

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 15, 2014
4:30 p.m.

Quiet Reading Room
Bloomington Public Library

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. June 17, 2014
- V. President's Report
- VI. Director's Report
 - A. FY15 Per Capita Requirements
 - B. Annual Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports and Discussion
 - A. Budget & Personnel
 - B. Planning, Policies & Programs (3 P's) (Chair's Report attached)
 - 1. Recommend Approval of Posting Board Packet on Library Website
 - 2. Recommend Approval of Procedure to Amend By Laws
 - 3. Recommend Approval of Change to By Laws to Elect Committee Chairmen
 - 4. Discussion of Library Expansion
- X. Unfinished Business
- XI. New Business
 - A. Waive Three-Quote Requirement for Renewal of Electronic Software Database
 - B. Recommend Approval to Foundation Restoration of Withers Painting
- XII. Adjournment

Posted 7/10/14 2:45 p.m.

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 17, 2014
4:30 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

President Jaggi called the meeting to order at 4:30 p.m.

II. Roll Call

MEMBERS PRESENT: Monica Bringham, Brittany Cornell, Emily Kelahan, Susan O'Rourke, Cathy Pratt, Whitney Thomas (arrived at 4:38 p.m.) Narendra Jaggi

MEMBERS ABSENT: Peggy Burton, Bill Wetzel

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Phil Lenzini, Patricia Marton, Caprice Prochnow

III. Introductions/Public Comment

President Jaggi introduced resident, Patricia Marton. Patricia Marton shared that she is still interested in Sensitivity Training for employees in public facilities like libraries; as such training can help prevent difficulties that might occur for both staff and customers. She went on to say that she will be pursuing this interest further by making a public comment at a future City Council meeting.

IV. Approval of Minutes

A. May 20, 2014

CATHY PRATT MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE MINUTES FROM THE MAY 20, 2014 MEETING. THE MOTION CARRIED UNANIMOUSLY.

V. President's Report

President Jaggi shared that Cathy Pratt has decided (for personal reasons) to not serve as the Chair of the 3 P's Committee. He went on to say that he asked Emily Kelahan to serve as Chair and that she has accepted.

President Jaggi shared that the Library had received a letter from the Attorney General's office stating that they had concluded their investigation into the Open Meetings Act violation that Diane Benjamin had filed. The letter stated, "this office concludes that the September 4, 2013, meeting of the Planning, Policies, and Programming Committee of the Bloomington Public Library Board of Trustees (Board) did not violate the requirements of OMA".

Narendra shared that there was some question about the Library Board policy in regards to public comments. The Board currently follows the City policy in this matter. This policy

was distributed to each Board member. Narendra suggested if there is a desire to change this in any way, that this should be something that the 3P's Committee should tackle and then bring a proposal for change to the full Board.

VI. Director's Report

Director Bouda stated that she is attending ALA, and will be leaving on Thursday, June 26, and will return on Monday, June 30. Upon return, she will be on vacation the remainder of the week.

VII. Fiscal Report

President Jaggi stated that we received our first Property Tax Distribution. He entertained questions.

VIII. Approval of Bills

EMILY KELAHAH MOVED, CATHY PRATT SECONDED, TO APPROVE THE BILLS LIST FROM MAY 2014. THE MOTION CARRIED UNANIMOUSLY.

IX. Committee Reports and Discussion

A. Budget & Personnel

The Budget & Personnel Committee did not meet.

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

The 3 P's Committee did not meet. After some discussion, Committee members decided upon a new meeting time on the first Wednesday of the month at 5:00 p.m..

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Approve Non-Resident Fee for 7/01/14-6/30/15

President Jaggi shared that this fee is determined by the library total local property tax revenue being divided by the local population. This number is then multiplied by the average number of persons per local household. This fee is charged to any nonresidents wanting to purchase a BPL library card. Director Bouda shared with Board members that the purpose of this is for people that live in an area that does not have a Library to purchase a non-resident card. But those who do have a library in their community of residence, such as Normal, are allowed to use our Library with their own card.

CATH PRATT MOVED, EMILY KELAHAH SECONDED TO APPROVE THE NON-RESIDENT FEE FOR 7/01/14 - 6/30/15 AT \$145.00. THE MOTION CARRIED UNANIMOUSLY.

AYES: MONICA BRIGHAM, BRITTANY CORNELL, EMILY KELAHAH, SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS, NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.A."

- B. Waive Three-Quote Requirement for Replacement of Main SIRSI Server
President Jaggi reviewed that the three-quote requirement is being waived due to SIRSI being the main software that runs our Library operation.

EMILY KELAHAH MOVED, MONICA BRIGHAM SECONDED TO WAIVE
THREE-QUOTE REQUIREMENT FOR REPLACEMENT OF THE SIRSI-DYNIX
PRODUCTION SERVICE TO SIRSI-DYNIX IN THE AMOUNT OF \$19,870.00.

AYES: MONICA BRIGHAM, BRITTANY CORNELL, EMILY KELAHAH,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS,
NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B."

- C. Waive Three-Quote Requirement for Purchase of New Reader/Printers
President Jaggi shared that the three-quote requirement is being waived for the microfiche readers since two Canon microfiche machines need to be replaced and Canon no longer makes microfiche machines. A Scan Pro 3000 was purchased last year, and works very well, and has been well received by both customers and staff.

BRITTANY CORNELL MOVED, CATHY PRATT SECONDED TO WAIVE THREE-
QUOTE REQUIREMENT FOR PURCHASE OF NEW READER/PRINTERS TO
REPLACE TWO CANON MICROFICHE MACHINES IN THE AMOUNT OF
\$19,990.00

AYES: MONICA BRIGHAM, BRITTANY CORNELL, EMILY KELAHAH,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS,
NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.C."

- D. Waive Three-Quote Requirement for Annual Subscription Service Renewal
President Jaggi shared that the Library has been subscribing to Ebsco subscription services for more than 20 years and wants to continue to do so.

SUSAN O'ROURKE MOVED, CATHY PRATT SECONDED TO WAIVE THREE-QUOTE REQUIREMENT FOR THE ANNUAL SUBSCRIPTION SERVICE RENEWAL TO EBSCO IN THE AMOUNT OF \$16,290.38.

AYES: MONICA BRIGHAM, BRITTANY CORNELL, EMILY KELAHAHAN,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS,
NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.D."

- E. Approve Recommendation to Foundation for 2014 Summer Reading Programs Costs of \$18,150.00

President Jaggi reviewed that the former Friends of the Library had given monies to the Foundation with the understanding it is to be used for Summer Reading Program costs each year until the funds are exhausted.

MONICA BRIGHAM MOVED, CATHY PRATT SECONDED, TO APPROVE A RECOMMENDATION TO FOUNDATION FOR 2014 SUMMER READING PROGRAM COSTS OF \$18,150.00.

AYES: MONICA BRIGHAM, BRITTANY CORNELL, EMILY KELAHAHAN,
SUSAN O'ROURKE, CATHY PRATT, WHITNEY THOMAS,
NARENDRA JAGGI

NAYES: NONE

ABSENT: PEGGY BURTON, BILL WETZEL

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.E."

- F. Phil Lenzini Presentation on the Responsibilities of Library Board Trustees
Phil Lenzini shared with Board members what their responsibilities are as Board Trustees. Phil also shared some of what they needed to do in order to be in compliance with the Open Meetings Act. He distributed two articles; one covered the Open Meetings Act and the other was on Illinois Library Law. He entertained questions.

XII. Adjournment

President Jaggi adjourned the meeting at 7:18 p.m.

2014.06

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 17, 2014

Signature, BPL Trustee

Vendor	Line Item	Amount
Berchtold, David	Other Purchased Services	200.00
Brainfuse, Inc.	Public Access Software	6,500.00
CDW Government	Computer Supplies	89.56
Cengage Learning	Adult Books	173.93
Center Point Large Print	Juvenile Books	520.08
City of Bloomington	Dental Insurance	794.50
City of Bloomington	FICA	15,361.36
City of Bloomington	Health Insurance-HMO	8,495.72
City of Bloomington	Health Insurance-PPO	14,692.56
City of Bloomington	IMRF	32,166.82
City of Bloomington	Life Insurance	233.52
City of Bloomington	Medicare	3,592.69
City of Bloomington	Payroll	257,149.00
City of Bloomington	Vision Insurance	196.00
Comcast	Telecommunications	99.85
Cummins Crosspoint	Vehicle Maintenance	162.76
Cumulus Broadcasting	Advertising	693.64
Custom Digital Imaging	Other Purchased Services	2,645.39
Custom Digital Imaging	Printing/Binding	891.88
Dell Marketing L.P.	Computer Supplies	3,968.45
Ecology Action Center	Other Purchased Services	50.00
Emery, Tom	Other Purchased Services	150.00
Emmett Scharf Electric Co.	Building Maintenance	2,239.22
Express Services	Other Purchased Services	274.72
File, Richard	Other Purchased Services	325.00
Findaway World, LLC	A/V Materials	340.00
Flynn's Delivery, Inc.	Other Purchased Services	552.50
Frontier	Telecommunications	1,757.83
Genealogical.com	Adult Books	10.32
Gold Medal-Central Illinois, LLC	Library Supplies	148.00
Graham, Warren	Other Purchased Services	623.70
Henricksen & Company	Office Supplies	1,002.41
Illinois Wesleyan University	Other Purchased Services	457.88
JanWay Company USA, Inc.	Library Supplies	873.00
Koldaire Equipment Co.	Library Supplies	32.72
LimeLight Communications, Inc.	Advertising	200.00
Lincoln's Festival	Advertising	50.00
Lower, Mickey	Other Purchased Services	150.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	2,833.00

VISA - Ingram
 VISA - JoAnn Fabrics
 VISA - LD-Inkjets
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - Marriott Hotel
 VISA - McDonald's
 VISA - Michael's
 VISA - Michael's
 VISA - Monitor Productions, Inc.
 VISA - NeedCasters.com
 VISA - Office Depot
 VISA - Officemax
 VISA - Orange Leaf
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Pantagraph
 VISA - Pheasant Lanes
 VISA - RegionalHelpWanted.com
 VISA - Scholastic Book Fairs
 VISA - School Shop
 VISA - Sprint
 VISA - Standard & Poor's
 VISA - Target
 VISA - U S Toy
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Other Purchased Services 8.97
 Library Supplies 4.49
 Computer Supplies 216.48
 Building Mtnc Supplies 534.91
 Janitorial Supplies 14.97
 Other Purchased Services 375.91
 Travel 514.05
 Travel 12.37
 Library Supplies 22.99
 Other Purchased Services 31.17
 Advertising 347.00
 Office Supplies 113.74
 Library Supplies 126.49
 Library Supplies 67.60
 Other Purchased Services 25.00
 Other Purchased Services 2,814.81
 Telecommunications 165.47
 Advertising 430.00
 Other Purchased Services 50.00
 Advertising 260.00
 Other Purchased Services 349.70
 Other Purchased Services 3.75
 Telecommunications 186.87
 Public Access Software 6,709.80
 Library Supplies 20.97
 Other Purchased Services 558.35
 Library Supplies 95.78
 Other Purchased Services 169.93

465,428.61

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)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 9.1 on the 2012-2013 report

Service population (per latest U.S. census)

Find this information on your library's most recent Illinois Public Library Annual Report.
Item 1.26 on the 2012-2013 Report

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

[Find this information at http://factfinder2.census.gov](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:

Bloomington Public Library will charge:

Effective 7/01/2014 through 6/30/2015

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 day of June
 President

XT 3.

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR REPLACEMENT OF THE SIRSI-DYNIX PRODUCTION SERVER
TO SIRSI-DYNIX

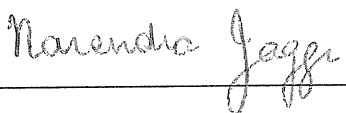
Be It Resolved by the Bloomington Public Library Board of Trustees, Bloomington, Illinois,

1. That the three quote requirement be waived and the Library Director authorize payment for replacement of the SirsiDynix Production Server to Sirsi-Dynix in the amount of \$19,870.00
2. That the current production server had had multiple hardware failures
3. That the current production server has caused ongoing complaints from staff about the response time from the service
4. That the replacement of the SIRSI production server will help ensure reliability and increase productivity of staff
5. That Sirsi-Dynix is the only source from which to purchase this production server
6. That the funds come from the following source:

Bloomington Public Library Fixed Asset Budget: \$17,1790.00

Bloomington Public Library Maintenance and Operating Budget: \$2,680.00

Approved this 17th day of June 2014



Narendra Jaggi, President

Bloomington Public Library Board of Trustees

Quote Information

General

Production Server Migration and OS (Windows) Install on Test System

This quote is hereby fully incorporated into the Master Agreement.

The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be retransmitted.

SirsiDynix Copyright 2014 - All Rights Reserved.

Detailed Pricing

All prices are in U.S. dollars (\$) and are exclusive of taxes unless otherwise noted.

Component	Price
Services	
Installation	7,100
Total Services	7,100
Hardware	
Dell Production Server	8,960
Staging and Installation Services	1,130
Operating System Support	2,680
Total Hardware	12,770
QUOTE TOTAL	19,870

This quote is hereby fully incorporated into the Master Agreement and Schedules
The above information is a trade secret, proprietary and confidential and is only for use by the library named above and not to be released.
SirsiDynix Copyright 2014 – All Rights Reserved.

XZ.C

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

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

1. That the three quote requirement be waived and the Library Director authorize payment for two ScanPro 3000's to Imaging Office Systems, Inc. in the amount of \$9,995.00, each; \$19,990.00 total
2. That the purchase of both units is according to the Fixed Asset Replacement Schedule
3. That the purchase of the two units will be consistent with the existing ScanPro 3000 unit already owned by the Library
4. That the benefits to the public and staff of having identical units are 1) similarity in operation and consistency of use, 2) the purchase of comparable supplies for operation, 3) no preference by the public for use of one unit over another.
5. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$19,990.00

Approved this 17th day of June 2014

Narendra Jaggi

Narendra Jaggi, President
Bloomington Public Library Board of Trustees



IMAGING
Office Systems, Inc.

Software/Hardware Purchase Agreement

Bill Stewart Email: bstewart@imagingoffice.com

Telephone: (224) 265-7654 Fax (847)-519-2121

Corporate Contact Telephone (800) 878-7731 Fax (260) 244-7238

CORPORATE OFFICE
4505 East Park 30 Drive
Columbia City, IN 46725

INDIANAPOLIS OFFICE
5275 Emco Drive
Indianapolis, IN 46220

CHICAGO OFFICE
2100 East Golf Rd, Ste. 410
Rolling Meadows, IL 60008

WICHITA OFFICE
201 North Mead Street
Wichita, KS 67202

KANSAS CITY OFFICE
10800 Farley St.
3 Corporate Woods, Suite 250
Overland Park, KS 66210

CUSTOMER INFORMATION		SYSTEM LOCATION	
Customer Name	Bloomington Public Library	Street Address	Same
Address1	Adult Services Dept.	Address 2	
Address2	205 E. Olive St.	City/State/Zip	
City/State/Zip	Bloomington, IL 61701-5218	Contact	Karen Moen Reference Librarian
Contact	Georgia Bouda, Director	Email	karenm@bloomingtonlibrary.org
Email	georgiab@bloomingtonlibrary.org	Phone Number	(309) 557-8948
Phone Number	(309) 557-8901	Instructions: Please ship ScanPro to the attention of Karen Moen, Adult Services Dept.	
PO Number			

QTY	PRODUCT CODE	DESCRIPTION	LIST PRICE	DISCOUNTED PRICE
		ScanPro 3000 Reader #2		
1		One Time Costs	\$11,590.00	\$9,995.00
1	9863000	Main Unit with Power Supply	Incl.	
1	9863754	Zoom Lens - 7/54X	Incl.	
1	9863310	UCC 310 Motorized Carrier - fiche, aperture cards, 16MM, 35MM film	Incl.	
1		Firewire Card and Cable	Incl.	
1	*INSTALL	Shipping, Installation and Operator Training	Incl.	
		Optional		
	*YR1SPSUPPORT	Onsite support for the first year	413.00	
		Recurring Cost		
	*DSUPPORT	Depot Service after Year 1 - includes parts and labor	\$695.00	

FOR SELLER:		Purchase Price	\$9,995.00
IOS Sales Representative		Shipping and Handling	Included
Bill Stewart, CDIA		State and Local Taxes	N/A
Date June 11, 2014		Balance Due	\$9,995.00
FOR BUYER:		COMMENTS:	
Bloomington Public Library		Prices are valid for 30 days from date of purchase agreement. Imaging Office Systems will train 2 - ScanPro operators. First year warranty includes parts and labor, depot service only.	
Authorized Signature - Per Terms and Conditions of Sale			
Date		I decline hardware maintenance _____	

TERMS AND CONDITIONS OF SALE

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

This agreement may be signed in counterparts, each of which will be deemed an original and all of which together shall constitute one and the same agreement. A facsimile signature of one or more of the parties hereto shall be deemed an original signature for all purposes.

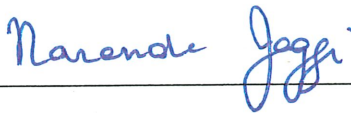
XI. Do

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 \$16,290.38
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: \$16,290.38

Approved this 17th day of June 2014



Narenda Jaggi, President

Bloomington Public Library Board of Trustees

XI.E.

Bloomington Public Library

Books are just the beginning.



Bloomington Public Library

205 East Olive Street
Bloomington, IL 61701-5218
(309) 828-6031

www.BloomingtonLibrary.org

INVOICE

DATE: JUNE 11, 2014

INVOICE # 101

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
						8/15/14

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Summer Reading Program Donation			\$18,150.00

TOTAL DISCOUNT

SUBTOTAL	\$18,150.00
SALES TAX	NA
TOTAL	\$18,150.00

Make all checks payable to Bloomington Public Library

Approved this 17th day of June 2014

Narendra Jaggi
Narendra Jaggi, President

Mary Ann Webb, President
Bloomington Public Library Foundation

Bloomington Public Library

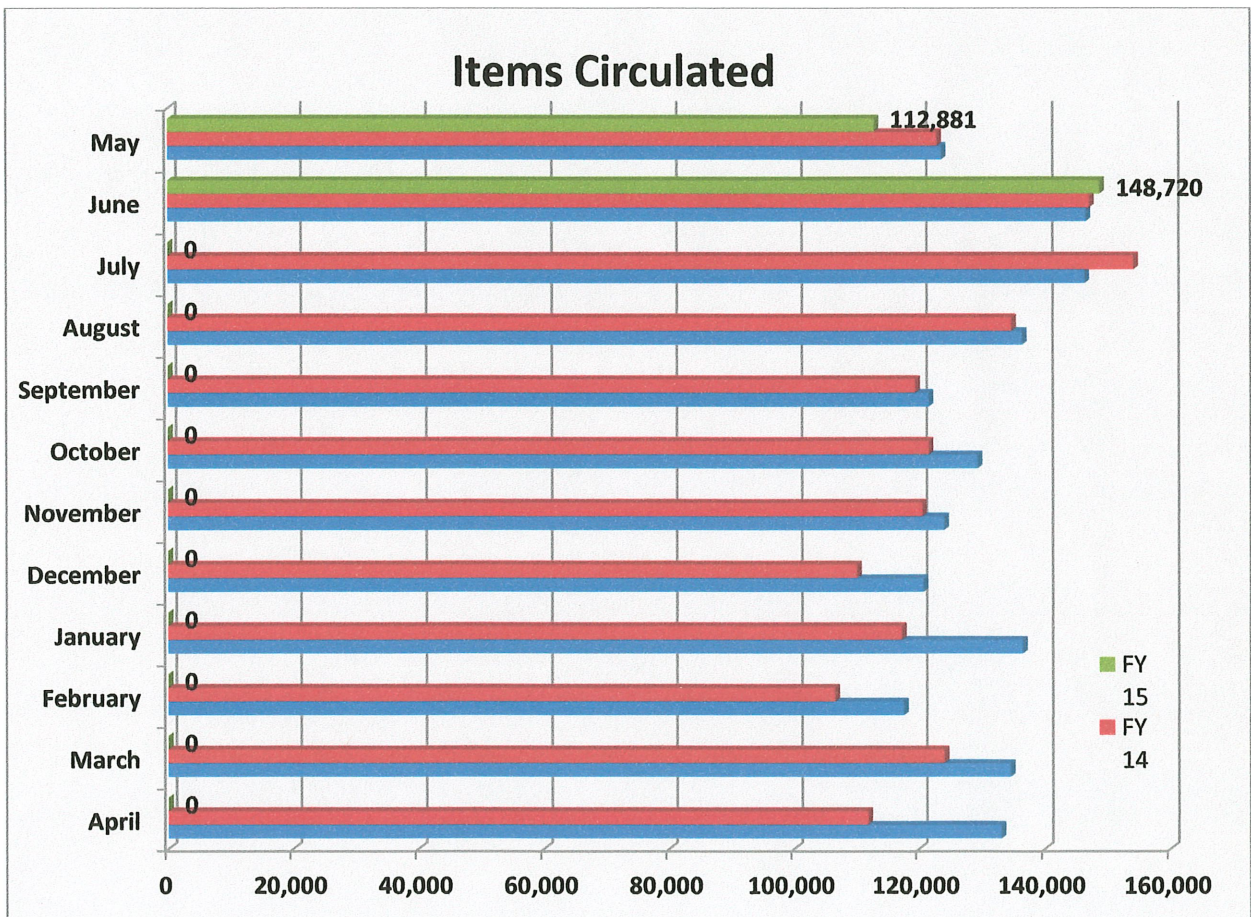
Director's Report

July 2014

1. Per Capita Grant Requirements

It is time to start working on the FY15 Per Capita Grant requirements. I have included our Collection Development Policy and Chapter 7 on Collection Management and Resource Sharing. This needs to be reviewed by the 3Ps Committee and discussed at their next meeting. The Budget & Personnel Committee will tackle the Trustees question regarding the Library's budget. The draft budget for FY16 should be ready by their August meeting. This will be a good time to discuss the library's fiscal climate and needs for serving the community. I have also attached the environmental scan performed last year.

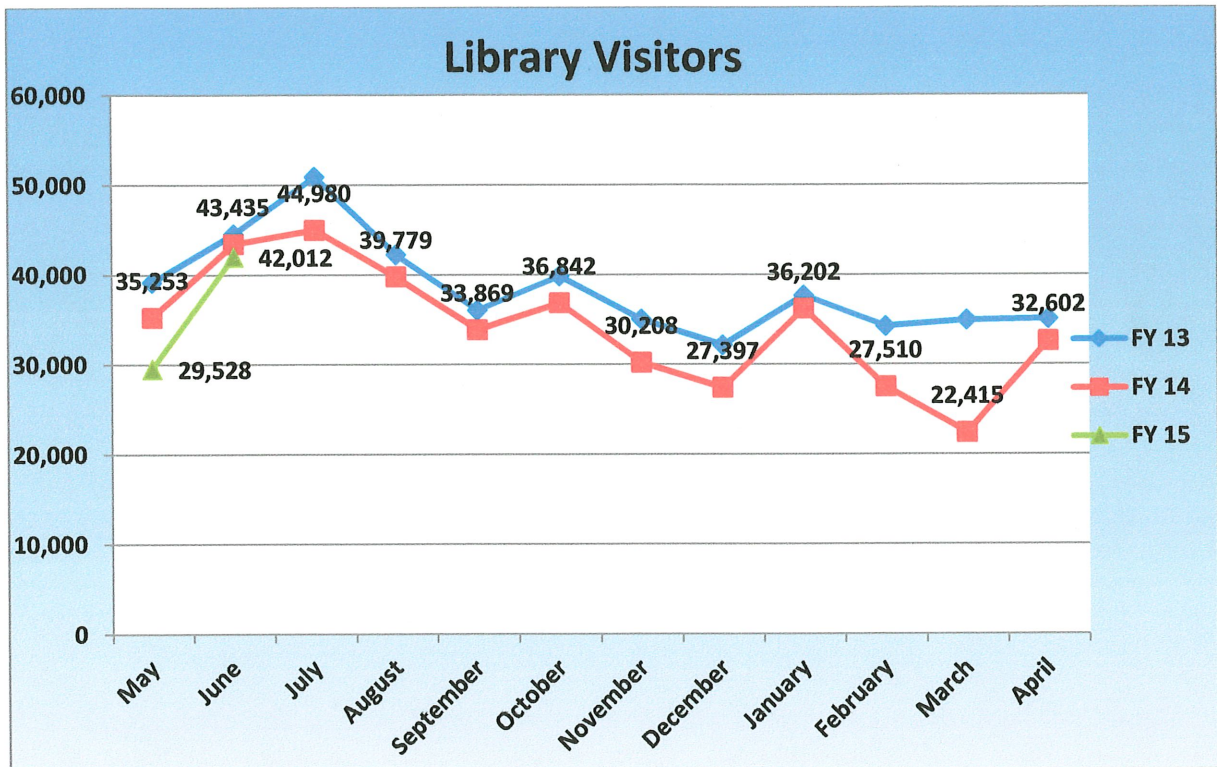
2. Statistics



Customers borrowed 148,720 items in June, 2014, a slight increase over the 147,135 items borrowed in June, 2013. Visitors to the Library were down slightly from 43,435 in June, 2013 to 42,012 in June 2014.

Staff answered 5447 questions from customers this month.

Summer Reading is in full swing with 7244 children, teens, and adults registered for the program.



Programs and Attendance in the month of June:

Children Programs and Attendance

Miller Park Zoo – 2 sessions – 230 attended

DePriest Puppets – 2 sessions – 264 attended

Ecology Action Center – 95 attended

Twin Cities School of Dance – 50 attended

Lapsit – 3 sessions – 43 attended

Paws to Read story time – 3 sessions – 232 attended

Singing, Swinging Story Time (evening and Saturday) – 2 sessions – 38 attended

Music Makers – 5 sessions – 481 attended

Tales for Tails (read to dogs) – 3 sessions – 65 attended

Visited Chesterbrook – 80 attended
Library table at Miller Park story time – 160 attended
Visited Cub Scouts Day Camp – 70 attended
26 group visits – 699 attended

Teen Programs and Attendance

Anime Now – 2 sessions – 15 attended
Nerd Fighters Party, jointly with and at NPL – 1 session – 30 attended
DIY sunglasses – 1 session -- 21 attended
DIY wrapped earbuds – 1 session -- 22 attended
DIY watercolor pillowcase – 1 session -- 16 attended
Rover Mobil Arts 2D workshop w/McLean County Art Center– 2 sessions – 22 attended
Rover Mobil Arts 3D workshop w/McLean County Art Center– 3 sessions – 24 attended
Rover Mobil Arts fiber arts w/McLean County Art Center– 1 sessions – 10 attended
Tech Monday: GIMP, photo software – 1 session – 4 attended

Adult Programs and Attendance

Fiction – 1 session – 10 attended
Mystery Book Club – 1 session – 10 attended
Nonfiction Book Club – 1 session – 4 attended
Books on Tap – 1 session – 4 attended
Family Friendly Movie series – 1 session – 26 attended
Concert on the Patio: Old Men Boys – 1 session – 50 + 1 dog attended
Ten Steps to Financial Freedom – 1 session – 8 attended
DIY series: Citronella Candles – 1 session – 14 attended

Respectfully submitted,
Georgia Bouda, Director

Announcing the Requirements for the FY2015 Illinois Public Library Per Capita and Equalization Aid Grants

The Illinois State Library is pleased to announce the requirements for the **FY2015 Illinois Public Library Per Capita and Equalization Aid Grants**. The requirements for FY2016–2017 will be announced at a later date. These grants are made available under the provisions of Illinois Compiled Statutes, 75 ILCS 10/8 and 10/8.1. We strongly encourage all eligible public libraries to apply for these grants.

Included for FY2015 are requirements for participation in **The Edge Initiative**. The Edge's [website](#) describes the Edge as "...a new management and leadership tool that is helping libraries and local governments work together to achieve community goals. With this professional tool, libraries can be better positioned to address community issues, such as creating a stronger economy, ensuring workforce development and leading lifelong learning." Forthcoming requirements for FY2016 and FY2017 will also include The Edge Initiative. The Illinois State Library will fully support access for public libraries throughout the FY2015-2017 public library per capita requirement cycle. The FY 2015 requirements are as follows:

Standards Chapter Review

The library staff and board must review and report on progress in meeting Chapter 7, "Collection Management and Resource Sharing," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.

Education and Training

At least one member of the library staff must attend one instructional course from one of the regional library systems or the Illinois State Library.

Technology

- 1) At least one member of the library staff and at least one board member must attend an informational webinar or in-person session about The Edge Initiative (<http://www.libraryedge.org>). Information is forthcoming about webinars, in-person sessions and other tools.
- 2) The library staff must claim the library's account at <http://www.libraryedge.org>.
- 3) The library staff must print and review [The Edge Assessment Workbook](#).
- 4) Although not a FY2015 requirement, the library staff and board may complete The Edge Initiative assessment in FY2015.

Trustees

All members of the library board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from the analysis and the library's FY2014 Environmental Scan, describe the library's fiscal climate and needs for serving the community.

Additional requirement for libraries that did not apply for a Per Capita and Equalization Grant in FY2014

The library board and staff must complete an Environmental Scan of the community. Additional information on an Environmental Scan is available at http://www.cyberdriveillinois.com/departments/library/grants/plpc_equalization.html.

Time Frame

These requirements must be completed before the due date of the next application.

For further information, please direct your questions to Mary Downing at mdowning@ilsos.net or Jeanne Urbanek at jurbanek@ilsos.net; 800-665-5576, opt. 2.

Serving Our Public 3.0

Standards for

Illinois Public Libraries

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The public library's mission is to provide a wide range of materials in a variety of formats, such as electronic content, and in sufficient quantity to meet the needs and interests of the community. If electronic readers are provided, they should be accessible. Illinois libraries are best able to provide materials by developing a collection management program and participating in resource sharing. The keys to quality collection management and resource sharing are adequate funding and trained library staff.

The purpose of the Collection Management and Resource Sharing standards is to ensure that Illinois public libraries offer a full range of materials and electronic resources that are current, accessible (cataloged/classified), and relevant to community needs. Collection management includes planning, selecting, and building of resources in all formats needed by a library's community. Based on community needs, the library collection development policy may address selection and evaluation of materials, purchase priorities, and weeding of the collection. Collection evaluation and weeding is an ongoing process where materials are reviewed by analyzing use, age, condition, timeliness, and general coverage in order to improve availability and comprehensiveness and to identify users' changing taste and needs.

Library collections can be expanded beyond the physical boundaries of the library through resource sharing, cooperative collection management, and electronic resources, such as e-books. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. All libraries can enhance their collection by participating in interlibrary loan practices and participating in and utilizing statewide electronic databases/resource offerings, such as OCLC membership, and WorldCat, as well as regional library system and other consortial group purchase opportunities. Also, libraries can become more proactive information providers by using local funds to license electronic full-text databases of local interest. Libraries in close proximity to one another should consider forming a cooperative collection management plan. Cooperative collection plans coordinate selection and purchase of materials between libraries. Finally, libraries also can contribute to resource sharing by digitizing local materials. Local history materials are often unique and have interest that is not exclusive to the immediate local area. Since these materials are unique and irreplaceable, digitizing them allows for preservation as well as broad access and should be encouraged as a goal for library excellence.

APPLICABLE CORE STANDARDS – Please see Core Standards 5, 13, 16, 21, 22, and 23 in Chapter 1.

COLLECTION MANAGEMENT AND RESOURCE SHARING STANDARDS

1. The library spends a minimum of 12 percent of its operating budget on materials for patrons.
2. The library has a board-approved, written collection management policy based on community needs and interests, the diversity of American society, and on professional standards. The library's collection development policy may address the following issues: materials selection; request for reconsideration of materials; collection specialties and purchase priorities; and evaluation and weeding of the collection. (See Appendix P)
3. Staff responsible for collection management is professionally trained in general principles of selection and weeding as well as in their specific areas of responsibilities.
4. Staff responsible for collection management has access to a variety of review sources and selection tools.
5. The library staff uses accepted professional techniques for collection management. Such techniques may include quantitative measures (i.e., circulation-per-capita and turnaround rates, weeding (i.e., the CREW method), user surveys, and questionnaires. (See Appendix Q)
6. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that affect the size of the collection. Examples of these additional factors include local history, genealogy, and a linguistically diverse population.
7. The library provides access to materials in a variety of formats to ensure equal access for people with disabilities of all ages. Examples of some of these formats are e-books, audio books on CD or MP3, books in Braille, information available through the World Wide Web; and closed-captioned, described, or signed videos or DVDs.
8. The library strives to purchase materials in electronic format.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information after all local resources have been exhausted.
10. Library staff members are trained in and follow the policies and procedures relating to the ILLINET Interlibrary Loan Code and the ALA Interlibrary Loan Code.

Chapter 7 [Collection Management and Resource Sharing]

11. The library agrees to be a responsible borrower. Before initiating an interlibrary loan request, requesting libraries should exhaust their own local resources.
12. Library budgets should put priority on purchasing best sellers and buying replacements for lost items with a high checkout rate.
13. Libraries should check statewide resource sharing databases such as OCLC FirstSearch before placing any requests and be responsible for copyright compliance.
14. The borrowing library is always responsible for items, including materials lost in transit or by the patron as specified by the ALA and ILLINET Interlibrary Loan Codes.

COLLECTION MANAGEMENT AND RESOURCE SHARING CHECKLIST

- ☐ The library board trustees ensure that the library has a publicly funded budget to purchase materials. The minimum annual expenditure for materials for any size library should be a minimum of 12 percent of the operating budget.
- ☐ Library budgets put priority on purchasing best sellers and buying replacements for lost items with high checkout rates.
- ☐ The library has a written collection development policy approved by the board.
- ☐ Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
- ☐ Library collections are periodically evaluated to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
- ☐ The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
- ☐ The library strives to purchase materials in electronic format.
- ☐ The library publicizes and promotes interlibrary loan to its patrons.
- ☐ Library staff is trained in and follows policies and procedures related to the Illinois Interlibrary Loan Code and the ALA Interlibrary Loan Code. Libraries agree to be responsible borrowers and lenders.

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Chapter 7 [Collection Management and Resource Sharing]

WEBSITES

ALA Interlibrary Loan Code

www.ala.org/rusa/resources/guidelines/interlibrary

ILLINET Interlibrary Loan Code and Interlibrary Training

il.webjunction.org/il-ill

The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries

www.tsl.state.tx.us/ld/pubs/crew/index.html

Bloomington Public Library

Material Selection and Collection Development Policy

Approved July 21, 2009

Revised February 16, 2010

Revised August 16, 2011

Revised August 19, 2014

This policy has been adopted by the Bloomington Public Library to guide collection decisions and to make information about the library collection available to library staff and customers. The Material Selection Policy is approved and endorsed as the official policy of the Bloomington Public Library and the Board of Trustees and is reviewed biennially.

1. Mission

The primary objective is to select material that supports the Library's mission statement.

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

2. Responsibility for Selection

Authority and responsibility for selecting library material is delegated to the Library Director by the Library Board of Trustees and is, in turn, delegated to the librarians on staff. Any material so selected shall be held to be selected by the Board of Trustees.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Materials Selection Policy the following documents:

- Library Bill of Rights*
- Access for Children and Young People to Videotapes and Other Nonprint Formats*
- Access to Electronic Information, Services and Networks*
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation*
- Challenged Materials*
- Diversity in Collection Development*
- Evaluating Library Collections*
- Expurgation of Library Materials*
- Free Access to Libraries for Minors*
- Restricted Access to Library Materials*
- Statement on Labeling*
- Universal Right to Free Expression*
- Freedom to Read*
- Freedom to View**

These documents are available on the American Library Association website, www.ALA.org.

*These documents are promulgated, adopted and interpreted by the American Library Association.

**This document is adopted by the American Film and Video Association and endorsed by the American Library Association.

The Library seeks to meet or exceed the IL Standards for Public Libraries for a growing community. For the population category of 75,000 -99,999, this requires a base of 150,000 items plus 1.75 items per capita or 281,250 items for a population of 75,000.

3. Material Selection Process & Considerations

The Library seeks to maintain a current collection with an emphasis on popular materials, but with enough depth to meet the needs of our community.

The Library is guided by a sense of responsibility to the past, the present, and the future in adding materials that enrich the collections and maintain an overall balance. The library seeks to provide, within its financial limitations, a general collection of materials embracing broad areas of knowledge which meet the following collection development objectives:

1. To provide a broadly based collection that supports recreational reading.
2. To provide resources that increase an individual's ability to function effectively as a productive member of society by encouraging lifelong learning.
3. To provide a collection that is wide ranging and represents multiple viewpoints on various subjects.
4. To provide a collection that fosters an aesthetic experience, stimulates the imagination and might increase individual creative potential.
5. To provide materials that meet the customers' interests and needs in a timely manner.
6. To provide materials to preschool, elementary school, middle school, and high school age customers to encourage and promote continued use of the library.
7. To purchase materials in quantities proportionate to levels of demand, the library tries to maintain an appropriate hold ratio (the number of holds on an item before additional copies are purchased).
8. To practice ongoing collection management using output measures, reports available from the online system, and other data for continuous collection evaluation.
9. To keep current with technological changes that affect the development of the collection.

The selection of materials requires knowledge of broad subject areas, standard bibliographies, selection tools and review sources, the present development of the collection, and an understanding of the wants and needs of the community. Reviews in professionally recognized periodicals, standard bibliographies, booklists by recognized authorities (including bestseller lists),

and the advice of competent people in specific subject areas may be used.

It is possible that as technology and formats change, entire collections may be eliminated.

Selection criteria and purchasing levels vary by area, but in general all materials are selected based on the following guidelines:

1. Individual merit of each item
2. Existing library holdings
3. Suitability to the community
4. Budget
5. Popular appeal and customer demand
6. Critics' and staff reviews
7. Timeliness of the material
8. Availability and suitability of format

Selections will not be made on the basis of any anticipated approval or disapproval, but on the merits of the material in relation to the building of the Library's collections and in support of its stated mission. Purchase suggestions from customers are welcome and are given serious consideration.

A library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

Selectors will keep in mind to only purchase items that have full catalog records in OCLC/Worldcat. Exceptions can be made with previous consent of the Technical Services Manager.

4. Gifts

A gift to the Library may consist of material or funds for the purchase of material. In order to be added to the Library's collections, gift material must meet the same criteria as purchased material. Gifts not added to the collection will be ~~donated to the Friends of the Library for sale~~ sold in the Library's Book Shoppe or elsewhere. The Library accepts restricted funds only if the material to be purchased has been jointly approved by the donor and the Library.

Gifts are accepted subject to the following limitations:

1. The Library retains full and unconditional ownership of all gifts.
2. The Library makes the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts.

5. Areas of the Collection

The collection is organized into three broad areas: Adult, Children's and Outreach. Responsibility for the selection of materials for each department is further divided and delegated.

Using Section 3 of this policy as their guide, the librarians determine the appropriate parameters, objectives, and criteria for the material selections in their assigned areas. ~~Collection development paragraphs, written by the librarians/selectors, elaborate the detail of the selection approach for what is purchased for each collection area. These paragraphs are available upon request.~~

Adult Collection

Materials are collected in many formats. Collections are grouped to allow customers to browse and to find items easily using a call number; collections are grouped by format, by genre and/or by topic.

Selection resources used vary widely, but include professional journals, awards lists and customer requests.

Children's Collection

Providing current, popular, educational, and notable materials for preschoolers through middle school students as well as for parents, teachers, and others interested in children's literature, the children's collection consists of recreational and informational materials that foster a love of reading. The library tries to anticipate and to meet the diverse skills and interests of readers at all ages from the preschooler to the beginning reader to the child ready for more advanced resources.

Materials are selected in response to the needs and interests of young people by recognizing their diverse tastes, backgrounds, abilities, and potential. Each item must be individually considered for its intended audience and is evaluated according to previously stated selection criteria with particular attention paid to reading level and age-appropriateness of content. Children's materials are purchased in a wide variety of formats. As a general rule, the library does not acquire textbooks used in school as these materials are available elsewhere, curriculums are revised every year, and the required textbooks change frequently.

Selection resources vary widely, but include professional journals, awards lists and customer requests.

Outreach

Materials in the Outreach (OTR) collections are available to all library users. They are housed in and near the OTR Department. Holdings are listed in the library's catalog and may be borrowed through the Bookmobile, the Check Out Desk, by placing Holds, and through other OTR services. Specifically, the OTR collections support the Bookmobile (BKM), Home Delivery, and Deposit collections.

OTR collections tend to contain new, popular items. The nature of OTR services is to provide popular reading, viewing, and listening materials. Items from the Main library collections are borrowed to fill customer requests that are outside the realm of OTR's holdings. Interlibrary loan is also available to OTR customers.

Items are selected based on reviews in professional resources, circulation of other items by the same author/performer, high initial print runs or large box office takes, and customer requests.

6. Collection Maintenance

The collection needs continuous evaluation to ensure that the library is fulfilling its mission. Systematic weeding or de-acquisition of library materials is needed in order to maintain a vital, useful and up-to date-collection. This task takes skill, care, time and knowledge of the materials. Each selector is responsible for ensuring properly maintained collections. Bloomington Public Library follows the CREW (Continuous Review, Evaluation & Weeding) method of weeding and augments it with weeding reports and other reports generated for specific areas.

Most areas of the collection are reviewed annually for de-selection. Items are withdrawn from the collection based on the MUSTIE formula:

M = Misleading or inaccurate

U = Ugly (worn or damaged)

S = Superseded (by a new edition or better book on the subject)

T = Trivial (of no literary or scientific merit)

I = Irrelevant to the needs and interests of the community

E = Expeditiously obtained Elsewhere

Because of current space limitations, the Library is forced to withdraw almost as many items as it adds each year.

Obsolete formats may no longer be purchased and will be withdrawn as technologies and access change.

Consideration is given to ensure that a core collection of definitive works in a given subject area are retained regardless of condition or circulation. Worn or damaged items are identified for weeding on a continual basis. While items are replaced, the library's policy is not to automatically replace titles discarded, lost, or withdrawn. In each case, the need for replacement is based on the existence of adequate coverage of the subject, the timeliness of the title in question, the demand for the specific title, and the availability of the item. Important works in poor condition may be repaired, if possible.

~~WorldCat, Public Library Catalog, Fiction Catalog, Children's Catalog and other similar sources are consulted before the last copy of a title in the library is withdrawn. The collection is not, however, archival and is reviewed and revised on an ongoing basis to meet current needs.~~

Titles in some areas of the collection go Lost Assumed or Missing frequently due to theft or customers keeping them. ~~A title is replaced up to 3 times.~~ These items may be replaced depending on budgetary considerations, how long the item was held before it was stolen, and how many times it has previously been replaced.

Materials which have been withdrawn and are in good condition will be given to the ~~Friends of the Library~~ for its book sale. No items can be held for or given to individuals for personal use. Magazines are weeded once per year in January, keeping only the current year plus one. Magazines that were not renewed or have been discontinued will be weeded. Magazines that are damaged or lost during the year are not replaced.

Adult Services

Using the CREW Method mentioned above, Adult Services staff weed material from the adult and teen collections in the Main library.

Each selector follows a monthly weeding schedule to assure that collections are reviewed – shelf by shelf – on a rotating and regular basis. Smaller collections are reviewed each year. Larger collections (such as Nonfiction) are reviewed every three years. Reports generated by the integrated library system [SIRSI] and [Collection HQ](#) support weeding.

In addition, staff in Circulation and shelveers review items for condition when checking in and when shelving. Items in poor condition are set aside for immediate review by the selector.

The Illinois Collection, while reviewed, has very limited, if any, deselection. Items may be offered to the McLean County Historical Museum Library [or other organizations](#) ~~or the Friends of the Bloomington Public Library~~ for special sale.

~~Titles remain in the Most Wanted collection for approximately 9 months. If the shelves become crowded, prolific authors may be weeded so that only the most recent title is included. Copies that are removed from the Most Wanted collection are either added to the fiction collection or are removed from the collection altogether based on the condition of the item and demand for the title.~~

[Renewal or addition of databases is considered annually.](#) Statistics from our website (“click throughs”) and from the vendor (number of searches and other statistics) are used to determine if the cost per use is reasonable and viable to renew or cancel the online resource.

Children's Services

Books for the youngest customers are reviewed and replaced at least annually and often more frequently because of their heavy use. Picture book and beginning reader titles may be replaced many times over the years because of condition. Fiction books for older readers will be evaluated every three years. Condition, circulation figures, and literary merit are considered. All fiction titles that have not been checked out in three years may be weeded.

Nonfiction is weeded at least every three years to update information. Items not checked out in

five years may be withdrawn from the collection.

Magazines are weeded once a year in August. The circulation and condition of the magazines are considered. Magazines that are damaged or lost during the year are not replaced.

The AV collection is evaluated once a year. Condition, circulation statistics, and literary merit are considered.

Outreach

There are three primary considerations for OTR weeding:

- Maintain a current, popular collection
- Condition
- Shelf space

Many withdrawn OTR items are added to Main's collections. Often, OTR items become replacement copies or additional copies in Main's holdings. The appropriate selector is notified when there are withdrawn items to review. ~~So weeding materials out of OTR does not necessarily mean they are no longer available in the library.~~

7. Reconsideration of Library Material

The Board of Trustees of Bloomington Public Library recognizes that all individuals have the right to choose which library material they will use. No one individual, however, has the right to restrict access to library material by others. No material is automatically removed from the collections because of an objection to it. Library material will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered. The Library assures free access to its holdings for all customers who are free to select or reject for themselves any item in the collections. Children are not limited to material in the juvenile collections although juvenile collections are kept together to facilitate use. Responsibility for material accessed by children and adolescents rests solely with their parents or legal guardians.

It is an obligation of the public library to reflect within its collection differing points of view. The Bloomington Public Library does not endorse any particular belief or view nor does the selection of an item indicate an endorsement of any viewpoint. All circulating material will be made available to the public in the manner that best facilitates access by the public. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

Bloomington Public Library recognizes that a diverse collection of material may result in some requests for reconsideration. A "Complaint about Library Material" form and a "Request for Reconsideration of Library Material" form are available to all Bloomington Public Library cardholders for comments concerning the presence or absence of any library material. See Appendix A and B. Procedures for handling complaints about or requests for reconsideration of library material have been established and approved by the Board of Trustees.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Materials Selection Policy the following documents:

- Library Bill of Rights*
- Access for Children and Young People to Videotapes and Other Nonprint Formats*
- Access to Electronic Information, Services and Networks*
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation*
- Challenged Materials*
- Diversity in Collection Development*
- Evaluating Library Collections*
- Expurgation of Library Materials*
- Free Access to Libraries for Minors*
- Restricted Access to Library Materials*
- Statement on Labeling*
- Universal Right to Free Expression*
- Freedom to Read*
- Freedom to View**

These documents are available on the American Library Association website, www.ALA.org.

*These documents are promulgated, adopted and interpreted by the American Library Association.

**This document is adopted by the American Film and Video Association and endorsed by the American Library Association.

Appendix A

PROCEDURES:

FORM I, "COMPLAINT ABOUT LIBRARY MATERIAL"

FORM II, "REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL"

If Bloomington Public Library (BPL) users wish to file a complaint about library material, Form I, "Complaint about Library Material," should be completed. This form stays on file with the Department Manager; a copy of the form will be submitted to the Director. The Department Manager may examine the material, as well as critical reviews of the material.

If Bloomington and Golden Prairie residents wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out Form II, "Request for Reconsideration of Library Materials."

When Form II is completely filled out and returned to the Library, it will be submitted to the Library Director. The Director will initiate the review process. The Director, the appropriate Department Manager and other staff designated by the Director will review the completed form and the material to determine whether the material should remain or be removed from the collection.

The Director will write a letter to the Bloomington or Golden Prairie resident who initiated the request for reconsideration, outlining the above procedures and announcing the disposition of the material in question.

FORM I: COMPLAINT ABOUT LIBRARY MATERIAL

Material: _____

Date of Material:

Your Name: _____

Address: _____

Telephone: _____

Are you a BPL cardholder? _____

Complaint Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

Reason for Complaint:

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Form I received: _____

Staff Initial: _____

FORM II: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Author/Performer of Material:

Material Title: _____

Publisher/Distributor of Material:

Library Call Number: _____ Date of Material: _____

Your Name: _____

Address: _____

Telephone: _____

Are you a BPL cardholder? _____

Request Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

Have you read or viewed the entire work? Circle one: YES NO

If your answer is NO, what parts have you read or viewed?

To what in the material do you object? Please be specific; cite pages or sections.

What good or valuable features do you find in the material?

What do you believe is the theme of this work?

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material? Circle one: YES NO

If your answer is YES, please specify:

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? If yes, please specify:

Date: _____ Signature: _____

FOR OFFICE USE ONLY

Date Form II received: _____ Staff initials: _____

Decision: _____ Decision date: _____

Date requestor was notified of decision: _____

Dept. Manager signature: _____

Attachments:

3Ps Committee - 8/7/13

SWOT Analysis

Strengths:

- **What do we do well?**
 - We are very efficient with both space and staff. We've become more efficient with the self-check stations and the sorter.
 - Our staff provides top-notch customer service and roving customer service
 - The staff is competent.
 - Strong programming offered; high attendance
 - TeenZone
 - We've stayed abreast of new technology from computers to gaming.
 - The collection is up-to-date
 - The Foundation has money
 - We have general positive support from the community.
 - Location is a plus with proximity to social services
 - We have a great board.
 - We're a very technical library in a very technological town.
 - We have an excellent Illinois Collection.
- **What unique resources can you draw on?**
 - Wine Gala (\$6K), Putt with the Prose (\$4.5K), Book Shoppe (\$21), grants
 - We participate in the Project Next Generation Program
 - We'll be participating in the Prime Time Family Literacy Program
 - We have big business and university options
 - School districts
 - We have a Bookmobile that makes many (44) stops.
- **What do others see as your strengths?**
 - We're responsive to the needs of our community.
 - The Library is a welcoming facility with helpful staff.
 - We work well with the school districts.
 - The Summer Reading Program
 - We have a Bookmobile that makes many (44) stops.

Weaknesses:

- **What could you improve?**
 - We could use an additional 26,000 square feet.
 - We do not have enough parking.
 - We are not located centrally within the community. The east side feels underserved.

- The economic climate which also affects our city government
 - A very conservative financial mentality
 - Our use goes up when the economy goes south and our resources are squeezed.
 - Poor infrastructure in the City of Bloomington may dictate how much money comes to the Library.
 - We're in Illinois, and the state is in poor shape.
- **What threats do your weaknesses expose you to?**
 - Our use goes up when the economy goes south. At the same time, our resources are squeezed.

LIBRARY BUDGET -- FY 15		
Account Number	Account Title	FY 15 Budget
50110	Property Taxes	4,546,710
53020	Replacement Tax	130,400
53120	State Grants	78,000
53370	From Golden Prairie PL Dist	375,000
54490	Library Fees & Rentals	75,000
54720	Copies	3,600
56010	Int from Investments	4,000
57110	Sale of Property	1,000
57310	Donations	19,500
57990	Other Misc Income	20,000
	Total Revenues	5,253,210
61100	Full Time Salaries	2,000,510
61110	Part Time Salaries	384,836
61130	Seasonal Salaries	34,648
61150	Overtime Salaries	1,100
62101	Dental Insurance	11,160
62102	Vision Insurance	2,630
62104	Health Insurance PPO BC/BS	232,172
62106	Health Insurance HAMP HMO	99,565
62110	Life Insurance	4,000
62120	IMRF	297,676
62130	FICA	150,040
62140	Medicare	35,090
62160	Worker's Comp	22,211
62190	Staff Uniforms	600
62210	Tuition Reimbursement	30,000
62990	Other Benefits	20,000
70420	Equipment Rental	20,000
70510	Building Maintenance	125,000
70520	Vehicle Maintenance	10,000
70530	Office/Equipment Maintenance	158,000
70590	Other Property Maintenance	25,000
70610	Advertising	18,000
70611	Printing/Binding	18,000
70630	Travel	6,000
70631	Membership Dues	5,000
70632	Professional Development	8,000
70690	Other Purchased Services	112,000
70714	Property Insurance	26,000
70715	Vehicle Insurance	6,000
70790	Other Insurance	4,500
71010	Office Supplies	20,000
71013	Computer Supplies	90,000
71015	Copier Supplies	4,500
71017	Postage	30,000
71020	Library Supplies	75,000
71024	Janitorial Supplies	13,000
71070	Fuel	8,240
71080	Bldg & Maint Supplies	8,000
71310	Natural Gas	35,000
71320	Electricity	112,000
71330	Water	8,500
71340	Telecommunications	26,000
71410	Professional Collection	6,000
71420	Periodicals	35,000
71430	Adult Books	165,300
71440	Juvenile Books	120,300
71470	A/V Materials	167,100
71480	Public Access Software	150,000
71490	Ebooks	61,300
79120	Employee Relations	5,500
79990	Other Misc. Expenses	13,000
89112	To ERI Reimbursement	36,732
89237	To Library Equip Replacement	195,000
	Total Expenses	5,253,210
	Total Revenues	5,253,210

BLOOMINGTON PUBLIC LIBRARY
FY 2015 FISCAL REPORT

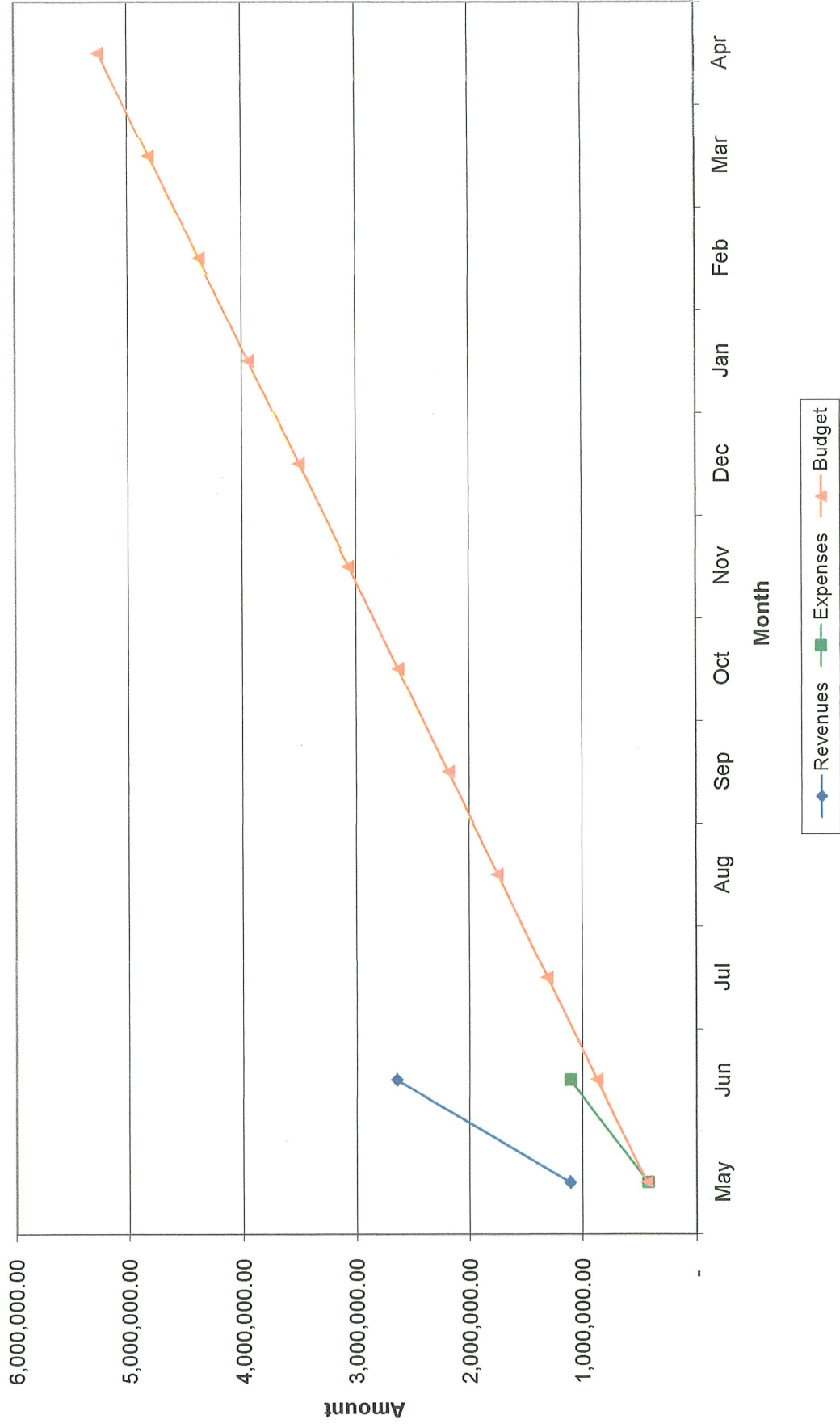
REVENUES:

ACCT NAME	BUDGET	JUNE 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	1,398,541.79	2,330,081.09	(2,216,628.91)	51.2
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	78,000	0.00	95,762.50	17,762.50	122.8
GPPLD	375,000	127,303.85	191,266.43	(183,733.57)	51.0
Fees & Rentals	75,000	8,535.08	14,832.18	(60,167.82)	19.8
Copies	3,600	319.10	582.05	(3,017.95)	16.2
Interest on Investments	4,000	43.65	64.55	(3,935.45)	1.6
Sale of Property	1,000	119.00	2,916.78	1,916.78	291.7
Donations	19,500	528.82	2,253.82	(17,246.18)	11.6
Cash Over/Short	0	(40.23)	(17.20)	(17.20)	-----
Other	20,000	2,705.79	10,523.33	(9,476.67)	52.6
Total Revenues	5,253,210	1,538,056.85	2,648,265.53	(2,604,944.47)	50.4

ACCT NAME	BUDGET	JUNE 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,000,510	145,120.70	361,295.18	(1,639,214.82)	18.1
Part-Time Salaries	384,836	32,638.15	70,411.55	(314,424.45)	18.3
Seasonal Salaries	34,648	7,880.89	11,082.01	(23,565.99)	32.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	198.99	198.99	198.99	-----
Total Sals & Wages	2,421,094	185,838.73	442,987.73	(1,978,106.27)	18.3
Dental Insurance	11,160	786.88	1,581.38	(9,578.62)	14.2
Vision Insurance	2,630	196.00	392.00	(2,238.00)	14.9
Health Insurance, BC/BS PPO	232,172	14,692.56	29,385.12	(202,786.88)	12.7
Health Insurance, OSF HMO	99,565	8,256.10	16,751.82	(82,813.18)	16.8
Life Insurance	4,000	230.07	463.59	(3,536.41)	11.6
IMRF	297,676	27,513.76	59,680.58	(237,995.42)	20.0
FICA	150,040	4,945.46	20,306.82	(129,733.18)	13.5
Medicare	35,090	2,559.85	6,152.54	(28,937.46)	17.5
Worker's Comp	22,211	0.00	0.00	(22,211.00)	0.0
Uniforms	600	120.65	215.98	(384.02)	36.0
Tuition Reimb	30,000	3,756.00	3,756.00	(26,244.00)	12.5
Other Benefits	20,000	0.00	0.00	(20,000.00)	0.0
Total Benefits	905,144	63,057.33	138,685.83	(766,458.17)	15.3
Rentals	20,000	1,209.57	2,462.57	(17,537.43)	12.3
Total Rentals	20,000	1,209.57	2,462.57	(17,537.43)	12.3
Building Mtn	125,000	5,115.30	5,430.97	(119,569.03)	4.3
Vehicle Mtn	10,000	804.90	804.90	(9,195.10)	8.0
Office & Computer Mtn	158,000	47,775.34	81,160.82	(76,839.18)	51.4
Other Mtn	25,000	70.00	70.00	(24,930.00)	0.3
Total Repair/Mtn	318,000	53,765.54	87,466.69	(230,533.31)	27.5

ACCT NAME	BUDGET	JUNE 2014	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	18,000	1,579.71	2,910.73	(15,089.27)	16.2
Printing/Binding	18,000	1,789.75	2,681.63	(15,318.37)	14.9
Travel	6,000	155.74	1,129.07	(4,870.93)	18.8
Membership Dues	5,000	135.00	360.00	(4,640.00)	7.2
Professional Development	8,000	1,639.00	1,639.00	(6,361.00)	20.5
Other Purchased Services	112,000	6,031.12	12,565.26	(99,434.74)	11.2
Property Insurance	26,000	0.00	0.00	(26,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	4,500	0.00	0.00	(4,500.00)	0.0
Total Purchased Services	203,500	11,330.32	21,285.69	(182,214.31)	10.5
Office Supplies	20,000	486.28	984.49	(19,015.51)	4.9
Computer Supplies	90,000	4,826.59	5,139.05	(84,860.95)	5.7
Copier Supplies	4,500	889.25	951.08	(3,548.92)	21.1
Postage	30,000	4.84	4.84	(29,995.16)	0.0
Library Supplies	75,000	6,398.22	8,978.22	(66,021.78)	12.0
Janitorial Supplies	13,000	831.36	1,222.23	(11,777.77)	9.4
Gas & Diesel Fuel	8,240	536.68	536.68	(7,703.32)	6.5
Building Mtnc & Repair Supplies	8,000	73.91	978.28	(7,021.72)	12.2
Total Supplies	248,740	14,047.13	18,794.87	(229,945.13)	7.6
Natural Gas	35,000	5,219.48	5,219.48	(29,780.52)	14.9
Electricity	112,000	16,452.61	16,452.61	(95,547.39)	14.7
Water	8,500	1,038.92	1,038.92	(7,461.08)	12.2
Telecommunications	26,000	2,175.27	3,398.83	(22,601.17)	13.1
Total Utilities	181,500	24,886.28	26,109.84	(155,390.16)	14.4
Professional Collection	6,000	838.30	453.95	(5,546.05)	7.6
Total Prof Collection	6,000	838.30	453.95	(5,546.05)	7.6
Periodicals	35,000	15,861.33	15,693.33	(19,306.67)	44.8
Adult Books	165,300	11,622.44	22,757.50	(142,542.50)	13.8
Children's Books	120,300	6,835.81	10,874.77	(109,425.23)	9.0
A/V Materials	167,100	7,387.30	17,053.17	(150,046.83)	10.2
Public Access Software	150,000	56,209.06	74,753.36	(75,246.64)	49.8
Ebooks	61,300	0.00	0.00	(61,300.00)	0.0
Total Materials	699,000	97,915.94	141,132.13	(557,867.87)	20.2
Employee Relations	5,500	19.80	69.70	(5,430.30)	1.3
Miscellaneous Expenses	13,000	750.58	786.44	(12,213.56)	6.0
ERI Reimbursement	36,732	36,732.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	195,000	195,000.00	195,000.00	0.00	100.0
Total Other Expenses	250,232	232,502.38	232,588.14	(17,643.86)	92.9
Total Expenses	5,253,210	685,391.52	1,111,967.44	(4,141,242.56)	21.2

BPL FY 2014-2015



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2014

Property Tax (51.2%): The Library has received three distributions.

Replacement Tax (0.0%): Nothing has been received yet.

State Grants (122.8%): The Per Capita Grant was more than we projected.

GPPLD (51.0%): Golden Prairie has received three distributions.

Interest on Investments (1.6%): Interest rates are still low.

Sale of Property (291.7%): The Library sold art prints at the Art/Jazz Evening on 5/16/14. The Library also sold used furniture during the month of May.

Donations (11.6%): There are a few community donations which the Library received in April, but were actually for FY14. The receipt of these donations will be corrected as part of the City audit.

Other (52.6%): The Book Shoppe continues to be a success.

Seasonal Salaries (32.0%): This line item is over-spent because the majority of these funds are spent during the summer months for the additional staff hired to help out with the Summer Reading Program.

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

Life Insurance (11.6%): This line item is just slightly under-spent.

Worker's Compensation (0.0%): The annual premium is paid in January.

Uniforms (36.0%): Uniform shirts were ordered for the new temporary Custodian and for the new Security Officer.

Other Benefits (0.0%): Nothing has been paid from this line item.

Building Maintenance (4.3%): Charges have been minimal.

Vehicle Maintenance (8.0%): Nothing has been paid from this line item.

Office/Equipment Maintenance (51.4%): This line item is over-spent because most of the expenditures are one-time annual payments for equipment maintenance.

Other Property Maintenance (0.3%): Charges have been minimal.

Membership Dues (7.2%): Charges have been minimal.

Other Purchased Services (11.2%): Charges have been minimal.

Property Insurance (0.0%): The annual premium is paid in January.

Vehicle Insurance (0.0%): The annual premium is paid in January.

Other Insurance (0.0%): This is for the Director's & Officer's Insurance—the annual premium is paid in January.

Office Supplies (4.9%): Charges have been minimal.

Computer Supplies (5.7%): Charges have been minimal.

Postage (0.0%): Nothing has been spent from this line item.

Janitorial Supplies (9.4%): Charges have been minimal.

Professional Collection (7.6%): Charges have been minimal.

Periodicals (44.8%): The annual subscription service payment was made in June.

Children's Books (9.0%): Charges have been minimal.

A/V Materials (10.2%): Charges have been minimal.

Public Access Software (49.8%): Several one-time annual payments have been made for various databases for the public.

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

Employee Relations (1.3%): Charges have been minimal.

Miscellaneous Expenses (6.0%): Charges have been minimal.

ERI Reimbursement (100.0%): The transfer was made in June.

Fixed Asset Fund Transfer (100.0%): The transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations

For 2014:	2,225.00
Memorial Donations:	25.00
Fountain Receipts:	3.82
Total Donations:	\$2,253.82

The Other Revenue line item breaks out as follows:

Print Station:	\$ 1,616.25
Book Shoppe:	2,965.00
Sale of Reusable Bags:	63.00
Sale of Sling Backpacks:	168.00
Sale of Earbuds:	157.50
Sale of Flashdrives:	58.50
Sale of Totebags:	0.00
Sale of Umbrellas:	10.00
Hot Beverage Station:	141.00
Test Proctoring:	340.00
Meeting Room Fees:	105.00
B Logistics Revenue:	2,918.74
Novel Night of Art & Jazz Ticket Sales:	1,610.00
Miscellaneous:	370.34
Total Other Revenue:	\$10,523.33

During June, 13 batches containing 111 invoices were processed, totaling \$163,296.62 and 193 credit card charges were made totaling \$29,318.22.

Library Fund Balance Information, 6/30/14:

Operating:	\$ 2,013,332.74
Capital:	\$ 2,052,027.38
Fixed Assets:	\$ 825,278.85

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 15, 2014

Narendra Jaggi
Signature, BPL Trustee

Vendor	Line Item	Amount
3M	Office/Equipment Mtn	29,204.00
Alpha Controls & Services, LLC	Building Maintenance	5,750.00
Ameren IP	Electricity	16,452.61
American Pest Control	Building Maintenance	400.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
Bloomington Rotary Club	Membership Dues	300.00
Bouda, Georgia	Travel	120.92
Bound to Stay Bound Books	Juvenile Books	229.25
Bridgeall Libraries	Office/Equipment Mtn	15,412.00
C.K. Brush	Building Maintenance	90.00
CDW Government	Computer Supplies	441.65
CDW Government	Office/Equipment Mtn	769.00
Cengage Learning	Adult Books	1,385.58
Center Point Large Print	Adult Books	563.22
CIRBN	Telecommunications	466.56
City of Bloomington	Dental Insurance	786.88
City of Bloomington	FICA	4,945.46
City of Bloomington	Fuel	536.68
City of Bloomington	Health Insurance-HMO	8,256.10
City of Bloomington	Health Insurance-PPO	14,692.56
City of Bloomington	IMRF	27,513.76
City of Bloomington	Life Insurance	230.07
City of Bloomington	Medicare	2,559.85
City of Bloomington	Payroll	185,838.73
City of Bloomington	Vision Insurance	196.00
City of Bloomington	Water	1,038.92
Comcast	Telecommunications	99.85
Cumulus Broadcasting	Advertising	1,355.85
Custom Digital Imaging	Printing/Binding	1,789.75
Demco	Library Supplies	214.10
Ebsco Subscription Services	Periodicals	15,452.08
Ebsco Subscription Services	Professional Collection	838.30
Evergreen FS	Other Property Mtn	70.00
Facts on File (Infobase Publishing)	Public Access Software	7,220.06
Farnsworth Group	Other Purchased Services	2,097.00
Founder's Grove Neighborhood Association	Advertising	100.00
Fox Lake District Library	Miscellaneous Expenses	9.99
Frontier	Telecommunications	1,650.59
Global Government/Education Solutions, Inc.	Computer Supplies	181.50

Heritage Schoolhouse Press
 HOH Water Technology
 Illinois State University (WGLT Radio)
 Kavanagh, Scully, Sudow, White & Frederick
 Keystone US Management (Tyco Integrated Security, LLC)
 Kollum, Jason
 Kone, Inc.
 LimeLight Communications, Inc.
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Nicor/Northern Illinois Gas
 Oberlander Communications
 Officemax
 Officemax
 Officemax
 Officemax
 Officemax
 Penworthy
 Prochnow Landscaping, Inc.
 Proquest
 R.K. Dixon
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Scholastic Library Publishing
 Select Screen Prints & Embroidery, Inc.
 Sirsi-Dynix
 Stanlaw, James
 Stumpf, Gerald (ID Cards Unlimited)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 University of Illinois
 Verizon Wireless
 West Publishing
 Widmer
 Williams, Charles (CW Associates)
 VISA - A Renee Wine
 VISA - Ace Hardware
 VISA - Allegiant Air
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Badge A Minit
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Concord Custom Cleaners
 VISA - Connecting Point
 VISA - Demco
 VISA - Dollar Tree
 VISA - Don Owen Tire
 VISA - Eli Research, Inc.

Juvenile Books	45.00
Building Mtnc Supplies	210.15
Advertising	600.00
Other Purchased Services	437.04
Building Maintenance	245.80
Other Purchased Services	825.00
Building Maintenance	1,584.00
Advertising	200.00
Building Maintenance	362.50
A/V Materials	2,562.01
Janitorial Supplies	902.47
Office/Equipment Mtnc	93.04
Juvenile Books	304.13
Natural Gas	5,219.48
Telecommunications	48.50
Computer Supplies	602.10
Copier Supplies	889.25
Employee Relations	23.82
Miscellaneous Expenses	(26.91)
Office Supplies	259.43
Juvenile Books	1,047.00
Other Property Mtnc	75.00
Public Access Software	3,325.00
Office/Equipment Mtnc	445.47
A/V Materials	1,110.64
Periodicals	4,800.45
Rentals	1,694.80
Printing/Binding	232.50
Other Purchased Services	344.00
Other Purchased Services	8.50
Professional Development	1,460.00
Other Purchased Services	75.00
Library Supplies	1,163.30
Building Maintenance	28.09
Other Purchased Services	519.10
Tuition Reimbursement	2,504.00
Telecommunications	1,050.42
Adult Books	78.00
Office Supplies	2,196.87
Adult Books	64.20
Other Purchased Services	650.00
Building Mtnc Supplies	17.98
Travel	49.98
A/V Materials	560.14
Adult Books	45.47
Library Supplies	194.95
A/V Materials	6,360.66
Adult Books	9,902.85
Juvenile Books	4,988.80
Other Purchased Services	155.85
Computer Supplies	34.00
Library Supplies	345.87
Other Purchased Services	120.00
Vehicle Maintenance	642.14
Professional Development	179.00

VISA - Envisionware
 VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Global Industrial.com
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hometown Productions
 VISA - Huck's Food & Fuel
 VISA - Ingram
 VISA - Kelly's Bakery & Café
 VISA - K-Mart
 VISA - Lands' End Business Outfitters
 VISA - LD-Inkjets
 VISA - Lowe's
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Meijer
 VISA - Michael's
 VISA - MineCraftEdu
 VISA - Mission Mart
 VISA - Naturally Yours 2
 VISA - News Gazette, Inc.
 VISA - Officemax
 VISA - Oriental Trading Co., Inc.
 VISA - Paetec Communications
 VISA - Paypal*NKTrading Inc.
 VISA - SteamGames.com
 VISA - SteamPowered.com
 VISA - US Postage Service
 VISA - Verizon Wireless
 VISA - Wal-Mart
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 VISA - Wal-Mart

Total

Office/Equipment Mtn 1,807.20
 Advertising 3.23
 Miscellaneous Expenses 142.51
 A/V Materials 90.15
 Office Supplies 199.90
 Office Supplies 7.19
 Other Purchased Services 56.55
 Advertising 297.00
 Miscellaneous Expenses 4.43
 Adult Books 254.13
 Miscellaneous Expenses 115.24
 Janitorial Supplies 110.69
 Uniforms 120.65
 Computer Supplies 63.99
 Building Mtn Supplies 39.98
 Employee Relations 10.49
 Janitorial Supplies 41.96
 Miscellaneous Expenses 28.44
 Other Purchased Services 7.78
 Office Supplies 54.99
 Public Access Software 461.00
 Other Purchased Services 16.92
 Other Purchased Services 3.79
 Periodicals 18.95
 Library Supplies 25.86
 Other Purchased Services 102.24
 Telecommunications 118.21
 Computer Supplies 3.53
 Public Access Software 50.00
 Public Access Software 50.00
 Postage 6.49
 Telecommunications 150.88
 Employee Relations 9.31
 Janitorial Supplies 37.41
 Library Supplies 50.32
 Miscellaneous Expenses 40.44
 Other Purchased Services 122.11

416,139.67

Bloomington Public Library
Monthly Statistics - June 2014

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	59,804	113,253	63,435	122,816
Teens	4,289	6,978	4,696	8,500
Children	67,423	107,642	68,240	116,539
OTR Adults	2,536	4,634	2,435	5,198
OTR Teens	219	390	139	308
OTR Children	4,427	8,478	3,855	8,184
e-Books - Freading	26	43	1	63
e-Books - Overdrive	4,097	7,942	3,306	6,418
Freegal downloads	606	1,335	712	1,492
Zinio Magazines	282	793	316	567
TOTALS				
Adults	67,351	117,887	65,870	128,014
Teens	4,508	7,368	4,835	8,808
Children	71,850	116,120	72,095	124,723
Digital Downloads	5,011	10,113	4,335	8,540
COMBINED TOTAL	148,720	251,488	147,135	270,085
ITEMS IN THE COLLECTION				
Main	288,682	288,682	281,424	281,424
OTR	12,393	12,393	13,305	13,305
TOTAL	301,075	301,075	294,729	294,729
HOLDS FILLED	8,488	15,856	8,107	15,255
CARDHOLDERS				
Added	710	1,056	798	1,331
TOTAL NUMBER	37,208			
Adults	27,509	27,509	17,687	17,687
Teens	2,424	2,424	2,137	2,137
Children	6,786	6,786	8,781	8,781
Combined Total of Active Cards	36,719	36,719	28,605	28,605
REFERENCE QUESTIONS				
Adults	2884	5,496	3,146	5,929
Teens	90	136	151	256
Children	1,426	2,265	1,449	2,361
OTR	65	154	51	161
Circulation	982	1,740	127	737
PROGRAMS				
Story Times	13	17	8	11
Adult	8	20	12	28
Teens	13	15	13	19
Juvenile	9	9	6	6
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	794	867	201	270

**Bloomington Public Library
Monthly Statistics - June 2014**

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	76	234	187	375
Teen Programs	164	185	91	141
Juvenile Programs	704	704	876	876
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	3,032	7,381	5,520	10,500
Website database/catalog hits	17,684	32,662	3,211	16,244
Online Resource (Database) uses	3,047	6,285	2,904	6,153
TOTAL	23,763	46,328	11,635	32,897
INTERLIBRARY LOAN				
Borrowing Requests Received	415	829	393	836
Outgoing Loans (Lending)	252	504	238	476
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	24	27	25	31
Outside the library (events)	3	31	4	28
Number of people	1,010	7,619	748	7,737
VOLUNTEER HOURS	123	212	245	431
MEETING ROOM USAGE				
Study Room	77	163	56	114
Digital Media Lab	56	93	48	N/A
Customer Visits (MAIN)	40,505	68,962	42,128	75,927
Customer Visits (OTR)	1,507	2,578	42,128	43,582
COMBINED TOTAL VISITS	42,012	71,540	84,256	119,509
TRAINING HOURS	128	399	173	354

Golden Prairie Public Library District
Board of Trustees Meeting
May 21, 2014

5:00 p.m.

Minutes

- I. Call to Order
President Ives called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Lynn Gray, Adrienne Ives,
Stephen Peterson, Patti Salch

MEMBERS ABSENT: Carolyn Dail, Tim Ervin

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow
- III. Introductions & Public Comment
There were no introductions or public comments.
- IV. Approval of Minutes
A. April 16, 2014
PATTI SALCH MOVED, LYNN GRAY SECONDED, TO APPROVE THE
MINUTES FROM THE APRIL 16, 2014 MEETING. THE MOTION
CARRIED UNANIMOUSLY.
- V. President's Report
President Ives had nothing to report.
- VI. Staff Reports
 - A. Director's Report
Director Bouda shared that BPL has three new BPL Board members. To facilitate Board orientation, Phil Lenzini will be speaking at the June BPL Board meeting. Director Bouda shared that a requirement of the Per Capita Grant is that at least one Trustee watch an Edge webinar. A few of the Board members have watched the webinar.
 - B. Outreach Report
Laura Golaszewski was not present.
 - C. Fiscal Report
Kathy Jeakins shared that the Per Capita Grant was received. She stated that she missed the Financial Symposium in Champaign, due to illness. She entertained questions.

1. Approve April Financial Report

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE APRIL FINANCIAL REPORT.

AYES: CAROL CAREY-ODEKIRK, LYNN GRAY, ADRIENNE IVES, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: CAROLYN DAIL, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

A. Appoint Nominating Committee

This agenda item was added in error. The officers will not be replaced until 2015.

B. Discussion of Purchasing Policy

Kathy Jeakins recommended that the Board consider creating a Purchasing Policy. It need not be as detailed as the City of Bloomington's policy, but it would be helpful to have one. Currently it is not clear when she can write a check for something or it needs to be put on the Agenda for approval. The Policy would clarify this and set a monetary threshold indicating when she needs approval from the Board prior to writing a check. Kathy pointed out that in the By-Laws it reads that the Secretary/Treasurer is the person to sign the checks, but in the last several years, the practice has been that all three officers are able to sign the checks. This is something that they might want to include in a Purchasing Policy. Kathy stated that the Board might also want to consider adding into a Purchasing Policy, under what circumstances, a purchase requirement could be waived.

The Board members discussed having a committee of two to write up a Purchasing Policy to be adopted by the Board. After some discussion, it was decided that Adrienne will ask Tim Ervin and Carolyn Dail to volunteer for this. Carol Carey-Odekirk agreed to serve on the committee if either Tim or Carolyn were not interested. The Purchasing Policy will be separate from the By-Laws.

IX. Adjournment

President Ives adjourned the meeting at 5:37 p.m.

**Committee on Planning, Policies, and Programs
Chair's Report on the 2 July 2014 Meeting**

After some adjustments to the order of the agenda and the tabling of one item, we were able to discuss completely and develop recommendations with respect to three of our eight new business items.

(1) Discussion of a change in practice: post contents of meeting packets

This motion has unanimous support from the 3Ps Committee.

Motion: The contents of the Board of Trustees Meeting Packets shall be made available to the public on the Bloomington Public Library's website at least 48 hours in advance of its monthly meeting and shall be removed immediately following the meeting.

(2) Discussion of amendment to bylaws: committee chairs to be elected by the full Board rather than appointed by the President.

In preparation for this discussion President Jaggi discovered that our bylaws do not contain an amendment that allows us to amend the bylaws. We developed collaboratively an amendment that would allow us to amend the bylaws.

Motion: The Bylaws of the Bloomington Public Library Board of Trustees shall be amended to include an amendment that allows the amendment of the bylaws:

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.

(This serves as 30 days written notice of this amendment. It is eligible for a vote at the 19 August 2014 meeting of the Board of Trustees.)

(3) Discussion of plans for library expansion

Mayor Renner has recommended to President Jaggi the formation of a task force to be comprised of three City Council members and two Library Board Trustees with the charge of beginning the process of expanding the Bloomington Public Library in the Bloomington Downtown. This motion has unanimous support from the 3Ps Committee.

Motion: The Bloomington Public Library Board of Trustees shall form a joint task force with the Bloomington City Council to be comprised of three City Council Members and two Bloomington Public Library Trustees charged with beginning the process of expanding the Bloomington Public Library in the Bloomington Downtown.

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

Adopted June 19, 1973

Revised 2/17/87

Revised /95

Revised 8/18/09

Revised 8/17/10

- a. The regular meeting of the Board of Directors of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at its annual meeting. All meetings of the Board of Directors are open to the public as provided in the Illinois Revised Statutes, Chap. 102, Secs. 41-44.
- 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.
- 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 shall be a President, a Vice-President, a Secretary, and a Treasurer. They shall be elected at the first 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 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, the Vice-President shall preside. The Secretary, or designate, shall keep the minutes of the Board meetings, call the roll and record votes. The Treasurer shall review the budget and shall have such other duties as may be assigned by the Board. The Library Director 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 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.
 - The Budget and Personnel Committee is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.
 - 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.
 - The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations.

- g. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
- h. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
- i. 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.

At any Board meeting for which proper notice under the Open Meeting Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by Section 42 of the 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.

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.

j. 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 are expected to follow the ethical precepts set forth in these two documents.

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

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.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.

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.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association, July 1985.

Adopted by the Board of Directors of the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988.

Approval of the amendment by the Board of Directors of the Public Library Association,
January 1989.

Incident Reports

Date	Time	Type
06/2	9:46 AM	InappropriateBehavior
06/2	12:44 PM	AlcoholDrugs
06/2	5:21 PM	BicycleIncident
06/3	3:02 PM	PoliceAmbulanceCall
06/4	2:49 PM	InappropriateBehavior
06/4	6:45 PM	SleepingIncident
06/5	6:35 PM	InappropriateBehavior
06/6	12:35 PM	StolenDamagedLibraryMaterial
06/7	9:20 AM	InappropriateBehavior
06/7	9:54 AM	InappropriateBehavior
06/7	10:54 AM	InappropriateBehavior
06/7	11:48 AM	InappropriateBehavior
06/7	2:51 PM	InappropriateBehavior
06/7	3:51 PM	InappropriateBehavior
06/7	3:51 PM	SleepingIncident
06/7	4:06 PM	InappropriateBehavior
06/7	5:41 PM	StolenDamagedLibraryMaterial
06/8	1:43 PM	InappropriateBehavior
06/8	2:01 PM	InappropriateBehavior
06/8	2:21 PM	InappropriateBehavior
06/8	4:00 PM	InappropriateBehavior
06/8	4:53 PM	Vandalism
06/9	9:39 AM	InappropriateAttire
06/9	9:43 AM	InappropriateAttire
06/13	9:37 AM	InappropriateBehavior
06/13	11:43 AM	PoliceAmbulanceCall
06/14	2:57 PM	InappropriateBehavior
06/14	4:22 PM	BicycleIncident
06/15	1:29 PM	InappropriateBehavior
06/15	3:23 PM	InappropriateBehavior
06/15	4:30 PM	InappropriateBehavior
06/17	9:17 AM	StolenDamagedLibraryMaterial
06/18	10:14 AM	StolenDamagedLibraryMaterial
06/18	2:47 PM	StolenDamagedLibraryMaterial
06/18	7:26 PM	InappropriateBehavior
06/18	7:48 PM	TobaccoUse
06/19	9:55 AM	LostFound
06/19	5:52 PM	InappropriateBehavior
06/21	8:56 AM	InappropriateBehavior
06/21	10:23 AM	Vandalism
06/22	3:41 PM	InappropriateAttire
06/23	1:21 PM	InappropriateAttire
06/23	1:28 PM	InappropriateBehavior
06/23	5:12 PM	StolenDamagedLibraryMaterial
06/24	5:18 PM	InappropriateBehavior
06/26	1:34 PM	LostFound
06/26	4:15 PM	StalkingIncident
06/27	9:34 AM	StolenDamagedLibraryMaterial
06/27	3:13 PM	InappropriateBehavior

Suspension Reports

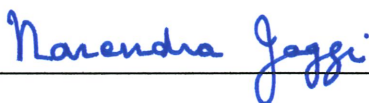
Date	Time	violation
06/15	1:36 PM	InappropriateBehavior
06/13	9:39 AM	InappropriateBehavior
06/23	3:50 PM	InappropriateBehavior
06/9	2:56 PM	LibraryEquipmentIncident
06/10	8:54 AM	SuspiciousCustomerActivity
06/13	11:44 AM	PoliceAmbulanceCall
06/15	3:36 PM	InappropriateBehavior
06/21	10:39 AM	Vandalism

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE RENEWAL OF AN ELECTRONIC SOFTWARE DATABASE
TO NEWSBANK

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 renewal of the Electronic Software Database to Newsbank in the amount of \$13,869.00
2. That the Bloomington Public Library Board of Trustees previously approved the renewal of this product at the cost of \$12,210.00 on 5/20/14
3. That the recommendation is to add the most recent version of American's News, which offers over 1,000 more sources, including 74 more news sources for Illinois
4. That Newsbank is the only source for this particular product
5. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$13,869.00

Approved this 15th day of July 2014



Narendra Jaggi, President
Bloomington Public Library Board of Trustees



397 Main Street, PO Box 1130
Chester, VT 05143
Toll Free: (800) 243-7694
Fax: (802) 875-2904
custservice@newsbank.com

Invoice Number: 535411
Customer Number: 50323 NB

Bill to: 50323 Bloomington Public Library 205 E Olive Street Bloomington IL 61702-3308	Ship to: 50323 Bloomington Public Library 205 E Olive Street Bloomington IL 61702-3308
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Invoice Date 08 JUL 2014	Terms NET 30 DAYS	Ship Via Internet
Due Date 07 AUG 2014	Salesperson Andy Monnot	Purchase Order Number

Description	Quantity	Amount
Annual Subscription August 2014 - July 2015 - Bloomington Pantagraph - America's News by NewsBank, to include; - Online Training - Special Reports and News	1	13869.00
TOTAL DUE		13,869.00

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

The NewsBank license agreement(s) and/or any terms of use provided by NewsBank governs the terms and conditions of use regarding the NewsBank product(s) identified in the invoices issued by NewsBank from time to time. The terms of any document issued by a customer inconsistent with the terms of the NewsBank license agreement(s) and/or any terms of use provided by NewsBank shall not become binding on NewsBank.

Withers Portrait Restoration



A portrait of Ms. Sarah Withers, which hangs in the Community Room, is deeply in need of restoration. Withers donated her first home to the Bloomington Library Association, which served as the public library building for 89 years, until this current facility was built in 1976. The painting was completed in 1891 by A. Eliot Ticknor. The Library recommends that the portrait be restored using The Conservation Center, of Chicago. The Library had The Conservation Center restore another painting for the Library. The company did an excellent job. The Library recommends that the restoration be paid for using the Myers Trust Fund, which is earmarked for artwork. The process would take a couple of months to complete and the cost estimate is \$2,500-\$3,500, which is what the previous painting cost to restore.

The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation the payment of restoration of the Withers portrait at a cost not to exceed \$3,500.00

Approved on this 15th day of July 2014

Narendra Jaggi

Narendra Jaggi, President
Bloomington Public Library Board of Trustees

Approved this 16th day of July 2014

Mary Ann Webb, President
Foundation Board of Trustees

The Conservation Center

Web Address: <http://www.theconservationcenter.com/>
500 N. Wolcott
Chicago, IL 60622

Phone: (312) 944-5401

Contact: Megan Owoc (Client Services Assoc.)

Quote

\$2,500-\$3,500

\$65 In person assessment fee

\$2,500 Surface cleaning, removal of varnish, consolidation, fill, varnish layer, in painting, and final layer of varnish.

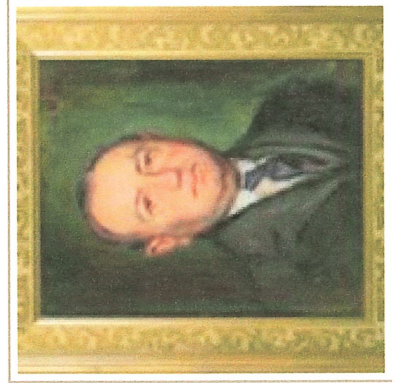
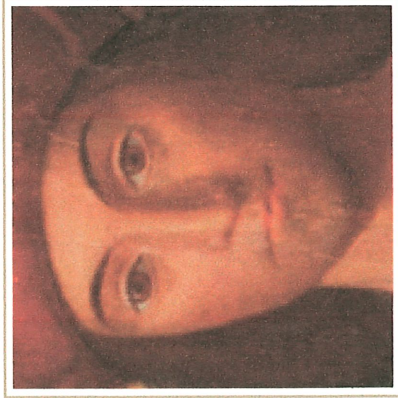
Add'l \$1,000 If ripples in canvas need to be addresses, treatment would increase to

Pros

- Highly reputable establishment with a lot of experience with an array of painting
- All employees are trained artists and conservationists
- Great reviews

Cons

- Location (2h)



Antique Art and Restoration Center

Web Address:

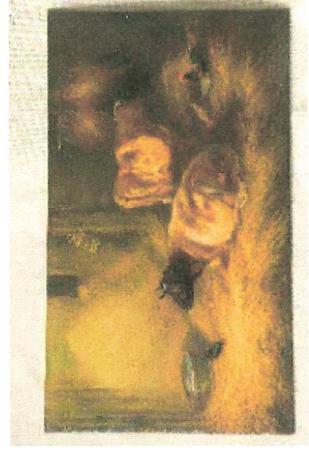
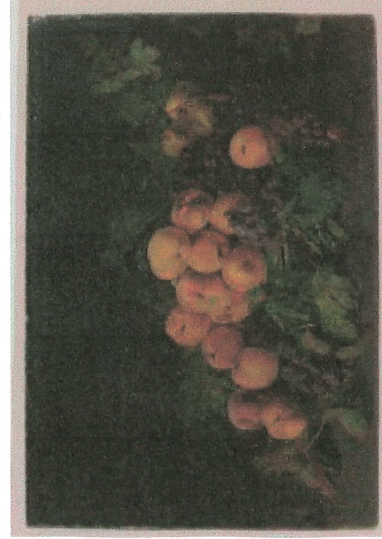
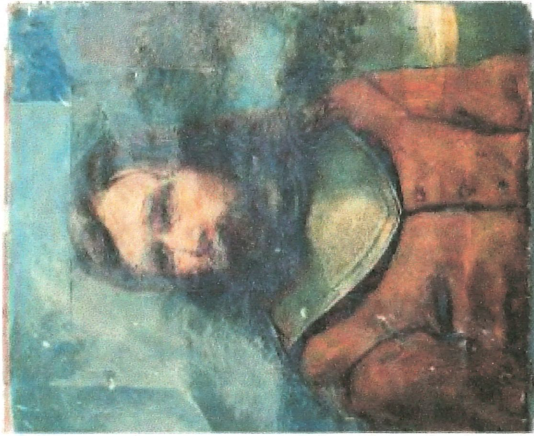
<http://www.antiquerestorationcenter.com/>

5621 Dempster St.
Morton Grove, IL 60053
(847)581-9155

Phone:

Contact:

Igor Shuster (Owner)



Quote

\$2,500-\$3,200

Pros

- Established business dedicated to restoration
- Spoke to the owner, has a lot of experience with old pieces, very eager to do the work

Cons

- Potential pricing –Owner was hesitant to provide a quote and stated that the quote was grossly over or underestimated and will require an on-site evaluation. Would be willing to travel here to do so only if we agree to working with him. Otherwise, we can take it there.
- Location (2h)

Timothy Kent

Web
Address:

<http://timothykentgallery.com/>
214 West Jefferson Street
Bloomington, IL

Phone: (309) 828-0611

Contact: Timothy Kent (owner)

Quote

Approx. \$1550

\$475 Surface cleaning, removal of the old darkened varnish, and application of a new coat of varnish

\$375 Repair and in-painting of surface on areas missing/flaking paint

\$200 Remove painting from backing and remount*

\$300-\$500 Reframing

Pros

- Saw the painting in person
- Local artist
- Understands his limits, saw water damage on the backing and said that it may be out of scope of his abilities
- Recently restore a painting in the El Paso library. I spoke with the library's director, and she was very pleased with his work

Cons

- Not an "official" conservationist
- May not have as much experience, which is high risk with an aged painting

