Bloomington Public Library

Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, December 21, 2021
5:30 p.m.

Community Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

I. Call to Order

II. Roll Call

III. Introduction of Public

IV. Public Comment

V. President's Report

VI. Director's Report

VII. Fiscal Report Presentation

VIII. Consent Agenda
   A. Approve Minutes of November 16, 2021 Regular BPL Board Meeting
   B. Approve Bills List of November 2021

IX. Approval Items
   A. Approve Waiving the Competitive Bid Process for Property/Casualty Insurance
   B. Approve Illinois Libraries Present Intergovernmental Agreement
   C. Approve Resolution Authorizing the Director to Donate Historical Materials to the McLean County Historical Society

X. Discussion Items
   A. Per Capita Grant Requirements
   B. Library Expansion and Capital Campaign

XI. Comments from Board of Trustees

XII. Adjournment

Posted: 12.17.21 1:30 p.m.

BILLS LIST

Approved by BPL Board of Trustees, December 21, 2021

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Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	3,654.45
Amazon.com, LLC	Adult Books	257.95
Amazon.com, LLC	Children's Books	434.84
Amazon.com, LLC	Computer Supplies	1,054.60
Amazon.com, LLC	Employee Relations	3.99
Amazon.com, LLC	Janitorial Supplies	26.07
Amazon.com, LLC	Library Supplies	116.70
Amazon.com, LLC	Non-Traditional Materials	1,599.32
Amazon.com, LLC	Office Supplies	396.84
Amazon.com, LLC	Other Purchased Services	823.32
Amazon.com, LLC	Periodicals	42.84
Amazon.com, LLC	Telecommunications	218.80
Ameren IP	Electricity	18,941.30
American Pest Control	Building Maintenance	80.00
Barrington Library	Miscellaneous Expenses	44.99
Blackstone Audio	A/V Materials	7.95
Blackstone Audio	Children's Books	337.16
Bloomington Public Schools	Adult Books	78.00
Brodart Co.	Library Supplies	302.20
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	744.76
City of Bloomington	FICA	6,674.50
City of Bloomington	Gas & Diesel Fuel	405.31
City of Bloomington	Health Insurance-HMO	589.68
City of Bloomington	Health Insurance-PPO	22,621.41
City of Bloomington	IMRF	23,422.15
City of Bloomington	Life Insurance	250.78
City of Bloomington	Medicare	1,560.97
City of Bloomington	Payroll	221,934.65
City of Bloomington	RSA Contribution	409.10
City of Bloomington	Vision Insurance	227.56
City of Bloomington	Water	794.14
Confidential On-Site Paper Shredding	Other Purchased Services	185.09
Continental Research Corp	Janitorial Supplies	252.68
Cumulus Broadcasting	Advertising	1,732.00
Custom Digital Imaging	Printing	2,818.16
Dell Marketing, L.P.	Computer Supplies	14,521.02
Earthwise Environmental, Inc.	Building Maintenance	1,400.00
Engberg Anderson	Architectural Services	178,701.48

Engels, Sara	Travel	6.72
F & W Lawn Care & Landscaping	Building Maintenance	1,249.00
Findaway World, LLC	Adult Books	857.28
Findaway World, LLC	Children's Books	959.81
Gaylord Brothers, Inc.	Office Supplies	69.84
Geiger Brothers	Library Supplies	1,146.64
Illinois State Police	Other Purchased Services	30.00
Illinois State University	Advertising	491.67
Illinois Wesleyan University	Other Purchased Services	424.46
Imaging Office Systems, Inc.	Office/Computer Equip Mtnc	750.00
Jefferson County Public Library	Miscellaneous Expenses	17.95
Johnson Controls Fire Protection, L.P.	Building Maintenance	5,765.54
KCN Solutions, LLC	Building Mtnc Supplies	1,239.20
Library Ideas, LLC	Children's Books	1,398.35
Metronet Holding, LLC	Telecommunications	1,927.07
Midwest Mailing & Shipping Systems, Inc.	Office/Computer Equip Mtnc	252.00
Midwest Tape	A/V Materials	756.25
Midwest Tape	Children's Books	342.91
Midwest Tape	Downloadable Materials	19,960.00
Miller Janitorial Supply	Janitorial Supplies	244.92
NewsBank, Inc.	Public Access Software	20,313.00
NICOR/Northern Illinois Gas	Natural Gas	2,342.67
Nu Air Corp	Building Mtnc Supplies	554.84
OverDrive, Inc.	Downloadable Materials	19,960.00
Pantagraph	Advertising	63.20
Peek-A-Book, LLC	Computer Supplies	1,195.00
Proquest, LLC	Downloadable Materials	101.11
Quill Corp.	Computer Supplies	382.66
Quill Corp.	Employee Relations	50.45
Quill Corp.	Janitorial Supplies	141.89
Quill Corp.	Library Supplies	60.15
Quill Corp.	Office Supplies	1,065.34
Ramsey Geotechnical Engineering, LLC	Other Purchased Services	12,096.50
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Ricoh USA, Inc.	Rentals	1,036.67
Unique Management	Other Purchased Services	443.25
Weber Electric, Inc.	Building Maintenance	800.00
Weber Electric, Inc.	Building Mtnc Supplies	245.00
World Book School & Library	Public Access Software	4,800.00
VISA - Accucut	Library Supplies	88.00
VISA - American Library Association	Memberships	150.00
VISA - Baker & Taylor Books	A/V Materials	3,775.11
VISA - Baker & Taylor Books	Adult Books	7,413.56
VISA - Baker & Taylor Books	Children's Books	6,840.31
VISA - Best Version Media	Advertising	394.40
VISA - Circle K	Gas & Diesel Fuel	15.61
VISA - Crusin' With Lincoln	Adult Books	98.91
VISA - DTS Digital Advertising	Advertising	200.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00
VISA - Facebook	Advertising	372.24
VISA - Five Star Water Company	Miscellaneous Expenses	35.00
VISA - GameStop	A/V Materials	54.98

VISA - Huck's Food & Fuel Stop	Gas & Diesel Fuel	19.62
VISA - HumbleBundle.com	Other Purchased Services	25.00
VISA - Illinois City County Municipal Assoc	Professional Development	20.00
VISA - Ingram	A/V Materials	1,396.22
VISA - Ingram	Adult Books	4,275.76
VISA - Ingram	Children's Books	731.14
VISA - Jewel-Osco	Employee Relations	51.72
VISA - Martin-Sullivan, Inc.	Other Purchased Services	313.12
VISA - McAlister's Deli	Employee Relations	642.30
VISA - MEternally.com	Non-Traditional Materials	258.80
VISA - Midstate Collaborative for Library Services	Professional Development	80.00
VISA - Mindstart	Non-Traditional Materials	36.23
VISA - New Republic	Periodicals	49.97
VISA - Sam's Club	Memberships	45.00
VISA - School Shop	Office Supplies	5.00
VISA - Springfield Electric	Building Mtnc Supplies	198.48
VISA - Sprint	Non-Traditional Materials	597.74
VISA - Sprint	Telecommunications	621.56
VISA - T-Mobile	Non-Traditional Materials	205.80
VISA - T-Mobile	Telecommunications	140.14
VISA - Verizon Wireless	Telecommunications	301.54
VISA - Wal-Mart	Janitorial Supplies	19.62
VISA - Wal-Mart	Other Purchased Services	29.53
VISA - Zoom.US	Other Purchased Services	339.83
Total		642,722.56

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Director's Report
November 2021

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Followed the City's plans to extend emergency leave time for COVID symptoms
- Reviewed, updated, and communicated COVID response practices
- Met with City staff to discuss the OSHA COVID Emergency Temporary Standard
- Sent staff a survey to prepare for the OSHA COVID Emergency Temporary Standard

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

- Continued to make progress towards a Library expansion, by:
  - Coordinating and participating in 3 planning sessions with the architects
  - Reviewing and coordinating feedback on the design drafts
  - Meeting with Colleen and Emily to review potential workflow plans for the expansion layout
  - Working closely with Scott Rathbun to gather information about bonds and to prepare materials for the City Council Meeting
  - Meeting with the City Council Members and Scott Rathbun to present the upcoming Library Levy
  - Meeting with Councilmember Urban and Julian to present the Library expansion plans
  - Attending 2 City Council Meetings with agenda items related to the Library expansion
  - Responding to questions from City Council members
  - Meeting with Conan from LifeCIL to review the Library expansion plans
  - Revising a FAQ document for the Board
  - Speaking with WGLT about the Library expansion
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Attended the Illinois Library Association Conference, Finance, Executive, Advocacy, and Public Policy Committee Meetings and a Board Meeting
- Responded to two FOIA requests
- Met with the mayor about the library display complaints
- Met with Sara and Bill Kemp, History Museum Librarian, to review documents about the Library's history
- Worked to review and develop draft revised library policies, gathering input from various staff members
- Worked with Colleen to develop a letter for patrons who live in unserved areas and incorrectly received a card

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

- Watched a recorded session from the Virtual Illinois Library Association Conference
- Participated in 2 interviews for 1 open position
- Continued to review the union contract in preparation for upcoming contract negotiations

Goal: Work effectively through the use of technology.

- Met with Molly to review upcoming plans for the Office 365 Committee

Goal: Administer a cost-effective public library.

- Prepared a resolution for the transfer of capital campaign donations from the Foundation to the Library
- Continued to work with Rhonda on the capital campaign efforts by meeting with 4 potential donors and meeting once for planning purposes

Adult Services Report
Carol Torrens
November 2021

**COVID Response: Public computers remain spread out on the floor. Some laptops are again available. All public spaces open with no time limits. TZ offers limited computer gaming hours daily.

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

SERVICES
Staff worked on 2 local history requests this month: a local soldier buried overseas & a business

COLLECTIONS
Marcie weeded fiction authors JHA-JON (hardcovers and paperbacks).

Book displays this month were on these topics: Native American Heritage Month; Alzheimer's Month/Memory Care Collection; "good" books; National Novel Writing Month. The movie display theme was No Shave November. The CD display continues to showcase new adult and teen Playaway books.

PROGRAMS
Tiffany visited either in person or virtually these schools to promote teen programs and to give book talks. She talked with the listed number of students at each location:
BJHS (5 visits): 376; PJHS: 45

Adult/Family programs
Mystery Book Club, virtual – 1 session – 11 attended
Fiction Book Club, virtual – 1 session – 7 attended
Books on Tap, virtual – 1 session – 13 attended
History Reads Quarterly Club – 1 session – 3 attended
Spanish Book club, hybrid – 1 session – 4 attended
Financial Planning for 2022, in person – 1 session – canceled by presenter
Mindful Eating with Carle, hybrid – 1 session – 19 attended
Learning Libby, in person – 2 sessions – 6 attended
Genealogy: Military history, in person – 1 session – 7 attended
Medicare Basics, in person – 1 session – 6 attended

Teen Programs
Take and Make craft, break in bags – 1 session – 50 participated
Teen Manga and Anime Club – 1 session – 0 attended

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

Several staff attended or viewed various webinars, including topics of Overdrive, collection development related topics, genealogy sessions, and MMS from Children's Home & Aid

Goal: Work effectively through the use of technology.

There were 2 individual appointments this month, both on ereading.

Business Office Report
Kathy Jeakins
November 2021

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

11/17: I participated in an architect meeting along with other Department Managers

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they got their new cards, processed applications for staff new to using Library credit cards, canceled cards for staff who left employment, and I entered all credit card transactions in account files

The FY 22 budgets were submitted to City on Nov. 23, ahead of the deadline

In November, the Book Shoppe collected $2,190.75

Hoopla usage in November was $7,420.03—patrons continue to use this service!

Donations for the Library expansion continue to come in—so far, we've collected $20,919, plus pledges

The Golden Prairie audit for FY 21 is complete

On Nov 3, James Pitzer stopped in to do the annual building assessment for the insurance company

I reviewed the updated draft of the Purchasing Policy as part of the review of all Library policies

Bills Costing in Excess of $5,000:

- Ramsey Geotechnical Engineering, LLC $12,096.50 for Soil Borings and Sampling
- NewsBank, Inc. $20,313.00 for Annual Renewal of Online Service for Bloomington Pantagraph, America's News, HeritageHub, and Black Life in America
- Johnson Controls $5,765.54 for Annual maintenance for fire alarm panel and emergency stairwells
- Engberg Anderson $178,701.48 for Architectural Services

Upcoming:

I'll be working on the Worker's Comp audit and audit report for calendar year 2021

Children's Services Report
Melissa Robinson
November 2021

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

In-Person Programs:

- Preschool story time – 6 sessions – 62 attended
- Toddler story time – 6 sessions – 71 attended
- Fun Friday story time – 3 sessions – 34 attended
- Mini Explorers story time -5 attended
- Sensory story time – 5 attended
- Tales for Tails – 3 sessions – 27 attended
- Lego Construction Time – 10 attended
- 21 programs/sessions total – 214 attended

Pre-Recorded on Facebook:

- Wild Card Friday – 3 posts – 128 views

Passive:

- 377 crafts made (leaf rubbings, elephants, Diwali lamp, Harry Potter, rangoli, acorns)
- 88 Celebration of India craft bags

Group Visits:

- Girl Scout tour – 13 attended
- YWCA Daycare story time and visit – 16 attended

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

- We welcomed a new Career Link student, Jackie.

Goal: Work effectively through the use of technology.

- 13 posts were added to the Children's Department Facebook group. We now have 505 members.

Upcoming:

- Lego Construction Time – Dec 4
- Itsy Arts – Dec 15
- Penguin Seek and Find – Begins Dec 20
- Dungeons and Dragons for Kids – Dec 28 and 29

Circulation and Outreach Services Report
Colleen Shaw
November 2021

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

- Circulation began offering an Online Renewal option. Patrons simply snap a photo of their photo ID, email getacard@bloomingtonlibrary.org, and staff reply with a renewal date.
- Outreach Library Associate, Michelle C., meetings, and successful connections:
  - Reentry Council
  - Leadership McLean County Leadership Launch
  - Fatherhood Council Leadership
  - Chestnut Health's Sober Recreation
  - Co-led Human Services Council
  - Intellectual and Developmental Disabilities Council
  - Heartland Community College Area Planning Committee
  - Children's Home + Aid
  - Recovery Oriented Systems of Care Council
  - Promo video for the bookmobile's participation in Home Sweet Home's Night in a Car event
  - Night in a Car Steering Committee
  - BN Parents
  - Leadership McLean County Steering Committee

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

- Deposits staff prepared and delivered or renewed 548 items at 9 sites.
- Home Delivery staff prepared and delivered 321 items to 49 patrons. 48 items were picked up via curbside.
- PopUp visits were held at Luther Oaks, Bickford House, Villas of Hollybrook, Woodhill Towers, and Westminster. 111 patrons were served, and 227 items checked out.
- On November 17, Lucy U. and Brittany A. passed their CDL tests and became our 2 newly licensed bookmobile drivers.
- The University of Illinois 4-H Extension partnered with the bookmobile on November 3 and 8 to host activities at Bohmer Drive, Rainbow Avenue, and Grove.
- The bookmobile will be off road for winter break on December 20. It will resume scheduled stops on January 3.
- Staff attended the following Outreach events:
  - November 2: Presented library expansion plans and funding opportunities at the Philanthropic Educational Organization roundtable.
  - November 2: Attended the Be Content senior expo.
  - November 17: Attended the Nonprofit Showcase hosted by the McLean County Chamber of Commerce.

(11/2021) Circulation and Outreach Services Statistics

Total Circ BPL	**86,518**
Total Circ Main	**64,205**
Adults	29,815
Teens	1,631
Children	32,759
Total Circ Outreach	**6,972**
OTR Adults	2,614
OTR Teens	103
OTR Children	4,255
Total Digital Downloads	**15,341**
Hoopla	3,993
Overdrive	10,698
TumbleBooks	38
eBook Central	4
Kanopy	608
Borrowers Registered	**562**
Total Active Cardholders	**28,770**
Children	5,669
Teen	3,435
Adult	19,666
GPPLD	**1,304**
Total Holds Filled	**7,317**
Main Holds	5,896
Outreach Holds	1,421
Door Count	**12,729**

Circulation Questions Answered: 569
Outreach Questions Answered: 108
Total Questions Answered: 677

Top 10 Highest Circulations	
Wingover Apartments PM	241
Grove	135
Eagle Ridge	120
Eagle Crest East	108
Ekstam Drive	106
Grove	102
Arbors Apartments	97
Old Farm Lakes	95
Bohmer Drive	90
Golden Eagle	90

5 Stops with Lowest Circulation	
Mecherle Drive	2
Evergreen Park	2
Hilltop Mobile Home Park	1
Mille rPark	0
Traditions	0

Bookmobile Customers: 628

Total Monthly Stops: 64 (*7 holiday cancellations)

Bloomington Public Library

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Total Circ

	January	February	March	April	May	June	July	August	September	October	November	December
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	87,188	93,500	86,518	

Main Circ

	January	February	March	April	May	June	July	August	September	October	November	December
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	65,616	70,302	64,205	

Active Users

	January	February	March	April	May	June	July	August	September	October	November	December
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	30,454	30,517	28,770	

Circulation and Outreach Services, (11/2021), page 3

Human Resources Report
Gayle Tucker
November 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
    - In November, I attended a session about Adopt-A-Family, a charity that BPL staff has supported for over 15 years
- I attended a zoom presentation on HR Management: The North Star for Turbulent Times
- In November, there were four in-house job announcements and three outside ads
- I participated in 11 interviews
- I worked on the Job Description/Performance Review project
- I continued FMLA, EFMLA, EPSL, and ADA administration and tracking
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- In November, I participated in several Teams meetings, and a lot of my work was accomplished using OneDrive and SharePoint, including virtually meeting with the architects
- 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
    - We currently have five students

Upcoming:

- Ongoing Kronos timeclock troubleshooting (including review of reports)
- Implementing an Applicant Tracking System

Information Technology Systems Report
Jon Whited
October 2021

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

We are in the process of replacing all of the staff PCs in the Circulation department. Staff will be receiving laptops instead of desktops to allow staff to be more mobile both inside and outside of the library.

We provided a practice area for the Bloomington High School E-Sports team. The IT department setup 10 gaming PCs each Thursday to allow the BHS E-sports team somewhere to practice. Their season has ended for this year.

We have created a database of student cards database that will allow District 87 to look up student's library card numbers by knowing their District 87 student ID number. This will allow us to get the library cards to the students more quickly and will allow the teachers to look up information for students so that they can use the online databases in their classroom activities.

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

We had a teen programming class where teens learned to create digital art and animation using a programming language called processing.

Upcoming:

We are working on putting together a kit for the public consisting of a hotspot, OWL, and laptops so that the public can check it out to conduct community group-based meetings.

We are working on putting together the Roku devices to check out to the public. We finally have the devices, and cases to be able to make them available to check out.

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

The Campaign for Your Future Library

- There is a continued need for BPL board members and Foundation Board members to serve as volunteer liaisons who set up fundraising meetings between the library and potential donors. Very few meetings with potential donors took place during the month of November. Several donations were secured.
- Nominated the Library's expansion/renovation project to be a recipient of funds from Green Top Grocery's "Round Up at the Register Program" during one month during 2022. Nominations closed on December 1.
- We continue to make changes to the campaign inserts as changes arise.
- Thank you letters / tax receipts were mailed to all donors whose donations arrived prior to 12.2.21.

Website

- Marketing continues to maintain the website and the website's online calendar.
- Monthly update to the record sets for New Movies, New Music, and Audiobooks.
- For Circulation
  - Updated information pertaining to renewing expired library cards to reflect the new Online Renewal Process.
  - The November 2021-April 2022 bookmobile schedule was uploaded and replaces the past schedule.
- For the Adult Services Department
  - Provided instruction to book club facilitators about updating content in Library Aware so the links automatically update on the website.
  - Adjusted hyperlinks in the Library Aware book club lists to direct patrons to a filtered calendar of book club discussion days. Past links were simply directing patrons to the library's home page.
  - Updated the Biblioboard database to reflect the new rebranding of Inkie.org
  - Updated the teenZone TV display so the images are hosted from the current website.
  - Updated teenZone gaming hours to reflect increased hours.
- For the Children's Department
  - Added the new LOTE (Languages Other Than English) online resource for kids.
- For Marketing
  - Adjusted wording on the "Donate" page.
  - Uploaded to the "Building Project" page an updated Case Statement which outlines the increase in the amount of the renovation project due to the addition of the parking structure.
  - Added a "Donate" button to the "Building Project" page
  - Working to add detailed information about the MyLibrary! App to the website
- For HR
  - Created job postings with anchor links for the following positions:
    - Marketing Library: Full-time Associate
    - Support Services: Part-time Custodian
    - IT: Part-time Library Technical Assistant (and teenZone support)

December's Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
  - December's programs were submitted to Library Market by staff and reviewed/edited 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.

Holiday Communications

- Set up text reminders for all 2022 holidays.
- Recorded the library's outgoing phone messages for all 2022 holidays.

Bookmobile

- All Bookmobile stops from November 1, 2021-April 30, 2022, were entered into Library Market and now appear on the Library's online calendar.

Paper & Digital Design Work

Program & Database Publicity

- New Online Resource – LOTE (Languages Other than English)
- Pearl Harbor program
- Cutting the Cable Cord Program
- Repeating Patterns with GIMP
- Manga & Anime club
- Itsy Arts
- DIY Electronic Greeting Cards
- Snow Globes Take & Make Craft
- Penguin Seek & Find
- Dungeons & Dragons Kids
- Learning Kanopy
- Lego Construction
- Book Ends 2021 publicity
- Bookmarks designed for the following 2022 book clubs: Fiction, Mystery, History, Spanish, True Crime, and Books on Tap
- 22 pieces of digital art designed to accompany social media messages for the Fiction Book Club
- 3 pieces of digital art designed to accompany the True Crime group on meetup.com and True Crime posts on social media

Signage

- Created all Christmas/NYE closure artwork
  - Digital pieces for Facebook, Instagram, Twitter, the plasma TV, and a slide for the website
  - Paper pieces: 24x36 posters for floors 1& 2; 11x17 posters for service desks
- Created a 24 x 36 poster pertaining to the expansion project. This poster is mounted to foam core and can be displayed using a tabletop easel in our lobby, at appropriate offsite events, and during speaking engagements which pertain to the project
- Designed an ad pertaining to the expansion project for the Illinois Symphony Orchestra's 2022 program booklet
- Sign for teenZone door which outlines additional gaming hours

Other

- Created a trading card for a new Tales for Tails dog

2022 Book Clubs

Information pertaining to all the 2022 book club meetings – both in person and online -- was entered into Library Market and extensively edited (76 entries). Bitly links were also created for each in-person meeting and each online meeting currently planned.

- Fiction Book Club (meets online and in-person monthly; does not meet in December)
  - 22 entries in Library Market
  - 22 bitly links created
  - 22 pieces of art created for social media
  - Bookmark created highlighting all the club's titles for the year
- Mystery Book Club (meets online and in-person monthly; does not meet in December)
  - 22 entries in Library Market
  - 22 bitly links created
  - Bookmark created highlighting all the club's titles for the year
- History Book Club (meets online and in-person quarterly except in February when it meets online only)
  - 7 entries in Library Market
  - 7 bitly links created
  - Bookmark created highlighting all the club's titles for the year
- Spanish Book Club (meets online and in-person every other month; titles are only planned through May)
  - 6 entries in Library Market
  - 6 bitly links created
  - Bookmark created highlighting the titles the club will discuss during the first half of 2022.
- Books on Tap (meets monthly; only in person; at Lil' Beaver Brewery)
  - 10 entries in Library Market (will not meet on Labor Day and July 4)
  - 10 bitly links created
  - Populated 10 monthly entries for this club's meetup.com group
  - Bookmark created highlighting all the club's titles for the year
- True Crime Book Club (meets online and in-person quarterly beginning in March)
  - 8 entries in Library Market

- o   8 bitly links created
- o   Created a group for this club in meetup.com and added all 4 2022 meetings
  - ▪ Created artwork this club for the Meetup.com page
- o   Bookmark created highlighting all the club's titles for the year
- o   Created social media artwork to promote this club
- Book Ends (meets only in December; all book club attendees are invited; this meeting replaces the December meetings of the Fiction and Mystery clubs)

Advertising
- Penned radio scripts for Cumulus (B104, WJBC, WBNQ). Scripts focused on BPL's Scholarship Workshop, Consumer Reports Database, and the Book Shop.
- Penned radio scripts for Neuhoff stations (BOB FM, ROCK 96.7, and HOT 100.7). Scripts focused on BPL's Book Shop. BPL is also a sponsor of Neuhoff's "Santa Show".
- Designed an ad for the Illinois Symphony Orchestra's 2022 program booklet which will highlight the expansion project and includes information about making a donation to the project.

Community
- Rhonda attended the Chamber of Commerce's Non-Profit Showcase with Outreach Associate Michelle Cope. We were extremely busy talking to people who were interested in hearing about the expansion/renovation project.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- The Marketing Department is seeking to fill the vacancy for a Library Associate with a focus on graphic design. This job post closes December 5, 2021.
- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee heads.

Goal: Work effectively through the use of technology.
Social media presence:
- BPL Facebook – 8,709 followers
- Instagram - 1,931 followers
- Twitter - 2,058 followers
- Monthly catalog referrals from Google & EBSCO's Linked Library – 267
- Library text subscribers - 346
- Bookmobile text subscribers - 1,172
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 33,027 filtered active subscribers.
- Program Guide list – 33,007 filtered active subscribers.
- General eBlast list – 33,052 filtered active subscribers.

Goal: Administer a cost-effective public library.
Free & Cheap Promotion
- The library posts an abundance of information to Facebook and Instagram, including, but not limited to, information about library resources, all library programs, employment opportunities, news, etc.
  - o   A weekly #TBT photo is posted to Facebook and Instagram.
  - o   A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
  - o   Three employment posts were added during November.
  - o   Posts promoting the following were also shared – Hoopla, Libby, Winter Holiday Reads, the launch of the LOTE online resource
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications.
  - o   An eBlast promoting BPL's Consumer Reports database was created and delivered to 32,816 patrons on Nov 1.
  - o   An eBlast promoting BPL's America's News / Newsbank resource was created and delivered to 32,937 patrons on Dec 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

Support Services Report
Caprice Prochnow
November 2021

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

- Support Services staff:
    - Monitored the parking lot during the increased traffic from the nearby Jelani Day March event
    - Blew out the chiller area, garage and driveway and under the overhang of leaves and debris
    - Moved multiple boxes of docs to be shredded to the dock area for the C.O.P.S shredding truck and recycled empty boxes after shredding
    - Bushes trimmed for the season
    - Adjusted clocks for daylight savings
    - Removed the broken pieces of landscape block by the steps leading to lower lot
    - Updated and posted the floor plan depicting egress routes from that location throughout the building
    - Replaced flush valve in upper Men's restroom
    - Prepared snow equipment for winter

- Repairs/Installs:
    - Weber Electric replaced ballasts in a few fluorescent fixtures, replaced photocell for parking lot lights, re-lamped decorative pole light and replaced emergency ballast in fixture at staff entrance
    - Johnson Controls did a final system check and shut the chiller down for the season
    - Tri-County Irrigation performed a backflow test and shut down the irrigation system for the season
    - KCN has set and filled the salt station for the season
    - Martin-Sullivan performed the annual maintenance on the tractor and blade

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

- Caprice viewed the following webinar:
    Policing, Libraries and the Fog of Implicit Bias
- Caprice participated in Engberg Anderson Architect session
- Caprice attended the MMS on Children's Home & Aid

Goal: Administer a Cost-Effective Library.

- Alpha Controls performed the quarterly PM on the HVAC controls
- Johnson Controls performed the semi-annual inspection of the fire alarm system
- F & W Landscaping will be managing the snow removal in the main lot this season

Upcoming: Cooling Valve replacement

Bloomington Public Library
Books are just the beginning.

Technical Services Report
Allison Schmid
November 2021

Goal: Explore and implement strategies to improve access to the library and its resources.
- Managers met with architects to review individual department floor plans.

Goal: Provide sustainable services, collections and programs to meet the needs of our diverse community.
- There have been quite a few hiccups with the EBSCO magazine renewal, and we are continuing to sort it out as duplicate issues arrive.
- We continue to work on our author authority and series projects. We've worked on over 150 authors to keep them consistent in the catalog and on the spine label.

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Dale has completed training on almost all the Adult book collections. – 25
- Eleanor attended "Assigning Library of Congress Subject Headings" training from MCLS. – 6
- Allison attended "Practical Steps Toward Diversifying Collections," an OCLC seminar. – 1
- Dale and Nick attended "MARC: An Introduction." – 12
- All TS staff attended the MMS on Children's Home and Aid. – 2.5
- Boxed lunches from McAllister's and a few "games" were enjoyed on Teams for this year's Staff Appreciation Day.
- Our work study, Josh, helped Mimi with a project cutting CDs into pieces.
- Training Hours – 46.5

Goal: Work effectively through the use of technology.
- Eleanor discovered a website to assist in subject heading selection. searchFAST at fast.oclc.org/searchfast/
- We will start using CoverCity.net to purchase DVD replacement covers for .03 cents each when we're unable to find them in-house or for free elsewhere.
- Allison helped Kelly create and edit a record set to clean up ILL patrons records.
- We discovered many of our Ingram audiobook orders were getting cancelled without our knowledge. Nick is paying close attention to the order reports and error messages on our purchase orders to solve the problem and figure out why it's happening.

Goal: Administer a cost-effective public library.
- Volunteer Hours – 6

Upcoming:
- Children's department board games

BLOOMINGTON PUBLIC LIBRARY
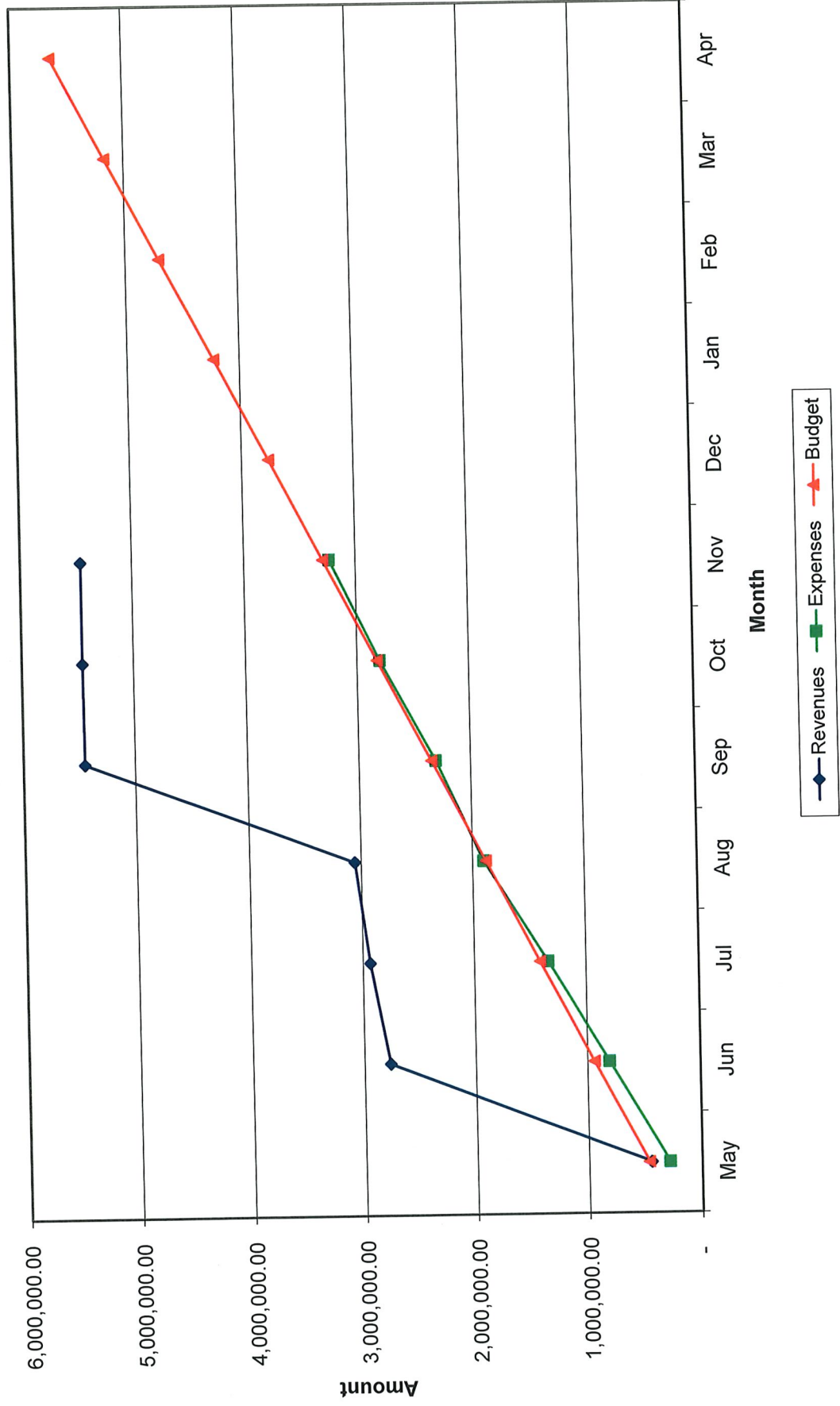## FY 2021-2022 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	NOV 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	0.00	4,767,815.12	(199,969.88)	96.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,700	0.00	112,999.75	17,299.75	118.1
GPPLD	402,000	0.00	390,139.99	(11,860.01)	97.0
Fines & Fees	5,000	1,077.99	7,689.99	2,689.99	153.8
Copies	3,000	120.15	1,387.00	(1,613.00)	46.2
Interest on Investments	5,000	120.27	814.41	(4,185.59)	16.3
Interest from Taxes	0	73.72	73.72	73.72	-------
Donations	10,000	9.76	22,123.39	12,123.39	221.2
Other Grants	0	0.00	500.00	500.00	-------
Cash Over/Short	0	0.00	(17.96)	(17.96)	-------
Other	24,211	3,004.20	25,099.37	888.37	103.7
Total Revenues	5,643,096	4,406.09	5,459,024.78	(184,071.22)	96.7

ACCT NAME	BUDGET	NOV 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	186,794.55	1,294,225.17	(1,172,508.83)	52.5
Part-Time Salaries	465,048	30,332.83	213,264.85	(251,783.15)	45.9
Seasonal Salaries	65,510	556.59	18,482.83	(47,027.17)	28.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	4,250.68	14,601.68	14,601.68	-------
Total Sals & Wages	2,998,392	221,934.65	1,540,574.53	(1,457,817.47)	51.4
Dental Insurance	11,064	744.76	5,047.26	(6,016.74)	45.6
Health Insurance, HMO	33,053	589.68	5,938.92	(27,114.08)	18.0
Life Insurance	3,100	250.78	1,717.98	(1,382.02)	55.4
Vision Insurance	3,024	227.56	1,522.79	(1,501.21)	50.4
Health Insurance, BCBC-PPO	250,906	22,621.41	162,342.46	(88,563.54)	64.7
Library RHS Contribution	0	409.10	4,005.39	4,005.39	-------
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	23,422.15	168,222.34	(78,450.66)	68.2
FICA	185,832	6,674.50	93,066.96	(92,765.04)	50.1
Medicare	43,461	1,560.97	21,766.07	(21,694.93)	50.1
Worker's Compensation	18,299	0.00	326.00	(17,973.00)	1.8
Uniforms	800	0.00	372.59	(427.41)	46.6
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	0.00	34,300.89	14,300.89	171.5
Total Benefits	858,212	56,500.91	498,629.65	(359,582.35)	58.1
Architectural/Design Services	0	0.00	350,639.93	350,639.93	-------
Total Services	0	0.00	350,639.93	350,639.93	-------
Rentals	20,000	1,137.59	10,084.33	(9,915.67)	50.4
Total Rentals	20,000	1,137.59	10,084.33	(9,915.67)	50.4
Building Mtnc	140,000	2,129.00	51,551.49	(88,448.51)	36.8
Vehicle Mtnc	12,000	0.00	8,791.13	(3,208.87)	73.3
Office & Computer Mtnc	190,000	841.89	83,859.45	(106,140.55)	44.1
Total Repair/Mtnc	342,000	2,970.89	144,202.07	(197,797.93)	42.2

ACCT NAME	BUDGET	NOV 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,322.48	24,971.37	(25,028.63)	49.9
Printing/Binding	20,000	2,818.16	11,779.52	(8,220.48)	58.9
Travel	500	6.72	14.61	(485.39)	2.9
Membership Dues	5,500	195.00	3,116.99	(2,383.01)	56.7
Professional Development	10,000	100.00	3,539.00	(6,461.00)	35.4
Other Purchased Services	145,000	6,157.75	55,440.44	(89,559.56)	38.2
Other Purchased Services-Expansion	0	12,096.50	12,096.50	12,096.50	-------
Other Insurance	35,000	0.00	(1,920.53)	(36,920.53)	-5.5
Total Purchased Services	266,000	23,696.61	109,037.90	(156,962.10)	41.0
Office Supplies	20,000	823.58	8,533.53	(11,466.47)	42.7
Office Supplies-COVID-19	0	0.00	541.80	541.80	-------
Computer Supplies	80,000	14,271.35	27,874.08	(52,125.92)	34.8
Postage	4,500	0.00	(6.28)	(4,506.28)	-0.1
Library Supplies	80,000	2,897.30	35,456.99	(44,543.01)	44.3
Janitorial Supplies	18,000	944.62	6,968.49	(11,031.51)	38.7
Gas & Diesel Fuel	6,000	440.54	2,465.74	(3,534.26)	41.1
Building Mtnc & Repair Supplies	18,000	2,237.52	9,011.29	(8,988.71)	50.1
Total Supplies	226,500	21,614.91	90,845.64	(135,654.36)	40.1
Natural Gas	28,000	2,342.67	12,349.06	(15,650.94)	44.1
Electricity	90,000	18,941.30	66,152.02	(23,847.98)	73.5
Water	9,000	794.14	4,373.70	(4,626.30)	48.6
Telecommunications	32,700	3,803.96	20,678.21	(12,021.79)	63.2
Total Utilities	159,700	25,882.07	103,552.99	(56,147.01)	64.8
Professional Collection	1,500	0.00	64.76	(1,435.24)	4.3
Total Prof Collection	1,500	0.00	64.76	(1,435.24)	4.3
Non-Traditional Materials	5,000	2,087.58	2,087.58	(2,912.42)	41.8
Periodicals	20,000	59.96	17,489.29	(2,510.71)	87.4
Adult Books	157,500	13,136.28	88,720.89	(68,779.11)	56.3
Children's Books	123,400	8,736.56	69,801.97	(53,598.03)	56.6
A/V Materials	111,600	6,552.82	47,642.87	(63,957.13)	42.7
Public Access Software	132,000	25,523.00	55,586.85	(76,413.15)	42.1
Downloadable Materials	179,950	30,149.66	101,799.85	(78,150.15)	56.6
Total Materials	724,450	84,158.28	381,041.72	(343,408.28)	52.6
Employee Relations	5,000	744.47	3,303.09	(1,696.91)	66.1
Miscellaneous Expenses	10,000	325.50	4,339.78	(5,660.22)	43.4
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	1,069.97	7,642.87	(38,699.13)	16.5
Total Expenses	5,643,096	438,965.88	3,236,316.39	(2,406,779.61)	57.4

Bloomington Public Library
FY 2021-2022

Legend: —♦— Revenues —■— Expenses —▲— Budget

Amount axis: 6,000,000.00 / 5,000,000.00 / 4,000,000.00 / 3,000,000.00 / 2,000,000.00 / 1,000,000.00 / –

Month axis: May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr

Property Tax (96.0%): The Library has received 7 distributions.

Replacement Tax (100.0%): The Library received its distribution in July.

State Grants (118.1%): The Per Capita Grant arrived in August, higher than what we had projected.

GPPLD (97.0%): Golden Prairie has also received 7 distributions.

Fees (153.8%): The amount collected for lost items is higher than we projected.

Copies (46.2%): Copy revenue is a little less than projected.

Interest (16.3%): Interest rates continue to be low.

Donations (221.2%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May.

Other Revenue (103.7%): This is higher than projected due to Book Shoppe receipts.

Full-Time Salaries (52.5%): This is under-spent due to staff vacancies.

Part-Time Salaries (45.9%): This is under-spent due to staff vacancies.

Seasonal Salaries (28.2%): There are not as many Seasonal employees as we have had in the past.

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

Dental Insurance (45.6%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, HMO (18.0%): This is under-spent because only a few staff have this option for their health insurance.

Vision Insurance (50.4%): This is under-spent because the rates are not as high as had been expected.

Health Insurance, PPO (64.7%): This line item is over-spent due to more staff choosing this option for their health insurance.

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

IMRF (68.2%): This is over-spent due to the payout of sick leave buy back to a retired staff member.

FICA (50.1%): This is under-spent due to staff vacancies.

Medicare (50.1%): This is under-spent due to staff vacancies.

Worker's Compensation (1.8%): This amount was paid based on the 2021 audit adjustment. The annual premium will be paid in January.

Uniforms (46.6%): Charges have been minimal.

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

Other Benefits (171.5%): This is over-spent due to the payout of sick leave buy back to a retired staff member; in additional to vacation pays for employees who have left employment.
Rentals (50.4%): Charges have been minimal.
Building Maintenance (36.8%): Charges have been minimal.
Vehicle Maintenance (73.3%): This is over-spent due to repairs to the bookmobile.
Office/Equipment Maintenance (44.1%): Charges have been minimal.
Advertising (49.9%): Charges have been minimal.
Travel (2.9%): Charges have been minimal.
Professional Development (35.4%): Charges have been minimal.
Other Purchased Services (38.2%): Charges have been minimal.
Other Insurance (-5.5%): This is a negative amount because of the reimbursement the Library has received from the insurance company for the rental van and other items related to flood damage.
Office Supplies (42.7%): Charges have been minimal.
Computer Supplies (34.8%): Charges have been minimal.
Postage (-0.1%): Nothing has been paid from this line item; however, the negative amount reflects postage paid for by staff.
Library Supplies (44.3%): Charges have been minimal.
Janitorial Supplies (38.7%): Charges have been minimal.
Gas & Diesel Fuel (41.1%): Charges have been minimal.
Building Maintenance Supplies (50.1%): Charges have been minimal.
Natural Gas (44.1%): Charges have been minimal.
Electricity (73.5%): This is over-spent due to higher usage during the summer months.
Water (48.6%): Charges have been minimal.
Professional Collection (4.3%): Charges have been minimal.
Non-Traditional Materials (41.8%): Charges have been minimal.
Periodicals (87.4%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (42.7%): Charges have been minimal.
Public Access Software (42.1%): Charges have been minimal.
Employee Relations (66.1%): This is over-spent because I have not yet requested reimbursement from the Foundation for costs associated with Appreciation Day.
Miscellaneous Expenses (43.4%): Charges have been minimal.
Transfer to Capital Fund (0.0%): The transfer for this will be made later.

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
    Memorial Donations: 450.00
    William Wetzel, Doantion for Children's
        Story Time Program: 34.50
    C-U Herb Society, Miscellaneous Donation: 50.00
    Lois Rubbel, Miscellaneous Donation: 200.00

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Megan Michalski, Miscellaneous Donation:              56.00
Verlyn Zachow, Miscellaneous Donation:               100.00
Sybil Mervis, Miscellaneous Donation:                 14.25
Betty Weller, Miscellaneous Donation:                  5.00
Fountain Receipts, Jun-Oct 2021:                       8.34
Robert Starckovich, Miscellaneous Donation:          100.00
Miscellaneous Donations:                             105.30

   Total Donations:                           $ 22,123.39
```

The Other Revenue line item breaks out as follows:

```
Blankets:                                    $       0.00
Book Pick-Up:                                      869.81
Book Shoppe:                                    16,546.50
Ear Buds:                                          144.00
Flash Drives:                                       87.75
Genealogy Searches:                                 65.75
Hot Beverage Service:                              129.00
Meeting Room Fees:                                  60.00
Mugs/Cups:                                         138.00
Print Station:                                   5,353.75
Reusable Bags:                                     243.00
Test Proctoring:                                    50.00
Tote Bags:                                       1,024.00
Umbrellas:                                           0.00
Miscellaneous:                                     387.81

   Total Other Revenue:                       $25,099.37
```

During November, 12 batches containing 80 invoices were processed, totaling $109,567.18 and 98 credit card charges were made totaling $30,842.24.

As of November 30, the Library's Maintenance & Operating Fund Balance is $5,582,264.26, which is 98.9%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is $1,410,774.

Library Fund Balance Information, 10/31/21:

```
   Operating:                     $ 5,582,264.26
   Fixed Assets:                  $ 1,175,632.54
   Capital:                       $ 2,993,673.20
     Total Spent for Architectural
          Fees:                   $   535,359.55

   Balance of Arch Contract:      $   918,224.45
```

Bloomington Public Library
Books are just the beginning.

Statistics At-A-Glance
November 2021

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	32,429	37,769	-14%	226,508	231,848	-2%
Teens	1,734	1,964	-12%	13,051	13,281	-2%
Children	37,014	36,517	1%	226,907	226,410	0%
Digital Downloads	15,341	16,707	-8%	114,096	115,462	-1%
Total	86,518	92,957	-7%	580,562	587,001	-1%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	19,666	24,824	-21%	166,387	170,832	-3%
Teens	3,435	5,253	-35%	31,643	32,305	-2%
Children	5,669	8,978	-37%	79,044	81,381	-3%
Total	28,770	39,055	-26%	277,074	284,518	-3%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	562	151	272%	3,220	2,809	15%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	12,729	8,125	57%	103,246	98,642	5%
Bookmobile	628	459	37%	3,472	3,303	5%
Total	13,357	8,584	56%	70,684	65,911	7%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	90	9	900%	90	9	900%
Digital Preservation Studio	15	0	100%	15	0	100%
Community Room	24	0	100%	76	52	46%
Total	129	9	1333%	181	61	197%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	9	1	800%	22	14	57%
People Reached	571	36	1486%	1,036	501	107%
Community Visits to the Library	2	0	100%	2	0	100%
People Reached	30	0	1000%	30	0	100%
Total Outreach Visits	11	1	1000%	24	14	71%
Total People Reached	601	36	1569%	1,066	501	113%

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	11	7	57%	41	37	11%
Attendance	76	55	38%	428	407	5%
Teens	3	3	0%	11	11	0%
Attendance	52	31	68%	98	77	27%
Childrens	21	7	200%	42	28	50%
Attendance	214	120	78%	677	583	16%
Total Programs	35	17	106%	94	76	24%
Total Attendance	342	206	66%	1,203	1,067	13%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2	0	100%	14	12	17%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,611	2,177	20%	18,132	17,698	2%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	172.50	137.00	26%	1,030	995	4%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,365	677	102%	5,723	5,035	14%
WiFi Sessions	1,664	1,887	-12%	11,081	11,304	-2%
Website/Catalog Hits	40,457	39,306	3%	315,752	314,601	0%
Online Resource Use	2,352	4,199	-44%	29,774	31,621	-6%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	337	348	-3%	1,735	1,746	-1%
Sent	189	188	1%	1,070	1,069	0%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	63.25	22.00	188%	132	91	45%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 20, 2021
5:00 p.m.

MINUTES

I.   Call to Order
     President Ruth Novosad called the meeting to order at 5:02 p.m.

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

     Trustees Absent: None

     Others Present: Amy Dunham, Jeanne Hamilton, Kathy Jeakins

III. Introductions
     There were no introductions.

IV. Public Comments
     There were no public comments.

V.   President's Report
     President Novosad had no report.

VI. Approval of Minutes
     A. September 15, 2021:
         Hearing no objections, the minutes were approved as distributed.

VII. Staff Reports
     A. Director's Report: Jeanne Hamilton, Library Director, shared an update about the Staff
         Development Day held on September 28th. The Library has a new history intern that will
         be working to review the Library's archives and historical documents. Recently, an Illinois
         State Library grant was awarded to the Library to host a program series for job seekers.
         Director Hamilton answered questions about yesterday's Bloomington Public Library
         Board Meeting.

     B. Circulation and Outreach Report: Jeanne Hamilton presented the Circulation and
         Outreach Report. An updated Bookmobile schedule will be coming out soon. In Colleen's
         report, she has noted what stops are changing. All changes are minor updates. There are
         48 stops on a three-week cycle.

     C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board
         packet. Another Property Tax distribution was received at the end of September. The new
         CD that was purchased has been added to this report and the annual audit is underway.

VIII. Unfinished Business
     A. Annexation Project: Ruth reported that Attorney Robert Porter prepared eleven letters,
         one has already been completed and returned. November 5th is the deadline for the
         notarized form to be returned to Robert. After that, Ruth plans to follow up with the
         residents.

B. Marketing to Golden Prairie Patrons:
Ruth Novosad shared that the fliers are being printed. EDDM doesn't work as a mailing option due to rural routes delivery restraints in McLean County. Ruth worked with Le Print to obtain the address information for eligible residents in the Golden Prairie District, by piecing together information from multiple sources. The good news is the flier will be personalized with their name and address. This did result in this task going slightly over budget. This will be a good list for a couple of years and then we will need to repeat the process to keep it up to date.

C. The CD maturing on September 28, 2021.
Stephen Peterson reported that moving the funds from the maturing CD from the Bank of Pontiac to the First State Bank (Hershey Road) was successful. The new final CD obtained was for 15-months at .50%.

IX. New Business
A. Per Capita Grant Requirements
The Board reviewed chapters 1 – 4 of the Serving our Public Standards.

X. Comments from Board Trustees: Discussion was held on the Library Expansion Project. Ary Anderson thanked Ruth Novosad for all her time and effort on both the annexation project and the marketing project. Kathy Vroman reported about the recent ILA Conference and how it was inspiring. Patti Salch commented on the really good sessions at the Conference especially a presentation by Highwood Library, who received Federal recognition for their community involvement during COVID. Jim Russell shared how impressed he was with the conference software and on the session about Census information.

XI. Reminder
Next Board Meeting is November 17, 2021.

XII. Adjournment
President Novosad adjourned the meeting at 5:57 p.m.

Incident Report Summary for November 2021

2021-11-30 23:59:00
2021-11-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4336	2021-11-03 23:32:38	InappropriateBehavior
4337	2021-11-04 19:34:26	PoliceAmbulanceCall
4338	2021-11-04 21:08:54	HealthSafety
4339	2021-11-06 17:44:23	InappropriateBehavior
4340	2021-11-07 21:17:53	InappropriateBehavior
4341	2021-11-20 22:16:22	InappropriateBehavior

Suspension Report Summary for November 2021

2021-11-30 08:52:43pm
2021-11-01 08:52:43pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
426	2021-11-04 00:00:00	InternetAbuse
427	2021-11-04 00:00:00	PoliceAmbulanceCall
428	2021-11-04 00:00:00	HealthSafety
429	2021-11-06 00:00:00	InappropriateAttire
430	2021-11-06 00:00:00	InappropriateBehavior
431	2021-11-07 00:00:00	InappropriateBehavior
433	2021-11-29 00:00:00	SleepingIncident

Bloomington Public Library

Books are just the beginning.

To: Bloomington Public Library Board

From: Jeanne Hamilton, Library Director & The Illinois Libraries Present Steering Committee

Re: Illinois Libraries Present Intergovernmental Agreement

The pandemic has been challenging but has also opened up doors to new opportunities. For the past few months, a group of Illinois libraries has been working on launching a new Illinois cooperative called Illinois Libraries Present (ILP) to provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. We are offering public libraries in Illinois the chance to participate in the pilot program from January – June 2022.

In order to start this initiative, the Northbrook Public Library Board of Trustees has passed the attached intergovernmental agreement. Libraries can join for the pilot project by approving the attached intergovernmental agreement which outlines your responsibilities. Libraries will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
$0-$249,999	312	$40.00
$250,000-$749,999	127	$75.00
$750,000-$1,499,999	53	$200.00
$1,500,000-$2,999,999	36	$375.00
$3,000,000-$4,999,999	36	$750.00
$5,000,000+	44	$1,150.00

Upon approval, Bloomington Public Library will be a full participant in the pilot program from January-June 2022 receive access to the programs offered. (Bestselling authors Silvia Moreno-Garcia and Jasmine Guillory have been booked for January and February.) Bloomington Public Library will remain a member beyond the pilot period unless we provide written notice of our intent to withdraw from the cooperative.

ILLINOIS LIBRARIES PRESENT:
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES

This Intergovernmental Agreement ("Agreement") also known as "Illinois Libraries Present" is entered into this__December 21st__, 202_1_, by and between the Northbrook Public Library an Illinois public library, ("Northbrook Library"), and __Bloomington Public__ LIBRARY an Illinois public Library or Library District (the "Library"), and the Reaching Across Illinois Library System ("RAILS"), for the purpose of facilitating the joint purchasing of programming, events and services for the parties' use.

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

WHEREAS, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

WHEREAS, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

WHEREAS, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library's and the LIBRARY'S jointly negotiating and contracting for programming

NOW, THEREFORE, IN CONSIDERATION for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties' intent for this agreement to rest on the other power which they are lawfully exercising.

Section 2. Shared Services.

A.   The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a " CONTRACTING PROVIDER OF THE PROGRAM") so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the "Services") to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B.   The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C.   The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM's Contract, except as to services for the LIBRARY, without Northbrook Library's express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY's sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

Section 3. Cost Allocation.

A.   The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of $10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY's payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This Agreement shall continue until terminated in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

09/21/2010

If to the Northbrook Public Library:

Executive Library Director
Northbrook Public Library
1201 Cedar Lane
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System
Re:Illinois Libraries Present
125 Tower Dr
Burr Ridge, IL 60527

F.   Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G.   Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H.   Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I.   Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY   LIBRARY

Jay Glaubinger

By: Jay Glaubinger, Board President   By: Julian Westerhout, Board President

Date: September 23, 2021   Date: 12/21/21

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By:

Date:

EXHIBIT A

SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:
- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.

SAMPLE CONTRACT

Service Contract
Northbrook Public Library
c/o Illinois Libraries Present
1201 Cedar Lane
Northbrook, Illinois 60062
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of
Northbrook (Library) and   (Contractor).

Address:

City, State, Zip: Telephone number:

Arrangements will be made through_____,(Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:
The Library will pay the Contractor, as compensation for services rendered, $.
Payment is due within 30 days of the program date and payable to   .

Technical requirements:
Please attach a sheet with any specific requirements for virtual performance
requirements for the program. The Contractor agrees to arrive _____before
the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live
captioned by a certified captioner. Performers are required to provide in a timely
manner, upon request, information including but not limited to: outlines, powerpoints,
lists of unique words or phrases, and/or a list of names used for programs that will be
live captioned. All certified captioners are bound by the National Association of Court
Reporters and Captioners Code of Ethics. Any information supplied will be destroyed
after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

Force Majeure:
If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

Governing Law:
This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

Waiver:
Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

Termination:
The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

Library Recordings:
The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

☐ Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

☐ Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until_____(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:
I, the undersigned, agree that I_____will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:
Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:
This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY:_____DATE: _____

CONTRACTOR:_____DATE:_____

EXHIBIT B

PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

$0-$249,999

$250,000-$749,999

$750,000-$1,499,999

$1,500,000-$2,999,999

$3,000,000-$4,999,999

$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
$0-$249,999	$40.00
$250,000-$749,999	$75.00
$750,000-$1,499,999	$200.00
$1,500,000-$2,999,999	$375.00
$3,000,000-$4,999,999	$750.00
$5,000,000+	$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin
Arlington Heights
Downers Grove

Effingham
Evanston
Fairview Heights
Fox River Valley
Niles
Northbrook
Oak Park
Schaumburg
Shorewood-Troy

ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAxccMj7LC6rfkfxlWGQ-q07zjFQzOnGnx

"ILP IGA" History

📄 Document created by Administration Assistant (adminasst@northbrook.info)
2021-10-07 - 7:09:22 PM GMT

✉ Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature
2021-10-07 - 7:09:46 PM GMT

📄 Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)
2021-10-07 - 9:01:41 PM GMT

🖊 Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server

✔ Agreement completed.
2021-10-07 - 9:02:58 PM GMT

RESOLUTION AUTHORIZING THE BLOOMINGTON PUBLIC LIBRARY DIRECTOR TO DONATE HISTORICAL MATERIALS TO THE MCLEAN COUNTY HISTORICAL SOCIETY

WHEREAS, the Bloomington Public Library (hereinafter "Library") has a variety of historical materials (hereinafter "Materials") related to the Library; and

WHEREAS, the Library does not have climate controlled archival facilities or staff trained in archival practices; and

WHEREAS, the Materials have been stored in boxes in staff areas, unavailable to the public; and

WHEREAS, the McLean County Historical Society/McLean County Museum of History (hereinafter "Society") has climate controlled archival facilities and staff trained in archival practices; and

WHEREAS, the Society makes their archive collection available to the public; and

WHEREAS, the Society has a past practice of accepting donations of historical materials from local organizations; and

WHEREAS, the Society has a policy allowing for the loan of materials to libraries for temporary displays and research; and

WHEREAS, the Library and the Society have a long history of partnering to expand and improve services to the Bloomington, Illinois community.

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 determine which Materials would be better preserved by the Society and donate said Materials to the Society.

Section 3.   This Resolution shall be in full force and effect immediately after its passage and approval.

Approved this 21st day of December 2021

_____

Julian Westerhout, President
Bloomington Public Library Board of Trustees

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

Programming Checklist

☑ Library programs are provided free of charge, or on a cost recovery basis.

☑ Library programs are located in a physically accessible location.

☑ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

☑ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

☑ The library presents educational, cultural, and recreational programs that reflect community needs and interests.

☑ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

☑ The library provides outreach programs to specific populations who cannot visit the library.

☑ The library has programming that seeks to serve children and their caregivers.

☑ The library has programming that seeks to serve young adults.

☑ The library has programming that seeks to serve adults and senior citizens.

☑ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.   (Primarily one-on-one)

☑ The library is encouraged to partner with other organizations to offer programs.

Youth/Young Adult Services Checklist

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

☑ The library provides staff trained in serving youth.

☑ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

☑ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.

☑ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.

☑ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.

☑ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.

☑ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.

☑ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.

☑ The library's programming is designed to reflect the needs and interests of youth in the community.

☑ Library programs are provided free of charge or on a cost-recovery basis.

☑ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.

☑ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.

☑ The library strives to partner with youth-facing organizations in the community.

☑ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.

☑ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

☑ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.

☑ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.

☑ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.

☑ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.

☑ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.

☑ The library strives to partner with and support local schools, including private schools and homeschoolers.

☑ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.

☑ The library provides a space specifically for use by children and families.

☑ The shelving used for housing children's materials is appropriately sized to allow for easier access.

☑ The library provides early literacy programming, including regular story time, for children and families.

☑ The library provides programming which facilitates play and fun for children and families.

☑ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.

☑ The library provides a summer reading opportunity to encourage reading and learning during the summer.

☑ The library provides a welcoming environment for young adults both individually and in groups.

☑ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.

☑ The library provides materials both physical and digital for young adults that are intended for them.

☑ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Technology Checklist

✅ Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

✅ The library has:

- a telephone, with a listing in the phone book;
- a telephone voice mail and/or answering machine;
- a fax and/or scanner;
- a photocopier;
- effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
- library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- up-to-date computers for staff and public access with sufficient capacity to meet needs;
- up-to-date printers for staff and public access with sufficient capacity to meet needs;
- up-to-date antivirus and Internet security software protection installed on every library computer;
- up-to-date Internet browsers, web applications, and plug-ins;
- a valid email address, accessible via the library's website, for the library administrator; and
- a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act.*

☑ The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.

☑ The wait time for patron workstations does not exceed 15 to 30 minutes.

☑ The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.

☑ The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use; and
- virtual reference service, and/or text messaging services, and/or a library email account.

☑ The library staff must be:
- computer literate;
- trained to use and assist patrons in the use of electronic resources and materials; and
- accessible via email and/or through messaging services.

☑ The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

☑ The library provides web links and access to regional and/or statewide initiatives including:
- regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share);
- Illinois State Library-sponsored databases/e-resources;
- other electronic collections as available; and
- virtual reference service.

☑ As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

☑ The library has a board-adopted Internet acceptable use policy.

☑ The Internet acceptable use policy is reviewed annually.

☑ The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

☑ The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

✓ The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.

✓ The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:

- wireless access (Wi-Fi);
- Internet connectivity upgrades sufficient for patron and staff use;
- networking (local area vs. wide area);
- library Intranet;
- an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
- patron self-checkout functionality;
- new technologies/potential services; for example, social networking, makerspace, and mobile apps;
- current and functional meeting room technology;
- adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
- ongoing staff continuing education/training related to all aspects of technological services.

✓ The library protects the integrity, safety, and security of its technological environment.

✓ The library's automated catalog and its components comply with current state, national, and international standards.

✓ The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Marketing, Promotion, and Collaboration Checklist

☑ The library has a communications plan that supports the library's long-range/strategic plan.

☑ The library staff and trustees participate in two or more cooperative activities with other community organizations.

☑ The library's services and programs are promoted in the community. Check the applicable publicity methods.

  ☑ flyers
  ☑ brochures
  ☑ website
  ☑ newsletter
  ☑ posters
  ☑ banners
  ☑ displays
  ○ podcasting
  ☑ presentations
  ☑ speeches
  ☑ billboards
  ☑ other

☑ The library maintains at least one social media account.

☑ The library invites local, state, and federal officials to visit the library.

☑ The library's website is updated at least monthly.

☑ The board, administration, and staff conduct an annual library walk-through.
Admin/staff frequently do library walk-throughs, I plan to record a virtual tour for board members.

☑ The board, administration, and appropriate staff visit other libraries.

☑ The budget includes funds for public relations and marketing activities.

☑ The library's promotional methods and services are ADA compliant.

☑ A designated staff member coordinates the library's marketing efforts.

☑ The library's staff receives customer service and marketing training.

☑ The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.

☑ The library surveys patrons and the community to judge awareness of the library's programs and services.

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.

2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.

5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

6. The library provides outreach programs to targeted populations who cannot visit the library.

7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.

8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

9. Libraries are encouraged to partner with other organizations to offer programs.

Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.

2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.

3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.

4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.

6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.

7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.

8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.

9. Library programs should strive to be free of charge.

10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.

11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.

12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.

14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.

15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.

16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.

17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.

18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.

19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.

20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.

21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.

22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.

23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.

24. The library provides a summer reading opportunity to encourage reading and learning during the summer.

25. The library provides a flexible and welcoming environment for young adults both individually and in groups.

26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.

27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.

28. The library fosters young adult leadership and civic engagement.

29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.

2. The library must have:
   - a telephone, with a listing in the phone book and via Internet search engine;
   - a telephone voice mail and/or answering machine;
   - a fax and/or scanner;
   - a photocopier;
   - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
   - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
   - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
   - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
- up-to-date anti-virus protection and Internet security software installed on every library computer;
- up-to-date Internet browsers, web applications, and plug-ins;
- a valid email address, accessible via the library's website, for the library administrator; and
- a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.

4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.

5. The library provides 24/7 remote access to library services and resources through:
- a web-accessible library catalog;
- *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
- appropriate regional, state, national, and international bibliographic databases;
- other authenticated electronic resources that are available for direct patron use; and
- virtual reference service, instant or text messaging services, and/or library email account.

6. The library staff must be:
- computer literate;
- trained to use and assist patrons in the use of electronic resources and materials; and,
- accessible via phone, email, and/or through messaging services.

7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.

8. The library provides web links and access to regional and/or statewide initiatives including:
- regional library system consortial web-based catalogs;
- the CARLI academic library catalog (I-Share);
- Illinois State Library-sponsored databases/e-resources;
- other electronic collections as available; and
- virtual reference service.

9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.

10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.

11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
    * goals and realistic strategy for using telecommunications and information technology;
    * a professional development strategy;
    * an assessment of telecommunications and information technology services, hardware, software, and other services needed;
    * budget resources; and
    * ongoing evaluation process.

14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
    * wireless access (Wi-Fi);
    * Internet connectivity upgrades sufficient for patron and staff use;
    * networking (local vs. wide area);
    * library Intranet;
    * an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
    * patron self-checkout functionality;
    * new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
    * current and functional meeting room technology;
    * adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
    * ongoing staff continuing education/training related to all aspects of technological services.

15. The library protects the integrity, safety, and security of its technological environment via:
    * anti-virus software and other Internet security software;
    * Firewalls with advanced threat protection;
    * authentication;
    * routine installation of upgrades, patches, etc.;
    * scheduled data backup; and
    * remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:

- Illinois statewide cataloging standards [http://www.cyberdriveillinois.com/departments/library/grants/cmc.html]
- MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
- ANSI (American National Standards Institute);
- NISO (National Information Standards Organization);
- ISO (International Organization for Standardization); and
- Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.

17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.

2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.

3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.

4. The library should maintain a social media presence on at least one of their community's most used platforms.

5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.

6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.

7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.

8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.

9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.

10. The operating budget includes funds for public relations and marketing.

11. The library considers persons with special needs when developing and delivering information about the library's collections and services.

12. The library develops strategies to reach those groups that do not use the library.

13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.

15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.

16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.

17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

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

We reviewed and updated the GPPLD New Trustee Orientation packet this year and will use that as a base as we update the BPL New Trustee Orientation packet, our goal is to complete it by the end of the fiscal year.

Appendix E (Recommended Staffing Levels)

POPULATION	FTE per 1,000 in addition to base FTE BASE	FTE per 1,000 in addition to base FTE MINIMUM	FTE per 1,000 in addition to base FTE GROWING	FTE per 1,000 in addition to base FTE ESTABLISHED	FTE per 1,000 in addition to base FTE 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 65 FTE staff. The minimum number of staff for our population is 64.15.

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) The Director and managers completed an in-depth review and revision of all of our library policies this year. The 3P's committee and the full Board plan to review and approve these revisions in January

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.