

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 16, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Consent Agenda
 - A. Recommend Approval of Minutes of July 19, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of July 2016
- VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- 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
 1. Robert Porter, Chair, Report on Committee Business
 - B. Planning, Policies & Programs (3 P's)
 1. Julian Westerhout, Chair, Report on Committee Business
 2. Review of Committee Guidelines Worksheet for Future Approval
 3. Review of Nomination of Officers Procedures for Future Approval
 4. Review of Proposed Revisions to Bylaws for Future Approval
 - C. Bookmobile Ad Hoc Committee
 1. Alex Cardona, Chair, Report on Committee Business
- XI. New Business
 - A. Recommend Approval of Recommending to Foundation to Fund Staff Appreciation Day in November Not to Exceed \$2,100.00
 - B. Recommend Approval of Recommending to Foundation to Fund Costs for Director Reception Not to Exceed \$1,250.00
 - C. Recommend Approval of Waiving Three-Quote Requirement for Freegal Music

- Subscription Service in the Amount of \$17,124.00
D. Discussion and Approval of Health and Safety Policy
E. Discussion and Approval of Public Comment Policy

- XII. Comments from Board Trustees
XIII. Adjournment

Posted: 8/12/16 12:45 p.m

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July 2016

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

Carol and I met with Farnsworth to restart the Library building study. I have scheduled a staff session and a department managers session with Farnsworth to gather feedback to develop the building program.

I developed a project data sheet with a very rough estimate of the costs of a building project and submitted that to the City to ensure inclusion in the City's five year capital improvement plan.

I attended my first Foundation and board committee meetings which included helping to update bylaws and board procedures.

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

The Department Managers and I completed our work in developing the business plan for FY17. It is included in your packet.

September is National Library Card Signup Month. In the past, we have participated sporadically so this year we developed a new committee. We have some exciting giveaways planned for people who sign up for a new library card. We have also set up some offsite events to promote library card sign ups, including Wesleyan's registered student organization fair.

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

From 2000-2010, the State Library coordinated a statewide Library leadership program. With budget cuts, the program has ceased to exist. Leaders throughout the state would like to revive the program (independent of the State Library). Previous participants, including myself, gathered in Normal to participate in a Leadership Summit to help guide the formation of a new program. The goal is to have the first "class" begin in 2017. I am excited for this new opportunity to develop some of the budding leaders at Bloomington Public Library.

Goal: Administer a cost-effective public library.

Bequest: We were named as a beneficiary in the Irene B. Mischler trust. We will receive 6% of the trust, a total of \$83,340. The terms of the trust are "to be used for materials in the fields of economics and history, in memory of my brother, Charles H. Mischler."

Outstanding: James & Barbara Meek trust.

Grants: We received a State Farm Good Neighbor Grant Award for \$500 in Nancy Miller's name.

Outstanding: Best Buy Grant - we should hear back September 15th.

Adult Services - July, 2016
Carol Torrens, Manager

Collections

Marcie weeded the "C" fiction area using Collection HQ's Dead Item report.

Tiffany weeded teen audio books using a Sirsi report on low use.

I, Carol, weeded some DVD areas, removing lesser-used duplicate copies.

Programs

Displays in Adult Services included National Anti-Boredom Month, paperbacks, Ice Cream Month, and the 4th of July. The display in the DVD area was Summertime, featuring movies with lots of sunshine.

Community Action partnered with us on a Resume program. Rachel was there to help with Word questions and to demo some of our databases. Job coaches from Comm. Action helped with the creation of resumes for the 16 attendees.

Adult/Family programs

Fiction Book Club – 1 session – 5 attended

Mystery Book Club – 1 session – 8 attended

Read 'n Watch Discussion Club – 1 session – 1 attended

Concerts on the Patio

Old Men Boys – 1 session – 57 attended

Dan Hubbard – 1 session – 35 attended

David Berchtold and the Third Wind – 1 session – 37 attended

T-shirt bag craft at Farmers Market – 1 session – 70 attended

Resumes with Microsoft Word – 1 session – 4 attended

Radical Home Ec – 1 session – 5 attended

Health for the Win: Breast Health – 1 session – 0 attended

Altered Book Art: Wreath – 1 session – 2 attended

Lincoln Festival

WILL TV's Movie Lincoln: Prelude to the Presidency – 2 sessions – 14 attended

Pantagraph Presents Lincoln's in Town – 2 session – 8 attended

Dale Evans' Dulcimer Music on the Patio – 1 session – 50 attended

Lincoln as a Storyteller by Kevin Wood – 1 session – 37 attended

Photo Op with Lincoln, portrayed by Kevin Wood – 1 session – 35 attended

Music of Lincoln and the American Civil War – 1 session – 35 attended

Lincoln and the 8th Judicial Circuit – 1 session – 24 attended

Lincoln, the Boy and the Man – 1 session – 27 attended

DIY Painted Door Mat – 1 session – 12 attended

Golf Lesson @ Prairie Vista – 1 session – 0 attended

Minute to Win It! – 1 session – 68 attended

Tabletop 101 with Red Raccoon Games: Werewolf – 1 session – 0 attended

Oversized Game Night – 1 session – 35 attended

Teen programs

Game Night in teenZone – 4 sessions – 4 attended

DIY Tic Tac Toe to Go – 1 session – 2 attended

Monday Movie Matinee – 2 sessions – 25 attended

Lincoln Craft – 1 session – 4 attended

Battleship Live! – 1 session – 8 attended

Sunday Anime Marathon – 1 session – 12 attended

Training & Technology

There were 19 individual appointments with an Adult Services staffer. Topics: ebooks, resume formatting, email account, Windows 10 download, completing forms for unemployment and also FAFSA, and an Uber account.

Several staff attended mini-morning sessions about Windows 10.

Jeanne and I had a conference call with our Collection HQ rep about new features coming to this service.

Staff

I went to an evening Wingover Bookmobile stop as a 4th person. I sat outside the vehicle and managed Summer Reading sign-ups and prize handouts.

Other

I attended a Library Board meeting.

Along with other managers, we fleshed out goals for this fiscal year.

BUSINESS OFFICE - July 2016
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for staff leaving employment
- The Library received its annual Replacement Tax distribution of \$130,400
- Supplied pertinent data to City for the audit
- Provided financial data to Johanna for Golden Prairie's Annual Report
- Submitted the Legal Notice for Golden Prairie's Budget Ordinance; they will approve their levy at the next Board meeting, which will be Aug. 17
- Worked on getting public fax working
- Prepared 1 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Entered 5 expense batches in account files
- Entered 24 deposit batches in account files
- Meetings:
 - Attended Mini Morning Session on Windows 10, 7/12
 - Participated, with other Department Managers, in development of FY16 Business Plan, 7/13
 - Met with Jacob Pratt from Ricoh regarding invoice schedule and accessing account online, 7/29
 - Department Managers: 7/6, 7/13, 7/20, 7/27
 - BPL Board Meeting: 7/19
 - Golden Prairie Board Meeting: 7/20
- Bills review in June: Carol (7/5), Mike (7/11), Alex (7/18), and Whitney (7/25)
- Training hours for July: .5

Children's Services - July 2016
Melissa Waltrip, Manager

Programs

In July, the following programs were offered:

- Ronald McDonald Magic Show – 2 sessions – 265 attended
- Family Game Day – 50 attended
- Juggler, Troy Roark – 2 sessions – 269 attended
- Lincoln Craft – 38 made
- Lincoln Coloring Contest – 74 entries
- Midwest Institute for Opera, MiOperatunities, Hansel and Gretel – 146 attended
- Minute to Win It – 62 attended
- Get Up and Dance, Twin Cities School of Dance – 72 attended
- Lapsit story times – 4 sessions – 89 attended
- Ready Set Read story time – 4 sessions – 334 attended
- Singing Swinging story time – 2 sessions – 42 attended
- Tales for Tails – 3 sessions – 48 attended
- Teddy Bear Games – 24 attended
- Book Adventures – 6 attended

We visited the following sites:

- Sheridan School free lunch – 72 attended
- Kindercare – 55 attended
- Sheridan School Jump Start program – 40 attended

20 groups visited us this summer with 510 students.

Total July programs offered:

- 13 programs – 1030 attended
- 11 story times – 489 attended
- 23 groups/visits – 677 attended

Other

- Children's staff attended the training about Windows 10.

- We planned our fall (Sept-Nov) programs and submitted the information to Marketing.
- Danny is on the Library Card Sign Up Month committee and is helping to plan activities for September.
- Rondalea reviewed the Halloween and Parent collections for damaged and dead items and replaced as needed. She coordinated this effort with Danny and Lisa because these collections also include nonfiction and AV.
- Jesse, Rondalea, and I attended a meeting with Head Start staff to plan our involvement with Head Start Fun Club and with Early Start.

Circulation and Outreach Services - July 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- We welcomed quite a few new staff this month! Molly Rude, Gail Fernandes, Paula Wager, and Francis Favis all started with us this month. Tell them hello if you see them!
- Circ staff have been working extra hard this month, and we'd like to thank the other departments who helped us out! With lots of new staff starting and it being the middle of summer, we have been swamped!
- Planning for library card sign up month continues and the committee hopes to have some exciting things ready for September.

2) Outreach news

- This month, home delivery staff delivered 395 items to 44 patrons, and added one new patron to the service.
- Deposits staff continued to update contracts that were due to expire with our deposit sites, as well as plan new programs for our senior sites for fall and winter.
- We finalized the fall/spring bookmobile schedule, and we will be making some changes. We will be cancelling Miller Park, Fairway Knolls, Fell park, Sarah Raymond, and Turnberry due to low circ/visitor count (in most cases, they were 0 for almost all stops). We will be replacing those stops with stops at Grandview Estates, Beich Road, Tracey Drive, and Cardinal Ridge/Southgate Estates. We will keep one slot open for maintenance as well as for our special summer stops that are often requested.

3) Technology

- Circ staff processed 152 AV snags this month.
- To give some numbers to how crazy the library and Circ has been, in July we:
 - Issued or renewed 571 cards
 - Checked out 51,771 AV items (meaning we probably checked just as many when they came back!)
 - In other news, SRP is obviously in full swing!

Door Count: 20,452

Bookmobile Customers: 1,244

Training Hours: 107.5

Volunteer Hours: 23

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2012	126,703	118,957	129,948	118,245	123,656	146,606	146,388	136,421	121,593	129,337	124,058	120,710
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439					
Main Circ												
2012	116,608	108,901	118,183	109,640	112,845	136,237	137,032	124,877	112,684	118,807	114,230	111,290
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404					
Active Users												
2012	32,013	32,082	32,039	31,305	31,401	31,269	31,358	31,337	31,280	31,303	31,264	31,274
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994					

July 2016 Circulation and Outreach Services Statistics

Total Circ BPL	128,439
Total Circ Main	115,404
Adults	55,102
Teens	5,029
Children	55,273
Total Circ Outreach	6,684
OTR Adults	2,419
OTR Teens	216
OTR Children	4,049
Total Circ eBooks	6,351
Freeding	N/A
MyMediaMall	6,038
Total Circ Freegal	N/A
Total Circ Zinio	306
Total TumbleBooks	7
Borrowers Registered	571
Total Active Cardholders	32,994
Children	5,614
Teen	2,074
Adult	25,306
GPPLD	1,432
Total Holds Filled	8,210
Main Holds	6,974
Outreach Holds	1,236
Door Count	20,452

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	627
THUR	2.5	WINGOVER EVENING	548
THUR	1	WINGOVER MORNING	257
WED	1.5	EAGLE CREST	190
MON	1.25	OLD FARM LAKES	156
SAT	2.5	FREEDOM OIL	156
WED	1.25	RAINBOW AVE.	154
WED	1.5	EAGLE CREST	154
THUR	1.25	EAGLE RIDGE	149
WED	.75	NORTH POINTE	145

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	FELL PARK	0
THUR	1	MILLER PARK	0
THUR	1.25	SARAH RAYMOND	0
TUE	1	TURNBERRY VILLAGE	0
THUR	1	MILLER PARK	0

Total Monthly Stops: 48

Circulation Questions Answered: 768

Outreach Questions Answered: 152

Total Questions Answered: 920

Human Resources - July, 2016

Gayle Tucker, Manager

- **Staff Development**
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended a session on Windows 10
 - I attended a webinar regarding interviewing tips
 - I viewed a recorded webinar on Workplace Harassment Prevention
 - I share relevant training opportunities with Department Managers
- **Expand use of Sharepoint as staff Intranet**
 - I updated the Staff Directory on Sharepoint
 - Some Orientation documents are available
 - I contribute news to the monthly staff newsletter
- In July, I participated in 3 interviews
- In July, there was one in-house job announcement and one website/Facebook announcement
- I placed one targeted job ad on BloomingtonHelpWanted.com
- I participated in the Business Plan Work Session with other managers on July 13
- I serve as the Work Study Coordinator with Illinois Wesleyan University. I have already had students contact me for positions next fall, and have interviewed and hired one new student.
- **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 time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
- **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: 2.5 hours

Information Technology – June 2016
Jon Whited, Manager

Operational

We upgraded the majority of the PCs inside the library to Windows 10. There are a few PCs that we are unable to upgrade due to maintenance contracts. There are a few outstanding items to resolve due to the upgrades such as driver updates and some software reinstalls.

We upgraded all of the Antivirus software on both the public and staff machines to the latest version.

We are in the process of rolling out office365 to all staff members.

We have been working with the student list that we received from District 87, with the intension of getting Library cards to every student in school system. We have all the student information and we are currently writing programs to get all the information loaded into the proper fields in the SirsiDynix database so that all of the students will be able to use our resources in the fall. We have created a separate database that will allow the students to enter their email address and receive their card number by email. This way if a student forgets their card for a class project they can easily retrieve it.

Marketing - July 2016
Rhonda Massie, Manager

September-November Program Guide

- The Library's September-November Program Guide was compiled and designed during the month of July. It is currently in the proofing stage and will be sent to the printer on August 5.
 - The guide will be distributed to District 87 students in grades K-5.
 - The guide will be available at the library and on the Bookmobile.
 - The guide will be emailed to 25,000 patron families.
 - The guide will no longer be inserted into The Pantagraph.

July/August Newsletter

- The Library's July/August edition of Foreword was compiled, designed, and sent to the printer during the month of July. The newsletter is sent to approximately 1,000 people via snail mail and 25,000 people via email.

Podcast

- BPL has decided to launch a podcast. The Podcast Committee – lead by Rhonda – hopes to be ready to air the first episode sometime in October.

Virtual Tour

- Marketing worked with a Google-approved cameraman to create a 3D tour of the library. It can be viewed when one searches for the library via Google. It will also be added to our website.

Staff Appreciation

- Staff Appreciation Day gifts were chosen and artwork is being designed. Staff members will have their choice of either an umbrella or a tote bag as their Staff Appreciation Day gift.

Library Card Sign-Up Month

- Insulated tumblers and reusable bags – both in many colors – were ordered as part of our Library Card Sign-Up Month promotion.

Community Leaders Reception

- Marketing tracked down addresses and compiled an invitation list for a future reception which will introduce new director Jeanne Hamilton to community leaders.

Advertising

- Elizabeth Berg's author visit will be advertised on WJBC and 99.5 The Magic.
 - This visit was arranged fairly last minute when Berg – who lives in Chicago – posted to Facebook that she'd make free library appearances to promote her new book to libraries within a three-hour drive of Chicago. A patron brought the post to our attention, also via Facebook.

Electronic Outreach:

- During the past month, the Library added 44 Facebook fans, for a total of 4,531.
- During the past month, the Library added 23 Twitter followers, for a total of 1,502.
- During the past month, the Library added 85 Instagram followers, for a total of 547.
- During the past month, 23 people signed up to receive Bookmobile texts for a total of 546.
- During the past month, 7 people signed up for Library texts, for a total of 133.

Designing/Creating Promotional Materials

- Misc
 - Changed the Library's Display Case
 - Ordered Library Card Applications
 - Artwork created for mugs and tumblers to be given away during Library Card Sign-Up Month (September)
- Promotional materials for the following programs:
 - Public Open House for Jeanne
 - End of Summer Reading Party
 - Teen Summer Party
 - Lego donations
 - Chalkboard Notebooks
 - Bob Windt the Rocket Man
 - Books on Tap Bookmarks
 - Elizabeth Berg's Author Presentation
 - Teen PrintCraft
 - Live to 100
 - Hogwarts Reunion
 - August Calendars
- Signs
 - Mt. Vesuvius Erupted in 79 B.C. on Aug 4th
 - Summer Olympics (email received 7.12.16)
 - Celebrate the 4th of July
 - Novelist Plus
 - Summertime and the Living is Easy
 - National Ice Cream Month
 - Pokemon go stops for lobby and patio
 - Signs for the windshields of cars belonging to the vendors at our Summer party

Ongoing Promotion:

- Children's programs appear on the monthly McDonalds' trayliner calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.

- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.

Other:

- July 14 – Rhonda took part in a webinar promoting PatronLink

B Logistics:

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

Support Services – July 2016
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – every Wednesday
 - 3 P's Committee meeting – July 7
 - Temp Custodial Interviews – July 11 and 12
 - Budget & Personnel Committee meeting – July 12
 - Foundation Board meeting – July 13
 - Interviewing Tips: Weeding Out Bad Hires – July 13
 - Mental Health First Aid – July 15
 - BPL Board meeting – July 19
 - FT Custodial Interview – July 22
- The Special Event application was approved by the City for reserve parking on the 200 block of Olive Street during the End of Summer Reading party.
- Caprice has talked with Brad Bray from the Illinois Prairie Wild Ones organization about them taking some of the tree seedlings from the patio. They would dig them up, place them in a pot, and nurture them until their annual plant sale in May. We had talked about splitting the proceeds from this or possibly having some volunteers help with weeding on library property.
- Jeanne, Caprice and Laura G. met to discuss possible procedures and policies for dealing with bed bugs and the fallout with customers as they are becoming more prevalent.
- My computer was out of commission the last week in July, due to a combination of viruses and the Windows 10 upgrade. There are still a few issues, but for the most part, it is back in operation.
- Hoerr's Asphalt Company returned to re-stripe the parking lot at no charge.
- The Steelcase pieces were ordered from Lincoln Office for the desk expansion in Circulation Annex. The delivery and installation is scheduled for August 15.
- Tri-County Irrigation conducted their mid-season system check the last week of July.
- Automatic Fire Sprinkler Co. conducted the annual inspection of the fire sprinkler system on July 6.
- Kone performed the monthly PM on the elevator, and rescued 3 dvds that had been dropped into the shaft.
- Weber Electric repaired a few fluorescent fixtures this month, and installed the LED lighting in the decorative post lights.
- Johnson Controls performed a mid-season check of the chiller on July 27, and found that a motor overload had tripped, probably due to a surge. All the other components looked good.
- The garage door opener failed mid-afternoon on Friday, July 22. Central Illinois Door had to order a mother board, which was installed the following Friday, along with new sensors.

Volunteer hours: 12 Training hours: 17

Technical Services – July 2016
Allison Schmid, Manager

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

- I think it's finally safe to say that we're now caught up with all the ordering that was done in April. Robbin has cataloged and processed all of the TV series re-orders!
- Even without Margaret, we managed to catalog over 3,200 items last month.
- Our test run with large print on-order records was successful. You'll now see large print records in Sirsi for major authors.

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

- 7/12/16 – TS attended the mini-morning session on Windows 10.
- 7/26/16 – Allison attended a SRP meeting to discuss the final party.
- Marion is now the keeper of all material holds requests. She picks up filled out requests once a day in Adult Services.
- Theresa will be training to be a backup for Book Shoppe donation day.
- Allison met with Danny to give him an inside look at Technical Services and to discuss the relationship between his duties and our department.
- TS helped shelve AV in Circulation every day the last week of July. We also lent our volunteers to the cause to either check AV or shelve.
- Training hours – 4

GOAL – To work effectively through the use of technology

- We're now using Invoice Gateway to view and print our credits from B&T. We've also created an Excel spreadsheet on SharePoint so Marion can track returns and their credits.
- Allison has made a preliminary contact with Sean McCabe from Crowley who makes large format scanners and copiers.
- Allison watched a webinar on on-order records.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 24

July 2016

Materials	Added	Withdrawn
Adult Fiction	543	629
Adult Nonfiction	207	246
Juvenile Fiction	1184	647
Juvenile Nonfiction	366	328
Adult CDs	67	16
Juvenile CDs	23	1
Adult DVDs	544	455
Juvenile DVDs	162	18
Adult Audio	48	5
Juvenile Audio	22	2
Adult Computer Games	39	5
Juvenile Computer Games	1	1
Total Adds/Withdraws	3206	2353

Total Items in Main	307867
Total Items in OTR	12347
Total Items in Library	320214

Bloomington Public Library

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Board of Trustees

Carol Koos, President

Alex Cardona, Vice President

Van Miller, Secretary

Robert Porter, Treasurer

Alicia Henry

Michael Raikes

Whitney Roberson

Julian Westerhout

Management Team

Jeanne Hamilton, Director

Laura Golaszewski, Circulation/Outreach

Allison Schmid, Technical Services

Caprice Prochnow, Support Services

Kathy Jeakins, Business Office

Rhonda Massie, Marketing

Melissa Waltrip, Children's Services

Carol Torrens, Adult Services

Gayle Tucker, Human Resources

Jon Whited, Information Technology

Mission

We provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.

Vision

- The Bloomington Public Library is a vital community resource.
- The Library is passionate about what it is and what it does.
- The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.
- The library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the library provides exceptional service to all of our citizens.
- The library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.
- The library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the library embraces its responsibility to thrive and grow.
- Mirroring the robust development of the community, the library will expand its services, collections, and programs.
- The main library, located downtown, provides the full range of services and will be enhanced by outreach services and other access points, both physical and virtual.
- Recognizing the community-building potential of the Bookmobile, it will continue to provide convenient access to Library materials and services for customers of all ages.
- The Bloomington Public Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.
- The Library is a destination that cannot be visited often enough.

Goals

- **Explore and implement strategies to improve access to the library and its resources.**
Access includes physical and virtual resources. Our physical resources include books and other tangible media, as well as collaboration and maker spaces.

Our virtual resources include a variety of e-resources we are able to offer to individuals who otherwise would be economically or technologically unable to access them.

We will continue to address physical access issues through expansion of outreach services, coordination with all forms of public and private transit, and sensitivity to any other barriers that impede access to our facility, now and in the future.

We will be a catalyst for urban redevelopment and community development.

We will provide a safe and inclusive environment for everyone to enjoy the library.

Actions:

- Set aside money for Capital Reserve Fund
- Participate in the library expansion study
- Acquire additional parking
- Research off-site bookdrop options
- Develop a plan for off-site technology programming
- Add virtual tour to library website

Performance Measures

- \$ amount added to Capital Reserve Fund
- Completed expansion study documents from Farnsworth
- Parking spaces added
- Virtual Tour available

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

Our hard copy collection will grow at a slower rate than our other tangible media collections, and these will grow less rapidly than our virtual services and technology tools.

Our specialized programs and services will continue to expand, especially those targeted at teens and users whose primary language may not be English. We will include stakeholders in the development of our programs, services, outreach and collections.

Actions:

- **Services**
 - Engage and collaborate with organizations that provide services to the underserved
 - Implement Student Cards for all District 87 students
- **Collections**
 - Utilize Collection HQ to refresh the collection
 - Evaluate Illinois collection locked case materials for retention, digitization and cataloging
- **Marketing/Promotion**
 - Promote library visibility using print and radio advertisements, billboards, and social media
 - Create campaign for new library cards in September, National Library Card Sign-up Month

- Promote Outreach services
- **Programs**
 - Continue programs celebrating diversity in our community
 - Continue to partner with existing organizations outside the library
 - Create campaign for program or series during National Library Week
 - Expand Bloomington Reads to include an author event
 - Participate in the McLean County Autism Friendly campaign

Performance Measures

- # of library card holders in last 3 FYs (*specifically comparing September numbers for National Library Card Sign Up month*)
- # of student cards added
- # of library programs and average and total annual attendance compared annually for last 3 FYs
- # participating and completing Summer and Winter Reading programs
- % of dead items, overstocked and understocked, grubby items, and popular authors
- # of events the bookmobile attends

○ **Recruit, train and develop a knowledgeable, collaborative staff.**

We will continue to strengthen our human resources staff with ongoing training and external support as required. We will maintain a strong presence in the professional librarian community and enhance our reputation as a good place to work. Staff will have an important role in developing and programming spaces for our future building projects.

Actions:

- Utilize SharePoint for cross-library collaboration and communication
- Coordinate a staff training day
- Conduct more regularly scheduled safety-oriented drills and training, including an annual Active Shooter drill
- Investigate creation of a full-time staff member focused on library outreach
- Review and update the personnel code
- Develop a culture of innovation by exploring the possibility of an incentive program encouraging staff to submit innovative ideas

Performance Measures

- # of staff using Share Point
- Date of Staff Training Day
- Dates of safety drills
- Updated Personnel Code

◦ **Work effectively through the use of technology.**

We will continue to seek the cutting edge of technology, maintaining a state-of-the-art website, growing our user hardware inventory, and identifying how users can increase collaboration and creativity by applying our hardware and software. We will increase our emphasis on technology training, especially by employing virtual resources.

Actions:

- Explore digitization of unique historic collections
- Purchase software and implement text reference service
- Explore new ILS options
- Investigate adding catalog records for digital materials
- Explore acceptance of online monetary donations
- Explore online employment and library card applications
- Train additional ILS administrators
- Improve the phone system
- Migrate our Exchange server to the Cloud
- Virtualize the public computers
- Add text/chat software on the computers of managers, security, and public service desks
- Explore options for a collection inventory process
- Begin redesigning the Library website

Performance Measures

- # of records digitized in the newspaper index
- # of reference chat questions answered
- # of credit card charges
- Progress toward new Library website

◦ **Administer a cost-effective public library.**

We will maintain our tradition of efficient and cost-effective service delivery by continuing to blend high quality personal service with modern technology.

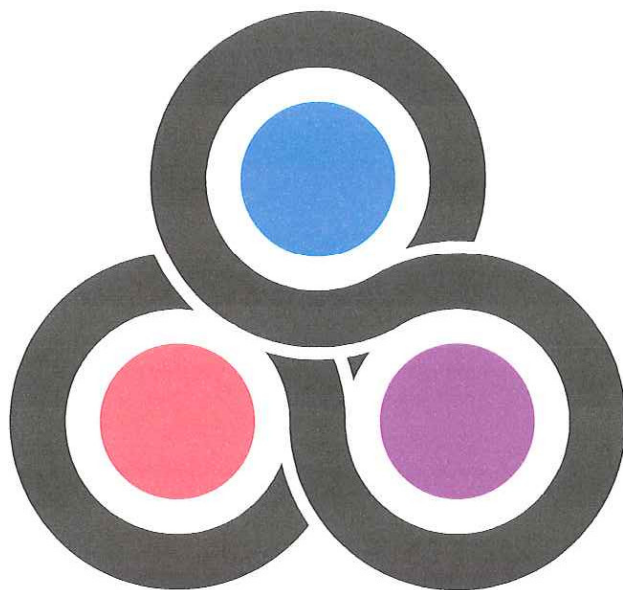
Actions:

- Seek alternative funding sources and fundraising opportunities
- Fulfill requirements of the Per Capita grants
- Maintain the fund balance at no less than 25 percent of the operating budget

- Recruit, coordinate, and utilize volunteers effectively
- Revise the purchasing and surplus policy
- Continue efforts to eliminate paper forms
- Collaborate with City on features such as new time clock system
- Explore more efficient workflows, including digitizing record keeping

Performance Measures

- *# of volunteers and hours worked*
- *Donation Report*
- *Current fund balance*
- *"Other Revenue" Report*
- *Updated purchasing and surplus policies*



DISCOVERY ADVOCACY LEADERSHIP

2016 Illinois Library Association Annual Conference

Conference and Exhibition • October 18-20, 2016
Donald E. Stephens Convention Center • Rosemont, Illinois
For full conference information and to register online, visit ila.org.



#ILAAC16

Conference Preview

Visit the Exhibit Hall

Exhibit Hours:

WEDNESDAY, OCTOBER 19

12:15 P.M. – 5:15 P.M.

THURSDAY, OCTOBER 20

9:00 A.M. – 2:00 P.M.

The following free events will be held in the exhibit hall:

WEDNESDAY, OCTOBER 19

12:15 – 1:45 P.M. Exhibits Opening Lunch

4:15 – 5:15 P.M. Exhibits Reception

THURSDAY, OCTOBER 20

10:00 – 11:00 A.M. Coffee & Donuts Break

12:15 – 1:45 P.M. Exhibits Lunch

Exhibits are not open on Tuesday, October 18.

Exhibits-Only passes are available for \$15. Wednesday pass holders are invited to attend the ILA Membership Meeting at 11:30 A.M. Passes can be purchased prior to conference and onsite.

Conference Hotels

DoubleTree by Hilton Chicago O'Hare Rosemont

5460 North River Road
Rosemont, IL 60018
847-292-9100
Group Code: ILA
Book Online: <http://bit.ly/1T8ZP07>
Single/Double Rate: \$176

Embassy Suites by Hilton Chicago O'Hare Rosemont

5500 North River Road
Rosemont, IL 60018
847-678-4000
Group Code: ILA
Book Online: <http://bit.ly/1T3A9jG>
Single/Double Rate: \$186

Schedule at a Glance

MONDAY, OCTOBER 17

8:00 – 10:00 P.M. Welcome Reception at Embassy Suites

TUESDAY, OCTOBER 18

9:00 – 10:30 A.M. Opening General Session

10:45 – 11:45 A.M. Program Session 1

12:00 – 1:30 P.M. Awards Luncheon

1:45 – 2:45 P.M. Program Session 2

3:00 – 4:00 P.M. Program Session 3

4:15 – 5:15 P.M. Program Session 4

5:15 – 6:45 P.M. Stories & Spirits

7:00 P.M. Dinner with Colleagues

WEDNESDAY, OCTOBER 19

8:00 – 10:00 A.M. YSF Breakfast*

9:00 – 10:00 A.M. Program Session 5

10:15 – 11:15 A.M. Program Session 6

11:30 A.M. – 12:15 P.M. ILA Membership Meeting

12:15 – 1:45 P.M. Exhibits Opening Lunch

12:15 – 1:45 P.M. Public Library Forum Luncheon*

2:00 – 3:00 P.M. Program Session 7

3:15 – 4:15 P.M. Gaming Session & Program Session 8

4:15 – 5:15 P.M. Exhibits Reception
iREAD Showcase

4:15 – 5:15 P.M. DiversiTEA*

6:00 – 10:00 P.M. Pub Stroll

THURSDAY, OCTOBER 20

8:00 – 9:00 A.M. Trustee Continental Breakfast*

9:00 – 10:00 A.M. Program Session 9

9:00 A.M. – NOON Academic Library Unconference

10:00 – 11:00 A.M. Coffee & Donuts in the Exhibits

11:15 A.M. – 12:15 P.M. Program Session 10

12:15 – 1:45 P.M. Exhibits Closing Lunch
Trustee Luncheon*
IACRL Luncheon*

2:00 – 3:00 P.M. Program Session 11

3:15 – 4:15 P.M. Program Session 12

*Pre-Registration Required

Registration Form Register online at www.ila.org

First Name:	Last Name:	
Institution:	Mailing Address:	
City:	State:	Zip:
Phone:	Fax:	E-mail:

- ☐ Check here if registering as a non-member at the ILA member rate, using an institutional member credit.
- ☐ Check if this is your first ILA Conference.

Conference Registration Fees (Please circle fee)

Full Conference	Early Bird (by 09/12)	Advance (by 10/03)	On-site (after 10/03)
ILA Member	\$200	\$225	\$250
Non-Member	\$250	\$275	\$300
Full-Time Student/Retired/Unemployed Member	\$100	\$125	\$150

Trustee Registration	Early Bird (by 9/12)	Advance (by 10/03)	On-site (after 10/03)
ILA Member Trustee Day Only (Thursday, October 20)	\$150	\$175	\$200
Non-Member Trustee Day Only (Thursday, October 20)	\$175	\$200	\$225
ILA Member Trustee Day + full conference	\$200	\$225	\$250
Non-Member Trustee Day + full conference	\$250	\$275	\$300

Single Day	Early Bird (by 9/12)	Advance (by 10/03)	On-site (after 10/03)
ILA Member*	\$150	\$175	\$200
Non-Member*	\$200	\$225	\$250
Full-Time Student/Retired/Unemployed Member*	\$75	\$100	\$125

*Check day attending: ☐ Tuesday 10/18 ☐ Wednesday 10/19 ☐ Thursday 10/20

Exhibits Only	Early Bird (by 9/19)	Advance (by 10/03)	On-site (after 10/03)
Single Day Access to Exhibit floor only**	\$15	\$15	\$15

**Check day attending: ☐ Wednesday 10/19 ☐ Thursday 10/20

Special Events	Early Bird (by 9/19)	Advance (by 10/03)	On-site (after 10/03)
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Event registrations will not be available on-site. Please plan to register early to save money and secure your space.

Tuesday, October 18

Stories & Spirits

☐ no charge, please check if you plan to attend

Wednesday, October 19

Youth Services Author Breakfast

\$45 \$50 N/A

Public Library Forum Luncheon

\$55 \$60 N/A

DiversiTEA

\$35 \$40 N/A

Thursday, October 20

IACRL Unconference

☐ no charge, please check if you plan to attend

IACRL Luncheon

\$55 \$60 N/A

Please indicate if you require a special meal:

☐ vegetarian ☐ vegan ☐ gluten-free

☐ other, please explain: _____

Registration Recap (Please Complete)

Conference Registration Fee \$ _____

Meals and Special Events Fee \$ _____

Total \$ _____

Payment

☐ Check or money order enclosed
(payable to ILA)

☐ P. O. #: _____

☐ Charge my: ☐ Visa ☐ Mastercard
☐ Discover ☐ AmEx

Card #: _____

Exp. Date: _____

CCV#: _____

Signature: _____

Please photocopy and retain for your records. Thank you.

Mail your completed registration form to:
Illinois Library Association, 33 W. Grand Ave.,
Suite 401, Chicago, IL 60654-6799. Or, fax
with credit card payment to: 312-644-1899.
(If sending by fax please DO NOT send
a duplicate by mail.)

You may also register securely online at
ila.org. Deadlines refer to date of online
registration, postmark, or fax. Please
print clearly.

All refund requests must be received in writing
by September 30, 2016. This includes refunds
for conference registration, meals, and special
events. No telephone cancellations/refund
requests can be accepted. No refunds after
September 30. All cancellations are subject
to a \$15 processing fee. Email tina@ila.org for
more information.

Conference speakers who are employees
or trustees of Illinois libraries, library agencies,
or library schools are required to register for
the conference at the appropriate rate.

Special Needs: If you have physical
or communication needs that affect
your participation at the conference,
please contact Cyndi Robinson,
ILA Conference Manager, at
robinson@ila.org or 312-644-1896.

Thursday, October 20

Session Title

9:00 AM - 10:00 AM

Speaker(s)

Room

[It's Not All About the Money: Trustees as Advocates](#)

[Patricia Harkin](#)

Gail Borden Public Library District Board
of Trustees

[Jean Bednar](#)

Gail Borden Public Library District Board
of Trustees 44

[Donna Kline](#)

Gail Borden Public Library District Board
of Trustees

[Britt Isaly](#)

Ancel, Glink

[Adam Simon](#)

Partner

Ancel, Glink

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[Top Ten Budget Disasters Facing Your Library](#)

11:15 AM - 12:15 PM

[Guidance for Conducting Legal and Effective Board Meetings](#)

[Julie Tappendorf](#)

Ancel Glink

[Robert Bush](#)

Attorney

Ancel Glink

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[The Do's and Don'ts of Construction and Remodeling Projects: From Drafting Bid Documents to Awarding the Contract](#)

[Kathleen Terese](#)

Klein Thorpe & Jenkins, LTD.

[Carmen Forte Jr.](#)

Klein, Thorpe & Jenkins, LTD.

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2:00 PM - 3:00 PM

[10 Tips for Complying With FOIA](#)

[Julie Tappendorf](#)

Ancel Glink

[Erin Baker](#)

Ancel Glink

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[Roger Ritzman](#)

Peregrine, Stime, Newman, Ritzman &

[Board Roles and Responsibilities](#)

Bruckner, Ltd.
[Annette Armstrong](#)
Retired Public Library Director
[James Rachlin](#)
Managing Director
RBC Capital Markets

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3:15 PM - 4:15 PM

[Picking new Library Directors and Employees. Legally](#)

[Robert McCabe](#)
Ancel, Glink
[Darcy Proctor](#)
Ancel, Glink

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[The 360 Degrees of Being Trustees: Key Components to Being an Effective Library Board Member](#)

[Karolyn Nance](#)
Bartlett Public Library District
[Dave Barry](#)
Bartlett Public Library District

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BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

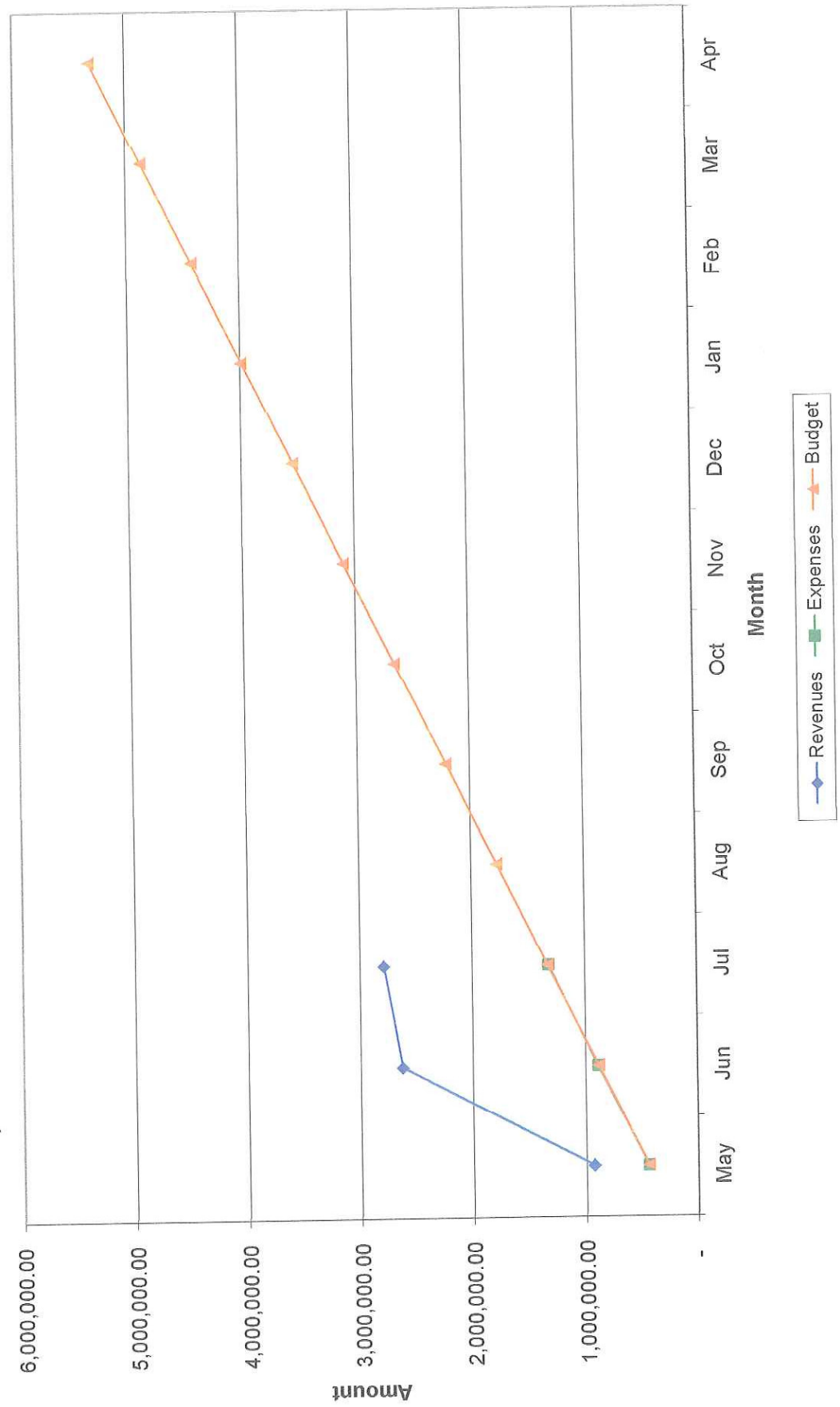
REVENUES:

ACCT NAME	BUDGET	JULY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	2,344,226.49	(2,202,483.51)	51.6
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	202,020.31	(189,979.69)	51.5
Fees & Rentals	83,000	7,383.84	20,511.03	(62,488.97)	24.7
Copies	3,200	272.55	941.15	(2,258.85)	29.4
Interest on Investments	1,000	1,447.41	2,460.34	1,460.34	246.0
Sale of Property	1,000	0.25	631.05	(368.95)	63.1
Donations	28,000	22,496.50	24,928.33	(3,071.67)	89.0
Cash Over/Short	0	27.57	11.29	11.29	-----
Other	40,000	3,231.90	9,161.82	(30,838.18)	22.9
Total Revenues	5,320,310	165,260.02	2,794,346.63	(2,525,963.37)	52.5

ACCT NAME	BUDGET	JULY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	155,633.28	419,790.17	(1,730,096.83)	19.5
Part-Time Salaries	402,086	26,761.84	81,471.30	(320,614.70)	20.3
Seasonal Salaries	47,701	9,426.40	23,492.38	(24,208.62)	49.2
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	191,821.52	524,753.85	(2,076,020.15)	20.2
Dental Insurance	12,400	835.98	2,467.34	(9,932.66)	19.9
Vision Insurance	3,050	192.60	582.54	(2,467.46)	19.1
Health Insurance, BC/BS PPO	294,901	22,445.62	68,078.19	(226,822.81)	23.1
Health Insurance, OSF HMO	100,429	5,889.06	17,667.18	(82,761.82)	17.6
Life Insurance	3,100	256.27	747.86	(2,352.14)	24.1
IMRF	310,000	21,330.25	63,857.79	(246,142.21)	20.6
FICA	163,000	11,820.17	31,349.28	(131,650.72)	19.2
Medicare	39,000	2,764.51	7,331.89	(31,668.11)	18.8
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	56.77	56.77	(543.23)	9.5
Other Benefits	20,000	517.87	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	66,109.10	202,557.75	(760,922.25)	21.0
Rentals	22,000	2,624.18	4,707.98	(17,292.02)	21.4
Total Rentals	22,000	2,624.18	4,707.98	(17,292.02)	21.4
Building Mtnc	120,000	8,404.79	19,338.70	(100,661.30)	16.1
Vehicle Mtnc	5,000	417.26	786.12	(4,213.88)	15.7
Office & Computer Mtnc	165,000	35,537.41	80,887.03	(84,112.97)	49.0
Total Repair/Mtnc	290,000	44,359.46	101,011.85	(188,988.15)	34.8

ACCT NAME	BUDGET	JULY 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	25,000	5,061.38	11,070.61	(13,929.39)	44.3
Printing/Binding	19,000	1,338.29	2,653.83	(16,346.17)	14.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	375.00	1,319.00	(3,681.00)	26.4
Professional Development	13,000	1,492.46	1,668.46	(11,331.54)	12.8
Other Purchased Services	128,690	5,336.58	33,752.16	(94,937.84)	26.2
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	225,190	13,603.71	50,464.06	(174,725.94)	22.4
Office Supplies	12,000	272.61	2,388.15	(9,611.85)	19.9
Computer Supplies	80,000	5,494.50	7,903.62	(72,096.38)	9.9
Copier Supplies	3,400	200.85	785.52	(2,614.48)	23.1
Postage	12,000	3,000.00	2,845.56	(9,154.44)	23.7
Library Supplies	75,000	455.73	9,223.50	(65,776.50)	12.3
Janitorial Supplies	16,000	682.63	1,761.17	(14,238.83)	11.0
Gas & Diesel Fuel	4,290	256.91	529.28	(3,760.72)	12.3
Building Mtnc & Repair Supplies	10,000	299.55	1,497.66	(8,502.34)	15.0
Total Supplies	212,690	10,662.78	26,934.46	(185,755.54)	12.7
Natural Gas	32,000	2,188.34	3,588.00	(28,412.00)	11.2
Electricity	80,000	18,875.97	25,978.47	(54,021.53)	32.5
Water	8,000	0.00	874.20	(7,125.80)	10.9
Telecommunications	26,780	3,855.90	9,110.21	(17,669.79)	34.0
Total Utilities	146,780	24,920.21	39,550.88	(107,229.12)	26.9
Professional Collection	3,500	0.00	105.95	(3,394.05)	3.0
Total Prof Collection	3,500	0.00	105.95	(3,394.05)	3.0
Periodicals	36,050	490.97	18,813.94	(17,236.06)	52.2
Adult Books	159,100	8,816.17	35,969.00	(123,131.00)	22.6
Children's Books	128,000	7,521.09	27,474.28	(100,525.72)	21.5
A/V Materials	151,000	8,093.19	29,033.18	(121,966.82)	19.2
Public Access Software	144,200	51,445.00	89,000.16	(55,199.84)	61.7
Ebooks	60,000	4,900.00	14,700.00	(45,300.00)	24.5
Total Materials	678,350	81,266.42	214,990.56	(463,359.44)	31.7
Employee Relations	6,000	158.91	1,275.70	(4,724.30)	21.3
Miscellaneous Expenses	9,000	278.39	929.05	(8,070.95)	10.3
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	437.30	161,040.75	(12,795.25)	92.6
Total Expenses	5,316,600	435,804.68	1,326,118.09	(3,990,481.91)	24.9

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 25.0% to 35.0% is acceptable)
July 2016

Property Tax (51.6%): The Library has received its three distributions so far.

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

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

GPPLD (51.5%): The Library has received three distributions from Golden Prairie so far.

Interest on Investments (246.0%): The Library projected a low amount for Interest.

Sale of Property (63.1%): The Library continued to sell items that were earmarked for the Garage Sale.

Donations (89.0%): Donations are little low for now. Soon, the Library will receive the annual donation from the Foundation for the Summer Reading Program.

Full-Time Salaries (19.5%): This is under-spent due to a number of full-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (49.2%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (19.9%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (19.1%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (17.6%): This is under-spent because fewer staff chose this coverage than we had projected.

FICA (19.2%): This is under-spent because we are under-spent in Full-Time Salaries.

Medicare (18.8%): This is under-spent because we are under-spent in Full-Time Salaries.

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

Uniforms (9.5%): Charges have been minimal.

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

Building Maintenance (16.1%): Charges have been minimal.

Vehicle Maintenance (15.7%): Charges have been minimal.

Office & Computer Maintenance (49.0%): This is over-spent because the Library has made annual payments for SIRSI, EnvisionWare, and to Bibliotheca for the sorter, RFID pads, and self-checks.

Advertising (44.3%): This line item is over-spent because some advertisers want to be pre-paid.

Printing/Binding (14.0%): Charges have been minimal.

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

Professional Development (12.8%): Charges have been minimal.
Property Insurance (0.0%): The Library pays the annual Property Insurance in January.
Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.
Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.
Office Supplies (19.9%): Charges have been minimal.
Computer Supplies (9.9%): Charges have been minimal.
Library Supplies (12.3%): Charges have been minimal.
Janitorial Supplies (11.0%): Charges have been minimal.
Gas & Diesel Fuel (12.3%): Charges have been minimal.
Building Maintenance Supplies (15.0%): Charges have been minimal.
Natural Gas (11.2%): Charges have been minimal.
Electricity (32.5%): This is over-spent due to higher spending during the summer months.
Water (10.9%): Charges have been minimal.
Telecommunications (34.0%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (3.0%): Charges have been minimal.
Periodicals (52.2%): This line item is over-spent because the annual subscription payment to Ebsco was made in June.
A/V Materials (19.2%): Charges have been minimal.
Public Access Software (61.7%): This is over-spent because several annual payments for public access software packages have been paid.
Miscellaneous Expenses (10.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	1.83
Total Donations:	\$ 24,928.33

The Other Revenue line item breaks out as follows:

Blankets:	\$ 30.00
Book Pick-Up:	330.65
Book Shoppe:	4,993.50
Ear Buds:	159.50
Flashdrives:	39.00
Hot Beverage Service:	216.00
Meeting Room Fees:	249.18
Print Station:	2,708.90

Reusable Bags:	43.50
Slingback Packs:	78.00
Test Proctoring:	200.00
Miscellaneous:	113.59

Total Other Revenue:	\$ 9,161.82
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During July, 9 batches containing 88 invoices were processed, totaling \$128,806.76 and 191 credit card charges were made totaling \$35,460.38.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$3,338,129.34, which is 62.8% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,329,150

Library Fund Balance Information, 7/31/16:

Operating:	\$ 3,338,129.34
Capital:	\$ 2,128,573.11
Fixed Assets:	\$ 775,412.80

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 16, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	18,875.97
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	475.00
Bibliotheca ITG	Computer Supplies	2,462.00
Bibliotheca ITG	Office/Equipment Mtn	25,622.00
Bill's Key & Lock Shop	Building Maintenance	395.28
Bloomington Normal Community Bells	Other Purchased Services	75.00
Bloomington Rotary Club	Membership Dues	300.00
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Bridgeall Libraries, Ltd.	Office/Equipment Mtn	14,425.00
Bridgeview Public Library	Miscellaneous Expenses	27.99
Carroll, Robert	Travel	10.80
Cengage Learning	Adult Books	70.52
Chicago Tribune	Periodicals	481.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.98
City of Bloomington	FICA	11,820.17
City of Bloomington	Gas/Diesel Fuel	217.50
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,445.62
City of Bloomington	IMRF	21,330.25
City of Bloomington	Life Insurance	256.27
City of Bloomington	Medicare	2,764.51
City of Bloomington	Payroll	192,339.39
City of Bloomington	Vision Insurance	192.60
Comcast	Telecommunications	102.85
Cummins Mid State	Vehicle Maintenance	383.40
Cumulus Broadcasting	Advertising	965.00
Custom Digital Imaging	Other Purchased Services	805.16
Dell Marketing, L.P.	Computer Supplies	7,751.98
Findaway World, LLC	A/V Materials	1,007.99
Frontier	Telecommunications	1,527.43
Hamilton, Jeanne	Other Purchased Services	1,485.00
Horine's Pianos Plus	Other Purchased Services	125.00
Illinois Heartland Library System	Office/Equipment Mtn	20,974.74
Ingram Distribution	Adult Books	59.61
Jerseyville Public Library	Miscellaneous Expenses	23.95
Kone, Inc.	Building Maintenance	410.00
Midwest Mailing & Shipping Systems, Inc.	Office Supplies	141.99

Midwest Tape	A/V Materials	159.91
Miller Janitorial Supply	Janitorial Supplies	440.54
Neuhoff Family	Advertising	375.00
NewsBank, Inc.	Public Access Software	14,720.00
Nicor/Northern Illinois Gas	Natural Gas	2,188.34
OfficeMax	Miscellaneous Expenses	159.23
OfficeMax	Office Supplies	117.51
Peek-A-Book, LLC	Public Access Software	1,195.00
Penguin Random House, LLC	A/V Materials	78.75
Pilot Media	Advertising	300.00
Proquest, LLC	Public Access Software	2,470.00
Recorded Books, Inc.	A/V Materials	280.93
Ricoh, USA, Inc.	Rentals	2,209.00
Ron Smith Printing Co.	Printing/Binding	472.50
Screen Vision Media	Advertising	1,096.00
Tri-County Irrigation & Plumbing, Inc.	Building Maintenance	59.98
Unique Management Services, Inc.	Other Purchased Services	375.90
Weber Electric	Building Maintenance	218.73
Widmer Interiors	Office Supplies	1,250.00
Wilson, Emily	Travel	5.40
VISA - Amazon Marketplace	A/V Materials	428.93
VISA - Amazon Marketplace	Office Supplies	25.77
VISA - Amazon Marketplace	Vehicle Maintenance	33.86
VISA - Amazon.com	A/V Materials	415.92
VISA - Amazon.com	Adult Books	48.00
VISA - Amazon.com	Building Mtn Supplies	299.55
VISA - Amazon.com	Computer Supplies	21.83
VISA - Automotive Workwear, Inc.	Uniforms	68.67
VISA - Badge A Minit	Other Purchased Services	159.95
VISA - Baker & Taylor Books	A/V Materials	8,851.25
VISA - Baker & Taylor Books	Adult Books	10,356.12
VISA - Baker & Taylor Books	Children's Books	8,154.29
VISA - Best Buy	Other Purchased Services	239.96
VISA - Comcast	Telecommunications	102.85
VISA - Concord Custom Cleaners	Other Purchased Services	9.73
VISA - Facebook	Advertising	48.51
VISA - Five Star Water	Miscellaneous Expenses	83.10
VISA - GameStop	A/V Materials	1,161.72
VISA - GameStop	Other Purchased Services	278.79
VISA - Getz Fire Equipment	Building Maintenance	522.50
VISA - Hobby Lobby	Other Purchased Services	80.87
VISA - Home Depot	Other Purchased Services	20.94
VISA - Illinois Library Association	Membership Dues	75.00
VISA - Ingram	Adult Books	120.90
VISA - McLean County Chamber of Commerce	Membership Dues	600.00
VISA - Meijer	Other Purchased Services	30.97
VISa - National Seminars/Padgett Thompson	Professional Development	349.00
VISA - Office Depot	Computer Supplies	59.98
VISA - Office Depot	Library Supplies	73.45
VISA - Office Depot	Miscellaneous Expenses	66.57
VISA - Office Depot	Office Supplies	130.73
VISa - OSF St. Joseph Medical Center	Professional Development	20.00
VISA - Pinnacle Door	Building Maintenance	776.25
VISA - Portillos Hot Dogs	Professional Development	17.48
VISA - Regional Help Wanted.com	Advertising	264.00

VISA - Scholastic, Inc.	Other Purchased Services	223.50
VISA - Shell Oil	Gas/Diesel Fuel	39.41
VISA - Sprint	Telecommunications	562.06
VISA - Target	Other Purchased Services	64.27
VISA - USBorne Books	Children's Books	51.97
VISA - Vitamin Shoppe	Other Purchased Services	32.39
VISA - Wal-Mart	Janitorial Supplies	162.51
VISA - Wal-Mart	Miscellaneous Expenses	4.98
VISA - Wal-Mart	Office Supplies	40.55
VISA - Wal-Mart	Other Purchased Services	151.20
VISA - Windstream	Telecommunications	115.43
VISA - Yolks & Berries	Professional Development	14.67
Total		421,253.44

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 17

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00				150.00
Copy Shop	250.00				250.00
Bloomington Education Association	500.00				500.00
Kurt's Autobody	250.00				250.00
Don Owen Tire Service	100.00				100.00
Kathy Alwes-Petri (American Family Insurance)	30.00				30.00
Golden Prairie Public Library District	1,000.00				1,000.00
Heratland Bank	100.00				100.00
Specs Around Town	50.00				50.00
Total Summer Reading Program Community Donations	2,430.00				2,430.00
Memorial Donations:					
	0.00				0.00
Total Memorial Donations	0.00				0.00
Other Donations:					
Fountain Receipts	1.83				1.83
McLean Co Retired Teachers Association	35.00				35.00
State Farm Good Neighbor Grant (for Nancy Miller)	500.00				500.00
Total Other Donations	536.83				536.83
Foundation:					
Summer Reading Program, 2016	21,961.50				21,961.50
Tuition for Staff	5,388.00				5,388.00
Total Foundation	27,349.50				27,349.50
Total Donations	30,316.33				30,316.33

Bloomington Public Library
Monthly Statistics - July 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	55,102	160,320	60,302	169,762
Teens	5,029	13,833	4,873	12,944
Children	55,273	156,764	58,037	167,073
OTR Adults	2,419	7,435	2,650	7,641
OTR Teens	216	651	217	566
OTR Children	4,049	13,089	4,247	12,285
e-Books - Freading	n/a	21	29	129
e-Books - Overdrive	6,038	16,913	1,523	10,645
Freegal downloads	n/a	1,401	474	1,503
Zinio Magazines	306	844	399	1,099
Tumblebooks	7	44	25	29
TOTALS				
Adults	57,521	167,755	62,952	177,403
Teens	5,245	14,484	5,090	13,510
Children	59,322	169,853	62,284	179,358
Digital Downloads	6,351	19,223	2,450	13,405
COMBINED TOTAL	128,439	371,315	132,776	383,676
ITEMS IN THE COLLECTION				
Main	307,867	307,867	297,198	297,198
OTR	12,347	12,347	11,871	11,871
TOTAL	320,214	320,214	309,069	309,069
HOLDS FILLED	8,210	24,044	8,005	23,419
CARDHOLDERS				
Added	571	1,620	562	1,701
TOTAL NUMBER				
Adults	25,306	25,306	25,828	25,828
Teens	2,074	2,074	2,182	2,182
Children	5,614	5,614	5,976	5,976
Combined Total of Active Cards	32,994	32,994	33,986	33,986
REFERENCE QUESTIONS				
Adults	2,526	7,361	2,353	7,524
Teens	76	446	302	701
Children	880	2,102	1,179	3,365
OTR	152	426	144	377
Circulation	768	2,300	706	2,233
PROGRAMS				
Story Times	11	21	15	34
Adult	26	63	24	52
Teens	10	20	11	18
Juvenile	13	25	15	27
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	489	895	854	1,947
Adult Programs	569	1,005	512	1,005

**Bloomington Public Library
Monthly Statistics - July 2016**

	Current Month	Cumulative	Last Year	Cumulative
Teen Programs	55	161	179	236
Juvenile Programs	1,030	2,137	1,372	2,310
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	4,725	13,059	5,009	14,280
Website database/catalog hits	25,426	76,561	26,812	108,483
Online Resource (Database) uses	4,541	14,221	5,763	16,859
TOTAL	34,692	103,841	37,584	139,622
INTERLIBRARY LOAN				
Borrowing Requests Received	516	1,688	538	1,532
Outgoing Loans (Lending)	215	734	278	814
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	21	52	18	46
Outside the library (events)	3	29	3	37
Number of people	693	7,852	642	9,533
VOLUNTEER HOURS	99	293	311	533
MEETING ROOM USAGE				
Study Room	31	193	61	185
Digital Media Lab	10	30	27	73
Customer Visits (MAIN)	20,452	42,993	32,104	90,551
Customer Visits (OTR)	1,244	4,138	1,613	4,432
COMBINED TOTAL VISITS	21,696	47,131	33,717	94,983
TRAINING HOURS	139	296	72	397

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 15, 2016
5:00 p.m.

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

Minutes

I. Call to Order

President Lynn Gray called the meeting to order at 5:01 p.m.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Kathy Jeakins, Johanna Sneed

III. Introductions

President Gray introduced prospective GPPLD Trustee, Ruth Novosad.

IV. Public Comment

There was no public comment.

V. President's Report

President Gray recounted the Board accomplishments during the past fiscal year. She congratulated the Board on celebrating their 25th anniversary, updating the Trustee listing on the GPPLD page, creating a FOIA policy, updating the the Strategic Plan, appointing two new Trustees, and working on the Marketing Strategy.

A. Appointment of New Member to the Board

President Gray asked that a motion be made to appoint Ruth Novosad to the Board until the next consolidated election in 2017.

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO APPOINT RUTH NOVOSAD TO THE GOLDEN PRAIRIE PUBLIC LIBRARY BOARD OF TRUSTEES TO FILL AN UNEXPIRED TERM THROUGH JUNE 30, 2017. THE MOTION CARRIED UNANIMOUSLY.

B. Oath of Office

Stephen Peterson administered the Oath of Office to Ruth Novosad.

VI. Approval of Minutes

A. May 18, 2016

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE MAY 18, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Jeanne Hamilton introduced herself to the Board and discussed how she can be contacted. She proceeded to report that she has been busy getting acquainted with staff and library procedures during the past couple of weeks.

B. Outreach Report

Laura Golaszewski reported that the door count on the Circulation Report should be corrected to 23,903.

Laura Golaszewski shared that she and ITS Manager Jon Whited reviewed GPPLD statistics and updated GPPLD cardholders in the system. There will be an increase in cardholders in next month's report to reflect these changes. Laura proceeded to entertain questions.

C. Fiscal Report

1. Presentation of April Financial Report

Kathy Jeakins distributed the revised April financial report to reflect the Illinois Funds statement that she received this week.

Kathy Jeakins reported that the first Property Tax distribution was received in May.

Kathy Jeakins has contacted the Illinois Funds to close their account and transfer the balance to Commerce Bank, but these changes may take up to a month to be completed. Kathy proceeded to entertain questions.

2. Review GPPLD 2016 Tax Levy Timeline

Kathy Jeakins reviewed the tax levy timeline for 2016. The Public Hearing is scheduled for the July 20, 2016 meeting, and the Public Hearing notice will be submitted to the Pantagraph next week. She added that Phil Lenzini will be attending the meeting.

VIII. Committee Reports and Discussion

A. Marketing Committee

1. Approve Marketing Strategy Statement

Carol Carey-Odekirk, Chair, reported that the Committee was able to establish a broad statement to align with the GPPLD Mission Statement, which is to provide access to quality library services to residents of the Golden Prairie Library District. The GPPLD Marketing Strategy Statement is "for Golden Prairie Public Library residents to become aware of resources provided to them through our contracting library, Bloomington Public Library, at no cost. Our goals are to increase cardholders, and create awareness to GPPLD residents of the library's accessibility, programs, and resources along with bookmobile services by sending out postcard mailings and posting bookmobile schedules and program guides at post-offices."

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MARKETING STRATEGY STATEMENT. THE MOTION CARRIED UNANIMOUSLY.

2. Define GPPLD Audience

Carol Carey-Odekirk, Chair, reported that the Committee reviewed the Golden Prairie population by zip codes and townships. The Board decided that they have a general idea of the Golden Prairie population which would allow them to gather appropriate metrics to evaluate their marketing strategy.

3. Approve Marketing Budget

Carol Carey-Odekirk, Chair, recommended that \$5,000.00 be allocated towards advertising for the FY 17 budget.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE CREATING AN ADVERTISING LINE ITEM WITH A BUDGET OF \$5,000.00 FOR FY 17.

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

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

IX. Unfinished Business

A. Discuss Reserve Levels

The Board agreed that due to the recent account changes and activity, this discussion should be postponed until an accurate reserve balance is available in July.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO TABLE THE DISCUSSION OF RESERVE LEVELS UNTIL THE JULY BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

A. Approve FY 17 Meeting Dates

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY 17 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

XI. Adjournment

TIM ERVIN MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Gray adjourned the meeting at 5:36 p.m.

Bloomington Public Library
Board Officers and Committees
Procedures

Nomination of Officers

The Bylaws specify that ~~“the officers there~~ “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that a ~~“the~~ Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all ~~Board members~~ Trustees, including self-nominations.”

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least ~~one~~ two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested ~~Board members~~ Trustees for the officers of the Board. ~~It will be an expectation of the Committee that they~~ The Nominating Committee will contact all Board members Trustees. The duties and responsibilities ~~Chair will pass around a sheet of paper with the description of the responsibilities of each of the Officers are attached hereto, so that any trustee may volunteer to serve. Any trustee absent from the meeting will be contacted by a committee member to determine their interest in any position.~~
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Approved _____, 2016

Bloomington Public Library Committee Appointments and Operations

Committees of the Board

As outlined in the Bylaws, ~~"The President may appoint such committees and charge them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee."~~

- ~~1. The Budget and Personnel Committee is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.~~
- ~~2. The 3 P's Committee is charged with 1) developing, with staff, the short term and long term plans for the Library; 2) with staff, periodically reviewing Library policies; and 3) with staff, reviewing and assessing the Library's balance of programs.~~
- ~~3. The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations."~~

Committee Appointments

~~All~~ Each trustee will be asked to serve on one or more of the Board committees. The President will review and make appointments annually. ~~The sheet of paper distributed to the Board each year to solicit nominations shall also include a description of The responsibilities of the each standing committees are attached hereto.~~ Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee in May at the first meeting of the fiscal year. ~~This is the same meeting at which the new officers take office.~~

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

Committee Operations

Each Committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a Committee Meeting Agenda. Each Committee Chair will approve the Committee Meeting Agenda and all supporting documents no later than three business days prior to the Committee Meeting Date. The Director or designee will send the agenda and supporting documents to all Committee Members and the President, and make proper notice of the Committee Meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any Committee Meeting, but nonmembers of the committee may not vote and may participate in discussion with recognition of the chair.

The Director or designee will record minutes of each Committee Meeting, which shall be subject to approval at a subsequent Committee Meeting. Minutes approved by a Committee will be placed in a subsequent meeting packet of the Board of Trustees for information and to be placed on file.

Each Committee Chair will provide a written or verbal report on the work of their respective committee at each meeting of the Board of Trustees.

Approved _____, 2016

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

Adopted June 19, 1973

Revised ~~2/17/87~~

~~Revised 5/16/95~~

Revised ~~8/18/09~~

Revised ~~8/17/10~~

Revised ~~7/15/14~~

Revised ~~6/23/15~~

- a. The regular meeting of the Board of ~~Directors~~ Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at ~~its annual meeting~~ the first regular meeting of the Board each fiscal year. All meetings of the Board of ~~Directors~~ Trustees are open to the public as provided in the Illinois Revised Statutes, Chap. 102, Secs. 41-44, Illinois Open Meetings Act (5 ILCS 120).
- b. Special meetings may be held at any time at the call of the President, the Vice-President, or any two members of the Board, provided that ~~notice and purpose of the special meetings be given at least 24 hours prior to the meeting~~ it complies with the Illinois Open Meetings Act (5 ILCS 120).
- c. A quorum at any meeting shall consist of a majority of the members of the Board.
- d. The Officers of the Board of ~~Directors~~ Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the ~~first~~ last regular meeting of the Board ~~of Trustees each fiscal year~~ and shall serve one year terms, or until their successors are elected.
- e. The President shall preside at all meetings of the Board, appoint all committees, serve as ex-officio on all committees, serve as the only board spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.

In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority. ~~the Vice-President shall preside. In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside.~~

The Secretary, or designee ~~designate~~, shall ~~keep~~ create the written minutes of the Board meetings including closed session and committees, call the roll and record votes.

The Treasurer, ~~or designee~~, shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board.

The Library Director, ~~or designee~~, shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.

- f. Committees: The President ~~may~~ shall appoint such committees before the first regular meeting of the Board each fiscal year and as needs arise, ~~and charge~~ charging them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee. Ad hoc committees may be formed as needs arise.
- The Budget and Personnel Committee is chaired by the treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.
 - The 3 P's Committee is charged to work with staff with developing, 1) to develop the short-term and long-term plans for the Library; 2) ~~with staff~~, to periodically reviewing Library policies; and 3) ~~with staff to~~ reviewing and assessing the Library's balance of programs.
 - The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all ~~Board members~~ Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board.

- g. The Board is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes ~~(two-thirds of the Board)~~ shall be required to hire and/or fire the Library Director.
- h. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
- i. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
- j. All regular and special meetings of the Board shall ~~be open to the public and to the press, except closed sessions as authorized by the statutes of the State of Illinois~~ comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

~~At any Board meeting for which proper notice under the Illinois Open Meeting Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by Section 2(c) 42 of the Illinois Open Meetings Act. The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.~~

~~Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.~~

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Trustees may attend and participate in meetings of the Board by telephone subject to the following limitations:

- 1) The minimum qualifications specified by the Open Meetings Act are met.

- 2) The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board has approved the written minutes of the closed session and the destruction of the particular recordings.

- k. ~~The Board accepts and adopts the principles of the State Officials and Employees Ethics Act and the State Gift Ban Act as it applies to this Board as officials appointed by the mayor of the City of Bloomington. The Board also endorses the ALA Ethics Statement for Public Library Trustees and incorporates it as part of this policy. Members of the Library Board Trustees are expected to adhere to the following the ethical precepts set forth in these two this document (originally created as the ALA Ethics Statement for Public Library Trustees):~~

- 1) Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- 2) Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- 3) It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- 4) Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- 5) A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- 6) Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- 7) Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

- l. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

Incident Reports

Date	Time	Type
07/9	5:28 PM	CustomerComplaint,Soliciting Rides
07/10	1:16 PM	StolenDamagedLibraryMaterial
07/13	3:11 PM	Loitering
07/14	3:15 PM	AlcoholDrugs
07/15	2:42 PM	StolenDamagedLibraryMaterial
07/16	1:37 PM	AlcoholDrugs
07/17	3:55 PM	CustomerSuspensionViolation
07/20	8:06 PM	StolenDamagedLibraryMaterial
07/21	8:01 PM	InappropriateBehavior
07/22	3:17 PM	CustomerRelatedIllnessAccident
07/23	3:29 PM	InappropriateBehavior
07/23	5:14 PM	StolenDamagedLibraryMaterial
07/27	1:34 PM	StolenDamagedLibraryMaterial
07/27	3:34 PM	InappropriateBehavior
07/29	11:51 AM	AlcoholDrugs
07/29	12:37 PM	StolenDamagedLibraryMaterial
07/29	12:37 PM	StolenDamagedLibraryMaterial
07/29	3:30 PM	Other
07/29	3:33 PM	StolenDamagedLibraryMaterial
07/30	9:25 AM	StolenDamagedLibraryMaterial
07/30	3:20 PM	StolenDamagedLibraryMaterial
07/30	4:24 PM	UnattendedChild

2016 Staff Appreciation Day Proposal

The annual Staff Appreciation Day is scheduled for Tuesday, November 8. This is the day we recognize all staff for the many accomplishments made in the past year. It is also the day we recognize staff members who are celebrating milestone work anniversaries of 5, 10, 15, 20, 25, 30, or 35 years. We would like to give all staff, work-study students, and regular volunteers their choice of either:

- The Zippered Organizer Tote (\$8.33 each)
- The 44" Arc Umbrella (\$7.14 each)

Following are the costs:

- 132 Staff & Volunteer gifts – Up to \$1,100
- Lunch (including food, cake, paper products and decorations) - Up to \$1,000

Total amount for Staff Appreciation Day
– Up to \$2,100.00



The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund the 2016 Staff Appreciation Day (including lunch, gift, paper products and decorations) at a cost not to exceed \$2,100.00.

Approved on this 16th day of September 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

Jeanne Hamilton Reception Proposal

A reception to welcome new Director Jeanne Hamilton will be held on the Library's Patio on Wednesday, September 14, 2016. Community leaders and Library Board members will be invited to attend. Entertainment will be provided in the form of live music from Glenn Wilson and his jazz quarter; and hot and cold hors d'oeuvres will be catered by Kelly's Bakery & Cafe.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund the reception, at a cost not to exceed \$1,250.00.

Approved on this 16th day of August 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DOWNLOADABLE SONGS
TO LIBRARY IDEAS

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

1. That the three quote requirement be waived and the Library Director authorize payment for Downloadable Songs to Library Ideas in the amount of \$17,124.00
2. That the renewal period will be from July 10, 2016 through July 9, 2017
3. That the Library will continue to offer free downloadable songs from the Sony book of music to Bloomington Library cardholders
4. That each cardholder will be allowed to download three songs per week
5. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$17,124.00

Approved this 16th day of August 2016

Carol Koos, President
Bloomington Public Library Board of Trustees



library ideas

P.O. Box 9
Vienna, VA 22183

Invoice

Date	Invoice #
7/10/2016	52140

Bill To
BLOOMINGTON PUBLIC LIBRARY Rachel Park 205 E. Olive St. Bloomington, IL 61702

Please remit payment within 30 days to the address above.

THANK YOU for your business!

P.O. Number	Rep
	CF

Quantity	Description	Amount
1	Freegal Music Subscription (7/10/16-7/9/17)	17,124.00
		Total USD 17,124.00
Phone #	571-730-4300	E-mail
Fax #	571-730-4305	orders@libraryideas.com
		Payments/Credits USD 0.00
		Balance Due USD 17,124.00

5.4 Health & Safety Policy

It is the responsibility of the Bloomington Public Library to maintain a healthy and clean environment for all Library users and to protect the taxpayer's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish and some types of beetles
- Evidence that items on loan to a customer may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Customers or customer possessions with fleas or lice
- Customers with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made. Access to facilities and borrowing will be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated.

Chapter 2 : Section 85 : Public Comment.

(a) A public comment period not to exceed thirty (30) minutes will be held during each Board and Commission meeting, as well as all regularly scheduled City Council meetings, Committee of the Whole meetings, meetings of committees and/or task forces (hereinafter "committees") created by the City Council, work sessions, and special meetings of the City Council. Nothing herein shall prohibit the combination of meetings, at which only one public comment period will be allowed. (Ordinance No. 2015-46)

(b) Anyone desiring to address the Board, Commission, Committee or City Council, as applicable, must complete a public comment card at least five (5) minutes before the start time of the meeting. Public comment cards shall be made available at the location of the meeting by City staff at least 15 minutes prior to the start time of the meeting. The person must include their name, and any other desired contact information, although said person shall not be required to publicly state their address information. If more than five individuals desire to make a public comment, the order of speakers shall be by random draw. If an individual is not able to speak due to the time limitation and said individual still desires to address the individuals at a future meeting of the same type, said individual shall be entitled to speak first at the next meeting of the same type. (Ordinance No. 2015-46)

(c) The public comment portion of the meeting shall be placed on the agenda for regular City Council meetings, as well as any rescheduled meeting of the City Council, after roll call and prior to appointment recognition and/or the consent agenda. For any other special City Council meeting or meeting of any other Board, Committee or Commission of the City, public comment shall be listed on the agenda after Appointment Recognition and before approval of the Consent Agenda. Nothing within this section shall limit the ability of the City Council, by majority vote, to change the placement of public comment during a meeting. (Ordinance No. 2016-25)

(d) Comments are limited to three (3) minutes per speaker. A speaker can not give his or her allotted minutes to another speaker to increase that person's allotted time. (Ordinance No. 2014-82)

(e) Speakers will be acknowledged by the Chair and shall address the Board, Commission, Committee or City Council, as applicable, from the designated area in the meeting location and not approach the Board, Commission, City Council or City staff. Speakers will begin their statement by first stating their name for the record. (Ordinance No. 2015-46)

(f) Public comment is not intended to require Board, Commission, Committee or City Council members to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed. (Ordinance No. 2015-46)

(g) Speakers will be well-mannered in their language and presentation. Any person who engages in threatening or disorderly behavior when addressing a Board, Commission or the City Council shall be deemed out-of-order by the

presiding officer and their time ceased to address the Board, Commission, or City Council at said meeting. (Ordinance No. 2014-82)

(h) After the speaker has made his or her statement, he or she shall be seated with no further debate, dialogue or comment.

(i) In addition to speaking at a meeting of the City Council, written comments may also be submitted to the City Council by filing same with the City Clerk at least 24 hours prior to the start time of the meeting. Said written comments shall be copied and distributed to each member of the City Council by the City Clerk prior to the start of the meeting and made part of the official record of the meeting. Outside of written comments directed for a specific meeting, written comments may otherwise be shared with the City Council at any time by sending an e-mail correspondence to the entire City Council at citycouncil@cityblm.org or to individual council members at the email addresses listed on the City's website. Those without e-mail capability may submit written comments to the City Clerk's office which comments will be provided to the City Council as a whole or individual council member, as directed. Any written comments provided to the City Council as a whole will be made part of the public record. The City Clerk may establish written rules to govern the written comment process and recording of same, which may include the creation of a special email address for the submission of said comments and a public disclaimer that said comments shall be part of the official record. Nothing herein shall require the City Clerk to copy documents or records and provide them to City Council, only the written comments of an individual. (Ordinance No. 2015-46)

**Bloomington Public Library
Public Comment Guidelines**

The following guidelines are in place to facilitate public comments during Bloomington Public Library Board (hereinafter "Library Board") meetings:

1. A public comment period not to exceed thirty (30) minutes will be held during all regularly scheduled Library Board meetings, meetings of committees and/or task forces (hereinafter "committees") created by the Library Board, work sessions, and special meetings of the Library Board. Nothing herein shall prohibit the combination of meetings, at which only one public comment period will be allowed.
2. Comments are limited to three (3) minutes per speaker. A speaker cannot give his or her allotted minutes to another speaker to increase that person's allotted time.
3. Speakers will be acknowledged by the Chair and shall address the Board, Commission, Committee or City Council, as applicable, from the designated area in the meeting location and not approach the Board, Commission, City Council or City staff. Speakers will begin their statement by first stating their name for the record.
4. Public comment is not intended to require the Library Board Trustees or Committee members to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
5. After the speaker has made his or her statement, he or she shall be seated with no further debate, dialogue or comment.