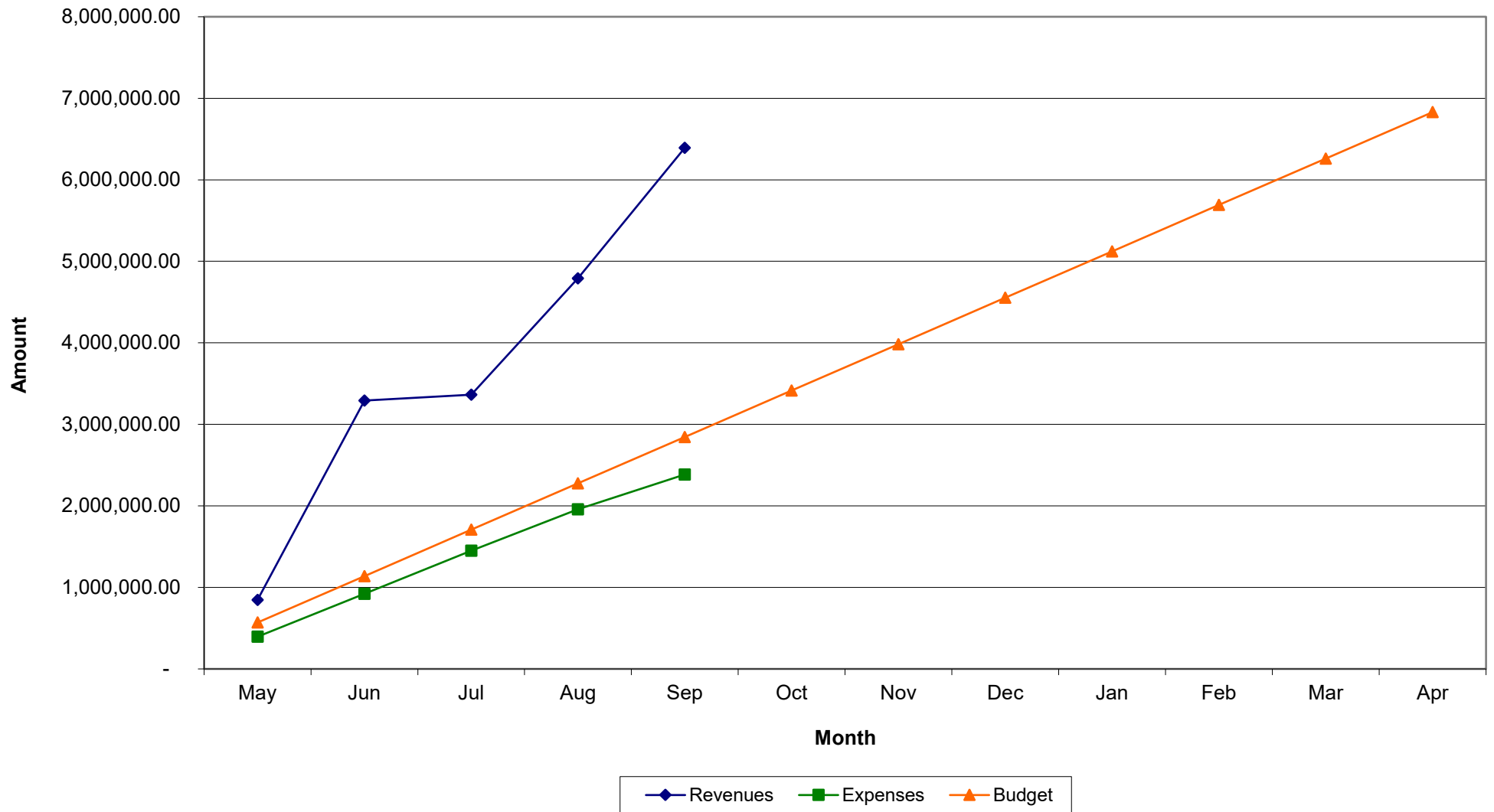
ACCT NAME	BUDGET	SEPT 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,742,275	1,386,871.33	5,601,287.07	(140,987.93)	97.5
Replacement Tax	325,628	0.00	52,124.61	(273,503.39)	16.0
State Grants	116,053	0.00	116,053.00	-	100.0
GPPLD	500,000	184,816.77	454,845.12	(45,154.88)	91.0
Fines & Fees	6,000	1,076.00	5,524.52	(475.48)	92.1
Interest on Investments	75,000	24,128.07	93,674.49	18,674.49	124.9
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	25,000	672.96	48,799.03	23,799.03	195.2
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	3,496.16	18,603.21	(21,396.79)	46.5
Total Revenues	6,829,956	1,601,061.29	6,392,911.05	(437,044.95)	93.6

EXPENDITURES:

ACCT NAME	BUDGET	SEPT 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	3,013,425	223,949.49	1,079,819.74	(1,933,605.26)	35.8
Part-Time Salaries	662,376	43,292.85	215,572.97	(446,803.03)	32.5
Seasonal Salaries	95,120	4,002.78	38,776.44	(56,343.56)	40.8
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	25,000	0.00	8,500.00	(16,500.00)	34.0
Total Sals & Wages	3,796,021	271,245.12	1,342,669.15	(2,453,351.85)	35.4
Dental Insurance	7,000	610.72	2,617.69	(4,382.31)	37.4
Health Insurance, HMO	7,000	579.72	2,525.92	(4,474.08)	36.1
Life Insurance	3,400	268.80	1,263.20	(2,136.80)	37.2
Vision Insurance	3,500	284.32	1,225.74	(2,274.26)	35.0
Health Insurance, PPO 600/1200	228,000	18,098.28	78,734.47	(149,265.53)	34.5
Health Insurance, PPO with HSA	119,000	13,110.16	55,520.30	(63,479.70)	46.7
Library RHS Contribution	8,600	1,032.27	5,546.08	(3,053.92)	64.5
Library HSA City Contributions	22,000	0.00	0.00	(22,000.00)	0.0
Dental Insurance, PPO	3,600	313.06	1,357.07	(2,242.93)	37.7
Identity Protection	750	59.85	295.26	(454.74)	39.4
IMRF	221,000	16,523.32	80,272.68	(140,727.32)	36.3
FICA	235,000	15,928.63	79,352.06	(155,647.94)	33.8
Medicare	55,000	3,725.23	18,558.30	(36,441.70)	33.7
Worker's Compensation	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	1,500	0.00	420.83	(1,079.17)	28.1
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	973,350	70,534.36	327,689.60	(645,660.40)	33.7
Rentals	17,000	2,571.76	8,901.91	(8,098.09)	52.4
Total Rentals	17,000	2,571.76	8,901.91	(8,098.09)	52.4
Building Mtn	135,000	6,655.05	55,110.16	(79,889.84)	40.8
Vehicle Mtn	23,000	1,323.71	3,635.60	(19,364.40)	15.8
Office & Computer Mtn	195,000	786.28	77,815.64	(117,184.36)	39.9
Total Repair/Mtn	353,000	8,765.04	136,561.40	(216,438.60)	38.7

ACCT NAME	BUDGET	SEPT 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,088.81	12,089.75	(37,910.25)	24.2
Printing/Binding	25,000	5,215.70	9,452.83	(15,547.17)	37.8
Travel	1,500	9.66	318.43	(1,181.57)	21.2
Membership Dues	4,000	0.00	495.00	(3,505.00)	12.4
Professional Development	11,000	2,158.00	5,150.01	(5,849.99)	46.8
Other Purchased Services	202,656	5,139.56	123,256.95	(79,399.05)	60.8
Other Insurance	54,000	0.00	0.00	(54,000.00)	0.0
Total Purchased Services	348,156	14,611.73	150,762.97	(197,393.03)	43.3
Office Supplies	11,000	218.83	3,270.10	(7,729.90)	29.7
Computer Supplies	88,000	3,612.85	17,156.17	(70,843.83)	19.5
Postage	2,500	0.00	40.28	(2,459.72)	1.6
Library Supplies	81,000	4,814.55	48,343.68	(32,656.32)	59.7
Janitorial Supplies	51,000	1,060.78	4,606.90	(46,393.10)	9.0
Gas & Diesel Fuel	6,000	444.15	2,768.84	(3,231.16)	46.1
Building Mtnc & Repair Supplies	15,500	147.68	2,393.92	(13,106.08)	15.4
Total Supplies	255,000	10,298.84	78,579.89	(176,420.11)	30.8
Natural Gas	40,000	951.83	4,993.85	(35,006.15)	12.5
Electricity	150,000	12,976.56	70,972.97	(79,027.03)	47.3
Water	8,000	1,253.61	5,640.61	(2,359.39)	70.5
Telecommunications	52,000	3,084.36	20,309.75	(31,690.25)	39.1
Total Utilities	250,000	18,266.36	101,917.18	(148,082.82)	40.8
Professional Collection	500	0.00	0.00	(500.00)	0.0
Total Prof Collection	500	0.00	0.00	(500.00)	0.0
Non-Traditional Materials	5,200	268.58	1,316.11	(3,883.89)	25.3
Periodicals	20,000	(493.29)	10,666.06	(9,333.94)	53.3
Adult Books	170,000	13,061.75	62,362.81	(107,637.19)	36.7
Children's Books	135,000	9,021.17	37,489.32	(97,510.68)	27.8
A/V Materials	87,000	1,729.22	16,864.48	(70,135.52)	19.4
Public Access Software	131,000	(2,570.15)	26,759.91	(104,240.09)	20.4
Downloadable Materials	300,000	8,106.99	80,288.94	(219,711.06)	26.8
Total Materials	848,200	29,124.27	235,747.63	(612,452.37)	27.8
Employee Relations	5,100	635.65	1,225.95	(3,874.05)	24.0
Miscellaneous Expenses	11,285	295.55	1,092.17	(10,192.83)	9.7
Total Other Expenses	16,385	931.20	2,318.12	(14,066.88)	14.1
Total Expenses	6,857,612	426,348.68	2,385,147.85	(4,472,464.15)	34.8

## Bloomington Public Library FY 2025-2026



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 36.7% to 46.7% is acceptable)  
September 2025

Property Tax (97.5%): The Library has received six distributions so far.

Replacement Tax (16.0%): The Library received a second distribution in August.

State Grants (1000.0%): The Library received its Per Capita grant in August.

Golden Prairie Public Library District (91.0%): Golden Prairie has received six distributions so far.

Fines & Fees (92.1%): The amount received continues to be more than projected.

Interest (124.9%): The amount continues to be more than projected.

Donations (195.2%): This includes a generous donation from Golden Prairie for miscellaneous items, including additional public hot spots; and donations for the Summer Reading Program from the Foundation and from Golden Prairie.

Full-Time Salaries (35.8%): This line item is just slightly under-spent.

Part-Time Salaries (32.5%): This line item is slightly under-spent due to staff vacancies.

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

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

Vision Insurance (35.0%): Charges have been minimal.

Health Insurance, PPO 600/1200 (34.5%): Charges have been minimal.

Library RHS Contribution (64.5%): Charges are more than projected due to staff longevity.

Library HSA City Contributions (0.0%): Nothing has been charged to this line item.

IMRF (36.3%): Charges have been minimal.

FICA (33.8%): Charges have been minimal.

Medicare (33.7%): Charges have been minimal.

Worker's Compensation (0.0%): Nothing has been charged to this line item.

Uniforms (28.1%): Charges have been minimal.

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

Other Benefits (0.0%): Nothing has been charged to this line item.

Vehicle Maintenance (10.1%): Charges have been minimal.

Rentals (52.4%): For a couple of months, we will be paying for the old copiers and the new copiers. We want all four of the old copiers to be picked up at the same time and yet we wanted the



Adult Services staff to have plenty of time to practice on the public copier before it goes to the floor for public use. The old copiers are now scheduled to be picked up in October.

Vehicle Maintenance (15.8%): Charges have been minimal.

Advertising (24.2%): Charges have been minimal.

Travel (21.2%): Charges have been minimal.

Membership Dues (12.4%): Charges have been minimal.

Professional Development (46.8%): This line item is over-spent due to the registration fees for the annual Illinois Library Association Conference, in which four staff are attending; and the annual Association of Bookmobile and Outreach Services Conference, in which four staff are attending.

Other Purchased Services (60.8%): This is over-spent because of some annual payments, including the emergency notification system, Summer Reading Program Prizes, plants purchased for the Native Plant Project, and upfitting the BPL On The Go van.

Other Insurance (0.0%): Nothing has been charged to this line item.

Office Supplies (29.7%): Charges have been minimal.

Computer Supplies (19.5%): Charges have been minimal.

Postage (1.6%): Charges have been minimal.

Library Supplies (59.7%): This is over-spent due to the purchase of book ends.

Janitorial Supplies (9.0%): Charges have been minimal.

Building Mtnc & Repair Supplies (15.4%): Charges have been minimal.

Natural Gas (12.5%): Charges have been minimal.

Electricity (47.3%): This is over-spent due to the warm summer and adjusting to a larger building.

Water (70.5%): This is over-spent due to the increased amount of watering the Library is doing.

Professional Collection (0.0%): Nothing has been spent from this line item.

Non-Traditional Materials (25.3%): Charges have been minimal.

Periodicals (53.3%): This is over-spent due to renewing several high-cost subscriptions, i.e., Chicago Tribune and the Pantagraph.

Children's Books (27.8%): Charges have been minimal.

A/V Materials (19.4%): Charges have been minimal.

Public Access Software (20.4%): Charges have been minimal.

Downloadable Materials (26.8%): Charges have been minimal.

Employee Relations (24.0%): Charges have been minimal.

Miscellaneous Expenses (9.7%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2025 Donations:

Golden Prairie Public Library District:	\$ 3,500.00
Bloomington Public Library Foundation:	23,000.00
Various Community Donors:	5,155.44
Golden Prairie: Donation for Misc Items:	15,249.00

Memorial Donations:	873.86
Community Donations:	924.89
Miscellaneous Donations:	95.84

Total Donations:	\$ 48,799.03
------------------	--------------

The Other Revenue line item breaks out as follows:

3D Printer Filament:	75.00
Apparel Store:	409.73
Book Shoppe:	4,885.00
Ear Buds:	112.50
Embroidery Machine Bobbins:	3.50
Envelopes:	1.00
EV Charging Station:	5.63
File Folders:	1.00
Flash Drives:	70.00
Meeting Room Fees:	1,625.00
Print Station:	10,077.30
Reusable Bags:	320.00
Sewing Machine Needles:	.75
Test Proctoring:	350.00
Tote Bags:	261.00
Miscellaneous:	405.80

Total Other Revenue:	\$ 18,603.21
----------------------	--------------

During September, 8 batches containing 69 invoices were processed, totaling \$43,876.86 and 103 credit card charges were made totaling \$32,604.32.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$8,531,876.44, which is 124.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY26 budget is \$1,707,489.

Library Fund Balance Information, 9/30/25:

Operating:	\$ 8,531,876.44
Fixed Assets:	\$ 1,419,733.30
Capital:	\$ 1,936,339.26

BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-26  
As of 9/30/2025

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	727,303.73	27,303.73	103.9
Interest	400,000.00	927,167.63	527,167.63	-----
Interest From Taxes	10.00	133.37	123.37	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
 Total Revenues	 26,333,353.23	 22,249,116.58	 (4,084,236.65)	 84.5

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	277,841.77	(134,256.73)	67.4
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,652,840.17	74,840.17	100.3
 Total Expenses	 25,601,311.80	 25,659,753.51	 58,441.71	 100.2

# Bloomington Public Library

*Books are just the beginning.*



## Minutes

### Library Board of Trustees - Regular Session Tuesday, September 16, 2025 - 5:30 PM

The Library Board of Trustees convened in regular session in Community Room 2 at the Bloomington Public Library at 5:30 PM.

#### 1. Call to Order

#### 2. Roll Call

**PRESENT:** Board Member Ashlee Sang  
Board Member Dianne Hollister  
Board Member Melissa Libert  
Board Member Georgene Chissell  
Board Member Craig McCormick  
President Catrina Parker

**ABSENT:** Board Member Alok Hoonka  
Board Member John Argenziano  
Board Member Sharon Zeck

**Staff Present:** Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

#### 3. Introduction of Public

There were no members of the public present.

#### 4. Public Comment

There were no public comments.

#### 5. Reports

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

President Parker welcomed Melissa Libert to the Board. She also mentioned how much she enjoyed the Adult Storytime program she recently attended and hopes the Library will do it again in the future.

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

Director Hamilton shared information on an upcoming webinar from the ILA Noon Network geared towards Trustees. She stated that the Library is partnering with Connect Transit again for Library Card Signup Month throughout September. Riders who show their Library card will

MINUTES

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION

TUESDAY, SEPTEMBER 16, 2025, 5:30 PM

Page 1 of 3

ride for free this month. She attended the Normal Public Library ribbon cutting ceremony yesterday, mentioning that it is fortunate to have two great libraries in our community. Final numbers are in for this year's Summer Reading Program, showing an increase of 20.7% over last year's record-breaking numbers. The Prairie on the Patio opening was successful, and the Director encouraged Board members to check out the native plants installed on the patio. Lastly, she stated that the Budget & Personnel Committee needs to meet before the Regular Board meeting in October. She will send a poll to pick the most convenient date for the Committee.

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

Kathy Jeakins indicated that the report is in the packet and entertained questions.

**6. Consent Agenda**

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

**A. Consideration and Action to Approve the Minutes of the August 19, 2025, Regular Bloomington Library Board of Trustees Meeting.** (Recommended Motion: Approve the item as presented.)

**B. Bills in the Amount of \$488,886.97, as requested by the Library Department.** (Recommended Motion: Approve the item as presented.)

**Board Member Hollister made a motion, seconded by Board Member Chissell, to approve the Consent Agenda as presented.**

**Motion Carried (6-0).**

**7. Approval Items**

**A. Approve the Declaration of Gil Brockway's Bloomington Public Library Foundation Board Seat Vacant** (Recommended Motion: Approve the Item As Presented.)

**Board Member Sang made a motion, seconded by Board Member Chissell, to approve the Item as presented.**

**Motion (6-0).**

**8. Discussion Items**

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

Director Hamilton led a review of 4 sections of the Illinois Public Library Standards.

**B. Discussion of Strategic Planning Consultant Request for Proposals** (Recommended Motion: none, discussion only.)

The Board provided feedback on the draft Strategic Planning Consultant Request for Proposals.

**C. Discussion of Process to Review Library Foundation Bylaws** (Recommended Motion: none, discussion only.)

Director Hamilton asked for input on the method and timing of reviewing the Bloomington Public Library Foundation Board Bylaws. Board Member McCormick will perform a preliminary review with the Director and report back to the Board with recommendations.

**9. Comments by Trustees**

Board Member Hollister enjoyed the program with Steve Vogel. Board Member Libert shared that she works at WGLT and is happy to have been appointed to the Library Board.

**10. Adjournment**

**Board Member Libert made a motion, seconded by Board Member Hollister, to adjourn the meeting at 6:27 PM.**

**Motion (6-0).**

# BILLS LIST

Approved by BPL Board of Trustees, October 21, 2025

---

Signature, BPL Trustee

Vendor	Line Item	Amount
Alcazar, Cindy	Other Purchased Services	150.00
Amazon Capital Services	A/V Materials	1,118.26
Amazon Capital Services	Adult Books	375.83
Amazon Capital Services	Building Mtn Supplies	111.76
Amazon Capital Services	Children's Books	324.04
Amazon Capital Services	Computer Supplies	73.40
Amazon Capital Services	Employee Relations	21.88
Amazon Capital Services	Janitorial Supplies	518.49
Amazon Capital Services	Library Supplies	241.88
Amazon Capital Services	Miscellaneous Expenses	55.24
Amazon Capital Services	Non-Traditional Materials	231.88
Amazon Capital Services	Office Supplies	46.43
Amazon Capital Services	Other Purchased Services	560.00
Ameren IP	Electricity	12,976.56
American Pest Control, Inc.	Building Maintenance	130.00
Barn Keepers	Adult Books	200.00
Binary Star Arts & Entertainment	Other Purchased Services	500.00
Blackstone Audio Publishing	Adult Books	125.82
Brodart Co.	Library Supplies	720.10
CDW Government	Computer Supplies	1,810.22
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	610.72
City of Bloomington	Dental Insurance PPO	313.06
City of Bloomington	FICA	15,928.63
City of Bloomington	Gas & Diesel Fuel	444.15
City of Bloomington	Health Insurance-HMO	579.72
City of Bloomington	Health Insurance-PPO 600/1200	18,098.28
City of Bloomington	Health Insurance-PPO with HSA	13,110.16
City of Bloomington	IMRF	16,523.32
City of Bloomington	Identity Protection	59.85
City of Bloomington	Life Insurance	268.80
City of Bloomington	Medicare	3,725.23
City of Bloomington	Payroll	271,245.12
City of Bloomington	RHS Contribution	1,032.27
City of Bloomington	Vision Insurance	284.32
City of Bloomington	Water	1,253.61
Cummins, Inc.	Vehicle Maintenance	1,323.71
Cumulus Broadcasting	Advertising	245.00
Curry College	Miscellaneous Expenses	100.00
Custom Digital Imaging	Printing	5,052.70
Demco	Library Supplies	81.88
Elm USA, Inc.	Library Supplies	147.04
F & W Care & Landscaping	Building Maintenance	2,472.25

Geiger  
 Goerlitz, Nan  
 Healing Collective  
 Hodges, Loizzi, Eisenhammer, Rodick & Kohn  
 Illinois Art Station  
 KCN Solutions, LLC  
 Lightbox Learning, Inc.  
 Metronet  
 Midwest Mailing & Shipping Systems, Inc.  
 Midwest Tape  
 Midwest Tape  
 Midwest Tape  
 Nicor/Northern Illinois Gas  
 Otis Elevator Co.  
 Playaway Products, LLC  
 Playaway Products, LLC  
 Proquest, LLC  
 Quill Corp  
 Quill Corp  
 Quill Corp  
 Quill Corp  
 Ricoh USA, Inc.  
 Ricoh USA, Inc.  
 Ron Smith Printing Co  
 Shields, Sarah  
 Springshare, LLC  
 StraightUp Legacy Fund  
 Unique Management Services, Inc.  
 Watts Copy Systems  
 VISA - AB Hatchery & Garden Center  
 VISA - American Red Cross  
 VISA - Association of Bookmobile & Outreach Services  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Baker & Taylor Books  
 VISA - Bobzbay  
 VISA - Chicago Books & Journals  
 VISA - Facebook  
 VISA - Gingerbread House  
 VISA - Glowforge Store  
 VISA - GoDaddy.com  
 VISA - Guerra & Sons Property Preservation  
 VISA - Illinois Library Association  
 VISA - Ingram  
 VISA - Ingram  
 VISA - International Service Fee  
 VISA - Jewel-Osco  
 VISA - Kiplinger  
 VISA - Kodo Kids  
 VISA - Lini Publications, LLC  
 VISA - Lupita's Hispanic & American Grocery Store  
 VISA - Menards  
 VISA - Michael's  
 VISA - Michael's  
 VISA - Midwest Collaborative for Library Services

Library Supplies	2,056.86
Travel	9.66
Other Purchased Services	150.00
Other Purchased Services	1,316.52
Other Purchased Services	150.00
Rentals	800.00
Public Access Software	399.00
Telecommunications	254.90
Office Supplies	30.00
A/V Materials	1,148.02
Children's Books	749.47
Downloadable Materials	8,000.00
Natural Gas	951.83
Building Maintenance	884.00
Adult Books	1,177.95
Children's Books	938.45
Downloadable Materials	106.99
Computer Supplies	1,654.83
Employee Relations	22.16
Library Supplies	1,313.96
Office Supplies	114.63
Office/Equipment Mtn	91.89
Rentals	1,059.41
Printing	163.00
Other Purchased Services	150.00
Other Purchased Services	829.00
Electricity	1,587.50
Other Purchased Services	403.85
Office/Equipment Mtn	494.40
Other Purchased Services	16.99
Professional Development	37.00
Professional Development	125.00
Adult Books	81.65
Children's Books	18.40
Non-Traditional Materials	45.70
Adult Books	31.99
Other Purchased Services	56.18
Advertising	849.98
Non-Traditional Materials	(23.99)
Other Purchased Services	192.00
Office/Equipment Mtn	199.99
Building Maintenance	3,168.80
Professional Development	925.00
Adult Books	15,730.67
Children's Books	6,573.30
Other Purchased Services	0.86
Employee Relations	126.83
Periodicals	34.95
Other Purchased Services	203.50
Children's Books	299.68
Other Purchased Services	14.68
Building Mtn Supplies	35.92
Library Supplies	17.49
Other Purchased Services	53.93
Professional Development	320.00



VISA - My Mystery Party, LLC	Other Purchased Services	103.85
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Oriental Trading Co.	Library Supplies	249.92
VISA - Oriental Trading Co.	Other Purchased Services	190.20
VISA - Printful, Inc.	Other Purchased Services	338.60
VISA - Reader's Digest	Periodicals	30.00
VISA - Relix	Periodicals	49.95
VISA - Sam's Club	Employee Relations	93.08
VISA - Sam's Club	Janitorial Supplies	196.62
VISA - Sam's Club	Other Purchased Services	139.30
VISA - Sugar Mama Bakery	Employee Relations	21.90
VISA - Verizon Wireless	Telecommunications	2,409.13
VISA - Vuescan Software	Computer Supplies	75.00
VISA - Wal-Mart	Employee Relations	26.63
VISA - Wal-Mart	Janitorial Supplies	113.89
VISA - Wal-Mart	Office Supplies	63.77
VISA - Watts Copy Systems	Rentals	712.35
VISA - West Bloomington Revitalization Project	Advertising	250.00
VISA - Wix.com	Other Purchased Services	42.86
VISA - Zoom.US	Other Purchased Services	285.87
Total		435,224.54

# Bloomington Public Library

*Books are just the beginning.*



To: Bloomington Public Library Board  
From: Jeanne Hamilton, Library Director  
Re: Setting Aside Reserve Funds for Bond Repayment

## General Summary

In order to complete the Library Expansion and Renovation, the Library/City issued a 20-year \$14.2 million bond. Each year, the Library levies approximately \$1,085,000 to cover the annual bond repayment.

It is my recommendation that the Board set aside \$2,000,000 to reduce the amount levied to repay the bond over its remaining 16 years, thereby reducing the individual taxpayer's tax rate.

## Further Explanation of Reserves

After the bond was issued, the Library received a larger state grant amount than originally expected, allowing the Library to use less money from the Capital Reserve Fund than originally anticipated. This leaves approximately \$1,000,000 in the Capital Reserve Fund that could be set aside for bond repayment.

Additionally, since FY2010, the Library has moved 50% of each year's surplus into the Capital Reserve Fund and 50% has remained in the Maintenance and Operating Fund. Due to careful fiscal management, the Library has ended each of those years with a surplus. Over time, the Maintenance and Operating Fund has continued to grow.

It is the Library's goal to have a balance of at least 25% of its annual budget in the Maintenance and Operating Fund at any point in time. Typically, we exceed that goal by quite a bit. Based on my analysis, the Library could comfortably set aside an additional \$1,000,000 from the Maintenance and Operating Fund for bond repayment.

## Further Explanation of Timeline

While there are early call dates for the bond, to take advantage of those dates, the full bond must be repaid. This would not be an option for us.

If we were to use our reserves to eliminate the bond repayment levy for approximately two years, the taxpayers would see a fairly large increase in year 3, which would be a difficult conversation/battle to have.

Keeping these two factors in mind, it would be my recommendation to set aside the \$2,000,000 "on our books" and reduce the bond repayment levy by \$120,000-125,500 over the life of the bond (i.e. 16 years), rather than in one lump sum.

LIBRARY					
MAINTENANCE & OPERATING BUDGET					
FISCAL YEAR 2025-2027					
Account	Account	FY 25	FY 25	FY 26	FY 26
Number	Title	Budget	Actual	Budget	Actual Thru 8/31/25
50110	Property Taxes	5,495,000	5,485,603	5,742,275	4,214,416
	Property Tax (for Bond)	1,085,000	1,083,144	1,085,000	
53020	Replacement Tax	424,600	278,620	325,628	52,125
53120	State Grants	116,053	116,840	116,053	116,053
53370	From Golden Prairie PL Dist	495,000	495,903	500,000	270,028
54490	Library Fees & Rentals	7,000	11,695	6,000	4,449
56010	Interest from Investments	55,000	282,552	75,000	69,546
56020	Interest From Taxes	-	546		-
57310	Donations	25,000	59,679	25,000	48,126
57350	Other Private Grants	-	5,000		2,000
57610	Cash Over/Short	-	-		-
57990	Other Misc Income	41,000	49,354	40,000	15,107
	Fr Library Fixed Asset Fund	6,000	-		
	From Capital Reserves				
	Total Revenues	7,749,653	7,868,936	7,914,956	4,791,850
61100	Full Time Salaries	2,977,625	2,744,560	3,013,425	855,870
61110	Part Time Salaries	598,135	554,211	662,376	172,280
61130	Seasonal Salaries	101,224	52,705	95,120	34,774
61150	Overtime Salaries	100	29	100	-
61190	Other Salaries	20,000	624	25,000	8,500
62100	Dental Insurance	10,463	6,373	7,000	2,007
62109	Health Insurance HMO	6,765	6,805	7,000	1,946
62110	Life Insurance	3,293	3,129	3,400	994
62111	Vision Insurance	3,227	3,084	3,500	941
62113	Health Insurance PPO 600/1200	276,166	204,056	228,000	60,636
62114	Health Insurance PPO with HSA	88,549	127,740	119,000	42,410
62115	RHS Contributions	8,200	10,024	8,600	4,514
62116	HSA City Contribution	15,800	25,200	22,000	-
62117	Dental Insurance, PPO	-	3,249	3,600	1,044
62118	Identity Protection	-	654	750	235
62120	IMRF	223,322	203,944	221,000	63,749
62130	FICA	227,973	200,313	235,000	63,423
62140	Medicare	53,316	46,848	55,000	14,833
62160	Worker's Comp	26,490	13,588	30,000	-
62190	Staff Uniforms	1,200	2,166	1,500	421
62210	Tuition Reimbursement	3,000	-	3,000	-
62990	Other Benefits	37,383	73,421	25,000	-
70420	Equipment Rental	17,000	15,732	17,000	6,330
70510	Building Maintenance	130,000	126,686	135,000	48,455
70520	Vehicle Maintenance	21,000	14,261	23,000	2,312
70530	Office/Equipment Maintenance	185,000	172,607	195,000	77,030
70610	Advertising	47,000	24,211	50,000	10,001
70611	Printing/Binding	35,000	25,296	25,000	4,237
70630	Travel	1,000	1,103	1,500	309
70631	Membership Dues	4,000	2,027	4,000	495
70632	Professional Development	10,000	10,544	11,000	2,992
70690	Other Purchased Services	109,000	225,838	202,656	118,117
70790	Other Insurance	50,000	52,516	54,000	-
71010	Office Supplies	10,000	15,754	11,000	3,051
71013	Computer Supplies	74,750	75,638	88,000	13,543
71017	Postage	2,000	16,387	2,500	40
71020	Library Supplies	55,494	70,453	81,000	43,529
71024	Janitorial Supplies	25,000	18,352	51,000	3,546
71070	Fuel	6,000	5,576	6,000	2,325
71080	Bldg & Maint Supplies	14,000	5,298	15,500	2,246
71310	Natural Gas	40,000	23,471	40,000	4,042
71320	Electricity	150,000	122,455	150,000	57,996
71330	Water	7,000	8,308	8,000	4,387
71340	Telecommunications	50,000	49,088	52,000	17,225
71410	Professional Collection	500	539	500	-
71411	Non-Traditional Materials	5,000	6,418	5,200	1,048
71420	Periodicals	18,000	18,337	20,000	11,159
71430	Adult Books	165,000	141,028	170,000	49,301
71440	Children's Books	130,000	106,559	135,000	28,468

71470	A/V Materials	90,000	67,151	87,000	15,135
71480	Public Access Software	128,000	113,678	131,000	29,330
71490	Downloadables	270,000	269,439	300,000	72,182
79120	Employee Relations	3,500	7,024	5,100	590
79990	Other Misc. Expenses	8,222	5,962	11,285	797
89112	To ERI Reimbursement	-			
89237	To Library Equip Replacement	-			
89301	To Bond Repayment	1,085,000	1,083,081	1,085,000	-
	To Capital Fund	-			
	Budgeted Surplus	94,200			
	Total Expenses	7,722,897	7,183,540	7,942,612	1,958,795
	Total Revenues	7,749,653	7,868,936	7,914,956	4,791,850
	Rev Over Exp (Surplus)	26,756	685,396	(27,656)	2,833,055

FY 27	\$ Diff From
Proposal	FY 26 to FY 27
5,995,000	252,725
965,000	(120,000)
240,000	(85,628)
116,053	-
570,000	70,000
8,000	2,000
75,000	-
	-
35,000	10,000
	-
	-
50,000	10,000
120,000	120,000
8,174,053	259,097
3,075,987	62,562
555,505	(106,871)
80,997	(14,123)
100	-
20,000	(5,000)
10,043	3,043
8,877	1,877
3,522	122
3,589	89
235,747	7,747
186,089	67,089
9,000	400
26,000	4,000
4,696	1,096
790	40
226,936	5,936
239,488	4,488
56,009	1,009
25,000	(5,000)
1,700	200
3,000	-
25,000	-
17,000	-
170,000	35,000
25,000	2,000
197,000	2,000
65,000	15,000
26,000	1,000
1,600	100
3,000	(1,000)
13,000	2,000
260,000	57,344
60,000	6,000
12,000	1,000
90,000	2,000
3,000	500
66,000	(15,000)
30,000	(21,000)
8,000	2,000
17,000	1,500
44,000	4,000
220,000	70,000
17,500	9,500
55,000	3,000
700	200
10,000	4,800
22,000	2,000
175,000	5,000
140,000	5,000

87,000	-
128,000	(3,000)
310,000	10,000
5,000	(100)
13,178	1,893
1,085,000	-
	(94,200)
8,174,053	219,715
8,174,053	165,303
-	(54,412)

**2025 Proposed & Historical Tax Levy  
For FY2027 Budget Year**

**Bloomington Public Library**

<b>Levy Type</b>	<b>2025 Proposed Tax Levy (collected in 2026 for FY27)</b>	<b>2024 Tax Levy</b>	<b>2023 Tax Levy</b>	<b>2022 Tax Levy</b>	<b>2021 Tax Levy</b>	<b>2020 Tax Levy</b>
LIBRARY OPERATIONS	\$ 5,995,000	\$ 5,742,275	\$ 5,495,000	\$ 5,185,600	\$ 5,017,785	\$ 4,967,785
LIBRARY EXPANSION	\$ 965,000	\$ 1,085,000	\$ 1,085,000	\$ 1,085,000	\$ 850,000	\$ -
<b>TOTAL</b>	<b>\$ 6,960,000</b>	<b>\$ 6,827,275</b>	<b>\$ 6,580,000</b>	<b>\$ 6,270,600</b>	<b>\$ 5,867,785</b>	<b>\$ 4,967,785</b>
Operations Increase	\$ 252,725	\$ 247,275	\$ 309,400	\$ 167,815	\$ 50,000	\$ 32,426
Expansion Project Increase	\$ (120,000)	\$ -	\$ -	\$ 235,000	\$ 850,000	\$ -
Dollar Increase/(Decrease)	\$ 132,725	\$ 247,275	\$ 309,400	\$ 402,815	\$ 900,000	\$ 32,426
Percent Increase/(Decrease)	1.94%	3.76%	4.93%	6.86%	18.12%	0.66%
EAV	2,663,477,189	2,468,852,375	2,248,095,820	2,048,944,043	1,926,553,423	1,887,703,781
Estimated Operating Tax Rate	0.0022508	0.0023259	0.0024443	0.0025309	0.0026045	0.0026317
Estimated Expansion Tax Rate	0.0003623	0.0004395	0.0004826	0.0005295	0.0004412	0.0000000
<b>Estimated Tax Rate</b>	<b>0.0026131</b>	<b>0.0027654</b>	<b>0.0029269</b>	<b>0.0030604</b>	<b>0.0030457</b>	<b>0.0026317</b>
Operating Tax Rate Increase/(Decrease)	-0.0000751	-0.0001184	-0.0000866	-0.0000737	-0.0000271	0.0000087
Expansion Tax Rate Increase/(Decrease)	-0.0000772	-0.0000432	-0.0000469	0.0000883	0.0004412	0.0000000
<b>Rate Increase/(Decrease)</b>	<b>-0.0001522</b>	<b>-0.0001616</b>	<b>-0.0001335</b>	<b>0.0000147</b>	<b>0.0004141</b>	<b>0.0000087</b>
House EAV (200K full value)	\$ 66,667	\$ 66,667	\$ 66,667	\$ 66,667	\$ 66,667	\$ 66,667
Tax Increase/(Decrease)	\$ (10.15)	\$ (10.77)	\$ (8.90)	\$ 0.98	\$ 27.61	\$ 0.58

Taxes for a \$200,000 house	\$ 174.21	\$ 184.36	\$ 195.13	\$ 204.03	\$ 203.05	\$ 175.44
-----------------------------	-----------	-----------	-----------	-----------	-----------	-----------

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



## Illinois Public Library Standards – Action Plan

**Library Name** Bloomington Public Library

**Date** 10/14/25

**Completed by** Jeanne Hamilton

**Job Title** Director

**Finance & Budget:** Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has a written budget that is developed by administration and approved by the board.	<input checked="" type="checkbox"/> The library has the budget in an electronic spreadsheet format.	<input checked="" type="checkbox"/> The library includes legacy data in the spreadsheet to project future revenues and expenditures.	
2	<input checked="" type="checkbox"/> The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	<input checked="" type="checkbox"/> The board reviews actual revenues and expenses against the monthly budget, and discusses variances with the director.		

3	<input type="checkbox"/> The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	<input checked="" type="checkbox"/> The library board regularly reviews and updates financial policies to reflect best practices.	<input checked="" type="checkbox"/> The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	The bylaws mention approving the budget but don't really touch on additional financial oversight. The library does have board-approved financial policies. Jeanne will put together suggested bylaws/policies changes for an upcoming meeting.
4	<input checked="" type="checkbox"/> The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			
5	<input checked="" type="checkbox"/> The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	<input checked="" type="checkbox"/> The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		

6	<input checked="" type="checkbox"/> The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	<input checked="" type="checkbox"/> The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		Some of these "transparency" items are posted on the City webpage.
7	<input checked="" type="checkbox"/> The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	<input checked="" type="checkbox"/> The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	<input checked="" type="checkbox"/> The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.	

8	<input checked="" type="checkbox"/> The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	<input checked="" type="checkbox"/> The library board reviews and approves the annual audit, making the audit findings available to the public.	<input checked="" type="checkbox"/> The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.	
9	<input checked="" type="checkbox"/> The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	<input checked="" type="checkbox"/> The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		
10	<input checked="" type="checkbox"/> The library utilizes internal controls to prevent fraud.	<input checked="" type="checkbox"/> The board and director regularly review the library's internal controls.	<input checked="" type="checkbox"/> If the library utilizes an auditor, they review the library's internal controls.	

11	<input checked="" type="checkbox"/> The library securely stores financial documents (e.g., checks, payroll, credit cards).	<input checked="" type="checkbox"/> The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).		
12	<input checked="" type="checkbox"/> The library has a long-term financial plan.	<input checked="" type="checkbox"/> The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses	<input checked="" type="checkbox"/> The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	

**Notes/Comments:**

**Governance & Administration:** Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The board has an approved set of bylaws that outline its rules and procedures.	<input checked="" type="checkbox"/> The board bylaws are reviewed at least every 3-5 years.	<input type="checkbox"/> An attorney reviews the board bylaws periodically.	
2	<input checked="" type="checkbox"/> The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			

3	<input checked="" type="checkbox"/> The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.			
4	<input checked="" type="checkbox"/> At each regular meeting, the board reviews and approves minutes and financial reports.	<input checked="" type="checkbox"/> At each regular meeting, the library director presents to the board a report of library activities and statistics.	<input checked="" type="checkbox"/> At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).	
5	<input checked="" type="checkbox"/> The library has a board-approved mission statement.	<input checked="" type="checkbox"/> The mission statement is reviewed periodically by the board, director, and staff.	<input checked="" type="checkbox"/> The library creates a vision or values statement.	



6	<input checked="" type="checkbox"/> Trustees represent the needs, interests, and aspirations of the community.	<input checked="" type="checkbox"/> Trustees solicit input on library activities from the community.	<input checked="" type="checkbox"/> Trustees serve on other local committees and forums acting as a bridge from the library to the community.	
7	<input checked="" type="checkbox"/> The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	<input type="checkbox"/> The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.		The IPLAR itself isn't typically presented at a board meeting but the statistics available in each month's board packet have most of the information that is reflected in the IPLAR.
8	<input checked="" type="checkbox"/> The library has public and internal policies that are approved by the board.	<input checked="" type="checkbox"/> The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	<input type="checkbox"/> Library policies are regularly reviewed by an attorney or expert on the relevant topic.	
9	<input checked="" type="checkbox"/> The library has a strategic plan that is developed by the board, director, and staff.	<input checked="" type="checkbox"/> The strategic plan is reviewed regularly by the board, director and staff.	<input checked="" type="checkbox"/> The library includes members of the community in strategic plan development.	

10	<input checked="" type="checkbox"/> The library has a succession plan for the director.	<input checked="" type="checkbox"/> The library has a succession plan for the director and key staff.	<input checked="" type="checkbox"/> The succession plan is reviewed with the board and administration and updated as needed.	The Employee Handbook has a Person-in-Charge policy, which is reviewed each time the Handbook is reviewed.
11	<input checked="" type="checkbox"/> The board and director develop an orientation program for new trustees.	<input checked="" type="checkbox"/> The board actively participates in ongoing continuing education activities.		
12	<input checked="" type="checkbox"/> The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			

13	<input checked="" type="checkbox"/> The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	<input checked="" type="checkbox"/> The board advocates for the library with local stakeholders.	<input checked="" type="checkbox"/> The board advocates for the library with state and federal stakeholders.	
14	<input checked="" type="checkbox"/> The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	<input checked="" type="checkbox"/> The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i> ).	<input checked="" type="checkbox"/> The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	
15	<input checked="" type="checkbox"/> The director participates in professional development activities, including Directors University for first-time Illinois directors.	<input checked="" type="checkbox"/> The library provides financial support for the director's membership in professional organizations.	<input checked="" type="checkbox"/> The director contributes to the profession by committee service, presentations, and authorship.	

**Notes/Comments:**

**Human Resources:** Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> The library has sufficient staff for the hours that the library is open.	<input checked="" type="checkbox"/> Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	<input checked="" type="checkbox"/> Library staff represent community demographics, especially focusing on cultural and multilingual diversity.	We have a diverse staff but we are always seeking ways to attract more applicants to increase the diversity of our staff.
2	<input checked="" type="checkbox"/> The library has a set of board-approved personnel policies.	<input checked="" type="checkbox"/> The personnel policies are reviewed on a regular schedule by the director and key staff.	<input checked="" type="checkbox"/> The personnel policies are reviewed by an attorney.	

3	<input checked="" type="checkbox"/> The library provides job descriptions for all positions.	<input checked="" type="checkbox"/> Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	<input checked="" type="checkbox"/> Job descriptions are reviewed by an HR professional.	
4	<input checked="" type="checkbox"/> The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	<input checked="" type="checkbox"/> The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	<input checked="" type="checkbox"/> The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	

5	<input checked="" type="checkbox"/> The library provides employee benefits as directed by federal, state, and local law.	<input checked="" type="checkbox"/> The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	<input checked="" type="checkbox"/> The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.	
6	<input checked="" type="checkbox"/> The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	<input checked="" type="checkbox"/> Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	<input checked="" type="checkbox"/> The library employs a staff member who is dedicated to human resource management.	

7	<input checked="" type="checkbox"/> Staff members receive coaching, feedback, and support for their own development at least annually.	<input checked="" type="checkbox"/> The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	<input checked="" type="checkbox"/> The performance appraisal system develops work goals and activities that align with the strategic plan.	
8	<input checked="" type="checkbox"/> New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	<input checked="" type="checkbox"/> The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	<input checked="" type="checkbox"/> The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	



9	<input checked="" type="checkbox"/> The library has a succession plan for the director.	<input type="checkbox"/> The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.		The Employee Handbook has a Person-in-Charge policy, determining the order of authority.
---	---	---	--	--

**Notes/Comments:**

Information Services: Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED	ACTION/PROGRESS
1	<input checked="" type="checkbox"/> All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	<input checked="" type="checkbox"/> If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.		
2	<input checked="" type="checkbox"/> Staff provide accurate, timely, and courteous service.			

3	<input checked="" type="checkbox"/> The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	<input checked="" type="checkbox"/> If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		
4	<input checked="" type="checkbox"/> Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	<input checked="" type="checkbox"/> The library provides a variety of self-service information service resources via its website or library apps 24/7.	<input type="checkbox"/> The library provides information services by chat or phone outside of the hours the library is open.	

5	<input checked="" type="checkbox"/> Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	<input checked="" type="checkbox"/> The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).		
6	<input checked="" type="checkbox"/> Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	<input checked="" type="checkbox"/> The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	<input type="checkbox"/> The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	

7	<input checked="" type="checkbox"/> Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	<input checked="" type="checkbox"/> The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	<input checked="" type="checkbox"/> The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	
8	<input checked="" type="checkbox"/> The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	<input checked="" type="checkbox"/> In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	<input checked="" type="checkbox"/> In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.	We just started a pilot bilingual compensation program for Spanish-speaking staff.

**Notes/Comments:**