

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 23, 2015

OATH OF OFFICE FOR NEW TRUSTEE

5:00– 5:15 p.m.

REGULAR MEETING

5:15 p.m.

**William C. Wetzel Reading Room
Bloomington Public Library**

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. May 19, 2015
 - B. June 3, 2015
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports and Discussion
 - A. Budget & Personnel
 - 1. Executive Session to Discuss a Personnel Matter –Director's Performance
 - 2. Recommend Approval to Close Out the Director's Evaluation for FY15
 - B. Planning, Policies & Programs (3 P's)
 - 1. Recommend Approval to Amend the Language of Item e. of the Bylaws
- X. New Business
 - A. Approve Non-Resident Fee for 7/01/15-6/30/16
 - B. Waive Three-Quote Requirement for Freegal Music Subscription Service
 - C. Approve Recommendation to Foundation for 2015 Summer Reading Programs Costs of \$19,965.00
- XI. Unfinished Business
 - A. Background/History of RFQ
 - B. Discussion and Selection of Firm to Conduct Needs Assessment, Programming, Site Analysis and Conceptual Design
- XII. Comments from Board Members
- XIII. Adjournment

Posted: 6/19/15 11:30 a.m.

Incident Reports

Date	Time	Type
05/1	2:11 PM	Other,Fall
05/3	12:50 PM	StolenDamagedLibraryMaterial
05/10	1:29 PM	InappropriateBehavior
05/5	3:40 PM	FireAlarm
05/11	4:53 PM	InappropriateBehavior
05/11	6:53 PM	Other,Took Books outside to patio
05/16	3:15 PM	AlcoholDrugs
05/17	4:07 PM	InappropriateBehavior
05/18	6:26 PM	AlcoholDrugs
05/21	3:49 PM	StolenDamagedLibraryMaterial
05/22	3:32 PM	SleepingIncident
05/26	9:26 AM	SleepingIncident
05/26	12:22 PM	StolenDamagedLibraryMaterial
05/26	4:32 PM	StolenDamagedLibraryMaterial
05/27	12:59 PM	Other
05/27	1:05 PM	SuspiciousCustomerActivity,Patron has been roaming the parking lot before opening.
05/30	9:21 AM	StolenDamagedLibraryMaterial

Suspension Reports

Date	Time	violation
05/19	7:57 PM	DMLViolation
05/26	9:27 AM	SleepingIncident
05/11	9:48 AM	DMLViolation,An unknown teenage male is also suspended from using DML for thirty days.

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*

\$4,541,270

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*

76,610

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".*

2.43

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

\$144.04

Bloomington Public Library will charge:

\$145.00

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 23rd day of June 2015

Carol Koos, President

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

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

1. That the three quote requirement be waived and the Library Director authorize payment for Downloadable Songs to Library Ideas in the amount of \$8,803.50
2. That the renewal period will be from July 10, 2015 through July 9, 2016
3. That the Library will continue to offer free downloadable songs from the Sony book of music to Bloomington Library cardholders
4. That the Library will offer a service similar to iTunes
5. That each cardholder will be allowed to download three songs per week
6. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$8,803.50

Approved this 23rd day of June 2015

Carol Koos, President
Bloomington Public Library Board of Trustees



library ideas

P.O. Box 9
Vienna, VA 22183

Invoice

Date	Invoice #
6/1/2015	45728

Bill To
BLOOMINGTON PUBLIC LIBRARY Kathy Jeakins 205 E. Olive St. Bloomington, IL 61702

Please remit payment within 30 days to the address above.

THANK YOU for your business!

P.O. Number	Rep
	MP

Quantity	Description	Amount
1	Freegal Music Subscription 07/10/15-07/09/16	16,625.00
		Total USD 16,625.00
Phone #	571-730-4300	E-mail
Fax #	571-730-4305	orders@libraryideas.com
		Payments/Credits USD -7,821.50
		Balance Due USD 8,803.50

Books are just the beginning.

See & Do

Participate

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

DATE: JUNE 9, 2015
INVOICE # 103

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

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

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
					30 Days	7/9/2015

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
		Summer Reading Program Donation			\$19,965.00
TOTAL DISCOUNT					
				SUBTOTAL	\$19,965.00
				SALES TAX	N/A
				TOTAL	\$19,965.00

Approved this 23rd day of June, 2015

Approved this 8th day of July, 2015

Carol Koos, President
Bloomington Public Library Board

Mary Ann Webb, President
Foundation Board

Make all checks payable to Bloomington Public Library

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

May 19, 2015

OATH OF OFFICE FOR NEW TRUSTEES
5:00 – 5:15 p.m.

REGULAR MEETING

5:15 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

Minutes

- I. Call to Order
Emily Kelahan called the meeting to order at 5:15 p.m.
She shared with the Trustees that on page 2 of the 3 P's Chair report that there is a proposed amendment to item e. of the Bylaws to include the following after "the Vice President shall preside". "In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside." She went on to say that this will be brought before the full Board at the June meeting and asked if there are any objections to her, being the Secretary, presiding over the first few items on the Agenda. There were no objections.
- II. Roll Call
MEMBERS PRESENT: Brittany Cornell, Emily Kelahan, Carol Koos, Van Miller, Susan O'Rourke, Robert Porter, Mike Raikes, Whitney Thomas (arrived at 5:20 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Adrienne Ives, Kathy Jeakins, Maria Nagle, Caprice Prochnow, Carol Torrens, Gayle Tucker
- III. Introductions/Public Comment
Emily Kelahan asked for any public comments. There were none.
- IV. Nominating Committee
 1. Approve FY16 Slate of Officers
Brittany Cornell presented the Slate and said all Trustees are willing to serve, if they are elected. The FY16 Slate of Officers are Carol Koos as President, Brittany Cornell as Vice President, Susan O'Rourke as Treasurer, and Emily Kelahan as Secretary.

BRITTANY CORNELL MOVED, NO SECOND NEEDED, TO APPROVE THE FY16 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

V. Approval of Minutes

A. April 21, 2015

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED, TO APPROVE THE MINUTES WITH EMENDATIONS FROM THE APRIL 21, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. President's Report

Carol Koos shared that she is happy to be back on the Board and that she is looking forward to working with everyone on the Board.

1. Appoint Committees

President Koos appointed the FY16 Committees and they will be as follows:

Budget & Personnel – Robert Porter, Chair, Susan O'Rourke, Mike Raikes and the new trustee that has not yet been appointed.

3 P's – Emily Kelahan, Chair, Brittany Cornell, Whitney Thomas, and Van Miller

Nominating – Brittany Cornell, Chair and the others will be appointed at a later date

VII. Director's Report

Director Bouda shared that the City is putting out an RFP for demolition of the Sugar Creek Bacon factory in hopes that it will be demolished and gone in 90 days, which would be good for the Library.

Director Bouda shared that she and WGLT reporter Charlie Schlenker had met last week for coffee and they discussed what had transpired with the bookmobile interview.

VIII. Fiscal Report

Kathy Jeakins stated that the report in the packet is not the final report for FY15 as the audit has not yet taken place and some bills have yet to come through. She entertained questions.

IX. Approval of Bills

MIKE RAIKES MOVED, SUSAN O'ROURKE SECONDED, TO APPROVE THE BILLS LIST FROM APRIL 2015. THE MOTION CARRIED UNANIMOUSLY.

X. Committee Reports

A. Budget & Personnel

1. Executive Session to Discuss Director's Performance and Annual Evaluation

BRITTANY CORNELL MOVED, SUSAN O'ROURKE SECONDED, TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR'S PERFORMANCE AND ANNUAL EVALUATION.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

At 5:29 p.m., the Board went into Executive Session.

Emily Kelahan moved, Susan O'Rourke seconded, to resume regular session. The motion carried unanimously.

At 6:48 p.m., the Board resumed regular session.

President Koos stated that no action took place during Executive Session.

2. Approve Director's Salary for FY16

Susan O'Rourke stated that the recommendation from the Budget & Personnel Committee was to rate the Director as expected and award the Director a 2.25% Cost of Living increase with a .75% merit raise.

SUSAN O'ROURKE MOVED, NO SECOND NEEDED, TO APPROVE A 2.25% COST OF LIVING INCREASE WITH A .75% MERIT RAISE FOR FY16.

AYES: NONE

NAYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

ABSENT: NONE

THE MOTION FAILED.

Susan O'Rourke stated that since the Board had not established any goals for the Director at the beginning of FY15 there was no way to rate her on goal accomplishments for the year, of course through no fault of the Director.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, THAT THE DIRECTOR BE RATED FOR FY15 WITH NO RATING. THE MOTION CARRIED UNANIMOUSLY.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO GRANT THE DIRECTOR THE SAME COST OF LIVING INCREASE THAT WAS APPROVED IN THE UNION CONTRACT OF 2.25% FOR FY16.

AYES: BRITTANY CORNELL, EMILY KELAHAN, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

Susan O'Rourke stated that due to the fact that no expectations had been set for the Director and because the Board was not in a position to rate performance, Susan put forth that the Board is not in a position to determine a merit increase. She went on to say that there needs to be a discussion on this.

EMILY KELAHAAN MOVED, BRITTANY CORNELL SECONDED THAT THE BUDGET & PERSONNEL COMMITTEE COMPILE A DEVELOPMENTAL NARRATIVE FOR THE DIRECTOR TO BE APPROVED AT THE NEXT BOARD MEETING. THE MOTION CARRIED UNANIMOUSLY.

3. Approve Standing Date and Time for Committee

The Budget & Personnel Committee had some discussion on a standing time for the meetings. It was decided that the standing time will be the first Tuesday of the month at 5:30 p.m.

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

Emily Kelahan shared that the Chair's report is in packet. She entertained questions. There was some discussion regarding the dialogue that has been opened with B.J. Wilken of the YMCA and Grant Anderson of the Boys and Girls Club about our mutual interests as our organizations seek to expand. For any future dialogue with these organizations, President Koos asked that both she and Director Bouda be included.

1. Process for Revising the Director's Evaluation Tool for Future Use

Emily Kelahan reviewed history of this being brought forward as to which committee should be responsible for this or if it is a shared task between two committees.

After some discussion it was decided to have the Budget & Personnel take the lead on this, then share the revisions with the 3 P's Committee for any changes prior to being presented to the full Board.

2. Amending Item f. of the Bylaws to include the Annual Development of Goals and Greater Specificity Concerning the Director's Evaluation and Evaluation Schedule.

Emily Kelahan stated that goals really need to be established for the Director. This also will be handled by the Budget & Personnel Committee initially and shared with the 3 P's Committee prior to presenting to the full Board.

3. Discussion of the Bookmobile Routes

Emily Kelahan shared that there had been preliminary discussion on this topic at the 3 P's Committee meeting in May and she welcomed a discussion on what was included in the Chair's report. There was a suggestion of having staff physically go to different venues to promote the Bookmobile.

4. Approve Standing Date and Time for Committee

Emily Kelahan shared that the current standing time is the first Wednesday of the month at 5:30p.m. and it will continue at this time.

XI. Unfinished Business

A. Continue Selection Process of Library Expansion RFQ

There was much discussion on whether the new Trustees really felt that they had enough knowledge of the firms in order to make an informed decision.

EMILY KELAHAH CALLED THE QUESTION. THERE WAS A TWO-THIRDS MAJORITY CONSENSUS TO CALL THE QUESTION.

SUSAN O'ROURKE MOVED, BRITTANY CORNELL SECONDED, TO SELECT NAGLE HARTRAY AS THE ARCHITECTURAL FIRM TO BE ENGAGED TO MOVE THIS PROCESS FORWARD. THE MOTION FAILED.

ROBERT PORTER MOVED, MIKE RAIKES SECONDED, TO BRING BACK BOTH NAGLE HARTRAY AND FARNSWORTH GROUP FOR ANOTHER PRESENTATION. THE MOTION CARRIED.

There was discussion on a setting a date for the presentations to be made. The agreed upon date was June 3 at 5:30p.m. The agenda will also reflect that a vote will take place after the presentations.

XII. New Business

A. Waive Three-Quote Requirement to Purchase Public Access Software Packages

Director Bouda reviewed that this is for databases that the public has access to from the Library.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT TO PURCHASE PUBLIC ACCESS SOFTWARE PACKAGES IN THE AMOUNT OF \$129,035.00.

AYES: BRITTANY CORNELL, EMILY KELAHAH, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Waive Three-Quote Requirement for Annual Subscription Service Renewal

Director Bouda stated that EBSCO is the vendor that provides most of the Library's magazine subscriptions. The Library receives a discount if renewed by a certain date.

MIKE RAIKES MOVED, VAN MILLER SECONDED, TO WAIVE THREE-QUOTE REQUIREMENT FOR ANNUAL SUBSCRIPTION SERVICE RENEWAL IN THE AMOUNT OF \$17,225.00.

AYES: BRITTANY CORNELL, EMILY KELAHAH, CAROL KOOS, VAN MILLER, SUSAN O'ROURKE, ROBERT PORTER, MIKE RAIKES, WHITNEY THOMAS

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Future Agendas/Comments from Board Members

Susan O'Rourke shared that she has been approached by Sara McCubbins, Research Assistant for ISU Center for Mathematics, Science and Technology who had been on the Community Facilities Group for the Comprehensive Plan with Susan. She went on to say that Sara is working on a proposal for their Innovation Hub project and she is trying to get a feel for what the needs of the Library are. Susan also shared that Linda Darby who is also working on the project is looking into both the Library's Vision and Mission Statement for the future as they put together the information.

There was talk of some of the Trustees meeting with Sara and Linda at some point or perhaps inviting them both to the 3 P's Committee meeting in July.

XIII. Adjournment

VAN MILLER MOVED, BRITTANY CORNELL SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 7:44 p.m.

2015.04

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 19, 2015



Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	5,075.00
Ameren IP	Electricity	6,284.22
American Pest Control	Building Maintenance	80.00
Balmer, J.	Other Purchased Services	75.00
Berchtold, David	Other Purchased Services	225.00
Bloomington Fence	Building Maintenance	580.00
Carrigan, Terry (TKJSEC Enterprises)	Periodicals	1,422.20
CB Bloomington Operations, LLC (East Street Hardware & Tools)	Building Mtnc Supplies	74.52
CDW Government	Computer Supplies	1,430.35
CDW Government	Library Supplies	1,498.14
CDW Government	Telecommunications	490.31
Cengage Learning	Adult Books	1,241.04
Center Point Large Print	Adult Books	469.14
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	410.01
City of Bloomington	FICA	10,642.05
City of Bloomington	Gas/Fuel	341.87
City of Bloomington	Health Insurance-HMO	3,730.93
City of Bloomington	Health Insurance-PPO	9,543.45
City of Bloomington	IMRF	20,712.56
City of Bloomington	Life Insurance	243.81
City of Bloomington	Medicare	2,488.85
City of Bloomington	Payroll	220,539.73
City of Bloomington	Vehicle Maintenance	24.00
City of Bloomington	Vision Insurance	100.65
City of Bloomington	Water	554.64
Comcast	Telecommunications	102.85
Community Players	Other Purchased Services	75.00
Confidential On Site Paper Shredding	Other Purchased Services	157.95
Cumulus Broadcasting	Advertising	882.79
Custom Digital Imaging	Other Purchased Services	1,115.29
Custom Digital Imaging	Printing/Binding	1,828.58
Dvorak, Mark	Other Purchased Services	190.00
Evergreen Park Public Library	Miscellaneous Expenses	14.00
Frontier	Telecommunications	1,415.30
Getz Fire Equipment	Building Maintenance	393.65
Gibbons, Jim	Other Purchased Services	172.49
Higginson Book Co., LLC	Adult Books	360.25
Illinois Wesleyan University	Other Purchased Services	653.86

Jeakins, Kathy
 Johnson Controls
 Koster, Theresa (Fonziba Koster)
 Leary, Donna
 Lincolnland Architectural Graphics
 Lincoln's Festival
 Lockett, Michael
 Lower, Mickey
 Mid Illinois Mechanical Services, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Miller Janitorial Supply
 Multicultural Books & Videos
 Northern Illinois Gas/NICOR
 OfficeMax
 OfficeMax
 OfficeMax
 Pantagraph
 Penguin Random house, LLC
 Penworthy Co.
 Pilot Media, LLC (Great Plains Media)
 POS Supply Solutions, Inc.
 ProQuest, LLC
 Rainbow Book Co.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Schneider, Michael (Pint Size Polkas)
 ThyssenKrupp Elevator Corp.
 Tumbleweed Press, Inc.
 Unique Management Services, Inc.
 Verizon Wireless
 Weber Electric, Inc.
 Wherry Machine & Welding, Inc.
 WMBD TV
 VISA - Abe Books
 VISA - Ace Hardware
 VISA - Alibris Books
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - Babbitt's Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Buy
 VISA - Champaign Telephone Co.
 VISA - Chicago Tribune
 VISA - ChicoParty.com
 VISA - Container Store
 VISA - Cummins Crosspoint
 VISA - DearReader.com
 VISA - Destihl
 VISA - Ebsco Subscription Services

Travel	155.83
Capital Equipment	10,444.00
Other Purchased Services	600.00
Travel	80.05
Building Maintenance	165.00
Advertising	50.00
Other Purchased Services	300.00
Other Purchased Services	75.00
Building Maintenance	2,440.62
A/V Materials	1,101.53
Building Mtns Supplies	46.97
Janitorial Supplies	426.93
Juvenile Books	37.40
Natural Gas	3,169.14
Computer Supplies	1,005.45
Copier Supplies	395.76
Office Supplies	467.17
Advertising	1,786.00
A/V Materials	63.75
Juvenile Books	1,241.36
Advertising	1,870.00
Library Supplies	3,427.68
Periodicals	4,645.50
Juvenile Books	904.81
Library Supplies	144.99
Rentals	1,765.85
Printing/Binding	300.00
Other Purchased Services	340.00
Building Maintenance	29.01
Public Access Software	299.50
Other Purchased Services	384.85
Telecommunications	158.55
Building Maintenance	3,950.00
Building Maintenance	531.00
Other Purchased Services	400.00
Adult Books	18.00
Vehicle Maintenance	1.50
A/V Materials	64.03
Other Purchased Services	92.48
Adult Books	119.12
A/V Materials	68.69
Professional Development	54.00
Adult Books	57.00
A/V Materials	9,178.47
Adult Books	14,069.59
Juvenile Books	8,118.97
Computer Supplies	189.99
Telecommunications	1,067.86
Periodicals	455.00
Other Purchased Services	24.95
Library Supplies	119.92
Vehicle Maintenance	12.98
Other Purchased Services	100.00
Other Purchased Services	50.00
Public Access Software	2,412.00

VISA - Facebook
 VISA - Five Star Water
 VISA - GameStop
 VISA - Global Government/Education Solutions
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hobby Lobby
 VISA - Hy-Vee
 VISA - Hy-Vee
 VISA - Illinois Library Association
 VISA - Ingram
 VISA - Jewel
 VISA - Kelly's Bakery & Café
 VISA - LD-InkJets
 VISA - Lectorum Publications, Inc.
 VISA - LogMeIn.com
 VISA - Lowe's
 VISA - Lowe's
 VISA - Lowe's
 VISA - Marco's Pizza
 VISA - McLean County Chamber of Commerce
 VISA - Mini Science
 VISA - Oculus VR, Inc.
 VISA - Office Depot/OfficeMax
 VISA - Office Depot/OfficeMax
 VISA - Oriental Trading Co
 VISA - Oriental Trading Co
 VISA - PayPal*EBayMarketplace
 VISA - Plumbing Deals
 VISA - POS Supply Solutions
 VISA - Rockford Map Publishers
 VISA - Scholastic Book Fairs
 VISA - School Shop
 VISA - Skillpath Seminars
 VISA - Sprint
 VISA - Station 220
 VISA - Stu*Stumps
 VISA - Things Remembered
 VISA - Uncle Bill's Self Storage
 VISA - USPS.com
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Advertising 99.44
 Miscellaneous Expenses 21.37
 A/V Materials 211.45
 Computer Supplies 506.35
 Library Supplies 13.27
 Office Supplies 5.99
 Other Purchased Services 92.99
 Employee Relations 50.99
 Other Purchased Services 70.97
 Membership Dues 375.00
 Adult Books 316.21
 Other Purchased Services 11.17
 Other Purchased Services 100.00
 Computer Supplies 338.97
 Juvenile Books 34.28
 Computer Supplies 249.00
 Building MtnC Supplies 330.15
 Office/Equipment MtnC 6.97
 Other Purchased Services 84.81
 Employee Relations 184.36
 Professional Development 105.00
 Computer Supplies 504.97
 Computer Supplies 744.00
 Office Supplies 54.96
 Other Purchased Services 107.94
 Library Supplies 11.98
 Other Purchased Services 54.21
 Other Purchased Services 32.10
 Building MtnC Supplies 41.90
 Library Supplies 246.08
 Adult Books 78.95
 Other Purchased Services 661.46
 Library Supplies 6.57
 Professional Development 99.00
 Telecommunications 405.88
 Other Purchased Services 50.00
 Other Purchased Services 332.89
 Other Purchased Services 164.00
 Other Purchased Services 120.00
 Postage 25.31
 Telecommunications 82.36
 Building MtnC Supplies 0.97
 Library Supplies 58.01
 Miscellaneous Expenses 7.44
 Office Supplies 61.87
 Other Purchased Services 95.12
 Periodicals 44.91
 Vehicle Maintenance 35.91
 Telecommunications 152.19

383,027.78

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR THE PURCHASE OF VARIOUS ELECTRONIC SOFTWARE DATABASES
TO THE ATTACHED LIST OF VENDORS

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 Electronic Software Databases (see attached list) in the amount of \$129,035.00 for all products listed
2. That the vendors listed are the only source for the particular product
3. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$129,035.00

Approved this 19th day of May 2015



President
Bloomington Public Library Board of Trustees

Bloomington Public Library
Electronic Databases
Approved by BPL Board of Trustees
May 19, 2015

These are estimates for the cost of software packages in the amount of \$5,000 or more.
These amounts include a 10% increase as we do not know what the exact cost will be at this point.

Vendor	Database	Amount
Grolier Publishing	America the Beautiful	7,500.00
Info USA	Reference USA	14,575.00
Learning Express, LLC	Job & Career Center	5,300.00
Library Partnership Trust	My Media Mall	11,300.00
Newsbank	America's Newspapers from Newsbank	14,290.00
Proquest	Historical, Chicago Tribune	8,877.00
Proquest	Discovery Package	18,510.00
Proquest	PQD Newsstand	14,765.00
Brainfuse	Online Tutoring Service	7,150.00
Infobase Learning	Online History Packages	6,388.00
Creative Empire (Mango Languages)	Foreign Language Learner	8,470.00
Value Line Publications	Investment Survey	5,200.00
Standard & Poor's	Netadvantage	6,710.00
Total		129,035.00

XII.B.

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

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

1. That the three quote requirement be waived and the Library Director authorize payment for the annual periodical subscription service to Ebsco Subscription Services in the amount of \$17,225.00
2. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 20 years
3. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$17,225.00

Approved this 19th day of May 2015



President
Bloomington Public Library Board of Trustees



PAYMENT PROCESSING CENTER 800-633-4604 205-991-1211
PO BOX 204661 DALLAS, TX 75320-4661 FAX 205-995-1613

INVOICE

BILLING ADDRESS:
BLOOMINGTON PUBLIC LIBRARY

205 E OLIVE ST # 3308
BLOOMINGTON IL 61702

Account No.	Date	Invoice No.	Page No.
CG-S-16084-00	06-01-2015	4136	1

Subscription Renewals at current rates	16,352.20
Estimated publisher price increases	981.13
Amount Due	17,333.33

EBSCO records your customer tax exempt #: E9994-9903-06
Please verify and correct, if needed.

Less Discount -108.33
(from attached
pg. -0.6356)

Total: 17,225.00



Received Date: 5/11/15
Received By: Theresa D.
Account: 71420
Comm. Code: 500027

June 1, 2015

SAVINGS THROUGH PREPAYMENT

We are pleased to offer you a **substantial savings** on any prepayment of more than \$5,000 toward your annual EBSCO purchases. You will find a preliminary invoice enclosed for subscriptions that includes estimated publisher price increases. This invoice can be used for prepayment purposes. When EBSCO receives your prepayment via check or electronic funds transfer, we will credit your account with the amount of your prepayment plus an additional credit amount as indicated below:

Payment Received By:

June 30, 2015
July 31, 2015
August 31, 2015
September 30, 2015

Receive a Credit of:

0.625%
0.50%
0.375%
0.25%

For example, if we receive a \$10,000 payment by June 30, 2015, we will add 0.625 % of \$10,000, or \$62.50, and credit your account for \$10,062.50.

ACT NOW! Do not wait until your renewal list has been reviewed and returned.
Send your prepayment now to **maximize your savings.**

After you return the renewal authorization, a definitive invoice will be generated which includes the amount of your payment plus the additional credit as "**Cash/Credit Applied.**" Any balance due or overpayment from you will be indicated. The definitive invoice will be based on the publishers' prices in effect at the time of invoicing. We suggest that payments be posted in your system against the definitive invoice and not against prices appearing on the Annual Renewal List.

If you have any questions about our prepayment program or this offer, please contact us.

Sincerely,

EBSCO Accounts Receivable
1-800-633-4604
ar@ebSCO.com

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

SPECIAL MEETING

June 3, 2015

5:15 p.m.

William C. Wetzel Reading Room

Minutes

I. Call to Order

President Koos called the meeting to order at 5:19 p.m.

II. Roll Call

MEMBERS PRESENT:

Brittany Cornell, Emily Kelahan, Van Miller, Robert Porter, Susan O'Rourke (arrived at 7:55 p.m.), Mike Raikes, Whitney Thomas, Carol Koos

MEMBERS ABSENT:

Julian Westerhout

OTHERS PRESENT:

Georgia Bouda, Kathy Jeakins, Maria Nagle, Caprice Prochnow, Joe Ragusa, Jon Whited

III. Introductions/Public Comment

President Koos introduced Maria Nagle from the Pantagraph and Joe Ragusa from WJBC.

IV. New Business

A. Needs Assessment, Programming, Site Analysis and Conceptual Design Interviews

Director Bouda distributed a review of what has transpired in the past in regards to the RFQ.

President Koos reviewed the RFQ scope of work with the Trustees.

1. Farnsworth

Those presenting for Farnsworth Group were Ed Barry, Karen Jensen, Chad Frankenberger, Jeff Martin, Laura Tobben and Mark Misselhorn from Apace Design. They entertained questions.

2. Nagle Hartray

Those presenting for Nagle Hartray were Don McKay, Eric Penney, and Julianne Scherer.

They entertained questions.

B. Selection of Firm to Conduct Needs Assessment, Programming, Site Analysis and Conceptual Design

There was discussion on the presentations made.

A straw poll was conducted, which resulted in a tie. Selection will be postponed until the next meeting.

There was some discussion on a date for a meeting as both Emily Kelahan and Brittany Cornell will be absent for the June 16 Board meeting and they would both like the opportunity to vote. The consensus was reached to move the regular Board meeting time from June 16 to June 23. A notice of the change in meeting time will be posted.

V. Adjournment

VAN MILLER MOVED, MIKE RAIKES SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Koos adjourned the meeting at 8:39 p.m.

Bloomington Public Library

Director's Report

June 2015

1. Summer Reading

Summer Reading is off to a great start. This is our biggest program and our busiest time of the year. A lot of effort goes into it making it successful.

Many of the decorations currently hanging in the Library were created in-house. Rhonda and Jim have worked hard to come up with the ideas and design the graphics. Jim as usual designed the elevator graphics. Vinyl piano keys on the stairs were designed by Marketing and installed by Dean's Graphics. Several staff have enjoyed seeing kids go up the stairs singing do, re, mi, fa, so, la, ti, do. The wonderful hanging mobile of records over the AS desk was also made by staff.

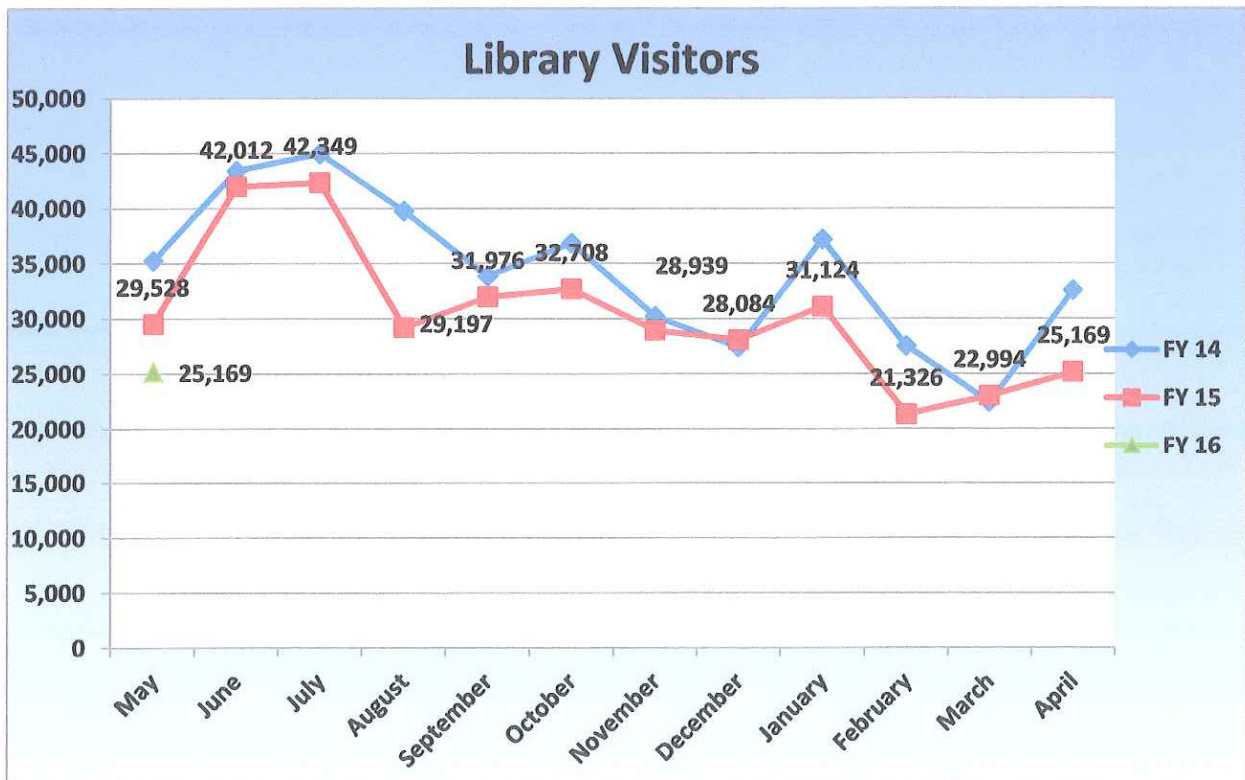
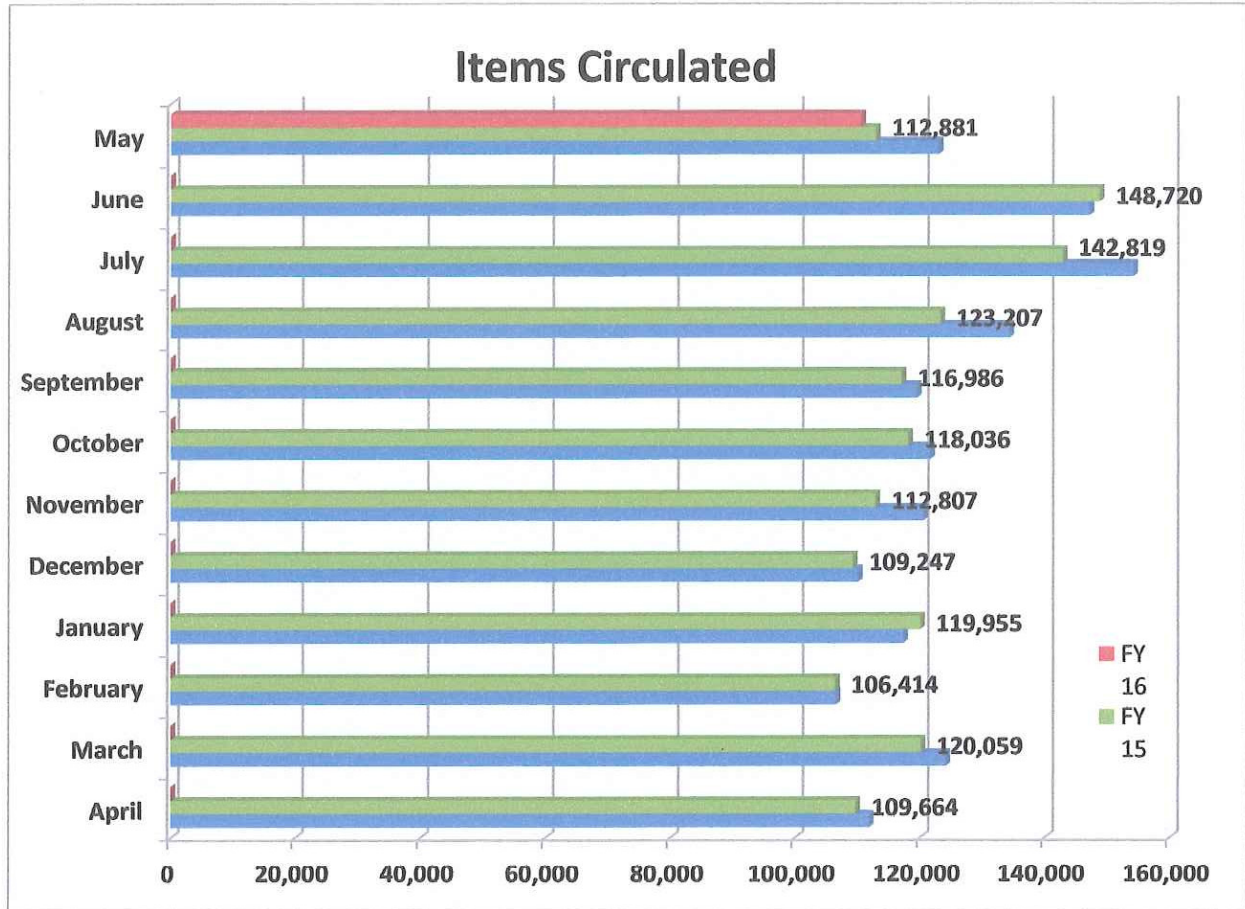
To promote Summer Reading, the Marketing Department purchased and designed digital billboards on Veterans Parkway and West Market Street. They will run through the entire month of June. Yard signs promoting Summer Reading will be handed out to all willing takers as reading logs are handed out. Radio ads will promote Summer Reading on 107.7 The Bull, 99.5 Magic, WJBC, B104, and WBNQ.

The Summer Program Guide was compiled and designed in house, but outsourced for printing. Reading logs for the kids, teens, and adults were also designed in house, but outsourced for printing. 9,500 Summer Reading Bookmarks – in English and Spanish -- were designed, printed, and distributed to school children and day care centers during the Children's librarian's visits to area schools. Leftovers are being made available as folks pick up their reading logs.



We had great coverage by the Pantagraph of the Summer Reading Kick Off Party on Saturday morning, June 6.

2. Statistics



Customers borrowed 109,664 items in May, 2015 which is 2166 or about 2% less than the 111,830 items borrowed in May, 2014. There were 25,169 visitors to the Library in May, 2015 compared to 29,528 in May, 2014. Staff answered 4232 questions from customers this month compared to 4344 questions answered in May, 2014.

Programs and Attendance in the month of May:

Children Programs and Attendance:

School visits – 15 visited – 7200 students

Singing Swinging Story Time – 2 sessions – 24 attended

Tails for Tales – 2 sessions – 30 attended

Cub Scout visit – 8 attended

St. Mary's K visit – 16 attended

Washington School 3rd grade visit – 60 attended

Visited Brigham Head Start – 47 attended

Visited Trinity Lutheran Head Start – 73 attended

Visited Little Jewels (both locations) – 115 attended

Visited Milestones Preschool – 19 attended

Teen Programs and Attendance:

DIY Paracord Bracelets – 1 session – 9 attended

Minecraft Tournament Makeup – 1 session – 5 attended

Teen Thursday – 1 session – 0 attended

Schools for Books and Bites: Our Teen Librarian and the NPL youth librarian talked with these numbers of teens: Chiddix: 43; Evans: 63; Kingsley 92 ; Parkside 87

Freshman Mentoring Program at Normal West: Tiffany talked with 300 teens about summer teen library activities.

Adult Programs and Attendance:

Fiction Book Club – 1 session – 7 attended

Mystery Book Club – 1 session – 8 attended

Nonfiction Book Club – 1 session – 1 attended

Books on Tap – 1 session – 6 attended

History Book Club – 1 session -- 14 attended

SciFi Movie/Book Club – 1 session – 5 attended

Classic Movie Wednesday – 1 session – 7 attended

Anime Now for Adults – 2 sessions – 7 attended

Essentials in Business: Starting an Import/Export Business – 1 session – 16 attended

DIY Book Shelf with Tool Library – 1 session – 4 attended

DIY Handmade Soap – 1 session – 13 attended

Walt Whitman's Lincoln – 1 session – 17 attended

Embracing Seasons, Eating Seasonally – 1 session – 13 attended

There were 16 requests for individual appointments with a library staffer. Topics included several about ebooks, setting up an email account, filling out applications & making resumes, general Internet information, transferring music files, and finding a specific real estate listing. A blind customer needed assistance scanning and faxing a document. Another customer taking classes through an out-of-state school needed help keeping Java updated to access the coursework.

3. Outreach

Rachel Park and Michelle Cope led a book talk/club at Westminster Village which attracted 22 participants. They also held a Tech Day drop-in at Miller Park Senior Center.

The Bookmobile will be making a special summer stop at the Debra T. Thomas Learning Center on RT Dunn Drive, every Thursday during WEEK A from 10-11:15. They requested a stop from us so that the 50 kids in their day camp could take part in our Summer Reading Program.

4. Mrs. Withers

Mrs. Withers is finally back from her long sojourn in Chicago and at Timothy Kent.

Before

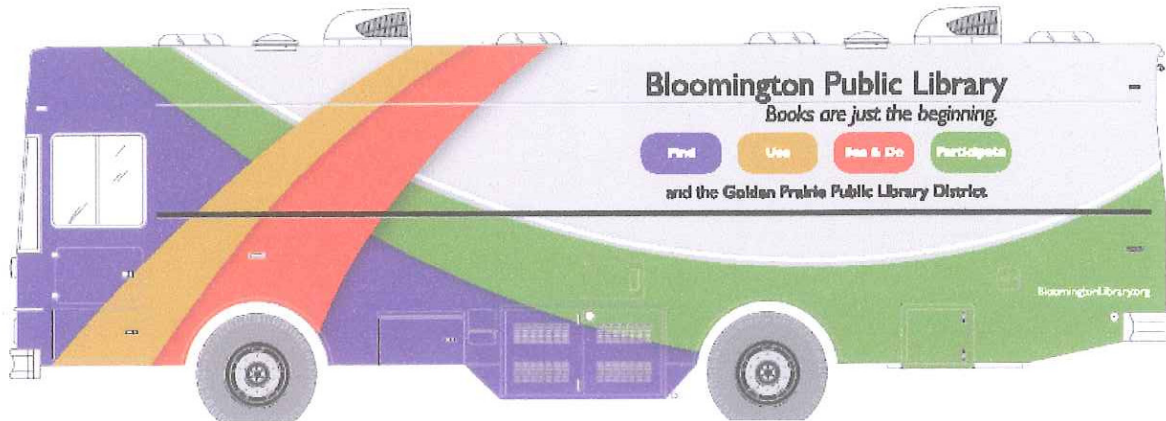
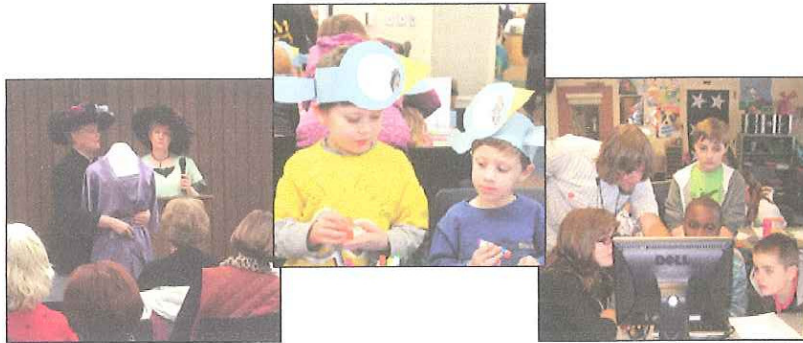


After



Bloomington Public Library

Business Plan 2016



Board of Trustees

Carol Koos, President

Brittany Cornell, Vice President

Emily Kelahan, Secretary

Susan O'Rourke, Treasurer

Van Miller

Robert Porter

Michael Raikes

Whitney Thomas

Julian Westerhout

Management Team

Georgia Bouda, Director

Laura Golaszewski, Circulation/Outreach

Allison Schmid, Technical Services

Caprice Prochnow, Support Services

Kathy Jeakins, Business Office

Rhonda Massie, Marketing

Melissa Robinson, Children's Services

Carol Torrens, Adult Services

Gayle Tucker, Human Resources

Jon Whited, Information Technology

Our Mission defines our unique role in the community. Our Vision guides our work every day.

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.

Vision Statement

Bloomington Public Library is a vital community resource.
The Library is passionate about what it is and what it does.

The library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.

In addition, the library offers relevant services and inspiring programs to meet diverse individual needs.

Through the friendly and knowledgeable staff,
the library provides exceptional service to all of our citizens.

The library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.

The library uses technology to build upon traditional library and civic values to create an enduring sense of place.

To meet our community's expectations,
the library embraces its responsibility to thrive and grow.

Mirroring the exponential development of the community,
the library will expand its locations, services, collections, and programs.

The main library, located downtown, provides the full range of services and will be enhanced by branches and other access points, both physical and virtual.

The Bloomington Public Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.

The Library is a destination that cannot be visited often enough.

1. GOAL–To explore and implement strategies to improve access to the library and its resources.

ACTIONS

- Set aside money for Capital Reserve Fund
- Participate in the library expansion study
- Acquire additional parking
- Expand promotion of bookmobile services
- Investigate the feasibility of city wide Wi-Fi

Performance Measures

\$ amount added to Capital Reserve Fund

Parking spaces added

Attendance at bookmobile stops

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

Services

ACTIONS

- Engage and collaborate with organizations that provide services to the underserved
- Promote various databases in social media and in the newsletter
- Offer various forms of technology support across all public service departments

Collections

ACTIONS

- Promote the use of the collection through engaging displays and on social media
- Continue to employ Collection HQ to revitalize the collection
- Evaluate Illinois collection locked case materials for retention, digitization and cataloging

Marketing/Promotion

ACTIONS

- Promote library visibility using print, television, and radio advertisements

- Use new library card applications and SIRSI to build a database of customer e-mails and addresses willing to receive promotional materials
- Increase library visibility by attending community events and promoting our services and programs
- Drive the bookmobile to various community events
- Explore options for bookmobile locator application
- Reinstitute the library blogs and cross promote them on existing social media

Programs

ACTIONS

- Offer programs celebrating diversity in our community
- Plan programs targeted at specific audiences
- Continue to partner with existing organizations outside the library
- Expand our services out into the community, like junior high book talks, deposit site programs, and preschool visits

Performance Measures

of library card holders in last 3 FYs

of library programs and average and total annual attendance compared annually for last 3 FYs

participating and completing Summer and Winter Reading programs

% of dead items, overstocked and understocked, grubby items, and popular authors

of events the bookmobile attends

of e-mails and addresses added to database

of blog posts and views

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

ACTIONS

- Encourage collaboration between departments including working on the desk, programming, and Summer Reading

- Staff Development Committee will continue the mini training sessions to support organizational knowledge
- Staff Development Committee will continue to video mini training sessions, make them available on SharePoint, and encourage staff to watch them
- Staff Development Committee will offer training about our online resources, and encourage staff to become familiar with them
- Expand training and use of SharePoint as staff intranet
- Coordinate a staff training day to take place in November with focus on the homeless population and safety training
- Conduct more regularly scheduled safety-oriented drills and training

Performance Measures

of mini training sessions held during the FY and attendance

of training video views

Dates of safety drills

Date of Staff Training Day

of staff using Share Point

4. GOAL - To work effectively through the use of technology

ACTIONS

- Begin to digitize the newspaper index
- Extend adult computer appointments to two hours
- Add chat and text information service
- Replace self-check stations
- Search for effective solution for A/V security
- Evaluate the current online credit card system
- Explore replacement of game computers with kids' tablets
- Participate in Munis implementation including Time Clock and Online Employment Application
- Train additional ILS administrators
- Explore offering notifications via text message and automated phone calls for holds and overdue notices
- Improve the phone system

- Migrate our Exchange server to the Cloud
- Make upgrades to the server room
- Virtualize the public computers
- Add text/chat software on the computers of managers, security, and public service desks

Performance Measures

New teen webpage completed (date)

of customers who sign up to receive push notification via text messaging

of reference chat questions answered

of records digitized in the newspaper index

of credit card charges

5. GOAL - To administer a cost-effective public library

ACTIONS

- Seek alternative funding sources and fundraising opportunities
- Fulfill requirements of the Per Capita grants
- Maintain the fund balance at no less than 25 percent of the operating budget
- Find out if we can offer online library card applications
- Recruit, coordinate, and utilize volunteers effectively
- Revise the purchasing policy
- Continue efforts to eliminate paper forms
- Streamline Summer Reading registration

Performance Measures

of volunteers and hours worked

Donation Report

Current fund balance

"Other Revenue" Report

Comparison of Selected Statistics	FY 2013	FY 2014	FY 2015
Visitors to the library	449,491	398,545	354,786
Visitors to the Bookmobile	13,551	12,947	12,430
Items Circulated	1,570,410	1,489,708	1,430,682
Cardholders	27,257	37,714	34,709
Items in the Collection			
Main	278,227	287,346	295,427
Outreach	13,179	12,282	11,834
Total	291,406	299,628	307,261
Questions Answered	65,476	54,749	55,067
Main Library Children's Programs	204	231	317
Attendance	8,525	7,872	12,767
Outreach Children's Programs	0	0	1
Attendance	0	0	36
Main Library Teen Programs	77	82	59
Attendance	767	530	654
Outreach Teen Programs	0	0	0
Attendance	0	0	0
Main Library Adult Programs	213	155	142
Attendance	2,435	1,951	1,838
Outreach Adult Programs	0	0	2
Attendance	0	0	1,838
Summer Reading Program (SRP)			
Main Library Registration	7,840	7,541	7,815
Completed	4,471	4,099	4,270
Computer Use	64,461	60,399	48,332
Website Hits	127,548	158,718	87,303
Contact with Community Groups	197	189	201
Training Hours	1,397	959	1,265
Volunteer Hours	1,799	2,048	1,381

BLOOMINGTON PUBLIC LIBRARY
FY 2016 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGET	MAY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	946,956.26	946,956.26	(3,599,753.74)	20.8
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	95,000	95,762.50	95,762.50	762.50	100.8
GPPLD	370,000	68,629.27	68,629.27	(301,370.73)	18.5
Fees & Rentals	80,000	7,386.18	7,386.18	(72,613.82)	9.2
Copies	3,800	357.90	357.90	(3,442.10)	9.4
Interest on Investments	1,000	78.88	78.88	(921.12)	7.9
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	20,000	3,150.00	3,150.00	(16,850.00)	15.8
Other Grants	0	450.00	450.00	450.00	-----
Cash Over/Short	0	(1.43)	(1.43)	(1.43)	-----
Other	30,000	4,317.11	4,317.11	(25,682.89)	14.4
Total Revenues	5,277,910	1,127,086.67	1,127,086.67	(4,150,823.33)	21.4

ACCT NAME	BUDGET	MAY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,015,233	129,802.05	129,802.05	(1,885,430.95)	6.4
Part-Time Salaries	453,600	29,260.73	29,260.73	(424,339.27)	6.5
Seasonal Salaries	35,586	4,631.97	4,631.97	(30,954.03)	13.0
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,505,519	163,694.75	163,694.75	(2,341,824.25)	6.5
Dental Insurance	11,273	807.20	807.20	(10,465.80)	7.2
Vision Insurance	2,894	201.30	201.30	(2,692.70)	7.0
Health Insurance, BC/BS PPO	210,104	19,161.56	19,161.56	(190,942.44)	9.1
Health Insurance, OSF HMO	118,062	6,916.60	6,916.60	(111,145.40)	5.9
Life Insurance	3,097	245.02	245.02	(2,851.98)	7.9
IMRF	299,867	21,180.76	21,180.76	(278,686.24)	7.1
FICA	162,368	9,154.43	9,154.43	(153,213.57)	5.6
Medicare	36,315	2,241.01	2,241.01	(34,073.99)	6.2
Worker's Comp	37,675	0.00	0.00	(37,675.00)	0.0
Uniforms	600	0.00	0.00	(600.00)	0.0
Tuition Reimb	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	912,255	59,907.88	59,907.88	(852,347.12)	6.6
Rentals	22,000	1,086.38	1,086.38	(20,913.62)	4.9
Total Rentals	22,000	1,086.38	1,086.38	(20,913.62)	4.9
Building Mtnc	135,000	1,172.02	1,172.02	(133,827.98)	0.9
Vehicle Mtnc	5,000	160.02	160.02	(4,839.98)	3.2
Office & Computer Mtnc	165,000	45,616.29	45,616.29	(119,383.71)	27.6
Other Mtnc	25,000	0.00	0.00	(25,000.00)	0.0
Total Repair/Mtnc	330,000	46,948.33	46,948.33	(283,051.67)	14.2

ACCT NAME	BUDGET	MAY 2015	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	19,000	1,392.51	1,392.51	(17,607.49)	7.3
Printing/Binding	19,000	300.00	300.00	(18,700.00)	1.6
Travel	6,000	1,492.30	1,492.30	(4,507.70)	24.9
Membership Dues	5,000	544.00	544.00	(4,456.00)	10.9
Professional Development	8,000	(109.00)	(109.00)	(8,109.00)	-1.4
Other Purchased Services	100,000	5,920.96	5,920.96	(94,079.04)	5.9
Property Insurance	23,000	0.00	0.00	(23,000.00)	0.0
Vehicle Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Other Insurance	5,000	0.00	0.00	(5,000.00)	0.0
Total Purchased Services	190,000	9,540.77	9,540.77	(180,459.23)	5.0
Office Supplies	20,000	1,262.13	1,262.13	(18,737.87)	6.3
Computer Supplies	85,000	2,402.54	2,402.54	(82,597.46)	2.8
Copier Supplies	3,300	144.42	144.42	(3,155.58)	4.4
Postage	12,000	13.89	13.89	(11,986.11)	0.1
Library Supplies	72,000	4,445.52	4,445.52	(67,554.48)	6.2
Janitorial Supplies	16,000	1,091.19	1,091.19	(14,908.81)	6.8
Gas & Diesel Fuel	8,000	349.38	349.38	(7,650.62)	4.4
Building Mtnc & Repair Supplies	10,000	1,107.95	1,107.95	(8,892.05)	11.1
Total Supplies	226,300	10,817.02	10,817.02	(215,482.98)	4.8
Natural Gas	35,000	1,698.82	1,698.82	(33,301.18)	4.9
Electricity	95,000	7,612.47	7,612.47	(87,387.53)	8.0
Water	8,500	720.00	720.00	(7,780.00)	8.5
Telecommunications	26,000	4,379.51	4,379.51	(21,620.49)	16.8
Total Utilities	164,500	14,410.80	14,410.80	(150,089.20)	8.8
Professional Collection	7,000	0.00	0.00	(7,000.00)	0.0
Total Prof Collection	7,000	0.00	0.00	(7,000.00)	0.0
Periodicals	35,000	18,576.59	18,576.59	(16,423.41)	53.1
Adult Books	170,000	9,877.02	9,877.02	(160,122.98)	5.8
Children's Books	125,000	3,534.96	3,534.96	(121,465.04)	2.8
A/V Materials	168,000	4,502.52	4,502.52	(163,497.48)	2.7
Public Access Software	140,000	28,095.46	28,095.46	(111,904.54)	20.1
Ebooks	70,000	0.00	0.00	(70,000.00)	0.0
Total Materials	708,000	64,586.55	64,586.55	(643,413.45)	9.1
Employee Relations	6,000	506.22	506.22	(5,493.78)	8.4
Miscellaneous Expenses	13,000	302.30	302.30	(12,697.70)	2.3
ERI Reimbursement	36,732	0.00	0.00	(36,732.00)	0.0
Fixed Asset Fund Transfer	156,604	0.00	0.00	(156,604.00)	0.0
Total Other Expenses	212,336	808.52	808.52	(211,527.48)	0.4
Total Expenses	5,277,910	371,801.00	371,801.00	(4,906,109.00)	7.0

EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2015

Property Tax (20.8%): The Library received its first tax distribution in May.

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

State Grants (100.8%): The Per Capita Grant was just slightly more than we projected.

GPPLD (18.5%): The library received its first distribution from Golden Prairie in May.

Sale of Property (0.0%): The Library has not sold any items yet.

Donations (15.8%): The Library received community donations to help fund various programs.

Other (14.4%): The Book Shoppe continues to be a success.

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

Worker's Compensation (0.0%): Nothing has been paid from this line item yet.

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

Tuition Reimbursement (0.0%): Nothing has been paid from this line item yet.

Other Benefits: This was for final payout for a retiring staff member.

Building Maintenance (0.9%): Charges have been minimal.

Vehicle Maintenance (3.2%): Charges have been minimal.

Office/Equipment Maintenance (27.6%): This line item is over-spent due to payments for annual service of equipment maintenance.

Other Property Maintenance (0.0%): Charges have been minimal.

Printing/Binding (1.6%): Charges have been minimal.

Travel (24.9%): This is over-spent because one staff member is going to the American Library Association Conference in June.

Professional Development (-1.4%): This is under-spent due to a credit received for cancelling a workshop in May.

Property Insurance (0.0%): Nothing has been paid from this line item yet.

Vehicle Insurance (0.0%): Nothing has been paid from this line item yet.

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

Computer Supplies (2.8%): Charges have been minimal.

Postage (0.1%): Charges have been minimal.

Telecommunications (16.8%): This is over-spent because some costs still need to be back-dated to FY15 and CIRBN requires payment a month in advance.

Professional Collection (0.0%): Nothing has been paid from this line item yet.

Periodicals (53.1%): This is over-spent due to payment of the annual subscription service.

Children's Books (2.8%): Charges have been minimal.

A/V Materials (2.7%): Charges have been minimal.

Public Access Software (20.1%): This is over-spent due to payment of annual fees for various electronic data-bases.

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

Miscellaneous Expenses (2.3%): Charges have been minimal.

ERI Reimbursement (0.0%): This transfer to City has not been made yet.

Fixed Asset Fund Transfer (0.0%): This transfer has not been made yet.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations	\$ 2,280.00
Cathy Pratt:	834.00
Miscellaneous Donations:	36.00
Total Donations:	\$ 3,150.00

The Other Revenue line item breaks out as follows:

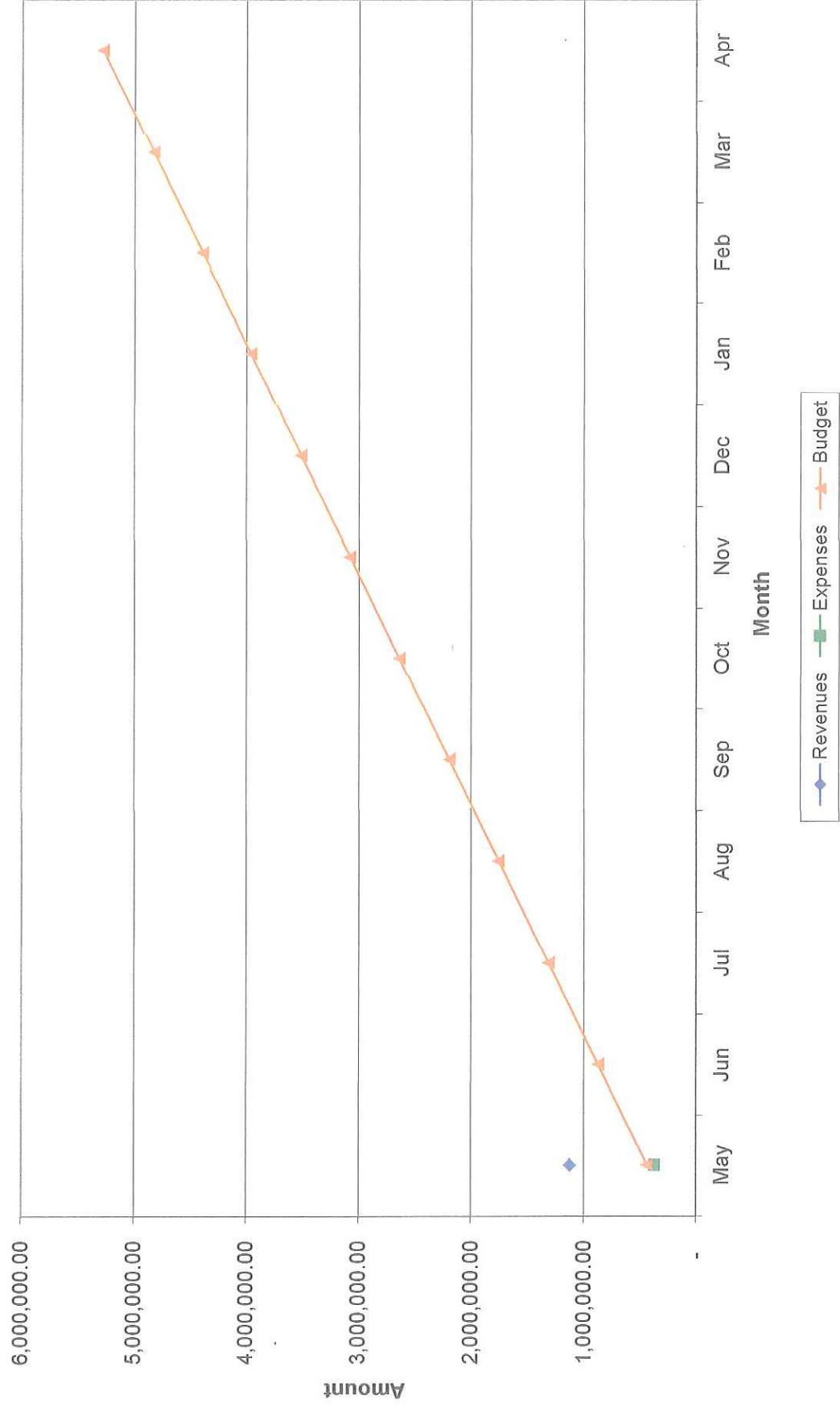
Print Station:	\$ 1,243.89
Book Shoppe:	1,728.00
Sale of Blankets:	15.00
Sale of Reusable Bags:	6.00
Sale of Sling Backpacks:	22.00
Sale of Earbuds:	60.00
Sale of Flashdrives:	9.75
Hot Beverage Station:	129.00
Test Proctoring:	165.00
Meeting Room Fees:	0.00
Book Pick-Up:	144.15
Night of Art & Jazz Ticket Sales:	700.00
Miscellaneous:	94.32
Total Other Revenue:	\$ 4,317.11

During May, 13 batches containing 110 invoices were processed, totaling \$116,292.22 and 175 credit card charges were made totaling \$24,529.79.

Library Fund Balance Information, 5/31/15:

Operating:	\$ 2,776,495.20
Capital:	\$ 2,128,435.50
Fixed Assets:	\$ 629,204.78

BPL FY 2015-2016



APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 17, 2015

Signature, BPL Trustee

Vendor	Line Item	Amount
3 M Company	Office/Equipment Mtn	30,050.00
Alpha Controls & Services, LLC	Building Maintenance	355.00
Ameren IP	Electricity	7,612.47
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	764.00
Bouda, Georgia	Travel	463.00
Brodart Co.	Library Supplies	993.20
CDW Government	Computer Supplies	720.47
Cengage Learning	Adult Books	1,298.56
Center Point Large Print	Adult Books	469.14
Chamberlain, Donald	Other Purchased Services	75.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	807.20
City of Bloomington	FICA	9,154.43
City of Bloomington	Gas/Fuel	349.38
City of Bloomington	Health Insurance-HMO	6,916.60
City of Bloomington	Health Insurance-PPO	19,161.56
City of Bloomington	IMRF	21,180.76
City of Bloomington	Life Insurance	245.02
City of Bloomington	Medicare	2,241.01
City of Bloomington	Payroll	163,694.75
City of Bloomington	Vehicle Maintenance	160.02
City of Bloomington	Vision Insurance	201.30
City of Bloomington	Water	720.00
Comcast	Telecommunications	102.85
Conrad Sheet Metal	Building Maintenance	200.00
Cummins Mid-State	Vehicle Maintenance	277.89
Cumulus Broadcasting	Advertising	918.66
Dean's Superior Blueprints	Building Mtn Supplies	200.00
Dean's Superior Blueprints	Library Supplies	325.00
Demco	Library Supplies	201.82
Demikis, Michael	Other Purchased Services	300.00
Ebsco Industries	Periodicals	17,225.00
Ebsco Industries	Public Access Software	7,572.00
Evans, Dale	Other Purchased Services	75.00
Facts on File (Infobase Learning)	Public Access Software	6,387.16
Fisk, Terry	Other Purchased Services	325.00
Francois, Russel	Other Purchased Services	1,838.05
Frontier	Telecommunications	1,408.97

Hanson, Mark
 Illinois Wesleyan University
 Janway Company USA, Inc.
 Kelly's Bakery & Café
 Knoll, Bernard (Engraving Express)
 Kone, Inc.
 Limelight Communications, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Northern Illinois Gas/NICOR
 Nu Air Corp.
 Oberlander Communications
 OfficeMax
 OfficeMax
 OfficeMax
 OverDrive
 Penworthy Co.
 Picture This Digital Media, LLC
 Recorded Books, Inc.
 Recorded Books, Inc.
 Research Technology International
 Ricoh, USA, Inc.
 Ron Smith Printing Co.
 Ruyle Mechanical Services, Inc.
 Scholastic Library Publishing
 Select Screen Prints & Embroidery, Inc.
 Sindlinger, Anne
 Sirsi Corporation
 Stanlaw, James
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies, Inc.
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Library Association
 VISA - American Library Association
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Book Page
 VISA - Casey's Garden Shop and Nursery
 VISA - Champaign Telephone Co.
 VISA - Concord Custom Cleaners
 VISA - Dollar Tree
 VISA - Double Tree O'Hare
 VISA - Ellison Education.com
 VISA - Engraving Express
 VISA - Facebook
 VISA - Five Star Water
 VISA - Fred Pryor/Career Track

Other Purchased Services	300.00
Other Purchased Services	516.27
Library Supplies	292.86
Miscellaneous Expenses	250.00
Other Purchased Services	48.00
Building Maintenance	400.00
Advertising	200.00
Office Supplies	260.34
A/V Materials	112.69
Janitorial Supplies	564.25
Natural Gas	1,698.82
Building Mtnc Supplies	226.00
Telecommunications	48.50
Computer Supplies	231.08
Janitorial Supplies	286.40
Office Supplies	929.72
Ebooks	4,900.00
Juvenile Books	50.25
Advertising	1,610.00
A/V Materials	120.40
Periodicals	871.59
Library Supplies	34.95
Rentals	1,481.79
Printing/Binding	360.00
Building Maintenance	3,495.00
Public Access Software	7,127.00
Other Purchased Services	706.00
Other Purchased Services	125.00
Office/Equipment Mtnc	37,492.29
Other Purchased Services	75.00
Building Maintenance	29.01
Other Purchased Services	393.80
Library Supplies	2,790.93
A/V Materials	307.67
Janitorial Supplies	56.07
A/V Materials	631.70
Computer Supplies	361.07
Professional Development	45.00
Membership Dues	205.00
Travel	668.70
A/V Materials	5,899.73
Adult Books	10,842.65
Juvenile Books	5,742.15
Employee Relations	39.95
Periodicals	480.00
Building Mtnc Supplies	87.17
Telecommunications	1,453.51
Other Purchased Services	30.00
Other Purchased Services	3.00
Travel	190.27
Library Supplies	96.00
Other Purchased Services	72.00
Advertising	124.41
Miscellaneous Expenses	19.60
Professional Development	(74.00)

VISA - GameStop	A/V Materials	213.74
VISA - Hobby Lobby	Library Supplies	3.98
VISA - Hobby Lobby	Other Purchased Services	7.55
VISA - Illinois Library Association	Membership Dues	300.00
VISA - Illinois Tollway	Travel	1.50
VISA - Ingram	Adult Books	560.68
VISA - LD-InkJets	Computer Supplies	472.95
VISA - Lowe's	Building Mtnc Supplies	157.51
VISA - Lowe's	Janitorial Supplies	150.68
VISA - Lowe's	Other Purchased Services	(16.09)
VISA - McLean County Chamber of Commerce	Professional Development	(35.00)
VISA - McLean County Museum of History	Adult Books	94.50
VISA - Menards	Building Mtnc Supplies	19.98
VISA - Monoprice	Computer Supplies	110.91
VISA - Neopost USA	Office Supplies	299.00
VISA - Office Depot/OfficeMax	Janitorial Supplies	41.53
VISA - Office Depot/OfficeMax	Library Supplies	61.38
VISA - OnlineStores.com	Employee Relations	248.22
VISA - Oriental Trading Co	Other Purchased Services	2,168.70
VISA - Owen Nursery & Florist	Building Mtnc Supplies	294.24
VISA - Party City	Employee Relations	49.85
VISA - PayPal*ABOS	Membership Dues	39.00
VISA - Radio Shack	Computer Supplies	80.98
VISA - Scholastic Book Fairs	Other Purchased Services	358.75
VISA - Skinit	Computer Supplies	425.08
VISA - Sprint	Telecommunications	405.88
VISA - Standard & Poor's Financial Services	Public Access Software	6,709.80
VISA - Uncle Bill's Self Storage	Other Purchased Services	60.00
VISA - UPS	Postage	10.37
VISA - US Toy	Library Supplies	452.97
VISA - USPS.com	Postage	15.90
VISA - Verizon Wireless	Telecommunications	1.80
VISA - Village of Rosemont	Travel	13.00
VISA - Wal-Mart	Building Mtnc Supplies	149.70
VISA - Wal-Mart	Copier Supplies	39.85
VISA - Wal-Mart	Employee Relations	35.80
VISA - Wal-Mart	Janitorial Supplies	115.31
VISA - Wal-Mart	Library Supplies	34.78
VISA - Wal-Mart	Miscellaneous Expenses	160.52
VISA - Wal-Mart	Office Supplies	80.94
VISA - Wal-Mart	Other Purchased Services	56.24
VISA - Webstaurant Store	Library Supplies	29.48
VISA - Windstream	Telecommunications	159.51
Total		415,441.66

Bloomington Public Library
Monthly Statistics - May 2015

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	52,033	52,033	53,449	53,449
Teens	2,865	2,865	2,689	2,689
Children	43,984	43,984	40,219	40,219
OTR Adults	2,497	2,497	2,098	2,098
OTR Teens	128	128	171	171
OTR Children	3,473	3,473	4,051	4,051
e-Books - Freading	82	82	17	17
e-Books - Overdrive	4,513	4,513	3,845	3,845
Freegal downloads	546	546	729	729
Zinio Magazines	413	413	511	511
TOTALS				
Adults	54,530	54,530	60,649	60,649
Teens	2,993	2,993	2,860	2,860
Children	47,457	47,457	44,270	44,270
Digital Downloads	5,554	5,554	5,102	5,102
COMBINED TOTAL	110,534	110,534	112,881	112,881
ITEMS IN THE COLLECTION				
Main	295,707	295,707	287,568	287,568
OTR	11,716	11,716	12,271	12,271
TOTAL	307,423	307,423	299,839	299,839
HOLDS FILLED	7,213	7,213	7,368	7,368
CARDHOLDERS				
Added	373	373	346	346
TOTAL NUMBER				
Adults	26,144	26,144	28,269	28,269
Teens	2,249	2,249	2,436	2,436
Children	6,041	6,041	7,025	7,025
Combined Total of Active Cards	34,434	34,434	37,730	37,730
REFERENCE QUESTIONS				
Adults	2428	2,428	2,612	2,612
Teens	156	156	46	46
Children	861	861	839	839
OTR	112	112	89	89
Circulation	675	675	758	758
Total	4,232		4,344	
PROGRAMS				
Story Times	2	2	4	4
Adult	14	14	12	12
Teens	3	3	2	2
Juvenile	2	2	0	0
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	24	24	73	73

Bloomington Public Library
Monthly Statistics - May 2015

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	118	118	158	158
Teen Programs	14	14	21	21
Juvenile Programs	30	30	0	0
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	4,414	4,414	4,349	4,349
Website database/catalog hits	23,454	23,454	14,978	14,978
Online Resource (Database) uses	5,639	5,639	3,238	3,238
TOTAL	33,507	33,507	22,565	22,565
INTERLIBRARY LOAN				
Borrowing Requests Received	469	469	414	414
Outgoing Loans (Lending)	254	254	252	252
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	3	3	3
Outside the library (events)	29	29	28	28
Number of people	8,130	8,130	6,609	6,609
VOLUNTEER HOURS				
	92	92	89	89
MEETING ROOM USAGE				
Study Room	69	69	86	86
Digital Media Lab	9	9	37	37
Customer Visits (MAIN)	23,980	23,980	28,457	28,457
Customer Visits (OTR)	1,189	1,189	1,071	1,071
COMBINED TOTAL VISITS	25,169	25,169	29,528	29,528
TRAINING HOURS				
	193	193	271	271

Golden Prairie Public Library District
Board of Trustees Meeting

April 15, 2015

5:00 p.m.

Quiet Reading Room
Bloomington Public Library

Minutes

I. Call to Order

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

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Carolyn Dail, Tim Ervin (left at 5:40 p.m.), Lynn Gray, Stephen Peterson, Patti Salch

MEMBERS ABSENT: Adrienne Ives

OTHERS PRESENT: Georgia Bouda, Laura Golaszewski, Johanna Sneed

III. Introductions & Public Comment

There were no introductions or public comments.

IV. President's Report

Vice President Lynn Gray congratulated Carolyn Dail, Stephen Peterson, and Tim Ervin on their re-election to the Board.

V. Approval of Minutes

A. March 18, 2015

PATTI SALCH MOVED, TIM ERVIN SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 18, 2015 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VI. Staff Reports

A. Director's Report

Director Georgia Bouda informed the Board that program attendance has been good. She added that the Bookmobile ribbon cutting was successful.

Director Bouda mentioned that there are minimal updates regarding the BPL Board as they have yet to meet this month, and they still need to decide on an architectural firm to hire to complete the site analysis.

B. Outreach Report

Laura Golaszewski reported that the new Bookmobile has arrived and is currently in use. However, a few issues have been reported including a water leak from the back door and that an outlet is cycling power which is affecting the connection during stops. Furthermore, a new Bookmobile stop was added on IAA Drive and the updated Bookmobile schedule will be available within the next week.

C. Fiscal Report

In Kathy Jeakins' absence, Georgia Bouda entertained questions.

1. Approve March Financial Report

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE FINANCIAL REPORT FOR MARCH 2015.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, TIM ERVIN, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES

THE MOTION CARRIED UNANIMOUSLY.

VII. Unfinished Business

A. Recommend Financial Institutions and Investment Options

Carol Carey-Odekirk distributed a document containing a comparison of CDs from several financial institutions. Carol brought to the Board's attention that Commerce Bank offers FDIC funded CDs which are currently being used by the City of Bloomington, District 87, and Parkland College. The bank and its services were highly regarded by Paulette Hurd from the City of Bloomington's Finance Department.

Carolyn Dail requested that more information be gathered, including how often each account compounds. The Board agreed to narrow down their options to three banks. Carol Carey-Odekirk will research compounding, jumbo CDs and any early withdrawal penalties for PNC, BankonCit.com, and Commerce Bank.

B. Recommend 25th Anniversary Commemoration

Lynn Gray and Patti Salch reported that they were unable to find artists from the McLean County Art's Center and ISU.

Lynn Gray contacted G3 Machining from which she was given prototypes of metal sculptures that they have created for other establishments. Lynn distributed the samples and informed the Board that G3 Machining quoted the 25th anniversary commemoration work not to exceed \$500.00.

Georgia Bouda will ask for approval from the Bloomington Public Library Board. In the interim, Patti Salch's daughter will complete the digitization of the Golden Prairie logo to be sent to G3 Machining.

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE UP TO \$500.00 FOR THE 25TH ANNIVERSARY COMMEMORATION PENDING THE BLOOMINGTON PUBLIC LIBRARY BOARD'S APPROVAL.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

VIII. New Business

A. Approve Director's & Officer's Insurance Renewal

CAROLYN DAIL MOVED, PATTI SALCH SECONDED, TO APPROVE THE ANNUAL D&O INSURANCE PREMIUM IN THE AMOUNT OF \$947.00.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Summer Reading Program Donation

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE SUMMER READING DONATION IN THE AMOUNT OF \$1,000.00.

AYES: CAROL CAREY-ODEKIRK, CAROLYN DAIL, LYNN GRAY, STEPHEN PETERSON, PATTI SALCH

NAYES: NONE

ABSENT: ADRIENNE IVES, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

C. Election Results

Johanna Sneed shared the results of the consolidated elections held on April 7, 2015.

The following have been elected to the GPPLD Board of Trustees for six year terms:

Lynn M. Gray with 327 votes, and Carolyn Dail with 15 write-in votes.

The following have been elected to serve as Trustees for four year terms: Stephen Peterson with 284 votes and Tim Ervin with 256 votes.

D. Discuss Finding New Trustee to Fill Unexpired Term

The Board was advised to consider potential candidates to fill the position when Adrienne Ives vacates her seat, effective 6/30/15. Additionally, information will be posted on the BPL website for interested parties to review and contact the Library.

IX. Adjournment

Vice President Lynn Gray adjourned the meeting at 5:57 p.m.

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

Adopted June 19, 1973

Revised 2/17/87

Revised 5/16/95

Revised 8/18/09

Revised 8/17/10

Revised 7/15/14

Revised 6/23/15

- a. The regular meeting of the Board of Directors 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. *In the absence of the Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside.* The Secretary, or 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.
- k. 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.

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.