Bloomington Public Library
Books are just the beginning.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 19, 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 September 21, 2021 Regular BPL Board Meeting
B. Approve Bills List of September 2021

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

X. Comments from Board of Trustees

XI. Adjournment

BILLS LIST

Approved by BPL Board of Trustees, October 20, 2021

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Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,312.91
Amazon.com, LLC	Adult Books	525.40
Amazon.com, LLC	Children's Books	48.38
Amazon.com, LLC	Computer Supplies	196.94
Amazon.com, LLC	Janitorial Supplies	194.71
Amazon.com, LLC	Library Supplies	40.53
Amazon.com, LLC	Miscellaneous Expenses	27.49
Amazon.com, LLC	Office Supplies	735.07
Amazon.com, LLC	Other Purchased Services	374.29
Amazon.com, LLC	Periodicals	22.70
Amazon.com, LLC	Telecommunications	109.47
Ameren IP	Electricity	11,155.72
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	540.00
Blackstone Audio	Children's Books	203.20
Children's Plus, Inc.	Children's Books	47.94
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	763.60
City of Bloomington	FICA	12,824.04
City of Bloomington	Gas & Diesel Fuel	427.35
City of Bloomington	Health Insurance-HMO	589.68
City of Bloomington	Health Insurance-PPO	23,444.72
City of Bloomington	IMRF	23,148.87
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,999.25
City of Bloomington	Payroll	217,732.92
City of Bloomington	RSA Contribution	727.26
City of Bloomington	Vision Insurance	234.02
City of Bloomington	Water	679.68
Continental Research Corp	Janitorial Supplies	509.87
Creative Empire	Public Access Software	5,169.95
Cummins, Inc.	Vehicle Maintenance	737.03
Custom Digital Imaging	Printing	4,031.80
Dean's Graphics	Other Purchased Services	210.00
Dell Marketing, L. P.	Computer Supplies	2,484.83
Demco	Library Supplies	1,015.71
Earthwise Environmental, Inc.	Building Mtnc Supplies	229.00
Ebsco Subscription Services	Periodicals	9.41
Educational Development Corp	Children's Books	437.51
Elm USA, Inc.	Library Supplies	661.99

Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	49.00
Envisionware, Inc.	Office/Computer Equip Mtnc	5,372.13
Eureka College	Miscellaneous Expenses	50.00
F & W Lawn Care & Landscaping	Building Maintenance	1,249.00
Findaway World, LLC	Adult Books	922.37
Fish, Rondalea	Miscellaneous Expenses	10.00
Illinois State Police	Other Purchased Services	30.00
Illinois State University	Advertising	491.67
Illinois Wesleyan University	Other Purchased Services	225.50
KCN Solutions, LLC	Rentals	750.00
Library Ideas, LLC	A/V Materials	123.86
Library Ideas, LLC	Children's Books	79.90
Metronet Holding, LLC	Telecommunications	1,687.05
Mickey Truck Bodies	Vehicle Maintenance	4,650.00
Mid Illinois Mechanical	Building Maintenance	870.79
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	175.00
Midwest Tape	A/V Materials	687.91
Midwest Tape	Children's Books	182.96
Miller Janitorial Supply	Janitorial Supplies	668.96
NICOR/Northern Illinois Gas	Natural Gas	1,545.31
Nu Air Corp	Building Mtnc Supplies	875.00
OverDrive	Downloadable Materials	9,980.00
Pantagraph	Advertising	385.00
POS Supply Solutions, Inc.	Library Supplies	2,600.37
Proquest, LLC	Downloadable Materials	70.28
Proquest, LLC	Public Access Software	1,151.90
Quill Corp.	Computer Supplies	1,196.66
Quill Corp.	Janitorial Supplies	168.88
Quill Corp.	Library Supplies	52.70
Quill Corp.	Office Supplies	526.18
Ricoh USA, Inc.	Computer Supplies	435.10
Ricoh USA, Inc.	Office/Computer Equip Mtnc	91.89
Ricoh USA, Inc.	Rentals	1,285.32
Rosedrew, Inc.	Library Supplies	1,879.97
Shopper, Inc.	Library Supplies	57.72
Springshare, LLC	Other Purchased Services	723.00
Uline, Inc.	Building Mtnc Supplies	557.09
Unique Management	Other Purchased Services	241.65
Volker, Richard Harding	Other Purchased Services	150.00
Weber Electric, Inc.	Building Maintenance	1,498.00
VISA - A B Hatchery	Other Purchased Services	6.99
VISA - Aliexpress.com	Library Supplies	40.31
VISA - Baker & Taylor Books	A/V Materials	4,412.67
VISA - Baker & Taylor Books	Adult Books	7,456.05
VISA - Baker & Taylor Books	Children's Books	10,706.11
VISA - Best Version Media	Advertising	394.40
VISA - Candy Store.com	Library Supplies	102.55
VISA - Denny's Doughnuts	Employee Relations	63.50
VISA - Denny's Doughnuts	Other Purchased Services	17.80
VISA - DTS Digital Advertising	Advertising	200.00
VISA - eBay	Building Mtnc Supplies	174.00
VISA - Enterprise Car Rental	Other Purchased Services	1,000.00

VISA - Etsy.com	Other Purchased Services	18.02
VISA - Facebook	Advertising	427.70
VISA - Five Star Water Company	Miscellaneous Expenses	35.00
VISA - Flinger's Pizza	Employee Relations	307.02
VISA - GoDaddy.com	Office/Computer Equip Mtnc	189.98
VISA - Harbor Freight	Other Purchased Services	25.94
VISA - Hobby Lobby	Other Purchased Services	71.11
VISA - Illinois Library Association	Professional Development	550.00
VISA - Ingram	A/V Materials	1,011.55
VISA - Ingram	Adult Books	2,402.61
VISA - Ingram	Children's Books	605.48
VISA - Ingram	Other Purchased Services	4,200.00
VISA - International Service Fee	Other Purchased Services	0.81
VISA - Jewel-Osco	Employee Relations	143.98
VISA - Meijer	Employee Relations	11.55
VISA - Mojang	Other Purchased Services	80.85
VISA - New Resident Service	Other Purchased Services	104.40
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Olive Bin	Other Purchased Services	500.00
VISA - Panera Bread	Employee Relations	29.35
VISA - Paypal*Assoc of Bkm & Outreach Services	Professional Development	187.00
VISA - Paypal*Illinois State Genealogical Society	Membership Dues	40.00
VISA - Sam's Club	Employee Relations	13.90
VISA - Sam's Club	Other Purchased Services	43.32
VISA - Springfield Electric	Building Mtnc Supplies	127.73
VISA - Sprint	Other Purchased Services	781.66
VISA - Sprint	Telecommunications	1,237.51
VISA - Thornton's	Gas & Diesel Fuel	30.18
VISA - T-Mobile	Other Purchased Services	24.50
VISA - T-Mobile	Telecommunications	14.22
VISA - Tsai Fong Books	Children's Books	139.01
VISA - USBorne Books	Children's Books	20.00
VISA - Verizon Wireless	Telecommunications	301.65
VISA - Wal-Mart	Janitorial Supplies	19.91
VISA - Wal-Mart	Library Supplies	10.97
VISA - Wal-Mart	Office Supplies	40.31
VISA - Wal-Mart	Other Purchased Services	6.98
VISA - Zoom.US	Other Purchased Services	339.83
Total		397,841.40

Bloomington Public Library
Books are just the beginning.

Director's Report
September 2021

COVID-19 Response:

- Monitored and provided guidance for instances of staff exhibiting potential COVID symptoms, staff exposures to COVID, and internal contact tracing
- Reviewed, updated, and communicated COVID response practices
- Worked to develop safe plans for our Staff Development Day

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

- Continued to make progress towards a Library expansion, by:
    o Coordinating and participating in 3 planning sessions with the architects
    o Coordinating and participating in a meeting with the City Planning Review Team
    o Reviewing and coordinating feedback on the design drafts
    o Preparing and presenting the phasing plans to Department Managers
    o Compiling current collection sizes
    o Meeting with Julian, Tim, and the City Council members to discuss the Library Expansion
    o Preparing for and presented at the City Council Committee of the Whole Meeting
    o Speaking about the expansion with the local WMBD reporter
    o Preparing a timeline for construction expenses
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked with Marketing to create a pronoun button for staff
- Attended the Illinois Library Association Board Meeting and Conference, Finance, and Executive Committee Meetings
- Met with District 87 staff to discuss improvements to the student card program
- Worked to respond to complaints about a library display
- Attended the McLean County Chamber of Commerce Leaders of Distinction Award Ceremony – accepting the 20 Under 40 Award
- Worked to review and develop draft revised library policies

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

- Participated in 3 interviews for 2 open positions
- Worked to resolve a union grievance
- Met with Gayle and Caprice to review pay rates for security positions
- Attended a meeting with directors of libraries with unions
- Worked with the Staff Development Committee to finalize plans for Staff Development Day
- Participated in our Staff Development Day
- Wrote a graduate school reference letter for a staff member
- Worked with Rhonda and Allison to plan for the Staff Appreciation Day meal and gift

- Developed a draft revised dress code
- Worked with Gayle and local history librarian, Sara, to develop plans for an ISU History Department Intern and met with him to discuss the project
- Began reviewing the union contract in preparation for upcoming contract negotiations

Goal: Administer a cost-effective public library.

- Met with Kathy twice to develop a the FY23 budget
- Met with the State Library to discuss a grant application
- Prepared requests for donations from the Foundation Board for Staff Development Day and Staff Appreciation Day
- Drafted a case statement for a library techmobile
- Continued to work with Rhonda on the capital campaign efforts, by meeting with 3 potential donors

**Public computers remain spread out on the floor. Study Room, DPS, and WWRR are open. Table space is open for use with unlimited time. TZ offers limited computer gaming hours each day.

Goal: Explore and implement strategies to improve access to the library and its resources.
Carol met with the architects & other managers to review updated plans for the expanded library. Carol also remotely attended the City Council's Committee of the Whole meeting where Jeanne & Julian presented the library expansion plans and answered questions.

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

SERVICES
Mimi had created a form and information for local artists who wish to display their work in the AV area. This is now available on our website.

Sara and Mimi have checked into a change with Newspapers.com, one that cut off our access to 60 years of the Pantagraph. The publisher, Lee Enterprises, is the one that implemented this restriction. We are able to get a staff-only account to continue accessing the papers from 1926 – 1985, but the public will no longer be able to search this time period.

Staff worked on 5 local history requests this month.

COLLECTIONS
Tiffany completed a weeding project in Teen fiction, nonfiction, graphic novels, and manga, with the help of 2 teen volunteers.

An intern from ISU, Noah Tang, is working with Sara and Jeanne to curate a collection of documents about the library's history. He will also work on scanning our old city directories with the hope of making these available online for public access.

Book displays this month were on these topics: pirates, Banned Books Week, science, staff picks, and graphic novels. The movie display theme was films based on books. The CD display continues to showcase new adult and teen Playaway books.
- Because of two customer comments about explicit images in some of the graphic novels that were displayed on the Trike, a shared unit between Children's and Adult Services, AS staff will ensure that display space has 'family friendly' themes going forward.

PROGRAMS

Adult/Family programs
Mystery Book Club, virtual – 1 session – 13 attended
Fiction Book Club, virtual – 1 session – 12 attended
Spanish Book Club, hybrid in-person & virtual – 1 session – 8 attended
Olive Bin cooking demo & sampling, virtual – 1 session – 50 attended
Retirement with Institute for Financial Education, in person – 1 session – 2 attended

<u>Teen Programs</u>
Take and Make craft, random packets – 1 session – 35 participated
Teen Manga and Anime Club – 1 session – 3 attended

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
A majority of AS staff attended Development Day on 9.28.21.

Several staff attended or viewed various MMS topics, including topics of Biblioteca's cloud library; homelessness and libraries; diversity, equity, and inclusion in public libraries, and several others.

Goal: Work effectively through the use of technology.
There were no individual appointments this month.

Goal: Administer a cost-effective public library.

Other
Mimi will present at ILA in October on the topic of virtual reference services and dealing with new challenges due to COVID-19.

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Business Office Report
Kathy Jeakins
September 2021

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

Along with other Department Managers, I participated in a meeting with the architects on 9/7/21

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

I attended Development Day on 9/28/21

Goal: Administer a cost-effective public library.

Library Credit Cards: I followed up with staff who were contacted by City Hall staff that their cards were about to expire to make sure they get their new cards, processed applications for staff new to using Library credit cards, canceled cards for staff who left employment, increase limits for a few staff who had additional charges occur in September, I worked with City hall staff on a fraud charge for one credit card holder, and I entered all credit card transactions in account files

The Library received three Property Tax distributions in September totaling $2,216,951.33

Golden Prairie also received three Property Tax distributions totaling $179,524.46; of that BPL receives $170,548.24

I pulled items for the Golden Prairie annual audit

Update on flood damage claims: I have submitted a few invoices for reimbursement from the insurance company for building related items

At their meeting on Sept 15, the Golden Prairie Board approved the levy ordinance for FY 22

In September, the Book Shoppe collected $1,201.25

Hoopla usage in September was over $7,600—patrons continue to use this service!

Jeanne and I met to discuss the FY 23 budget

I continue to track a worker's comp claim

Bills Costing in Excess of $5,000:

- Creative Empire $5,169.95 for annual service of Mango Languages Public Access Software
- Envisionware, Inc. $5,372.13 for Sorter Maintenance

Upcoming:

I will be working on the FY 23 spreadsheets for the Budget & Personnel Committee review on 11/2/21

Children's Services Report
Melissa Robinson
October 2021

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

Collections

- Swahili language items were added to the World Language collection.

Programs

In-Person Programs

- International Dot Day – 12 attended
- Preschool Story Time – 10 sessions – 96 attended
- Toddler Story Time – 10 sessions – 80 attended
- Fun Friday Story Time – 4 sessions – 61 attended
- Sensory Story Time – 2 attended
- Tales for Tails – 4 sessions – 38 attended
- Itsy Arts – 2 sessions – 29 attended
- Lego Construction – 21 attended
- 34 programs/sessions total – 339 attended

Pre-Recorded on Facebook

- Wild Card Friday – 4 posts – 435 views

Passive:

- Leaf Hunters scavenger hunt – 41 participated
- School bus and Star Wars craft – 49 participated

Events:

- LSK Language and Culture Festival at IWU
  - 2 story times offered – 38 attended
  - 100 attended the event overall
- Day of Play – 221 attended

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

- Aksel Juarez joined the department as a work-study student.
- I served on the staff development committee and helped with staff development day which was attended by all Children's Services staff, with the exception of our two work-study students.
- Alex attended a webinar, "Anti-Racist Education: Building Your Inclusive Collection and Curriculum."

Upcoming:

- Weekly in-person story times for toddler, preschool, and all ages will continue.
- Other programs include:
  - Lego Construction - Oct 9
  - STREAM Stations – Oct 11
  - DIY Pet Monster Rocks – Oct 2 and 16
  - Sensory Story Time – Oct 16
  - Halloween Story Time on ZooOOOooom – Oct 27
  - Halloween Story Time (in person) – Oct 29
- We plan to have Children's staff at the Miller Park Zoo Spooktacular (2 evenings and one afternoon) and may attend some Trunk or Treat events.

Circulation and Outreach Services Report
Colleen Shaw
September 2021

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

Outreach Library Associate, Michelle, virtual meetings, and successful connections:
- Human Services Council Leadership Team
- Attended the Children's Discovery Museum Playla event
- Recovery Oriented Systems of Care event planning
- Reentry Council event planning
- Fatherhood Council – coordinated partnership with BPL
- Intellectual and Developmental Delay Coalition
- Emceed the Leadership Panel for the Leadership McLean County Opening Retreat
- Led the LMC Leadership Skills committee
- Toured the new Illinois Art Station building
- Co-led the Human Services Council
- Central Illinois Community Educators subcommittee
- BN Parents Coalition

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

- Deposits staff prepared and delivered or renewed 575 items at 9 sites. SOAR restarted services this month.
- Home Delivery staff prepared and delivered 314 items to 49 patrons. 29 items were picked up via curbside.
- popUP stops were held at Luther Oaks, Bickford House, Villas of Hollybrook, and Woodhill Towers. 45 patrons were served, and 134 items checked out.
- Library Technical Assistant's Lucy and Brittany have passed their CDL exams and obtained CDL permits to drive the bookmobile.
- The bookmobile attended the Ellsworth Labor Day Celebration on September 4.
- Staff attended the following Outreach events:
    o Back 2 School event hosted by the Eastview Community Center and the Jule Foundation
    o Recovery Oriented Systems of Care sobriety month picnic
    o Heartland Community College's social services fair

Highlighted changes for the November-April bookmobile schedule:
A Week
- Saturday: Hilltop 10:45-11:45
B Week
- Wednesday: Sunnyside Park 5:30 – 6:45
- Friday: Miller Park ~~by the Wood Street entrance~~ Summit Street at West Miller Street (since we are getting into the chilly temps and park visitor volume will be down, we changed to a location closer to the neighborhood/surrounding residences).
C Week
- Wednesday: Evergreen 3:30-4:30
- Saturday: Crestwicke 8:30 – 9:45

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Jonas, Liz, and Sarah resigned from their part-time Library Assistant positions.
- Barb filled an open Library Assistant position.
- Brooke began as a work study student.

(9/2021) Circulation and Outreach Services Statistics

Total Circ BPL	**87,188**
Total Circ Main	**65,624**
Adults	30,651
Teens	1,899
Children	33,074
Total Circ Outreach	**5,827**
OTR Adults	2,119
OTR Teens	99
OTR Children	3,609
Total Digital Downloads	**15,737**
Hoopla	3,822
Overdrive	11,232
TumbleBooks	57
eBook Central	6
Kanopy	620
Borrowers Registered	**285**
Total Active Cardholders	**30,454**
Children	5,943
Teen	4,357
Adult	20,154
GPPLD	**1,323**
Total Holds Filled	**8,007**
Main Holds	6,731
Outreach Holds	1,276
Door Count	**13,020**

Top 10 Highest Circulations	
Wingover Apartments PM	220
Eagle Ridge	153
Old Farm Lakes	133
Wingover Apartments AM	116
Ekstam Drive	108
Rainbow Avenue	108
Eagle Ridge	108
Wingover Apartments AM	100
Eagle Crest East	97
Grove	96
White Eagle	96

5 Stops with Lowest Circulation	
Fleetwood	4
Evergreen Park	3
Evergreen Park	3
Traditions	0
Fleetwood	0

Bookmobile Customers: 690

Total Monthly Stops: 52

Circulation Questions Answered: 672
Outreach Questions Answered: 171
Total Questions Answered: 843

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908	96,712	97,285	91,475	88,802
2020	97,072	93,370	100,821	53,982	27,779	59,235	92,390	104,306	101,994	106,447	92,957	67,078
2021	71,432	81,282	92,667	80,805	87,158	107,723	110,448	98,788	**87,188**			
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027	78,541	79,509	74,343	72,365
2020	77,650	74,419	79,618	32,841	8,404	44,800	74,394	82,523	81,176	84,996	71,500	49,825
2021	49,271	60,338	70,492	63,393	65,732	86,115	87,238	75,094	**65,616**			
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401	38,192	36,443	36,214	36,204
2020	36,919	37,377	38,012	37,796	37,600	38,823	39,235	38,927	39,235	34,652	39,055	38,957
2021	39,431	40,372	38,831	30,560	30,405	31,351	31,051	29,692	**30,454**			

Circulation and Outreach Services, (9/2021), page 3

Human Resources Report
Gayle Tucker
September 2021

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I attended Staff Development Day
- In September, there were four in-house job announcements and one outside ad
- I participated in eleven interviews and conducted one work study interview
- I provided orientation to three new staff members
- 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 September, I participated in several Teams and Zoom meetings, and a lot of my work was accomplished using OneDrive and SharePoint
- 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
    - The program has resumed for the 2021-2022 school year
- I learned about an internship program offered by ISU

Upcoming:

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

Information Technology Systems Report
Jon Whited
September 2021

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

We upgraded half of the wireless access points to increase speed and improve overall performance of the wireless system inside the library.

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

We are continuing with our Minecraft sessions, where the IT staff has open play for the teens and children and we monitor the activities to makes sure there aren't any issues between kids playing the game.

Dale continued with his two sessions of Dungeons & Dragons this month and had good turn out this month.

We had our first board game night with limited numbers of people showing up. We are going to have one more event on a different day of the week next month. If the attendance doesn't improve we may wait until the number of covid cases drop before we attempt to have another game night.

We have been hosting the Bloomington High School E-sports team at the library for their practices each Thursday. The team practice venue has closed and needed somewhere to practice until they could secure a permanent place.

Upcoming:

We will be adding MetroNet's fiber Internet service and moving the majority of the public network onto it to help balance the amount of network resources available.

Marketing Report
Rhonda Massie – September 2021

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

The Campaign for Your Future Library

- Rhonda and Jeanne met individually with each campaign chairperson to offer an overview of the agenda being used during meetings with potential donors.
- Rhonda continues to work to secure commitments from board members who will serve as volunteer liaisons between the library and potential donors. Very few meetings with potential donors took place during the month of September. We'd like to meet with as many potential donors as soon as possible, even if they'd rather wait for bond approval before making a financial commitment to the expansion project.
- The timeline on the Campaign Case Statement was updated to reflect new information from the architects.
- Rhonda and Jeanne presented to staff an update about the expansion project and the campaign. This took place during the annual Staff Development Day.

Website

Marketing continues to maintain the website and the website's online calendar.

- At the request of Circulation
  - Updated check-out limits for CDs, audiobooks, and magazines.
  - Added a link to the upcoming Bookmobile schedule.
  - Began work to add a True Crime Book club to the "Book Club" page. This is not yet live; the club will launch in March 2022.
- At the request of AS
  - Updated language on the 1-on-1 appointments form to better clarify the services offered during a 1-on-1 appointment.
  - Penned and finalized aspects of a page devoted to "Local Artist Exhibit" and published the page.
    - Created a digital carousel of the artwork which is currently on display.
    - Created a menu link to the "Local Artist Exhibit" in the "Information" tab.
    - Routed webform submissions received from interested artists to the reference desk email.
- At the request of HR
  - Added an Employment Opportunity.
    - Created and tested an "anchor link" to better director people to this information which otherwise required scrolling when someone simply clicked the link to the employment page.
- General
  - Updated the record sets to reflect the new materials for Movies, Music, and Audiobooks
  - Updated the plasma TV rotation and website homepage rotation to include a digital banner pertaining to the Staff Development Day closure.
  - Penned and set up a new webform to accept information from those in making a pledge to The Campaign for Your Future Library.
  - Tested all webforms to make sure information collected through the website filters as advanced text as opposed to HTML.
  - Continued to review the permissions matrix for each staff member.

EBSCO's Linked Library Service

- EBSCO has completed setup of our new Linked Library service. If a person searches Google for a book, CD, movie, etc., which is owned by Bloomington Library, the library will show up on the lower righthand side of the person's screen in a list which informs the searcher that Bloomington Library is a place where the item can be borrowed.
  - The service went live on September 8. At end of the month (23 days), 172 patrons had linked to the library's catalog via these Google search returns.

Bookmobile

- The Bookmobile schedule was updated to reflect upcoming changes. The November-April schedule should arrive from the printer no later than October 8.
- Marketing is creating artwork and researching postal routes and zip codes so 9 different postcards can be sent to residents living near 9 different bookmobile stops where at least one of the following are in play: stops with low turnout, stops where the residential makeup of the area changes often, and stops where the time or physical location of the stop is changing.

October Programs

- Due to the nature of COVID-19, the library continues to schedule and promote programs on a month-to-month basis.
  - October'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.

- o 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.
  - o A Facebook Event was or will be created for each online and at-home program being offered.
  - o An Instagram post was or will be created for each online and at-home program being offered.

Press Releases

- Penned and submitted a press release to announce that local artist Danell Dvorak's artwork will be exhibited in Circulation through 12.31.21.
- Worked to hone a press release announcing that Bloomington Public Library has been certified as Sensory Inclusive by KultureCity. This press release has not yet been submitted to local media. It first needs to be approved by KultureCity.

Paper & Digital Design Work

Publicity

- Nov 2021-April 2022 Bookmobile Schedules
- Handouts to be stapled to Halloween candy being distributed at offsite events
- New Handouts for 1-on-1 Appointments
- Digital and paper Artwork to promote the library's Sept 28 closure for Development Day (many shapes and sizes)
- October Calendar
- Board Game Night
- BPL Leaf Hunters' Adventure
- Clay Leaf Bowls: Take & Make Craft
- DIY Pet Monster Rocks
- FAFSA Workshop
- Fun Friday Story Time
- History of Coca-Cola
- Introduction to String Art
- Japanese and Chinese Story Time
- Lego Construction
- Mini Explorers Story Time
- Monthly Calendar | October
- Preschool Story Time
- Retirement Planning with a Focus on Social Security
- Robotics Club Mini Session
- Sensory Story Time
- STREAM Stations
- Take & Make Crafts for Teens
- Tales for Tails
- Teen Mange & Anime Club
- Toddler Story Time
- Plant Swap & Spider Plant Craft

Update, Reprint & Prep

- 1000 Books Before Kindergarten Handouts
- 1000 Books Before Kindergarten Logs
- 1000 Books Before Kindergarten Stickers
- Bookmobile Coloring Sheets
- Hoopla Handouts
- Kanopy Handots
- Libby Handouts
- My Library App Handouts
- Educator Card Tri-fold Handout
- Remote Learning Handouts
- Brochure for the Spirit Committee
- Wireless Printing Handouts

Signage

- Van graphics

- New signage for Book Shop
- Monthly Signs for Book Displays in AS

Other

- Rhonda and Jeanne are in the process of developing a Case Statement pertaining to the library's future Techmobile.
- The My Library Card handout was updated due to changes incurred because of the rollout of the new website. The updated handouts are available at all our Service Desks.
- Jim developed nametag mockups which include pronouns at the request of the EDI Committee.
- Jim created a bookmark for the Staff Development Committee which outlined the Staff Development Day agenda for staff.
- Jim created artwork to be added to the gifts for Staff Appreciation Day.
- New-resident postcards were mailed to those who moved to the library's circulation area during the past 3 months. The cards invite these new residents to come to the library and pick up the library card to which they're entitled. They're sent quarterly.
- Marketing worked with Deans' Graphics to add decals to the newly leased library van. The decals identify the van as being associated with the library.
- Marketing has been doling out lots of giveaway items for staff who are attending offsite events:
  - Alzheimer's Walk Kickoff Party
  - Alzheimer's Walk Champions Bags
  - Alzheimer's Walk
  - Heartland Community College
  - Fully Free Campaign Initiative to reduce recidivism rates in the community
  - Eastview Community Center's Back-to-School Event
  - Chestnut Recovery Picnic
  - Bookmobile to Illinois State University
- Marketing ordered 1,500+ fun-sized bags of candy and created/printed a small handout to staple to each bag for a plethora of offsite Halloween events which staff will attend.

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

- Marketing compiles and distributes a monthly Staff Newsletter using submissions from Department Managers and Committee chairs.
- Marketing worked out the details of the Staff Appreciation Day gift and submitted artwork for the gift to the vendor.

Goal: Work effectively through the use of technology.

Social media presence:

- BPL Facebook – 8,635 followers
- Instagram - 1,907 followers
- Twitter - 2,058 followers
- Catalog referrals from Google & EBSCO's Linked Library – 172 (stats reflect a partial month due to service going live this month)
- Library text subscribers - 345
- Bookmobile text subscribers - 1,156
- Each meeting of the Books on Tap Book Club is added to MeetUp.com
- Each meeting of the Dungeons & Dragons Club (for adults and teens) is added to MeetUp.com
- Cardholder Perks list – 32,714 filtered active subscribers.
- Program Guide list – 32,692 filtered active subscribers.
- General eBlast list – 32,737 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.
  - A weekly #TBT photo is posted to Facebook and Instagram.
  - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
- The library sends at least one monthly eBlast promoting its online resources to all cardholders who've not opted out of receiving such notifications.
  - An eBlast promoting PebbleGo was created and delivered to 32,597 patrons on September 1.
  - An eBlast promoting LinkedIn Learning was created and delivered to 32,714 patrons on October 1.
- A member of the library's staff is interviewed every other Monday afternoon on WJBC. Interview materials are prepped by the Marketing Department.

Goal: Explore and implement strategies to improve access to the library and its resources.
- Support Services staff:
    - Freshened up the yellow paint for the guideline in the garage and the speed bumps
    - Replaced door handle on Adult Services east workroom door
    - Received new cell phones
    - Installed an auto hand sanitizer dispenser in the Teen Zone
    - Disposed of remains of tree that had disintegrated on north side
    - Dusted and cleaned plexiglass in Admin and at service desks
    - Set up and broke down tables and chairs for Development Day
    - Repaired a door stop and installed a new door stop

- Repairs/Installs:
    - Weber Electric replaced an emergency ballast in the staff entrance fixture and by the timeclock
    - Mid-Illinois cleaned out the sump pit, replaced the PVC to the sump discharge drain and installed a clear cover for the sump hole

Goal: Recruit, train and develop a knowledgeable, collaborative staff.
- Caprice viewed the following webinars:
    - Designing an Active Shooter Exercise
    - How to Handle Emotionally Charged Situations in the Workplace
    - Design & Cost Trends of Today & Tomorrow's Construction Projects
    - Family Homelessness & Libraries
- Caprice participated in Engberg Anderson Architect sessions
- Security Staff facilitated Fire Drill and Active Shooter training for Development Day
- Conducted an interview for part-time Security

Goal: Administer a Cost-Effective Library.
- Alpha Controls performed the quarterly PM on the HVAC controls system
- Kone performed the quarterly PM on the elevator
- Mid-Illinois Mechanical performed the annual backflow testing

Upcoming: New vending machines
New safety mirror in upper hallway

Bloomington Public Library
Books are just the beginning.

Technical Services Report
Allison Schmid
September 2021

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

- Department managers had a meeting with the architects.

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

- We are updating old yellow picture book labels to green in the children's department.
- We are now circulating 4K Blu-rays.
- The Holiday DVD section now has a new lavender "HOLIDAY" label to match the genre in Polaris. (It was previously a Christmas Tree that said "Christmas" on the label.)
- Allison and Kerrie are still working together to get the Hot Spots all sorted out.

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

- Dale, currently in IT, will be starting November 1st in the Library Technical Assistant adult books cataloger position.
- Eleanor has already moved through all of AV cataloging training. – 6
- Nick is getting comfortable in the acquisitions role and now has most of his training complete. – 30
- Reagan sat in and helped with the de-popping process. – 2
- All TS staff attended Staff Development Day. – 32
- Eleanor helped with book donation day.
- Nick assisted with a board game program.
- Training Hours – 70

Goal: Work effectively through the use of technology.

- Allison attended a meeting with B&T to discuss BTCat and see a demo.
- Allison removed the TestPrep records from the catalog since we no longer subscribe to TERC database from Gale.

Goal: Administer a cost-effective public library.

- Our new work study student, Josh will be discarding, processing, and working on other special projects as assigned.
- Volunteer Hours – 7

Upcoming:

- Children's department board games

BLOOMINGTON PUBLIC LIBRARY
FY 2021-2022 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	SEPT 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,967,785	2,216,951.33	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	170,548.24	390,139.99	(11,860.01)	97.0
Fines & Fees	5,000	1,163.14	5,657.11	657.11	113.1
Copies	3,000	220.35	1,049.80	(1,950.20)	35.0
Interest on Investments	5,000	130.16	562.95	(4,437.05)	11.3
Donations	10,000	7.45	21,607.48	11,607.48	216.1
Other Grants	0	0.00	500.00	500.00	-------
Cash Over/Short	0	9.40	(12.56)	(12.56)	-------
Other	24,211	3,061.95	18,118.00	(6,093.00)	74.8
Total Revenues	5,643,096	2,392,092.02	5,448,837.64	(194,258.36)	96.6

ACCT NAME	BUDGET	SEPT 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,466,734	183,746.85	922,249.31	(1,544,484.69)	37.4
Part-Time Salaries	465,048	28,701.47	152,511.39	(312,536.61)	32.8
Seasonal Salaries	65,510	452.80	17,217.71	(48,292.29)	26.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1,000.00	9,351.00	9,351.00	-------
Total Sals & Wages	2,998,392	213,901.12	1,101,329.41	(1,897,062.59)	36.7
Dental Insurance	11,064	763.60	3,555.08	(7,508.92)	32.1
Health Insurance, HMO	33,053	589.68	4,759.56	(28,293.44)	14.4
Life Insurance	3,100	246.40	1,220.80	(1,879.20)	39.4
Vision Insurance	3,024	234.02	1,066.85	(1,957.15)	35.3
Health Insurance, BCBC-PPO	250,906	23,444.72	105,279.04	(145,626.96)	42.0
Library RHS Contribution	0	727.26	3,020.12	3,020.12	-------
Library HSA City Contributions	16,000	0.00	0.00	(16,000.00)	0.0
IMRF	246,673	23,148.87	116,242.23	(130,430.77)	47.1
FICA	185,832	12,824.04	66,040.63	(119,791.37)	35.5
Medicare	43,461	2,999.25	15,445.27	(28,015.73)	35.5
Worker's Compensation	18,299	0.00	326.00	(17,973.00)	1.8
Uniforms	800	0.00	153.41	(646.59)	19.2
Tuition Reimbursement	26,000	0.00	0.00	(26,000.00)	0.0
Other Benefits	20,000	3,831.80	15,304.23	(4,695.77)	76.5
Total Benefits	858,212	68,809.64	332,413.22	(525,798.78)	38.7
Architectural/Design Services	0	32,108.26	289,182.25	289,182.25	-------
Total Services	0	32,108.26	289,182.25	289,182.25	-------
Rentals	20,000	938.50	6,911.42	(13,088.58)	34.6
Total Rentals	20,000	938.50	6,911.42	(13,088.58)	34.6
Building Mtnc	140,000	18,624.30	45,537.20	(94,462.80)	32.5
Vehicle Mtnc	12,000	0.00	3,068.12	(8,931.88)	25.6
Office & Computer Mtnc	190,000	2,537.70	77,553.54	(112,446.46)	40.8
Total Repair/Mtnc	342,000	21,162.00	126,158.86	(215,841.14)	36.9

ACCT NAME	BUDGET	SEPT 2021	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	1,740.75	20,750.12	(29,249.88)	41.5
Printing/Binding	20,000	4,031.80	7,748.89	(12,251.11)	38.7
Travel	500	0.00	7.89	(492.11)	1.6
Membership Dues	5,500	40.00	2,397.99	(3,102.01)	43.6
Professional Development	10,000	862.00	3,119.00	(6,881.00)	31.2
Other Purchased Services	145,000	4,248.35	44,902.08	(100,097.92)	31.0
Other Insurance	35,000	0.00	(1,682.66)	(36,682.66)	-4.8
Total Purchased Services	266,000	10,922.90	77,243.31	(188,756.69)	29.0
Office Supplies	20,000	1,430.54	5,826.22	(14,173.78)	29.1
Office Supplies-COVID-19	0	0.00	541.80	541.80	-------
Computer Supplies	80,000	7,220.13	11,483.96	(68,516.04)	14.4
Postage	4,500	0.00	(3.82)	(4,503.82)	-0.1
Library Supplies	80,000	2,449.56	28,029.67	(51,970.33)	35.0
Janitorial Supplies	18,000	1,493.51	4,577.26	(13,422.74)	25.4
Gas & Diesel Fuel	6,000	427.35	1,762.37	(4,237.63)	29.4
Building Mtnc & Repair Supplies	18,000	1,733.82	5,134.54	(12,865.46)	28.5
Total Supplies	226,500	14,754.91	57,352.00	(169,148.00)	25.3
Natural Gas	28,000	1,545.31	8,108.91	(19,891.09)	29.0
Electricity	90,000	11,155.72	47,210.72	(42,789.28)	52.5
Water	9,000	679.68	2,728.20	(6,271.80)	30.3
Telecommunications	32,700	3,349.88	14,058.43	(18,641.57)	43.0
Total Utilities	159,700	16,730.59	72,106.26	(87,593.74)	45.2
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	20,000	132.11	17,393.18	(2,606.82)	87.0
Adult Books	157,500	7,808.93	62,093.17	(95,406.83)	39.4
Children's Books	123,400	11,469.37	52,437.94	(70,962.06)	42.5
A/V Materials	111,600	7,131.73	32,449.77	(79,150.23)	29.1
Public Access Software	132,000	0.00	13,776.00	(118,224.00)	10.4
Downloadable Materials	179,950	4,990.00	66,589.91	(113,360.09)	37.0
Total Materials	724,450	31,532.14	244,739.97	(479,710.03)	33.8
Employee Relations	5,000	569.30	1,416.07	(3,583.93)	28.3
Miscellaneous Expenses	10,000	107.45	3,494.28	(6,505.72)	34.9
Transfer to Capital Fund	31,342	0.00	0.00	(31,342.00)	0.0
Total Other Expenses	46,342	676.75	4,910.35	(41,431.65)	10.6
Total Expenses	5,643,096	411,536.81	2,312,347.05	(3,330,748.95)	41.0

Bloomington Public Library
FY 2021-2022
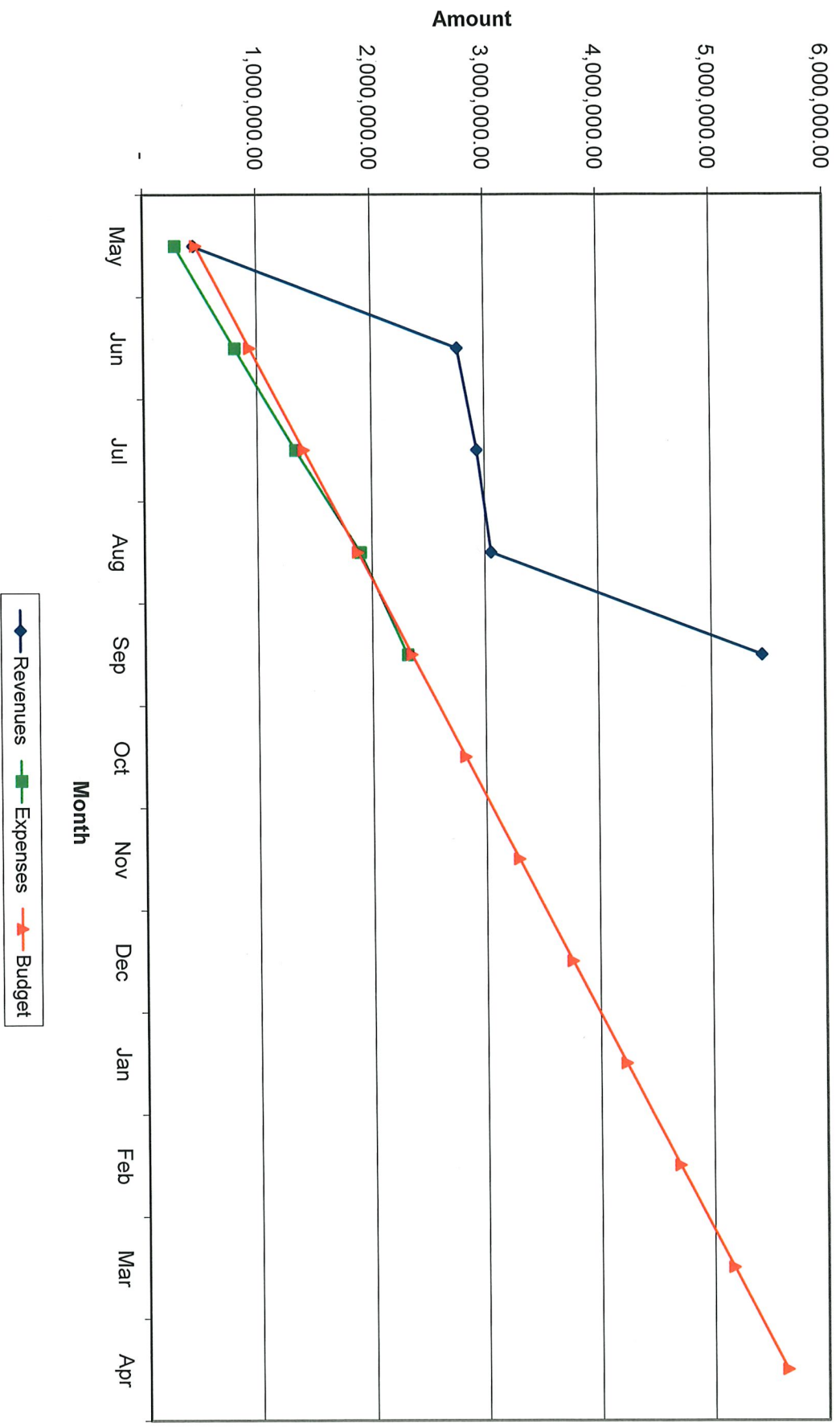
EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2021

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 (113.1%): The amount collected for lost items is higher than we projected.
Copies (35.0%): Copy revenue is a little less than projected.
Interest (11.3%): Interest rates continue to be low.
Donations (216.1%): This is due to receiving Summer Reading Program donations from the BPL Foundation ($18,000) and Golden Prairie ($3,000) in May.
Other Revenue (74.8%): This is higher than projected due to Book Shoppe receipts.
Part-Time Salaries (32.8%): This is under-spent due to staff vacancies.
Seasonal Salaries (26.3%): 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 (32.1%): This is under-spent because the rates are not as high as had been expected.
Health Insurance, HMO (14.4%): This is under-spent because only a few staff have this option for their health insurance.
Vision Insurance (35.3%): This is under-spent because the rates are not as high as had been expected.
Library HSA City Contributions (0.0%): Nothing has been charged to this line item yet.
IMRF (47.1%): This is just slightly higher than expected.
FICA (35.5%): This is just slightly less than projected.
Medicare (35.5%): This is just slightly less than projected.
Worker's Compensation (1.8%): This amount was paid based on the 2021 audit adjustment. The annual premium will be paid in January.
Uniforms (19.2%): Charges have been minimal.
Tuition Reimbursement (0.0%): Nothing has been paid from this line item.
Other Benefits (76.5%): This is over-spent due to staff who have left/retired from BPL—this is the line item that I charge their vacation payout benefits to.
Rentals (34.6%): Charges have been minimal.
Building Maintenance (32.5%): Charges have been minimal.
Vehicle Maintenance (25.6%): Charges have been minimal.
Travel (1.6%): Charges have been minimal.

Professional Development (31.2%): Charges have been minimal.
Other Purchased Services (31.0%): Charges have been minimal.
Other Insurance (-4.8%): 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 (29.1%): Charges have been minimal.
Computer Supplies (14.4%): 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 (35.0%): Charges have been minimal.
Janitorial Supplies (25.4%): Charges have been minimal.
Gas & Diesel Fuel (29.4%): Charges have been minimal.
Building Maintenance Supplies (28.5%): Charges have been minimal.
Natural Gas (29.0%): Charges have been minimal.
Electricity (52.5%): This is over-spent, but this is the time of year when usage is higher than other times.
Water (30.3%): Charges have been minimal.
Professional Collection (0.0%): Nothing has been paid from this line item yet.
Periodicals (87.0%): The annual periodical subscription service was paid to Ebsco in May.
A/V Materials (29.1%): Charges have been minimal.
Public Access Software (10.4%): Charges have been minimal.
Employee Relations (28.3%): Charges have been minimal.
Miscellaneous Expenses (34.9%): 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:		300.00
William Wetzel, Doantion for Children's Story Time Program:		34.50
C-U Herb Society, Miscellaneous Donation:		50.00
Lois Rubbel, Miscellaneous Donation:		100.00
Megan Michalski, Miscellaneous Donation:		56.00
Miscellaneous Donations:		66.98
Total Donations:	$	21,607.48

The Other Revenue line item breaks out as follows:

Blankets:	$	0.00
Book Pick-Up:		456.38
Book Shoppe:		11,992.00
Ear Buds:		97.50
Flash Drives:		58.50
Genealogy Searches:		50.00

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Hot Beverage Service:                              95.00
Meeting Room Fees:                                 45.00
Mugs/Cups:                                        136.00
Print Station:                                  3,901.15
Reusable Bags:                                    171.00
Test Proctoring:                                    0.00
Tote Bags:                                        824.00
Umbrellas:                                          0.00
Miscellaneous:                                    291.47

   Total Other Revenue:                       $18,118.00
```

During September, 7 batches containing 85 invoices were processed, totaling $86,316.29 and 116 credit card charges were made totaling $32,337.92.

As of September 30, the Library's Maintenance & Operating Fund Balance is $6,093,791.32, which is 107.0%% of the budgeted amount; the goal of twenty-five percent of the Library's FY22 budget is $1,410,774.

Library Fund Balance Information, 9/30/21:

```
   Operating:                      $ 6,093,791.32
   Fixed Assets:                   $ 1,175,580.29
   Capital:                        $ 3,054,096.72
      Total Spent for Architectural
          Fees:                    $   473,967.42

      Balance of Arch Contract:    $   979,616.58
```

Bloomington Public Library

Books are just the beginning.

Statistics At-A-Glance
September 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	32,770	41,617	-21%	146,779	150,938	-3%
Teens	1,998	2,259	-12%	13,787	9,144	51%
Children	36,683	41,783	-12%	215,983	145,448	48%
Digital Downloads	15,737	16,335	-4%	81,237	82,067	-1%
Total	87,188	101,994	-15%	491,305	387,597	27%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	20,154	25,183	-20%	100,821	122,503	-18%
Teens	4,357	4,969	-12%	21,941	24,083	-9%
Children	5,943	9,083	-35%	30,191	65,275	-54%
Total	30,454	39,235	-22%	152,953	211,861	-28%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	285	508	-44%	1,570	1,516	4%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	13,020	12,849	1%	75,344	77,196	-2%
Bookmobile	690	591	17%	3,938	2,239	76%
Total	13,710	13,440	2%	79,282	43,401	83%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	39	0	100%	185	0	100%
Digital Preservation Studio	29	0	100%	70	0	100%
Community Room	39	10	290%	144	35	311%
Total	107	10	970%	399	35	1040%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	6	1	500%	26	7	271%
People Reached	441	15	2840%	1,808	334	441%
Community Visits to the Library	0	0	0%	3	0	0%
People Reached	0	0	0%	92	0	0%
Total Outreach Visits	6	1	500%	29	7	314%
Total People Reached	441	15	2840%	1,900	334	469%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	5	7	-29%	40	22	82%
Attendance	85	99	-14%	673	208	224%
Teens	2	1	0%	24	6	300%
Attendance	38	12	217%	392	23	1604%
Childrens	34	9	278%	86	11	682%
Attendance	339	120	183%	1,209	143	745%
Total Programs	41	17	141%	150	39	285%
Total Attendance	462	231	100%	2,274	374	508%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	0	3	-100%	9	9	0%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,783	3,077	-10%	14,187	12,784	11%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	582.00	228.25	155%	1,028	642	60%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,421	1,126	26%	11,564	3,125	270%
WiFi Sessions	1,670	1,847	-10%	13,967	7,458	87%
Website/Catalog Hits	43,984	41,669	6%	387,671	237,324	63%
Online Resource Use	1,985	6,445	-69%	18,468	23,994	-23%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	470	381	23%	1,878	1,011	86%
Sent	237	266	-11%	1,003	621	62%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	71.75	27.00	166%	240	35	586%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, August 18, 2021
5:00 p.m.

At 5:00 p.m., President Ruth Novosad opened the Public Hearing on Ordinance No. 21-01, the Annual
Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2021 and ending
the 30th day of June 2022. President Novosad called for public comments three times with no responses.
The Public Hearing was closed at 5:01 p.m.

MINUTES

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

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

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. July 21, 2021:
Hearing no objections, the minutes were approved as distributed.

VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared that the CDC released
updated COVID -19 guidelines and the library has re-introduced the mask-wearing
requirements. Most patrons have been understanding of the change, but BPL is giving out
more disposable masks this time. Jeanne provided an update on the library expansion,
the timeline with the City of Bloomington, and the most recent architect's rendering.

B. Circulation and Outreach Report: Jeanne Hamilton presented the Circulation and
Outreach Report. Colleen Shaw, Circulation and Outreach Services Manager, and an
Outreach Associate, Michelle Cope, are working with the jail on a partnership to teach
computer skills to inmates. This will help provide the inmates with workforce
development skills. The Bookmobile is getting some upgrades, including new steps, and
will be off the road for a week. Patti Salch shared that the Bookmobile will be at the
Ellsworth Days Celebration on Saturday, September 4th.

C. Financial Report: Kathy Jeakins, Business Manager, provided the reports in the Board packet. July 1st was the beginning of the new fiscal year and there has not been much activity.

VIII. Unfinished Business
A. Update on Annexation Project:
Ruth Novosad shared that she left a message with Robert Porter, Attorney, seeking his representation in the Annexation Project. Ruth and Ary plan to contact households in the Indian Hills Subdivision before the September Board meeting.

B. Marketing to Golden Prairie Patrons:
Ruth contacted Bret Williams, a freelance graphic designer, who created a rough draft of a GPPLD tri-fold flyer. Ruth requested the Board Members to look over the draft and let Ruth and Jim know what changes they would like to see. Ruth also met with Brian Morgan at Le Print Express and he recommends the direct mail, every door option as the best and most affordable way to go. Discussion was held on the flyer and ways to have it grab the attention of the recipients as well as cost. It was agreed that sending the flyer in October would be possible.

C. CD Maturing at the End of September:
Stephen Peterson reported on rates for CDs. The national average for a 12-month CD is .17% and internet banks are at .65%. The Bank of Pontiac quoted GPPLD a 13-month CD at .35% and the First State Bank (on Hershey Road) quoted GPPLD a 15-month CD at .5%. Since GPPLD has CDs at both banks, the paperwork will be minimal. Stephen recommends the First State Bank option but the Board will wait until the September meeting to make a final decision. Discussion was held on the timing of the CDs maturing and the timeline for GPPLD's contribution to the library expansion and techmobile.

D. Discuss Library Fundraising 101 Webinar:
Discussion was held on library expansion fundraising and GPPLD's role as a contractual library. Ruth stated that it behooves GPPLD to support the library, both as a Board of Trustees and on a personal level. Ruth shared that that GPPLD has funds earmarked for a donation to the BPL but that getting involved in the fundraising process should be a personal decision for each Board member. Ary commented that it would be important that it be known that everyone on the GPPLD Board has individually supported the library expansion project. Jeanne shared that she would be happy to meet with any friend or family member of a GPPLD Board Member to discuss a donation.

IX. New Business
A. Adopt Annual Budget and Appropriation Ordinance 21-01

STEPHANIE WALDEN MOVED, PATTI SALCH SECONDED, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE 21-01 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2021 AND ENDING THE 30TH DAY OF JUNE 2022.

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

NAYS: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. ILA Annual Conference: October 12 – 14, 2021
   Jeanne shared the ILA Annual Conference is a virtual conference this year. The theme is
   Breaking Down Barriers: Building Up Communities. GPPLD members were instructed to
   let Amy know before September 13th, if they were interested in attending.

X.   Comments from Board Trustees
   There were no comments.

XI.   Reminder
   Next Board Meeting is September 15, 2021.

XII.   Adjournment
   President Novosad adjourned the meeting at 6:05 p.m.

Incident Report Summary for September 2021

2021-09-30 23:59:00
2021-09-01 01:00:00
30 days in month

Incident ID	Date/Time Submitted	Violation
4328	2021-09-18 18:52:00	InappropriateBehavior

Suspension Report Summary for September 2021

2021-09-30 01:34:21pm
2021-09-01 01:34:21pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
418	2021-09-18 00:00:00	InappropriateBehavior

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

Basic Essential Standards Checklist

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

✓ 1. operate in compliance with Illinois library law;*

✓ 2. have an organized collection of information;

✓ 3. have written library policies approved by the library's governing body;

✓ 4. have a fixed location(s) with posted regular hours of services;

✓ 5. have a trained, paid staff to manage the collection and provide access to it;

✓ 6. be supported in part or in whole by public funds; and,

✓ 7. have an identifiable library materials budget.

Illinois law does also recognize contractual libraries.

Illinois Public Library Core Standards Checklist

✓ **Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.

✓ **Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.

✓ **Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.

✓ **Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix A)

✓ **Core 5** The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.

✓ **Core 6** The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.

✓ **Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)

✓ **Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)

✓ **Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.

✓ **Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.

✓ **Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.

✓ **Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.

✓ **Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

✓ Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.

✓ Core 15 The board of trustees annually reviews the performance of the library administrator.

✓ Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.

✓ Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.

✓ Core 18 The library utilizes a variety of methods to communicate with its community.

✓ Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.

✓ Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].

✓ Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.

✓ Core 22 The library board and staff promote the collections and services available to its community.

✓ Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Governance and Administration Checklist

☑ Library has an elected or appointed board of trustees.

☑ Library has a qualified library administrator.

☑ Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.

☑ Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.

☑ Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.

☑ Library has a mission statement and a long-range/strategic plan.

☑ Library maintains an understanding of the community by surveys, hearings, and other means.

☑ Library board reviews library policies on a regular basis.

We reviewed and updated personnel policies last year. Staff are currently completing a review of the other policies and it will soon go to the board.

☑ Library board members participate in local, state, regional, and national decision making that will benefit libraries.

☑ Library develops an orientation program for new board members.

☑ Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.

☑ Library keeps adequate records of library operations and follows proper procedures for disposal of records.

☑ Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

☑ Library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff.

☑ Library maintains insurance covering property and liability, including volunteer liability.

☐ Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel.

The Library has a chain of command policy addressing succession if someone is temporarily unavailable but there is not a succession plan as described here.

Personnel Checklist

- ✓ Library has a board-approved personnel policy.

- ✓ Library has staffing levels that are sufficient to carry out the library's mission.

- ✓ Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

- ✓ Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.

- ✓ Library salaries and fringe benefits account for up to 70 percent of total operations budget. *Ours account for 68%.*

- ✓ Library gives each new employee a thorough orientation.

- ✓ Library evaluates staff annually.

- ✓ Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.

- ✓ Library provides staff access to library literature and other professional development materials.

- ✓ Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.

- ✓ The library complies with state and federal laws that affect library operations.

Access Checklist

☐ The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.

☑ At least once every five years, the board directs a review of the library's long-term space needs.

☑ The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.

☑ The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.

☑ The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.

☐ The library has the minimum required number of parking spaces. The Library has been granted a variance but does not meet the spaces required by code.

☐ The library's entrance is easily identified, clearly visible, and well lighted.

☑ The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.

☑ The library has adequate internal signage.

☐ The library's lighting levels comply with lighting standards. There are areas of the stacks with inadequate lighting.

☑ All signage is in compliance with applicable federal, state, and local regulations.

☑ The library building supports the implementation of current and future telecommunications and electronic information technologies.

☑ The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.

☑ Space is allocated for child and family use with furniture and equipment designed for use by children.

☐ The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.

☑ Shelving in the areas serving young children is scaled to their needs.

While the Library staff strive to do the best that they can with current building constraints, it is clear that the Library needs to expand in order to meet the community needs and Public Library standards.

Chapter 1 (Core Standards)

National Public Library Definition

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

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

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

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

1. an organized collection of printed or other library materials or a combination thereof;

2. paid staff;

3. an established schedule in which services of the staff are available to the public;

4. the facilities necessary to support such a collection, staff, and schedule; and

5. is supported in whole or part with public funds.

Introduction

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

Chapter 2 (Governance and Administration)

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

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

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

Governance and Administration Standards

1. The mission statement and long-range/strategic plan are developed by the board, administrator, and staff and then approved by the board. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff members who serve the community on a daily basis provide a framework for this understanding. The process includes the difficult task of eliciting input from those who do not use the library.

2. The Library prepares, on an annual basis the *Illinois Public Library Annual Report* (IPLAR). The Illinois State Library is the agency legally required to: (1) compile, preserve and publish public library statistical information [15 ILCS 320/7(m)], and (2) compile the annual report of local public libraries and library systems submitted to the State Librarian pursuant to law [15 ILCS 320/7(n)]. In addition, all Illinois public libraries are required by statute [75 ILCS 16/30-65] to prepare an annual report. The library administrator, on a monthly basis, prepares a monthly report for the library board of trustees. This report will include, at the minimum, the minutes of the last month's meeting, monthly financial statements, administrator report, and library use statistics.

3. The board reviews most library policies every three years. The policy governing the selection and use of library materials must, by law, be reviewed biennially. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60].

4. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can:

    a. Write, call, or visit legislators

    b. Attend meetings of other units of local government

    c. Serve on ALA, ILA, or system legislative committees

    d. Participate in other community organizations that have similar legislative interests

e. Include the subject of legislation on board meeting agendas

f. Provide a forum for local community issues

5. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a trustee orientation checklist. (See Appendix D)

6. On an annual basis, each trustee participates in a continuing education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.

7. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences when fiscally possible.

8. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

a. Library trustees are selected for their interest in the library, their knowledge of the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

9. The library keeps adequate records of library operations and follows proper procedures for disposal of records. (See Appendix B)

10. The library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.

a. The library complies with the Illinois Open Meetings Act [5 ILCS 120] and has a written policy specifying, at a minimum, how trustee board meetings and meetings of board committees are publicly posted, how other types of notification are made, and how the public attends and may participate in board and committee meetings.

b. The library has a written Americans with Disabilities Act (ADA) policy.

c. The library has a written equal employment opportunity policy and a written workers' compensation procedure.

d. The library bonds all staff and trustees responsible for library finances.

11. The library has a board-approved set of written bylaws that govern the conduct of the board of trustees and its relationship to the library and staff. Bylaws provide the library board of trustees with guidelines that allow for consistent, organized, and productive meetings and operations. The library trustees regularly review the bylaws to ensure the library board is operating under the bylaws' guidelines and to ensure that the bylaws meet current organizational needs.

12. The library maintains insurance covering property and liability, including volunteer liability.

13. The library has a chain of command in place that will provide a smooth transition process when key members of the library staff leave the organization.

Chapter 3 (Personnel)

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

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

Personnel Standards

1. To ensure that library staff has a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff.

2. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range/strategic plan, and provide adequate staff to offer all basic services during all the hours that the library is open. The library's level of self-service versus assisted staffing should be considered when calculating adequate staffing levels. Basic services include circulation and reference. (See Appendix E)

3. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. The job descriptions and salary schedule are reviewed periodically (preferably annually, but at least every three years) and revised as needed. Staff members have access to these documents.

4. Personnel policy, job descriptions, and hiring practices are in compliance with the Equal Employment Opportunity Commission (EEOC) guidelines and the requirements of the Americans with Disabilities Act.

5. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total budget. Salaries plus fringe benefits (FICA pension and health insurance) account for up to 70 percent. The library should conduct a market benchmarking study with pay ranges, conducted by a reputable company, to determine current competitive pay practices for their library. If the library does not have the means to do such a study it should seek advice from their library system for guidance.

6. The library gives each new employee a thorough orientation and introduces the employee to the particular responsibilities of the new employee's job. The orientation includes but is not limited to the mission statement, library policies, guidelines, services of the library, employment benefits, and opportunities for continuing education.

7. The library has a performance appraisal system in place that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills.

8. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, regional, state, and national conferences; relevant courses, workshops, seminars, and in-service training; and other library-related meetings provide a variety of learning experiences. The library provides paid work time and funding for

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

9. The library provides access to library journals and other professional literature for the staff.

10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include:

    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

    Illinois Human Rights Act [775 ILCS 5/1-101 *et seq.*]

    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

    Illinois Collective Bargaining Successor Employer Act [820 ILCS 10/0.01 *et seq.*]

    Illinois Public Labor Relations Act [5 ILCS 315/1 *et seq.*]

    Occupational Safety and Health Act [29 U.S.C. 651 *et seq.*]

    Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]

    Civil Rights Act (Title VII) [42 U.S.C. 2000e]

11. The library complies with state and federal laws and codes that affect library operations. These laws include:

    Environment Barriers Act [410 ILCS 25/1 *et seq.*]

    Illinois Accessibility Code [71 Adm. Code 400 *et seq.*]

    Open Meetings Act [5 ILCS 120/1 *et seq.*]

    Freedom of Information Act [5 ILCS 140/1 *et seq.*]

    Local Records Act [50 ILCS 205/1 *et seq.*]

    State Records Act [5 ILCS 160/1 70/2 and 5/1-7 *et seq.*]

    Library Records Confidentiality Act [75 ILCS 70/1 *et seq.*]

    Drug Free Workplace Act [30 ILCS 580/1 *et seq.*]

    Americans with Disabilities Act [42 U.S.C. 12101 *et seq.*]

    Fair Labor Standards Act [29 U.S.C. 201 *et seq.*]

    Bloodborne Pathogens Standard [29 C.F.R. 1910.1030]

    Wage Payment and Collection Act [820 ILCS 115/1 *et seq.*]

    Minimum Wage Act [820 ILCS 105/1 *et seq.*]

    Public Officer Prohibited Activities Act [50 ILCS 105/3 *et seq.*]

    Illinois Governmental Activities [5 ILCS 420/4A-101 *et seq.*]

    Personnel Record Review Act [820 ILCS 40/0.01 *et seq.*]

    Local Governmental Employees Political Rights Act [50 ILCS 135/1 *et seq.*]

    Right to Privacy in the Workplace Act [820 ILCS 55/1 *et seq.*]

    Victims' Economic Security and Safety Act [820 ILCS 180/1 *et seq.*]

    School Visitation Rights Act [820 ILCS 147 *et seq.*]

    Identity Protection Act [5 ILCS 179/1 *et seq.*]

Chapter 4 (Access)

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

Access Standards

1. To the greatest extent possible, the library should aim to meet the requirements of the *Americans with Disabilities Act* (ADA) in order to provide a universal experience for all patrons. This shall include parking and building access along with internal circulation including elevators, toilet rooms, and seating for both staff and patrons. Available grants should also be explored as applicable.

2. The library should provide adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces is usually governed by local ordinance. In the absence of local standards, libraries should provide one space per 500 square feet of library area.

3. The library's entrance should be clearly visible, easily identified, and well illuminated for both arriving vehicles and pedestrians. When possible, the entrance should face the direction used by the majority of the patrons.

4. The library should be adequately illuminated and provide a number of lighting environments that are suitable for different uses. Natural light will be employed whenever possible.

5. The library should have clear wayfinding and adequate internal signage. All signage is in compliance with applicable federal, state, and local regulations.

6. Service points within the library should be clearly marked and visible for intuitive wayfinding relative to function and collections.

7. The ability for the public library to provide either access to current technologies is key to both the staff and patron efficiency and experience. The library should allocate funds annually as part of the capital assessment report in order to remain relevant and provide adequate services in this ever-changing environment.

8. Visually and/or physically separate spaces should be allocated for both the youth and adult collections and seating, including separate computing areas, along with a separation between the public computers for each age group. When possible, additional spaces for either teen or tween patrons can also be created with age appropriate services such as furniture for hanging out, collaboration, gaming, and art projects, gaming consoles, and dedicated AV computers.

9. The library should provide enough appropriate shelving and other types of display and storage to provide patrons with easy access and clear understanding of a variety of different materials. Shelving in each area should be appropriately scaled relative to the specific use and function.

10. The library should have sturdy and comfortable furnishings in sufficient quantity and variety to meet the needs of multiple types and ages of users. Furniture in youth areas shall be sizes appropriate for small children along with typical sized furniture for adult caregivers. Where possible, furniture shall be equipped with integrated power and data connections to facilitate mobile computing. Furniture and fabrics should be commercial grade or certified for or other high-traffic public use.

11. Ideally, a library should be open at least 25 hours per week although the minimum listed in *Illinois Administrative Code* is 15. [23 Ill. Adm. Code 3030.110] The hours are scheduled for the convenience of the community the library is serving.