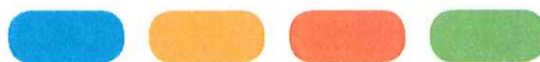


Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, October 17, 2017

5:30 p.m.

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

REVISED AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Services: Book Shoppe, Presented by Aleshia Phifer
- VI. Consent Agenda
 - A. Recommend Approval of Executive Session Minutes of April 22, 2016, May 4, 2016, May 9, 2016, April 18, 2017, and August 15, 2017
 - B. Recommend Approval of Minutes of September 17, 2017 Regular BPL Board Meeting
 - C. Recommend Approval of Bills List of September 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Committee Reports and Discussion
 - A. Budget & Personnel Committee Report
 - 1. Recommend Approval of FY19 Fixed Asset Budget
 - 2. Recommend Approval of FY19 Maintenance & Operating Budget
- XI. New Business
 - A. Recommend Approval of 2018 Meeting Dates
 - B. Approval of Downloadable Magazine Service and Titles in the amount of \$13,214.38 to Recorded Books Digital (RBDigital)
 - C. Discussion of Per Capita Grant Requirements
 - 1. Review chapters 1-5 of the Trustee Fact File Third Edition
 - 2. Select a trustee to watch an online safety training and report at the November meeting
- XII. Unfinished Business
 - A. Discussion on Library Expansion
- XIII. Comments from Board Trustees
- XIV. Adjournment

Posted 10/12/17 2:30 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Oct. 17, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,935.61
Amazon.com, LLC	A/V Materials	916.24
Amazon.com, LLC	Adult Books	190.37
Amazon.com, LLC	Computer Supplies	136.41
Amazon.com, LLC	Other Purchased Services	1,476.08
Amazon.com, LLC	Professional Collection	52.00
Ameren IP	Electricity	15,654.37
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler	Building Maintenance	10,245.00
Bill's Key & Lock Shop	Building Maintenance	69.99
Blackstone Audio	A/V Materials	138.92
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Butt-Silver Bow Public Library	Miscellaneous Expenses	10.00
Cengage Learning	Adult Books	355.35
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,132.70
City of Bloomington	FICA	11,408.31
City of Bloomington	Gas & Diesel Fuel	334.02
City of Bloomington	Health Insurance-HMO	4,631.36
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,537.05
City of Bloomington	Life Insurance	265.30
City of Bloomington	Medicare	2,668.09
City of Bloomington	Payroll	196,576.63
City of Bloomington	Vision Insurance	210.40
City of Bloomington	Water	946.02
Custom Digital Imaging	Printing/Binding	2,376.70
Dean's Superior Blueprints, Inc.	Other Purchased Services	550.00
Dell Marketing, L.P.	Computer Supplies	9,237.40
Demco	Library Supplies	290.22
Don Smith Paint Company	Building Mtn Supplies	218.79
Engels, Sara	Travel	11.77
Envisionware, Inc.	Office/Equipment Mtn	360.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Farm & Home Publishers, Ltd.	Adult Books	53.80
Frontier	Telecommunications	1,501.61
Herman, Heidi	Other Purchased Services	100.00
Ingram Library Services	Adult Books	287.81
Kone, Inc.	Building Maintenance	1,675.00

Leathery, David	Refund	294.10
Limelight Communications, Inc.	Advertising	200.00
Massie, Rhonda	Advertising	456.89
Midwest Tape	A/V Materials	268.57
Miller Janitorial Supply	Janitorial Supplies	344.47
Nicor/Northern Illinois Gas	Natural Gas	738.37
Nugent Consulting, LLC	Other Purchased Services	1,000.00
Office Depot	Computer Supplies	758.28
Office Depot	Miscellaneous Expenses	71.81
Office Depot	Office Supplies	34.99
Penguin Random House, LLC	A/V Materials	105.00
Pilot Media, LLC	Advertising	200.00
ProQuest, LLC	Downloadable Materials	244.89
ProQuest, LLC	Public Access Software	1,020.00
Recorded Books, Inc.	A/V Materials	970.66
Ricoh	Rentals	1,422.28
Ron Smith Printing Company	Printing/Binding	410.00
Rosedrew, Inc.	Library Supplies	2,030.29
Scholastic Library Publishing	Public Access Software	3,924.00
Southwest Solutions Group	Library Supplies	150.00
Taylor, Pamela	Other Purchased Services	50.00
Uline Shipping Supply Specialists	Janitorial Supplies	211.68
Value Line Publishing, LLC	Public Access Software	4,950.00
Weber Electric, Inc.	Building Maintenance	3,705.00
World Book, Inc.	Public Access Software	4,800.00
VISA - 4Imprint	Library Supplies	665.69
VISA - 4InkJets	Computer Supplies	178.98
VISA - AccuCut, LLC	Library Supplies	64.00
VISA - Amazon.com	Office Supplies	114.09
VISA - American Library Association	Professional Development	54.00
VISA - Baker & Taylor Books	A/V Materials	9,129.62
VISA - Baker & Taylor Books	Adult Books	13,374.18
VISA - Baker & Taylor Books	Children's Books	7,675.93
VISA - Bill's Key & Lock Shop	Building Mtnc Supplies	50.83
VISA - Blubrry	Other Purchased Services	20.00
VISA - CandyStore.com	Library Supplies	179.98
VISA - Dollar Tree	Other Purchased Services	75.00
VISA - Don Smith Paint Co.	Building Mtnc Supplies	11.34
VISA - Five Star Water Co.	Miscellaneous Expenses	55.05
VISA - GameStop	A/V Materials	196.32
VISA - GameStop	Other Purchased Services	59.99
VISA - Gaylord Brothers	Library Supplies	127.93
VISA - Hobby Lobby	Other Purchased Services	32.95
VISA - Home Depot	Library Supplies	119.55
VISA - International Service Fee	Other Purchased Services	2.50
VISA - Kroger	Other Purchased Services	250.00
VISA - Lowe's	Other Purchased Services	29.94
VISA - Office Depot	Copier Supplies	63.96
VISA - Office Depot	Office Supplies	34.99
VISA - OK Appliance	Office Supplies	1,014.95
VISA - Paypal*Melissa Alcorn	Advertising	450.00
VISA - Red Raccoon Games	Other Purchased Services	24.00
VISA - Sam's Club	Copier Supplies	272.68

VISA - Sam's Club
 VISA - Springfield Electric Supply Co.
 VISA - Sprint
 VISA - SteamGames.com
 VISA - TeachersPayTeachers.com
 VISA - Thrasher Magazine
 VISA - USPS
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com
 VISA - Windstream

Total

Other Purchased Services 40.10
 Building Mtn Supplies 316.80
 Telecommunications 561.99
 Other Purchased Services 100.00
 Other Purchased Services 48.92
 Periodicals 17.95
 Postage 13.15
 Telecommunications 126.14
 Janitorial Supplies 194.01
 Library Supplies 66.01
 Miscellaneous Expenses 96.48
 Other Purchased Services 27.23
 Other Purchased Services 97.61
 Telecommunications 122.28

377,514.22

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

September 2017

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

This month, we had our first meeting with the Multicultural Leadership Program team. The project that they will be working on is to develop a door-to-door campaign (in targeted areas of the City of Bloomington) to increase awareness of the diverse resources that the Library offers to the community; to build new relationships with underserved populations on both the east and west sides of town; and to sign people up for Library cards.

This month, I:

- Attended the Downtown Task Force meetings.
- Attended the Chamber Breakfast Business Briefs: Downtown Revitalization event.
- Met with the Boys and Girls Club to discuss partnership opportunities.
- Met with David Hales and Mayor Pro Tem Karen Schmidt to discuss our building project.
- Worked with Bookmobile Drivers to create our Winter/Spring Bookmobile schedule. We are excited to add a few new stops including one at Western Avenue Community Center.

Our Circulation/Outreach Department:

- Delivered a total of 384 items to 40 homebound patrons.
- Delivered a total of 1,006 books to 14 deposit collection sites.
- Presented 4 programs to 40 attendees.
- Drove the BPL van in the Sheridan school parade with Curious George!

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

I weeded the Outreach Collection to ensure enough space in our limited shelving area.

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

We interviewed for and filled our Circulation/Outreach Manager position. We were fortunate to have an excellent pool of candidates for this position and we are excited to welcome Colleen Shaw (currently at Heartland Community College Library) to our team. In the interim period before her start date, I have been serving as the interim manager of this department. I have been able to get a more in depth look at this department and have appreciated the dedication, patience, and hard work from the staff team!

This month, I also:

- Worked with Gayle to interview 7 candidates for our open part time Library Assistant positions.
- Began the ISU Leadership Certification Program (attended 2 classes)
- Continued to meet with the Union to negotiate a new contract.

Bloomington Public Library

Books are just the beginning.

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Participate

- Attended training on the City's new council packet software.

Goal: Administer a cost-effective public library.

We released a request for proposals for replacement self-check machines.

I attended the Foundation Board meeting and they approved a donation to support Appreciation Day activities and gifts to recognize staff and volunteers.

Adult Services - September, 2017
Carol Torrens, Manager

Collections

Using Collection HQ reports, Tiffany completed a massive weeding of low circulating items and grubby items in Teen Fiction. About a fourth of the grubby items were replaced with new copies due to their continued popularity.

Marcie used HQ reports to weed fiction authors K-L, check for grubby items for fiction authors I-J, and complete collection check reports for fiction authors G-J. She also weeded SciFi and Fantasy paperbacks due to space constraints.

Our HQ rep provided a few reports for weeding and sprucing up the nonfiction collections.

Carol is replacing highly used TV show DVDs with new copies.

Karen M. and volunteer Nancy prepared some IL Collection items that needed to go to the bindery.

The new display space in the Circ Lobby has resulted in increased circulation of the Abraham Lincoln and Rebecca Caudill titles. These are titles that Illinois students vote for each year as the best.

Tiffany received positive feedback about our online History databases after taking promotional items to the schools.

A few databases were cancelled due to higher cost and low usage: MorningStar Investment Research Center and Historical Chicago Tribune. Additionally, ProQuest Research Library was replaced with the less expensive ProQuest eLibrary. Databases renewed were US Major Dailies (access to several large newspapers), Novelist Plus and Novelist K-8, and Valueline.

Karen M. worked on two interesting local history questions: Hungarians in McLean County in relation to the railroad, and the Ladies Library Association (original library roots of Bloomington Public Library).

Programs

Karen M. and Tiffany met with Tri-Valley 7th graders & teachers to describe the resources in the IL Collection in preparation for the students' research for the school's annual history fair. Karen and Tiffany also revised handouts that these students, parents, and library staff will use to assist with this big project.

Tiffany met with 10 students at the NCHS Book Club.

Marcie, Rachel, and Karen M. are working to pick titles for their respective book clubs in 2018.

Karen M. met with the Lincoln Festival on Route 66 planning committee.

Displays in Adult Services: Banned Books Week, Back to School stress relief, Labor Day and Yoga Month. The theme in the DVD area was books made into movies. In the IL Collection, WWI continued to be the topic.

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 6 attended

Second Wednesday Classic Movie – 1 session – 9 attended

Getting Started with the Computer

 Basics for the Beginner – 1 session – 8 attended

 Simple Tasks – 1 session – 9 attended

 Internet Searching – 1 session – 7 attended

 Stay Connected – 1 session – 10 attended

Evergreen Cemetery Walk review and history – 1 session – 27 attended

Encryption and Code Breaking – 1 session – 8 attended

SCORE Small Business series: Managing your Online Reputation – 1 session – 5 attended

Star Trek Weekend

 Stars are Out of this World with Twin City Astronomers – 1 session – 27 attended

 Virtual Reality Enterprise Bridge simulation – 1 session – 55 attended

 Terrestrial vs. Extraterrestrial Science – 1 session – 7 attended

Travel Italian in 90 Minutes – 1 session – 17 attended

West African Kora (harp) – 1 session – 18 attended

Teen Programs

DIY Fidget Spinner – 1 session – 30 attended

Bingo reading cards for Teen Read Week (in October) were handed out throughout September

On the Sunday of Star Trek Weekend, the virtual reality game was set up for teens in teenZone, but no specific stats were kept on how many teens played.

Training & Technology

There were 11 individual appointments with an Adult Services staffer. Topics: all were about ebooks this month with the exception of two about general iphone use and one on general computer use.

Several staff attended Mini-morning sessions about One Drive and Fall Programs.

Staff

Work study shelper Megan Fredrick joined the department and as of this writing, is about finished with her training.

BUSINESS OFFICE - September 2017

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 who have left employment
- The Library received two more Property Tax distributions, for a total of \$1,545,071.61; bringing the total for the \$4,557,828.12 for the year
- Golden Prairie also received two more Property Tax distributions, for a total of \$128,931.15
- The Book Shoppe continued to be a success; total receipts for the Book Shoppe through September were \$9,958.60; \$517.10 ahead of last September
- Jon Whited and I worked on development of a Request for Proposal (RFP) to purchase Self-Checks; the RFP was advertised and posted on the website on 9/25
- I spent most of September developing the FY 19 budget with Jeanne; the budget will be reviewed by the Budget and Personnel Committee on Oct 10 and should go to the full Board for approval on Oct 17
- Jon Whited and I spent some time discussing options for replacing the copier coin box
- Worked with Tiffany Lefler to order Rubix Cubes (through a grant) for a Teen Program in October
- Prepared 3 expense batches in MUNIS
- Prepared 21 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 9 expense batches in account files
- Entered 29 deposit batches in account files
- Expenditures in September in excess of \$5,000:
 - Automatic Fire Sprinkler in the amount of \$8,578.00 for repairs needed as a result of a recent fire sprinkler system inspection
- Meetings:
Department Managers: 9/13, 9/20, and 9/27

Foundation Board Meeting: 9/13

BPL Board Meeting: 9/19
GPPLD Board Meeting: 9/20
- Bills review in August: Kiasha Henry (9/5), Alicia Whitworth (9/11), Julian Westerhout (9/18), and Alicia Henry (9/25)
- Training Hours for September: .5

Children's Services - September 2017

Melissa Robinson, Manager

Programs

- Kiddie Drive-In Movie – 2 sessions – 120 attended
- Singing Swinging Story Time – 2 sessions – 34 attended
- Brick by Brick Story Time – 3 sessions – 59 attended
- Lapsit story time – 3 sessions – 49 attended
- Preschool story time – 3 sessions – 62 attended
- Toddler story time – 6 sessions – 201 attended
- Space story time – 46 attended
- Tales for Tails – 3 sessions – 60 attended
- TinkerLab – 19 attended
- Move and Learn story time – 4 sessions – 93 attended
- Global Tales – 17 attended
- Music Makers – 35 attended
- 30 programs/sessions offered total – 795 attended

Children's staff visited the following groups and events:

- Brigham Head Start – 2 classes – 36 attended
- Little Jewels on Williamsburg – 30 attended
- Worldwide Day of Play – Interacted with an estimate of 750 people

We also provided a tour and story time for the Bloom School who made two visits with a total of 33 students.

In October, in addition to our regular, recurring programs, we will offer the following programs:

- Principals Read – various evenings throughout the month
- Better Together Paint Project – Oct 4
- Yoga Fun – Oct 7
- Edible Slime – Oct 9
- Star Wars Reads Day – Oct 14
- Lego Construction Time – Oct 20
- Halloween movie – Oct 27
- Twin City Tale Spinners Present "Not So Scary Stories" – Oct 28
- Halloween Parade and Story Time – Oct 31

Training

- Children's staff attended the mini-morning session on OneDrive.
- Lisa attended webinars about trends in AV collections and library accessibility.
- Lisa and Rondalea attended a webinar called "Rethinking Library Programming: Transforming Your Approach."

Other

- World Book Online was added to the Children's Services e-resources.
- Jesse joined the newly formed e-resources committee and is working to create a comprehensive database of all BPL e-resource information.
- Rondalea attended a meeting with a Collection HQ representative.
- Board books were weeded and the picture books are the process of being shifted.
- Two new work-study students, Amber and Gisela, joined the Children's Department.

September 2017 Circulation and Outreach Services Statistics

Total Circ BPL	93,335
Total Circ Main	80,657
Adults	43,812
Teens	2,230
Children	34,615
Total Circ Outreach	5,677
OTR Adults	2,011
OTR Teens	114
OTR Children	3,552
Total Circ eBooks	7,001
Hoopla	998
MyMediaMall	5,664
RBDigital (Zinio)	328
TumbleBooks	11
Borrowers Registered	310
Total Active Cardholders	34,017
Children	6,678
Teen	2,832
Adult	24,507
GPPLD	1,320
Total Holds Filled	7,200
Main Holds	6,073
Outreach Holds	1,127
Door Count	24,728

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	544
MON	1.5	THE GROVE	270
WED	1.25	RAINBOW AVE	194
TUE	1	PONDS APTS	158
TUE	1.25	EAGLE CREEK	144
TUE	1.25	GOLDEN EAGLE	141
		WINGOVER APTS (MORNING)	
THUR	1		135
MON	1	ROLLINGBROOK SOUTH	135
WED	1	EAGLE CREST	131
THUR	1	EAGLE RIDGE	118

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
THUR	1.5	SUNNYSIDE PARK	1
THUR	1.5	SUNNYSIDE PARK	1
TUE	1.5	TURNBERRY VILLAGE	0
WED	1	GRANDVIEW ESTATES	0
TUE	1	BEICH RD.	0

Total Monthly Stops: 65 (at 46 locations)

Circulation Questions Answered: 1,022

Outreach Questions Answered: 98

Total Questions Answered: 1,120

Bookmobile Customers: 1,137

Training Hours: 83

Volunteer Hours: 20

	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			
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			
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			

Human Resources - September, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a mini training session on OneDrive
 - I share relevant training opportunities with Department Managers
- Expand use of SharePoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
 - I post in-house Job Announcements to SharePoint
- In September, I participated in eleven interviews and conducted one exit interview
- In September, there were two in-house job announcements and two website/Facebook postings
- In September, I provided orientation sessions to three new staff members
- I participated in one salary survey
- I serve on the negotiating team for renewal of the union contract. We had one in-person meeting.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have four students hired for this school year. We hope to hire six more.
- 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 attended another Kronos (timeclock) setup meeting
- 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

Information Technology – September 2017

Jon Whited, Manager

Operational

We are working on loading the new district 87 students and getting cards out to all the new students attending this year.

We are currently working to replace all of the Adult Services desktop PCs and the nine Childrens public PCs.

We are working to refine both the Teen web site and the Children's web site to make them work better on mobile platforms.

We have placed the RFP (Request for Proposals) for new selfchecks on the web site and in the newspaper.

Marketing - September 2017
Rhonda Massie, Manager

SUMMER READING

Notes thanking each of the Library's Summer Reading monetary donors and prize donors were mailed out in September.

BOOKMOBILE SCHEDULE

The November-May Bookmobile schedule was updated and sent to the printer on September 29. We're hoping it will be available for distribution by October 10.

ELEVATOR WRAPS

New elevator wraps were designed and installed.

PODCAST

- Rhonda built a Powerpoint slideshow to accompany the Podcast Committee's presentation at ILA.
- As of October 3, the podcast has been downloaded 5,768 times.
- Upcoming Podcast Topics (tentative):
 - October - Improv
 - November – Local Brewing
 - December - Storytelling

DESIGN WORK

Bookmobile Schedule

New/Updated Handouts

- Created a general library handout specifically for middle school and high school teachers

Program Publicity (multiple digital formats & paper)

- Principals Read
 - In addition to multiple digital images and handouts created to be picked up at BPL, we designed and printed individual flyers for each school, bundled these into stacks of 25, and delivered them to the D87 office for inclusion in students' backpacks
- Better Together Paint Project
- Yoga Fun
- Encoding and Encryption
- Second Wednesday Classic Movie Series
- Teen DIY Fidget Spinners
- Monster Foam Slime for Teens
- Teen Advisory Board
- Star Wars Reads Teen Program
- Star Wars Reads for Kids
- FAFSA Workshop with ISAC
- Star Trek Launch Party
- Edible Slime
- Fandom wars
- October Calendars
- West African Kora
- Lego Construction Time
- Wonder Woman Movie
- History of/Playing Card Games
- Viking Vitality
- Rubik Cube Program for Teens

Display Signs & Digital Signs

- Sign for AS's new Email Kiosk
- Halloween Movies
- Suspense/Horror Reading Suggestions
- Endcap Signage for AS

Print/Digital Ads

- *Pastelle* Magazine ad promoting BPL's Local Author's Fair
- Principals Read leaderboard ad for the Macaroni Kid Wesbite
- Principals Read ad to accompany eBlast sent by Macaroni Kid
- Principals Read ad to accompany an online article on Macaroni Kid

Website Highlights Boxes

- **Principals Read**
- **Star Trek Launch Party Weekend**

Other / Misc

- Printed 1,100 handouts to be stapled to candy for various Halloween events both at BPL and out in the community.
- Change Display Case to Principals Read
- Props – including selfie cutout and photo booth props – for Star Trek Launch Party
- Print Story Time Brochures for offsite event
- Print Mending Slips for AS

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 80 Facebook followers for a total of 5,700;
 - the Library added 22 Instagram followers for a total of 841;
 - the Library added 10 Twitter followers for a total of 1,825;
 - the number of new cardholders who signed up to receive the quarterly Program Guide via email was 72.
- The Library has 203 current text subscribers.
- The Library's Bookmobile stops combined have 646 current text subscribers.

PRESS RELEASES/ARTICLES WRITTEN

- Star Trek Launch Party Weekend press release submitted.
- Principals Read press release submitted.
- Article about Local Author's Fair (written with Carol Torrens) was submitted to *Pastelle* magazine.

RADIO SCRIPTS

- Commercial script about BPL's November 5 Local Author's Fair was submitted to Magic 99.5 (information will also run on WJBC and WGLT, but those scripts weren't submitted during the month of September).

ONGOING

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On September 1, an eBlast promoting our Wireless Printing service was delivered to 23,625 cardholders.
 - On October 1, an eBlast promoting BPL's Valuline Online Resource was delivered to 23,519 cardholders.
- sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two on-air spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.
- currently has a radio advertising package with Great Plains Media's Magic 99.5.
- submits its Children's & Teen programs to the Macaroni Kid website each month.
- submits all its programs to the Eastside Neighbors Magazine each month.
- submits all its non-recurring programs to the print edition of *The Pantagraph's* Daily Calendar each month.
- submits select programs to PATH's bi-weekly eNewsletter.
- submits select programs to the DBA's eNewsletter.
- is interviewed twice each month for Book Talk radio spots on WJBC.
- 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.
- 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.

The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

COMMUNITY

- Provided door prizes (sling backpacks and gift certificates to the Book Shoppe) to the Northwest Neighborhood Community Center's Ribbon Cutting.

NON-STANDARD MEETINGS/TRAINING

- Monday, September 18 – Online Instagram Workshop
- Tuesday, September 19 - Email, Facebook, and Big Data webinar

Support Services – September 2017
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – September 13 and 20
 - Foundation Board meeting – September 13
 - PATH Training – September 14
 - BPL Board regular meeting – September 19
- Custodial staff –
 - Replaced fluorescent lamps in AS and CS.
 - Cleaned up a big, oily mess in the staff hallway created by a sprinkler head that blew.
 - A number of carpet squares were replaced in AS.
 - Painted some curbing on the south side.
- The storage lockers for the public have been received, and will be installed on October 22. Originally, they were to be placed outside, but after further review, they will be installed in the vestibule, on the west end.
- Caprice and Tom met with a Representative from Tyco regarding a panic button system for the Library. We are awaiting pricing options.
- Since we had outgrown the refrigerator in the breakroom, it was relocated in the Conference Room, to be used to store food for Spirit and library wide events. A new, bigger refrigerator was purchased from OK Appliance, and installed in the breakroom.
- The Certificate of Operation for the elevator was finally received, and is posted in the elevator.
- Support Services staff worked with Rachel on mapping out an area under the overhang for the Phaser Tag event. Along with this, a number of items were provided as “obstacles” for the event.
- A bullhorn was purchased for our Disaster Kit. This will also be used for closing announcements if the intercom system is down.
 - Kone replaced the auxiliary door switch on the elevator.
 - Automatic Fire Sprinkler made a number of repairs/updates to the fire sprinkler system. Upcoming work will be to replace all the sprinkler heads under the overhang.
 - J.G. Stewart replaced the curbing at the entrance to the library, and replaced the concrete on the south side of the west emergency stairwell, along with removing the block knee wall.
 - Weber Electric completed installation of replacement decorative pole light and repaired a fixture in the Business Office. Also, the compressor motor (for the fire sprinkler system) was removed, rebuilt, and reinstalled.

Training: 8 hours

Technical Services – September 2017
Allison Schmid, Manager

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

- Allison went to the first Bloomington Reads Committee meeting.
- Many major projects were completed in September including bilingual JWLANG and Caldecott winner labeling.

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

- Allison worked 2 Teen Zone shifts.
- The chili cook-off subcommittee met to discuss initial costume and chili plans.
- Allison met with Rob to discuss the relationship between TS and selecting.
- All TS staff attended the mini-morning session on OneDrive.
- Training hours – 3

GOAL – To work effectively through the use of technology

- The Sirsi Crash account has finally been deleted. We looked for all the items twice, (found about half on the shelves), and the rest were discarded. Selectors will decide if the items need to be repurchased. Circulation will now take customer cases related to the Sirsi Crash on a case by case basis.

GOAL - To administer a cost-effective public library.

- Samantha, a CareerLink student who typically works in the children's department, is spending 4 hours working in TS a week until Margaret returns. We've been grateful for her work on Discards, RFID tagging, and book processing.
- Volunteer hours – 10

September 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	714	1145
Adult Nonfiction	312	397
Juvenile Fiction	860	298
Juvenile Nonfiction	276	27
Adult CDs	107	164
Juvenile CDs	1	0
Adult DVDs	319	290
Juvenile DVDs	114	20
Adult Audio	27	4
Juvenile Audio	5	1
Adult Computer Games	8	13
Juvenile Computer Games	8	2
Total Adds/Withdraws	2751	2361

Total Items in Main	307843
Total Items in OTR	11398
Total Items in Library	319241

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

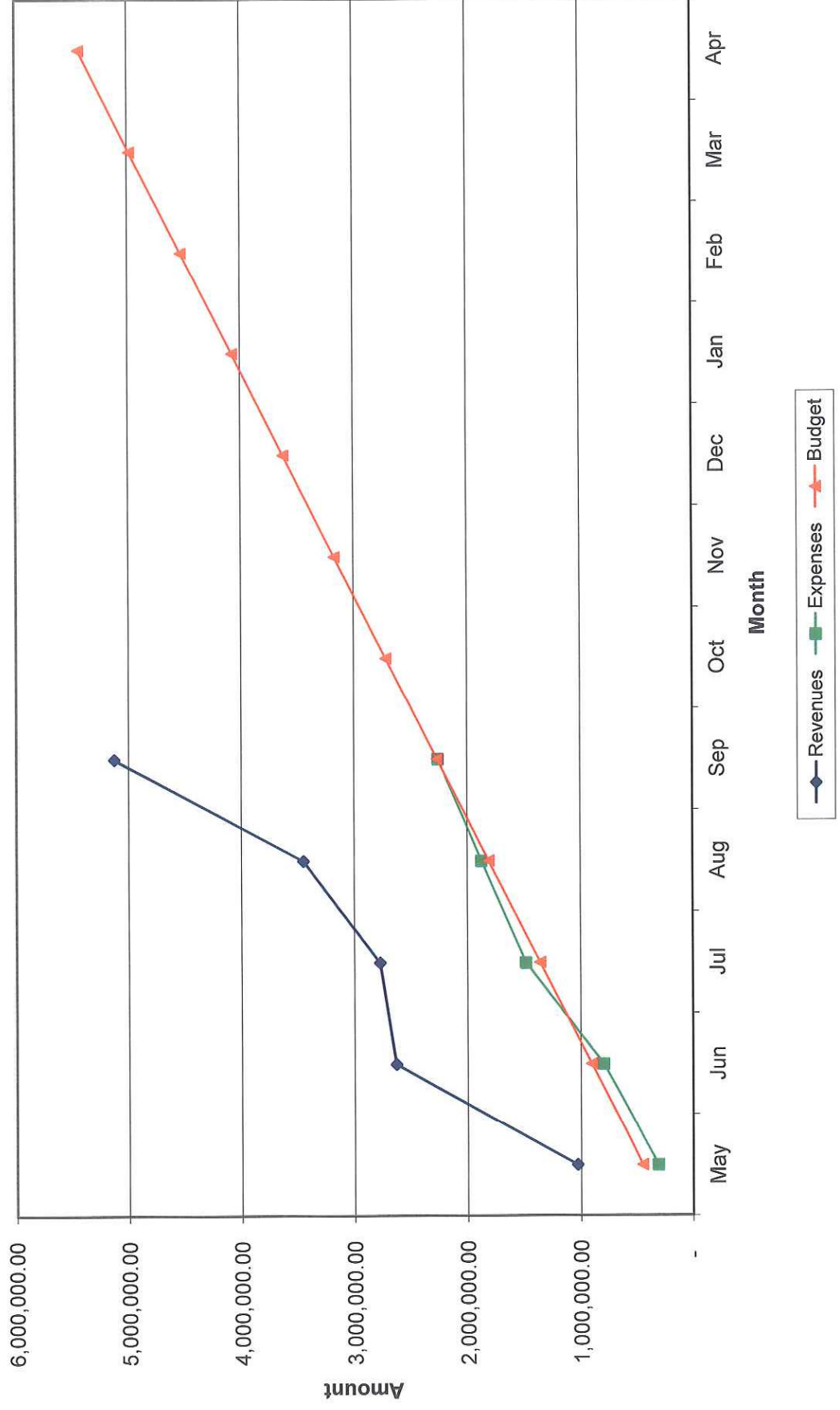
REVENUES:

ACCT NAME	BUDGET	SEPT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	1,545,071.61	4,557,828.12	(125,282.88)	97.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	122,484.59	373,269.47	(26,730.53)	93.3
Fees & Rentals	85,000	5,126.04	29,823.37	(55,176.63)	35.1
Copies	3,500	251.00	1,511.20	(1,988.80)	43.2
Interest on Investments	5,000	3,185.12	14,612.32	9,612.32	292.2
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	0.00	3,777.79	(23,372.21)	13.9
Cash Over/Short	0	7.48	(14.40)	(14.40)	-----
Other	41,200	3,326.03	19,569.90	(21,630.10)	47.5
Total Revenues	5,435,361	1,679,451.87	5,130,781.52	(304,579.48)	94.4

ACCT NAME	BUDGET	SEPT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	160,696.71	832,907.70	(1,306,987.30)	38.9
Part-Time Salaries	435,888	33,286.79	159,214.46	(276,673.54)	36.5
Seasonal Salaries	62,005	2,593.13	31,660.41	(30,344.59)	51.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	196,576.63	1,023,782.57	(1,615,105.43)	38.8
Dental Insurance	13,122	1,132.70	5,748.98	(7,373.02)	43.8
Vision Insurance	2,155	210.40	1,061.20	(1,093.80)	49.2
Health Insurance, BC/BS PPO	236,544	24,714.84	123,574.20	(112,969.80)	52.2
Health Insurance, OSF HMO	84,996	4,631.36	26,433.68	(58,562.32)	31.1
Life Insurance	3,100	265.30	1,258.42	(1,841.58)	40.6
IMRF	318,417	20,537.05	111,831.60	(206,585.40)	35.1
FICA	170,762	11,408.31	59,414.26	(111,347.74)	34.8
Medicare	38,248	2,668.09	13,895.13	(24,352.87)	36.3
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	132.80	(567.20)	19.0
Tuition Reimbursement	20,000	0.00	7,648.00	(12,352.00)	38.2
Other Benefits	20,000	0.00	1,775.51	(18,224.49)	8.9
Total Benefits	925,119	65,568.05	352,130.78	(572,988.22)	38.1
Rentals	30,000	3,176.91	7,913.69	(22,086.31)	26.4
Total Rentals	30,000	3,176.91	7,913.69	(22,086.31)	26.4
Building Mtnc	123,600	12,087.04	39,692.78	(83,907.22)	32.1
Vehicle Mtnc	5,500	0.00	2,858.28	(2,641.72)	52.0
Office & Computer Mtnc	169,950	1,222.67	117,995.14	(51,954.86)	69.4
Total Repair/Mtnc	299,050	13,309.71	160,546.20	(138,503.80)	53.7

ACCT NAME	BUDGET	SEPT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	1,373.59	13,058.08	(19,941.92)	39.6
Printing/Binding	19,570	2,726.70	3,371.70	(16,198.30)	17.2
Travel	1,000	11.77	190.78	(809.22)	19.1
Membership Dues	5,150	0.00	1,560.00	(3,590.00)	30.3
Professional Development	14,000	224.00	5,369.72	(8,630.28)	38.4
Other Purchased Services	130,000	4,909.70	53,108.77	(76,891.23)	40.9
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	9,245.76	76,659.05	(160,960.95)	32.3
Office Supplies	15,000	1,199.02	3,179.21	(11,820.79)	21.2
Computer Supplies	82,400	13,034.34	40,719.05	(41,680.95)	49.4
Copier Supplies	3,500	336.64	2,086.90	(1,413.10)	59.6
Postage	12,360	13.15	76.45	(12,283.55)	0.6
Library Supplies	77,250	3,941.27	20,175.73	(57,074.27)	26.1
Janitorial Supplies	16,480	1,193.69	4,599.27	(11,880.73)	27.9
Gas & Diesel Fuel	4,500	334.02	942.67	(3,557.33)	20.9
Building Mtnc & Repair Supplies	10,300	809.44	4,101.59	(6,198.41)	39.8
Total Supplies	221,790	20,861.57	75,880.87	(145,909.13)	34.2
Natural Gas	25,000	738.37	1,489.45	(23,510.55)	6.0
Electricity	89,000	15,654.37	40,158.47	(48,841.53)	45.1
Water	8,500	946.02	3,161.63	(5,338.37)	37.2
Telecommunications	35,000	2,732.97	13,893.06	(21,106.94)	39.7
Total Utilities	157,500	20,071.73	58,702.61	(98,797.39)	37.3
Professional Collection	1,000	52.00	363.87	(636.13)	36.4
Total Prof Collection	1,000	52.00	363.87	(636.13)	36.4
Periodicals	38,000	(16.74)	20,206.64	(17,793.36)	53.2
Adult Books	162,000	15,606.52	66,631.31	(95,368.69)	41.1
Children's Books	130,000	10,419.92	44,564.66	(85,435.34)	34.3
A/V Materials	147,000	11,925.28	51,913.59	(95,086.41)	35.3
Public Access Software	148,000	13,674.00	73,492.54	(74,507.46)	49.7
Downloadable Materials	70,000	125.17	25,622.16	(44,377.84)	36.6
Total Materials	695,000	51,734.15	282,430.90	(412,569.10)	40.6
Employee Relations	6,180	0.00	1,102.22	(5,077.78)	17.8
Miscellaneous Expenses	9,270	1,638.71	3,190.47	(6,079.53)	34.4
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	1,638.71	218,236.69	(11,157.31)	95.1
Total Expenses	5,435,361	382,235.22	2,256,647.23	(3,178,713.77)	41.5

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
September 2017

Property Tax (97.3%): The Library has received six Property Tax distributions this fiscal year.

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

State Grants (0.0%): The Library has not received its Per Capita Grant yet.

GPPLD (Golden Prairie Public Library District (93.3%)): The Library has received six distributions from Golden Prairie this fiscal year.

Fees & Rentals (35.1%): This is a little under the projected amount.

Interest on Investments (292.2%): The Library projected a low amount for Interest.

Sale of Property (0.4%): The Library sold an old garage sale item.

Donations (13.9%): The Library has received community donations for the Summer Reading Program along with a few miscellaneous donations.

Other Revenue (47.5%): This is over the projected amount due to the success of the Book Shoppe.

Part-Time Salaries (36.5%): This is under-spent due to continuing bargaining unit negotiations.

Seasonal Salaries (51.1%): Much of this line item is used for staff to help out during the Summer Reading Program.

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

Vision Insurance (49.2%): This is over-spent due to more staff enrolling in this insurance program than anticipated.

Health Insurance BC/BS PPO (52.2%): This is over-spent due to more staff choosing this option for their health insurance.

Health Insurance HMO (31.1%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (35.1%): This line item is under-spent because of the continuing bargaining unit negotiations and the impact salaries have on IMRF.

FICA (34.8%): This line is also affected by the continuing bargaining unit negotiations.

Medicare (36.3%): This line item is also affected by the continuing bargaining unit negotiations.

Worker's Compensation (-3.8%): This reflects a refund the Library received as a result of the annual Worker's Compensation Audit, which took place in January.

Uniforms (19.0%): Charges have been minimal.

Other Benefits (8.9%): Vacation time has been paid to employees who left employment.

Rentals (26.4%): Charges have been minimal.

Building Maintenance (32.1%): Charges have been minimal.

Vehicle Maintenance (52.0%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (69.4%): Large annual maintenance payments have been made.

Printing/Binding (17.2%): Charges have been minimal.
Travel (19.1%): Charges have been minimal.
Membership Dues (30.3%): Charges have been minimal.
Property Insurance (0.0%): Nothing has been paid from this line item.
Vehicle Insurance (0.0%): Nothing has been paid from this line item.
Other Insurance (0.0%): Nothing has been paid from this line item.
Office Supplies (21.2%): Charges have been minimal.
Computer Supplies (49.4%): This line item is over-spent due to the purchase of several computers for staff and public.
Copier Supplies (59.6%): A couple large copy paper orders were made.
Postage (0.6%): Charges have been minimal.
Library Supplies (26.1%): Charges have been minimal.
Janitorial Supplies (27.9%): Charges have been minimal.
Gas & Diesel Fuel (20.9%): Charges have been minimal.
Natural Gas (6.0%): Charges have been minimal.
Professional Collection (36.4%): Charges have been minimal.
Periodicals (53.2%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (34.3%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (35.3%): Charges have been minimal; however, this does not reflect what has been ordered.
Public Access Software (49.7%): This is over-spent due to the annual payment of several packages.
Downloadable Materials (36.6%): Charges have been minimal.
Employee Relations (17.8%): Charges have been minimal.
Miscellaneous Expenses (34.4%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,230.00
State Farm Good Neighbor Grant:	500.00
Memorial Donations:	40.00
Fountain Receipts:	7.79
 Total Donations:	 \$ 3,777.79

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	795.30
Book Shoppe:	9,958.60
Ear Buds:	205.50
Eclipse Glasses:	339.25
Flashdrives:	48.75
Hot Beverage Service:	214.00
Meeting Room Fees:	510.00
Print Station:	5,509.85
Reusable Bags:	221.00

Slingback Packs:	190.00
Test Proctoring:	450.00
Totebags:	352.00
Tumblers:	6.00
Umbrellas:	21.00
Miscellaneous:	748.65

Total Other Revenue:	\$19,569.90
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During September, 9 batches containing 108 invoices were processed, totaling \$62,950.87 and 155 credit card charges were made totaling \$36,227.12.

As of September 30, the Library's Maintenance & Operating Fund Balance is \$4,828,335.17, which is 88.8% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 9/30/17:

Operating:	\$ 4,828,335.17
Capital:	\$ 2,430,086.59
Fixed Assets:	\$ 1,146,955.13

Bloomington Public Library
Monthly Statistics - September 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	43,812	235,123	47,829	263,854
Teens	2,230	14,774	3,848	21,694
Children	34,615	215,553	39,231	242,902
OTR Adults	2,011	11,475	2,209	12,218
OTR Teens	114	786	134	981
OTR Children	3,552	20,305	4,680	21,946
e-Books - Overdrive	5,664	26,486	1,749	20,520
Freegal downloads	998	4,500	797	3,127
Zinio Magazines	328	1,533	370	1,448
Tumblebooks	11	70	33	138
TOTAL CIRCULATION				
Adults	45,823	246,598	50,038	276,072
Teens	2,344	15,560	3,982	22,675
Children	38,167	235,858	43,911	264,848
Digital Downloads	7,001	32,589	2,949	25,233
Combined Total	93,335	530,605	100,880	588,828
ITEMS IN THE COLLECTION				
Main	307,843	307,843	306,772	306,772
OTR	11,398	11,398	11,950	11,950
TOTAL	319,241	319,241	318,722	318,722
HOLDS FILLED	7,200	36,960	7,740	40,273
INTERLIBRARY LOAN				
Borrowing Requests Received		2,101	523	2,841
Outgoing Loans (Lending)		981	319	1,352
CARDHOLDERS				
Added		1,800		2,082
TOTAL ACTIVE CARDS				
Adults	24,507	24,507		25,277
Teens	2,832	2,832		2,046
Children	6,678	6,678		5,567
Combined Total	34,017	34,017		32,890
REFERENCE QUESTIONS				
Adults	1,927	11,216		10,034
Teens	77	857		625
Children	667	4,188		3,475
OTR	98	501		543
Circulation	1,022	3,653		3,214
TOTAL	3,791	20,415		17,891
PROGRAMS & OUTREACH				
Adult	15	81		80
Teens	1	20		24
Childrens	30	98		51
Community Group in Library	2	50		52
Staff Visit to Community Group	7	42		37
TOTAL	55	291		244

Bloomington Public Library
Monthly Statistics - September 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAM & OUTRACH ATTENDANCE				
Adult	219	1,626		1,210
Teen	30	525		210
Childrens	795	5,724		3,606
Community Group in Library	33	1,195		n/a
Staff Visit to Community Group	949	9,885		n/a
1-on-1 with Staff	11	54		n/a
TOTAL	2,037	19,009		5,026
COMPUTER USE				
Public computer uses	4,212	20,340		18,198
Website database/catalog hits	22,178	125,382		102,132
Online Resource (Database) uses	5,347	20,520		19,400
TOTAL	31,737	166,242		139,730
MEETING ROOM USAGE				
Study Room	88	304		255
Digital Media Lab	5	37		34
Community Room	37	172		177
TOTAL	130	513		466
CUSTOMER VISITS				
Main	24,728	92,165		42,993
Bookmobile	1,137	5,579		5,490
TOTAL	25,865	97,744		48,483
TRAINING HOURS				
	144	910		449

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, August 16, 2017
5:00 p.m.

At 5:00 p.m., President Stephen Peterson opened the Public Hearing on Ordinance No. 17-02, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2017 and ending the 30th day of June 2018. President Peterson called for public comments three times with no responses. The Public Hearing was closed at 5:03 p.m.

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

MINUTES

- I. Call to Order
President Peterson called the meeting to order at 5:04 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Tim Ervin, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: None

OTHERS PRESENT: Alex Cardona, Laura Golaszewski (arrived at 5:06 p.m.), Jeanne Hamilton, Kathy Jeakins, Phil Lenzini, Johanna Sneed
- III. Introductions
President Peterson introduced BPL Board President Alex Cardona and Attorney Phil Lenzini.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson reported that he met with Director Hamilton and BPL Board President, Alex Cardona on Monday to discuss the direction that the library is going in and plans for the downtown area. He added that the conversation was productive and he was able to get a sense of what changes are happening in the area. All parties agreed to work towards increasing interaction between Boards, BPL management, and those involved in the City's planning efforts. They would like to see cooperation and interaction with other libraries as well.
President Peterson reported on the BPL Board meeting that he attended yesterday. The City of Bloomington Community Development Director presented zoning changes and efforts to create a core downtown. President Peterson shared a map of the zoning changes. Director Hamilton added that the zoning changes do not affect current

buildings in the downtown area, however, additions and changes to the downtown area must follow the new guidelines.

Alex Cardona added that the Downtown Task Force met last night and will be meeting again on September 5th. There will be discussion of catalyst projects for the downtown area, including the library. He encouraged the Board to attend the meeting if they would like to support the library.

VI. Approval of Minutes

A. July 19, 2017

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE JULY 19, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton pointed out that the Director's Report includes a link to the building project webpage. The page includes Farnsworth documents and frequently asked questions. Director Hamilton entertained questions, and the Board discussed downtown improvements and library parking.

B. Outreach Report

Laura Golaszewski reported that she will start working on the bookmobile schedule soon, and she does not believe that any Golden Prairie stops will change. Patti Salch requested that a stack of bookmobile schedules be sent to her once they are available.

C. Financial Report

Kathy Jeakins shared that the printing information on the Financial Report should be corrected to \$305.88. She added that the budget figures on the report do not reflect the current year's budget as it is to be approved during this meeting. Kathy Jeakins added that Ruth Novosad and Ary Anderson are interested in attending this year's ILA conference. Based on the conference registration fees, mileage, and food allowance, the estimated cost to attend for both Trustees would be \$493.59. The Board did not object to either Trustee attending the conference. Director Hamilton shared that some of the BPL Trustees are interested in attending as well, which could eliminate the cost for mileage. Kathy Jeakins proceeded to entertain questions.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Phil Lenzini shared methods that the Board can take to annex the unserved area in Downs. First, he acknowledged the petition process. He stated that this option can be hard to complete and it can be difficult to attain signatures and those signatures will have to be contiguous to GPPLD boundaries and one another. Another option is through a front door referendum resulting in an order of election. This would require that a majority GPPLD resident voters approve the annexation request. The cost to accomplish this can be expensive, anywhere between \$650 to \$2,000 depending on results, along with time and money spent on informing voters.

Phil Lenzini recommended that the Board and staff talk to or survey GPPLD residents to determine voter interest.

Stephen Peterson proposed that the Board contact GPPLD home owners. He appointed a working group to do this, consisting of Ary Anderson and Ruth Novosad. Patti Salch will assist if needed. The Board suggested creating door hangers to leave for residents that do not answer their doors.

IX. New Business

A. Adopt Annual Budget and Appropriation Ordinance 17-02

Kathy Jeakins presented the Annual Budget and Appropriation Ordinance 17-02. She proceeded to entertain questions.

TIM ERVIN MOVED, JODI SHERMAN SECONDED, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE 17-02 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2017 AND ENDING THE 30TH DAY OF JUNE 2018, IN THE AMOUNT OF \$435,865.00.

AYES: ARY ANDERSON, TIM ERVIN, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Ruth Novosad shared that she met with Rhonda Massie to discuss marketing efforts through Facebook. She and Rhonda agreed to meet once per month going forward.

XI. Adjournment

RUTH NOVOSAD MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:27 p.m.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

FY19 Budget Memo

"There's empirical evidence that usage tracks investment. If libraries receive more public funds, more people use them. And if governments invest less in its libraries (as they have since 2009), fewer people visit—though the drop-in visits from disinvestment isn't as strong as the rise from investment would be."¹

The Budget & Personnel Committee met on 10/10/17 and reviewed four potential budgets. They then determined that they would like to narrow that down and present two potential budgets to the full board. One of which represents a 1.5% increase from FY18 and a 3% increase from FY18. In the two budget proposals, you will find all the line items are the same except for the Property Tax Revenue and the Transfer to Capital Fund Expense.

Just as it is imperative to prepare for the future by saving for future repairs, replacements, and upgrades as a homeowner, it is imperative for the Library to plan and save for the future. If a commitment is made to move forward with an expansion project, the funds that we would invest in our capital fund would increase our project "down payment." The first project costs realized would be architectural fees to develop schematic designs. If a commitment is not made to move forward with an expansion project, the Library still would need to fund repairs and replacements in our existing building. The necessary repairs and replacements over the next 5 years include replacing the roof, return air ducts, air handler, carpet, broken/worn furniture, garage driveway, parking lot curb, retaining wall, and lighting. The necessary repairs and replacements would total at least \$2,000,000.

¹ Meyer, Robinson. "Fewer Americans Are Visiting Local Libraries-and Technology Isn't to Blame." The Atlantic, 14 Apr. 2016, www.theatlantic.com/technology/archive/2016/04/americans-like-their-libraries-but-they-use-them-less-and-less-pew/477336/.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

Bloomington Public Library				
	2016 FY17	2017 FY18	2018- 1.5% FY19	2018-3% FY19
Library Levy Request	\$4,546,710.00	\$4,683,111.00	\$4,753,358.00	\$4,823,604.00
% Change in \$ amount from previous yr	0.00%	2.91%	1.48%	2.91%
Tax Rate	0.251	0.25296	0.25676	0.26055
Tax Rate % Change from previous yr	0.01%	0.02%	1.48%	2.91%
Cost for Avg Home Value	\$138.05	\$139.13	\$141.22	\$143.30
\$ Inc/Decr for Avg Home Value from previous yr	\$0.01	\$1.08	\$2.09	\$4.17

Comparison of Library Taxes (Comparable in size and proximity)						
City/Town	Library Tax Rates (2017)	Avg. Household Size	Population	Levy Amount	Avg. Cost per Household	Avg. Cost per Capita
Urbana	0.5694	2.02	41,250	\$3,162,553.00	\$154.87	\$76.67
Normal	0.4526	2.45	52,497	\$3,903,800.00	\$182.19	\$74.36
Peoria	0.43032	2.36	115,007	\$6,762,000.00	\$138.76	\$58.80
Champaign	0.4222	2.25	81,055	\$6,704,000.00	\$186.10	\$82.71
Bloomington	0.25296	2.35	76,610	\$4,683,111.00	\$143.65	\$61.13

LIBRARY
FIXED ASSET BUDGET
FISCAL YEAR 2017-2019

Account Number	Account Title	FY 17 Actual	FY 18 Budget	FY 19 Proposed	\$ Diff From FY 18 to FY 19 Budget	% Diff From FY 18 to FY 19 Budget
56010	Interest from Investments	4,481	2,000	5,000	3,000	1.5
57114	Sale of Equipment	-	-	-	-	---
57310	Donations	-	-	-	-	---
57350	Other Private Grants	-	-	-	-	---
85231	From M & O	122,104	213,944	-	(213,944)	(1.0)
	Total Revenues	126,585	215,944	5,000	(210,944)	(1.0)
72110	Office Furniture	-	6,670	20,000	13,330	2.0
72120	Office & Computer Equipment	9,995	128,100	10,000	(118,100)	(0.9)
72130	Licensed Vehicles	-	70,000	-	(70,000)	(1.0)
72140	Equip Other Than Office	-	117,000	-	(117,000)	(1.0)
72520	Buildings	-	-	-	-	---
72620	Other Cap Improvements	-	-	-	-	---
	Total Expenses	9,995	321,770	30,000	(291,770)	(0.9)
	Total Revenues	126,585	215,944	5,000	(478,770)	(2.2)
	Rev Over Exp (Surplus)	116,590	(105,826)	(25,000)	(408,770)	3.9

LIBRARY						
MAINTENANCE & OPERATING BUDGET						
FISCAL YEAR 2017-2019						
1.5% Increase						
Account Number	Account Title	FY 17 Actual	FY 18 Budget	FY 19 Proposed	\$ Diff From FY 18 to FY 19 Budget	% Diff From FY 18 to FY 19 Budget
50110	Property Taxes	4,535,940	4,683,111	4,753,358	70,247	1.5
53020	Replacement Tax	130,400	130,400	130,400	-	-
53120	State Grants	59,055	59,000	59,000	-	-
53370	From Golden Prairie PL Dist	381,470	400,000	405,000	5,000	1.3
54490	Library Fees & Rentals	70,407	85,000	87,000	2,000	2.4
54720	Copies	3,182	3,500	3,000	(500)	(14.3)
56010	Interest from Investments	18,236	5,000	15,000	10,000	200.0
56020	Interest From Taxes	27	-	-	-	---
57110	Sale of Property	638	1,000	1,000	-	-
57310	Donations	33,203	27,150	25,000	(2,150)	(7.9)
57350	Other Private Grants	-	-	-	-	---
57610	Cash Over/Short	32	-	-	-	---
57990	Other Misc Income	48,967	41,200	45,000	3,800	9.2
	Fr Library Fund Balance	-	-	-	-	---
	Fr Library Fixed Asset Fund	-	-	-	-	---
	Total Revenues	5,281,557	5,435,361	5,523,758	88,397	1.6
61100	Full Time Salaries	2,037,896	2,139,895	2,221,893	81,998	3.8
61110	Part Time Salaries	366,676	435,888	453,622	17,734	4.1
61130	Seasonal Salaries	48,180	62,005	61,224	(781)	(1.3)
61150	Overtime Salaries	-	1,100	1,100	-	-
62101	Dental Insurance	11,380	13,122	14,952	1,830	13.9
62102	Vision Insurance	2,406	2,155	2,651	496	23.0
62104	Health Insurance PPO BC/BS	280,709	236,544	326,236	89,692	37.9
62106	Health Insurance HAMP HMO	70,375	84,996	61,134	(23,862)	(28.1)
62110	Life Insurance	2,846	3,100	3,081	(19)	(0.6)
62120	IMRF	298,245	318,417	330,618	12,201	3.8
62130	FICA	143,898	170,762	177,143	6,381	3.7
62140	Medicare	33,654	38,248	36,805	(1,443)	(3.8)
62160	Worker's Comp	13,740	17,075	17,411	336	2.0
62190	Staff Uniforms	426	700	700	-	-
62210	Tuition Reimbursement	488	20,000	25,000	5,000	25.0
62990	Other Benefits	10,886	20,000	20,000	-	-
70420	Equipment Rental	20,590	30,000	22,000	(8,000)	(26.7)
70510	Building Maintenance	78,083	123,600	125,641	2,041	1.7
70520	Vehicle Maintenance	6,371	5,500	6,000	500	9.1
70530	Office/Equipment Maintenance	118,462	169,950	175,000	5,050	3.0
70610	Advertising	47,402	33,000	40,000	7,000	21.2
70611	Printing/Binding	12,496	19,570	20,000	430	2.2
70630	Travel	86	1,000	1,000	-	-
70631	Membership Dues	3,808	5,150	6,000	850	16.5
70632	Professional Development	5,992	14,000	14,500	500	3.6
70690	Other Purchased Services	174,014	130,000	132,000	2,000	1.5
70714	Property Insurance	20,247	25,000	25,000	-	-
70715	Vehicle Insurance	3,833	4,200	6,000	1,800	42.9
70790	Other Insurance	5,067	5,700	6,000	300	5.3
71010	Office Supplies	10,604	15,000	19,100	4,100	27.3
71013	Computer Supplies	57,744	82,400	84,900	2,500	3.0
71015	Copier Supplies	3,265	3,500	-	(3,500)	(100.0)
71017	Postage	12,509	12,360	12,000	(360)	(2.9)
71020	Library Supplies	70,960	77,250	80,000	2,750	3.6
71024	Janitorial Supplies	9,203	16,480	17,000	520	3.2
71070	Fuel	1,975	4,500	4,500	-	-
71080	Bldg & Maint Supplies	8,510	10,300	10,600	300	2.9
71310	Natural Gas	18,130	25,000	22,000	(3,000)	(12.0)
71320	Electricity	90,762	89,000	95,000	6,000	6.7
71330	Water	6,487	8,500	10,000	1,500	17.6
71340	Telecommunications	33,845	35,000	35,500	500	1.4
71410	Professional Collection	1,087	1,000	1,200	200	20.0
71420	Periodicals	35,487	38,000	38,000	-	-
71430	Adult Books	172,608	162,000	170,000	8,000	4.9
71440	Children's Books	116,500	130,000	135,000	5,000	3.8
71470	A/V Materials	158,209	147,000	145,000	(2,000)	(1.4)
71480	Public Access Software	144,567	148,000	155,000	7,000	4.7
71490	Downloadable Materials	69,590	70,000	70,000	-	-
79120	Employee Relations	2,060	6,180	6,400	220	3.6
79990	Other Misc. Expenses	9,281	9,270	9,600	330	3.6
89112	To ERI Reimbursement	36,732	-	-	-	---
89237	To Library Equip Replacement	122,104	213,944	-	(213,944)	(100.0)
	To Capital Fund	-	-	70,247	70,247	---
	Total Expenses	5,010,475	5,435,361	5,523,758	88,397	1.6
	Total Revenues	5,281,557	5,435,361	5,523,758	88,397	1.6
	Rev Over Exp (Surplus)	271,082	(0)	-	-	-

LIBRARY						
MAINTENANCE & OPERATING BUDGET						
FISCAL YEAR 2017-2019						
3% Increase						
Account Number	Account Title	FY 17 Actual	FY 18 Budget	FY 19 Proposed	\$ Diff From FY 18 to FY 19 Budget	% Diff From FY 18 to FY 19 Budget
50110	Property Taxes	4,535,940	4,683,111	4,823,604	140,493	3.0
53020	Replacement Tax	130,400	130,400	130,400	-	-
53120	State Grants	59,055	59,000	59,000	-	-
53370	From Golden Prairie PL Dist	381,470	400,000	405,000	5,000	1.3
54490	Library Fees & Rentals	70,407	85,000	87,000	2,000	2.4
54720	Copies	3,182	3,500	3,000	(500)	(14.3)
56010	Interest from Investments	18,236	5,000	15,000	10,000	200.0
56020	Interst From Taxes	27	-	0	-	---
57110	Sale of Property	638	1,000	1,000	-	-
57310	Donations	33,203	27,150	25,000	(2,150)	(7.9)
57610	Cash Over/Short	32	-	0	-	---
57990	Other Misc Income	48,967	41,200	45,000	3,800	9.2
	Fr Library Fund Balance	-	-	0	-	---
	Fr Library Fixed Asset Fund	-	-	0	-	---
	Total Revenues	5,281,557	5,435,361	5,594,004	158,643	2.9
61100	Full Time Salaries	2,037,896	2,139,895	2,221,893	81,998	3.8
61110	Part Time Salaries	366,676	435,888	453,622	17,734	4.1
61130	Seasonal Salaries	48,180	62,005	61,224	(781)	(1.3)
61150	Overtime Salaries	-	1,100	1,100	-	-
62101	Dental Insurance	11,380	13,122	14,952	1,830	13.9
62102	Vision Insurance	2,406	2,155	2,651	496	23.0
62104	Health Insurance PPO BC/BS	280,709	236,544	326,236	89,692	37.9
62106	Health Insurance HAMP HMO	70,375	84,996	61,134	(23,862)	(28.1)
62110	Life Insurance	2,846	3,100	3,081	(19)	(0.6)
62120	IMRF	298,245	318,417	330,618	12,201	3.8
62130	FICA	143,898	170,762	177,143	6,381	3.7
62140	Medicare	33,654	38,248	36,805	(1,443)	(3.8)
62160	Worker's Comp	13,740	17,075	17,411	336	2.0
62190	Staff Uniforms	426	700	700	-	-
62210	Tuition Reimbursement	488	20,000	25,000	5,000	25.0
62990	Other Benefits	10,886	20,000	20,000	-	-
70420	Equipment Rental	20,590	30,000	22,000	(8,000)	(26.7)
70510	Building Maintenance	78,083	123,600	125,641	2,041	1.7
70520	Vehicle Maintenance	6,371	5,500	6,000	500	9.1
70530	Office/Equipment Maintenance	118,462	169,950	175,000	5,050	3.0
70610	Advertising	47,402	33,000	40,000	7,000	21.2
70611	Printing/Binding	12,496	19,570	20,000	430	2.2
70630	Travel	86	1,000	1,000	-	-
70631	Membership Dues	3,808	5,150	6,000	850	16.5
70632	Professional Development	5,992	14,000	14,500	500	3.6
70690	Other Purchased Services	174,014	130,000	132,000	2,000	1.5
70714	Property Insurance	20,247	25,000	25,000	-	-
70715	Vehicle Insurance	3,833	4,200	6,000	1,800	42.9
70790	Other Insurance	5,067	5,700	6,000	300	5.3
71010	Office Supplies	10,604	15,000	19,100	4,100	27.3
71013	Computer Supplies	57,744	82,400	84,900	2,500	3.0
71015	Copier Supplies	3,265	3,500	-	(3,500)	(100.0)
71017	Postage	12,509	12,360	12,000	(360)	(2.9)
71020	Library Supplies	70,960	77,250	80,000	2,750	3.6
71024	Janitorial Supplies	9,203	16,480	17,000	520	3.2
71070	Fuel	1,975	4,500	4,500	-	-
71080	Bldg & Maint Supplies	8,510	10,300	10,600	300	2.9
71310	Natural Gas	18,130	25,000	22,000	(3,000)	(12.0)
71320	Electricity	90,762	89,000	95,000	6,000	6.7
71330	Water	6,487	8,500	10,000	1,500	17.6
71340	Telecommunications	33,845	35,000	35,500	500	1.4
71410	Professional Collection	1,087	1,000	1,200	200	20.0
71420	Periodicals	35,487	38,000	38,000	-	-
71430	Adult Books	172,608	162,000	170,000	8,000	4.9
71440	Children's Books	116,500	130,000	135,000	5,000	3.8
71470	A/V Materials	158,209	147,000	145,000	(2,000)	(1.4)
71480	Public Access Software	144,567	148,000	155,000	7,000	4.7
71490	Ebooks	69,590	70,000	70,000	-	-
79120	Employee Relations	2,060	6,180	6,400	220	3.6
79990	Other Misc. Expenses	9,281	9,270	9,600	330	3.6
89112	To ERI Reimbursement	36,732	-	-	-	---
89237	To Library Equip Replacement	122,104	213,944	-	(213,944)	(100.0)
	To Capital Fund	-	-	140,493	140,493	---
	Total Expenses	5,010,475	5,435,361	5,594,004	158,643	2.9
	Total Revenues	5,281,557	5,435,361	5,594,004	158,643	2.9
	Rev Over Exp (Surplus)	271,082	(0)	-	-	-

Incident Report Summary for September 2017

2017-09-30 23:59:00
 2017-09-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
3660	2017-09-02 15:49:14	Stolen Damaged Library Material
3661	2017-09-11 11:10:03	Fire Alarm
3662	2017-09-11 11:25:17	Inappropriate Behavior
3663	2017-09-11 12:12:02	DML Violation
3664	2017-09-11 20:00:13	Inappropriate Behavior
3665	2017-09-14 16:17:41	Other
3666	2017-09-16 11:18:04	Stolen Damaged Library Material
3667	2017-09-17 14:13:49	Inappropriate Behavior
3668	2017-09-17 15:10:10	Police Ambulance Call
3669	2017-09-20 18:47:32	Bicycle Incident
3670	2017-09-21 12:02:50	Inappropriate Behavior
3671	2017-09-21 18:35:45	Customer Complaint
3672	2017-09-26 19:42:11	Failure to Monitor Child

3673	2017-09-27 10:06:51	Loitering
3674	2017-09-27 10:16:06	SuspiciousCustomerActivity
3675	2017-09-27 16:43:58	SleepingIncident
3676	2017-09-28 15:41:06	CustomerSuspensionViolation
3677	2017-09-30 12:58:22	StolenDamagedLibraryMaterial
3678	2017-09-30 12:59:44	StolenDamagedLibraryMaterial
3679	2017-09-30 15:48:25	StolenDamagedLibraryMaterial

Suspension Report Summary for September 2017

2017-09-30 10:41:15am
 2017-09-01 10:41:15am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
96	2017-09-11 00:00:00	DML Violation
97	2017-09-11 00:00:00	Inappropriate Behavior
98	2017-09-11 00:00:00	Customer Suspension Violation
99	2017-09-11 00:00:00	Customer Suspension Violation
100	2017-09-11 00:00:00	Customer Suspension Violation
101	2017-09-11 00:00:00	Inappropriate Behavior
102	2017-09-21 00:00:00	Inappropriate Behavior
103	2017-09-21 00:00:00	Inappropriate Behavior
104	2017-09-27 00:00:00	Sleeping Incident
105	2017-09-28 00:00:00	Customer Suspension Violation

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2018

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 16, 2018

February 20, 2018

March 20, 2018

April 17, 2018

May 15, 2018

June 19, 2018

July 17, 2018

August 21, 2018

September 18, 2018

October 16, 2018

November 20, 2018

December 18, 2018

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT TO RENEW THE SERVICE FOR DOWNLOADABLE MAGAZINES,
INCLUDING 88 TITLES
TO RECORDED BOOKS DIGITAL (RBDigital)

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 to renew the service for Downloadable Magazines and 88 titles to Recorded Books Digital (RBDigital) in the amount of \$13,214.38 (\$5,400.00 for the service and \$7,814.38 for the titles)
2. That the renewal period will be from October 1, 2017 through September 30, 2018
3. That the Library has subscribed to the Zinio service since 2012
4. That the number of users of downloadable magazines has increased by 48% in two years
5. That the Library currently offers free downloadable magazines from the Zinio collection of magazines to Bloomington Library cardholders
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$13,214.38

Approved this 17th day of October 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Digital Magazine Service and 88 Titles

Qty: 1 Subscription to ePeriodicals service, 88 Titles

Single Source (Y/N): N

1. Vendor Name: eMagazines (formerly Zinio) from Recorded Books Digital (RBDigital)

Vendor Remit Address: 270 Skipjack Road, Prince Frederick, MD 20678

Vendor Email Address: bschwarting@recordedbooks.com

Vendor Number:

Quote Amount (include Shipping, where applicable):

Magazine Subscriptions: \$7,814.38

Platform Fee: \$5,400.00

Total: \$13,214.38

If not Single Source, at least two additional quotes needed:

2. Vendor Name: Flipster from EBSCO

Vendor Remit Address: 10 Estes St, Ipswich, MA 01938

Vendor Email Address: lgriffin@ebSCO.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$15,400.08

3. Vendor Name: Overdrive My Media Mall

Vendor Address: One OverDrive Way, Cleveland, OH 44125 USA

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable): not available

Recommendation (Include Justification):

Our current service is eMagazines (formerly Zinio) from RBDigital, which offers a large range of titles from many countries. Though this service, our customers have unlimited simultaneous access to 88 titles. We also offer access to back issues for some titles going back to 2012. There are no checkout limits, no holds, and no waiting for titles.

Flipster carries a much smaller collection of magazines. They offer only 69 of the 88 magazines we offer, and the cost for less magazines is over \$2,000 more. Additionally, some of the magazines have limits on the number of people which can be reading simultaneously; this means that some patrons may have to wait to access to content.

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Overdrive, one of our ebook and eaudiobook vendors, provides magazines. However, the consortium through which we access Overdrive does not currently spend money on emagazines; therefore, they are not currently available to us.

Summary: eMagazines (formerly Zinio) from RBDigital provides the best selection for the money, our customers are familiar with the service, and other options are either unavailable or provide less content. I recommend renewing our eMagazines contract with RBDigital for another year.

Prepared by: Rachel Park

Date: 10/11/17

Department Manager Signature: Carol S. Jensen

Date: Oct 12, 2017

Approved on this 17th day of October 2017

**Alex Cardona, President
Bloomington Public Library Board of Trustees**

Bloomington Library Zinio Platform Renewal Quote 09/01/2017

Zinio Access Fee Price *

\$5,400

Zinio Article Search Add-On Price *

\$00.00

Subscription Start Date 

10/01/2017



Subscription End Date

09/30/2018



Prorated Dates To Match Fiscal Year *

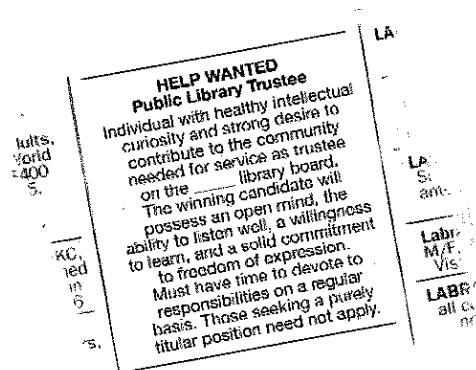
☐ Yes ☒ No

ZINIO E-MAGAZINE LIST FOR BLOOMINGTON PUBLIC LIBRARY

MAGAZINE NAME	TOTAL	GENRE
Allrecipes	\$ 59.95	Food & Cooking
Arizona Highways Magazine	\$ 36.00	Lifestyle
ARTnews	\$ 48.00	Art & Photo
Astronomy	\$ 128.97	Science & Nature
Backpacker	\$ 44.85	Outdoor
Better Homes and Gardens	\$ 74.95	Home & Garden
Bicycling	\$ 60.00	Cycling
Car and Driver	\$ 119.94	Automotive
Chicago Magazine	\$ 29.97	Lifestyle
Cooking with Paula Deen	\$ 99.95	Food & Cooking
Cook's Country	\$ 59.97	Food & Cooking
Cook's Illustrated	\$ 59.97	Food & Cooking
Cosmopolitan	\$ 179.94	Women
Country Gardens	\$ 79.95	Home & Garden
Country Living	\$ 119.94	Home & Garden
Diabetic Living	\$ 79.95	Health & Fitness
Digital Photo Pro	\$ 45.00	Art & Photo
Discover	\$ 59.97	Computers & Technology
Do It Yourself	\$ 79.95	Home & Garden
Dwell	\$ 59.97	Home & Garden
ESPN The Magazine	\$ 89.95	Sports
Esquire	\$ 119.94	Men
Family Circle	\$ 74.95	Home & Garden
Family Handyman	\$ 44.97	Home & Garden
Femina India	\$ 43.26	Women
Field & Stream	\$ 59.95	Outdoor
Filmfare	\$ 34.42	Entertainment
Food Network Magazine	\$ 119.94	Food & Cooking
Gluten-Free Living	\$ 102.00	Food & Cooking
Good Housekeeping	\$ 119.94	Home & Garden
GQ India	\$ 21.19	Men
Guideposts	\$ 50.91	Religion & Spirituality
HELLO! India	\$ 38.14	Entertainment
House Beautiful	\$ 119.94	Home & Garden
In Touch Weekly	\$ 309.92	Entertainment
India Today	\$ 59.97	Current Affairs
Inked	\$ 44.85	Lifestyle
iPhone Life	\$ 38.91	Computers & Technology
Kiplinger's Personal Finance	\$ 36.00	Business & Finance
Macworld	\$ 65.91	Computers & Technology
Martha Stewart Living	\$ 59.97	Home & Garden
Maxim	\$ 44.91	Men
Men's Fitness	\$ 45.00	Men
Men's Health	\$ 90.00	Health & Fitness

Men's Journal	\$ 99.95	Men
Midwest Living	\$ 49.95	Home & Garden
Model Railroader	\$ 128.97	Hobbies
Mother & Baby India	\$ 39.73	Family & Parenting
Mother Jones	\$ 36.00	Current Affairs
Motor Trend	\$ 44.95	Automotive
National Geographic	\$ 119.94	Science & Nature
National Geographic Traveler	\$ 95.94	Travel
Newsweek	\$ 74.97	Business & Finance
O, The Oprah Magazine	\$ 119.94	Women
OK! Magazine	\$ 104.97	Entertainment
Outdoor Life	\$ 59.95	Outdoor
Outdoor Photographer	\$ 45.00	Art & Photo
PC Magazine	\$ 59.97	Computers & Technology
PCWorld	\$ 59.91	Computers & Technology
Popular Mechanics	\$ 119.94	Computers & Technology
Popular Science	\$ 74.95	Computers & Technology
Prevention	\$ 75.00	Health & Fitness
Quilts and More	\$ 99.85	Crafts
Rachael Ray Every Day	\$ 74.95	Food & Cooking
Reader's Digest	\$ 45.00	Entertainment
Redbook	\$ 119.94	Women
Road & Track	\$ 119.94	Automotive
Rolling Stone	\$ 149.95	Music
Runner's World	\$ 75.00	Health & Fitness
Shape	\$ 53.91	Health & Fitness
Shutterbug	\$ 74.95	Art & Photo
Smithsonian Magazine	\$ 59.97	Literary
Star Magazine	\$ 104.52	Entertainment
Taste of Home	\$ 30.00	Food & Cooking
The Advocate	\$ 44.85	Lifestyle
The Economist	\$ 569.97	Business & Finance
The Week Magazine	\$ 149.97	Current Affairs
Town & Country	\$ 83.94	Lifestyle
Us Weekly	\$ 349.95	Entertainment
Weight Watchers	\$ 35.97	Food & Cooking
Woman's Day	\$ 83.94	Women
Women's Health	\$ 75.00	Health & Fitness
Woodworker's Journal	\$ 35.85	Hobbies
Yoga Journal	\$ 59.97	Health & Fitness
The New Yorker	\$ 299.95	Current Affairs
HGTV Magazine	\$ 119.94	Home & Garden
Clean Eating	\$ 74.97	Food & Cooking
EatingWell	\$ 49.95	Food & Cooking
TOTAL	\$ 7,814.36	

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director...

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - ♦ levels of service (for example, open hours).
 - ♦ registration and circulation policies and other rules directly affecting patron use.
 - ♦ types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - ♦ confidentiality and privacy policies.
 - ♦ patron access to the Internet.
 - ♦ collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively...

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - ♦ by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - ♦ finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - ♦ trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Division of Responsibility**....

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee...

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.
- Become an advocate for the library community.

As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities...

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, "Legal Responsibilities and Liability.")
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.
- Support open access to information and resist moves toward censorship.

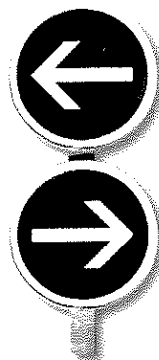
Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't underestimate the satisfaction you will derive from this endeavor.

Resources

- Duca, Diane J. *Nonprofit Boards: Roles, Responsibilities, and Performance*. New York: Wiley, 1996.
- Gale, Robert L. *Board Source, Governance Series Booklets, #9: Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.
- Grace, Kay Sprinkel. *Board Source, Governance Series Booklets, #6: The Nonprofit Board's Role in Setting and Advancing the Mission*. Washington, D.C.: Board Source, 2003.
- Ingram, Richard T. *Board Source, Governance Series Booklets, #1: Ten Basic Responsibilities of Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.
- O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*. New York: Foundation Center, 2003.

ORIENTATION FOR NEW TRUSTEES



This chapter has two parts. The first part, which follows immediately, is for new trustees. The second part, beginning on page 7, is for anyone responsible for new member orientation, including mentoring library board member(s) and/or the library director.

So, You Are a New Library Trustee

In the following sections, you will read about types of administrative units in Illinois public libraries. Then you will read a brief history of public libraries in the United States. Your colleagues on the board or the library director will conduct your orientation to the library, its services, and resources, and will provide you with various materials you need to begin your duties as a library trustee.

Illinois Public Libraries—Administrative Types

Many public libraries in Illinois are legally established by cities, villages, and townships, according to the Illinois Local Library Act, 75 ILCS 5. In these cases, the library's service boundaries are coterminous with that of the municipality or township. District libraries, which are established within independently defined boundaries, are the alternative to municipal libraries.

In towns, villages, and townships, citizens establish public libraries by referendum. Most towns and villages elect their library trustees; in villages with the commission form of government, the village council appoints library trustees.

In cities, the city government establishes a public library, and the mayor appoints trustees. Illinois law allows mayors to appoint one city council member to the library board, among a total of nine library trustees.

District libraries are public libraries established under the Illinois Public Library District Act, 75 ILCS 16. A district may include area from more than one local governmental unit and outlying unincorporated areas. District libraries have independent corporate authority and taxing power for support of public library services. Like other library administrative units, district libraries are run by a board of trustees.

The following table gives more detailed information about boards of library trustees among the various types of local libraries.

Trustee Service by Type of Administrative Unit

Type	Trustees Appointed/Elected	Term of Service
City	9, appointed by mayor	3 years
Village/town/township	7, elected	4 or 6 years
Village with commission government	6, appointed by village council	6 years
District	7, elected	4 or 6 years

A Brief History of Public Libraries

In early colonial America, academic pursuits were largely allied with the education of clergy. The first significant library in the colonies was Harvard College Library, founded in 1636 with a gift of about 300 mostly theological books.

An important expansion of the concept and role of a civic library occurred in 1731 when Benjamin Franklin and other Philadelphians established a subscription library in Pennsylvania's chief city. In a subscription library, patrons pay a subscription, or fee, to use the pooled reading material of all the subscribers. Further distinguishing the "Library Company of Philadelphia" was the collection's emphasis on travel, philosophy, and biography, rather than religious topics.

Truly public libraries—open to all free of charge—were the creation of the United States in the new democratic age of the nineteenth century. Inspired by the founding of the new nation, the adoption of First Amendment free speech principles in the Bill of Rights, and extension of democratic expression and personal freedoms in the early years of the republic, the movement for universal public education gained momentum by the mid-1800's, creating demand for free public libraries as well. In 1854, Boston opened the first big-city public library funded by local taxes. In 1872, the Illinois General Assembly passed legislation authorizing tax-supported public libraries. Soon thereafter, public libraries were organized in the Illinois municipalities of Chicago, East St. Louis, Elgin, Moline, Oregon, Rockford, Rock Island, and Warsaw.

In step with these developments, librarian Melvil Dewey in 1876 helped establish the American Library Association (ALA), helped found the *Library Journal*, and published the Dewey Decimal classification system. In 1887, Dewey established the nation's first library school at New York's Columbia University. In 1896, the Illinois Library Association (ILA) was established.

As the twentieth century dawned, public libraries in the United States began to benefit handsomely from the philanthropy of steel tycoon Andrew Carnegie, whose

charitable foundations eventually built about 1,700 libraries. Carnegie libraries were built in communities that agreed to provide land for building a library and to contribute some funding on an ongoing basis. By the 1920s, public libraries were widespread throughout the United States, with publicly funded institutions in most towns of any size.

An important trend beginning in the mid-twentieth century has been involvement by the federal government in public libraries. Since the 1950s, Congress has allocated funding for rural library extensions, library construction, expansion of school libraries, provision of services for people with disabilities, and Internet connectivity, among other services.

In the last half-century, technology-driven developments have transformed public libraries in many ways. The new technologies have led to nearly universal computerization of card catalogs. Electronic and digital materials such as DVDs have enhanced library collections. In all but the smallest library branches, Internet access for patrons has become standard.

New services have posed new challenges. Internet connectivity offers potential access by minors to Web sites with inappropriate content, for example. Congress has responded by tying libraries' eligibility for certain federal funds to installation of filtering software. (See Chapter 6, "Intellectual Freedom," for more information on Congressional mandates codified in the Children's Internet Protection Act, or CIPA.)

Today, some 9,000 administrative units in the United States offer public library services in over 16,000 libraries, including branches. Our state of Illinois has 637 public libraries—796 if you count total branches and buildings. These public libraries endeavor to serve their changing communities in a variety of ways as they strive to maintain free and open access to information.

Congratulations.

You have completed your first step of orientation as a library trustee. The remainder of this chapter is primarily for your board member colleagues or the library director who are responsible for further orientation activities.

Planning Orientation for a New Trustee

The preceding part of this chapter provides background material that will help new library trustees put into context the duties they are about to assume. Have inductees read the material as part of their overall orientation activities.

Your library board should have a well-defined, written orientation plan in place. If it does not, suggest that the board establish a committee to draw up such a plan.

The following sections provide guidelines for orientation of new library trustees. The first section outlines orientation activities. The second lists materials that the board or library director should provide to new trustees.

Orientation Activities

The board president, or her/his designate from the board, will make the initial contact with the new trustee to schedule orientation sessions. First and foremost should be a get-acquainted tour of the library with library staff. The library director or a management level staff person should conduct the tour, providing a "big-picture" overview of collections, services, and general policies. The director should introduce available staff members, explaining their duties.

The board president or her/his designate will then schedule an appointment with the inductee for an introduction to the business of the board, including bylaws; ethics; meeting times and formats; recent decisions and accomplishments; future plans and goals; and budgets.

Orientation for the incoming trustee might well extend into the next scheduled board meeting. For example, the board president might conduct business at a slower pace, encourage experienced board members to describe accomplishments of the past year, and allow time in the meeting for the new member to ask questions (no meetings after adjournment, even if informal, if a quorum is present).

Orientation Activities Summarized...

- Activities conducted by the board president:
 - ♦ initial contact with inductee to schedule orientation
 - ♦ introduction of the bylaws and other business of the board
 - ♦ review of duties of the board and of the director
 - ♦ presentation of budget and other financial information
 - ♦ planning the agenda of the next scheduled board meeting so as to accommodate the information needs of the new member (if feasible and appropriate)
- Activities conducted by the director:
 - ♦ tour of library facilities
 - ♦ introduction of library staff members

Orientation Materials

Eventually, new trustees will need to master the wide range of information relevant to governing the public library. Because the volume of such information is necessarily large, it is useful to focus on a smaller subset of such materials during the initial orientation. Following is a suggested list of materials for new trustees. High-focus items for orientation appear in bold type.

Orientation Materials List...

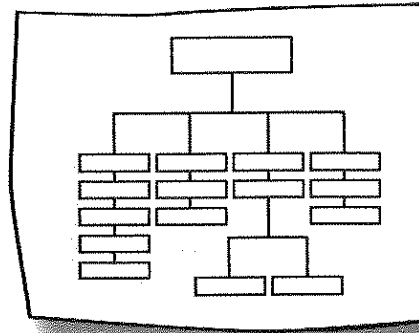
- **Library mission statement**
- **List of board members and the director, including address, telephone number, and e-mail addresses**
 - ♦ Indicate terms of office and identify officers.
- **Calendar of board meetings and library holidays**
- **Organization chart of library staff**
- **Illinois Library Association *Trustee Facts File* (the publication you are reading)**
 - ♦ **Have inductee read Chapter 1 and the first part of Chapter 2 (this chapter) initially.**
 - ♦ Draw attention to subsequent sections of the *Trustee Facts File*, as appropriate.
- Board of Trustees bylaws (reference the *Trustee Facts File*, Chapter 3)
- Library policy manual (reference the *Trustee Facts File*, Chapter 5)
- Budget for current and previous year (reference the *Trustee Facts File*, Chapter 10)
- Annual report, most recent available
- Monthly reports, most recent available
 - ♦ financial report: dispersal of monies
 - ♦ statistical report: volume of circulation, etc.
- Minutes from recent board meetings (reference the *Trustee Facts File*, Chapter 3)
- *Illinois Library Laws & Regulations* (copyright 2004)
- *Serving Our Public: Standards for Illinois Public Libraries*, Revised Edition (copyright 1997 and 2001) (Go online to the Illinois State Library Administrative Ready Reference Menu http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Serving Our Public.**)
- The latest edition of the *ILA Reporter*, which can be obtained online from www.ila.org/pub/reporter.htm
- Information about the Illinois State Library, regional library systems, and their relationships to local libraries
- Contact information, including Web site addresses, for the American Library Association (ALA), Illinois Library Association (ILA), and Illinois State Library (See Appendix G, "Selected Resources.")

- **Local library history, if available**
 - ♦ **Append to the general history of U.S. public libraries in the first part of this chapter.**
- Promotional materials—for example, the latest issue of the library newsletter or newspaper articles about the library and its services (reference the *Trustee Facts File*, Chapter 13)

Resources

- Hughes, Sandra R., Berit M. Lakey, and Marla J. Bobowick. *The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members*. Washington, D.C.: Board Source, 2000.
- Kurtz, Daniel L. *Board Liability: Guide for Nonprofit Directors*. Mt. Kisco, N.Y.: Moyer Bell Limited, 1988.
- Short, Jack. *Library Trustee Guidelines*. Avon, Conn.: Consultant Publications, 1994.
- Sturgis, Alice. *The Standard Code of Parliamentary Procedure*, fourth ed. New York: McGraw-Hill, 2001.
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit Boards*. Portland, Ore.: C3 Publications, 1996.
- Young, Virginia. *The Library Trustee: A Practical Guidebook*, fifth edition. New York: Bowker, 1995.

BOARD ORGANIZATION



In Chapter 1, you became acquainted with duties of library boards collectively as well as duties of individual trustees. This chapter focuses on the board's collective responsibilities and the organizational means available to execute those responsibilities. Before proceeding further, you might want to review in Chapter 1 the section entitled "The Board of Trustees."

Library Board Bylaws

Every library board should establish *bylaws*, a set of rules that define the structure and function of the board and its operational procedures. The bylaws should be recorded in clear, unambiguous language. Board trustees should review bylaws annually and amend them as necessary. The bylaws of a public library board in Illinois must not conflict with federal or state laws.

The following list summarizes topics that the bylaws should address.

Contents of Bylaws...

- The name of the board
- The constituency served by the library and its board
- The composition of the board
- Procedure for election or appointment of board trustees
- Terms of board trustees
- Procedure for filling an unexpired trustee term
- The schedule (frequency) of board meetings
- Procedure for calling special meetings of the board
- Specification of a quorum

A quorum is the minimum number of people who must be present in order for a deliberative body to transact business. There is no set quorum for library boards; each board establishes its own definition of a quorum in its bylaws. For example, a 7-member board may specify 4 as its quorum; so the trustees may transact business at a board meeting if 4 or more members are present.

- Summary of duties and powers of board officers
- Identification and description of standing committees
- Procedure for setting up special (ad hoc) committees
- Order of business for board meetings
- Rules of conduct for board meetings, such as *Robert's Rules of Order*
- Procedure for amending the bylaws

To view a sample set of library board bylaws, go online to the Illinois State Library Administrative Ready Reference Menu,

http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm; select **Policy Model**; select **Bylaws of the XYZ Public Library**.

Board Meetings and the Open Meetings Act

The Illinois Open Meetings Act (5 ILCS 120) specifies that public bodies in the state of Illinois exist “to aid in the conduct of the people’s business and that the people have a right to be informed as to the conduct of their business.” The law mandates that deliberations and actions of public bodies be conducted in public, and that citizens be given advance notice of and the right to attend such meetings. The law defines a “meeting” as “any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.”

Under state statutes, a library board is a “public body.” Therefore, board meetings and board committee meetings must be open to the public and conducted on days convenient to the public. It would not be proper, for example, to schedule a board meeting on a federal holiday.

To conform to the requirements of the Open Meetings Act, library boards should publicize the schedule and location of regular meetings at the beginning of each calendar or fiscal year. The media may request a schedule as well. Boards should post the agenda for each meeting in a public area of the library 48 hours in advance of the meeting time.

When conducting an open meeting, make sure that library doors are unlocked. Let members of the public in!

Closed (“Executive”) Sessions

A library board in the state of Illinois may meet in a closed, or executive, session if such a meeting is approved by “a majority vote of a quorum present” during a meeting that is open to the public. The closed session should be listed on the meeting’s agenda.

The board may schedule a closed session, for example, to consider any of the following matters: (1) negotiation for the acquisition of real estate, (2) the possible hiring of an individual, or (3) salaries of classes of employees. See the text of the law—5 ILCS 120/2 (c)—for more exceptions to open meetings. Information discussed in a closed session is to remain confidential until/unless the matter is revealed or acted upon in open session by the board.

A codicil to the Open Meetings Act that came into legal force on Jan. 1, 2004, requires library boards to make an audio or video recording of any closed meeting and to archive that recording appropriately.

To ensure the legality of all board meetings, discussions, and communications, trustees should become familiar with the requirements of the Open Meetings Act.

Officers of the Board

As stated previously, bylaws should clearly identify officer positions of the board and define the duties of each office. Most library boards require four officer positions, those of **president (chairperson)**, **vice-president**, **secretary**, and **treasurer**.

President (Chairperson)

The president, working closely with the library director, prepares agendas for board meetings for distribution to participants in advance of each meeting. The president presides at board meetings, serving as discussion leader, and appoints committee members. He or she signs official documents and may under instruction from the board represent the library at public meetings and gatherings. When the board president speaks on behalf of the library, he or she must reflect the adopted positions of the board, not personal views. As a single member of the board, he or she has one vote.

Vice-President (Vice-Chairperson)

The vice-president presides at board meetings in the absence of the president and performs such other duties as are assigned.

Secretary

The secretary records the proceedings of meetings, then prepares written minutes and issues them to trustees in advance of the next meeting. After the minutes of a past meeting are approved, the secretary prepares a permanent and correct copy for the archives of the library. The preparation of the minutes may be assigned to staff, but if delegated, the process is completed with the oversight of the board secretary. The Illinois Open Meetings Act mandates that minutes of all board meetings—including closed (or executive) sessions—must be prepared and archived. The minutes of open sessions should be kept in a secure but accessible location in the library and made available to the public upon request. Twice a year boards must consider whether to open minutes of individual closed sessions or keep them closed.

Treasurer

The treasurer’s role typically depends on the size of the library. In smaller communities, the treasurer may handle funds, keep books, and prepare reports on the general finances of the library. In larger libraries, the treasurer is a legal officer named to assure that the financial operations of the library are handled properly, including oversight of annual audits. The board treasurer should prepare or assist in the preparation of annual budgets and chair the finance committee. By law the treasurer is bonded in an amount not less than 50 percent of the total funds

received by the library in the last fiscal year for all libraries except those municipalities over 500,000 in population (75 ILCS 5/4-9 and 75 ILCS 16/30-35e).

Committees

Most library boards delegate detail work to committees to save the time of the full board. Such committees prepare recommendations for the board's decision, but do not make those decisions on their own. If lengthy or complex, committee reports should be submitted in writing in advance of a board meeting.

Standing committees generally deal with ongoing and long-range concerns of the board, such as facility maintenance, finance, personnel, public relations, and fund raising. Special or ad hoc committees are created to deal with short-term or one-time tasks.

Committees are subject to the Illinois Open Meetings Act; therefore, their meetings should be conducted in public with appropriate advance public notice, and minutes of meetings must be recorded and archived.

Agendas

When not well planned, meetings tend to digress and waste participants' time. The board president should develop a meeting agenda and distribute it in a timely fashion before each board meeting. The following is a sample agenda.

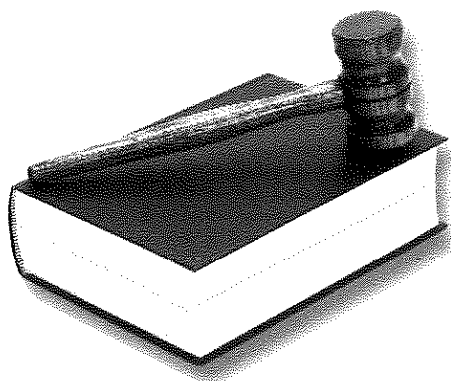
A Sample Agenda...

- Call to order; recording of attendance; determination of quorum
- Review of minutes from previous meeting; call for corrections or additions; motion to accept minutes
- Treasurer's report/authorization for the payment of invoices
- Library Director's report
- Board President's report
- Committee reports
- Unfinished business
- New business
- Closed Session (best to keep on the agenda permanently so the session is always in order if needed)
- Items for the next agenda
- Announcements
- Adjournment, with announcement of date, time, and place of next meeting

Resources

- Chait, Richard P. *Board Source, Governance Series Booklets, #8: How to Help Your Board Govern More and Manage Less*, revised edition. Washington, D.C.: Board Source, 2003.
- Chait, Richard, Thomas P. Holland, and Barbara E. Taylor. *Improving the Performance of Governing Boards*. Phoenix, Ariz.: Oryx Press, 1996.
- Dambach, Charles F. *Board Source, Governance Series Booklets, #3: Structures and Practices of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.
- Flynn, Outi. *Meet Smarter: A Guide to Better Nonprofit Board Meetings*. Washington, D.C.: Board Source, 2003.
- Tesdahl, D. Benson. *The Nonprofit Board's Guide to Bylaws: Creating a Framework for Effective Governance*. Washington, D.C.: Board Source, 2003.

LEGAL RESPONSIBILITIES AND LIABILITY



Legal status of library trustees

As a library trustee, you have become a member of a public body—the board of trustees of a public library. In Illinois law, a public body is defined as a legislative, executive, administrative, or advisory body that expends tax revenue (5 ILCS 120).

As a public servant, you enact the role of a fiduciary—that is, a person who holds something in trust for others. A public library is a community asset that you and the other board members, in your fiduciary role, hold in trust for the public. Violations of that trust could result in legal consequences for you and other trustees. Such violations might include active errors, as for example, exceeding legal authority; or passive errors, as in failing to meet responsibilities to provide a safe, accessible library environment.

Illinois law endows library trustees with specific powers and duties. The Illinois Local Library Act (75 ILCS 5/4) and the Public Library District Act of 1991 (75 ILCS 16/30) summarize powers of library boards of trustees.

At minimum, a library board of trustees holds the following legal obligations:

A Library Board's Basic Legal Obligations...

- To organize the board with written bylaws and elected officers
- To meet regularly in conformance with the Illinois Open Meetings Law (See Chapter 3, “Board Organization.”)
- To provide written minutes of every meeting of the board and its committees and to archive the minutes after approval by the board
- To prepare and maintain audio or video recordings of closed (executive) sessions of the board
- To provide bonding of the treasurer or other person designated by the board to receive and disperse funds
- To submit an annual report to the host municipality, i.e., village, township, or city (for local libraries only; does not apply to district libraries)
- To submit an online annual report in compliance with the requirements of the Illinois State Library
- To conduct all library business in accordance with federal, state, and local laws

Trustees should become familiar with the following laws and be certain to meet their requirements:

- Americans with Disabilities Act (ADA)
- Fair Labor Standards Act (FLSA)
- Minimum wage
- Prevailing wage
- Family Medical Leave Act (FMLA)
- Health Insurance Portability and Accountability Act of 1996 (HIPPA)
- Drug-free workplace

Trustees and the library director should work with their regional library system, the Illinois State Library, and ILA to monitor new laws or revisions to existing acts.

Risks of Liability for Library Trustees

A library board of trustees has legal status similar to that of a corporation: it can enter into contracts and take title to property under a specific legal name, such as "The Board of Library Trustees of (name of governmental unit)." Like other corporations, the library board can sue—and it can be sued.

So long as a trustee is operating within the lawful authority of his/her position, a trustee will not be held personally liable for his/her actions. However, there is no way to prevent someone from individually initiating a suit against a trustee. For that reason, library boards typically purchase insurance against liabilities related to the public library, and Illinois law specifically authorizes library boards to purchase such insurance. Insurance companies offer policies specifically tailored to protecting public officials. Such policies may be called "directors and officers liability" insurance or "errors and omissions" insurance.

For a sample policy to insure library trustees and staff against liability, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Financial Policies**; select **Indemnification & Insurance**.

Liability may result from injury or harm that a person receives while on library property. If a library patron falls on a slippery floor and breaks an arm, for example, that person might have legal ground to sue the library board for damages. Liability may also result from malfeasance committed by one or more library trustees, in gross violation of trustee fiduciary responsibility. The section of this chapter entitled "Ways to Minimize Risks of Liability" will help you understand how to carry out your board responsibilities properly so as to minimize legal risks.

Trustees may be held liable for actions committed by staff employees. For example, if a staff member destroys library records in violation of Illinois statutes mandating retention of such records, the board could be held legally

liable. The same might be true if a staff member commits a discriminatory act against a patron. For these reasons, a library board should carefully and in good faith exercise its responsibility in hiring a library director who understands the legal implications of library administration.

Conflict of Interest: An Invitation to Liability

A situation known as *conflict of interest* arises if any library trustee or trustee relative or associate receives any gain, tangible or intangible, in the course of the trustee's service on the library board. Conflict of interest is one of the most serious forms of public malfeasance, and it may be prosecuted criminally. Liability may well extend to board members other than the perpetrator, if there is any appearance of collusion or even passive tolerance.

The following are examples of situations in which there is a conflict of interest.

EXAMPLE: The library board enters into a contract with a company that will provide a service to the library; a trustee on the board is a relative of the company president.

EXAMPLE: A library trustee accepts a gift from a person or entity that could have an interest in the conduct of library board business.

EXAMPLE: The board hires one of its trustee members, an attorney, to provide legal counsel.

EXAMPLE: The board purchases a lot for library construction from a real estate company with which a trustee is associated.

Ways To Minimize Risks of Liability

Collectively, the board of trustees can conduct its business in such a way as to minimize risks of liability. The following lists summarize steps trustees can take to minimize risks of liability as a board and as individuals.

How The Board Can Minimize Risks of Liability...

- Comply with all provisions of the Illinois Open Meetings Law (5 ILCS 120) to ensure that all meetings, records, and communications meet statutory requirements.
- Comply with the state Officials and Employee Ethics Act (Public acts 93-615 and 93-617), which requires the adoption of an ordinance or resolution regulating political activities and solicitation and acceptance of gifts by library officers and employees.
- Rigorously avoid any conflict of interest, even the appearance of such.

- Ensure that the library is operated in a safe manner. Maintain physical facilities properly. (See Chapter 9, "Facilities.")
- Hire a qualified library director and perform annual evaluations that include a review of staff management.
- Carefully follow any procedures established by the board for the avoidance of personal conflicts and the reporting of ethical violations.
- If aware of a legal or ethical violation, contact the appropriate executive or law enforcement agency.
- If unsure of any legal obligation, seek the advice of an attorney, and when appropriate, consider seeking an advisory opinion from the Illinois Attorney General's office.
- Establish legally defensible library policies. The following are examples of policies that could be construed as indefensible:
 - ♦ The library imposes extreme penalties; for example, a patron has library privileges revoked for a minor infraction, such as bringing food or drink into a posted off-limits area.
 - ♦ The library engages in a practice that might be viewed as discriminatory, such as enforcing policies differently for identifiable groups (homeless visitors, minority groups, etc.)
- Post library rules and regulations openly.
- Review financial records regularly. Submit financial records to annual audit, as provided for by law. Libraries having annual revenues of less than \$850,000 are not required by law to conduct audits. (See 50 ILCS 310.) However, providing for regular audits is highly recommended.
- Conduct regular audits of meeting minutes. Such audits ensure that these important records are complete, accurate, and approved by appropriate signature(s). An audit of the secretary's minutes is a requirement of the district library's annual report sent to the state library.
- File all mandatory reports promptly.
- Ensure that all library policies and regulations conform to federal, state, and local laws.
- Retain services of an attorney to advise the board from time to time on legal aspects of board business and decisions.
- In board proceedings, follow standard rules, such as *Roberts Rules of Order*.
- Establish library policies and practices to ensure that public queries or complaints will be addressed promptly.
 - ♦ For example, if an individual or group within the community protests availability of a particular material, alleging that the material is offensive in some way (for example, obscene), the board's designated

representative will respond to the specific complaint. The person so designated—the library director, for example—should be able to mount an effective response based upon codified library policies, law, and public libraries' commitment to freedom of information.

- Review liability insurance coverage annually to determine whether it is adequate.

How You Can Minimize Your Risks of Liability...

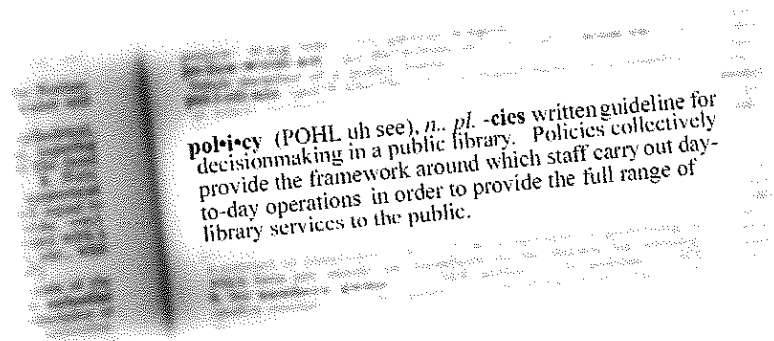
- Carefully avoid all possibilities of conflict of interest.
- If you suspect conflict of interest on the board, make a written record of protest, such as a letter to the board president. Committing your protest to writing may protect you from liability.
- If an issue comes before the board for a vote and you do not yet have the information you need to make a decision, request a tabling of the issue or abstain from voting.
- Review minutes to affirm that they accurately represent your statements and votes. It is especially important that an accurate record of member voting be kept.
- Perform your trustee duties to the best of your ability and in good faith.
- Actively seek information about new or changing laws that will apply to the library.
- If unsure about legal issues, consult an attorney for professional advice.
- Remember that the board operates as a team and not as individuals. As individuals, board members have no authority, except for that specifically delegated by the board.

Resources

- Hopkins, Bruce R. *Board Source, Governance Series Booklets. #5: Legal Responsibilities of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.
- Illinois Library Laws and Regulations in Effect January 2004*. Chicago: Illinois Library Association, 2004.
- Minow, Mary and Thomas A. Lipinski. *The Library's Legal Answer Book*. Chicago: American Library Association, 2003.
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Chapter 5

POLICYMAKING



Like other public institutions, a library must endeavor to meet public expectations in a consistent, efficient way. A library with haphazard hours, a disorganized collection, and a confused staff would be of little use to the community. The most important tools with which library trustees and staff provide effective service to the community are written, codified policies. Because the public collectively owns its public library, the library's written collection of policies is made available to all.

More specifically, a comprehensive set of well-defined, well-written policies is important to a public library because it

- guides trustees and library staff in carrying out their duties.
- helps ensure high-quality service to meet community needs.
- communicates privileges and duties regarding library use to the public.
- helps ensure fair treatment of all patrons and staff.
- helps ensure conformity to local, state, and federal laws.

An excellent source for policy models is available on the Illinois State Library Web site: go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**.

Policies Versus Procedures

A policy, as defined above, is a written principle for guiding trustees and staff in providing the full range of library service to the community. A *procedure* is a specification of the steps needed to carry out a specific task. The library board of trustees develops, approves, and codifies all policies, based on input from the library director or other staff. In most cases, effective boards delegate procedural work to the library director and staff. Policies tend to be broad statements of intent, while procedures deal with specifics—the “nuts and bolts.” The following graphic summarizes the differences between policies and procedures.

Summarizing Differences Between Policy and Procedure

Policy

Definition: Written statement to guide trustees and staff in providing library service to the public

Example: The library's Green Room shall be made available for public use in one-hour blocks (renewable) on weekends.

Author: Board of Trustees

Procedure

Definition: Specification of the steps needed to carry out a particular task

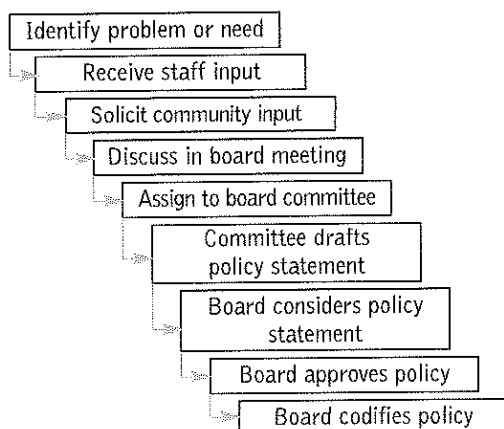
Example: The library staff maintains a sign-in book for weekend use of the Green Room and tracks the usage.

Author: library director or other staff (typically)

How the Board Makes and Codifies Policies

The crafting of a specific policy is usually prompted by a specific problem or need. Often, the issue is brought to the board's attention by the library director or other staff member—the people “on the front lines” of library administration. The board discusses an appropriate policy response, writes a policy draft, and revises the draft after further discussion. The board or its appropriate committee also codifies new policies; that is, dates, numbers, and files them appropriately. The following flowchart summarizes the policymaking process.

Policymaking Flowchart



Standards for Policies

Policies can be crafted—and written—well or poorly. Well-designed, well-written policies should

- be stated unambiguously.
- be capable of being applied consistently and fairly.
- be reasonable and capable of being implemented.
- comply with local, state, and federal laws.
- reflect the library's goals and objectives (its mission statement).

The table on page 19 provides examples of “good” and “bad” policies.

Codifying Policies

Because policies should be easily identifiable, each policy should acquire a unique identifier (number) upon board approval. Another important piece of information is the date of approval; identifier and date might be combined in a single code. Most likely the board will assign to a committee the task of managing policy codification.

All relevant policies should be collected in an easy-to-update manual such as a ring binder. The policy manual should have a table of contents and an index. Both of these features will need to be updated regularly.

Every trustee and every library staff member should receive a copy of the policy manual. In addition, the manual must be made available to the public.

Illinois law requires that important public records be retained by the library for a designated number of years. Policy manuals are included in this category. Contact the Illinois Local Records Commission for more information and assistance. (Illinois State Archives Building, Springfield, IL 62756; phone: (217) 782-7075)

Changing Policies

It is not at all unusual for libraries to revise policies periodically or even to discard them after a time. Types and level of service change frequently, due to such factors as rising or falling funding levels or changing community needs.

Some changes in library service are driven by cultural or technological developments. Consider how cultural attitudes to gender and ethnicity have changed since the civil rights movements of the 1950s, 1960s, and later. Recall the changes technology has wrought in your lifetime.

For these reasons, it is vitally important that the library board review policies on a regular basis. One policy your library board will surely want to document is a statement of how frequently it will review policy. *Serving Our Public: Standards for Illinois Public Libraries*, Core Standard 6, recommends reviewing policies at least every three years.

"Good" and "Bad" Library Policies

Subject of Policy	"Bad" Example	Critique	"Good" Example
Loan period for books, audiotapes	Patrons may borrow books and audiotapes for a period of three weeks or two weeks.	Stated ambiguously.	Patrons may borrow books for three weeks. Patrons may borrow audiotapes for two weeks.
Loaned materials lost by patrons	Patrons who lose loaned materials may be asked to pay for them.	Leaves room for inconsistent application and unequal treatment.	Patrons who lose loaned materials will be charged the cost of the materials.
Posting notices on a public bulletin board	The board of trustees will give or deny permission for all postings on the public bulletin board.	Implementation of the policy is too specific for the board's involvement; board properly establishes the bulletin-board policy but does not implement it.	The library will provide a self-posting public bulletin board; library staff will regularly review postings to remove obsolete items or items that do not conform to board policies.
Responding to patron challenges to particular materials	Someone from the library should respond promptly to a patron challenge to particular materials.	Not specific enough.	In the case of a patron challenge to particular materials, the board will designate a staff member to contact the patron within 24 hours to explain the library's policy and procedures regarding challenged materials.
Overdue fines	The overdue fine for a book is 5¢ per day; the daily fine doubles every seven days and continues accruing.	Open to various interpretations; no fine maximum specified; policy may be unfair and counterproductive to the return of materials.	The overdue fine for a book is 5¢ per day; the fine continues accruing until such time as it exceeds the replacement cost of the book. Patrons will not be charged a fine greater than replacement cost.

Areas Addressed by Specific Policies

The library board, in its policymaking role, must address a wide range of issues. The following list highlights general areas addressed by policies. The list is not intended to be exhaustive; policies not mentioned here may be addressed in the Administrative Ready Reference Web page, cited in the opening section of this chapter.

Policy Areas...

- A mission statement
- Hours/days of library operation
- Lending rules, including registration for borrowing privileges
- Development and management of the collection
 - ♦ Collection development policy establishes guidelines for collection of new materials with recognition of different formats, age levels, multiple copies, and other factors. Guidelines must be issued for how to "weed out" damaged or obsolete materials from the collection. By law, the library board must review the policy for selection of library materials at least every two years (75 ILCS 5/4-7.2; 75 ILCS 16/30-60).
- Level of cooperation or interaction with other libraries or systems
 - ♦ Public libraries participate in interlibrary loan and reciprocal borrowing.
- Provision of specialized services
 - ♦ For example, libraries provide braille materials and books on tape for visually impaired persons; they may provide special ESL (English as a second language) services for patrons not proficient in English; or they may serve congregate living sites. Each type of service may require policies to guide operations.
- Provision of child-oriented services
 - ♦ Libraries may offer storytelling and other special activities for young children that require special policy considerations.
- Policies defining acceptable/unacceptable patron behavior
 - ♦ Such policies should be reviewed by legal counsel and include instructions for dealing with problem behaviors.
- Purchasing and disposing of library materials and other assets
- Use of computers and the Internet
- Public use of meeting rooms and display spaces
- Acceptance and use of gifts and memorials
 - ♦ See Chapter 11, "Fundraising."
- Public relations, including interaction with local media
 - ♦ See Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Human resources (personnel)
 - ♦ See Chapter 8, "Human Resources."
- Continuing education for trustees and staff
 - ♦ See Chapter 14, "Trustee Continuing Education."
- Mechanism for responding to patron complaints
 - ♦ See Chapter 6, "Intellectual Freedom," Chapter 12, "Advocacy," and Chapter 13, "Public Relations."
- Whether/how to use volunteer services
- Periodic review of all library policies
- Solicitation by outside groups or individuals (such as Girl Scouts selling cookies or petition gatherers)
- Posting of non-library fliers and announcements

Resources

Baughman, James C. *Policy Making for Public Library Trustees*. Englewood, Colo.: Libraries Unlimited, Inc., 1993.

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Nelson, Sandra and June Garcia. *Creating Policies for Results: From Chaos to Clarity*. Chicago: American Library Association, 2003.