

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 18, 2016

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services
Voter Registration Service Presented by Marcie Shaffer, Adult Services Librarian
- VI. Consent Agenda
 - A. Recommend Approval of Minutes of September 20, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of September 2016
- VII. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VIII. President's Report
 - A. Appointment of New Member to Foundation Board
- IX. Director's Report
- X. Fiscal Report presented by Kathy Jeakins, Business Manager
- XI. Committee Reports and Discussion
 - A. Budget & Personnel
 - 1. Robert Porter, Chair, Report on Committee Business
 - 2. Recommend Approval of Fixed Asset Budget for FY18
 - 3. Recommend Approval of Maintenance & Operating Budget for FY18
 - B. Planning, Policies & Programs (3 P's)
 - 1. Julian Westerhout, Chair, Report on Committee Business
- XII. New Business
 - A. Approve Surplus List
 - B. Approve the Waiving of Three-Quote Requirement for Purchase of New Reader/Printer in the amount of \$9,995.34

- C. Recommend Approval for Recommendation to Foundation for Tuition Payment from Stubblefield Trust not to Exceed \$11,000
- D. Review Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

XIII. Comments from Board of Trustees

XIV. Adjournment

Posted: 10/15/16 2:00 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, October 18, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	360.00
Alpha Controls & Services, LLC	Building Maintenance	145.00
Ameren IP	Electricity	9,149.04
American Pest Control	Building Maintenance	200.00
Bibliotheca ITG	Computer Supplies	1,045.00
Blind Man	Building Maintenance	307.23
Bloomington Fence	Building Maintenance	290.00
Brodart Co.	Library Supplies	874.32
CB Bloomington Operations	Building Mtn Supplies	48.57
CDW Government	Computer Supplies	2,174.47
Cengage Learning	Adult Books	304.37
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	836.98
City of Bloomington	FICA	16,181.18
City of Bloomington	Gas/Diesel Fuel	401.67
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,445.62
City of Bloomington	IMRF	42,539.06
City of Bloomington	Life Insurance	249.35
City of Bloomington	Medicare	3,784.32
City of Bloomington	Payroll	271,900.40
City of Bloomington	Vehicle Maintenance	1,288.22
City of Bloomington	Vision Insurance	192.50
City of Bloomington	Water	588.48
CM Promotions, Inc.	Library Supplies	471.16
CM Promotions, Inc.	Other Purchased Services	1,211.66
Cummins Mid State	Vehicle Maintenance	681.66
Cumulus Broadcasting	Advertising	315.00
Dean's Superior Blueprints	Other Purchased Services	550.00
DePriest Puppets	Other Purchased Services	400.00
Downtown Bloomington Association	Membership Dues	50.00
Elmhurst Public Library	Miscellaneous Expenses	15.00
Frontier	Telecommunications	1,493.00
Gibbons, Jim	Other Purchased Services	250.00
Goddard, Leslie	Other Purchased Services	175.00
Ingram Distribution	Adult Books	597.77
JanWay Company USA, Inc.	Library Supplies	293.82
Keys, Laura	Other Purchased Services	175.00
Keystone U S Management	Building Maintenance	273.58

Lee Enterprises - Central Illinois	Other Purchased Services	256.00
Massie, Rhonda	Advertising	93.77
McLean Co Chamber of Commerce	Advertising	100.00
MicroMarketing, LLC	A/V Materials	162.82
Mid Illinois Mechanical Services, Inc.	Building Maintenance	669.67
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtn	137.67
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	126.00
Midwest Tape	A/V Materials	974.24
Miller Janitorial Supply	Janitorial Supplies	699.98
Miller Janitorial Supply	Other Purchased Services	12.54
Multicultural Books & Videos	Children's Books	420.98
Neuhoff Family, Ltd	Advertising	81.00
Nicor/Northern Illinois Gas	Natural Gas	931.00
Nu Air Corp	Building Mtn Supplies	363.42
Office Depot	Computer Supplies	396.74
Office Depot	Copier Supplies	171.97
Office Depot	Office Supplies	175.84
OfficeMax	Computer Supplies	108.54
OfficeMax	Copier Supplies	270.40
OfficeMax	Office Supplies	228.30
OfficeMax	Other Purchased Services	22.08
OverDrive	Ebooks	14,970.00
Penguin Random House, LLC	A/V Materials	168.75
Penworthy Company, LLC	Children's Books	3,394.36
Pilot Media	Advertising	300.00
Proquest, LLC	Public Access Software	982.00
Rainbow Book Company	Children's Books	1,647.37
Recorded Books, Inc.	A/V Materials	681.89
Research Technology International	Library Supplies	1,691.19
Ricoh, USA, Inc.	Rentals	1,366.29
Ron Smith Printing Co.	Printing/Binding	410.00
Screen Vision Media	Advertising	1,096.00
Sober, Scott	Other Purchased Services	250.00
Stumpf, Gerald (ID Cards Unlimited)	Library Supplies	2,194.50
Swank Potion Pictures	Other Purchased Services	814.00
Tri-County Irrigation & Plumbing, Inc.	Building Maintenance	107.48
Twin City Tale Spinners	Other Purchased Services	50.00
Unique Management Services, Inc.	Other Purchased Services	590.70
Verizon Wireless	Telecommunications	126.18
Weis, Michael	Other Purchased Services	100.00
Wherry Machine & Welding, Inc.	Other Purchased Services	17.00
VISA - Amazon Marketplace	A/V Materials	59.15
VISA - Amazon Marketplace	Computer Supplies	116.82
VISA - Amazon Marketplace	Janitorial Supplies	(13.45)
VISA - Amazon Marketplace	Office Supplies	41.56
VISA - Amazon Marketplace	Other Purchased Services	228.52
VISA - Amazon.com	A/V Materials	1,011.13
VISA - Baker & Taylor Books	A/V Materials	9,737.86
VISA - Baker & Taylor Books	Adult Books	15,449.60
VISA - Baker & Taylor Books	Children's Books	6,815.64
VISA - Blubrry	Other Purchased Services	20.00
VISA - Dollar Tree	Other Purchased Services	57.00
VISA - Dollar Tree.com	Other Purchased Services	96.00
VISA - Easy Risers	Library Supplies	2,570.70
VISA - Economic Development Council	Professional Development	60.00

VISA - EnvisionWare	Office/Equipment Mtn	725.00
VISA - Five Star Water	Miscellaneous Expenses	42.50
VISA - GameStop	A/V Materials	814.44
VISA - GameStop	Other Purchased Services	93.58
VISA - Gingerbread House	Other Purchased Services	143.34
VISA - GoDaddy.com	Office/Equipment Mtn	209.97
VISA - High Speed Productions	Periodicals	17.95
VISA - Hobby Lobby	Other Purchased Services	198.76
VISA - HyVee	Other Purchased Services	12.23
Visa - Kirby Risk Electrical Supplies	Building Mtn Supplies	119.00
VISA - McLean Co. Chamber of Commerce	Professional Development	50.00
VISA - McLean Co. Museum of History	Adult Books	91.92
VISA - Meijer	Janitorial Supplies	2.69
VISA - Meijer	Library Supplies	19.22
VISA - Michael's	Other Purchased Services	131.90
VISA - Monoprice.com	Computer Supplies	196.00
VISA - Neat Company	Computer Supplies	310.02
VISA - News Gazette	Periodicals	18.95
VISA - NPFLRA	Professional Development	399.00
VISA - Office Depot/OfficeMax	Office Supplies	35.95
VISA - Oriental Trading Co.	Other Purchased Services	14.98
VISA - Rockford Map Publishers	Adult Books	70.45
VISA - Route 66 Magazine	Periodicals	25.00
VISA - Spirit Halloween	Other Purchased Services	24.97
VISA - Target	Other Purchased Services	34.83
VISA - Treetop Products	Building Mtn Supplies	943.85
VISA - Verizon Wireless	Telecommunications	126.16
VISA - Wal-Mart	Employee Relations	19.01
VISA - Wal-Mart	Janitorial Supplies	173.35
VISA - Wal-Mart	Library Supplies	29.92
VISA - Wal-Mart	Office Supplies	29.64
VISA - Wal-Mart	Other Purchased Services	15.27
VISA - Wal-Mart.com	Other Purchased Services	98.24
VISA - Windstream	Telecommunications	158.94
Total		467,576.05

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September 2016

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

We had about 40 community leaders attend the Director's Reception. I was able to meet quite a few new people as well as connect with some familiar faces.

I attended the opening retreat of Leadership McLean County. This retreat was not only focused on getting to know the other participants but also on a wide variety of leadership topics. These topics included: connecting with others, emotional intelligence, the PACE personality assessment, assertiveness, and networking.

Farnsworth completed the first draft of the building program of spaces. This incorporates the feedback received from previous sessions and details how much space is needed for each aspect of the library. With the help of the Department Managers, I carefully reviewed the 100+ page document and submitted our feedback to Farnsworth. After the changes are complete, the next step will be to develop conceptual drawings.

The City is joining a new health insurance cooperative and the cooperative is requiring that the City and the Library have an intergovernmental agreement in place. I have been working on creating a draft agreement that encompasses all joint services.

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

Laura and I have begun the process of creating a targeted outreach staff committee. The focus of the targeted outreach committee will be to research how to best serve the area of concern defined by the board as extending from Center St. to I-74 and from 6 Points Road to Hovey. The committee will be focused on digging deeper into what the residents of this area would like to see from the library and what library services they think would provide their neighborhoods with the most benefit.

I attended the RAILS (Reaching Across Illinois Library System) member update via the web. They spoke about a variety of topics including an upcoming grant opportunity that will encourage multi-type library collaboration as well as the development of member standards.

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

I have continued to have a regularly scheduled meeting with our union steward, these meetings are going well, hopefully fostering good communication for our employees. I also registered for a NPELRA (National Public Employer Labor Relations Association) workshop in October.

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Staff and I attended meetings hosted by the City about benefit changes, mainly in regards to the new health insurance cooperative that the City will be participating in. This cooperative should curb the impact of the steadily increasing health care costs. All city unions will take a vote to participate.

The City is working on updating their personnel handbook. I have attended several meetings reviewing the updates. Gayle and I hope to begin reviewing our handbook once the City's handbook is finalized.

Goal: Work effectively through the use of technology.

Several staff members and I attended a conference call with Sirsi, our current Integrated Library System (ILS) vendor. We learned about several new features that we are interested in implementing. We hope these will improve the overall user experience.

Goal: Administer a cost-effective public library.

I attended a training through the City about running reports in our financial software.

Kathy and I met with the Libraries of Illinois Risk Agenda (LIRA). We are very interested in including them the next time that we look for liability insurance quotes. Our current agreement runs through 12/31/17 so we will be obtaining quotes next Fall.

The Golden Prairie Public Library District (GPPLD) donated up to \$3,000 towards risers for Children's programs. I also prepared an additional wish list of items for the library at the request of the GPPLD.



Grants: Best Buy Grant - we did not receive this grant. We do have the funds to move forward with several of our programming ideas that we initial submitted with this grant request.

Live and Learn construction grant – I attended an informational webinar about this state grant. They typically expect construction to be completed within 24 months of the award so I think we will want to wait at least a year to apply.

Adult Services - September, 2016
Carol Torrens, Manager

Collections

Tiffany weeded and replaced Teen Manga and Classics that were in poor condition. In the Classics area, the new copies in a faux leather cover are very attractive and holding up to usage well.

I, Carol, with help from others, weeded audio books, some DVD areas, and some music CD sections due to space constraints.

Programs

Displays in Adult Services: National Talk Like a Pirate Day; green books (with predominantly green covers); Banned Books Week; Have you Seen my Shirt (romance books featuring shirtless characters). The display in the DVD area was National Hispanic Heritage Month and RIP for director/producer Curtis Hanson.

Tiffany visited the BHS lunchtime book club and met with 45 teens.

Karen M. met with two staffers from the County History Museum to plan the 2017 History Reads discussion titles. This co-sponsored book club meets quarterly at the History Museum.

Along with other staff, Renny and Rachel helped with off-site library card sign up during September's National Library Card Sign Up Month promotions. They were at First Friday in Downtown and at IWU, respectively.

Adult/Family programs

Fiction Book Club – 1 session – 6 attended
Mystery Book Club – 1 session – 7 attended
Read 'n Watch movie/book discussion – 1 session – 2 attended
DIY Coffee-scented Candles – 2 sessions – 18 attended
Second Wednesday Classic Movies -- 1 session – 8 attended
Evergreen Cemetery Walk presentation – 1 session – 14 attended
Ring America hand bell concert – 1 session – 27 attended
Pokemon Go Meetup Mondays – 1 session – 29 attended
Computer Basics
 Intro to Computers – 1 session – 10 attended
 Just Google It – 1 session – 9 attended
Facebook Demo at Luther Oaks – 1 session – 6 attended
Retirement University 101—a four-part financial series ending Oct. 6
 Social Security Planning – 1 session – 8 attended
 Dollar Cost Averaging – 1 session – 11 attended
 Accumulation vs. (De)cumulation – 1 session – 10 attended
Tiny House Movement – 1 session – 74 attended
Intro to Politics – 1 session – 0 attended

Teen programs

Pokemon Scavenger Hunt – 1 sessions – 5 attended
Banned Books Facebook Reading Challenge – 1 session – 0 attended
Banned Book Jewelry – 1 session – 3 attended

Training & Technology

There were 12 individual appointments with an Adult Services staffer. Topics: ebooks, email, tablet use, resumes, scanning and emailing documents, and transferring photos from a phone to a flash drive & attach them to an email message.

Several staff learned about the BKM during a Mini Morning Session.

Most full-time staff attended City informational sessions about changes to the health insurance plans.

A few librarians attended a Sirsi web meeting learn about other functions and packages that are optional additions to our ILS.

Staff

Long-time shelve Larry Thomas has decided to leave the library.
Work study student Amanda Pippen joined us and began training to be a shelve.

Other I attended a Library Board meeting.

BUSINESS OFFICE - September 2016

Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for staff leaving employment
- The Library received its fifth and sixth Property Tax distributions on 9/7 and 9/14, a combined total of \$1,274,171.65. This brings the total for the fiscal year to \$4,412,280.33, 97% of the projected amount
- I attended the Local Government Officials Training session in Champaign on 9/8 in which most of the discussion centered on submission of the Annual Financial Report
- Most of September was spent developing the FY 18 Library budget
- Prepared 1 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Entered 7 expense batches in account files
- Entered 24 deposit batches in account files
- Meetings:
 - I met with Lynn Gray, Golden Prairie Board President, to discuss Golden Prairie investments
 - On 9/9, I met with Alicia Whitworth for an orientation to Library finances
 - On 9/13, Jeanne and I met with Tia Incapreo and Marcus Henthorn, from Arthur Gallagher and Co to discuss the Libraries of Illinois Risk Agency (LIRA) for insurance
 - On 9/26, Jon Whited and I met to discuss computer equipment and the Library's Fixed Asset List
 - On 9/28, Jeanne met to review the draft of the FY 18 budget
 - Along with other Department Managers, met with Ed Berry from the Farnsworth Group, 9/21
 - Department Managers: 9/7, 9/14, 9/21 & 9/28
 - Golden Prairie Board Meeting: 9/19
- Bills review in September: Van (9/6), Alicia Henry (9/12 & 9/19), and Julian (9/27)

Children's Services - September 2016
Melissa Waltrip, Manager

Programs

In September, the following programs were offered:

- Lapsit story time – 6 sessions – 141 attended
- Toddler story time – 6 sessions – 117 attended
- Preschool story time – 5 sessions – 142 attended
- Singing Swinging story time – 2 sessions – 21 attended
- Move and Learn story time – 3 sessions – 112 attended
- Global Tales – 14 attended
- Bob Windt, the Rocket Man – 12 attended
- Family Games Day – 20 attended
- Pokemon Go Meet-Up – 29 attended
- Tales for Tails – 3 sessions – 36 attended
- Book Adventures – 2 attended
- Music Makers – 47 attended

We visited the following sites:

- District 87 Curriculum Leadership Meeting
- World Wide Day of Play – estimated 500 attended

Total September programs offered:

- 9 programs – 160 attended
- 22 story times – 533 attended
- 2 off-site meetings/events – 506 attended

In October, the following programs will be offered, in addition to our regular story times:

- Family Games Day – Oct 1
- Kiddie drive-in movie – Oct 3 and 5
- Principals Read – Oct 3, 18, 19, 20, and 25
- Lego/Duplo programs – Preschool block party and K-5 block party – Oct 4
- Tinker Lab – Oct 6
- Music Makers – Oct 10
- Pokemon Go Meet-Up – Oct 10
- Global story time – Oct 15
- DePriest Puppets – Oct 22
- Monster Games – Oct 24
- Twin City Tale Spinners Present Not So Spooky Stories – Oct 29
- Halloween Parade and Story Time – Oct 31

Training

- Children's staff attended the MMS session on bookmobile procedures.
- Danny, as a part of the staff development committee, organized and facilitated a webinar, "Collaboration Skills in the Workplace."

Other

- Children's staff are planning programs for Dec-Feb 2016/2017.
- A "Design Your Own Library Card" craft was offered for Library Card Sign Up Month.
- Danny is serving on the Podcast Committee. The first episode of "Shelf Awareness" was recorded and released, and future episodes are being planned.
- Danny attended the Illinois Wesleyan RSO Fair as part of Library Card Sign Up Month.

Circulation and Outreach Services - September 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- Library Card Sign-Up Month was in September, and kept Circ very busy! We issued or renewed cards for 714 patrons! Our off-site card sign-ups were a mixed bag, with the New Resident Day at IWU being by far the most successful with over 70 students signed up for cards.
- All 5 of our work study students have started, and you will see several new faces in our department this school year. Tamara, Candace, and Amber are all new; Tionna and Neeka have returned.
- We currently have 2 open positions in our department which are being advertised on Facebook.

2) Outreach news

- Deposits staff delivered 1,157 items to 13 sites this month.
- Home Delivery staff delivered 387 items to 45 patrons this month.
- Staff worked diligently on preparing the new bookmobile schedule in accordance with the board's concerns for new stops. It will be ready to hand out soon.

3) Technology

- Staff resolved 86 AV snags this month.
- District 87 cards have been loaded into Sirsi by Jon and we are now starting on issuing the accounts card numbers and packing them up for each school. We will hopefully have these done by next month.

Door Count: Gate Malfunction

Bookmobile Customers: 1,316

Training Hours: 61

Volunteer Hours: 23

September 2016 Circulation and Outreach Services Statistics

Total Circ BPL	100,893
Total Circ Main	90,908
Adults	47,829
Teens	3,848
Children	39,231
Total Circ Outreach	7,023
OTR Adults	2,209
OTR Teens	134
OTR Children	4,680
Total Circ eBooks	2,962
Freeding	13
MyMediaMall	1,749
Total Circ Freegal	797
Total Circ Zinio	370
Total TumbleBooks	33
Borrowers Registered	480
Total Active Cardholders	35,412
Children	7,015
Teen	3,084
Adult	25,313
GPPLD	1,406
Total Holds Filled	7,740
Main Holds	6,488
Outreach Holds	1,252
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	672
THUR	2.5	WINGOVER EVENING	626
TUE	1.25	GOLDEN EAGLE	243
MON	1.5	THE GROVE	186
WED	1.25	RAINBOW AVE.	185
THUR	1.25	EAGLE RIDGE	180
THUR	1	WINGOVER MORNING	145
THUR	1.25	EAGLE RIDGE	145
WED	1.5	EAGLE CREST	136
WED	1.5	EAGLE CREST	132

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
THUR	1	MILLER PARK	0
THUR	1.25	SARAH RAYMOND SCHOOL	0
WED	1	FELL PARK	0
THUR	1	MILLER PARK	0
WED	1	FELL PARK	1

Total Monthly Stops: 48

Circulation Questions Answered: 1,002

Outreach Questions Answered: 145

Total Questions Answered: 1,147

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2012	126,703	118,957	129,948	118,245	123,656	146,606	146,388	136,421	121,593	129,337	124,058	120,710
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	100,893			
Main Circ												
2012	116,608	108,901	118,183	109,640	112,845	136,237	137,032	124,877	112,684	118,807	114,230	111,290
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	90,908			
Active Users												
2012	32,013	32,082	32,039	31,305	31,401	31,269	31,358	31,337	31,280	31,303	31,264	31,274
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			

Human Resources - September, 2016
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended a Mini Morning Session on Bookmobile procedures on 9/27
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - Sharepoint is currently undergoing an upgrade!
 - I contribute news to the monthly staff newsletter
- In September, I participated in three interviews
- In September, there were three in-house job announcements
- In September, I conducted orientation sessions for three new employees
- I attended one of the City's 2017 Insurance Benefit informational meetings
- I attended the BPL Board meeting on 9/20
- I reviewed the initial draft of the Farnsworth Building Plan
- I participated in a salary survey
- I serve as the Work Study Coordinator with Illinois Wesleyan University. We currently have 11 students placed at BPL.
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: .5 hours

Information Technology – September 2016
Jon Whited, Manager

Operational

We loaded all of the District 87 students that didn't already have a full Library card in the system. Rules were setup so that they students can only checkout 3 print materials from the library at a time. We set them up to have access to the Library computers in their respective areas based on age. We also go them setup to access the online resources. The only step left to this process is to get the card numbers assigned and handed out to the students.

We upgraded the Circulation annex with new PCs and we are currently working on upgrading the Circulation department with new PCs and Windows 10 compatible pads.

We changed the PC reservation software to allow Customers to the ability to walk up to the computers and make a reservation instead of having to use a reservation station.

Marketing - September 2016
Rhonda Massie, Manager

Podcast

- The Podcast Committee launched the first episode of the BPL Podcast – Shelf Awareness – on September 20. As of October 3, the podcast has been listened to 66 times by 42 unique users.
 - The first episode focused on the McLean County Museum of History's Annual Cemetery Walk. The second episode will focus on Nonvoting.
 - The committee plans to introduce one podcast each month.

Bookmobile

- The Bookmobile Schedule, with updated information and a redesigned map, was designed and sent to the printer.
- Another version of the Bookmobile map was designed to include Home Delivery locations and the locations of Deposit Collection Sites.

Principals Read

- During Principals Read, the principals from the 6 District 87 grade schools and the early education school will each come to the library on their chosen night to read aloud to kids. Principals Read will take place on various dates from October 3-November 9.
 - Principals Reads advertising was organized and will run on the following radio stations during October: Magic 99.5, 101.5 WBNQ , B104, ROCK 96.7, and Hits 100.7.
 - Principals Read is being promoted on all our social media outlets.
 - The K-5 graders at the six District 87 grade schools should all receive school-specific Principals Read flyers in their backpacks.

Electronic Outreach:

- During the past month, the Library added 61 Facebook fans, for a total of 4,655.
- During the past month, the Library added 42 Twitter followers, for a total of 1,588.
- During the past month, the Library added 9 Instagram followers, for a total of 606.
- During the past month, 22 people signed up to receive Bookmobile texts for a total of 575.
- During the past month, 1 person signed up for Library texts, for a total of 139.
- During the past month, 79 new cardholders opted to receive the quarterly Program Guide via email.

Designing/Creating Promotional Materials

Miscellaneous

- Changed the Library Display Case to promote the upcoming Principals Read program series.

- New artwork was installed on the elevators.
- An icon was designed for the new BPL Podcast.
- The podcast icon was also modified for its link on the BPL website.
- A slide was also created to promote our podcast on the rotating bar of our website's home page.
- Artwork was created for our upcoming Staff Appreciation Day umbrellas and tote bags.
- The "Use Your Account Online" handout was updated and sent to the printer.
- The "My Library Card" handout was updated and sent to the printer.
- Created \$5 Book Shoppe gift certificates which will be given to speakers who come in for free; these will also be added to carnival prizes for the schools and other organizations.

Ads Created

- Pastelle Ad created to promote 3 programs marking the 75th anniversary of the U.S. joining WWII

Additional Printing, Cutting, Folding

- Printed materials for CS to take to the Worldwide Day of Play
- InterLibrary Loan Materials
- Materials printed to be added to the bags being given away during Library card Sign-Up Month
 - Lynda Handout
 - Overdrive handout
 - Feegal Handout
 - Zinio handout DONE 9/6

Paper and/or Digital Publicity for programs

- Principals Read publicity
 - School-specific flyers were given to each school for the backpacks of kids in grades K-5.
 - Combine flyers are available in the Children's Department
 - Combine flyers were turned into digital artwork to promote via social media and to use on the BPL website.
- Digital art to promote the Tiny House program on social media
- Mrs. Lincoln & Mrs. Kennedy publicity
- Twin City Tale Spinners & Halloween Parade/Story Time publicity
- DePriest Puppets publicity
- Teen DIY (Stress Balls) publicity
- Teen DIY (Tote Bags) publicity
- Hunting Demons publicity
- Career Builders Seminar publicity
- Publicity and Social Media artwork to promote the Walking Dead Fandom Party
- Tech 2 Connect publicity
- World War II Series publicity
- FAFSA workshop publicity
- Mystery Book Club Bookmarks/Schedules
- Wind Farm & Turbine Tour
- Mysterious Monsters of Illinois
- Publicity for Duplo/Lego programs
- Tinker Lab
- Labor Day Closure

- Cemetery Walk
- Principals Read
- Wind Farm & Turbine Tour
- Retirement University
- Teen Banned Book Challenge
- Tiny House
- Walking Dead Fandom Party
- Fiction Book Club
- Mystery Book Club
- Pokemon Meetup
- Donation Day

Signs

- Curious George Art for Story Room Door (3 pieces)
- Poster for teenZone which promotes hours on No-School Days
- Signage for new charging stations
- Video surveillance signs/table tents
- Display Signs
 - Star Wars Reads Day
 - National Cookbook Month
 - October is National Eat Better, Eat Together Month
 - October 29 is National Cat Day
 - RIP Curtis Hanson
 - Spooky/Scary Movies

Ongoing Promotion:

- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Through November 7, BPL is running weekly commercials on Magic 99.5. The spot changes each week and promotes a different program.
- Through the new year, the library has a commercial running on every screen at Wehrenberg and Ovation.

Other:

- September 1 – Rhonda attended a presentation by the Chamber of Commerce about upgrading our presence on their website
- September 15 – Rhonda attended the WBRP's Strategic Planning Session No. 3
- September 28 – Rhonda and Laura G (of Circulation) set up a booth at the Chamber of Commerce's Non-Profit Showcase as part of our Library Card Sign-Up Month activities

B Logistics:

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
 - From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services – September 2016
Caprice Prochnow, Manager

- Meetings:
 - City of Bloomington 2017 Insurance Info – September 13
 - Foundation Board meeting – September 14
 - Department Managers – September 14 and 28
 - Interviews for FT Custodial Position – September 15
 - BPL Board meeting – September 20
- Custodial staff –
 - Trimmed trees and pulled weeds on the north side of the building.
 - Shampooed carpet in Community Room, Admin., staff hallway, break room and dock area.
 - Replaced a flush valve on LL Womens handicap toilet.
- Robert Greene, who has been one of our part-time Custodians for 3 years, has been hired as a full-time Custodian.
- The Safety Committee met on September 27. The work of the Committee was reviewed with the new members. There was some discussion regarding the updating of the Disaster Preparedness Plan and Active Shooter Preparedness.
- After reviewing much surveillance video over a few days, Security staff was able to pinpoint an individual that was stealing dvds. She was suspended for a year and arrested.
- We have had an issue with folks hanging out by the plasma, always moving the furniture to plug in their phones and putting their feet on the furniture. We relocated the comfy furniture and Jon has two phone charging units ordered for the lower lobby area.
- Since Abby got the dock area all cleared off, it seems we are having more incidents of folks camping on the dock when the Library is closed. A “No Loitering” sign was posted on the dock, and Jon is working on having cameras added to this area.
- Mid-Illinois Mechanical replaced a fan motor and cleaned the coils on the condensing unit for the cooling unit in the Server Room.
- Haney Plumbing re-did the plumbing under the break room sink and added a garbage disposal.
- The Blind Man Co. installed an UV blocking blind in the Study Room.
- Speed bumps were delivered, and we are currently trying them in different locations for the maximum effect.
- Tri-County Irrigation replaced a sprinkler head on the west side just north of the entrance.
- Weber Electric repaired fixtures in the Business Office and the AS Workroom.

Volunteer hours: 8

Technical Services – September 2016
Allison Schmid

GOAL - To provide sustainable services, collections, and programs to meet the needs of our diverse community.

- Tura added 666 fiction books last month in honor of Halloween.

GOAL – To recruit, train and develop a knowledgeable, collaborative staff.

- 9/7/16 - Marion took a Teen Zone shift when circulation was in a pinch.
- Marion filled in for off-site library card sign-up at Braize.
- 9/27/16 – TS staff attended the mini-morning session on restocking the Bookmobile.
- Marion has been with us for 3 months now and is doing great. Her 90 day review has been submitted.
- TS helped stuff bags for library card sign-up month.
- Training hours – 3

GOAL – To work effectively through the use of technology

- 9/14/16 – SIRSI demonstration on Acquisitions Module, ILL, and eResource Central
- We will hopefully be moving to an Amazon Corporate Credit Line to streamline our statements and users.

GOAL - To administer a cost-effective public library.

-
- Volunteer hours – 8

September 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	763	943
Adult Nonfiction	271	202
Juvenile Fiction	666	1034
Juvenile Nonfiction	169	131
Adult CDs	74	298
Juvenile CDs	10	2
Adult DVDs	267	283
Juvenile DVDs	58	63
Adult Audio	43	298
Juvenile Audio	27	3
Adult Computer Games	31	10
Juvenile Computer Games	8	4
Total Adds/Withdraws	2387	3271

Total Items in Main	306772
Total Items in OTR	11950
Total Items in Library	318722

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

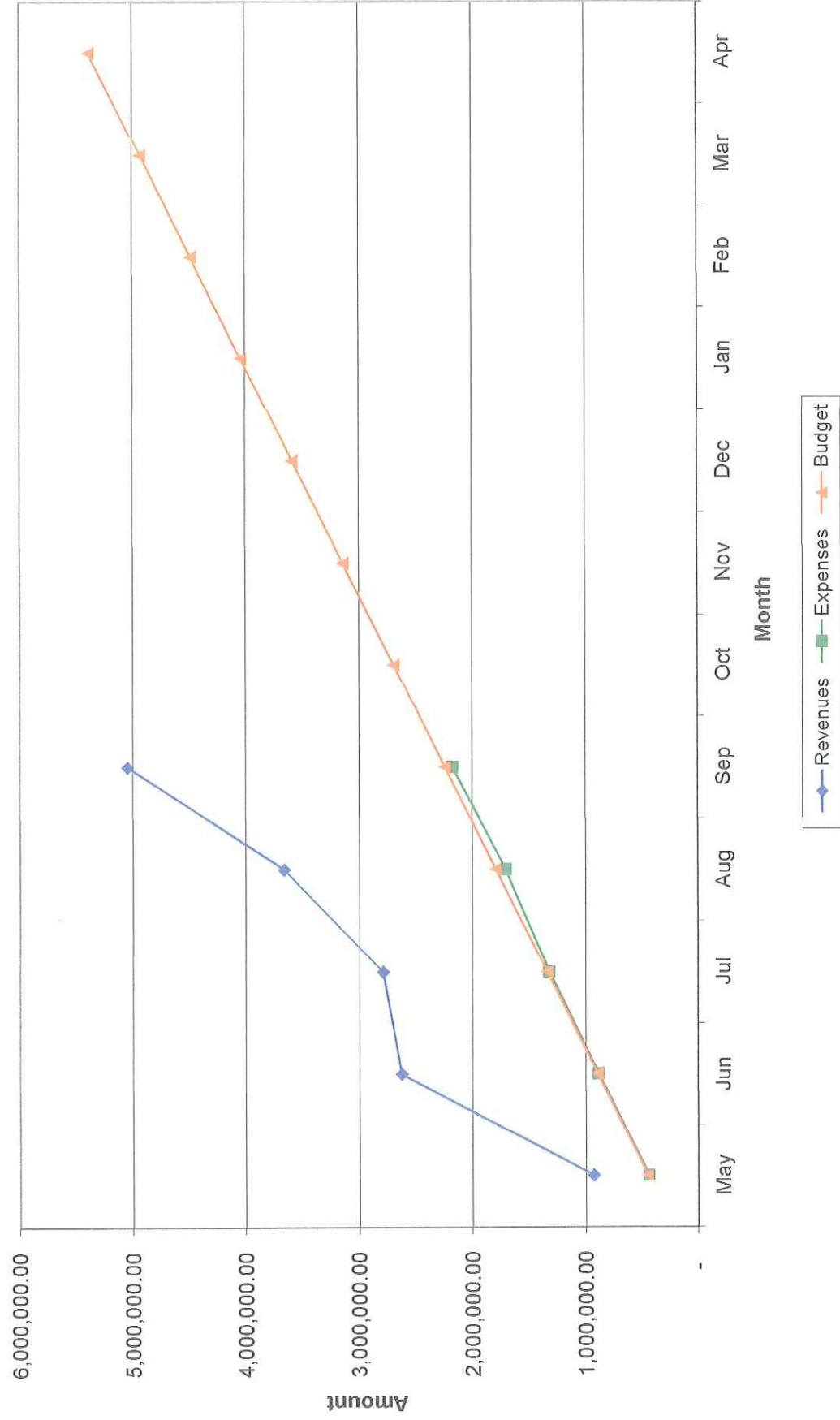
REVENUES:

ACCT NAME	BUDGET	SEPT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,274,171.70	4,412,280.33	(134,429.67)	97.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	101,778.63	365,886.04	(26,113.96)	93.3
Fees & Rentals	83,000	5,073.20	31,222.54	(51,777.46)	37.6
Copies	3,200	381.90	1,613.45	(1,586.55)	50.4
Interest on Investments	1,000	1,261.46	5,593.80	4,593.80	559.4
Sale of Property	1,000	0.00	631.05	(368.95)	63.1
Donations	28,000	3.26	24,931.59	(3,068.41)	89.0
Cash Over/Short	0	1.57	23.81	23.81	-----
Other	40,000	3,087.12	16,645.29	(23,354.71)	41.6
Total Revenues	5,320,310	1,385,758.84	5,048,282.72	(272,027.28)	94.9

ACCT NAME	BUDGET	SEPT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	234,001.92	808,023.81	(1,341,863.19)	37.6
Part-Time Salaries	402,086	32,404.10	142,664.07	(259,421.93)	35.5
Seasonal Salaries	47,701	5,494.38	37,624.12	(10,076.88)	78.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	271,900.40	988,312.00	(1,612,462.00)	38.0
Dental Insurance	12,400	836.98	4,139.30	(8,260.70)	33.4
Vision Insurance	3,050	192.50	967.64	(2,082.36)	31.7
Health Insurance, BC/BS PPO	294,901	22,445.62	112,969.43	(181,931.57)	38.3
Health Insurance, OSF HMO	100,429	5,889.06	29,445.30	(70,983.70)	29.3
Life Insurance	3,100	249.35	1,246.56	(1,853.44)	40.2
IMRF	310,000	42,539.06	116,890.52	(193,109.48)	37.7
FICA	163,000	16,181.18	58,725.64	(104,274.36)	36.0
Medicare	39,000	3,784.32	13,734.49	(25,265.51)	35.2
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	0.00	68.67	(531.33)	11.4
Tuition Reimbursement	0	488.36	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	92,606.43	349,094.82	(614,385.18)	36.2
Rentals	22,000	1,366.29	8,034.61	(13,965.39)	36.5
Total Rentals	22,000	1,366.29	8,034.61	(13,965.39)	36.5
Building Mtnc	120,000	1,845.29	24,740.98	(95,259.02)	20.6
Vehicle Mtnc	5,300	1,969.88	3,007.38	(2,292.62)	56.7
Office & Computer Mtnc	165,000	934.97	107,444.00	(57,556.00)	65.1
Total Repair/Mtnc	290,300	4,750.14	135,192.36	(155,107.64)	46.6

ACCT NAME	BUDGET	SEPT 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	32,574	2,309.07	16,263.19	(16,310.81)	49.9
Printing/Binding	19,000	350.00	3,003.83	(15,996.17)	15.8
Travel	1,000	0.00	28.08	(971.92)	2.8
Membership Dues	5,000	225.00	1,844.00	(3,156.00)	36.9
Professional Development	13,000	509.00	2,460.68	(10,539.32)	18.9
Other Purchased Services	184,918	15,802.20	54,611.50	(130,306.50)	29.5
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	288,992	19,195.27	78,211.28	(210,780.72)	27.1
Office Supplies	12,000	1,088.43	5,026.88	(6,973.12)	41.9
Computer Supplies	82,462	4,347.59	17,415.55	(65,046.45)	21.1
Copier Supplies	3,400	843.75	1,629.27	(1,770.73)	47.9
Postage	12,000	0.00	2,857.60	(9,142.40)	23.8
Library Supplies	75,000	5,889.11	23,048.31	(51,951.69)	30.7
Janitorial Supplies	16,000	887.33	3,564.47	(12,435.53)	22.3
Gas & Diesel Fuel	4,290	401.67	1,529.37	(2,760.63)	35.6
Building Mtnc & Repair Supplies	10,000	1,097.97	2,836.76	(7,163.24)	28.4
Total Supplies	215,152	14,555.85	57,908.21	(157,243.79)	26.9
Natural Gas	32,000	931.00	5,525.01	(26,474.99)	17.3
Electricity	80,000	9,149.04	45,184.88	(34,815.12)	56.5
Water	8,000	588.48	2,599.78	(5,400.22)	32.5
Telecommunications	26,780	2,339.52	14,748.97	(12,031.03)	55.1
Total Utilities	146,780	13,008.04	68,058.64	(78,721.36)	46.4
Professional Collection	3,500	182.00	287.95	(3,212.05)	8.2
Total Prof Collection	3,500	182.00	287.95	(3,212.05)	8.2
Periodicals	36,050	(419.10)	19,642.16	(16,407.84)	54.5
Adult Books	159,100	16,997.82	64,975.80	(94,124.20)	40.8
Children's Books	128,000	11,418.12	49,981.07	(78,018.93)	39.0
A/V Materials	151,000	15,301.27	73,557.08	(77,442.92)	48.7
Public Access Software	144,200	982.00	92,452.16	(51,747.84)	64.1
Ebooks	60,000	9,980.00	29,670.00	(30,330.00)	49.5
Total Materials	678,350	54,260.11	330,278.27	(348,071.73)	48.7
Employee Relations	6,000	78.96	1,358.66	(4,641.34)	22.6
Miscellaneous Expenses	9,000	313.00	3,035.21	(5,964.79)	33.7
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	391.96	163,229.87	(10,606.13)	93.9
Total Expenses	5,383,164	472,216.49	2,178,608.01	(3,204,555.99)	40.5

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2016

Property Tax (97.0%): The Library has received four distributions so far.

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

State Grants (62.2%): The Library received the Per Capita grant in June.

GPPLD (93.3%): The Library has received four distributions from Golden Prairie so far.

Copies (50.4%): Copy revenue is more than projected.

Interest on Investments (559.4%): The Library projected a low amount for Interest.

Sale of Property (63.1%): This revenue is from the Library's Garage Sale.

Donations (89.0%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Part-Time Salaries (35.5%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (78.9%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (33.4%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (31.7%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (29.3%): This is under-spent because fewer staff chose this coverage than we had projected.

FICA (36.0%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (35.2%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (-2.7%): The Library received a refund as a result of the annual Worker's Comp audit.

Uniforms (11.4%): Charges have been minimal.

Other Benefits (54.4%): This is the amount of vacation payout that the Library has paid to employees resigning/retiring from service.

Rentals (36.5%): Charges have been minimal.

Building Maintenance (20.6%): Charges have been minimal.

Vehicle Maintenance (56.7%): This line item is over-spent because the Library just paid for three invoices for service to the bookmobile.

Office & Computer Maintenance (65.1%): This is over-spent because the Library has made annual payments for SIRSI, EnvisionWare, and to Bibliotheca for the sorter, RFID pads, and self-checks.

Advertising (49.9%): This line item is over-spent because it was necessary to pre-pay for some advertising spots.
Printing/Binding (15.8%): Charges have been minimal.
Travel (2.8%): Charges have been minimal.
Professional Development (18.9%): Charges have been minimal.
Other Purchased Services (29.5%): Charges have been minimal.
Property Insurance (0.0%): The Library pays the annual Property Insurance in January.
Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.
Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.
Computer Supplies (21.1%): Charges have been minimal.
Copier Supplies (47.9%): This is slightly over-spent due to a large purchase of copy paper.
Postage (23.8%): Charges have been minimal.
Library Supplies (30.7%): Charges have been minimal.
Janitorial Supplies (22.3%): Charges have been minimal.
Gas & Diesel Fuel (35.6%): Charges have been minimal.
Building Maintenance Supplies (28.4%): Charges have been minimal.
Natural Gas (17.3%): Charges have been minimal.
Electricity (56.5%): This is over-spent due to higher spending during the summer months.
Water (32.5%): Charges have been minimal.
Telecommunications (55.1%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (8.2%): Charges have been minimal.
Periodicals (54.5%): This line item is over-spent because the annual subscription payment to Ebsco was made in June.
A/V Materials (48.7%): This amount reflects the one-time payment for Freegal, the downloadable music service.
Public Access Software (64.1%): This is over-spent because several annual payments for public access software packages have been paid.
Ebooks (49.5%): This is slightly higher than projected.
Employee Relations (22.6%): Charges have been minimal.
Miscellaneous Expenses (33.7%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer	
Reading Program:	21,961.50
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association	
(Donation for Children's Room):	35.00
Fountain Receipts:	5.09

Total Donations:	\$ 24,931.59
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 90.00
Book Pick-Up:	626.35
Book Shoppe:	9,441.50
Ear Buds:	257.00
Flashdrives:	78.00
Hot Beverage Service:	330.00
Meeting Room Fees:	309.18
Print Station:	4,753.90
Reusable Bags:	93.00
Slingback Packs:	178.00
Test Proctoring:	350.00
Miscellaneous:	138.36

Total Other Revenue:	\$16,645.29
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During September, 7 batches containing 87 invoices were processed, totaling \$29,920.56 and 212 credit card charges were made totaling \$41,337.11.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$4,698,461.30, which is 87.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791

Library Fund Balance Information, 9/30/16:

Operating:	\$ 4,698,461.30
Capital:	\$ 2,292,697.07
Fixed Assets:	\$ 935,762.80

Bloomington Public Library
Monthly Statistics - September 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	47,829	263,854	51,257	277,500
Teens	3,848	21,694	3,747	20,830
Children	39,231	242,902	41,641	256,124
OTR Adults	2,209	12,218	2,566	12,651
OTR Teens	134	981	171	901
OTR Children	4,680	21,946	4,211	21,117
e-Books - Freading	13	61	14	167
e-Books - Overdrive	1,749	20,520	4,643	20,487
Freegal downloads	797	3,127	457	2,509
Zinio Magazines	370	1,448	340	2,363
Tumblebooks	33	138	32	92
TOTALS				
Adults	50,038	276,072	53,823	290,151
Teens	3,982	22,675	3,918	21,731
Children	43,911	264,848	45,852	277,241
Digital Downloads	2,962	25,294	5,486	25,618
COMBINED TOTAL	100,893	588,889	109,079	614,741
ITEMS IN THE COLLECTION				
Main	306,772	306,772	299,698	299,698
OTR	11,950	11,950	11,707	11,707
TOTAL	318,722	318,722	311,405	311,405
HOLDS FILLED	7,740	40,273	7,415	38,543
CARDHOLDERS				
Added	480	2,562	386	2,545
TOTAL NUMBER				
Adults	25,313	25,313	25,389	25,389
Teens	3,084	3,084	2,101	2,101
Children	7,015	7,015	5,814	5,814
Combined Total of Active Cards	35,412	35,412	33,304	33,304
REFERENCE QUESTIONS				
Adults	2327	12,361	2,297	12,377
Teens	129	754	113	945
Children	489	3,181	791	4,799
OTR	145	688	126	625
Circulation	1,002	4,216	553	3,481
PROGRAMS				
Story Times	22	46	21	57
Adult	17	97	7	73
Teens	3	27	3	26
Juvenile	9	36	10	40
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - September 2016

	Current Month	Cumulative	Last Year	Cumulative
Story Times	533	2,925	521	2,503
Adult Programs	239	1,449	53	1,184
Teen Programs	8	218	13	308
Juvenile Programs	160	2,722	505	3,142
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
COMPUTER USE				
Public computer uses	4,295	22,493	4,120	23,497
Website database/catalog hits	23,532	125,664	25,141	159,845
Online Resource (Database) uses	4,649	24,049	4,187	26,408
TOTAL	32,476	172,206	33,448	209,750
INTERLIBRARY LOAN				
Borrowing Requests Received	523	2,841	538	2,649
Outgoing Loans (Lending)	319	1,352	303	1,388
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	0	52	2	50
Outside the library (events)	4	41	1	41
Number of people	553	8,861	507	10,662
VOLUNTEER HOURS	70	457	113	922
MEETING ROOM USAGE				
Study Room	70	325	54	302
Digital Media Lab	8	42	52	150
Community Room		177		
Customer Visits (MAIN)	n/a	42,993	25,766	143,366
Customer Visits (OTR)	1,316	6,806	1,203	7,087
COMBINED TOTAL VISITS	1,316	49,799	26,969	150,453
TRAINING HOURS	93	542	57	538

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, August 17, 2016
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

- I. Call to Order
President Lynn Gray called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Ruth Novosad, Stephen Peterson (arrived at 5:03 p.m.), Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: None

OTHERS PRESENT: Jeanne Hamilton, Laura Golaszewski, Kathy Jeakins, Rhonda Massie, Johanna Sneed
- III. Introductions
President Gray introduced Marketing Manager Rhonda Massie.
- IV. Public Comment
There was no public comment.
- V. Presentation of Bookmobile Survey Results by Laura Golaszewski and Rhonda Massie
Circulation Manager Laura Golaszewski and Marketing Manager Rhonda Massie presented the Bookmobile survey results. The results relevant to GPPLD include that 7.2% of the 454 respondents self-reported as GPPLD residents, a majority of patrons prefer Bookmobile stops on weekday evenings, and only eight of the respondents stated that they learned about the Bookmobile from postcard advertising. The information gathered from the survey will help the library create informed decisions about scheduling Bookmobile stops and advertising the Bookmobile service.
- VI. President's Report
President Gray reported that the law that requires adoption of a local expense reimbursement policy which was mentioned during the previous meeting by Phil Lenzini has passed. Tim Ervin volunteered to create a policy draft to be approved at a later date.
President Gray informed the Board that the 25th anniversary sign fell from the patio wall and some of the metal pieces are bent. The damage will be repaired by 3M

Machining. Upon further discussion, it was suggested that the sign and plaque should be brought inside of the building to prevent future damage. Director Hamilton proposed that the sign and plaque be moved to the William Wetzel reading room which the Board agreed to.

VII. Approval of Minutes

A. July 20, 2016

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE JULY 20, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton reported that the BPL Business Plan has been updated for FY17. She added that the management team developed action items to achieve the goals set by the BPL Board. One of the additions to the Business Plan is adding a virtual tour of the library to the website, which has recently been accomplished. Other additions include implementing student cards to all District 87 students and completing a full website redesign.

Director Hamilton provided information about this year's ILA Annual Conference Trustee Day for any interested Board members.

B. Outreach Report

Laura Golaszewski reported that the latest Bookmobile schedule is being finalized. She stated that five stops will be canceled due to consistently low or non-usage. Four of the five stops being canceled are located on the west side of Bloomington and the other was requested by a patron. Conversely, four stops will be added to the schedule and one time slot will be left open to allow for Bookmobile maintenance or requests to visit pre-schools and other organizations.

Laura Golaszewski reported that September is Library Card Sign-Up Month. Residents will receive gifts for signing up for a library card, renewing their library card, or bringing a friend to sign-up for a card. Carol Carey-Odekirk mentioned that she will be meeting with Marketing Manager Rhonda Massie to discuss advertising Library Card Sign-Up Month to GPPLD residents and adding sign-up initiatives to GPPLD Bookmobile stops.

C. Fiscal Report

Kathy Jeakins reported that all of the Per Capita Grant funds have been spent to purchase materials. She proceeded to entertain questions.

Stephen Peterson shared that he was informed by Gary Connely from the Investments Division of Commerce Bank that an investment account could be established to purchase FDIC insured CDs. Stephen added that he contacted high yielding national banks, and none will deal with public funds. Likewise, a money market account can be opened that could potentially yield between .2-.4% on the Operating Fund, approximately \$90.00 per year. The Board requested that the monthly balance of the Operating Fund for the past year be presented during next month's meeting and that the Board approve authorizing Kathy Jeakins to open an investment account with Commerce Bank.

1. Presentation of July Financial Report

The Board reviewed the July Financial Report. Kathy Jeakins entertained questions.

IX. Unfinished Business

There was no unfinished business.

X. New Business

A. Adopt Tax Levy Ordinance 16-02

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO ADOPT TAX LEVY ORDINANCE 16-02 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2016 AND ENDING THE 30TH DAY OF JUNE 2017, IN THE AMOUNT OF \$421,900.00.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Potential Expenditures of Capital Fund

Director Hamilton brought forth suggestions for the Board to consider purchasing. The suggestions included large scanners for digitizing historical documents, stackable risers to allow for extra seating during children's programs, a contribution towards a techmobile to offer technology events in the community, charging stations in the children's department, audio visual shelving downstairs, additional large print shelving, and the mailing cost to send program guides to homes. The Board discussed these ideas further and concluded that the library would benefit largely from the acquisition of risers. The Board proceeded to request that a prioritized list of suggestions with costs be presented by Director Hamilton during the next meeting. Carol Carey-Odekirk will discuss the program guide mailings with Marketing Manager Rhonda Massie.

TIM ERVIN MOVED, JODI SHERMAN SECONDED, TO APPROVE THE PURCHASE OF RISERS IN THE AMOUNT NOT TO EXCEED \$3,000.00.

AYES: CAROL CAREY-ODEKIRK, TIM ERVIN, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. ILA Trustee Day Conference Information

The Board reviewed the ILA Trustee Day flyer and schedule.

XI. Adjournment

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:24 p.m.

LIBRARY FIXED ASSET BUDGET FISCAL YEAR 2016-2018								
Account Number	Account Title	FY 16 Budget	FY 16 Actual	FY 17 Budget	FY 17 Actual Thru 9/26	FY 18 Proposed	\$ Diff From FY 17 to FY 18 Budget	% Diff From FY 17 to FY 18 Budget
56010	Interest from Investments	200	942	200	1,049	2,000	1,800	900.0
57114	Sale of Equipment	-	10,000	-	-	-	-	#DIV/0!
57310	Donations	-	-	-	-	-	-	#DIV/0!
57350	Other Private Grants	-	-	-	-	-	-	#DIV/0!
85231	From M & O	156,604	156,604	122,104	122,104	213,944	91,840	75.2
	Total Revenues	156,804	167,546	122,304	123,153	215,944	93,640	76.6
72120	Office & Computer Equipment	72,721	11,495	162,100	-	128,100	(34,000)	(21.0)
72130	Licensed Vehicles	-	-	-	-	70,000	70,000	#DIV/0!
72140	Equip Other Than Office	-	-	-	-	117,000	117,000	#DIV/0!
72520	Buildings	-	-	-	-	-	-	#DIV/0!
72620	Other Cap Improvements	-	-	-	-	-	-	#DIV/0!
	Total Expenses	72,721	11,495	162,100	-	315,100		
	Total Revenues	156,804	167,546	122,304	123,153	215,944		
	Rev Over Exp (Surplus)	84,083	156,051	(39,796)	123,153	(99,156)		

LIBRARY
MAINTENANCE & OPERATING BUDGET
FISCAL YEAR 2016-2018

Account Number	Account Title	FY 16 Budget	FY 16 Actual	FY 17 Budget	FY 17 Actual Thru 9/26	FY 18 Proposed	\$ Diff From FY 17 to FY 18 Budget	% Diff From FY 17 to FY 18 Budget
50110	Property Taxes	4,546,710	4,544,765	4,546,710	4,412,280	4,683,111	136,401	3.0
53020	Replacement Tax	130,400	130,400	130,400	130,400	130,400	-	-
53120	State Grants	95,000	95,763	95,000	59,055	59,000	(36,000)	(37.9)
53370	From Golden Prairie PL Dist	370,000	373,125	392,000	365,886	400,000	8,000	2.0
54490	Library Fees & Rentals	80,000	81,496	83,000	29,282	85,000	2,000	2.4
54720	Copies	3,800	3,593	3,200	1,428	3,500	300	9.4
56010	Interest from Investments	1,000	5,748	1,000	4,332	5,000	4,000	400.0
56020	Interest From Taxes	-	27	-	-	-	-	#DIV/0!
57110	Sale of Property	1,000	2,775	1,000	631	1,000	-	-
57310	Donations	20,000	24,221	28,000	24,932	27,150	(850)	(3.0)
57350	Other Private Grants	-	1,150	-	-	-	-	#DIV/0!
57610	Cash Over/Short	-	(24)	-	23	-	-	#DIV/0!
57990	Other Misc Income	30,000	39,921	40,000	15,154	41,200	1,200	3.0
	Total Revenues	5,277,910	5,302,960	5,320,310	5,043,403	5,435,361	115,051	2.2
61100	Full Time Salaries	2,015,233	2,007,991	2,149,887	808,024	2,139,895	(9,992)	(0.5)
61110	Part Time Salaries	453,600	362,143	402,086	135,879	435,888	33,802	8.4
61130	Seasonal Salaries	35,586	47,073	47,701	36,711	62,005	14,304	30.0
61150	Overtime Salaries	1,100	-	1,100	-	1,100	-	-
62101	Dental Insurance	11,273	9,763	12,400	4,139	13,122	722	5.8
62102	Vision Insurance	2,894	2,379	3,050	968	2,155	(895)	(29.3)
62104	Health Insurance PPO BC/BS	210,104	250,621	294,901	112,969	236,544	(58,357)	(19.8)
62106	Health Insurance HAMP HMO	118,062	78,889	100,429	29,445	84,996	(15,433)	(15.4)
62110	Life Insurance	3,097	2,958	3,100	1,247	3,100	-	-
62120	IMRF	299,867	280,208	310,000	116,891	318,417	8,417	2.7
62130	FICA	162,368	143,046	163,000	58,248	170,762	7,762	4.8
62140	Medicare	36,315	33,513	39,000	13,623	38,248	(752)	(1.9)
62160	Worker's Comp	37,675	13,188	17,000	(467)	17,075	75	0.4
62190	Staff Uniforms	600	347	600	69	700	100	16.7
62210	Tuition Reimbursement	30,000	36,252	-	488	20,000	20,000	#DIV/0!
62990	Other Benefits	-	17,400	20,000	10,886	20,000	-	-
70420	Equipment Rental	22,000	19,816	22,000	6,668	30,000	8,000	36.4
70510	Building Maintenance	135,000	73,300	120,000	24,234	123,600	3,600	3.0
70520	Vehicle Maintenance	5,000	6,525	5,300	1,038	5,500	200	3.8
70530	Office/Equipment Maintenance	165,000	122,543	165,000	107,444	169,950	4,950	3.0
70590	Other Property Maintenance	25,000	1,045	-	-	-	-	#DIV/0!
70610	Advertising	19,000	19,260	32,574	16,169	33,000	426	1.3
70611	Printing/Binding	19,000	16,135	19,000	3,004	19,570	570	3.0
70630	Travel	6,000	11,498	1,000	28	1,000	-	-
70631	Membership Dues	5,000	3,770	5,000	1,794	5,150	150	3.0
70632	Professional Development	8,000	6,738	13,000	2,351	14,000	1,000	7.7
70690	Other Purchased Services	100,000	128,719	184,918	43,848	130,000	(54,918)	(29.7)
70714	Property Insurance	23,000	19,699	24,000	-	25,000	1,000	4.2
70715	Vehicle Insurance	5,000	3,063	4,000	-	4,200	200	5.0
70790	Other Insurance	5,000	5,067	5,500	-	5,700	200	3.6
71010	Office Supplies	20,000	17,637	12,000	4,799	15,000	3,000	25.0
71013	Computer Supplies	85,000	76,010	82,462	17,307	82,400	(62)	(0.1)
71015	Copier Supplies	3,300	3,810	3,400	1,359	3,500	100	2.9
71017	Postage	12,000	9,595	12,000	2,858	12,360	360	3.0
71020	Library Supplies	72,000	82,031	75,000	20,480	77,250	2,250	3.0
71024	Janitorial Supplies	16,000	10,413	16,000	3,244	16,480	480	3.0
71070	Fuel	8,000	3,253	4,290	1,128	4,500	210	4.9
71080	Bldg & Maint Supplies	10,000	12,427	10,000	2,788	10,300	300	3.0
71310	Natural Gas	35,000	18,562	32,000	4,594	25,000	(7,000)	(21.9)
71320	Electricity	95,000	88,148	80,000	45,185	89,000	9,000	11.3
71330	Water	8,500	8,435	8,000	2,011	8,500	500	6.3
71340	Telecommunications	26,000	33,474	26,780	13,937	35,000	8,220	30.7
71410	Professional Collection	7,000	1,144	3,500	288	1,000	(2,500)	(71.4)
71420	Periodicals	35,000	37,451	36,050	19,599	38,000	1,950	5.4
71430	Adult Books	170,000	164,705	159,100	63,474	162,000	2,900	1.8
71440	Children's Books	125,000	120,381	128,000	49,392	130,000	2,000	1.6
71470	A/V Materials	168,000	166,900	151,000	71,501	147,000	(4,000)	(2.6)
71480	Public Access Software	140,000	149,360	144,200	92,452	148,000	3,800	2.6
71490	Ebooks	70,000	70,000	60,000	24,680	70,000	10,000	16.7
79120	Employee Relations	6,000	3,760	6,000	1,359	6,180	180	3.0
79990	Other Misc. Expenses	13,000	6,103	9,000	2,814	9,270	270	3.0
89112	To ERI Reimbursement	36,732	36,732	36,732	36,732	-	(36,732)	(100.0)
89237	To Library Equip Replacement	156,604	156,604	122,104	122,104	213,944	91,840	75.2
	To Capital Fund	-	-	-	-	-	-	#DIV/0!
	Total Expenses	5,277,910	4,999,884	5,383,164	2,139,783	5,435,361		
	Total Revenues	5,277,910	5,302,960	5,320,310	5,043,403	5,435,361		
	Rev Over Exp (Surplus)	-	303,076	(62,854)	2,903,620	(0)		

Incident Reports

Date	Time	Type
09/6	6:10 PM	AlcoholDrugs
09/6	7:14 PM	AlcoholDrugs
09/10	3:40 PM	AlcoholDrugs
09/10	4:46 PM	InappropriateBehavior
09/11	3:32 PM	AlcoholDrugs
09/13	12:11 PM	AlcoholDrugs
09/13	8:38 PM	
09/14	2:19 PM	TobaccoUse
09/14	8:14 PM	PoliceAmbulanceCall
09/14	8:30 PM	StolenDamagedLibraryMaterial
09/14	8:40 PM	StolenDamagedLibraryMaterial
09/15	1:01 PM	StolenDamagedLibraryMaterial
09/15	4:21 PM	Other
09/16	3:33 PM	StolenDamagedLibraryMaterial
09/18	1:16 PM	InappropriateBehavior,Defecation, Loitering
09/18	4:01 PM	StolenDamagedLibraryMaterial
09/19	7:33 PM	
09/20	8:31 PM	
09/21	5:27 PM	StolenDamagedLibraryMaterial
09/21	5:41 PM	StolenDamagedLibraryMaterial
09/21	7:53 PM	StolenDamagedLibraryMaterial
09/21	9:13 PM	StolenDamagedLibraryMaterial
09/22	2:38 PM	StolenDamagedLibraryMaterial
09/22	6:16 PM	
09/24	3:39 PM	StolenDamagedLibraryMaterial
09/24	4:18 PM	TobaccoUse
09/24	5:25 PM	StolenDamagedLibraryMaterial
09/25	1:27 PM	InappropriateBehavior,yelling, makih a nuisance of themselves
09/25	3:33 PM	InappropriateBehavior,Cell phone
09/25	5:07 PM	StolenDamagedLibraryMaterial
09/26	2:45 PM	StolenDamagedLibraryMaterial
09/26	2:48 PM	StolenDamagedLibraryMaterial
09/26	6:20 PM	
09/26	8:01 PM	
09/27	5:21 PM	
09/27	9:25 PM	
09/28	2:24 PM	StolenDamagedLibraryMaterial
09/29	2:36 PM	BicycleIncident
09/29	6:46 PM	
09/30	10:15 AM	Loitering
10/1	2:56 PM	Vandalism

Suspension Reports

Date	Time	violation
09/28	2:28 PM	StolenDamagedLibraryMaterial
09/15	2:46 PM	StolenDamagedLibraryMaterial
09/10	4:48 PM	InappropriateBehavior
09/18	1:17 PM	Loitering,Defecation, Loitering
09/18	1:17 PM	Loitering,Defecation, Loitering

Surplus List

October 2016

City Tag	Description	Age	Recommendation
007446	MS 300 Canon Microfilm Scanner	8 years	Donate

Approved on this 18th day of October 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR A SCANPRO 3000 TO
IMAGING OFFICE SYSTEMS

Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for a ScanPro 3000 to Imaging Office Systems, Inc. in the amount of \$9,995.00
2. That the purchase of the unit is according to the Fixed Asset Replacement Schedule
3. That the purchase of the unit will be consistent with the existing ScanPro 3000 units already owned by the Library
4. That the benefits to the public and staff of having identical units are 1) similarity in operation and consistency of use, 2) the purchase of comparable supplies for operation, 3) no preference by the public for use of one unit over another.
5. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$9,995.34

Approved this 18th day of October 2016

Carol Koos, President
Bloomington Public Library Board of Trustees



Description ScanPro 3000 Microfilm Reader with USB3
Created Date 10/5/2016
Expiration Date 10/31/2016

Quote Name ScanPro 3000 Microfilm Reader
Quote Number 00002219
Contact Name Jeannie Hamilton, Library Director
Phone (309) 557-8901

Bill To Name Bloomington Public Library
Bill To 205 E. Olive St.
Bloomington, IL 61701-5218
Ship To Name Bloomington Public Library
Ship To 205 E. Olive St.
Bloomington, IL 61701-5218

Created By Bill Stewart
Address 2100 East Golf Road, Suite 410
Rolling Meadows, IL 60008
Phone 224-265-7654
Email bstewart@imagingoffice.com

Product Code	Product	Quantity	Sales Price	Line Item Description	Total Price
9863003	Microfilm ScanPro® 3000 USB3 With Powerscan 3000 Software	1.00	\$10,955.00	Includes 26.6 megapixel camera, 7.54X lens, Autocarrier for 16mm, 35mm and microfiche and a 1 year manufacturer warranty covering all parts and labor.	\$9,995.34
*MINSTALL	Installation and Setup of Scanner	1.00	\$905.00	Shippig, installation, setup and onsite training for 2 scaff.	\$0.00

Terms and Conditions

1. Orders accepted are subject to the conditions set forth herein and no agreement or other understanding in any way modifying these conditions shall be binding upon the Seller unless made in writing, and accepted over the signature of an authorized executive of the Seller.
2. Net 30 payment terms.
3. Additional payment terms: For orders over \$25,000, and/or for those orders that require a pre-installation meeting prior to the start of product installation, the following terms apply. 1/2 of order total due at signing and 1/2 of total due at the end of the installation.
4. If any sales, excise, occupation, or use tax is applicable to this transaction, the amount will be added to the price stated herein.
5. Every effort will be made to effect shipment and installation within the time stated, but the Seller assumes no liability for delay due to causes beyond the sellers control.
6. All orders are "FOB" Shipping Point. Destination charges will be added to the invoice unless specifically excluded on the reverse side. The method of transportation and carrier will be of the Seller's selection. If shipment is made at Customer request via a method other than that which would normally be used, or if special handling is necessary due to receiving limitation of the customer, additional charges will be added to the invoice.
7. Title to each component of the Product shall pass to Customer when payment in full for the Product has been made. Notwithstanding the state of title to the Product, risk of loss with respect to the Product and/or each component thereof shall pass to Customer upon IOS's delivery of each such component to Customer, or delivery to carrier for shipment. At the time of such delivery, Customer shall, at its own expense, be responsible for purchasing any insurance coverage for the Product, and IOS shall not have responsibility for the placement of any insurance coverage.
8. This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature for all purposes.

Date: _____ Subtotal \$11,860.00
Total Price \$9,995.34
Signature _____

I decline maintenance _____

2017 Spring Semester Tuition for Staff Currently Enrolled in Coursework

We currently have two staff members enrolled in the Masters of Science in Library and Information Science Program at the University of Illinois, one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University, and one staff member enrolled in Business Administration at Heartland Community College. The students have not yet received their billings for the spring semester. However, based on projected rates, I estimate the cost not to exceed \$11,000. I would further request that the funds for the tuition be paid for from the Stubblefied Bequest.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library foundation to fund tuition for the 2017 Spring semester classes for two staff currently enrolled in the Masters of Science in Library and Information Science Program at the University of Illinois, one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University, and one staff member enrolled in Business Administration at Heartland Community College at a cost not to exceed \$11,000.

Approved this 18th day of October 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

Chapter 6 [Access]

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range/strategic planning keep current on products and services so that informed decisions can be made as soon as funding becomes available. Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in Facilities chapter.

APPLICABLE CORE STANDARDS – Please see Core Standards 1, 2, 5, 13, 16, 17, 18, 19, 20, and 22 in Chapter 1.

ACCESS STANDARDS

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See Appendix N for recommended hours of service by population.) Some information is available electronically twenty-four hours per day (minimally the library website and online catalog). (See Appendix N)
3. The library has a website with current information and content updated at least weekly. The website allows for patron inquiry or comment and feedback. The website should also provide the opportunity for remote 24/7 access to online databases, virtual reference, registration, access by users to their own accounts, and other library services. Staff responds to online requests for information.
4. All basic services are available when the library is open. For the purposes of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open. Internet access is available to adults and children with a sufficient quantity of computers and bandwidth to meet most needs. Some access may be provided through wireless installations that enable people to use mobile devices or their own personal devices for Internet searching.
5. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
6. Materials and guides for library use are made available in languages and formats appropriate to the community.
7. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
8. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron. (See Appendix L)
9. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
10. Lending regulations facilitate maximum use of library materials.
11. The library publicizes and promotes interlibrary loan to its patrons. Library staff develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
12. The library's bibliographic and holdings information are in machine-readable form using the MARC format. Accurate and easily understood bibliographic access is provided through a computerized catalog that is accessible remotely as well as in the library. This access may be provided through the library's catalog or the catalog of a Local Library System Automation Project (LLSAP) to which the library contributes records. Either through a local consortial Online Public Access Catalog (OPAC) or through WorldCat from OCLC, a current record of the library's holdings is made available.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.

Chapter 6 [Access]

15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and fax numbers are listed in a phone book. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.
17. If a meeting room is available for the public, its use is limited by time, place, and manner only and not by the subject or content of the program.
18. The library has policies for Internet use, retention of patron-associated records, and for responding to search warrants and subpoenas. (See Appendix L)

ACCESS CHECKLIST

- ☒ Library has a publicized, fixed schedule of open hours.
- ☒ Library has a website and online catalog for 24/7 access.
- ☒ All basic services are available when the library is open.
- ☒ All materials are available for use in the building or for checkout by persons regardless of age, sex, or social standing.
- ☒ Library participates in and promotes interlibrary loan.
- ☒ Library's holdings information is in machine-readable form and part of a remotely accessible electronic database.
- ☒ Library provides auxiliary aids and alternate formats to enable persons with disabilities to use collections and services.
- ☒ Library has a sufficient quantity of computers and bandwidth to meet most needs.
- ☒ Library publishes and promotes the telephone and fax numbers and also the website address for the library.
- ☒ Library has policies for Internet use, retention of patron-associated records, and for a meeting room, if one is available.

BIBLIOGRAPHY

American Library Association Office for Intellectual Freedom. *Intellectual Freedom Manual*. 8th ed. Chicago: American Library Association, 2010.

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Chmara, Theresa. *Privacy and Confidentiality Issues: A Guide to Libraries and Their Lawyers*. Chicago: American Library Association, 2009.

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McClure, Charles R. and Paul T. Jaeger. *Public Libraries and Internet Service Roles*. Chicago: American Library Association, 2008.

Pinnell-Stephens, June. *Protecting Intellectual Freedom in Your Public Library: Scenarios from the Front Lines*. Chicago: American Library Association, 2012.

WEBSITES

Freedom to Read Foundation
www.ftrf.org

Illinois State Library Talking Book and Braille Service
www.ilbph.org

Library Terms That Users Understand
www.jkup.net/terms.html

PolyTalk, a library interpreter's network
www.polytalk.info/languagekit.html