

# Bloomington Public Library

*Books are just the beginning.*



## BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 18, 2022

5:30 p.m.

Osborn Room  
Bloomington Police Department  
305 S East St, Bloomington, IL 61701

### **AGENDA**

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
  - A. Approve Minutes of September 20, 2022 Regular BPL Board Meeting
  - B. Approve Bills List of September 2022
- IX. Approval Items
  - A. Resolution Authorizing the Bloomington Public Library Director to Accept Donations on Behalf of the Bloomington Public Library
  - B. Approve FY24 Maintenance & Operating Budget
  - C. Approve FY24 Fixed Asset Budget
- X. Discussion Items
  - A. Discussion of Per Capita Grant Requirements
  - B. Equity, Diversity, and Inclusion Statement
  - C. Solar Panels
  - D. Library Expansion and Fundraising
- XI. Comments from Trustees
- XII. Adjournment

# BILLS LIST

Approved by BPL Board of Trustees, October 18, 2022

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Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,986.34
Amazon.com, LLC	Adult Books	529.19
Amazon.com, LLC	Children's Books	130.82
Amazon.com, LLC	Computer Supplies	44.97
Amazon.com, LLC	Janitorial Supplies	197.01
Amazon.com, LLC	Library Supplies	126.04
Amazon.com, LLC	Non-Traditional Materials	136.10
Amazon.com, LLC	Office Supplies	31.58
Amazon.com, LLC	Other Purchased Services	68.33
Ameren IP	Electricity	17,179.94
American Pest Control	Building Maintenance	80.00
Anderson, William	Other Purchased Services	250.00
Blue Beacon international	Vehicle Maintenance	39.80
Brown, Reagan	Travel	11.25
CDW Government	Computer Supplies	3,048.16
CIRBN	Telecommunications	543.80
City of Bloomington	Dental Insurance	688.24
City of Bloomington	FICA	13,292.08
City of Bloomington	Gas & Diesel Fuel	331.81
City of Bloomington	Health Insurance-HMO	519.85
City of Bloomington	Health Insurance-PPO	22,153.80
City of Bloomington	IMRF	18,559.64
City of Bloomington	Life Insurance	166.40
City of Bloomington	Medicare	3,108.71
City of Bloomington	Payroll	225,219.64
City of Bloomington	RHS Contribution	532.22
City of Bloomington	Vision Insurance	222.04
City of Bloomington	Water	450.13
Cummins, Inc.	Vehicle Maintenance	1,235.87
Dell Marketing, L. P.	Other Purchased Services	2,703.74
Demco	Library Supplies	82.10
Devyn Corp	Other Purchased Services	1,400.00
Dunham, Amy	Travel	14.88
Engberg Anderson	Architectural Services	74,362.61
F & W Lawn Care & Landscaping	Building Maintenance	375.00
Geiger Brothers	Employee Relations	1,239.74
Geiger Brothers	Library Supplies	2,104.12
Houck Motorcoach Advertising	Advertising	3,400.00
HV Management, LLC	Other Purchased Services	2,200.00
Illinois State University	Advertising	491.67
Kone, Inc.	Building Maintenance	3,390.00

Metronet	Telecommunications	1,945.18
Mid Illinois Mechanical	Building Maintenance	493.08
Midwest Engineering & Testing, Inc.	Building Maintenance	825.00
Midwest Tape	A/V Materials	3,504.01
Midwest Tape	Children's Books	431.91
Miller Janitorial Supply	Janitorial Supplies	496.12
NICOR/Northern Illinois Gas	Natural Gas	2,842.86
Nu Air Corp	Building Mtnc Supplies	1,106.80
Overdrive	Downloadable Materials	4,990.00
Proquest CSA, LLC	Downloadable Materials	248.94
Proquest CSA, LLC	Public Access Software	1,186.46
Quadient Leasing	Rentals	166.92
Quast, Bowen	Travel	26.25
Quill Corp.	Computer Supplies	500.64
Quill Corp.	Janitorial Supplies	405.51
Quill Corp.	Office Supplies	1,099.08
Quill Corp.	Office Supplies-Expansion	281.50
Ricoh USA, Inc.	Rentals	1,065.91
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Ron Smith Printing Co.	Printing	63.00
Springshare, LLC	Other Purchased Services	748.00
Uline Shipping Supply Specialists	Janitorial Supplies	195.09
Unique Management	Other Purchased Services	443.25
Weber Electric, Inc.	Building Maintenance	298.50
West Hartford Public Library	Miscellaneous Expenses	9.00
Wilder, Derick	Other Purchased Services	100.00
Wolpert, Emily	Travel	14.00
VISA - American Library Association	Professional Development	79.00
VISA - Baker & Taylor Books	A/V Materials	178.31
VISA - Baker & Taylor Books	Adult Books	5,811.99
VISA - Baker & Taylor Books	Children's Books	10,228.21
VISA - Best Version Media	Advertising	394.40
VISA - Circle K	Gas & Diesel Fuel	33.41
VISA - Dollar Tree	Office Supplies	12.50
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	278.22
VISA - Hobby Lobby	Other Purchased Services	14.98
VISA - Illinois Library Association	Professional Development	275.00
VISA - Ingram	A/V Materials	71.61
VISA - Ingram	Adult Books	4,983.02
VISA - Ingram	Children's Books	805.17
VISA - Lowe's	Building Mtnc Supplies	9.98
VISA - Management Association of Illinois	Professional Development	39.00
VISA - Menards	Janitorial Supplies	20.81
VISA - Men's Journal	Periodicals	14.95
VISA - Motion Industries	Building Mtnc Supplies	577.72
VISA - New Resident Service	Other Purchased Services	117.30
VISA - Paypal*ABOS	Professional Development	267.00
VISA - Paypal*Illinois State Genealogical Society	Memberships	40.00
VISA - Paypal*Illinois State Genealogical Society	Professional Development	35.00
VISA - Skillpath/National Seminars	Professional Development	179.00
VISA - Springfield Electric	Building Mtnc Supplies	1,101.24

VISA - Starcrest Cleaners	Other Purchased Services	44.95
VISA - T-Mobile	Telecommunications	1,449.70
VISA - Verizon Wireless	Telecommunications	359.73
VISA - Wal-Mart	Library Supplies	20.52
VISA - Wal-Mart	Other Purchased Services	75.38
VISA - Zoom.US	Other Purchased Services	339.83
Total		455,284.45



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## Director's Report September 2022

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

- Continued to make progress towards a Library expansion, by:
  - Attending three construction meetings with the architects, general contractors, and subcontractors
  - Meeting with the architects to review furniture options
  - Meeting with Caprice, Bowen, and Jorgi to discuss organizing construction photos and the development of a public webpage highlighting the progress
  - Meeting with City staff to discuss electric vehicle charging
  - Meeting with Larissa of the Ecology Action Center to discuss solar panels
  - Coordinating a building closure for a water shutoff due to construction
  - Overseeing compliance with the Illinois State Library (ISL) grant
- Met with GPPLD President, Attorney Robert Porter, and County Administrator Cassy Taylor to discuss a GPPLD annexation issue
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Drafted an Equity, Diversity, and Inclusion (EDI) statement
- Created the October Diverse Reads eNewsletter
- Attended the Illinois Library Association (ILA) Executive Board Meeting and the Finance, Executive, and Nominating Committee Meetings
- Attended a City Council Planning Retreat
- Attended a virtual meeting with Patron Point to learn about their patron engagement products

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

- Worked at the Adult Services Desk for 5 hours to help cover for vacancies and time off
- Posted a GPPLD trustee candidate guide to the website

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

- Hosted 2 Director's Q & A Open House Sessions for staff
- Attended a virtual networking group for city library directors
- Met with a Union Steward to keep open lines of communication
- Worked to update staff committee assignments
- Compiled and sent out the monthly staff newsletter
- Wrote a recommendation letter for a staff member that was nominated for an award
- Worked to implement the changes in the union contract, including an informational email about the new wellness day

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- Watched a webinar called "Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity"
- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing

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

- Worked to develop a better way to track library statistics

**Adult Services Report  
Carol Torrens  
September 2022**

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

Phase I Construction and Collections

The AS Dept. is settled into its new, temporary spaces for this portion of the construction project.

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

SERVICES

There were two local history requests, both for obituaries.

COLLECTIONS

Book displays this month were on these topics: Banned Books, Fall into a Good Book (romance). The DVD display featured "fantastic" fall movies.

PROGRAMS

Tiffany gave a book talk to 37 students at Catholic Central High.

Adult/Family programs

Mystery Book Club, virtual – 1 session – 10 attended

Fiction Book Club, virtual – 1 session – 10 attended

True Crime Book Club, with author, virtual – 1 session – 7 attended

IL Libraries Present author/actor/activist Marlee Matlin, virtual – 1 session – 10 attended

Bitcoin and Cryptocurrency, virtual – 1 session – 8 attended

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

Nazma is being trained to work at the AS Desk.

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

There were 2 individual appointments this month by phone, both on ebooks.

## **Business Office Report**

**Kathy Jeakins**

**September 2022**

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

Expansion donations continued coming in during September, but at a slower pace

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

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new card, and I entered all credit card transactions in account files; I requested a temporary increase for one staff because of an upcoming conference

In September, the Book Shoppe collected \$1,484.75; a little less than last month

Hoopla usage was up again in September; \$9,219.26; another month over \$9,000!

Kanopy downloads for September were \$847

I pulled together information and financial data for the Golden Prairie auditor

Provided the Foundation auditors with a few more documents to finish up their audit

Completed the financial part of the final report for the Pandemic Grant and sent the report to the State

Began developing the FY 24 budget

Bills Costing in Excess of \$5,000:

- Engberg Anderson \$41,681.82 and \$32,680.79 for Architectural Services

### **Upcoming:**

The FY 24 budgets will be presented to the Budget & Personnel Committee



## **Children's Services Report**

**Melissa Robinson**

**September 2022**

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

### **Services**

- Alex is collaborating with Erin W. of the Children's Discovery Museum and Randi S. at Normal Public Library to participate in an IMLS grant, Museum in Motion. She created a handout for the fall sessions' kit for kids.

### **Collections**

- Readalongs were moved back into the Children's Department.
- We are gradually moving Halloween books from the downstairs hallway into the Children's Department.
- We had a display for Banned Books Week.

### **Programs**

- Hobbit Party – 47 attended
- Story Time at McLean County Museum of History – 4 sessions – 46 attended
- Giraffe Activities at McLean County Museum of History – 13 attended
- Story Time at the Junction – 4 sessions – 40 attended
- Tales for Tails – 3 sessions – 21 attended
- Lego Construction – 23 attended
- 14 programs/sessions total – 167 attended

### **Passive**

- International Dot Day – 70 participated
- Celebrate Library Card Sign Up Month activities – 294 participated
- Crafts – Pete the Cat and Melvin bookmarks, giraffe puppet, could rainbow – 405 crafts made

### **Groups/Events**

- Immigration Project event – 146 attended
- Day of Play – 378 attended
- Head Start Reading Rocks – 34 attended
- Bent 4<sup>th</sup> grade visit – 68 attended

- Milestones Preschool – 32 attended
- Chesterbrook Academy – 40 attended
- 6 groups/events total – 698 attended

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

- Alex attended a webinar from SLJ, “Middle Grade Titles for Fall”.
- Alysha attended the ROE Librarian Collective meeting to discuss what the library can do to support schools, educators, and families.

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

- 16 posts were added to the Children’s Facebook group, and we now have 606 members.
- We added 7 TikTok videos, and we have 306 followers.

**Upcoming:**

- Story Times at McLean County Museum of History – Tuesdays
- Story Times at the Junction – Thursdays
- Tales for Tails at Miller Park – Wednesdays
- Vote for Melvin’s Costume – all month
- Pop Up Lego Construction – 10/4
- Space Activities at McLean County Museum of History – 10/18
- National Day on Writing activities – 10/20
- Virtual Children’s Author and Illustrator program – 10/22
- Drop-In Diwali Activity – 10/24
- Children’s staff will represent the library at the following events:
  - ABC Literacy Team Harvest Festival – 10/20
  - Miller Park Zoo Spooktacular – 10/22 and 10/23
  - Eastview Trunk or Treat – 10/29

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

Outreach Library Associate, Michelle, meetings and successful connections:

- East Central IL Association on Aging Adults
- McLean County Reentry Council
- Chestnut Health Sober Recreation
- BN Parents Coalition
- Recovery Oriented Systems of Care
- RISE Core Team
- Fatherhood Core Team meeting
- Co-led Human Services Council
- Leadership McLean County Leadership Skills Committee and Steering Committee
- Night in a Car Steering Committee
- McLean County Children's Advocacy Center open house
- Met with Home Sweet Home Ministries' Junction staff

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

Deposits staff prepared and delivered or renewed 619 items at 11 sites. Lucy and Reagan saw 22 participants attend a program on library services at Westminster and 13 attend at Villas of Holly Brook – Towanda.

Home Delivery staff prepared and delivered 357 items to 51 active patrons. 2 new patrons were added to the service.

Pop Up Library visits were held at the following locations – 89 patrons were served, and 187 items checked out: Luther Oaks, Bickford House, Villas of Hollybrook, Woodhill Towers, Westminster Village, and Liberty Health.

Bookmobile upcoming October events:

- **Halloween Bingo!** During the month of October, patrons can pick up a bingo card on the bookmobile and follow the bookmobile's social media pages to play. Once they have a "bingo", they can bring their card to the bookmobile for a completion prize and may enter for a chance to win one of 4 grand prizes.
- **Booooooookmobile!** The bookmobile will be parked at Maria Litta Park from 10a-12p on 10/31. Games, candy, and Halloween-themed item checkout will be available.

NEW Bookmobile Schedule, Nov-Feb

- Shortened 4-month schedule. Future scheduling periods will run March-August and September-February.
- Schedule Changes
  - A Week – Friday: Mecherle Drive 10:30-11:30 ~~Delmar Ln and Riley Dr~~ Northwest corner of Delmar Lane
  - C Week – Friday: Fleetwood ~~12~~ 12:15-1pm; Saturday: Crestwicke ~~8:30~~ 8:45-9:45am

Staff attended the following Outreach events in September:

- Library Card Month signup tables with NPL: Jewel on Cottage Ave, the Wash House, Crafted, Hy-Vee
- 9/3: Bookmobile attended Labor Day events at Ellsworth and Arrowsmith
- 9/10: McLean County Reentry Council's Reentry Fair; Bookmobile attend Day of the Dozer
- 9/13: Salvation Army Job Fair
- 9/17: Recovery Oriented Systems of Care Picnic; Lamu Center for Preventative Health Picnic

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

Two part-time staff members vacated their positions. Two temp staff were hired into part-time positions and one 19 hour/week position was hired.

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## (9/2022) Circulation and Outreach Services Statistics

Total Circ BPL	<b>78,273</b>
Total Circ Main	<b>52,629</b>
Adults	24,655
Teens	1,719
Children	26,255
Total Circ Outreach	<b>6,887</b>
OTR Adults	2,089
OTR Teens	164
OTR Children	4,634
Total Circ Drive-up	<b>435</b>
Drive-up Adults	209
Drive-up Teens	7
Drive-up Children	219
Total Digital Downloads	<b>18,322</b>
Hoopla	4,532
Overdrive	13,072
TumbleBooks	55
eBook Central	9
Kanopy	654
Borrowers Registered	<b>919</b>
Total Active Cardholders	<b>27,979</b>
Children	5,965
Teen	3,390
Adult	18,624
GPPLD	<b>1,341</b>
Total Holds Filled	<b>6,110</b>
Main Holds	4,991
Outreach Holds	1,119
Door Count	<b>10,897</b>

Top 10 Highest Circulations	
Wingover Apartments PM	356
Wingover Apartments PM	253
Eagle Ridge	160
Grove	145
Bohmer Drive	132
Eagle Creek	109
Ekstam Drive	106
Eagle Creek	101
Rollingbrook South	99
Shirley	95

5 Stops with Lowest Circulation	
Evergreen Park	3
Hilltop Mobile Home Park	3
Mecherle Drive	3
Miller Park	3
Fleetwood	2
5 Stops with Lowest Circulation	

**Bookmobile Customers: 1,630**

**Total Monthly Stops: 55**

**Circulation Questions Answered: 444**

**Outreach Questions Answered: 160**

**Total Questions Answered: 604**



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	January	February	March	April	May	June	July	August	September	October	November	December
<b>Total Circ</b>												
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	84,064
2022	90,516	84,638	95,326	90,538	90,648	100,674	97,293	89,157	<b>78,273</b>			
<b>Main Circ</b>												
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	63,401
2022	65,960	62,948	71,516	66,754	64,832	74,543	71,450	61,524	<b>52,629</b>			
<b>Active Users</b>												
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	28,675
2022	28,966	28,881	28,887	28,960	28,047	27,909	27,674	27,388	<b>27,979</b>			

## Human Resources Report

Gayle Tucker

September 2022

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I completed P-card training
- I attended a webinar on How to Write a Great Job Post
- In September, there were four in-house job announcements
- I participated in nine interviews
- I provided orientation to one new full-time employee
- I re-vamped our outside employment ad, hoping to reach different audiences
- I worked with City staff regarding new wages for seasonal staff
- I attended the Director's Q&A Open House
- I continued FMLA, ADA, and Covid administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation

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

- In September, I participated in several Teams/Zoom meetings, and a lot of my work was accomplished using OneDrive, SharePoint, and Microsoft Forms
- 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 add new employees to the system and delete former employees
- I continue to work with the City of Bloomington staff regarding the Kronos timeclocks, and new issues as they arise
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

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

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - Due to construction, this partnership will be on hiatus for the 2022-2023 school year

### **Upcoming:**

- Ongoing Kronos timeclock troubleshooting
- Implementing an Applicant Tracking System



**Information Technology Systems Report**  
**Jon Whited**  
**September 2022**

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

We loaded the new student card data from District 87 into Polaris and updated the student database that the teachers and media specialists use to lookup student library card numbers.

The digital preservation studio PC was replaced with a much faster PC to be able to accommodate the people wanting to do more extensive work with the Adobe Suite of tools.

We upgraded both the Polaris training and Production server from version 7.0 to version 7.3. The new version has several new features that we will be able to take advantage of.

**Upcoming:**

We will be processing the student card data from Unit 5.

We will be setting up a laptop and drawing tablet in the TeenZone to help enable the teens to work on the Artober projects in the month of October.

We will be setting up the equipment soon to start testing and implementing the digitization of the Pantagraph index.

**Marketing Report**  
Rhonda Massie – September 2022

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

**Your Future Library**

- Approximately \$721,000 has been pledged and donated to the Building Fund.
  - Managed Stripe and Bloomerang entries of pledges and donations, as well as thank you letters/tax receipts for transactions which transpired during August 2022.
  - Managed donations and matching donations using cybergrants.com.
  - Follow up on outstanding State Farm matching funds.

**Bookmobile**

- The Bookmobile schedule was updated for the November-February cycle. It's at the printer.
- Daily text reminders were scheduled for each Bookmobile stop from November-February.
- A poster which hangs in Circulation and displays the Bookmobile schedule was updated.
- All paper and digital versions of the Text Alert handout were updated.
- Social media slides for Bookmobile weeks A, B & C were updated.
- 11x17 flyers were created for the stops to Ellsworth, Arrowsmith, and Shirley.

**Selling Artwork**

- Marketing met with Doug Johnson of the McLean County Arts Center to discuss approximately 40 pieces of art which the library plans to sell. After meeting with Doug, photos were taken, and notes were compiled pertaining to eight more expensive pieces (anything appraised at more than \$1,000). On Doug's recommendation, Hindman Auctions out of Chicago was contacted to help us sell these pieces.
- Hindman Auctions reviewed our photos and notes and feels that the library owns four pieces of art which are worth selling at auction. We will move forward with Hindman Auctions.

**Portrait Walls**

- Kourtnei is working to design, print, and hang library-related posters which will be displayed on the temporary walls in the former Adult Services Department. Some posters will promote library resources; others will include funny or catchy library quotes/sayings. One wall was completed during the month of September. Kourtnei estimates that the remaining walls will be completed in mid-to-late October.

**2023 Book Clubs**

- All meetings of the six book clubs Bloomington Library will host in 2023 – Fiction, Mystery, Books on Tap, True Crime, True Colors (LGBTQ+), and History -- have been added to the library's online calendar. Over the next two months, Kourtnei will be creating paper and digital publicity to promote the clubs.

**Website**

Marketing maintains the library's website.

- Monthly addition of all September programs and registration forms to the online calendar
- Monthly update to the record sets for New Movies, New Music, and Audiobooks
- Created Kits for Kids record sets to introduce a link which doesn't filter in other items from the catalog
  - Activity Kits
  - Game Kits
  - Hooked on Phonics Kits
  - Itty Bitty Kits
- Maintained employment postings
- Maintained plasma TV publicity, including information about closures
- Removed a page about parking which was outdated due to construction
- Resolved an issue with World Books Online filtering incorrectly
- Removed the Sign Language 101 database from the website as it's no longer a free resource
- Explored solutions which will allow Job Postings to automatically close on a specified date
- Continue work to build a layout which will display photos of our construction project

**Advertising**

- WGLT



- On-air ads ran in early September to promote the Connect Transit partnership for Library Card Sign-Up Month.
  - On-air ads will run in October to promote a program titled *Illinois' Most Haunted Locations*.
- For Library Card Sign-Up Month in September, we ran the following ads – purchased previously from *The Pantagraph* -- to promote that library cards are free. These ads were included in the price of our sponsorship of *The Pantagraph's* Saturdays on the Square concert series and the Downtown PRIDE festival.
  - 60,000 banner impressions
  - 1 email Marketing campaign
  - (3) ½-page ads in *The Pantagraph*
- Neighbors Magazines
  - Paper ads in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*, online ads on Google, and online ads on Facebook continue to promote the fact that library cards and library programs are free.
- Connect Transit
  - From September 10-December 10, the library will have large ads present on 5 Connect Transit buses. These ads promote that library cards are free and display a QR code which takes people to the "Get a Card" page on our website.
- Cemetery Walk Booklet
  - A 2-page spread about our expansion ran in the booklet for the History Museum's Cemetery Walk
- Upcoming
  - Renewed annual sponsorship of productions by The Community Players which allows us to run an ad on their screen (pre-show and intermission) during each 2022-2023 show.
  - BPL will sponsor The Community Players' show *Puffs* in May 2023. We'll use the extra advertising avenues to promote Summer Reading 2023. *Puffs* is a comedic retelling of the Harry Potter book series from the perspective of the Puffs (Hufflepuff).

#### Headlines

- Read on: B-N libraries are recovering from the pandemic; WGLT; 9.1.22

#### Writing

- Radio script promoting *Illinois' Most Haunted Locations*.
- Messaging for September 22 construction closure.
- Numerous social media posts and much editing of publicity.

#### October Programs

- The library continues to schedule and promote programs on a month-to-month basis.
  - October's programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
  - A publicity timeline was developed.
  - A 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.

#### Paper & Digital Design Work

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

- McLean Regiment Program
- Library Card Sign-Up Month Program
- Giraffe Activities @ MCMH
- Hobbit Day Party
- Von Trapp Family Program
- 3D-Printed Jack-O-Lantern Lamps
- Pop-Up Story Time at MCMH
- Tales for Tails
- Hobbit Day Party (updated for new date)
- Story Time at The Junction
- Melvin's Space Adventures
- Pop-Up Lego Construction

- Mason-Jar-Lid Pumpkins
- Introduction to SketchUp
- Digital Artober Contest & Kickoff
- Author Presentation with Jesmyn Ward
- Medicare Supplement Insurance
- IL Most Haunted Locations
- Virtual Visit: Children's Author & Illustrator
- Vote for Melvin's Costume
- Space Activities at MCMH

#### Construction Signage

- Posters for Portrait Walls (see above)
- Labels created for each magazine in the Adult Services Department
- Adult Endcaps
- Children's Endcaps

#### Other Signs

- NYT Digital Access
- Queen Elizabeth Memorial
- Day of the Dozer
- PS4 VR
- 9/22 Closure
- "Own Voice" Book Markers
- Read Alongs
- TerraCycle proof
- Dying for a Great Mystery?

#### Other

- Bookmobile Schedules
- Arrowsmith, Ellsworth, and Shirley Bookmobile flyers
- Bookmobile schedule poster
- BPL Floor Map update
- History Book Club 2023 – 12 pieces of art
- 1,400 labels were created to adhere to Halloween candy being handed out at various offsite events
- Spirit Committee Orientation Brochure
- Handouts were created for patrons of the Pepper Ridge Bookmobile Stop
- Connect Transit – interior landscape ad
- October Calendar
- Nametags with pronouns
- Job Opening Ad
- True Colors Book Club - web image
- Updated/printed the Online Resources handout for distribution to teachers

#### Re-Prints

- Libby for Kindle handouts
- 1000 Books Before Kindergarten

#### Community

- Bloomington Library has agreed to serve as a "client" for Joel Reed's COM 377 PR class at Illinois State University. Rhonda will meet with the class for the first time on October 6.
- Marketing continues to design and order promotional items which are handed out at community events.

#### **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.
- Marketing designed and secured the 2022 staff gift for Appreciation Day.
- Rhonda will attend the 2022 Library Marketing and Communications Conference in early November.

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

- Social media presence:
  - BPL Facebook – 9,510 followers
  - Instagram – 2,070 followers
  - Twitter - 2,053 followers
  - Monthly catalog referrals from Google & EBSCO's Linked Library – 313
  - Library text subscribers - 336
  - Bookmobile text subscribers – 1,195
  - Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
  - Cardholder Perks list – 33,890 filtered active subscribers.
  - Program Guide list – 33,882 filtered active subscribers.
  - General eBlast list – 33,912 filtered active subscribers.

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

Stripe

- Learned that Stripe – the company that processes our online donations -- offers a non-profit rate on fees. Gathered and submitted the paperwork needed to lower BPL's rate from 2.9% to 2.2%.

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:
    - Connect Transit Promotion / Library Card Sign-Up Month
    - Labor Day Closure
    - 9.8.22 Bookmobile Stops Unexpectedly Cancelled
    - 9.9.22 Bookmobile Stops Unexpectedly Cancelled
    - Shared Bobzbay's Banned Books Week Scavenger Hunt (BPL was a location)
    - Hoopla Book Discussion with Author Diane C. McPhail
    - Hoopla Offers Hallmark channel Movies
    - Negotiating a Salary – Workshop offered by Brainfuse JobNow
    - Day of the Dozer
    - Connect Transit Promotion / Library Card Sign-Up Month
    - Library Card Sign-Up at The Wash House
    - September 22 Closure (multiple times)
    - Library Card Sign-Up at HyVee
- 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 AV2 World Languages database was delivered to 33,785 patrons on September 2.
  - An eBlast announcing the library's September 22 closure due to construction was delivered to 33,794 patrons on September 16.
  - An eBlast promoting the Value Line database was delivered to 33,659 patrons on October 1.
- A member of the library's staff is interviewed at 2pm on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month on WJBC. Interview materials are prepped by the Marketing Department.



**Operations Report  
Caprice Prochnow  
September 2022**

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

- Operations staff:
  - Moving of miscellaneous boxes to storage
  - Monitoring of de-humidifiers at storage
  - Replaced the pleated filters in the main air handler
  - Began monthly chemical treatment of sump pit
  - Replaced lamps as needed
  - Deep cleaned vestibule glass
  - Hung various art prints in the staff hallway
- Repairs/Installs:
  - Mid-Illinois Mechanical checked operation of both air handlers and cleaned sump pit
  - Weber Electric replaced ballasts in fluorescent fixtures
  - Alpha Controls restored power for graphics controls
  - Kone Elevator monitoring level of hydraulic fluid due to pitting on cylinder

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

- Caprice - Expansion project:
  - Communicating daily with Matt Kerner from FD on progress of project and upcoming work
  - Attended construction meetings
  - Attended architect FFE work plan & review
  - Working with Bowen to coordinate pics of construction progress to match up with area or room on plans for reference when the project is complete
- Caprice:
  - Viewed "COVID, Monkeypox & Next Pandemic" webinar
  - Attended "Fundamental Supervisory Skills" training for C of B Supervisors
  - Met with a rep from Global Water Treatment about providing chemical treatment for the HVAC loops
  - Working with Kickapoo Creek Nursery and F & W Landscaping on ice and snow removal needs for the various parking lots
- Security Team:
  - Participated in Narcan training provided by Chestnut Health Systems
- Custodial Team:
  - Met to discuss how cleaning procedures are working in this pared down mode, daily schedules and tasks for the winter season

**Goal: Administer a Cost-Effective Library.**

- Mid-Illinois conducted the quarterly PM
- Kone Elevator conducted the quarterly PM

**Upcoming:** New bike rack on east side of building



# Bloomington Public Library

*Books are just the beginning.*



## Technical Services Report

Allison Schmid

September 2022

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

- Continued to change items to unavailable/not holdable as we continue the packing process.
  - Returns that need packing will continue to come through TS to be marked unavailable/not holdable. We will store them in TS for a short time, until we have enough to be transported to storage. [Adult services has moved to only packing duplicates, so this process will slow considerably.]

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

- We are adding a color-coded label with the holiday name to the top spine of every JHOLIDAY item, as well as a prefix in the catalog to match.
  - We are now through Christmas. We'll be finishing Valentine's Day, St. Patrick's Day, and Easter when time allows. (All holiday DVDs are labeled)

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

- TS continues to staff the TeenZone 10+ hours every week.
- Allison met with Caitlin Stewart (ISU) and Jennifer Williams (NPL) to discuss our upcoming presentation at ILA.
- Dale and Allison attended LACONI TSS, The Stories We Tell: Meaningful Marketing of Technical Services. – 4
- Dale completed Intro to TS and Catalog Records from the Idaho Commission of Libraries (ICfL). – 1.5
- Nick completed Addressing Your Digital Footprint from the Niche Academy. – .5
- Nick completed Pioneer Library System (PLS) Readers' Advisory from the Niche Academy. – .5
- Nick completed PLS Dewey Decimal Classification System. – 1
- Allison completed the PCard holder training. – .5
- Eleanor completed a course on SQL and Databases from Freecodecamp.org. – 4
- **Training Hours – 12**

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

- We are halfway through a Teen Fiction inventory project and hope to finish by the end of October.
- Worked to straighten out our Ingram and B&T standing orders/notification lists now that Sara is ordering the 900s.

# Bloomington Public Library

*Books are just the beginning.*



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

- We discovered many Teen magazines had been stolen, so they've now been relocated to a small cart in the middle of the Teen Zone for ease of monitoring (and so they're not confused with Book Shoppe magazines.)
- Volunteer Hours – 0

## **Upcoming:**

- The holiday label project: Valentine's Day, St. Patrick's Day, Easter
- Finish Teen Fiction inventory and move on to Teen Nonfiction, Teen Graphic, and Teen Manga.

BLOOMINGTON PUBLIC LIBRARY  
FY 2022-2023 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	SEP 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,017,785	1,185,257.13	4,871,598.77	(146,186.23)	97.1
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	112,700	0.00	116,053.00	3,353.00	103.0
State Grants - Pandemic Grant	0	0.00	11,116.50	11,116.50	-----
GPPLD	429,600	172,357.77	400,871.66	(28,728.34)	93.3
Fines & Fees	8,000	629.34	4,711.56	(3,288.44)	58.9
Copies	2,700	0.00	0.00	(2,700.00)	0.0
Interest on Investments	2,000	2,526.76	8,004.10	6,004.10	400.2
Interest from Taxes	0	0.00	0.00	0.00	-----
Donations	20,000	0.00	21,280.30	1,280.30	106.4
Cash Over/Short	0	0.00	(4.45)	(4.45)	-----
Other	25,000	2,750.85	18,627.91	(6,372.09)	74.5
Total Revenues	5,748,185	1,363,521.85	5,582,659.35	(165,525.65)	97.1

EXPENDITURES:

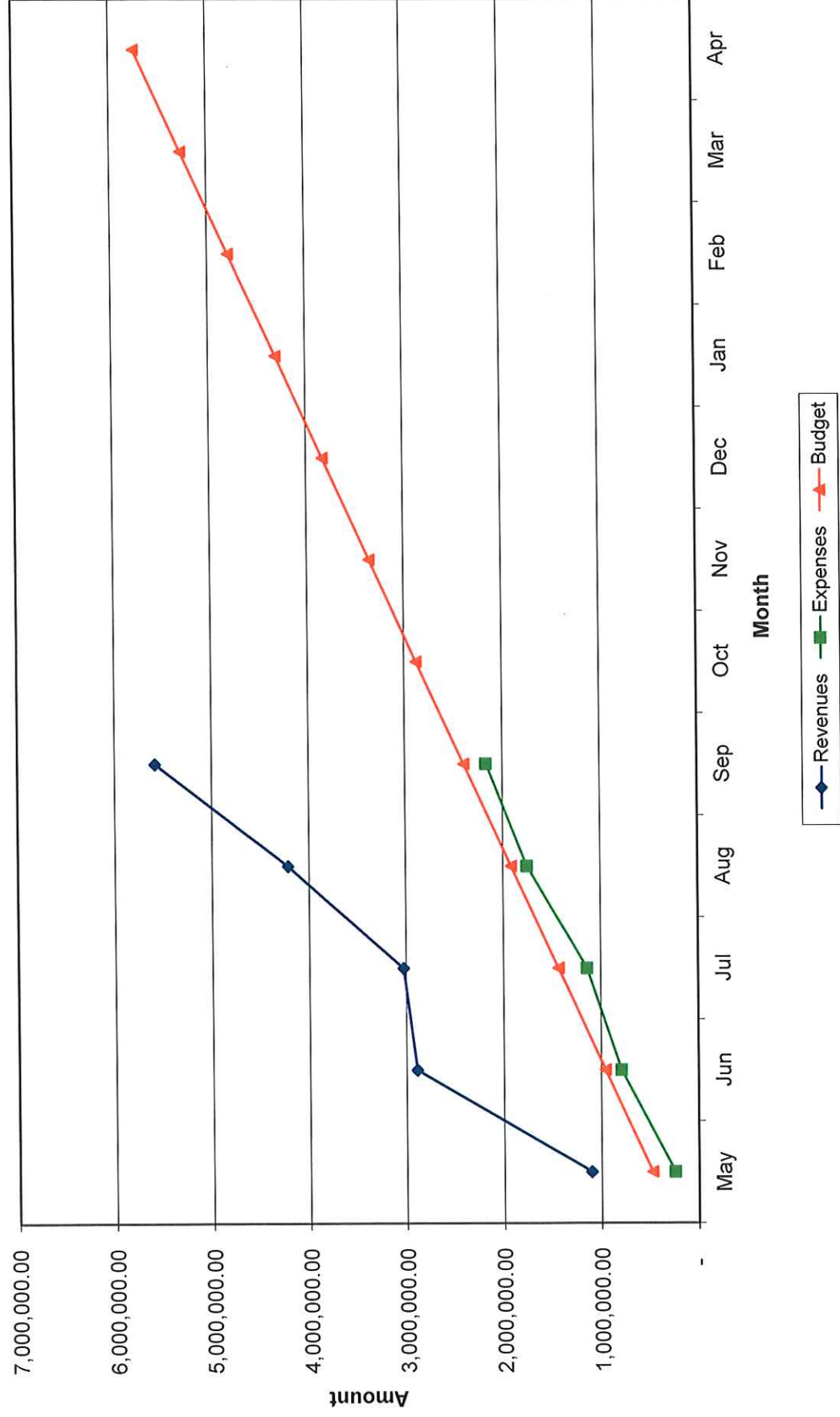
ACCT NAME	BUDGET	SEP 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,526,933	191,159.30	965,900.33	(1,561,032.67)	38.2
Part-Time Salaries	503,788	31,186.54	163,465.11	(340,322.89)	32.4
Seasonal Salaries	69,891	373.80	3,422.51	(66,468.49)	4.9
Overtime Salaries	1,100	0.00	14.45	(1,085.55)	1.3
Other Salaries	0	2,500.00	22,830.00	22,830.00	-----
Total Sals & Wages	3,101,712	225,219.64	1,155,632.40	(1,946,079.60)	37.3
Dental Insurance	11,000	688.24	3,150.42	(7,849.58)	28.6
Health Insurance, HMO	8,060	519.85	2,394.64	(5,665.36)	29.7
Life Insurance	3,100	166.40	1,254.40	(1,845.60)	40.5
Vision Insurance	3,000	222.04	1,018.92	(1,981.08)	34.0
Health Insurance, BCBC-PPO	275,812	22,153.80	103,762.75	(172,049.25)	37.6
Library RHS Contribution	0	532.22	3,030.77	3,030.77	-----
Library HSA City Contributions	18,100	0.00	0.00	(18,100.00)	0.0
IMRF	278,007	18,559.64	95,136.06	(182,870.94)	34.2
FICA	192,387	13,292.08	68,632.71	(123,754.29)	35.7
Medicare	44,994	3,108.71	16,051.27	(28,942.73)	35.7
Unemployment Insurance	0	0.00	210.00	210.00	-----
Worker's Compensation	12,000	0.00	0.00	(12,000.00)	0.0
Uniforms	1,100	0.00	0.00	(1,100.00)	0.0
Tuition Reimbursement	20,000	0.00	2,715.24	(17,284.76)	13.6
Other Benefits	22,000	0.00	1,860.21	(20,139.79)	8.5
Total Benefits	889,560	59,242.98	299,217.39	(590,342.61)	33.6
Rentals	20,000	1,304.83	7,241.53	(12,758.47)	36.2
Total Rentals	20,000	1,304.83	7,241.53	(12,758.47)	36.2
Building Mtn	140,000	6,544.63	70,906.33	(69,093.67)	50.6
Vehicle Mtn	12,000	714.03	2,948.67	(9,051.33)	24.6
Office & Computer Mtn	190,000	15,591.89	66,581.17	(123,418.83)	35.0
Total Repair/Mtn	342,000	22,850.55	140,436.17	(201,563.83)	41.1



ACCT NAME	BUDGET	SEP 2022	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	4,777.85	24,478.28	(25,521.72)	49.0
Printing/Binding	12,000	541.58	6,692.64	(5,307.36)	55.8
Travel	500	92.71	197.39	(302.61)	39.5
Membership Dues	5,000	40.00	2,105.00	(2,895.00)	42.1
Professional Development	10,000	473.10	2,506.10	(7,493.90)	25.1
Other Purchased Services	130,000	10,724.57	100,547.94	(29,452.06)	77.3
Other Purchased Services-Pandemic Grnt	0	0.00	1,097.60	1,097.60	-----
Other Insurance	45,000	0.00	0.00	(45,000.00)	0.0
Total Purchased Services	252,500	16,649.81	137,624.95	(114,875.05)	54.5
Office Supplies	15,000	1,174.07	4,632.10	(10,367.90)	30.9
Computer Supplies	85,000	4,044.39	41,887.00	(43,113.00)	49.3
Postage	5,000	0.00	14.66	(4,985.34)	0.3
Library Supplies	80,000	4,014.42	14,473.93	(65,526.07)	18.1
Janitorial Supplies	20,000	1,440.74	6,148.41	(13,851.59)	30.7
Gas & Diesel Fuel	6,000	366.02	2,246.73	(3,753.27)	37.4
Building Mtnc & Repair Supplies	15,000	1,688.94	3,633.17	(11,366.83)	24.2
Total Supplies	226,000	12,728.58	73,036.00	(152,964.00)	32.3
Natural Gas	21,000	2,842.86	6,493.20	(14,506.80)	30.9
Electricity	92,000	17,179.94	82,467.55	(9,532.45)	89.6
Water	6,000	450.13	2,328.27	(3,671.73)	38.8
Telecommunications	42,000	3,203.28	16,688.54	(25,311.46)	39.7
Total Utilities	161,000	23,676.21	107,977.56	(53,022.44)	67.1
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Non-Traditional Materials	5,000	136.10	265.89	(4,734.11)	5.3
Periodicals	20,000	14.95	10,734.90	(9,265.10)	53.7
Adult Books	160,000	10,478.17	48,284.26	(111,715.74)	30.2
Children's Books	125,000	9,927.73	38,760.71	(86,239.29)	31.0
A/V Materials	111,600	6,836.18	27,212.75	(84,387.25)	24.4
Public Access Software	105,000	1,186.46	30,208.53	(74,791.47)	28.8
Downloadable Materials	180,000	20,025.59	84,895.59	(95,104.41)	47.2
Total Materials	706,600	48,469.08	240,096.74	(466,503.26)	34.0
Employee Relations	7,000	674.59	2,746.93	(4,253.07)	39.2
Miscellaneous Expenses	10,313	218.00	1,550.28	(8,762.72)	15.0
To Library Equip Replacement	30,000	0.00	0.00	(30,000.00)	0.0
Total Other Expenses	47,313	892.59	4,297.21	(43,015.79)	9.1
Total Expenses	5,748,185	411,034.27	2,165,559.95	(3,582,625.05)	37.7



# Bloomington Public Library FY 2022-2023



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 36.7% to 46.7% is acceptable)  
September 2022

Property Tax (97.1%): The Library has received six distributions so far.

Replacement Tax (100.0%): The annual distribution was received in July.

State Grants (103.0%): The Library received its Per Capita Grant--it was a little more than anticipated--\$116,053.00

Golden Prairie Public Library District (93.3%): Golden Prairie has also received six distributions so far.

Fees (58.9%): Fee revenue is higher than projected.

Copies (0.0%): Copy revenue has been combined with Print Station revenue.

Interest (400.2%): We projected a lower amount for the year.

Donations (106.4%): This is due to receiving Summer Reading Program donations from the BPL Foundation (\$18,000) and Golden Prairie (\$3,000) in May.

Other Revenue (74.5%): This is higher than projected due to Book Shoppe receipts.

Part-Time Salaries (32.4%): This is under-spent due to staff vacancies.

Seasonal Salaries (4.9%): This is under-spent due to not hiring as many Seasonal staff as we had in the past.

Overtime Salaries (1.3%): It was necessary to pay overtime to a staff member toward the end of their work week.

Dental Insurance (28.6%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (29.7%): This is under-spent due to a decrease in the rates.

Vision Insurance (34.0%): This is under-spent due to a change in the rates.

Library HSA City Contributions (0.0%): This will be paid later in the year.

IMRF (34.2%): This is under-spent due to staff vacancies.

FICA (35.7%): This is under-spent due to staff vacancies.

Medicare (35.7%): This is under-spent due to staff vacancies.

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

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

Tuition Reimbursement (13.6%): Charges have been minimal.

Other Benefits (8.5%): Charges have been minimal.

Rentals (36.2%): Charges have been minimal.

Building Maintenance (50.6%): This line item is over-spent at this point due paying for a few expansion invoices from here.

Vehicle Maintenance (24.6%): Charges have been minimal.

Office & Computer Equipment (35.0%): Charges have been minimal.

Advertising (49.0%): This is over-spent due to a few large invoices that were paid for Summer Reading Program advertising.

Printing (55.8%): This is over-spent due to paying for the Summer Reading logs.

Professional Development (25.1%): Charges have been minimal.

Other Purchased Services (77.3%): This is over-spent because a few expansion costs were charged to this line item.

Other Insurance (0.0%): The annual premium will be paid in January.

Office Supplies (30.9%): Charges have been minimal.

Computer Supplies (49.3%): This is overspent due to upgrading staff computers.

Postage (0.3%): Charges have been minimal.

Library Supplies (18.1%): Charges have been minimal.

Janitorial Supplies (30.7%): Charges have been minimal.

Building Maintenance Supplies (24.2%): Charges have been minimal.

Natural Gas (30.9%): Charges have been minimal.

Electricity (89.6%): This is over-spent due to high usage during the summer months and due to higher rates.

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

Non-Traditional Materials (5.3%): Charges have been minimal.

Periodicals (53.7%): This is over-spent because the annual subscription service was paid in May.

Adult Books (30.2%): Charges have been minimal.

Children's Books (31.0%): Charges have been minimal.

A/V Materials (24.4%): Charges have been minimal.

Public Access Software (28.8%): Charges have been minimal.

Downloadable Materials (47.2%): This is over-spent due to the demand for this service from our patrons.

Miscellaneous Expenses (15.0%): Charges have been minimal.

Transfer to Equipment Replacement (0.0%): The transfer will take place later in the year.

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
C-U Herb Guild:	50.00
Miscellaneous Donations:	30.30

Total Donations:	\$ 21,280.30
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The Other Revenue line item breaks out as follows:

Bookmobile T-Shirts:	\$ 15.00
Book Pick-Up:	675.46
Book Shoppe:	9,048.00



Card Catalog Drawers:	245.00
Ear Buds:	93.00
Flash Drives:	29.25
Genealogy Searches:	50.00
Hot Beverage Service:	52.00
Meeting Room Fees:	0.00
Print Station:	5,145.00
Reusable Bags:	156.00
Test Proctoring:	0.00
Tote Bags:	160.00
Miscellaneous:	2,959.20

Total Other Revenue:	\$18,627.91
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During September, 13 batches containing 104 invoices were processed, totaling \$122,358.64 and 91 credit card charges were made totaling \$29,057.93.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$5,959,284.68, which is 103.7%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is \$1,369,546.

#### Library Fund Balance Information, 9/30/22:

Operating:	\$ 5,959,284.68
Fixed Assets:	\$ 1,192,265.16
Capital:	\$ 16,207,653.06

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

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	851,045.61	826,177.57	(24,868.04)	97.1
State Grants	5,681,759.00	0.00	(5,681,759.00)	0.0
Donations	1,250,000.00	286,887.43	(963,112.57)	23.0
Interest	-	104,961.39	104,961.39	-----
Bond Proceeds	14,200,000.00	14,201,889.40	1,889.40	100.0
From Illinois Funds Fund Balance	3,259,961.39	0.00	(3,259,961.39)	0.0
 Total Revenues	 25,242,766.00	 15,419,915.79	 (9,822,850.21)	 61.1

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,231,374.27	(222,209.73)	84.7
Other Purchased Services	444,182.00	91,329.09	(352,852.91)	20.6
Office Supplies	2,175,000.00	16,420.18	(2,158,579.82)	0.8
Library Buildings	21,170,000.00	1,900,779.14	(19,269,220.86)	9.0
 Total Expenses	 25,242,766.00	 3,239,902.68	 (22,002,863.32)	 12.8

Bloomington Public Library  
Books are just the beginning.



Statistics At-A-Glance  
September 2022

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	26,953	32,770	-18%	161,251	180,298	-11%
Teens	1,890	1,998	-5%	11,303	13,787	-18%
Children	31,108	36,683	-15%	191,150	215,983	-11%
Digital Downloads	18,322	15,737	16%	92,341	81,237	14%
Total	78,273	87,188	-10%	456,045	491,305	-7%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	18,624	20,154	-8%	94,263	100,821	-7%
Teens	3,390	4,357	-22%	16,264	21,941	-26%
Children	5,965	5,943	0%	28,470	30,191	-6%
Total	27,979	30,454	-8%	138,997	152,953	-9%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	919	285	69%	2,529	1,570	38%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	10,897	13,020	-16%	70,427	63,713	10%
Bookmobile	1,630	690	58%	6,862	3,938	43%
Total	12,527	13,710	-9%	77,289	79,282	-3%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	0	47	-100%	213	193	10%
Digital Preservation Studio	0	26	-100%	26	67	-61%
Community Room	0	39	-100%	11	144	-92%
Total	0	112	-100%	250	404	-38%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	18	6	67%	68	26	62%
People Reached	1,519	441	71%	9,773	1,808	82%
Community Visits to the Library	0	0	0%	0	3	-100%
People Reached	0	0	0%	0	92	-100%
Total Outreach Visits	18	6	67%	68	29	57%
Total People Reached	1,519	441	71%	9,773	1,900	81%



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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	5	6	-17%	46	47	-2%
Attendance	45	160	-72%	709	1,097	-35%
Teens	0	1	-100%	32	18	44%
Attendance	0	20	-38%	310	121	61%
Childrens	18	42	-57%	61	140	-56%
Attendance	1,670	1,288	30%	7,531	10,768	-43%
Total Programs	23	49	-53%	139	205	-32%
Total Attendance	1,715	1,468	17%	8,550	11,986	-29%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	0	100%	11	980	-99%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,614	2,783	-6%	14,628	14,187	3%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	129	582	-352%	837	926	-10%

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

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,176	1,421	-17%	7,201	5,440	32%
WiFi Sessions	1,434	1,670	-14%	8,548	6,760	26%
Website/Catalog Hits	40,175	43,984	-9%	232,777	190,038	22%
Online Resource Use	3,639	3,116	17%	3,639	13,549	-73%

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

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	549	470	17%	2,275	1,878	21%
Sent	107	237	-55%	691	1,003	-31%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	8	111.75	-93%	8	164	-95%

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, August 17, 2022  
5:00 p.m.

**MINUTES**

- I. Call to Order  
President Novosad called the meeting to order at 5:01 p.m.
- II. Roll Call  
Trustees Physically Present: Ary Anderson, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ruth Novosad  
  
Others Physically Present: Amy Dunham, Jeanne Hamilton  
  
Others Present via Zoom: Kathy Jeakins
- III. Introductions  
There were no introductions.
- IV. Public Comments  
There were no public comments.
- V. President's Report  
Ruth shared that the GPPLD received two thank you notes from the Bloomington Public Library. One for the donation of \$85,115.19 for the library expansion and the other for the donation to the 2023 Summer Reading Program.
- VI. Approval of Minutes  
A. July 20, 2022:  
Hearing no objections, the minutes were approved as distributed.
- VII. Staff Reports  
A. Circulation and Outreach Report and Director's Report: Jeanne Hamilton, Library Director, shared that the Bookmobile and Driver Caitlin will attend the Arrowsmith & Ellsworth Labor Day events. When event attendees answer a quick survey about the Bookmobile stops, they will receive a GPPLD tote bag with the Bookmobile Schedule and a cut-out craft. Jeanne provided an update on the library expansion construction timeline and moving a portion of the library collection to storage.  
  
B. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. There is minimal activity during the first few months of the fiscal year. The \$85,115.19 in funds from the matured CD that was earmarked for Capital Improvements is listed in the July Received column and was donated to the Bloomington Public Library in the July Spent column. This transaction was handled as a bank transfer.
- VIII. New Business  
A. Adopt Tax Levy Ordinance 22-02

STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE AND ACCEPT THE ORDINANCE 22-02 LEVYING AND ASSESSING TAX FOR GOLDEN PRAIRIE PUBLIC LIBRARY

DISTRICT OF THE COUNTY OF MCLEAN, STATE OF ILLINOIS, FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2022 AND ENDING THE THIRTIETH DAY OF JUNE 2023.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Old Business

A. Update on Annexation – Ruth Novosad

Jeanne and Ruth met with Attorney Robert Porter to discuss the legal aspects of the annexation issue. Jeanne worked with Heyworth Library to determine what townships they serve. Discussion was held on the different ways the annexation could be handled. Consensus of the Board was that Ruth and Jeanne continue to work with Robert Porter and Ruth will report back at the September meeting.

B. Marketing/User Data Discussion – Jim Russell

Jim shared that Jeanne provided additional information regarding cardholder statistics. GPPLD is lower than other library districts. Jeanne suggested that cardholders are a good metric, but GPPLD should compare the statistics against itself and not against other libraries' statistics, listing some ways the other libraries' statistics could be inflated. Discussion was held about marketing to our residents. Discussion was held about the impact COVID and construction may have on the statistics. Discussion was held about updating the Strategic Plan. Jeanne shared information about Home Delivery for GPPLD residents. Jeanne also shared information about hotspots that included signage, offering to place them on hold, and having one non-holdable hotspot added to the Bookmobile.

X. Comments from Board Trustees

Patti shared the historical documents obtained from former GPPLD Board Member, Adrienne Ives. Files were given to Amy for Records Retention purposes.

XI. Reminder

Next Board Meeting is September 21, 2022.

XII. Adjournment

President Novosad adjourned the meeting at 6:22 p.m.

## Incident Report Summary for September 2022

2022-09-30 23:59:00

2022-09-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
4382	2022-09-14 20:09:41	StolenDamagedLibraryMaterial



## Suspension Report Summary for September 2022

2022-09-30 05:11:41pm

2022-09-01 05:11:41pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
475	2022-09-14 00:00:00	StolenDamagedLibraryMaterial

# Bloomington Public Library

*Books are just the beginning.*



## RESOLUTION AUTHORIZING THE BLOOMINGTON PUBLIC LIBRARY DIRECTOR TO ACCEPT DONATIONS ON BEHALF OF THE BLOOMINGTON PUBLIC LIBRARY

WHEREAS, the Bloomington Public Library (hereinafter "Library") and its rules have been established in order to render the use of the library of the greatest benefit to the greatest number of its residents and taxpayers; and

WHEREAS, the Library is offered gifts and donations from time-to-time; and

WHEREAS, the members of the Board of Trustees of Library, duly called, held, and convened in conformity with the Bylaws of the Library and the laws of the State of Illinois a meeting on the 21<sup>st</sup> day of June 2022, at which a quorum was present and duly adopted the following policy: *"On behalf of the Library, the Library Director shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects."*; and

WHEREAS, Jeanne Hamilton is employed as the Library Director; and

WHEREAS, the foregoing policy is true and has not been altered, amended, or repealed and is now in full force and effect.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Bloomington Public Library, Bloomington, Illinois:

- Section 1.** The above recitals are incorporated into this Section 1 as if fully stated herein.
- Section 2.** The Library Director is authorized to accept and sign any corresponding documents for donations described above.
- Section 3.** This Resolution shall be in full force and effect immediately after its passage and approval.

Approved this 18th day of October 2022.

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Julian Westerhout, President  
Bloomington Public Library Board of Trustees

**2022 Proposed & Historical Tax Levy  
For FY2024 Budget Year**

Bloomington Public Library						
<i>Levy Type</i>	<i>2022 Proposed Tax Levy</i>	<i>2021 Tax Levy</i>	<i>2020 Tax Levy</i>	<i>2019 Tax Levy</i>	<i>2018 Tax Levy</i>	<i>2017 Tax Levy</i>
LIBRARY OPERATIONS	\$ 5,362,000	\$ 5,017,785	\$ 4,967,785	\$ 4,935,359	\$ 4,871,840	\$ 4,823,604
LIBRARY EXPANSION	\$ 1,085,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 6,447,000</b>	<b>\$ 5,867,785</b>	<b>\$ 4,967,785</b>	<b>\$ 4,935,359</b>	<b>\$ 4,871,840</b>	<b>\$ 4,823,604</b>
Operations Increase	\$ 344,215	\$ 50,000				
Expansion Project Increase	\$ 235,000	\$ 850,000				
Dollar Increase/(Decrease)	\$ 579,215	\$ 900,000	\$ 32,426	\$ 63,519	\$ 48,236	\$ 140,493
Percent Increase/(Decrease)	9.87%	18.12%	0.66%	1.30%	1.00%	3.00%
EAV	2,058,750,000	1,926,553,423	1,887,703,781	1,881,602,162	1,867,939,698	1,858,132,129
Estimated Operating Tax Rate	0.26045%	0.26045%	0.26317%	0.26230%	0.26081%	0.25959%
Estimated Expansion Tax Rate	0.05270%	0.04412%	0.00000%	0.00000%	0.00000%	0.00000%
<b>Estimated Tax Rate</b>	<b>0.31315%</b>	<b>0.30457%</b>	<b>0.26317%</b>	<b>0.26230%</b>	<b>0.26081%</b>	<b>0.2596%</b>
Inc in Operating Tax Rate	0.0000%	-0.0027%	0.0009%	0.0015%	0.0012%	0.2596%
Inc in Expansion Tax Rate	0.0086%	0.0441%	0.0000%	0.0000%	0.0000%	0.0000%
<b>Increase in Rate</b>	<b>0.0086%</b>	<b>0.0414%</b>	<b>0.0009%</b>	<b>0.0015%</b>	<b>0.0012%</b>	<b>0.0066%</b>
House EAV (165K full value)	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Tax Increase	\$ 4.72	\$ 22.77	\$ 0.48	\$ 0.82	\$ 0.67	\$ 3.65



LIBRARY							
MAINTENANCE & OPERATING BUDGET							
FISCAL YEAR 2022-2024							
Account Number	Account Title	FY 22 Budget	FY 22 Actual	FY 23 Budget	FY 24 Proposed	\$ Diff From FY 23 to FY 24	% Diff From FY 23 to FY 24
50110	Property Taxes	4,967,785	4,966,564	5,017,785	5,362,000	344,215	6.9%
50110-11000	Property Taxes-Expansion	-	-	851,046	1,085,000	233,954	27.5%
53020	Replacement Tax	130,400	130,400	130,400	130,400	-	0.0%
53120	State Grants	95,700	113,000	112,700	116,000	3,300	2.9%
53120-12000	State Grants-Pandemic Grant	-	110	-	-	-	N/A
53120-11000	State Grants-Expansion	5,681,759	-	-	4,972,040	4,972,040	N/A
53370	From Golden Prairie PL Dist	402,000	408,270	429,600	437,921	8,321	1.9%
54490	Library Fees & Rentals	5,000	12,554	8,000	10,000	2,000	25.0%
54720	Copies (merged w/ Other Misc Income)	3,000	2,695	2,700	-	(2,700)	-100.0%
56010	Interest from Investments	5,000	4,171	2,000	10,000	8,000	400.0%
56010-11000	Interest-Expansion	-	-	-	100,000	100,000	N/A
56020	Interest From Taxes	-	74	-	-	-	N/A
57310	Donations	10,000	22,257	20,000	25,000	5,000	25.0%
57310-1100	Donations-Expansion	75,000	75,080	550,000	150,000	(400,000)	-72.7%
57350	Other Private Grants	-	500	-	-	-	N/A
	Property Damage Claim	-	1,921	-	-	-	N/A
57510-11000	Bond Proceeds-Expansion	14,200,000	-	-	-	-	N/A
57610	Cash Over/Short	-	(18)	-	-	-	N/A
57990	Other Misc Income	24,211	43,556	25,000	40,000	15,000	60.0%
	Fr Library Fund Balance	-	-	-	-	-	N/A
	Fr Library Fixed Asset Fund	-	-	-	-	-	N/A
	Fr Illinois Funds Fund Balance	1,310,079	-	1,625,000	-	(1,625,000)	-100.0%
	Total Revenues	26,909,934	5,781,134	8,774,231	12,438,361	3,664,130	41.8%
61100	Full Time Salaries	2,466,734	2,402,674	2,526,933	2,684,344	157,411	6.2%
61110	Part Time Salaries	465,048	395,790	503,788	558,280	54,492	10.8%
61130	Seasonal Salaries	65,510	20,790	69,891	57,144	(12,747)	-18.2%
61150	Overtime Salaries	1,100	198	1,100	1,100	-	0.0%
61190	Other Salaries	-	12,720	-	20,000	20,000	N/A
62100	Dental Insurance	11,064	9,006	11,000	11,400	400	3.6%
62109	Health Insurance HAMP HMO	33,053	9,034	8,060	6,600	(1,460)	-18.1%
62110	Life Insurance	3,100	2,950	3,100	3,125	25	0.8%
62111	Vision Insurance	3,024	2,778	3,000	5,724	2,724	90.8%
62113	HI PPO 600/1200	250,906	192,008	275,812	298,980	23,168	8.4%
62114	HI PPO W/ HSA	-	93,243	-	79,800	79,800	N/A
62115	RHS Contributions	-	6,534	-	7,500	7,500	N/A
62116	HSA City Contribution	16,000	16,100	18,100	14,800	(3,300)	-18.2%
62120	IMRF	246,673	282,981	278,007	295,278	17,271	6.2%
62130	FICA	185,832	170,042	192,387	204,586	12,199	6.3%
62140	Medicare	43,461	39,768	44,994	47,847	2,853	6.3%
62160	Worker's Comp	18,299	9,068	12,000	25,089	13,089	109.1%
62190	Staff Uniforms	800	837	1,100	1,100	-	0.0%
62210	Tuition Reimbursement	26,000	-	20,000	10,000	(10,000)	-50.0%
62990	Other Benefits	20,000	47,885	22,000	22,000	-	0.0%
70051-11000	Architectural/Design Services	1,276,991	920,050	-	5,000	5,000	N/A
70420	Equipment Rental	20,000	14,802	20,000	19,000	(1,000)	-5.0%
70510	Building Maintenance	140,000	83,945	140,000	140,000	-	0.0%
70510-11000	Building Maintenance-Exp	-	-	-	170,000	170,000	N/A
70520	Vehicle Maintenance	12,000	16,850	12,000	17,000	5,000	41.7%
70530	Office/Equipment Maintenance	190,000	168,286	190,000	185,000	(5,000)	-2.6%
70610	Advertising	50,000	44,644	50,000	50,000	-	0.0%
70611	Printing/Binding	20,000	18,585	12,000	20,000	8,000	66.7%
70630	Travel	500	250	500	500	-	0.0%
70631	Membership Dues	5,500	5,180	5,000	5,000	-	0.0%
70632	Professional Development	10,000	4,980	10,000	8,000	(2,000)	-20.0%
70690	Other Purchased Services	140,000	105,387	130,000	130,000	-	0.0%
70690-11000	Other Purchased Srv-Expansion	96,838	91,329	-	140,000	140,000	N/A
70690-12000	Other Prchd Srv-Pan Grant	-	3,230	-	-	-	N/A
70790	Other Insurance	35,000	41,579	45,000	45,000	-	0.0%
71010	Office Supplies	20,000	11,516	15,000	15,000	-	0.0%
71010-11000	Office Supplies-Expansion	-	-	2,175,000	95,000	(2,080,000)	-95.6%
71010-70000	Office Sups-COVID-19	-	542	-	-	-	N/A
71013	Computer Supplies	80,000	71,606	85,000	90,000	5,000	5.9%



71013-12000	Comptr Sps-Pan Grant	-	6,920	-	-	-	N/A
71017	Postage	4,500	216	5,000	2,000	(3,000)	-60.0%
71020	Library Supplies	80,000	49,582	80,000	70,000	(10,000)	-12.5%
71024	Janitorial Supplies	18,000	11,820	20,000	23,000	3,000	15.0%
71070	Fuel	6,000	4,439	6,000	6,000	-	0.0%
71080	Bldg & Maint Supplies	18,000	9,222	15,000	15,500	500	3.3%
71310	Natural Gas	28,000	32,835	21,000	36,000	15,000	71.4%
71320	Electricity	90,000	94,598	92,000	110,449	18,449	20.1%
71330	Water	9,000	6,730	6,000	7,500	1,500	25.0%
71340	Telecommunications	32,700	37,766	42,000	49,000	7,000	16.7%
71410	Professional Collection	1,500	646	1,500	1,000	(500)	-33.3%
71411	Non-Traditional Materials	5,000	5,938	5,000	5,000	-	0.0%
71420	Periodicals	20,000	21,046	20,000	20,000	-	0.0%
71430	Adult Books	157,500	155,428	160,000	163,000	3,000	1.9%
71440	Children's Books	123,400	117,872	125,000	126,000	1,000	0.8%
71470	A/V Materials	111,600	85,366	111,600	110,000	(1,600)	-1.4%
71480	Public Access Software	132,000	86,083	105,000	105,675	675	0.6%
71490	Downloadables	179,950	181,981	180,000	190,000	10,000	5.6%
72520-11000	Buildings-Expansion	21,170,000	-	-	-	-	N/A
79120	Employee Relations	5,000	1,565	7,000	5,000	(2,000)	-28.6%
79990	Other Misc. Expenses	10,000	6,161	10,313	7,000	(3,313)	-32.1%
89237	To Library Equip Replacement	-	-	30,000	-	(30,000)	-100.0%
89409	Lib Expansion Project Fund	-	31,342	-	-	-	N/A
	To Capital Fund	31,342	-	-	4,812,040	4,812,040	N/A
89301	To General Bond & Interest	-	-	851,046	1,085,000	233,954	27.5%
						-	N/A
	Total Expenses	28,186,925	6,264,723	8,774,231	12,438,361	3,664,130	41.8%
	Total Revenues	26,909,934	5,781,134	8,774,231	12,438,361	3,664,130	41.8%
	Rev Over Exp (Surplus)	(1,276,991)	(483,589)	-	-	-	N/A
Items highlighted in yellow are for construction							

LIBRARY							
FIXED ASSET BUDGET							
FISCAL YEAR 2022-2024							
						\$ Diff From	% Diff From
Account	Account	FY 22	FY 22	FY 23	FY 24 Revised	FY 23 to FY 24	FY 20 to FY 21
Number	Title	Budget	Actual	Budget	Proposed	Budget	Budget
56010	Interest from Investments	5,000	1,146	275	15,000	14,725	5354.5%
57114	Sale of Equipment	-				-	
57310	Donations	-				-	
57350	Other Private Grants	-				-	
85231	From M & O	-		30,000		(30,000)	-100.0%
	From Illinois Funds Fund Bal	50,000		264,725		(264,725)	-100.0%
						-	
	Total Revenues	55,000	1,146	295,000	15,000	(280,000)	-94.9%
						-	
72110	Office Furniture	-		250,000		(250,000)	-100.0%
72120	Office & Computer Equipment	23,245	13,245			-	
72130	Licensed Vehicles	31,755		45,000		(45,000)	-100.0%
72140	Equip Other Than Office	-				-	
72520	Buildings	-				-	
72620	Other Cap Improvements	-				-	
79196	Contribution to Fund Balance	-			15,000	15,000	
		-				-	
	Total Expenses	55,000	13,245	295,000	15,000	(280,000)	-94.9%
	Total Revenues	55,000	1,146	295,000	15,000	(280,000)	-94.9%
	Rev Over Exp (Surplus)	-	(12,099)	-	-	-	

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

## Basic Essential Standards Checklist

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

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

*\*Illinois law does also recognize contractual libraries.*

## Illinois Public Library Core Standards Checklist

- ✓ Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- ✓ Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- ✓ Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- ✓ Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- ✓ Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- ✓ Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- ✓ Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- ✓ Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- ✓ Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- ✓ Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- ✓ Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- ✓ Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- ✓ Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)



## Core Standards

- ✓ Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- ✓ Core 15 The board of trustees annually reviews the performance of the library administrator.
- ✓ Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- ✓ Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- ✓ Core 18 The library utilizes a variety of methods to communicate with its community.
- ✓ Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- ✓ Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- ✓ Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- ✓ Core 22 The library board and staff promote the collections and services available to its community.
- ✓ Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

## Governance and Administration Checklist

- ☒ Library has an elected or appointed board of trustees.
- ☒ Library has a qualified library administrator.
- ☒ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
- ☒ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
- ☒ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
- ☒ Library has a mission statement and a long-range/strategic plan.
- ☒ Library maintains an understanding of the community by surveys, hearings, and other means.
- ☒ Library board reviews library policies on a regular basis.  
*We completed a major review and update of the personnel policies in 2020 and of the library policies in 2021.*
- ☒ Library board members participate in local, state, regional, and national decision making that will benefit libraries.
- ☒ Library develops an orientation program for new board members.  
*We updated the GPPLD orientation packet in 2021 and the BPL orientation packet will be complete by the end of 2022.*
- ☒ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
- ☒ Library keeps adequate records of library operations and follows proper procedures for disposal of records.
- ☒ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
- ☒ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.
- ☒ Library maintains insurance covering property and liability, including volunteer liability.
- ☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.  
*The Library has a chain of command policy addressing succession if someone is temporarily unavailable but there is not a succession plan as described here.*

## Personnel Checklist

- ✓ Library has a board-approved personnel policy.
- ✓ Library has staffing levels that are sufficient to carry out the library's mission.
- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.  
*We are currently working to review and update our job descriptions. The salary schedule is reviewed annually.*
- ✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget. *Ours account for 69%.*
- ✓ Library gives each new employee a thorough orientation.
- ✓ Library evaluates staff annually.
- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
- ✓ Library provides staff access to library literature and other professional development materials.
- ✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
- ✓ The library complies with state and federal laws that affect library operations.

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

## Access Checklist

- ☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan. *The Library is currently under construction to provide the right amount of space of the right kind.*
- ☒ At least once every five years, the board directs a review of the library's long-term space needs.
- ☒ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
- ☒ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
- ☐ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. *While under construction, Library staff have worked to maximize parking options, including renting the former Clay Dooley lot.*
- ☐ The library has the minimum required number of parking spaces.
- ☐ The library's entrance is easily identified, clearly visible, and well lighted.
- ☒ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
- ☒ The library has adequate internal signage.
- ☐ The library's lighting levels comply with lighting standards. *There are areas of the stacks with inadequate lighting.*
- ☒ All signage is in compliance with applicable federal, state, and local regulations.
- ☒ The library building supports the implementation of current and future telecommunications and electronic information technologies.
- ☒ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
- ☒ Space is allocated for child and family use with furniture and equipment designed for use by children.
- ☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- ☒ Shelving in the areas serving young children is scaled to their needs.



# Chapter 1 (Core Standards)

## National Public Library Definition

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

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

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

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

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or part with public funds.

## Introduction

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

## Chapter 2 (Governance and Administration)

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

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

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

### Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.
2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.
3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].
4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:
  - a. Write, call, or visit legislators
  - b. Attend meetings of other units of local government
  - c. Serve on ALA, ILA, or system legislative committees
  - d. Participate in other community organizations that have similar legislative interests



- e. Include the subject of legislation on board meeting agendas
  - f. Provide a forum for local community issues
5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)
  6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
  7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.
  8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:
    - a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.
  9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)
  10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
    - a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.
    - b. The library has a written Americans with Disabilities Act (ADA) policy.
    - c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.
    - d. The library bonds all staff and trustees responsible for library finances.
  11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.
  12. The library maintains insurance covering property and liability, including volunteer liability.
  13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

## Chapter 3 (Personnel)

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

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

### Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.
2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)
3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.
4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.
5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.
6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.
7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.
8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for



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

9. The library provides access to library journals and other professional literature for the staff.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Illinois Human Rights Act* [775 ILCS 5/1-101 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Illinois Collective Bargaining Successor Employer Act* [820 ILCS 10/0.01 *et seq.*]
  - Illinois Public Labor Relations Act* [5 ILCS 315/1 *et seq.*]
  - Occupational Safety and Health Act* [29 U.S.C. 651 *et seq.*]
  - Family and Medical Leave Act of 1993* [29 U.S.C. 2601 to 2654]
  - Civil Rights Act (Title VII)* [42 U.S.C. 2000e]
11. The library complies with state and federal laws and codes that affect library operations. These laws include:
  - Environment Barriers Act* [410 ILCS 25/1 *et seq.*]
  - Illinois Accessibility Code* [71 Adm. Code 400 *et seq.*]
  - Open Meetings Act* [5 ILCS 120/1 *et seq.*]
  - Freedom of Information Act* [5 ILCS 140/1 *et seq.*]
  - Local Records Act* [50 ILCS 205/1 *et seq.*]
  - State Records Act* [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]
  - Library Records Confidentiality Act* [75 ILCS 70/1 *et seq.*]
  - Drug Free Workplace Act* [30 ILCS 580/1 *et seq.*]
  - Americans with Disabilities Act* [42 U.S.C. 12101 *et seq.*]
  - Fair Labor Standards Act* [29 U.S.C. 201 *et seq.*]
  - Bloodborne Pathogens Standard* [29 C.F.R. 1910.1030]
  - Wage Payment and Collection Act* [820 ILCS 115/1 *et seq.*]
  - Minimum Wage Act* [820 ILCS 105/1 *et seq.*]
  - Public Officer Prohibited Activities Act* [50 ILCS 105/3 *et seq.*]
  - Illinois Governmental Activities* [5 ILCS 420/4A-101 *et seq.*]
  - Personnel Record Review Act* [820 ILCS 40/0.01 *et seq.*]
  - Local Governmental Employees Political Rights Act* [50 ILCS 135/1 *et seq.*]
  - Right to Privacy in the Workplace Act* [820 ILCS 55/1 *et seq.*]
  - Victims' Economic Security and Safety Act* [820 ILCS 180/1 *et seq.*]
  - School Visitation Rights Act* [820 ILCS 147 *et seq.*]
  - Identity Protection Act* [5 ILCS 179/1 *et seq.*]

## Chapter 4 (Access)

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

### Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.
2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.
3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.
4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.
5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.
6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.
7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.
8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.
9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.
11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.



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

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

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



<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
<b>Municipalities</b>	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act (TIF)</i>	65 ILCS 5/11-74.4-1
<b>Libraries</b>	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates ( <i>Public Library District Act</i> )	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
<b>Public Health</b>	
<i>Environmental Barriers Act (Illinois Accessibility Code)</i>	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
<b>Public Safety</b>	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
<b>Notices</b>	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
<b>Criminal Offenses</b>	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act (Interference, bid rigging)</i>	720 ILCS 5/33E-1
<b>Civil Liabilities</b>	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
<b>Civil Immunities</b>	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
<b>Property</b>	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

***Human Rights***

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

***Business Transactions***

*Personal Information Protection Act* 815 ILCS 530/5

***Employment***

*Illinois Collective Bargaining Successor Employer Act* 820 ILSC 10/0.01

*Personnel Record Review Act* 820 ILCS 40/0.01

*Right to Privacy in the Workplace Act* 820 ILCS 55/1

*Employee Credit Privacy Act* 820 ILCS 70/1

*Minimum Wage Act* 820 ILCS 105/1

*Equal Pay Act* 820 ILCS 112/1

*Wage Payment and Collection Act* 820 ILCS 115/1

*Prevailing Wage Act* 820 ILCS 130/0.01

*One Day Rest in Seven Act* 820 ILCS 140/3

*School Visitation Rights Act* 820 ILCS 147

*Victims' Economic Security and Safety Act* 820 ILCS 180/1

*Workers' Compensation Act* 820 ILCS 305/1

***Military Related Acts***

*Family Military Leave Act* 820 ILCS 151/1

*Military Leave of Absence Act* 5 ILCS 325/0.01

*Public Employee Armed Services Rights Act* 5 ILCS 330/1

*Service Member's Employment Tenure Act* 330 ILCS 60/1

## Appendix B (Records to Be Retained and Disposed)

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

For more information and forms, go to Illinois State Archives website at [www.cyberdriveillinois.com/departments/archives/records\\_management/home.html](http://www.cyberdriveillinois.com/departments/archives/records_management/home.html).

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

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

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

## Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
  - Method of election or appointment
  - Length of terms
  - Duties and responsibilities
  - Filling a vacancy
  - Conflict of interest/ethics provision
  - Removal
3. Officers
  - Definition
  - Duties
  - Nomination and election procedure and meeting
  - Filling a vacancy
  - Removal
4. Committees
  - Standing
  - Appointment of ad hoc
5. Meetings
  - Time and place of regular meetings
  - Method for calling special meeting
  - Quorum for making decisions
  - Compliance with the *Open Meetings Act*
  - Quorum for board action
  - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
  - Roll call
  - Approval of previous meeting minutes
  - Correspondence and communications
  - Officers' reports
  - Committee reports
  - Financial report and approval of expenditures
  - Library administrator's report
  - Unfinished business
  - New business
  - Adjournment
7. Minutes
  - Reflect attendance and actions taken



8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

## Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act*; *Illinois Ethics Act*; *Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

## Appendix E (Recommended Staffing Levels)

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

**Example** BPL has approximately 66 FTE staff. The minimum number of staff for our population is 64.67.

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000–9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

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

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

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

An in-depth review and revision of all of our library policies was approved this year.

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



## Appendix G (Recommended Hours of Service by Population)

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

\*Open Sunday, September through May

\*\*Open Sunday all year

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

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

# Bloomington Public Library

*Books are just the beginning.*



At previous board meetings, the board discussed potential a Labor Statement and an Equity Statement. Based on those conversations, below is a draft EDI statement. (This webpage: <https://www.bloomingtonlibrary.org/library-updates/bloomington-public-library-and-equity-diversity-and-inclusion> would be updated with the statement.)

## **Equity, Diversity, and Inclusion Statement**

Bloomington Public Library stands with our city and our community in the fight against systemic racism. The Library serves people of all races, religions, orientations, political philosophies, backgrounds, and countries of origin. We strive to listen to all voices, encourage genuine understanding, and support the exchange of ideas for the betterment of our community and society. We also believe that books can foster personal growth and can help us become more empathetic. Therefore, we strive to provide books that allow everyone to see themselves and allow everyone the opportunity to view the world from different perspectives.

We acknowledge that we can always do more to include marginalized parts of our community. With that in mind, in 2020, Bloomington Public Library established an Equity, Diversity, and Inclusion (EDI) committee. The vision for the BPL EDI committee is to help BPL become a more equitable, diverse, and inclusive organization for both patrons and staff by providing them with resources, ideas, and support. Modeling behaviors, communicating efforts, and collaborating with other staff are key priorities. Since its inception, the EDI committee has:

- Developed an inclusive language guide
- Provided several staff training sessions and resources, including one recognizing that the repercussions of slavery and anti-blackness that are still felt today on personal levels from daily microaggressions, through systemic racism, and oppression
- Created a calendar highlighting various cultural events for staff awareness
- Developed a land acknowledgement statement
- Completed an audit of the Library collection using Ingram's iCurate Diversity Audit
- Developed Transition Guidelines for employees
- Created pronoun buttons/nametags for staff
- Added more gender options to patron accounts
- Developed a "Libraries Are For Everyone" magnet
- Launched a "Diverse Reads for All" e-newsletter