

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 19, 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 June 21, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of June 2016
- VI. President's Report
 - A. Update on Farnsworth Study
- VII. Director's Report
- VIII. Fiscal Report presented by Kathy Jeakins, Business Manager
- IX. Committee Reports and Discussion
 - A. Budget & Personnel
 - 1. Robert Porter, Chair, Report on Committee Business
 - 2. Recommend Approval of Incorporating Director Goals into the Library Director Performance Review System
 - B. Planning, Policies & Programs (3 P's)
 - 1. Julian Westerhout, Chair, Report on Committee Business
 - 2. Recommend Approval of Committee Guidelines Worksheet
 - 3. Recommend Approval of Nomination of Officers Procedures
 - 4. Amending items a., f., i., and j. of the Bylaws
 - C. Bookmobile Ad Hoc Committee
 - 1. Alex Cardona, Chair, Report on Committee Business
- X. New Business
 - A. Recommend Approval of Waiving the Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$14,425.00
 - B. Recommend Approval of Waiving Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$21,630.88
 - C. Discussion of Reception for Director

- XI. Comments from Board Trustees
- XII. Adjournment

Posted: 7/15/16 4:55 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, June 21, 2016

5:30 p.m.

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

Minutes

- I. Call to Order
President Koos called the meeting to order at 5:32 p.m.
- II. Roll Call
MEMBERS PRESENT: Alex Cardona, Alicia Henry, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Roberson (arrived at 5:53 p.m.), Julian Westerhout, Carol Koos

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Golaszewski, Lynn Gray, Jeanne Hamilton, Kathy Jeakins, Rhonda Massie, Caprice Prochnow, Carol Torrens, Gayle Tucker
- III. Introductions
President Koos introduced the guests.
- IV. Public Comment
- V. Approval of Minutes
A. Recommend Approval of Minutes of May 17, 2016 Regular BPL Board Meeting
JULIAN WESTERHOUT MOVED, MIKE RAIKES SECONDED, TO APPROVE THE MINUTES OF THE MAY 17, 2016 MEETING. THE MOTION CARRIED.
- VI. President's Report
A. Discussion of New Agenda Format
President Koos distributed a sample of the agenda format that the City Clerk would like the Board to adopt. She reviewed the revisions that would take place on the agenda in the future. There was some discussion on this, and the consensus was to adopt the new agenda format.
VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO ADOPT THE NEW AGENDA STRUCTURE. THE MOTION CARRIED UNANIMOUSLY.

B. Discussion and Approval of Reception for Jeanne Hamilton
President Koos proposed having a reception for Director Hamilton in order to introduce her to the community.
After much discussion on this, it was decided that a date in early August would work best, and the reception will be held on the Library patios. President Koos stated that she

and Councilwoman Schmidt will take the lead on the planning of the reception. The approximate costs for the reception will be determined, and will be brought before the Board in July for approval.

VII. Director's Report

Director Hamilton reviewed what was in her report. She shared that she has been attending a lot of meetings, getting to know a lot of folks, and staff has been very welcoming.

VIII. Fiscal Report presented by Kathy Jeakins, Business Manager

Kathy Jeakins reported that the first Property Tax Distribution was received in late May, and since then, two other distributions have been received for a total of \$2.4 million. She entertained questions.

IX. Approval of Bills

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO APPROVE THE BILLS LIST FROM MAY 2016. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports and Discussion

A. Budget & Personnel

1. Robert Porter, Chair, Report on Committee Business

Robert Porter, Chair, shared that the Committee did not meet in June. The Committee plans to meet on Tuesday, July 12, and at that meeting they will work with Jeanne on developing the Director's Goals.

B. Planning, Policies & Programs (3 P's)

1. Julian Westerhout, Chair, Report on Committee Business

Julian Westerhout, Chair, shared that they did not meet in June as they did not have a quorum. The Committee plans to meet on the first Thursday which is July 7, and the first Thursday of the month may very well be the standing Committee date.

C. Bookmobile Ad Hoc Committee

1. Laura Golaszewski, Circulation and Outreach Manager and Rhonda Massie, Marketing Manager, to Present the Results of the Bookmobile Survey

Laura Golaszewski distributed the paper version of the Power Point to be presented along with a sampling of the comments received from those that took the survey. Laura shared that the comments were broke out into three parts which included: proposed stops, requested services or areas for improvement, and things that are done well.

Rhonda Massie started off the presentation with an overview of the survey being available in both paper and electronic form, both English and Spanish, and that it was available for six weeks. Next, she shared that 340 people filled out the electronic form, 114 filled out the paper form on the bookmobile, and no one filled out either the paper or online Spanish version of the survey. Rhonda stated that during those six weeks that Pop Ups were placed on the Library website that people had to manually close or opt to take the survey during the first and last week that the survey was offered. During this time, is when most people completed the survey.

Laura Golaszewski and Rhonda Massie continued with the survey results covering the questions of where the majority of the respondents live, how they heard about the bookmobile, how often do they use the bookmobile, who has used the

bookmobile in the last six months, what is best day and time for a stop, awareness of text reminders, and whether materials in other languages should be offered on the bookmobile.

Laura Golaszewski reviewed some of the comments received from the respondents. They entertained questions.

2. Discussion on Continuation of Committee

President Koos stated that she would like to see the Committee continue, but not necessarily meet all the time. With this, there can still be work done to find different ways to reach the west side residents.

Alex Cardona shared that his thought is that the 3 P's Committee could take over the work that the Ad Hoc Committee has started. He went on to say that in working with staff over the last year, he has a good understanding of what they are doing, and he trusts staff to continue with the objective of the Ad Hoc Committee.

After some discussion, it was decided to dissolve the Committee, and pass the work to the 3 P's Committee and staff to continue.

Alex Cardona stated that one more meeting will take place, and then the work of the Committee will be transitioned over to the 3 P's Committee.

XI. New Business

A. Recommend Approval of Non-Resident Library Card Fee for 7/01/16 – 6/30/17 in the Amount of \$140.00

Director Hamilton reviewed the process for the non-resident fee.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE THE NON-RESIDENT CARD FEE FOR 7/01/16 – 6/30/17 IN THE AMOUNT OF \$140.00. THE MOTION CARRIED UNANIMOUSLY.

B. Recommend Approval for Recommendation to Foundation for Tuition Payment from Stubblefield Trust not to Exceed \$9,000.00

Director Hamilton shared that tuition for two additional students had been overlooked so the memo had been updated to reflect the new amount of \$12,000. The new memo was distributed to the Trustees.

MIKE RAIKES MOVED, JULIAN WESTERHOUT SECONDED, TO RECOMMEND APPROVAL FOR RECOMMENDATION TO FOUNDATION FOR TUITION PAYMENT FROM STUBBLEFIELD TRUST NOT TO EXCEED \$12,000.00.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

C. Recommend Approval for Recommendation to Foundation for 2016 Summer Reading Program Costs of \$21,961.50

Director Hamilton reviewed that this is the agreement that was put in place when the Friends of the Library were dissolved, and this amount reflects the 10% increase that occurs each year.

SUSAN O'ROURKE MOVED, ALEX CARDONA SECONDED, TO RECOMMEND APPROVAL FOR RECOMMENDATION TO FOUNDATION FOR 2016 SUMMER READING PROGRAM COSTS OF \$21,961.50. THE MOTION CARRIED UNANIMOUSLY.

D. Recommend Approval of Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal in the Amount of \$17,863.97

Director Hamilton reviewed that this is for the annual subscription service renewal for the magazines.

VAN MILLER MOVED, JULIAN WESTERHOUT SECONDED, TO APPROVE WAIVING THREE-QUOTE REQUIREMENT FOR ANNUAL EBSCO SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF \$17,863.97.

AYES: ALEX CARDONA, ALICIA HENRY, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY ROBERSON, JULIAN WESTERHOUT, CAROL KOOS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Comments from Board Trustees

President Koos shared that Susan O'Rourke had wanted to discuss the procedure for the Election of Officers. She went on to say that in the past, the Board has followed the Procedures for the Election of Officers, and there has always been a discrepancy between what is in the Bylaws and the Procedures. President Koos stated that this, along with some other procedures, need to be reflected correctly in the Bylaws, and that the 3 P's Committee will start working on this at the next meeting.

Susan O'Rourke asked those present if they thought Bylaws or Procedures carried more weight. Susan reviewed the timing of the elections in both 2014 and 2015 when there was a lot of turnover of Board Trustees. Susan shared that the Bylaws state that the Election of Officers is to take place at the first meeting of the fiscal year which is May.

There was discussion about this topic, and the consensus was to have the 3 P's Committee get the Bylaws and Procedures aligned. Due to the concerns about the By-Laws, Susan O'Rourke announced that effective immediately, she would be resigning from the Board.

XIII. Adjournment

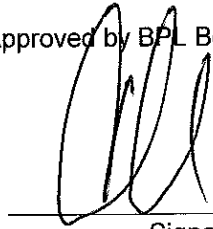
ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:02 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 21, 2016



Signature, BPL Trustee

Vendor	Line Item	Amount
Advanced Commercial Roofing	Building Maintenance	487.50
Alpha Controls & Services, LLC	Building Maintenance	507.50
American Pest Control	Building Maintenance	80.00
Berchtold, David	Other Purchased Services	225.00
Bound to Stay Bound Books	Children's Books	336.20
Brainfuse, Inc.	Public Access Software	4,050.00
CDW Government	Computer Supplies	175.61
Cengage Learning	Adult Books	1,248.60
Center Point Large Print	Adult Books	964.68
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	819.60
City of Bloomington	FICA	8,211.24
City of Bloomington	Gas and Diesel Fuel	272.37
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,939.84
City of Bloomington	IMRF	20,850.41
City of Bloomington	Life Insurance	240.00
City of Bloomington	Medicare	1,920.41
City of Bloomington	Payroll	144,744.76
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	412.79
Conrad Sheet Metal Co.	Building Maintenance	276.00
Cummins Mid-State Power	Vehicle Maintenance	271.89
Custom Digital Imaging	Printing/Binding	613.25
Dean's Graphics, Inc.	Library Supplies	1,428.00
Dean's Graphics, Inc.	Other Purchased Services	850.00
Demco	Library Supplies	3,152.26
DePriest Puppets	Other Purchased Services	400.00
Ebsco Subscription Services	Periodicals	17,863.97
Ebsco Subscription Services	Public Access Software	2,284.00
Elsenpeter, Richard	Other Purchased Services	600.00
Evergreen FS	Building Maintenance	71.00
Facts on File (InfoBase Learning)	Public Access Software	5,955.66
File, Richard	Other Purchased Services	350.00
Frontier	Telecommunications	1,444.37
Gibbons, Jim	Other Purchased Services	160.16
Harlan Vance Company	Library Supplies	771.85
Henricksen and Co.	Office Supplies	507.68

Hubbard, Dan
 Illinois Wesleyan University
 Imaging Office Systems, Inc.
 JanWay Company USA, Inc.
 Jimenez, Benjamin
 Johnson Controls
 Keyes, Laura
 Kone, Inc.
 Lilak, Dominic (Sweetwater)
 Limelight Communications, Inc.
 Lincoln's Festival
 Lindberg, Walter F
 Lockett, Michael
 Matzenbache, Joel (Joel Matz Productions)
 McLean County Glass & Mirror, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Nu Air Corp
 OfficeMax
 OfficeMax
 OfficeMax
 OfficeMax
 OK Appliance
 Old House Society
 OverDrive
 Penguin Random House, LLC
 Picture This Outdoor Digital Advertising
 Recorded Books, Inc.
 Richards Service (Redbird Catering)
 Ricoh, USA, Inc.
 Riverdale Public Library District
 Ron Smith Printing Co.
 Rosedrew, Inc. (Showcases)
 Scholastic Library Publishing
 Select Screen Prints & Embroidery
 Spaid, James (Spaid Mechanicals, Inc.)
 Stanton Group, Inc.
 Tee Jay Central, Inc.
 Unique Management Services, Inc.
 Voicespring, LLC (formerly Oberlander Communications)
 Weber Electric, Inc.
 VISA - A B Hatchery
 VISA - AccuCut
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books

Other Purchased Services	200.00
Other Purchased Services	1,385.19
Office/Equipment Mtn	1,440.00
Library Supplies	452.50
Other Purchased Services	325.00
Building Maintenance	390.00
Other Purchased Services	160.92
Building Maintenance	1,711.56
Other Purchased Services	250.00
Advertising	200.00
Advertising	100.00
Other Purchased Services	3,867.50
Other Purchased Services	300.00
Advertising	300.00
Building Maintenance	175.00
Building Maintenance	576.00
A/V Materials	583.26
Janitorial Supplies	669.78
A/V Materials	74.85
Building Mtn Supplies	825.26
Computer Supplies	1,709.26
Copier Supplies	348.81
Office Supplies	572.25
Other Purchased Services	63.14
Office/Equipment Mtn	178.95
Advertising	150.00
Ebooks	9,800.00
A/V Materials	97.50
Advertising	1,200.00
A/V Materials	199.28
Other Purchased Services	242.50
Rentals	1,472.12
Miscellaneous Expenses	20.00
Printing/Binding	120.00
Library Supplies	1,425.12
Public Access Software	7,483.00
Other Purchased Services	656.50
Building Maintenance	220.00
Other Purchased Services	13,200.00
Building Maintenance	96.00
Other Purchased Services	474.35
Telecommunications	48.50
Building Maintenance	2,174.51
Building Mtn Supplies	38.97
Library Supplies	49.00
Computer Supplies	169.54
Other Purchased Services	134.33
Telecommunications	121.86
A/V Materials	973.71
Office Supplies	26.53
Membership Dues	209.00
A/V Materials	7,081.50
Adult Books	11,518.74
Children's Books	9,507.22
Other Purchased Services	16.66

VISA - Best Buy	Other Purchased Services	349.95
VISA - Beyond the Rainbow	Professional Development	20.00
VISA - Bloomington-Normal AWC	Professional Development	17.00
VISA - Book Page	Periodicals	480.00
VISA - Demco	Library Supplies	508.97
VISA - Dollar Tree	Other Purchased Services	69.00
VISA - Engraving Express	Other Purchased Services	120.00
VISA - Facebook	Advertising	118.23
VISA - Five Star Water	Miscellaneous Expenses	42.05
VISA - GameStop	A/V Materials	884.71
VISA - GameStop	Other Purchased Services	62.08
VISA - Global Industrial Equipment	Building Mtnc Supplies	195.96
VISA - Growing Grounds	Building Mtnc Supplies	119.92
VISA - Habitat for Humanity ReStore	Library Supplies	5.00
VISA - HD Supply Facilities	Building Mtnc Supplies	18.00
VISA - HD Supply Facilities	Janitorial Supplies	47.88
VISA - Hobby Lobby	Other Purchased Services	117.96
VISA - House of Flowers	Employee Relations	46.95
VISA - Illinois Library Association	Membership Dues	735.00
VISA - Ingram	Adult Books	496.03
VISA - Jewel	Employee Relations	54.99
VISA - JoAnn Fabric	Other Purchased Services	16.74
VISA - Mission Mart	Other Purchased Services	23.89
VISA - Office Depot	Computer Supplies	132.99
VISA - Office Depot	Copier Supplies	159.90
VISA - Office Depot	Office Supplies	188.15
VISA - Oriental Trading Co.	Other Purchased Services	532.97
VISA - Party City	Employee Relations	38.58
VISA - Paypal*ClickHere2Shop	Other Purchased Services	29.91
VISA - Paypal*CRK505	Other Purchased Services	126.15
VISA - Paypal*Decalvantag	Other Purchased Services	17.90
VISA - Paypal*Library Work	Professional Development	39.00
VISA - Paypal*SaleFreaksLTD	Other Purchased Services	17.83
VISA - Scholastic Book Fairs	Children's Books	181.48
VISA - Scholastic Book Fairs	Other Purchased Services	496.16
VISA - Skillpath/National Seminars	Professional Collection	105.95
VISA - Toys R Us	Library Supplies	279.80
VISA - Toys R Us	Other Purchased Services	233.82
VISA - USPS	Postage	6.47
VISA - Varidesk	Office Supplies	555.00
VISA - Wal-Mart	Janitorial Supplies	87.76
VISA - Wal-Mart	Library Supplies	42.90
VISA - Wal-Mart	Miscellaneous Expenses	9.96
VISA - Wal-Mart	Office Supplies	42.76
VISA - Wal-Mart	Other Purchased Services	141.98
VISA - Wal-Mart	Vehicle Maintenance	67.58
VISA - Webstaurant Store	Library Supplies	48.30
VISA - Windstream	Telecommunications	150.38
Total		346,136.65

2016 Bookmobile Survey

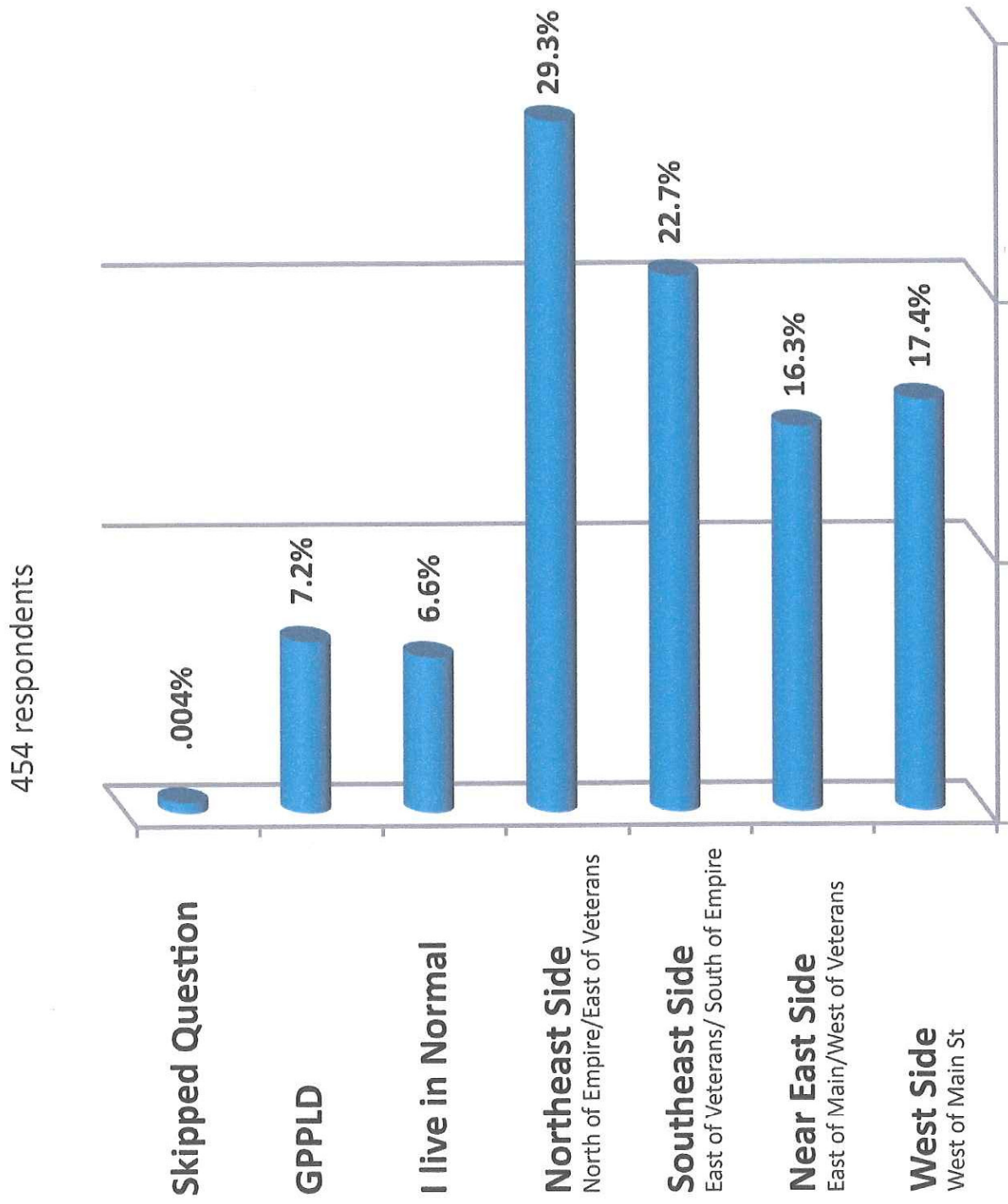
The 2016 Bookmobile Survey:

- was available both online and in paper form on the Bookmobile from April 18-May 29
- was offered in both English and Spanish

The survey was taken by 454 people:

- 340 people took the survey electronically
- 114 people took the survey on the Bookmobile
- 0 Spanish surveys were filled out either electronically or on paper

Where do our survey respondents live?

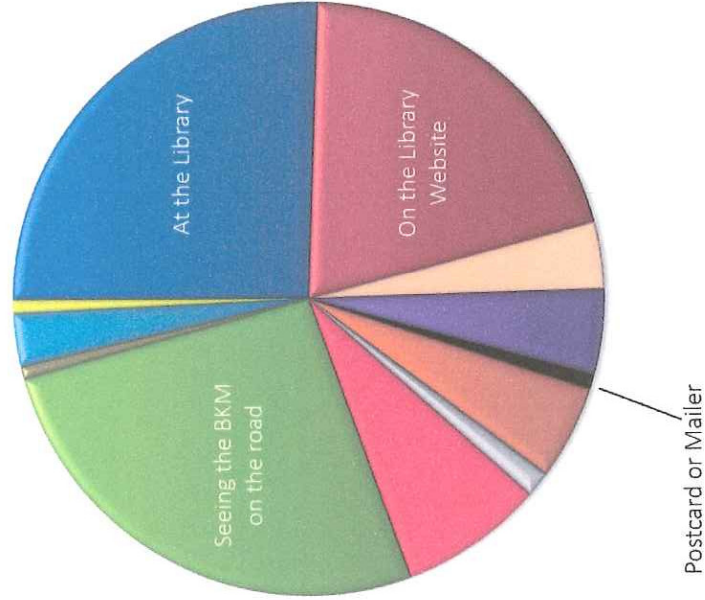


Where did you hear about the Bookmobile?

454 respondents
More than one answer accepted

At the Library	243
Library Website	194
Newspaper/Radio/TV ...	35
Social Media	44
Mail/Postcard	8
Library Newsletter	49

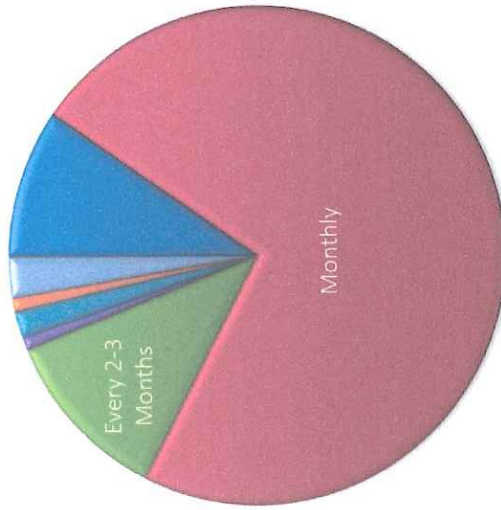
At School	13
Friend or Family Member	75
By Seeing the Bookmobile on the road or at a stop	250
I've never heard of the Bookmobile	7
Other	27
Skipped Question	7



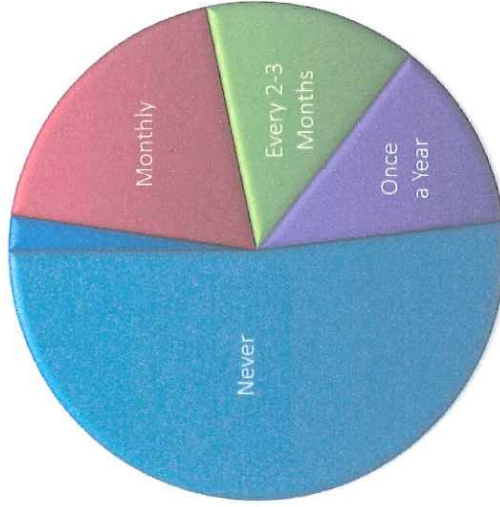
How often do you visit the Bookmobile?

454 responders

114 Surveys taken on the Bookmobile



340 Surveys taken online



Weekly 9.6%

Monthly 73%

Every 2-3 Months 11.4%

Once a Year < 1%

Less Than Once a Year 1.8%

Skipped Question < 1%

This is my first visit 2.6%

Weekly 2.4%

Monthly 19.4%

Every 2-3 Months 13.8%

Once a Year 12.6%

Never 51.8%

Skipped Question 0

Who in your home has used the Bookmobile in the past 6 mos?

454 respondents — More than one answer accepted

114 Surveys taken on the Bookmobile



Adults 94
 High School Age 13
 Elementary & Jr High 53
 Preschool & Younger 27
 Skipped Question 4

340 Surveys taken online

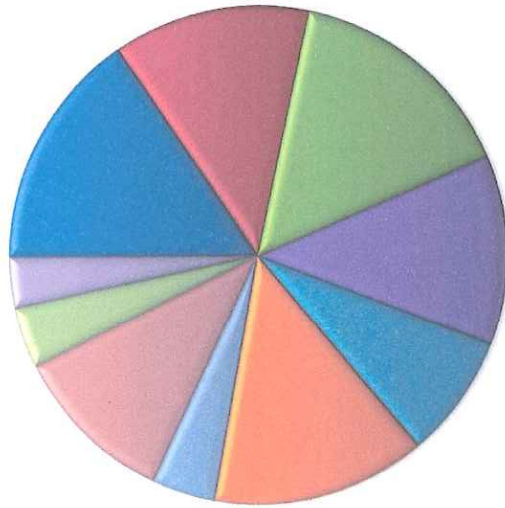


Adults 130
 High School Age 16
 Elementary & Jr High 78
 Preschool & Younger 37
 No One 195

No responders skipped this question

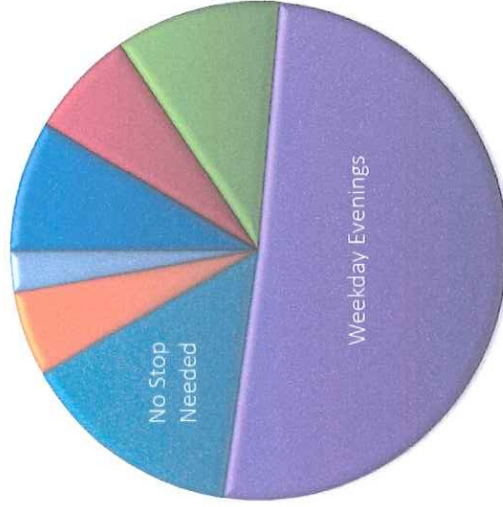
What is the best day & time for a stop?

Best Day for a Stop



Monday	98
Tuesday	81
Wednesday	96
Thursday.....	78
Friday.....	51
Saturday	88
Sunday	26
No stop needed in my neighborhood	68
I live in Normal	25
Skipped Question	21

Best Time for a Stop

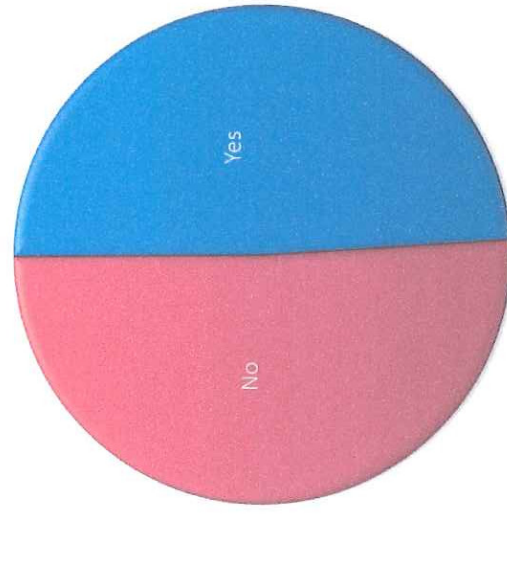


9-11am	39
11am-1pm	32
1-4pm	49
Weekday Evening	231
No stop needed in my neighborhood	66
I live in Normal	25
Skipped Question	12

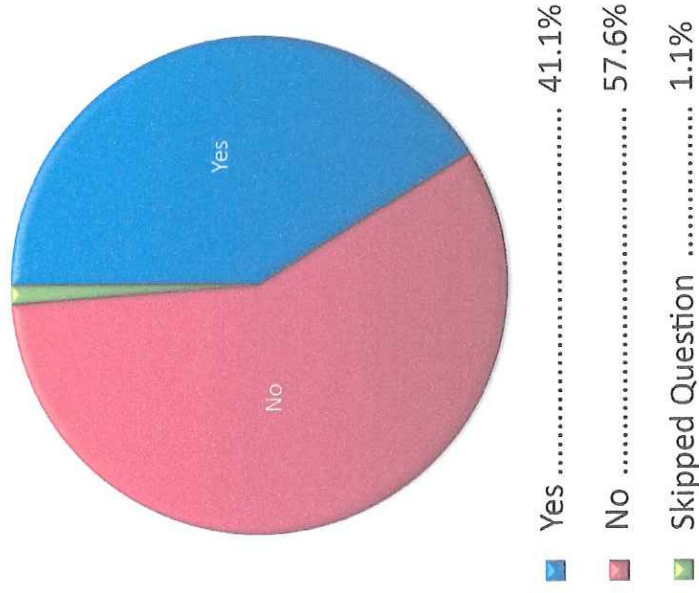
Are you Aware that the Library offers text reminders for Bookmobile Stops?

454 responders

114 Surveys taken on the Bookmobile



340 surveys taken online



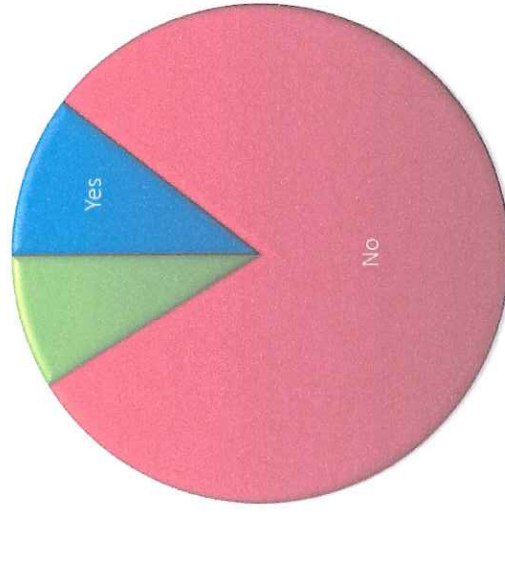
Combined

Yes	43%
No	55.7%
Skipped Question	1.3%

Would you like to see materials in other languages on the Bookmobile?

454 responders

114 Surveys taken on the Bookmobile

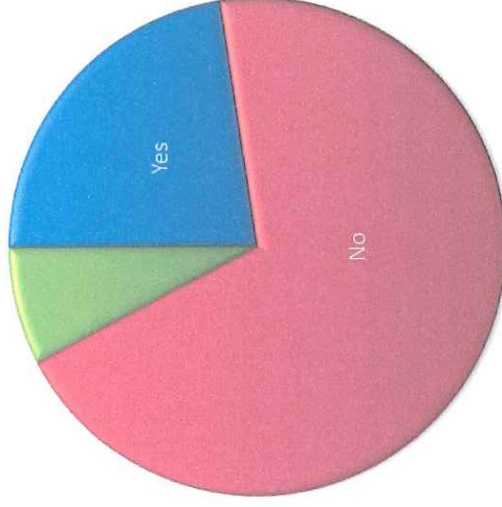


Yes 10.5%

No 80.7%

Skipped Question 8.8%

340 surveys taken online



Yes 22.6%

No 69.7%

Skipped Question 7.6%

Combined

Yes 19.6%

No 72.4%

Skipped Question 7.9%

- Of the 19.6% of the people who would like to see foreign language materials added to the Bookmobile, 20 languages were suggested.
- The most popular were Spanish (9.4% of all survey takers), Indian — including Tamil, Hindi, Gujarati, Urdu, Telugu, Marathi, and Malayalam — (4.6% of all survey takers), and French (2.6% of all survey takers).

**Category #1:
Proposed Stops**

A stop in our neighborhood.

There is not a bookmobile stop in our neighborhood and there have been a lot of young families moving into this subdivision. Between Washington and Oakland, east of Mercer.

A stop in the area of Prairie view north would be nice.

Pls consider brookridge apartments to make a stop there...

I have no idea where it goes now, or when. I think it would be helpful generally, to be stationed at a location everybody goes. Perhaps Meijer, Walmart, Eastland mall, Hy-Vee/Dollar Store lot, ect. My husband and I would utilize this resource on Sunday afternoon in the Meijer parking lot to checkout videos. We shop at Meijer on Sunday.

The Bookmobile stopped at Oakridge Subdivision for many years on Thursday evening. Can it start stopping here again? Miss it. thanks

Bookmobile cover nearby areas but those are not close to my address. If they can cover 1702 Clearwater Avenue Or Hy-vee supercenter. It would be great.

I'd love to see it in my neighborhood. On the other hand, I'm aware it's likely more needed elsewhere.

Just to have you come sometime in my neighborhood would be wonderful. Thank you.

Have it come back to South Gate estates now cardinal ridge

I can't think of anything else to say except to have it stop close by the former Bloomington Junior high school or somewhere close to East Jefferson street.

We would love it if there was a stop in the Fox Hollow neighborhood! My girls love the bookmobile!!

Come to our area

A love seeing the bookmobile- it would be great at a location like Meijer on a weekend

Add a stop in our neighborhood- we live in Ridge Crest

Please concentrate on frequent Bookmobile visits to nursery schools and day cares as well as parks where children and their caregivers gather. ALSO, please focus on making stops at nursing homes, senior centers, retirement communities, farmer's markets, dog parks, the BUSTERANT stops during lunch hours, and other gathering spots for senior citizens, individuals, children and caregivers, and families.

Consolidate stops on the northeast side to one longer or more frequent stop at the Northpoint School parking lot. It would service 4 large neighborhoods.

Please plan for a stop at our apartment complex. We're almost 300 families live here and it would be a great help to community, if we get bookmobile in our complex.

Have the bookmobile visit our neighborhood.

Bring the Bookmobile through Whitetail Ridge

Restore the Oakridge stop

More morning stops

Category #2:

Requested services and areas of improvement

I would like to see more current DVDs.

Make the Bookmobile more accessible to people living on the West side of Bloomington.

I would suggest a larger variety of books. The kids in my family have trouble finding books they would like, so they don't use it as often as the parents do even though they love reading.

Add new/more books

control expenses...do not try to be all things to all people

It would be very helpful if more children's books were on lower shelves. There are great children's books on the top shelf that my daughters will never reach themselves and thus not pick out on their own.

We really appreciate the Bookmobile! It would be nice if there were more opportunities to use it. We would go more often if it were nearby more often. It stops by us once a month and sometimes we're obligated elsewhere during that one hour window. That's always disappointing. More variety in the schedule would help us. (ie. twice a month on different days of the week) The librarians/staff on the bookmobile have been consistently awesome. Thanks for the great service you're providing the community!

Hours is the biggest thing. They extended the Fell stop 15 minutes, but they're still really during working hours. It is tough to make it every time they stop. Otherwise we adore the service, and appreciate it and the staff.

I think it would be easier if it wasn't SO hard to find! Every Monday at Toys R us, every Tuesday at Easter Seals, Wednesday at St. Pats of Merma, etc...it's is so hard to remember the 3rd...even every other would be easier...then it's like a crazy maze if you miss your week and want to find it in a different neighborhood! Plus book drops at its locations would be HUGE!!

Help the far west side.

Maybe have a place to sit and browse, especially for those of us with non-obvious disabilities.

Allow us to reserve more than 10 books per person.

I believe that there is a great need for outreach to the youth that live on the Westside. Mobility is often an issue for youth and increased stops and advertising through schools, after care programs, etc can greatly help increase engagement with west side youth.

More frequent stops. Once every three weeks is too little. More adult non-fiction (especially large print.) Have some children's programming. Change items more frequently. The bookmobile needs to be more inviting and inspiring.

More welcoming/out reach to demographics of west Bloomington. Thank you.

I think you need to take the bookmobile where people live who cannot access your services, more stops in lower income neighborhoods so kids can learn to love reading.

Increase information about it.

More current fiction--greater variety-- and audio books. I think you lost space w the new bus. Perhaps less cds? Maybe tailoring to a particular stop? Awkward to have childrens books opposite adult books-- esp when a couple of kids are camped out. Your bkm staff is *great*, especially Sarah, always friendly!

More info on the bookmobile thru email

I'd prefer to see the resources used to expand the offerings at the main branch or limited to serving home bound patrons only.

Allow me to set up text reminders for more than one stop.

build a branch in east bloomington so it is accessible all hours, day. and available for study groups, meetings, etc. it would be GREATLY utilized

Post reminders or post schedules in public places like nearby gas stations/convenient stores like CASEY's -- or places like fast food restaurants (McDonald's, Pizza parlors, Pizza Ranch etc)

Explain more about what the Bookmobile does.

We love the bookmobile and use it regularly, sometimes even going to other neighborhood's scheduled stops to pick up books we've put on hold. Keep it focused on books. Not movies. Not video games. Books for the whole family -- definitely not just the little kids. My teen daughters love to read. One reads YA and the other is bridging between older kids and YA. Nonfiction books are great too. I especially enjoy a new cookbook to peruse for inspiration, and one daughter thrives on art skills or craft books. Of course, a branch library in our area would be best. It's 25 minutes to get to the library from our house. That's 50 minutes round trip, plus our time inside the library. Who has that kind of time with active, curious, involved teenagers?

email reminder for when the Bookmobile will be in my neighborhood. I plan to use it more often after I retire next month.

I would like to be able to get a receipt at the bookmobile when returning materials.

Offer an east side drop box for BPL, so if we miss a bookmobile stop one week, we can return books on time without having to carve out 30-40 min RT travel time to return them to the library

I liked it very much. However I felt the schedule can be increased.

I can't think of anything. My daughter and I love visiting the bookmobile. Okay, I did think of something, move the young kids' books to the lower shelves. Right now it's on a top row and I have to lift my daughter up.

I think the bookmobile is fantastic, the bookmobile's presence on social media is lacking. It would be nice to see more post about where the bookmobile will be stopping that week as an added reminder!

More marketing and publicity. I listen to GLT and I never hear any announcements about the Blm Library. I often hear Nrm Library announcements.

If possible, book deliveries in mail boxes would be greatly appreciated.

Rotate a little more

It would be great if the bookmobile could get me books on some technical topics like dataware housing

Organize beginner books by reading level

Put a branch building on the far east side of bloomington

More WIILU games

Would like newer movies

increase frequency

Bigger! (Wishful thinking, of course) I would say handicap accessible, but the drivers of the bookmobile are always so helpful I'm sure they can accommodate for my wheelchair-bound friends. LOVE this service and the people who make it happen! Thank you.

Category #3:
Things we do well
and requests to keep
services

The Bookmobile and staff are fantastic!!! Keep the stops where they're well-used. Cancelling busy stops to put the Bookmobile in places it's not used doesn't make sense.

I think the Bookmobile is a great service although I do not use it. I would like to see it continued for those who cannot otherwise use the library's resources.

The bookmobile couldn't be more convenient for us - it parks across the street from our house in Eagle Ridge Subdivision. We Love It!!

I'm just very happy that they are around the corner from my house

I feel you're already doing a great job and very great service to society. Keep it up!

We have been using the Bookmobile since we moved to Bloomington 12 years ago and we really love the having it stop within walking distance.

Nothing - This is already a great service and I plan to take advantage of it again this summer!

There is nothing in my situation. I visit the physical building several times a week. I do hope, however, that the bookmobile continues to be a part of BPL's library services to the community.

Nothing; the bookmobile is perfect!! We LOVE this service!

Nothing, it's just right. I'm tickled that it's available and so I use it. Thank you.

We love the bookmobile and the very helpful and friendly staff!

Nothing. The book mobile is an excellent service, even if we don't take full advantage.

Continue to come to our stop by Fell Park at University & Fell. I love the convenience of the bookmobile. Plus they seem to have newer books and I can make requests for the next time they come. They are always so pleasant.

We enjoy and use the Bookmobile and are thankful for the service.

It's a great service. Don't cancel well-used stops in favor of politically motivated locations. The Bookmobile should be located in areas that it's used.

Keep it coming to Oakwoods. We love it!

I've only used the bookmobile a few times but as I get older I feel it will be more convenient to use instead of driving to the library. I like being able to use the computer to have the books I want and being able to get the at the bookmobile. It's great to have this in our city.

I think the Bookmobile is a great part of our library!! Now that I am retired, I can see myself using it more...checking out books, picking up "holds" (if possible!) and definitely returning material! I understand it can't be everywhere at the same time so once I get the set day/time it will make it more user friendly for me. I think being able to pick up "holds" would be very helpful!

Although I haven't used this service, I do think it is a wonderful service to offer in our community!

Nothing, it literally stops right in front of our house so it's convenient. I don't always find books, but I use the "hold" feature to have books for me.

I love that there is a Bookmobile. I wish I could visit it more but the days it has fallen on for my neighborhood, I have been out of town. But keep it coming - I will make it there!

I really don't need the book mobile in my neighborhood, which is about six blocks away from the library. I do think the bookmobile is a wonderful asset to the community, and I used to use it regularly when I lived further away from the library.

We like and appreciate the bookmobile service in our neighborhood.

We love it! We think it is great already.

I'm very happy to know that BPL offers a bookmobile and hope this survey helps to identify those who would benefit from the service.

It is already very useful. Thank you for this service. It's awesome!

I'm happy to come to the library so I wouldn't normally use the bookmobile. I prefer to have all library resources available to me! But it's a great service.

As a taxpayer, I would like to see the bookmobile continue to serve the citizens that are a good distance from the library.

I understand that this is an important service to those who can't get to the library. I would feel a little selfish making it work for me just to save me a trip to the library. We come pretty regularly every 3 weeks when the books are due. I hope that the bookmobile continues to support folks who otherwise might miss out on reading new material.

The ability to put materials on hold and have them delivered to the book mobile is key! I LOVE the consistency of the timing of items due. I don't have to worry about things being due on different dates. We love the bookmobile and utilize it if and refer others to it often.

I prefer use the main libraries, but I feel that this is an excellent service to provide for people who can't visit the library! Thank you!

Nothing. Although we don't use the Bookmobile, we are glad it is available to serve those who live farther from the library.

We don't use the bookmobile since the library is walking distance from us

You do a great job, service is efficient & friendly.

I can't think of any improvements.

Thank you for providing a needed service.

Fine as it is...like it!!

I really enjoy coming to the actual library. I am glad the bookmobile provides the service to the community. I see many young families utilizing these services. I just prefer to keep driving downtown.

As a tax payer, I want the bookmobile used as effectively and efficiently as possible. Let it go where it is needed and welcomed. The library is working on limited resources. Invest time and money and people wisely. You can't be everywhere and offer everything to everyone. I don't think you need to come to the Founders Grove area. I can drive, walk, or bike to the main building.

Nothing. We love the Bookmobile and think it is a FANTASTIC asset to living in this community.

Nothing for myself, and I already think you do a wonderful job.

Keep it going! I liked using the bookmobile when I lived far away from the library. The only reason we don't use it now is that we live so close. We <3 our public library.

The people on the bookmobile are already very friendly.

Love the 3-week checkout option and ability to put books on hold. Also not sure how often materials are rotated. We haven't read everything yet!

I think the bookmobile is great. It's helpful and convenient. We use the website to put what we want on hold and visit every week. Saves us time and money that we would have to go to the main library. Love it, love it, don't change!

The bookmobile has served my family well for decades.

Nothing I can think of. This is a fantastic resource that we use very regularly. It is a well-run program.

Ya'll do a great job!

My grandson loves the bookmobile. He looks forward to it each month.

We look forward to making this a regular stop when it is out here at Freedom. My girls were excited to come. Thank you!

It is a clean, bright, safe place-- good work! I like a manageable collection of books. We all need to be prompted to read new things.

Please keep the bookmobile coming to Eagle Ridge as it has for over 29 years. We'd never read as much if we had to go downtown to the main library. The staff are always so helpful and pleasant. It's terrific that we can order books and pick them up on the bookmobile.

What you are doing! We love the bookmobile.

Illinois Non-Resident Card Program

Minimum Fee Calculator for General Mathematical Formula

Fill in the three boxes below to calculate the minimum fee your library can charge for a non-resident card.

Library income from local property taxes (or equivalent)

\$4,544,765

Find this information on your library's most recent Illinois Public Library Annual Report. Item 9.1 on the 2015-2016 report

Service population (per latest U.S. census)

76,610

Find this information on your library's most recent Illinois Public Library Annual Report. Item 1.26 on the 2015-2016 Report

Average household size (per latest official U.S. census)

2.35

Find this information at <http://factfinder2.census.gov>

In the Quick Start box, type "average household size" in the box labeled "topic or table name". Fill in your city or zip code(s) in the box labeled Geography, then click "Go".

The minimum fee your library can charge for a non-resident card is:

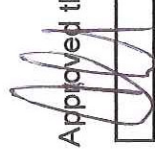
\$139.41

Bloomington Public Library will charge:

\$140.00

Effective 7/01/2016 through 6/30/2017

The above fee is the average cost per household on which to base a fee for a family card. Libraries using the general mathematical formula may establish a non-resident fee higher than this amount, but may not charge less.

Approved this 21st day of June 2016

Carol Koos, President

UPDATED:

2016 Fall Semester Tuition for Staff Currently Enrolled in Coursework

We currently have two staff members enrolled in the Masters of Science in Library and Information Science Program at University of Illinois, one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University, and one staff member enrolled in the Business Administration at Heartland Community College. The students have not received their billings as yet for the fall semester. However, based on estimated tuition rates, I estimate the cost not to exceed \$12,000. I would further request that the funds for the tuition be paid for from the Stubblefield Bequest.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund tuition for the 2016 fall semester classes for two staff members currently enrolled in the Masters of Science in Library and Information Science Program at University of Illinois, one staff member enrolled in the Bachelors of Science in Information Technology Program at Illinois State University, and one staff member enrolled in the Business Administration at Heartland Community College at a cost not to exceed \$12,000 and that the funds be paid for from the Stubblefield Bequest.

Approved on this 21st day of June, 2016



Carol Koos, President
Bloomington Public Library Board of Trustees

Approved on this 13th day of July, 2016

Mary Ann Webb, President
Bloomington Public Library Foundation Board of Directors

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 East Olive Street • P.O. Box 3308
Bloomington, Illinois 61702
(309) 828-6091
www.bloomingtonlibrary.org

DATE: JUNE 17, 2016
INVOICE # 100

TO: Bloomington Public Library Foundation
Bloomington, IL 61702-0067

REMIT TO: Bloomington Public Library
ATTN: Kathy Jeakins
Business Manager
P.O. Box 3308
Bloomington, IL 61702-3308

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
					30 Days	7/30/2016

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Summer Reading Program Donation			\$21,961.50

TOTAL DISCOUNT

SUBTOTAL \$21,961.50

SALES TAX N/A

Approved this 21st day of June, 2016

Approved this 13th day of July, 2016

TOTAL \$21,961.50



Carol Koos, President
Bloomington Public Library Board of Trustees

Mary Ann Webb, President
Foundation Board of Directors

Make all checks payable to Bloomington Public Library

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE ANNUAL PERIODICAL SUBSCRIPTION SERVICE
TO EBSCO SUBSCRIPTION SERVICES

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 the annual periodical subscription service to Ebsco Subscription Services in the amount of \$17,863.97
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,863.97

Approved this 21st day of May 2016



Carol, Koos, President
Bloomington Public Library Board of Trustees



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Subscription Renewals at current rates	17,001.57
Estimated publisher price increases	1,020.09
Amount Due	18,021.66

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(see attached)*

Total:

- 157.69

17,863.97

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April 25, 2016

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<u>April 30, 2016</u>	0.875% - see email from Tom Adamson
May 31, 2016	0.750%
June 30, 2016	0.625%
July 31, 2016	0.500%
August 31, 2016	0.375%
September 30, 2016	0.250%

For example, if we receive a \$10,000 payment by June 30, 2016 we will add 0.50 % of \$10,000, or \$50.00 and credit your account for \$10,050.00.

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After you return the renewal authorization, a final invoice will be generated which includes the amount of your payment plus the additional credit as **"Cash/Credit Applied."** Any balance due or overpayment from you will be indicated. The definitive invoice will be based on the publisher's prices in effect at the time of invoicing. We suggest that payment amounts from the final invoice be posted in your library system. Please do not post payment amounts from your Annual Renewal List or pro forma invoice in your library system.

If you have any questions about our prepayment program or this offer, please contact your Accounts Receivable Representative or any member of the EBSCO team.

Sincerely,

Tom Adamson
Manager
EBSCO Accounts Receivable
877-763-6349
tadamson@ebSCO.com

Kathy Jeakins

From: Tom Adamson <TAdamson@ebSCO.com>
Sent: Monday, June 06, 2016 9:55 AM
To: Kathy Jeakins
Cc: Cristi Warren
Subject: EBSCO Prepayment Program

Good Morning Kathy,

Per our conversation this morning if you will advise me of the check number and the amount we will note the account that you will be given the prepayment credit of .875%. I look forward to hearing from you.

Regards,
Tom

Tom Adamson
Manager
EBSCO Accounts Receivable U.S., Canada, Caribbean and Mexico
1-877-763-6349 toll free U.S. and Canada
1-205-981-4611 direct
Email: tadamson@ebSCO.com
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Bloomington Public Library

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June 2016

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

With Rhonda's help, I submitted a Letter to the Editor promoting summer read.

I was interviewed on WGLT. Overall, I believe this was a very positive piece and a great way to spotlight some of the things the Library has on the horizon.

I jumped right into developing relationships in the community by attending City Department Head Meetings, a City Council Meeting, the Bloomington Rotary Club, and a West Bloomington Revitalization Project meeting. I also have been accepted to the Leadership McLean County program sponsored by the Chamber. I think this will be a great way to get to know a wide variety of community members and services.

Finally, I scheduled a meeting with Farnsworth to restart the Library building study.

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

The Department Managers and I had our first work session to develop the business plan for FY17. While only in draft format, we have exciting ideas and have even started to put some of them into action.

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

I received a warm welcome from the Bloomington Public Library Staff and Board. The managers paired up to take me out to lunch my first week. I met with several board members, met one-on-one with each manager, went on an in-depth tour of the building, made my way around each department, and visited several staff committee meetings.

I also participated in interviews for several full time circulation positions with Gayle and Laura.

Goal: Administer a cost-effective public library.

Bequest: We were named as a beneficiary in the James & Barbara Meek trust. We will receive 3% of the trust. I am working with the BPL Foundation to submit the required information. Typically it takes some time before trusts are settled and money distributed.

Grants: In the past, we have participated in the educational technology initiative IL State Library Project Next Generation grant. The guidelines have become much more restrictive this year and no longer fit with our community. In exploring other options, we found a Best Buy grant opportunity that would allow us to offer a similar program with fewer restrictions. I worked with Jon and Kathy to develop a program idea and then submitted the application. We should hear back September 15th.

Adult Services - June, 2016

Carol Torrens, Manager

Collections

Marcie met with Jeanne to review updates to the Large Print ordering plan.

I completed a review of print magazine subscriptions and submitted changes that will go into effect in 2017.

Programs

Displays in Adult Services included Lynda.com, Score with a Good Book (sports), wedding planning & etiquette, and Build Something. The display in the DVD area was Fathers, featuring movies with dads. The IL Collection display continued to feature Route 66.

Mary gave a tour to 11 students and teachers from Emden Hartsburg High School, including SRP and helping those who needed them to get a library card.

Karen met twice with the Lincoln's Festival in Bloomington Committee. The festival will occur on the weekend of July 16 & 17.

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap – 1 session – 11 attended

Concerts on the Patio: Sweetwater – 1 session – 55 attended

Tech Connect

Database Speed Dating – 1 session – 6 attended

There's an App for That – 1 session – 4 attended

Computer 101

Computer Basics for the Beginner – 1 session – 4 attended

Internet Searching and Email 101 – 1 session – 2 attended

Job Search Basics – 1 session – 8 attended

Plant, Preserve, and Prepare with U of I Extension – 1 session – 8 attended

DIY Summer Candle – 1 session – 12 attended

Altered Book Art: Folded Book Art – 1 session – 10 attended

Prairie State Legal Services – 1 session – 1 attended

Sports Series

Twin Cities' Baseball History with Bill Kemp – 1 session – 23 attended

Sports Photography with YNI Sports – 1 session – 3 attended

McLean County Athletics with Dick Luedke – 1 session – 0 attended

Tabletop 101 with Red Raccoon Games: Code Names – 1 session – 4 attended

SaTOURNEYday

Scrabble Tournament – 1 session – 0 attended

Rock, Paper, Scissors – 1 session – 0 attended

Health for the Win: Smoking Cessation – 1 session – 0 attended

Oversized Game Night – 1 session – 45 attended

Teen programs

Minecraft Tournament – 1 session – 36 attended

Game Night in teenZone – 4 sessions – 20 attended

Monday Movie Matinee – 2 session – 20 attended

Hungry Hippos Live! – 1 session – 7 attended

Training & Technology

There were 23 individual appointments with an Adult Services staffer. Topics: ebooks, practice CDL tests, job application for a blind customer, Google Docs, in-depth with the scanner, android phone, job applications, Word and Excel, and a genealogy search.

Jesse from Children's and I attempted to attend the annual NSLS Consortium meeting for Overdrive, our ebook vendor. However, traffic, construction, and misdirection resulted in us arriving at the Elmhurst Library shortly before the meeting concluded.

Staff

Gayle and I conducted 3 interviews for the Lib. Associate position. I happily welcome Marie Bobrosky from Circ. to the department. She'll start in mid-July.

Anne Ozbun will be the summer weekday temp in TZ, allowing the room to open at 10:00 a.m. each weekday morning.

Many AS staff attended a Q & A with Jeanne to help us get to know her better. She also attended a departmental meeting.

Other

I attended a Library Board meeting.

I met with Jeanne about Adult Services and the library, what's great and what might be considered for changes.

BUSINESS OFFICE - June 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
- Johanna continues to pick up mail at the post office—the amount of mail with the post office address has been getting less and less
- The Library received its two additional Property Tax distributions in June totaling \$1,424,745, bringing the total for the fiscal year to \$2,344,226
- The Library received its Per Capita Grant of \$59,054.82
- Golden Prairie received its Per Capita Grant of \$6,310.18
- Revised three materials budget line items to reflect the lack of space; the Adult Books, Children's Books, and A/V Materials line items were reduced by \$38,690 and the Other Purchased Services line item was increased by the same amount; the total budget remains the same
- Supplied pertinent data to City for the audit
- Provided financial data to Caprice for the Annual Report
- Made arrangements to have voice mail for staff leaving employment cancelled and made arrangements to set up voice mail for new staff
- Submitted the Legal Notice for Golden Prairie's Public Hearing related to their levy, which will be July 20
- Prepared 0 expense batches in MUNIS
- Prepared 11 deposit batches in MUNIS
- Entered 6 expense batches in account files
- Entered 22 deposit batches in account files
- Meetings:
 - Jon and I had lunch with Jeanne: 6/1
 - Met with Jeanne regarding expectations: 6/15
 - Attended Open House for Kathy Eder's Retirement: 6/17
 - Jon Whited and I met to discuss what is needed in the Wetzel Reading Room regarding conferencing capabilities
 - Department Managers: 6/1, 6/15, 6/22, 6/29
 - BPL Board Meeting: 6/21
 - Golden Prairie Board Meeting: 6/15
 - Golden Prairie Marketing Committee: 6/6
- Bills review in June: Mike (6/6), Carol (6/14); Van (6/20 & 6/27)

Children's Services - June 2016

Melissa Waltrip, Manager

Programs

In June, the following programs were offered:

- Candyland Live – 431 attended
- Board Game Day – 71 attended
- Ben the Bubble Guy – 200 attended
- Ecology Action Center – 42 attended
- Teddy Bear Games – 30 attended
- Book Adventures – 8 attended
- Pagina por pagina – 12 attended
- Tales for Tails – 3 sessions – 46 attended
- Mini Olympics – 250 estimated attended
- Singing, Swinging story time – 2 sessions – 30 attended
- Little Owl's lapsit – 3 sessions – 59 attended
- Ready Set Read story time – 3 sessions – 292 attended

We visited the following sites:

- Irving School free lunch – 40 attended
- Stevenson School free lunch - 50 attended
- Bright Horizons preschool – 32 attended
- Scribbles preschool – 18 attended

23 groups visited the library with 650 students. Many of these groups visit once a week throughout the summer. During their first visit, a Children's staff member meets with the group to promote summer reading, explain library rules, and give the group a tour.

Total June programs offered:

- 11 programs – 1090 attended
- 8 story times – 381 attended
- 27 groups/visits – 790 attended
- Total – 46 programs/visits – 2261 attended

In addition to our regular, recurring programs, the following programs will be offered in July:

- Ronald McDonald's Magic Show – Thurs July 7 and Fri July 8 – 10 am
- Troy Roark, Juggler – Thurs July 14 – 1pm and 6:30 pm
- MiOperatunities Presents "Hansel and Gretel" – Thurs July 21 – 11 am

- Minute to Win It – Sat July 23 – 11 am – 1 pm
- Twin Cities School of Dance – Sat July 30 – 2 pm

Other

- Danny organized and implemented a new linked calendar feature between Microsoft Outlook and SharePoint to enable easier organization of program information.
- Lisa provided activities for the kids to do when the DePriest Puppet Show was unexpectedly cancelled due to illness.
- Various blog entries were created and posted. Topics included apps for kids, graphic novels, children's picture books with empowered female leads, and suggestions for books to read after finishing the *Diary of a Wimpy Kid* series.
- June book displays included Father's Day, Read for the Win, and National Candy Month.

Circulation and Outreach Services - June 2016

Laura Golaszewski, Manager

1) Staff, committees, and training

- Interviews for our open PT library assistant positions continued this month. We have some great candidates so we hope to be fully staffed very soon.
- Rachel Park left us this month to go work in Adult Services. We wish her the very best!
- Emily Wilson and Molly Stevenson started as full-time Library Technical Assistants this month, and they have been doing a great job!

2) Outreach news

- Bookmobile staff visited the Miller Park Birthday Party to hand out SRP materials as well as sign up new library cards.
- Home Delivery staff delivered 406 items to 43 patrons this month. They also added one new patron.
- Deposits staff hosted 2 programs and delivered 750 items to 7 sites.
- To create more collaborative workspace in the Circulation Annex, we will be ordering some new parts and pieces for our desks. We hope to have this in place next month.

3) Technology

- Circ staff processed 146 AV snags this month.
- I worked on changing over several batches of GPPLD addresses that were incorrectly marked as Bloomington cards. These are now all correct.

Door Count: N/A (gate malfunction)

Bookmobile Customers: 1,532

Training Hours: 59

Volunteer Hours: 26

June 2016 Circulation and Outreach Services Statistics

Total Circ BPL	131,572
Total Circ Main	117,687
Adults	53,154
Teens	5,009
Children	59,524
Total Circ Outreach	7,295
OTR Adults	2,431
OTR Teens	229
OTR Children	4,635
Total Circ eBooks	6,590
Freeding	15
MyMediaMall	5,584
Total Circ Freegal	728
Total Circ Zinio	255
Total TumbleBooks	8
Borrowers Registered	634
Total Active Cardholders	33,243
Children	5,754
Teen	2,102
Adult	25,387
GPPLD	1,465
Total Holds Filled	8,284
Main Holds	6,922
Outreach Holds	1,362
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	641
THUR	1	WINGOVER MORNING	332
WED	1.25	RAINBOW AVE.	236
WED	1.25	RAINBOW AVE.	174
SAT	2.5	FREEDOM OIL	169
THUR	1	WINGOVER MORNING	168
TUE	1.25	GOLDEN EAGLE	149
MON	1.5	THE GROVE	148
WED	1.5	EAGLE CREST	146
TUE	1.25	GOLDEN EAGLE	141

5 Stops with Lowest Circulation

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

Total Monthly Stops: 48

Circulation Questions Answered: 789

Outreach Questions Answered: 182

Total Questions Answered: 971

	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						
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						
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						

Human Resources - June, 2016

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended the all-staff Q&A Session with Jeanne Hamilton
 - 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 June, I participated in 18 interviews and provided orientations for 8 staff members. More interviews than usual were conducted in June to a lot of internal movement/promotions.
- In June, there were five in-house job announcements and two website/Facebook announcements
- I prepared a document for the City including all leave time balances as of the end of the City's fiscal year
- I met with Jeanne to discuss the duties/tasks/functions of the HR department
- I attended the BPL Board Meeting on June 21
- I participated in the Business Plan Work Session with other managers on June 29
- I serve as the Work Study Coordinator with Illinois Wesleyan University. I have already had students contact me for positions next fall.
- 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
 - Johanna and I carefully tracked daily time entry for specific employees were had resigned or changed job classifications to ensure correct pay
 - I calculated and communicated numerous vacation payouts for staff that had resigned
- 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

Information Technology – June 2016
Jon Whited, Manager

Operational

We wrote several programs to sort all of the Golden Prairie users in Sirsi into their township. This will allow us to generate reports circulation, new users and other reports based on the township that they are in.

We installed two new video surveillance cameras in the Children's department.

We purchased and installed conference calling device that can be used during meetings in the Wetzel Room. This eliminates the need to use a staff member's line during the meetings and taping down phone cords to be able to have a phone available.

We are in the process of upgrading all the Library PCs to Windows 10. We have started upgrading the machines in the Teenzone and we will have this project done by the end of the month.

We finished upgrading the PCs in the Technical services area. We will be moving into the Circulation Annex next to upgrade their PCs and equipment.

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 - June 2016
Rhonda Massie, Manager

Summer Reading:

Summer Program Guides /Reading Logs & District 87

- Each K-5 student in District 87 was to receive a copy of the summer reading log and the summer program guide in their backpack during the final week of school.
 - We've learned that Bent School failed to hand out the materials. They have returned these items to the Library.
 - Unfortunately, at Bent School's request, we had the reading log translated into Spanish. Those translated logs are now available upon request in the Children's Department.
 - In talking to parents and kids asking for logs in the Children's Department, we believe that Stevenson School also failed to distribute the materials. Stevenson has not confirmed this and has not yet returned the materials.

Advertising

- Summer Reading is being advertised via the following venues/outlets:
 - Our Summer Reading banners were installed on BPL's exterior on May 29.
 - Center Street Banner
 - Thanks to Bloomington Rotary, we received a complimentary week of Center Street Banner fly time from June 6-13. The banner will also fly June 27-July 10.
 - Movie Theaters
 - All Summer: 60-second commercial before each movie at Ovation & Wehrenberg.
 - Radio
 - **Cumulus:** June 6-12: 30-second spots on WBNQ (101.5) & B104 (104.1)
 - **Great Plains Media (radio):**
 - 24 ads will promote programs on Magic 99.5. We change the ad each week.
 - June 6-12 & June 20-26: 15-second spots on The Bull 107.7 & Magic 99.5
 - July 31-August 6: 25 on-air mentions about our party to end Summer Reading on The Bull 107.7 & Magic 99.5
 - August 6: live broadcast from our end party on The Bull 107.7
 - **Neuhoff**
 - June 6-12 & July 4-10: 30-second spots on Hits 100.7
 - June 6-12 & July 4-10: 15-second spots on Hits 100.7 during Elvin Duran show
 - Billboards (to split weeks with Lynda.com)
 - **Lamar:** Downtown (600 N Center –has one side); June 6-July 3
 - **Picture This:** Digital Billboards
 - Eastland/Veterans Parkway (both sides); June 6-July 6
 - Market/MLK Drive (both sides); June 6-July 6
 - **Martin:** Digital Billboard at Lincoln/ Veterans Parkway (both sides); June 6-July 4
 - Newspaper
 - Pantagraph
 - 2" x 7 column Thank You ad to run Sunday, August 7
 - *Pastelle* Magazine
 - Article in June 20-July 20 issue – promoting Lynda.com

- Advertisement in June 20-July 20 issue – promoting our Lincoln's Festival programs
- YMCA
 - 5 digital screens at the YMCA
- Yard Signs
- Signage within the Library
- Digital signage on Facebook, Instagram, Twitter, and the Library's website
- Full-page ad in the Old House Society's Home Tour Booklet
- Full-page ad in the Community Players *School Hosue Rock* playbill.

Bookmobile

- Results of the Bookmobile Survey were entered into Survey Monkey, compiled, and presented to the BPL Board via a Power Point presentation during the June meeting of the BPL Board of Trustees.

New Resident Postards

- Postcards are sent to new residents each quarter. This quarter, we mailed 470 New-Resident Postcards to new Bloomington and GPPLD residents.

Media

- June 6; article in The Pantagraph; *Library summer reading programs appeal to everyone*
- June 10; Letter to the Editor by Jeanne Hamilton; *Avoid 'summer slide' by reading books*
- June 15, WGLT's Charlie Schlenker interviewed Jeanne Hamilton about being named BPL's director.
- June 18; Letter to the Editor written by Robert Porter; *Thanks to Lindberg for BPL service*

Electronic Outreach:

- During the past month, the Library added 85 Facebook fans, for a total of 4,487.
- During the past month, the Library added 21 Twitter followers, for a total of 1,479.
- During the past month, the Library added 58 Instagram followers, for a total of 462.
- During the past month, 16 people signed up to receive Bookmobile texts for a total of 523.
- During the past month, 7 people signed up for Library texts, for a total of 126.

Designing/Creating Promotional Materials

- Display signs
 - Father's Day (sign for Childrens' Department)
 - Great Outdoors Month
 - National Candy Month
 - Happy Father's Day! (different sign for Adult Department)
 - European Travel
 - Score with a Good Book (sports, games, etc.)
 - Build Something (woodworking, DIY, etc.)
- Display
 - Display materials promoting Lynda.com were created at the request of Adult Services
- Advertising
 - Summer Reading Ad for the monitors at the YMCA
 - Ad for the Lincoln's Festival Booklet

- Ad for the Community Players Playbill – *School House Rock*
- 12 different commercials promoting major Summer Reading programs were submitted to Magic 99.5. The commercial changes weekly and will run for a total of 24 weeks. Additional commercials will be submitted as soon as the September-November programs are slated.
- Signs/Banners
 - Artwork – fliers, posters, and digital art for social media – created to let the public know that we're closed on July 4
 - Artwork for the Story Room door
 - Shelf Talker for a new book club kit
 - Banner thanking Summer Reading Sponsors (hanging in stairwell)
 - Handouts requested by Carol to explain new scanning instructions
 - "Check Out Program Info Here" – signs requested by Carol
 - "Pick up a Reading Log at our Candy Land program in the Community Room or at any of our three service desks"
 - Summer Reading Prize lists created for Facebook and to stand in acrylic holders at the AS & CS Desks
- Digital Billboards
 - Contracts organized and artwork created to promote Summer Reading and Lynda.com; runs start June 6
 - Lamar (Downtown Bloomington)
 - Picture This Advertising (Eastland/Veterans & MLK/Market)
 - Martin (Lincoln/Veterans Parkway)
- Individual Program Promotional Materials
 - July Calendars
 - Radical Home Economics Materials
 - BookMyne Handout
 - Bookmarks to promote the Read & Watch Discussion Group
 - Sunday Matinee for Teens
 - All Lincoln's Festival programs on one handout
 - SaTOURNEYday publicity
 - Hack Your Life publicity (though program later cancelled)
 - (Adult) DIY @ Your Library publicity
 - Publicity for two Tech Classes on one handout
 - Publicity for the Plant, Preserve, Prepare program
 - Mini Olympics publicity
 - pagina por pagina publicity (in English and Spanish)
 - Publicity for the Adult Services movie series
 - Family Games Day Publicity
 - Lincoln Coloring Contest publicity
 - DePriest Puppets publicity
 - Publicity for Ronald McDonald's Magic Show
 - Publicity for Troy Roark's Juggling Show
 - Publicity for the Minute to Win It program
 - Publicity for Teen Craft during Lincoln's Festival
 - Publicity for the Midwest Opera's *Hansel & Gretel* performance
 - Publicity for the School of Dance program
 - Publicity for Computer 101 classes
 - Publicity for Tabletop 101 programs
 - Publicity for the Oversized Game Nights

- DIY Tic Tac Toe publicity
 - Health for the Win publicity
- Digital Artwork
 - Art announcing that Summer Reading starts June 6 for
 - Facebook
 - Instagram
 - Twitter
- Extra Designing/Printing
 - 50 Mystery Book Club Bookmarks for the AS Desk
 - 300 Zinio handouts
 - 300 Freegal handouts
 - 300 Tablet handouts
 - 300 Smart Phone handouts
 - Updated and printed new Freegal handouts to include information announcing that BPL users can now use the Freegal App
 - Summer Reading Logs for all three ages converted and printed in black & white (people asking for replacement logs are given a black & white version in an attempt to be able to count how many logs were handed out)

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:

- Rhonda and Jeanne attended the June 24 Strategic Planning Session for the West Bloomington Revitalization Project. This was the first in a series of meetings that Rhonda will attend.

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 – June 2016
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – every Wednesday
 - Melissa and I had lunch with Jeanne – June 7
 - BPL Board meeting – June 21
 - AFSCME Union Reps, Jeanne & Gayle – June 27
- Prepared and submitted the Illinois Public Library Annual Report to the Illinois State Library on June 27.
- Submitted the new non-resident fee to RAILS.
- Four Smartphones that are no longer used by Support Services were sent to the Sprint Buy Back program for a credit of \$94.00.
- Extra batteries and electrode pads were ordered for the AED machines in the Library.
- LED lamps were ordered to replace the HID lamps in the decorative post lighting on the property. Weber Electric will rewire the fixtures so as to circumvent the ballast. There will be significant energy savings with the use of the LED lamps.
- One desk chair for Childrens and two for Circulation were ordered to replace chairs that had become compromised.
- Caprice along with Jeanne and Laura G. met with Joel Ramseyer from Lincoln Office to look at adding additional work spaces in Circulation Annex. We have some of the parts needed for this expansion stored in the boiler room and Joel will be submitting a quote for the remaining pieces and installation.
- Custodial staff replaced carpet squares that were damaged (by salt) in the vestibule and in front of the sorter.
- Filters were replaced in both the main air handler and the rooftop air handler.
- We have had double coverage of both Security and Custodial staff during our popular Summer Reading programs.
- The Garage Sale was held on Friday, June 3, and we sold about 90% of the items for a total of \$630.80. A few of the bigger items were sold after the fact via advertising on our Facebook page.
- The parking lot was repaired, seal coated and striped the weekend of June 11, but the excessive heat made a mess of things, and the lot needed to be re-striped. The restriping is to be done the weekend of July 2.
- The extension of our fencing on the west side was installed on June 27. This surely will keep folks from walking through our landscaping!
- A new icemaker was installed in the break room refrigerator. The original one had been limping along for quite a while, so it was time for a new one. It took the service guy about 15 minutes to switch it out!
- Kone now handles our phone monitoring system for the elevator rather than Thyssen Krupp.
- The annual inspection of the elevator was performed, and it passed. We should receive our new Certificate of Operation very soon.
- Tyco (formerly Simplex) conducted our semi-annual inspection of the fire alarm system, and all was good. Along with this, the annual inspection of our security system was conducted with no issues.

- Mid-Illinois Mechanical replaced a leaking valve on a plumbing line in the ceiling over the Technical Services Department.
- Weber Electric installed two recessed fixtures at the south end of the Circulation desk where staff is stationed to help with Library accounts.
- Tri-county Irrigation replaced a sprinkler head on the west side near the entrance.

Volunteer hours: 20

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

- The Pantagraph newspaper is now spread out among 12 slots for 12 weeks. There are 4 additional slots, separated by month, for newspapers that we need to keep until we receive the microfilm.
- Tura worked with Sarah in CS to ensure all the juvenile graphic novels (that need them) have series numbers. In the past, many older bookmobile items going from OTR to Main got missed.
- We are still making contact with newspaper and magazines who have not made the correct address change away from our old PO. We're hoping to have them all phased out soon.

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

- Tura and Allison worked quite a few Teen Zone shifts in order to open it earlier in the day.
- All TS staff participated in the beginning of the Summer Reading Program whether it was stuffing envelopes, working the log table, or helping with CandyLand.
- 6/8/16 – Candyland was a huge success thanks to Jesse Wyer and a load of other staffers from around the building. Over 400 attended.
- Marion is doing extremely well in her new role in TS. We're still working through the invoice filing system and making sure all contacts have been switched over to her name and e-mail.
- Margaret will be off from 7/6 to 8/5. Allison will keep up with new Tuesday books and holds. Other adult items might be processed and cataloged a bit more slowly, but we'll utilize our volunteers to keep things moving.
- Marion will be off from 7/11 to 7/15. Allison will keep up with incoming boxes and orders.
- Training hours – 38

GOAL – To work effectively through the use of technology

- Starting with August on-sale dates, we will now have on-order records for LP books from automatically yours authors. This goes along with a change to receive more LP from B&T on their automatically yours plan.
- Remember: you can always access the list of Automatically Yours authors via Technical Services on SharePoint. It can be found under Procedures, Adult and Teen, AY Backorder Confirmation Reports. Typically, we are able to put up items at least 6 weeks in advance.
- Marion is utilizing B&T Customer Support and B&T Invoice Gateway to access information much more quickly.

GOAL - To administer a cost-effective public library.

- We have a new volunteer in TS. Lee Reardon is a high school student hoping for a ton of volunteer hours this summer. If we run out of tasks for her in TS, she will be helping shelve AV in Circulation or Children's.
- Volunteer hours – 16

June 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	960	256
Adult Nonfiction	343	121
Juvenile Fiction	971	378
Juvenile Nonfiction	174	89
Adult CDs	117	3
Juvenile CDs	0	1
Adult DVDs	413	219
Juvenile DVDs	150	21
Adult Audio	103	12
Juvenile Audio	0	0
Adult Computer Games	23	0
Juvenile Computer Games	2	1
Total Adds/Withdraws	3256	1101

Total Items in Main	306925
Total Items in OTR	12153
Total Items in Library	319078

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2016
BLOOMINGTON PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30053
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0050
1.3b FSCS_SEQ [PLSC 700]	004
1.4a Legal Name of Library [PLSC 152]	Bloomington Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	☐
1.5a Facility Street Address [PLSC 153]	205 East Olive Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	☐
1.6a Facility City [PLSC 154]	Bloomington
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	61702
1.7b If the facility's zip code has changed, then enter the updated answer here.	61701
1.8a Mailing Address [PLSC 157]	PO Box 3308
1.8b If the facility's mailing address has changed, then enter the updated answer here.	205 East Olive Street
1.9a Mailing City [PLSC 158]	Bloomington
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	61702
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	61701
1.11a Library Telephone Number [PLSC 162]	309-828-6091
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	309-828-7312
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.bloomingtonlibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Walter Lindberg
1.15 Title	Interim Director
1.16 Library Director's E-mail	TerryL@bloomingtonlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City ☐
1.17b If the library type has changed, then enter the updated answer here.	☐
1.18 Is the main library a combined public and school library?	No ☐
1.19a Are any of the branch libraries a combined public and school library?	☐
1.19b If YES, provide the name of the branch or branches in the box provided.	
1.20a Does your library contract with another library to RECEIVE ALL your library services?	No ☐

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	McLean
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No ☐

1.22b IF YES, indicate the reason for the boundary change	☒ ☒ Unknown
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	76,610
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	☐
1.25a This library is currently a member of what Illinois library system?	RAILS ☒
1.25b If the library's system has changed, then enter the updated answer here.	☐

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes ☒
1.27 Does this library have paid staff?	Yes ☒
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes ☒
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes ☒
1.30 Is this library supported in whole or in part with public funds?	Yes ☒
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes ☒

BRANCHES AND BOOKMOBILE OUTLETS (2.1 - 2.13)

This section gathers information about the branches and bookmobiles of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Jamie Mott (217-782-5506, jmott@ilsos.net) so that it can be added.

2.1 Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.2 Total number of branch libraries [PLSC 210]	0

Branch Name

Summary				
Location		2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
BLOOMINGTON P.L. BOOKMOBILE				☒
BLOOMINGTON P.L.				☒

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
BLOOMINGTON P.L. BOOKMOBILE	30053	3005301
BLOOMINGTON P.L.	30053	3005300

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
BLOOMINGTON P.L. BOOKMOBILE	205 EAST OLIVE STREET		☒
BLOOMINGTON P.L.	205 EAST OLIVE STREET		☒

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
BLOOMINGTON P.L. BOOKMOBILE	BLOOMINGTON		61701	
BLOOMINGTON P.L.	BLOOMINGTON		61702	61701

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.

BLOOMINGTON P.L. BOOKMOBILE	McLean	☐	☐	3098286091	
BLOOMINGTON P.L.	McLean	☐	☐	3098286091	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
BLOOMINGTON P.L. BOOKMOBILE	-3	237	
BLOOMINGTON P.L.	51,000		

IDs**Hours**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]
BLOOMINGTON P.L. BOOKMOBILE	856	50
BLOOMINGTON P.L.	3,400	52

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	05/01/2015
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	04/30/2016
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Caprice Prochnow
3.5 Telephone Number of Person Preparing Report	309-557-8902
3.6 FAX Number	309-828-7312
3.7 E-Mail Address	capricep@bloomingtonlibrary.org

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No ☐
4.1b How many referenda was your library involved in?	☐

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
☐			☐		

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
☐			☐		

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
☐			☐		

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
☐			☐		

Referendum 5

4.2 Referendum Type	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)
☐		☐	

4.3 If Other, what was the referendum type?		4.7 Referendum ballot language documentation
☐	☐	

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9 ☐
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes ☐
5.4 IF NO, please explain	

First Member

5.5 Name	Alex Cardona
5.6 Trustee Position	Other ☐
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	309-830-7256
5.9 E-mail Address	alex.g.cadona@gmail.com
5.10 Home Address	3217 Suffolk Way
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61704

Second member

5.5 Name	Julian Westerhout
5.6 Trustee Position	Other ☐
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	309-376-8231
5.9 E-mail Address	westerhout@gmail.com
5.10 Home Address	816 E. Monroe Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Third member

5.5 Name	Emily Kelahan
5.6 Trustee Position	Secretary ☐
5.7 Present Term Ends (mm/year)	04/2016
5.8 Telephone Number	618-304-6937
5.9 E-mail Address	ekelahan@iwu.edu
5.10 Home Address	401 E. Grove Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Fourth member

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5.5 Name	Van Miller
5.6 Trustee Position	Vice-President ☒
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-533-8641
5.9 E-mail Address	Van.C.Miller@gmail.com
5.10 Home Address	9 Ridgewood Terrace
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Fifth member

5.5 Name	Robert Porter
5.6 Trustee Position	Other ☒
5.7 Present Term Ends (mm/year)	04/2018
5.8 Telephone Number	309-828-4310
5.9 E-mail Address	rporter@cwlawoffice.com
5.10 Home Address	702 S. Moore Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Sixth member

5.5 Name	Carol Koos
5.6 Trustee Position	President ☒
5.7 Present Term Ends (mm/year)	04/2018
5.8 Telephone Number	309-830-9382
5.9 E-mail Address	Carolkoos12@gmail.com
5.10 Home Address	305 Woodland
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Seventh member

5.5 Name	Whitney Roberson
5.6 Trustee Position	Other ☒
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	618-789-0755
5.9 E-mail Address	whitneylynnette86@gmail.com
5.10 Home Address	1404 W. Elm Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

Eighth member

5.5 Name	Susan O'Rourke
5.6 Trustee Position	Treasurer ☒
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	309-287-1209
5.9 E-mail Address	emeraldcoaching@aol.com
5.10 Home Address	2613 Kolby Court
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61704

Ninth member

5.5 Name	Mike Raikes
5.6 Trustee Position	Other ☒
5.7 Present Term Ends (mm/year)	04/2018
5.8 Telephone Number	309-532-0053
5.9 E-mail Address	mike@ibew197.org
5.10 Home Address	1520 N. Clinton Street
5.11 City	Bloomington
5.12 State	IL
5.13 Zip Code	61701

FACILITY/FACILITIES (6.1)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	51,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$16,005,521
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No ☒

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.7.)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes ☒
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason (s) for the fiscal accumulations.	\$2,289,271: Capita, a Special Reserve Fund for future building expansion projects. \$812,299: Fixed Asset, a Special Reserve Fund for replacing furniture, equipment & vehicles.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No ☒
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.20)

Libraries are required by statute [75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

	\$4,544,765
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8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No ☒

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Jamie Mott (217-782-5506, jmott@ilsos.net).

8.2 Per capita grant	\$95,763
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$130,400
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$226,163

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Jamie Mott (217-782-5506, jmott@ilsos.net).

8.8 LSTA funds received	\$6,250
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$6,250

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Other receipts intended to be used for operating expenditures	\$532,031
8.14 Other non-capital receipts placed in reserve funds	\$0
8.15 TOTAL all other receipts (8.13) [PLSC 303]	\$532,031

Total Operating Receipts

8.16 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.13) [PLSC 304]	\$5,309,209
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.17a The library safeguards its funds using which option?	Insurance Policy/Instrument ☒
8.17b Proof of Certificate of Insurance for Library Funds	IPLAR certificate of insurance.pdf
8.18 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$3,000,000
8.19 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes ☒
8.20 The designated custodian of the library's funds is:	Municipal Corporate Authority ☒

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$2,439,107
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$851,664
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	☐
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$3,290,771

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials [PLSC 353]	\$323,682
10.2 Electronic Materials [PLSC 354]	\$219,360
10.3a Other Materials [PLSC 355]	\$166,900
10.3b Please provide an explanation of the other types of material expenditures.	A/V materials
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$709,942

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above [PLSC 357]	\$1,061,621
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$5,062,334

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$314,869
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$314,869
12.2 State Government [PLSC 401]	\$37,500
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$13,556

12.5 If Other, please specify	\$10,000 sale of vehicle, \$3556 Interest
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$365,925

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$21,939
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	13	13	\$412.30	494.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$60.32	38.00
	Adult Services Manager	Reference	\$43.63	38.00
	Technical Services Manager	Cataloging	\$33.15	38.00
	Children's Services Manager	Children's Services	\$37.44	38.00
	Circulation Services Manager	Circulation	\$33.17	38.00
	Librarian 1	Reference	\$27.31	38.00
	Librarian 1	Reference	\$24.58	38.00
	Librarian 1	Reference	\$25.82	38.00
	Librarian 1	Young Adult Services	\$24.58	38.00
	Librarian 1	Reference	\$25.82	38.00
	Librarian 1	Children's Services	\$25.58	38.00
	Librarian 1	Children's Services	\$26.32	38.00
	Librarian 1	Children's Services	\$24.58	38.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	12.35
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Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	11	11	11	\$205.95	304.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Librarian 1	Reference	Bachelor's Degree: No library science	\$28.27	38.00
	Library Associate 1	Children's Services	Bachelor's Degree: No library science	\$21.47	38.00
	Library Associate 1	Reference	Bachelor's Degree: No library science	\$15.63	19.00
	Library Associate 1	Reference	Bachelor's Degree: No library science	\$15.63	19.00
	Library Associate 1	Reference	Bachelor's Degree: No library science	\$15.63	19.00
	Library Associate 1	Reference	Bachelor's Degree: No library science	\$15.63	19.00

Library Associate 1	Children's Services	☒	Bachelor's Degree; No library science	☒	\$15.63	19.00
Library Associate 1	Children's Services	☒	Bachelor's Degree; No library science	☒	\$16.41	19.00
Library Associate 1	Circulation	☒	Bachelor's Degree; No library science	☒	\$19.70	38.00
Library Associate 1	Other Type of Librarian	☒	Bachelor's Degree; No library science	☒	\$19.70	38.00
Library Associate 1	Cataloging	☒	Less than a Bachelor's degree	☒	\$22.25	38.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.60
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	19.95

Group C

This category includes full-time and part-time administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	874.00
13.14 Minimum hourly rate actually paid	\$9.56
13.15 Maximum hourly rate actually paid	\$42.06
13.16 Total FTE Group C employees (13.13 / 40)	21.85

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	82.00
13.18 Minimum hourly rate actually paid	\$9.16
13.19 Maximum hourly rate actually paid	\$9.80
13.20 Total FTE Group D employees (13.17 / 40)	2.05

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	231.00
13.22 Minimum hourly rate actually paid	\$11.97
13.23 Maximum hourly rate actually paid	\$17.96
13.24 Total FTE Group E employees (13.21 / 40)	5.78
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	29.68
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	49.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	38.00	17	\$84,786.00	\$
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	\$
	Director	Library Director	☒ Master's Degree (ALA accredited)	☒ 38.00	17	\$84,786.00	\$

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
			☒	☒	☒	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Last Eliminated
			☒	☒			

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,400
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	856
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	4,256
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	328,241

PROGRAMS & ATTENDANCE (15.1 - 15.8)

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

15.1 Total Number of Children's Programs [PLSC 601]	338
15.2 Children's Program Attendance [PLSC 604]	13,986
15.3 Total Number of Young Adult Programs [PLSC 602]	45
15.4 Young Adult Program Attendance [PLSC 605]	575
15.5 Total Number of Other Programs	171
15.6 Other Program Attendance	2,300
15.7 Total Number of Library Programs (15.1 + 15.3 + 15.5) [PLSC 600]	554
15.8 Total Library Program Attendance (15.2 + 15.4 + 15.6) [PLSC 603]	16,861

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	29,613
16.2a Total Number of Unexpired Non-resident Users Cards	3,262
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$1,305.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	32,875
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes ☒

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microform, scores, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Books Held at end of the fiscal year (volume count) [PLSC 450]	244,742
17.2 Current Print Serial Subscriptions [PLSC 460]	328
17.3 Total Print Materials (17.1+17.2)	245,070
17.4 E-books Held at end of the fiscal year [PLSC 451]	94,676
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	18,077
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	23,612
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	44,518
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	242

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	47
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	60

USE OF RESOURCES (18.1 - 18.12)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	760,044
18.2 Number of children's materials loaned [PLSC 551]	632,078
18.3 Total number of materials loaned (18.1 + 18.2) [PLSC 550]	1,392,122

Report circulation, including renewals, by the material types below.

18.4 Books- Physical	702,854
18.5 Videos/DVDs- Physical	502,862
18.6 Audios (include music)- Physical	86,834
18.7 Magazines/Periodicals- Physical	15,378
18.8 Other Items- Physical	16,877
18.9 Circulation of Electronic Materials [PLSC 552]	67,317
18.10 Total Circulation (Sum of 18.4-18.9)	1,392,122
18.11 Interlibrary Loans Provided TO other libraries [PLSC 553]	3,311
18.12 Interlibrary Loans Received FROM other libraries [PLSC 554]	6,405

REFERENCE TRANSACTIONS (19.1)

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]

51,113

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	179
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	115
20.3 Is your library's catalog automated?	Yes ☒
20.4 Is your library's catalog accessible via the web?	Yes ☒
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No ☒

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes ☒
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify) ☒
21.2b If Other, please specify	100 mbps or more
21.3 What is the monthly cost of the library's internet access?	\$6,278
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	115
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	50,849
21.6 Wireless Sessions Per Year [PLSC 652]	131,035
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes ☒
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes ☒

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No ☒
22.2a If YES, did your library apply for Category 1, Category 2 or both?	☒
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Complicated process

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$54,489
23.2 Does the above amount include travel expenses?	Yes ☒
23.3 How many hours of training did employees receive this year?	1,452.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	☒ ☒ Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 ☒ Not Applicable
25.3 First board member completing the audit	-1 ☒ Not Applicable
25.4 Second board member completing the audit	-1 ☒ Not Applicable
25.5 Date the Secretary's Audit was completed	-1 ☒ Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Jeanne Hamilton	06/27/2016
President	Carol Koos	06/27/2016
Secretary	Van Miller	06/27/2016

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Jamie Mott (jmott@ilsos.net, 217-782-5506).

¹, 4.8 Not applicable (3005300-2016-06-16)

², 4.9 Not applicable (3005300-2016-06-16)

³, 4.10a Not applicable (3005300-2016-06-16)

⁴, 4.10b Not applicable (3005300-2016-06-16)

⁵, 4.11a Not applicable (3005300-2016-06-16)

⁶, 4.11b Not applicable (3005300-2016-06-16)

⁷, 9.1 With the Director departure and two employees retiring, there were vacation and IMRF payouts. (3005300-2016-06-15)

⁸, 9.3 With the Director departure and two employees retiring, there were vacation and IMRF payouts. (3005300-2016-06-15)

⁹, 13.11 This figure is very close to previous years. (3005300-2016-06-15)

¹⁰, 13.12 This figure very close to previous years. (3005300-2016-06-15)

¹¹, 17.9 The difference between this year and last year is a figure adjusted by the State that is a locked answer. (3005300-2016-06-15)

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

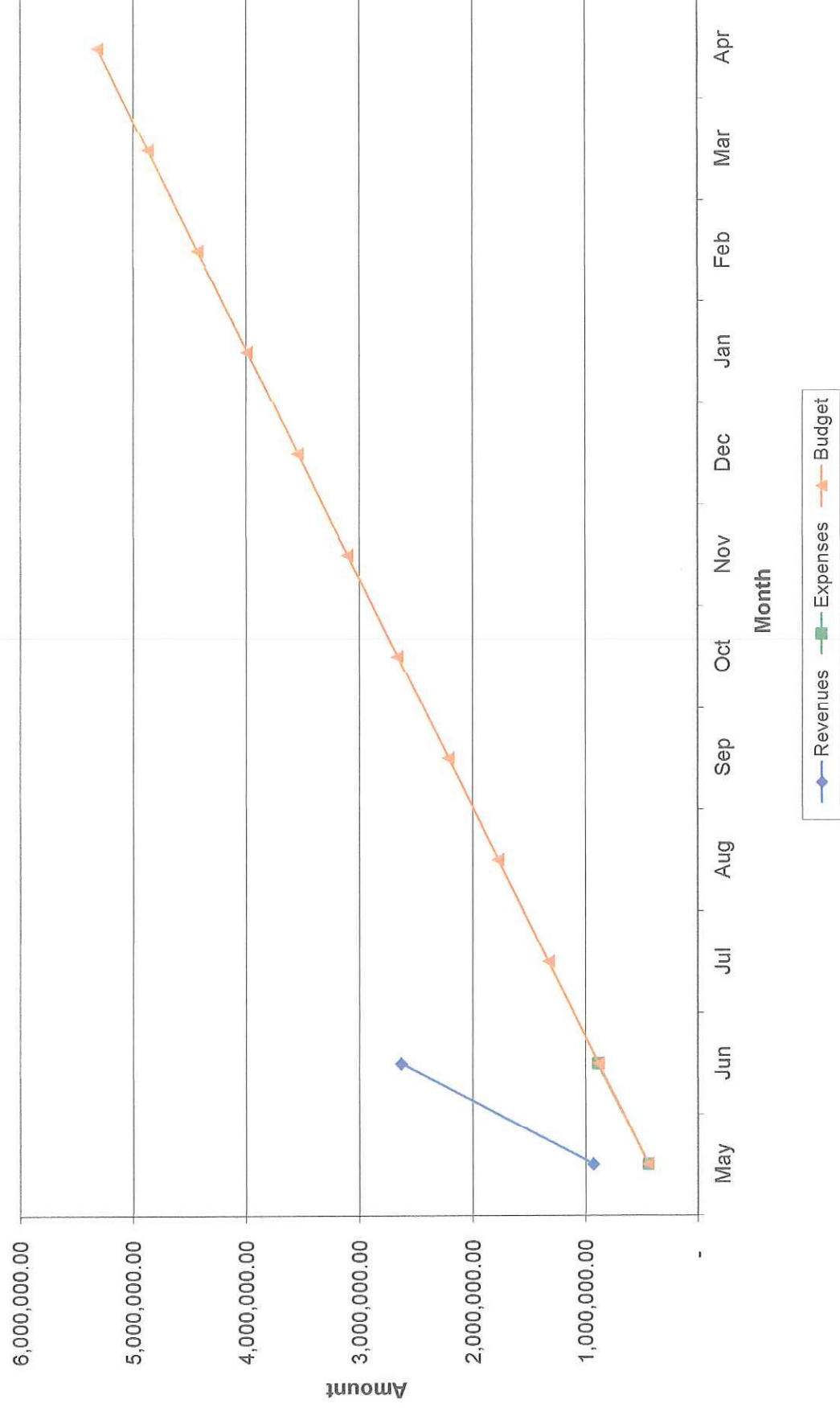
REVENUES:

ACCT NAME	BUDGET	JUNE 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,424,745.13	2,344,226.49	(2,202,483.51)	51.6
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,000	59,054.82	59,054.82	(35,945.18)	62.2
GPPLD	392,000	202,020.31	202,020.31	(189,979.69)	51.5
Fees & Rentals	83,000	7,096.34	13,127.19	(69,872.81)	15.8
Copies	3,200	276.35	668.60	(2,531.40)	20.9
Interest on Investments	1,000	1,012.93	1,963.65	963.65	196.4
Sale of Property	1,000	104.75	630.80	(369.20)	63.1
Donations	28,000	1,201.83	2,431.83	(25,568.17)	8.7
Cash Over/Short	0	(13.27)	(16.80)	(16.80)	-----
Other	40,000	2,501.39	5,929.92	(34,070.08)	14.8
Total Revenues	5,320,310	1,698,000.58	2,630,036.81	(2,690,273.19)	49.4

ACCT NAME	BUDGET	JUNE 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	152,654.69	264,156.89	(1,885,730.11)	12.3
Part-Time Salaries	402,086	26,924.26	54,709.46	(347,376.54)	13.6
Seasonal Salaries	47,701	8,608.62	14,065.98	(33,635.02)	29.5
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	188,187.57	332,932.33	(2,267,841.67)	12.8
Dental Insurance	12,400	811.76	1,631.36	(10,768.64)	13.2
Vision Insurance	3,050	193.94	389.94	(2,660.06)	12.8
Health Insurance, BC/BS PPO	294,901	22,692.73	45,632.57	(249,268.43)	15.5
Health Insurance, OSF HMO	100,429	5,889.06	11,778.12	(88,650.88)	11.7
Life Insurance	3,100	251.59	491.59	(2,608.41)	15.9
IMRF	310,000	21,677.13	42,527.54	(267,472.46)	13.7
FICA	163,000	11,317.87	19,529.11	(143,470.89)	12.0
Medicare	39,000	2,646.97	4,567.38	(34,432.62)	11.7
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	0.00	0.00	(600.00)	0.0
Other Benefits	20,000	10,368.04	10,368.04	(9,631.96)	51.8
Total Benefits	963,480	75,849.09	136,448.65	(827,031.35)	14.2
Rentals	22,000	1,401.32	2,083.80	(19,916.20)	9.5
Total Rentals	22,000	1,401.32	2,083.80	(19,916.20)	9.5
Building Mtnc	120,000	7,171.90	10,933.91	(109,066.09)	9.1
Vehicle Mtnc	5,000	29.39	368.86	(4,631.14)	7.4
Office & Computer Mtnc	165,000	43,909.62	45,349.62	(119,650.38)	27.5
Total Repair/Mtnc	290,000	51,110.91	56,652.39	(233,347.61)	19.5

ACCT NAME	BUDGET	JUNE 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	25,000	3,662.23	6,009.23	(18,990.77)	24.0
Printing/Binding	19,000	1,315.54	1,315.54	(17,684.46)	6.9
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	0.00	944.00	(4,056.00)	18.9
Professional Development	13,000	100.00	176.00	(12,824.00)	1.4
Other Purchased Services	128,690	11,820.15	28,415.58	(100,274.42)	22.1
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	16,897.92	36,860.35	(188,329.65)	16.4
Office Supplies	12,000	249.12	2,115.54	(9,884.46)	17.6
Computer Supplies	80,000	397.33	2,409.12	(77,590.88)	3.0
Copier Supplies	3,400	75.96	584.67	(2,815.33)	17.2
Postage	12,000	(160.91)	(154.44)	(12,154.44)	-1.3
Library Supplies	75,000	6,496.10	8,767.77	(66,232.23)	11.7
Janitorial Supplies	16,000	449.50	1,078.54	(14,921.46)	6.7
Gas & Diesel Fuel	4,290	0.00	272.37	(4,017.63)	6.3
Building Mtnc & Repair Supplies	10,000	825.26	1,198.11	(8,801.89)	12.0
Total Supplies	212,690	8,332.36	16,271.68	(196,418.32)	7.7
Natural Gas	32,000	1,399.66	1,399.66	(30,600.34)	4.4
Electricity	80,000	7,102.50	7,102.50	(72,897.50)	8.9
Water	8,000	461.41	874.20	(7,125.80)	10.9
Telecommunications	26,780	3,222.74	5,254.31	(21,525.69)	19.6
Total Utilities	146,780	12,186.31	14,630.67	(132,149.33)	10.0
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	17,863.97	18,322.97	(17,727.03)	50.8
Adult Books	159,100	13,452.96	27,152.83	(131,947.17)	17.1
Children's Books	128,000	9,999.51	19,953.19	(108,046.81)	15.6
A/V Materials	151,000	11,386.56	20,939.99	(130,060.01)	13.9
Public Access Software	144,200	34,971.66	37,555.16	(106,644.84)	26.0
Ebooks	60,000	4,900.00	9,800.00	(50,200.00)	16.3
Total Materials	678,350	92,574.66	133,724.14	(544,625.86)	19.7
Employee Relations	6,000	976.27	1,116.79	(4,883.21)	18.6
Miscellaneous Expenses	9,000	336.36	650.66	(8,349.34)	7.2
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	1,312.63	160,603.45	(13,232.55)	92.4
Total Expenses	5,316,600	447,852.77	890,313.41	(4,426,286.59)	16.7

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2016

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

Replacement Tax (0.0%): The Library has not received this distribution yet.

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 (196.4%): 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 (8.7%): Donations are little low for now. Soon, the Library will receive the annual donation from the Foundation for the Summer Reading Program.

Seasonal Salaries (29.5%): 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.

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

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

Other Benefits (51.8%): This is the amount of vacation payout that the Library has paid to employees resigning/retiring from service.

Rentals (9.5%): Charges have been minimal.

Building Maintenance (9.1%): Charges have been minimal.

Vehicle Maintenance (7.4%): Charges have been minimal.

Office & Computer Maintenance (27.5%): This is over-spent because the Library has made annual payments for SIRSI and EnvisionWare.

Advertising (24.0%): This line item is over-spent because some advertisers want to be pre-paid.

Printing/Binding (6.9%): Charges have been minimal.

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

Professional Development (1.4%): Charges have been minimal.

Other Purchased Services (22.1%): This line is over-spent owing to purchases for the Summer Reading Program.

Property Insurance (0.0%): The Library pays the annual Property Insurance in January.

Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.

Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.

Computer Supplies (3.0%): Charges have been minimal.

Postage (-1.3%): Charges have been minimal in addition to a small refund.

Janitorial Supplies (6.7%): Charges have been minimal.

Gas & Diesel Fuel (6.3%): Charges have been minimal.
Natural Gas (4.4%): Charges have been minimal.
Electricity (8.9%): Charges have been minimal.
Water (10.9%): Charges have been minimal.
Professional Collection (3.0%): Charges have been minimal.
Periodicals (50.8%): This line item is over-spent because the annual subscription payment to Ebsco was made in June.
Public Access Software (26.0%): This is over-spent because some annual payments for public access software packages were paid in June.
Miscellaneous Expenses (7.2%): 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:

Summer Reading Program, Community Donations:	\$ 2,430.00
Fountain Receipts:	1.83

Total Donations:	\$ 2,431.83
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 30.00
Book Pick-Up:	330.65
Book Shoppe:	3,268.50
Ear Buds:	101.00
Flashdrives:	9.75
Hot Beverage Service:	173.00
Meeting Room Fees:	26.68
Print Station:	1,700.05
Reusable Bags:	25.50
Slingback Packs:	40.00
Test Proctoring:	125.00
Miscellaneous:	99.79

Total Other Revenue:	\$ 5,929.92
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During June, 6 batches containing 92 invoices were processed, totaling \$133,387.25 and 231 credit card charges were made totaling \$41,973.87.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$3,624,112.10, which is 68.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,329,150

Library Fund Balance Information, 6/30/16:

Operating:	\$ 3,624,112.10
Capital:	\$ 2,290,491.24
Fixed Assets:	\$ 934,862.46

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 19, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,102.50
American Pest Control	Building Maintenance	80.00
Bill's Key & Lock Shop	Building Maintenance	64.00
CDW Government	Computer Supplies	160.34
Cengage Learning	Adult Books	1,362.78
CIRBN	Telecommunications	420.33
City Directories	Adult Books	935.00
City of Bloomington	Dental Insurance	811.76
City of Bloomington	FICA	11,317.87
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,692.73
City of Bloomington	IMRF	21,677.13
City of Bloomington	Life Insurance	251.59
City of Bloomington	Medicare	2,646.97
City of Bloomington	Payroll	198,555.61
City of Bloomington	Vision Insurance	193.94
City of Bloomington	Water	461.41
Custom Digital Imaging	Other Purchased Services	4,811.63
Custom Digital Imaging	Printing/Binding	1,256.17
Ebsco Subscription Services	Public Access Software	5,058.00
Evans, Dale	Other Purchased Services	75.00
Frontier	Telecommunications	1,517.42
Hoerr, Scott, (Hoerr's Blacktop & Sealcoating)	Building Maintenance	4,490.00
Hohulin Fence Co.	Building Maintenance	4,616.64
Hyslop, Margaret	Fees & Rentals	50.00
Keystone US Management	Building Maintenance	273.58
Kone, Inc.	Building Maintenance	790.00
Lectorum Publications, Inc.	Children's Books	23.40
Libraries First	Public Access Software	11,325.00
Limelight Communications, Inc.	Advertising	200.00
Lindberg, Walter F	Other Purchased Services	2,507.50
Lowder, Jaigh	Other Purchased Services	225.00
Martin Digital Display	Advertising	800.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	468.66
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	137.67
Midwest Tape	A/V Materials	543.52
Miller Janitorial Supply	Janitorial Supplies	460.74
Nicor/Northern Illinois Gas	Natural Gas	1,399.66
OfficeMax	Computer Supplies	105.83

OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penguin Random House, LLC
 Pilot Media
 Proquest, LLC
 Rainbow Book Co.
 Ricoh, USA, Inc.
 Rosedrew, Inc. (Showcases)
 Screen Vision Media
 SIRSI Corp.
 Stanlaw, Jim
 Taylor, Pamela
 ThyssenKrupp Elevator Corp
 Unique Management Services, Inc.
 USPS
 Verizon Wireless
 Voicespring, LLC (formerly Oberlander Communications)
 VISA - AccuCut
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - AWE Learning
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - ChiliFresh.com
 VISA - Comcast
 VISA - Concord Custom Cleaners
 VISA - Denny's Doughnuts & Bakery
 VISA - Dollar Tree
 VISA - Dollar Tree
 VISA - EnvisionWare
 VISA - Facebook
 VISA - Five Star Water
 VISA - Fox & Hound Day Spa
 VISA - GameStop
 VISA - GameStop
 VISA - Hardees
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Home Depot
 VISA - Hy-Vee
 VISA - Hy-Vee
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Janet's Cakes
 VISA - Jewel
 VISA - Lamar Media
 VISA - Maxim Magazine

Copier Supplies	200.85
Library Supplies	66.06
Miscellaneous Expenses	107.40
Ebooks	4,900.00
A/V Materials	60.00
Advertising	1,500.00
Public Access Software	36,630.00
Children's Books	2,729.78
Rentals	1,026.86
Library Supplies	316.22
Advertising	2,094.00
Office/Equipment Mtn	40,332.57
Other Purchased Services	75.00
Other Purchased Services	100.00
Building Maintenance	27.00
Other Purchased Services	349.05
Postage	3,000.00
Telecommunications	123.83
Telecommunications	1,061.00
Library Supplies	682.00
Other Purchased Services	(19.92)
A/V Materials	641.43
Children's Books	7.23
Office Supplies	46.52
Vehicle Maintenance	29.39
Professional Development	480.20
Computer Supplies	61.38
A/V Materials	9,737.27
Adult Books	10,328.85
Children's Books	8,008.79
Employee Relations	54.95
Office/Equipment Mtn	1,200.00
Telecommunications	102.85
Other Purchased Services	16.00
Employee Relations	32.28
Employee Relations	9.00
Other Purchased Services	40.00
Office/Equipment Mtn	2,198.10
Advertising	61.38
Miscellaneous Expenses	54.60
Other Purchased Services	50.00
A/V Materials	570.59
Other Purchased Services	200.55
Professional Development	11.11
Library Supplies	51.09
Other Purchased Services	28.12
Other Purchased Services	118.35
Employee Relations	10.62
Other Purchased Services	6.18
Professional Development	100.00
Adult Books	197.84
Employee Relations	63.35
Employee Relations	2.99
Advertising	1,000.00
Periodicals	9.97

VISA - Michael's	Other Purchased Services	12.73
VISA - Mission Mart	Other Purchased Services	106.53
VISA - MyBinding.com	Library Supplies	141.69
VISA - Office Depot	Copier Supplies	75.96
VISA - Office Depot	Office Supplies	176.65
VISA - Office of the State Fire Marshal	Building Maintenance	76.76
VISA - Oriental Trading Co.	Other Purchased Services	2,148.43
VISA - Paypal*MelissaA	Advertising	250.00
VISA - Paypal*Mike Davis	Other Purchased Services	6.39
VISA - Red Raccoon Games	Other Purchased Services	120.00
VISA - Sprint	Telecommunications	1,151.32
VISA - Toys R Us	Other Purchased Services	11.94
VISA - U. S. Toy Company	Library Supplies	341.17
VISA - USPS	Postage	12.94
VISA - Verizon Wireless	Telecommunications	16.79
VISA - Wal-Mart	Employee Relations	121.08
VISA - Wal-Mart	Janitorial Supplies	114.06
VISA - Wal-Mart	Library Supplies	70.12
VISA - Wal-Mart	Miscellaneous Expenses	18.84
VISA - Wal-Mart	Other Purchased Services	666.95
VISA - Windstream	Telecommunications	140.46
Total		452,431.93

Bloomington Public Library
Monthly Statistics - June 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	53,154	105,218	57,427	109,460
Teens	5,009	8,804	5,206	8,071
Children	59,524	101,491	65,052	109,036
OTR Adults	2,431	5,016	2,494	4,991
OTR Teens	229	435	221	349
OTR Children	4,635	9,040	4,565	8,038
e-Books - Freading	15	21	18	100
e-Books - Overdrive	5,584	10,875	4,609	9,122
Freegal downloads	728	1,401	483	1,029
Zinio Magazines	255	538	287	700
Tumblebooks	8	37	4	4
TOTALS				
Adults	55,585	110,234	59,921	114,451
Teens	5,238	9,239	5,427	8,420
Children	64,159	110,531	69,617	117,074
Digital Downloads	6,590	12,872	5,401	10,955
COMBINED TOTAL	131,572	242,876	140,366	250,900
ITEMS IN THE COLLECTION				
Main	306,925	306,925	297,273	297,273
OTR	12,153	12,153	12,007	12,007
TOTAL	319,078	319,078	309,280	309,280
HOLDS FILLED	8,284	15,834	8,201	15,414
CARDHOLDERS				
Added	634	1,049	766	1,139
TOTAL NUMBER				
Adults	25,387	25,387	25,954	25,954
Teens	2,102	2,102	2,224	2,224
Children	5,754	5,754	6,031	6,031
Combined Total of Active Cards	33,243	33,243	34,209	34,209
REFERENCE QUESTIONS				
Adults	2,547	4,835	2,743	5,171
Teens	263	370	243	399
Children	1,135	1,222	1,325	2,186
OTR	182	274	121	233
Circulation	789	1,532	852	1,527
PROGRAMS				
Story Times	8	10	17	19
Adult	21	37	14	28
Teens	8	10	4	7
Juvenile	11	12	10	12
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	381	406	1,069	1,093
Adult Programs	211	436	375	493

Bloomington Public Library
Monthly Statistics - June 2016

	Current Month	Cumulative	Last Year	Cumulative
Teen Programs	83	106	43	57
Juvenile Programs	1,090	1,107	908	938
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	4,739	8,334	4,857	9,271
Website database/catalog hits	25,930	51,135	27,469	50,923
Online Resource (Database) uses	4,525	9,680	5,457	11,096
TOTAL	35,194	69,149	37,783	71,290
INTERLIBRARY LOAN				
Borrowing Requests Received	600	1,172	525	994
Outgoing Loans (Lending)	300	519	282	536
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	26	31	25	28
Outside the library (events)	4	26	5	34
Number of people	99	7,159	761	8,891
VOLUNTEER HOURS	69	195	130	222
MEETING ROOM USAGE				
Study Room	91	162	55	124
Digital Media Lab	11	20	37	46
Customer Visits (MAIN)	n/a	22,541	34,467	58,447
Customer Visits (OTR)	1,532	2,894	1,630	2,819
COMBINED TOTAL VISITS	n/a	25,435	36,097	61,266
TRAINING HOURS	103	157	133	326

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, May 18, 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 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Carol Koos (arrived at 5:04 p.m.), Laura Golaszewski, Kathy Jeakins, Terry Lindberg, Ruth Novosad, Johanna Sneed, Jon Whited
- III. Introductions
President Lynn Gray introduced BPL's ITS Manager Jon Whited and Ruth Novosad, who was invited to spectate the meeting due to her interest in joining the Board.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Lynn Gray announced that the BPL Board has hired a new Director, Jeanne Hamilton, who will begin in her new position on June 1, 2016.
- VI. Approval of Minutes
A. April 20, 2016
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 20, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Terry Lindberg thanked Lynn Gray for her participation in the Director Search. He went on to outline the staff's involvement in the search process which included staff interviewing the candidates and providing input to the BPL Board via an online survey.

B. Outreach Report

Laura Golaszewski reported that the Bookmobile survey will end on May 29, and that the survey has already been responded to over 300 times.

Laura Golaszewski shared that the Bookmobile made its first stop in Shirley and six patrons frequented the stop despite poor weather.

Laura Golaszewski added that new cardholders have been added from the GPPLD area, and a few of these new cardholders came into the Library with the GPPLD postcard mailing. The Board proceeded to review the comparison of cardholders from month to month by year that was included with the Outreach Report.

C. Fiscal Report

1. Presentation of April Financial Report

Kathy Jeakins reported that she received the statement from the Illinois Funds regarding the Capital Account and distributed an updated financial report to reflect that. Kathy proceeded to entertain questions.

VIII. Committee Reports and Discussion

A. Marketing Committee

Carol Carey-Odekirk, Chair, reported that the Committee met and decided that more information and data was needed about GPPLD residents before they could establish guidelines and set a budget.

ITS Manager, Jon Whited, distributed a copy of the reports generated from the compiled statistics, which the Board reviewed. The statistics were plotted using GPPLD profiles and patron addresses. The Board requested that GPPLD data on the circulation of the library's digital collection and resources be brought to next month's meeting.

Carol Carey-Odekirk stated that another Marketing Committee meeting will be scheduled for further discussion.

IX. Unfinished Business

A. Discuss Finding New Trustee to Fill Unexpired Term

Patti Salch informed that Board that Ruth Novosad is interested in joining the GPPLD Board. Ruth Novosad is a library user.

B. Discuss Reserve Levels

The Board agreed to continue the discussion during next month's meeting.

C. Approve GPPLD Radio Advertising Campaign on WBNQ

The Board agreed to table this discussion until the Marketing Committee has fulfilled its intended purpose to set guidelines and establish a budget.

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO TABLE THE APPROVAL OF THE GPPLD RADIO ADVERTISING CAMPAIGN ON WBNQ UNTIL THE COMPLETION OF THE MARKETING COMMITTEE'S PURPOSE TO ESTABLISH MARKETING GUIDELINES AND A BUDGET. THE MOTION CARRIED UNANIMOUSLY.

X. New Business

A. Approve Summer Reading Program Donation

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE 2016 SUMMER READING PROGRAM DONATION IN THE AMOUNT OF \$1,000.00.

AYES: CAROL CAREY-ODEKIRK, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES : NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Legal Services

Kathy Jeakins reported that the cost of legal services will increase this year. The changes in cost include a fee of \$250.00 plus mileage for meeting attendance and an increase from \$850.00 to \$1,000.00 for document preparation.

PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE INCREASE OF COSTS FOR LEGAL SERVICES.

AYES: CAROL CAREY-ODEKIRK, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES : NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

C. Review Golden Prairie Statistics

The Board reviewed the GPPLD statistics.

XI. Adjournment

PATTI SALCH MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ADJOURN THE MEETING.

President Gray adjourned the meeting at 5:56 p.m.

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 trustees 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

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.

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. They shall be elected at the ~~first~~ last regular meeting of the Board 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 the 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
06/3	10:36 AM	Vandalism
06/3	3:21 PM	StolenDamagedLibraryMaterial
06/8	5:13 PM	AlcoholDrugs
06/10	3:00 PM	StolenDamagedLibraryMaterial
06/10	5:12 PM	AlcoholDrugs
06/13	2:19 PM	StolenDamagedLibraryMaterial
06/13	5:24 PM	CustomerComplaint
06/14	3:29 PM	InappropriateBehavior
06/15	4:32 PM	AlcoholDrugs
06/17	11:17 AM	SuspiciousCustomerActivity
06/20	8:37 PM	
06/21	7:11 PM	PoliceAmbulanceCall
06/23	4:06 PM	SleepingIncident
06/24	12:18 PM	SuspiciousCustomerActivity
06/24	3:38 PM	AlcoholDrugs
06/24	4:22 PM	CustomerRelatedIllnessAccident
06/25	1:23 PM	InappropriateBehavior
06/25	2:36 PM	SuspiciousCustomerActivity
06/26	2:03 PM	CustomerComplaint
06/27	6:11 PM	StolenDamagedLibraryMaterial

Suspension Reports

Date	Time	violation
06/24	12:34 PM	SuspiciousCustomerActivity

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE
TO BRIDGEALL LIBRARIES LIMITED

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 CollectionHQ Service to Bridgeall Libraries Limited in the amount of \$14,425.00
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the CollectionHQ software works with the Library's current ILS (SIRSI) to base purchasing decisions on circulation data
4. That Bridgeall Libraries Limited was purchased by Baker & Taylor; and Collection HQ Service works with Baker & Taylor's Title Source 360, which is the primary selection software
5. That this is the second year of a 3-year commitment made last year
6. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service
7. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$14,425.00

Approved this 19th day of July 2016

Carol Koos, President
Bloomington Public Library Board of Trustees



collectionHQ
data. insight. solutions.

INVOICE

Bridgeall Libraries Limited (reg'd in Scotland No 297736), 1 Ainslie Road, Glasgow, G52 4RU, Scotland, UK
Phone: +44(0)141 585 6427 Fax: +44(0)141 585 6301
VAT Registration Number: GB924792594
www.collectionhq.com
donna.riley@baker-taylor.com

Billing Address

Bloomington Public Library
205 EAST OLIVE STREET
BLOOMINGTON
Illinois
61701
USA

Shipping Address

Bloomington Public Library

Invoice Number	SIN002180
Invoice Date	02 June 2016
Customer Vat Number	

Customer Reference	Shipping Method	Invoice Currency	Due Date
		USD	02 July 2016

	Product Name	Quantity	Unit Price	Tax Code	Tax Value	Net Value
1	Annual Subscription - renewal Product Code: SUBS-R Annual Subscription - renewal	1.00	14,425.00	GB-O-EXP	0.00	14,425.00

Tax Summary			
Tax Code	Tax Rate	Net Value	Tax Value
GB-O-EXP	0.0%	14,425.00	0.00

Net Total	14,425.00
Tax Total	0.00
Invoice Total	14,425.00

Invoice Description

Yr. 2 of 3-year agreement Sub Start Date- Jul-27-16

Bank Details (US customers):

Bank of America
Account name: Bridgeall Libraries Limited
Account number: 4427712443
ABA number (ACH): 111000012
ABA number (Wire): 026009593

Checks payable to Bridgeall Libraries Limited should be mailed to:
Baker & Taylor, Attn. Donna Riley
2550 West Tyvola Road, Suite 300
Charlotte, NC 28217

IMPORTANT NOTICE

PLEASE NOTE ALL CHECKS ARE TO BE MAILED TO U.S.
ADDRESS ON INVOICE

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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

1. That the competitive bidding process be waived and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$21,630.88
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for OCLC Service
7. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$21,630.88

Approved this 19th day of July 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

Make check payable and remit to the address below



IHLS-OCLC
6725 Goshen Road
Edwardsville, IL 62025
UNITED STATES
(618)-656-3216

PAGE 1/1
INVOICE DATE 7/7/2016
INVOICE NO 11424
ACCOUNT ID JCH

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BLOOMINGTON PUBLIC LIBRARY
ALLISON SCHMID
205 EAST OLIVE
P.O. BOX 3308
BLOOMINGTON, ILLINOIS 61701-3308

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BLOOMINGTON PUBLIC LIBRARY
ALLISON SCHMID
205 EAST OLIVE
P.O. BOX 3308
BLOOMINGTON, ILLINOIS 61701-3308

NET DUE 21,630.88

TERMS	Net 60	DUE DATE	9/5/2016	PO NUMBER		
ITEM ID		UNITS		QTY	UNIT PRICE	EXTENSION
Annually FY2017 OCLC Service Fee				1 0000	21,630.8800	21,630.88

IHLS is the fiscal agent for ILLINET/OCLC and E-Resources.
To view your ILLINET/OCLC account online, go to: <http://www.illinetoclc.info>
Contact email for ILLINET/OCLC and/or E-Resources at spaden@illinoisheartland.org