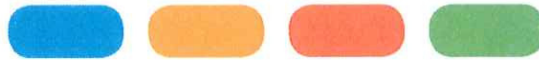


Bloomington Public Library
Books are just the beginning.



**BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Tuesday, June 19, 2018

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Committee Reports
 - A. Budget & Personnel Committee
 - 1. Approve Standing Date and Time for Committee
 - B. 3 P's Committee
 - 1. Approve Standing Date and Time for Committee
- IX. Consent Agenda
 - A. Approve Minutes of May 15, 2018 Regular BPL Board Meeting
 - B. Approve Executive Session Minutes of April 17, 2018
 - C. Approve Bills List of May 2018
- X. Action Items
 - A. Approve Non-Resident Library Card Fee for 7.01.18 – 6.30.19
 - B. Approve Waiving Three-Quote Requirement for Annual EBSCO Subscription Service Renewal
 - C. Waive Competitive Bid Requirement for Annual Maintenance of Self Checks, RFID Pads, and Sorter to Bibliotheca
 - D. Approve Revision of Foundation Board Bylaws
- XI. Discussion Items
 - A. Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, June 19, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	310.50
Advanced Commercial Flooring	Building Mtnc Supplies	965.00
Alpha Controls & Services	Building Maintenance	280.00
Amazon.com, LLC	A/V Materials	125.54
Amazon.com, LLC	Adult Books	777.80
Amazon.com, LLC	Children's Books	5.34
Amazon.com, LLC	Janitorial Supplies	65.57
Amazon.com, LLC	Library Supplies	55.92
Amazon.com, LLC	Office Supplies	119.99
Amazon.com, LLC	Other Purchased Services	672.42
Amazon.com, LLC	Professional Collection	10.83
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler	Building Maintenance	1,856.00
Bloomington Rotary Club	Membership Dues	300.00
Blue Beacon International, Inc.	Vehicle Maintenance	38.00
Bridgeall Libraries, Ltd.	Office/Equipment Mtnc	15,000.00
Brodart Company	Library Supplies	1,120.64
Carrigan, Terry	Periodicals	1,422.20
CDW Government	Computer Supplies	82.43
CDW Government	Library Supplies	5,053.89
CDW Government	Office/Equipment Mtnc	3,151.40
CDW Government	Other Purchased Services	866.31
Cengage Learning	Adult Books	330.61
Childers Door Service of Central Illinois, LLC	Building Maintenance	935.16
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,008.42
City of Bloomington	FICA	8,292.07
City of Bloomington	Gas & Diesel Fuel	324.11
City of Bloomington	Health Insurance-HMO	3,032.62
City of Bloomington	Health Insurance-PPO	26,059.12
City of Bloomington	IMRF	20,816.05
City of Bloomington	Life Insurance	254.85
City of Bloomington	Medicare	1,939.30
City of Bloomington	Payroll	151,039.28
City of Bloomington	Vision Insurance	222.30
CM Promotions, Inc.	Library Supplies	687.29
Continental Research Corp	Janitorial Supplies	199.72
Cummins Mid State	Vehicle Maintenance	323.85

Cumulus Broadcasting	Advertising	2,787.00
Custom Digital Imaging	Printing/Binding	3,641.03
Dean's Superior Blueprints	Other Purchased Services	1,366.00
Demco	Library Supplies	935.09
DK Agencies, Ltd.	Children's Books	247.80
Elsenpeter Productions	Other Purchased Services	450.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Farnsworth Group	Other Purchased Services	8,811.69
Frontier	Telecommunications	2,550.01
Gibbons, Jim	Other Purchased Services	161.65
Granite Broadcasting	Advertising	1,280.00
Illinois Office of the State Fire Marshal	Building Maintenance	75.00
Illinois State University	Advertising	310.00
Illinois Wesleyan University	Other Purchased Services	430.13
Imaging Office Systems, Inc.	Office/Equipment Mtn	1,470.00
Ingram Library Services	Adult Books	497.81
Kone, Inc.	Building Maintenance	2,226.40
Koster, Theresa	Other Purchased Services	725.00
Lee Enterprises - Central Illinois	Advertising	1,934.00
Limelight Communications, Inc.	Advertising	150.00
Lincoln University	Tuition Reimbursement	1,800.00
Lincoln's Festival on Route 66	Advertising	100.00
Lockett, Michael	Other Purchased Services	200.00
Massie, Rhonda	Advertising	365.15
Meister, Harvey	Other Purchased Services	120.00
Mid Illinois Mechanical	Building Maintenance	7,995.99
Midamerica Books	Adult Books	467.10
Midwest Tape	A/V Materials	148.41
Miller Janitorial Supply	Janitorial Supplies	727.69
Neopost USA, Inc.	Rentals	46.00
Niche Academy	Public Access Software	2,400.00
Office Depot	Computer Supplies	428.93
Office Depot	Employee Relations	155.63
Office Depot	Office Supplies	1,123.23
Office Depot	Other Purchased Services	65.03
Penguin Random House, LLC	A/V Materials	411.75
Pilot Media, LLC	Advertising	200.00
Promotion, Inc.	Periodicals	528.00
Proquest, LLC	Downloadable Materials	2,184.55
Recorded Books, Inc.	A/V Materials	306.67
Rice, Daniel	Other Purchased Services	207.10
Ricoh USA, Inc.	Rentals	3,408.15
Ron Smith Printing Co.	Printing/Binding	60.00
Rosedrew, Inc.	Library Supplies	2,130.32
Safelite AutoGlass	Vehicle Maintenance	74.94
Scholastic Library Publishing	Public Access Software	13,351.00
Simplex Grinnell	Building Maintenance	5,370.51
Stuard & Associates, Inc.	Building Maintenance	290.00
Taylor, Pamela	Other Purchased Services	74.00
Tumbleweed Press, Inc.	Public Access Software	325.00
Uline, Inc.	Janitorial Supplies	104.46
Unique Management Services, Inc.	Other Purchased Services	742.85

University of Illinois	Tuition Reimbursement	5,088.00
Weber Electric, Inc.	Building Maintenance	1,422.00
Yezek & Sons, LLC	Building Mtnc Supplies	1,778.00
VISA - 4InkJets	Computer Supplies	444.95
VISA - AB Hatchery & Garden Center	Building Mtnc Supplies	23.96
VISA - Amigos Library Services	Professional Development	375.00
VISA - Baker & Taylor Books	A/V Materials	7,892.96
VISA - Baker & Taylor Books	Adult Books	12,337.06
VISA - Baker & Taylor Books	Children's Books	5,326.04
VISA - Barnes & Noble Booksellers	Other Purchased Services	72.78
VISA - Brand Spirit, Inc.	Library Supplies	326.24
VISA - Charge Tech	Computer Supplies	266.00
VISA - Chicago Tribune	Periodicals	286.00
VISA - Concord Custom Cleaners	Other Purchased Services	41.95
VISA - Construction Playthings	Library Supplies	99.95
VISA - Construction Playthings	Other Purchased Services	868.85
VISA - Displays2Go	Library Supplies	94.08
VISA - Don Smith Paint Co.	Building Mtnc Supplies	150.67
VISA - Elm USA, Inc.	Library Supplies	223.97
VISA - Five Star Water Co.	Miscellaneous Expenses	55.55
VISA - Flooring Depot	Building Mtnc Supplies	39.99
VISA - Fox & Hound Day Spa	Other Purchased Services	100.00
VISA - GameStop	A/V Materials	954.16
VISA - GeekNet, Inc.	Other Purchased Services	3.92
VISA - Hobby Lobby	Library Supplies	23.37
VISA - Hobby Lobby	Other Purchased Services	11.98
VISA - Hy-Vee	Employee Relations	89.34
VISA - Illinois Library Association	Membership Dues	150.00
VISA - In Blubrry	Other Purchased Services	20.00
VISA - Jewel-Osco	Other Purchased Services	47.92
VISA - Kroger	Employee Relations	11.37
VISA - Library Store, Inc.	Library Supplies	4,130.10
VISA - Little Caesars	Other Purchased Services	110.00
VISA - Lowes	Building Mtnc Supplies	115.70
VISA - Lowes	Janitorial Supplies	101.14
VISA - Meijer	Employee Relations	81.95
VISA - Meijer	Library Supplies	17.80
VISA - Meijer	Miscellaneous Expenses	32.44
VISA - Michael's	Other Purchased Services	251.85
VISA - Monoprice, Inc.	Computer Supplies	150.67
VISA - National Society of DAR	Periodicals	18.00
VISA - NewEgg.com	Computer Supplies	25.98
VISA - NewEgg.com	Other Purchased Services	112.45
VISA - Office Depot	Office Supplies	202.04
VISA - Oriental Trading Co.	Other Purchased Services	1,966.29
VISA - Owen Nursery & Florist	Building Mtnc Supplies	193.84
VISA - Party City	Other Purchased Services	29.46
VISA - Paypal*Macaroni Kid	Advertising	770.00
VISA - Plastic Products Mfg	Library Supplies	83.43
VISA - RubberHedgehog.com, LLC	Other Purchased Services	19.95
VISA - Sam's Club	Other Purchased Services	243.09
VISA - Skinit.com	Computer Supplies	180.74

VISA - Sprint
 VISA - Staples Direct
 VISA - SteamGames.com
 VISA - Target
 VISA - Thorntons
 VISA - USPS
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Windstream

Total

Telecommunications 567.38
 Other Purchased Services 227.99
 Other Purchased Services 50.00
 Other Purchased Services 15.27
 Vehicle Maintenance 5.00
 Postage 3.95
 Telecommunications 126.90
 Employee Relations 4.44
 Janitorial Supplies 233.85
 Library Supplies 43.08
 Miscellaneous Expenses 29.94
 Office Supplies 72.09
 Other Purchased Services 64.67
 Telecommunications 126.47

374,423.27

Bloomington Public Library

Books are just the beginning.



Director's Report

May 2018

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

I continued to work with Farnsworth to complete our amended project. Julian and I met with Farnsworth and First Midstate to gather more information about government bonds. I also reviewed the draft conceptual site plans with board members, department managers, and City Public Works Director, Jim Karch. The completed version is slated to be presented at the July board meeting.

I also:

- Worked with the Department Managers to revise our monthly reports to align with our strategic plan.
- Worked with staff to respond to several FOIA requests.
- Continued to audit our cardholders for any cards incorrectly issued to residents in unserved areas and resolved any issues found.
- Attended the Police Chief's Retirement Reception.

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

A small team from Normal Public Library and Bloomington Public Library met for 4 brief vendor demos (via videoconference) for a new and potentially shared Integrated Library System (ILS, or catalog).

We kicked off the 2018 Summer Reading Program, Reading Takes You Everywhere. I helped staff our summer reading log table, which is a special station set up to hand out program logs in the Library for the first three days of summer read. I also welcomed participants to our Summer Reading Kick Off Party and distributed completion prize books as they left.

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

This month:

- I participated in interviews for a part-time Library Associate position in Children's Services.
- Gayle and I hosted a Library HR and Directors' meeting.
- I attended a City HR College training, covering a variety of HR topics.
- I attended the Monthly City Department Head training
- I participated in meetings with our CollectionHQ and Library Ideas Representatives.

Goal: Work effectively through the use of technology.

I met with our Webmaster and Administrative Secretary to discuss their recent review of potential new room reservation software platforms. We ultimately decided that we will continue with our current vendor and will review options again in a couple years.

Bloomington Public Library

Books are just the beginning.



Goal: Administer a cost-effective public library.

I met with Paula to review our Bingo for Books event with WACC. Overall, the event went very well. I also helped Michelle as she worked on our final report for our \$500 Illinois Prairie Community Foundation grant, which funded the event.

I worked with Kathy to develop more detailed budget breakdowns for select budget line items.

At the request of the GPPLD board, I developed a wish list of items for the Library that they could contribute toward. They decided to donate \$3,311 help fund a new poster printer (approx. total \$4,900) for the Library. The Library's current poster printer, which is used frequently for Summer Reading, recently broke and cannot be fixed.

**Adult Services Report
May 2018
Carol Torrens, Manager**

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

- With the removal of the nonworking fireplace, more space opened up to rearrange seating in the AS Room. The open feel is much appreciated by staff and by customers.
- Carol, along with a few other managers and NPL staff, attended video demonstrations of some ILS systems.

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

COLLECTIONS

- Marcie weeded fiction authors Q-SHO using Collection HQ dead item reports, removed duplicate titles from the mystery paperbacks, completed Collection HQ Fic Q-R grubby item and collection check reports, and finished ordering replacement titles by authors T- Z using Collection HQ's popular author summary.
- Rachel completed evaluations and received approval to renew three of our eResources:
 1. Niche Academy
 2. US Major Dailies
 3. ELibrary
- Karen M. and Allison, TS Manager, are working on materials in the Locked Case—cataloging some, choosing some for digitization, and/or finding other appropriate homes for them if they're not pertinent to the Library's collection.
- Karen M. continues to meet with the Lincoln's Festival on Rt. 66 planning committee in preparation for the July 2018, event throughout the downtown Bloomington area.
- Carol and other staff meet with the library's Collection HQ rep and also with a Library Ideas rep. The latter showed GoChips, devices that carry 5 movies or a full season of a TV show and provide their own wifi. No downloading needed other than putting the GoChip app on your device. A very cool way to watch entertainment without needing Internet access.

PROGRAMS

- Tiffany visited these schools, connecting with the listed number of students
 - BJHS – 368 (3 visits); Evans – 43; Chiddix -27; Kinglsey – 68; Parkside – 43; UHigh – 10
- Tiffany dropped off program fliers, program guides, and summer reading bookmarks at NCWHS, NCHS, and BHS.
- Karen M distributed program fliers and/or posters to the History Museum; Sprague Station (Rte 66 site) in Normal; Kelly's Bakery & Café; David Davis Mansion; Route 66 Hall of Fame Museum in Pontiac, ILL; and the Livingston County War Museum in Pontiac, Illinois.

Adult/Family programs

Fiction – 1 session – 4 attended

Mystery Book Club – 1 session – 11 attended

Books on Tap – 1 session – 9 attended

History Reads Quarterly Book Club – 1 session – 10 attended

Space Travel with Challenger Learning Center – 1 session – 9 attended

Classic film *African Queen* – 2 sessions – 12 attended

Intro to Ponds in Your Backyard – 1 session – 12 attended

Jack of All Spades card club – 1 session – 9 attended

Small Business series with SCORE – 1 session – 5 attended

Honoring our Vets

Greater Peoria Honor Flight – 1 session – 7 attended

Sinking of USS Indianapolis with Jim Gibbons – 1 session – 17 attended

Vietnam, a panel discussion with four vets – 1 session – 25 attended

DIY Paint with Aleshia – 1 session – 15 attended

Next Step Dance Studio: the waltz – 1 session – 17 attended

Teen Programs

There were no individual teen programs this month given the number of school visits Tiffany made to promote Summer Reading and summer programs. Additionally, May programs have had low attendance due to end-of-year activities at the schools.

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

- Katie, the newest librarian, has completed training for working at the AS Desk and is learning about collection development for the nonfiction collection.
- Several staff attended mini-morning sessions about Summer Reading and about District 87's free lunch program for children and teens at the library this summer.
- Clare was selected for and transferred to a job in the Children's Department.
- Karen H. watched the Innovative Technologies webinar.
- Carol participated in interviews for a temporary shelver.

Goal: Work effectively through the use of technology.

- There were 7 individual computer appointments this month. Amazingly, and for the first time ever, none were about ebooks/ereading! Topics were: 2 for email help; 2 for scanning help; 2 for completing applications; and one for printing pay stubs.

BUSINESS OFFICE REPORT

Kathy Jeakins

May 2018

Goal: Administer a cost-effective public library.

FY 18: A more up-to-date year-end report is in the packet. This shows that BPL finished FY 18 with 100.3% of revenues collected and 94.9% of expenditures; therefore, we will probably be transferring closer to \$140,000 into the Capital Fund

The Library received its first Property Tax distribution of \$1,035,928.45 for FY19 at the end of May

Golden Prairie also received a Property Tax of \$77,730.74 at the end of May

Insurance Assessment: We received the report with a few recommendations for improvement. I will be meeting with Jeanne soon to go over those recommendations

Library Credit Cards: I processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy

Provided records to City in order for them to perform Journal Entries to back-date FY 18 bills received in May

Provided financial data to Caprice for completion of BPL's Annual Report

Bills Costing in Excess of \$5,000:

1. Bridgeall Libraries: \$15,000.00 to renew Collection HQ Service
2. Farnsworth Group: \$8,811.69 for work completed through 4/30/18
3. Scholastic Library Publishing: \$13,351.00 to renew BookFlix Gold (\$5,494.00) and Scholastic Go (\$7,857.00), two databases for Children's

Upcoming:

During the week of June 25, the City auditors will be on-site working on the FY 18 audit

**Children's Services
Melissa Robinson
May 2018**

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

We began offering Sensory story times for families with kids on the autism spectrum as well as neurotypical children. Danny and Rondalea received training from a librarian from Peoria Public Library who assisted with the first two Sensory story times. Danny will continue offering Sensory story times once a month on a Saturday. Danny was also interviewed by the *Pantagraph* for an article about special needs accommodations and programming in libraries and on WMBD for a piece about Sensory Story Time and Sensory Bags. The *Pantagraph* story was picked up by the Associated Press and ran in the Washington Times!

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

Programs:

- Summer reading kickoff party – 450 attended
- Prairie Fire Theatre Presents "Baobab" – 78 attended
- Theatre Boot Camp – 2 sessions – 53 attended
- Dig It! Hand-On at Sunnyside Gardens – 4 attended
- Grow Together! Story Time at Sunnyside Gardens – 20 attended
- Singing, Swinging Story Time – 2 sessions – 30 attended
- Sensory Story Time – 3 sessions – 22 attended
- Move and Learn story time – 20 attended
- Family Games Day – 40 attended
- Tales for Tails – 37 attended
- 14 programs offered – 754 attended total

We were visited by 3 2nd grade classes from Sheridan School – 75 attended.

Danny and Cody visited all District 87 elementary schools, Unit 5 schools with a significant Bloomington population, and some private schools. They visited 17 schools and talked to 6,810 students.

We also visited the following groups:

- Milestones Preschool – 63 attended
- Headstart at Brigham – 2 classes – 35 attended
- Little Jewels – 95 attended

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

- Suzie Jones retired.
- Cody Lebovitz was hired as a full-time library assistant.
- Clare Baez was hired as a part-time library associate.
- Summer employees began work.

Upcoming:

- Smarty Pants Story Times – Tuesdays at 10 am
- Little Explorers for newborn-18 months old – Tuesday evenings at 6:30
- Sensory Story Time – June 16
- Singing, Swinging Story Time – June 9 and 11
- Move and Learn – June 18
- Family Games Day – June 17
- Tales for Tails – various Wednesday evenings and Thursday mornings
- Lego Construction Time – June 6
- *Adventure of a Plastic Bottle* from the Ecology Action Center – June 14
- Music and Fun with Babaloo – June 16
- Itsy Arts and Art Time! Family Studio Provided by the Illinois Art Station – June 23
- Outside Watercolor Art – June 28
- Illinois Shakespeare Festival Presents: Theatre for Young Audiences – June 30

Circulation and Outreach Services Report

Colleen Shaw

May 2018

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

- Deposit Collections staff delivered 778 items to 10 sites this month. Tech Day was offered at Miller Park, Luther Oakes, and McDonalds on South Main. Staff also presented their first ever Jeopardy program at Miller Park.
- The Bingo for Books event at Western Avenue Community Center was a smashing success! Over 30 attendees explored the Bookmobile and about 75 children and adults enjoyed dinner and playing Bingo. Everyone left with a book!
- Home Delivery staff delivered 384 items to 40 patrons this month. One Peace Meal customer will be receiving Home Delivery in June. Participation should grow as we include more service routes.
- Sarah M. from Children's staffed a table with Michelle Cope at Tipton Park's Family Fun Day on 5/19. Janet from Circulation and Kelly from Tech Services joined Michelle to attend Education Days on 5/8 and 5/9 at the Cornbelters Stadium. Outreach used both events to talk up the Summer Reading Program!
- Michelle joined a Homelessness Committee with local organizations such as PATH, Home Sweet Home, and the Downtown Bloomington Association. The group will focus on creating strategies for addressing the needs of our community's homeless population.

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

- Clara, Jan, Aleshia, and Paula attended the Reaching Forward Conference in Rosemont, IL on 5/4. Some highlights of the conference included Joliet's presentation of effective strategies for addressing the needs of their homeless population and information on using communication preferences and strategies to improve collaboration.
- Katy Stein attended the Reaching Forward South Conference in Edwardsville on 5/11. Some key takeaways for her included crafting programs that bring lonely people together such as organizing tickets and transportation to a local play and information on offering technology for checkout (hotspots or media sticks that host a Netflix or Hulu account).

Upcoming:

- Lake Run Club "Kids Run for Fun" event at Parkside Junior High on June 15.
- Stop the Violence event at Sunnyside Park on June 9.

(5/2018) Circulation and Outreach Services Statistics

Total Circ BPL	99,405
Total Circ Main	84,157
Adults	43,110
Teens	2,265
Children	38,782
Total Circ Outreach	6,223
OTR Adults	2,247
OTR Teens	137
OTR Children	3,839
Total Circ eBooks	9,025
Hoopla	1,873
MyMediaMall	6,770
RBDigital	332
TumbleBooks	50
Borrowers Registered	333
Total Active Cardholders	35,040
Children	8,543
Teen	3,194
Adult	23,303
GPPLD	1,364
Total Holds Filled	7,699
Main Holds	6,410
Outreach Holds	1,289
Door Count	26,893

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	509
THUR	2.5	WINGOVER APTS (EVENING)	398
WED	1.5	HERSHEY GROVE	283
WED	1.5	HERSHEY GROVE	210
MON	1.5	THE GROVE	195
THUR	1	WINGOVER APTS (MORNING)	178
TUE	1	PONDS APTS	141
THUR	1	BALLYBUNION	138
WED	1	EAGLE CREST	132
WED	1.25	NORTH POINTE	131

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
SAT	1	MEADOWS	0
FRI	1	MARKET SQUARE SHOPPING CENTER	0
FRI	1	COLONIAL PLAZA	0
FRI	1	COLONIAL PLAZA	1
WED	1.25	RAINBOW AVE	2

Bookmobile Customers: 1,295

Total Monthly Stops: 69 (at 46 locations)

Circulation Questions Answered: 803

Outreach Questions Answered: 101

Total Questions Answered: 904

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405							
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157							
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040							

Bingo for Books! Aims to Improve Literacy, Access to Books Thru Bookmobile Visits

With the goal of improving literacy and providing more access to books for children on Bloomington's west side, the Bloomington Public Library hosted a Bingo for Books! event at Western Avenue Community Center on May 9. The library received a General Grant for Education from IPCF for \$500 to fund the event.

The event coincided with the library's recently added Bookmobile stop at the community center from 3:15 to 4:15 p.m. every third Wednesday. Before children in the community center's after-school program played bingo to win books, they toured the Bookmobile.

It was the first time on the mobile library for most of the children. Cries of "Wow!" and "Cool!" were heard as more than 30 children toured the Bookmobile. They were excited to find some of their favorite books onboard.

The children were encouraged to get library cards of their own with their parents and guardians although Western Avenue Community Center is working with the library to secure a corporate account so children in the after-school program can check out books through WACC.

The community center will make visiting the Bookmobile a regular part of its after-school program's schedule with tutors accompanying children on the library on wheels. "While the goal is to increase attendance numbers at the stop," said Paula Wager, library assistant, "we want to see more parents bringing on their kids overall."

After learning what the library could offer them through the Bookmobile, the children visited the park across the street from the center for pizza and snacks before the bingo began. After calling letters and numbers for many minutes, finally the first shout of "Bingo!" was heard.

The first winner proudly approached a picnic table laden with books from Scholastic Books and picked a favorite. Play continued so more winners could pick out a book, with all children eventually winning one free book. Among the favorite books were "Captain Underpants," "Junie B Jones" and the "I Survived" series. Also available were many books in Spanish for children for whom Spanish is their primary language.

Children from the community center weren't the only ones visiting the Bookmobile that day. Jim and Julie Thorpe came aboard to check out some movies. Julie volunteers at a senior exercise program at the center. While they currently live near White Oak Park, the Thorpes have been involved with the Community Center for years, first as children in the neighborhood and later with their own children.

Teresea Enyeart of Bloomington toured the Bookmobile with her two sons. Richie, age 12, volunteers with kitchen clean-up at the community center after school. While Richie had toured on the Bookmobile before, neither his mother nor his brother had. "This is a great idea," Teresea said of bringing the bus to the center.

Wager said the Bookmobile stop at Western Avenue Community Center was added within the last year. Usually when a new stop is added, drivers hear "we didn't know what this was" from people who have never seen a Bookmobile. She hopes she hears that less now that more children and parents have seen the mobile library outside the community center.

If you would like to help fund more events like this in the community, please donate to the IPCF Annual Campaign which funds the General Grants. https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=VBCQL4EFC3MLS

By Michele Evans, Grants & Communications Director

Human Resources Report

May 2018

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session about the Summer Reading Program
- I share relevant training opportunities with Department Managers
- In May, there were two in-house Job Announcements
- I prepare job vacancy postings for our website and Facebook. An ad for part-time Library Assistant in the TeenZone garnered 49 applications.
- In May, I participated in seven interviews
- I provided orientation for five new employees
- I arranged for several BPL staff members to meet with our IMRF (retirement) representative
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- Through Munis, Johanna and I completed Daily Time Entry for all staff members during the week of the fiscal year split for budget purposes
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - The Work Study program will resume in August
- We recently filled our last open volunteer spot: Movie Host!
- I closely track hours worked by part-time staff
- I prepared a fiscal year-end leave time report for the City's audit
- I helped Kathy compile personnel data for the library's annual report

Upcoming:

- Personnel Code/Employee Handbook updates
- Updating orientation documents
- New timeclocks that communicate directly with Munis

Information Technology Services Report
Jon Whited
May 2018

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

Lauryn Manoni has been hired to fill the full-time position in IT. Lauryn was previously working in the TeenZone and helping with Tech Support issues on the weekend. Lauryn is currently learning their new position, which involves more responsibilities with support issues, training staff and providing technical programming for the public.

We are in the process of hiring a part-time person to work in the TeenZone. We are currently interviewing and should have someone new to announce in the next couple of weeks.

Goal: Work effectively through the use of technology.

We ordered new gaming laptops for the TeenZone. With the larger number of kids in the TeenZone we have ordered new gaming laptops for them to use replacing some of the aging laptops currently in the TeenZone.

We talked with a sales rep from Envisionware to get pricing on replacing our 7 self-checks in the building. We have also talked with our current Vendor Bibliotheca about just upgrading the current equipment that we already own.

Last month we replaced our poster printer, due to a carriage belt that broke on our old one. The previous printer was not able to be repaired due to its age. The new printer is much faster and is able to use all of the same printer supplies that we had purchased for the old one.

Marketing Report
Rhonda Massie
May 2018

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

SUMMER READING

Promotion

Summer Reading (SRP) is, was, or will be promoted via:

- SRP t-shirts for staff
 - For the first time, we implemented an online apparel store for SRP t-shirt ordering. These shirts were designed by Marketing, and Marketing worked with CM Promotions to build and manage the store.
- school visits were conducted by two children's librarians and our teen librarian were made to District 87 schools and the Unit 5 schools which are attended by kids living in Bloomington
- materials sent home in the backpacks of each K-5 student in District 87 and the Tri Valley School District
- the library's website & plasma television
- decorations inside the library
- banners hung from the library's exterior (Marketing worked with Parks & Rec to get the banners changed)
- social media
- eBlasts sent on May 29, the first day of SRP,
 - from the library to 23,355 cardholders who've opted to receive such communication
 - from Macaroni Kid to its approximately 4,025 subscribers
 - from Cumulus via an advertising campaign that was to include 8,356 email addresses of people with children who live the 61701 and 61704 zip codes. (This is not all the people with children living in these zip codes, but rather those with captured email addresses.)
- television commercials run during various 5pm and 10pm local newscasts (HOI News)
- television commercial run during Cubs and White Sox games (WEEK)
- radio commercial on WGLT
- radio commercial on B104 & WBNQ (Cumulus)
- radio commercial on Magic 99.5 (Great Plains Media)
- ads at Grossinger Arena via two outdoor digital marquee boards and lighted advertising on the concourse
- ad on the Macaroni Kid website
- a digital targeted-ad campaign which aims to reach online users in the 61701 and 61704 zip codes which required the delivery of artwork in six sizes (Cumulus)
- ad in the Old House Society's annual Home Tour booklet
- ads in the newspaper (*The Pantagraph*)
- ad in WGLT's program booklet at its annual free Summer Concert
- ad in the Community Players playbill
- ad in *Pastelle* magazine
- ad in the program booklet for Cogs & Corsets: A Steampunk Happening
- *The Pantagraph's* Flying Horse section (Sundays) which will include all our summer children's programs.

Reading Logs

- Three SRP logs – kids, teens, adults – were designed, printed, and also posted to our website for printing by patrons.
- The Kids Reading Log was translated into Spanish by Circulation's Bianca Aguas. This additional log was then produced and printed in-house. Two hundred copies of the Spanish reading log were delivered to Bent and St. Mary's Schools. Another 20 Spanish reading logs are available in the Children's Department. (More could be printed.)
- Reading logs and Summer Program Guides were sent home with every K-5 student in District 87 and Tri Valley. Tri Valley students also received a handout – designed and printed by Marketing – which provided details about the BPL SRP and the Heyworth Library's SRP.

Decorations

- Anissa (our temporary graphic designer whose 2018 stint at BPL is now over) designed 95% of our SRP decorations. Marketing and the crew in TS pitched in with 5% of the design work, as well as printing and prepping decorations when our poster printer broke and printing was delayed by a week.
- Upon installation of the decorations, Bent School immediately requested that they receive the decorations when SRP concludes. We plan to give them everything that survives.
- Anissa designed:
 - artwork on each step that takes you from floor 1 to floor 2
 - 2 elevator doors
 - 9 panels depicting places from books on east wall, 4 panels on south wall depicting the story of the Three Little Pigs, and all the hanging bunting (silhouettes and words) in the Children's Department.
 - Community Room Doors
 - Bunting hanging in Circulation
 - Tardis, Maze Runner, and Ready Player One decorations in TeenZone
 - Lord of the Rings banner, directional mobile, and maps on the endcaps in the Adult Services Department
 - sign hanging between the Adult area and the Children's area (with an assist from Jim)
 - banner in the stairwell thanking our sponsors (with an assist from Jim)
 - Bookmobile decorations
 - Props for the SRP Kickoff Party

Vouchers

- Marketing designed 17 vouchers for 14 businesses (and printed 18 vouchers for 15 businesses) for inclusion in the SRP completion prize packs for kids, teens, and adults.
 - Also designed and printed were
 - 600 handouts about the Teen SRP Party for inclusion in the teen prize packs
 - 3,500 handouts about the Jeanie B. program for inclusion in the kid prize packs
 - 100 vouchers for staff to use as requested by the CornBelters
 - Marketing printed 60,500 vouchers/handouts for the SRP prize packs.
- In addition to designing and printing these vouchers, a lot of time (by several people in different departments) was spent securing SRP donations and prizes.

PRESS

- Summer Reading
 - *The Pantagraph* ran a story about the SRPs at both NPL and BPL with a photo from BPL.
- Sensory Story Time
 - After receiving our press release, *The Pantagraph* ran a story with the headline "Sensory bags, story times to benefit kids with autism" which accompanied a photo of Children's Librarian Danny Rice going through a sensory bag.
 - This story by *The Pantagraph's* Paul Sweich was then picked up and run by *The Washington (DC) Times* under the headline "Sensory bags, story times to benefit autistics," with the same photo of Danny.
 - WJBC ran a story titled "Twin Cities libraries offering story time for children with autism."
 - CIProud (WMBD) ran a story online titled "Local Library starts new sensory friendly program." A camera crew also interviewed Danny, though I am not sure the footage was used on air.
- District 87 Free Lunches
 - Submitted to PATH and Macaroni Kid a press release about District 87's free summer lunches. The information was used as the feature article in Macaroni Kid's May 30 eNewsletter.

DESIGN WORK

Ads Created

- ad in the WGLT Summer Concert booklet promoting SRP and "Library cards are free"
- artwork in six sizes delivered to Cumulus for an online targeted-ad campaign promoting SRP
- artwork in six sizes delivered to Cumulus for an online targeted-ad campaign promoting two ideas: "Library Cards are Free" & "The Library offers more than 600 free programs annually"

- artwork in six sizes to Cumulus for an online targeted-ad campaign to promote SRP to GPPLD
- new images for the 2 marquees and the static board at Grossinger Arena to promote SRP
- Pantagraph ad to promote SRP and the SRP Kickoff Party
- Pantagraph ad to promote SRP and Babaloo
- Submitted an ad for *Pastelle* magazine (June/July edition) to promote Lincoln's Festival on Route 66
- Full-page ad in the Cogs & Corsets: A Steampunk Happening program booklet
- Ad in the Old House Society's Home Tour booklet promoting SRP and "Library cards are free"

Publicity Handouts

- | | |
|---|--|
| • June Calendars | • Tech Day (for Outreach) |
| • Handout outlining GPPLD bookmobile stop dates/times in relation to new schedule | • Motor Vehicle Tips & Tricks |
| • Tales for Tails | • Lego Construction Time |
| • Updated Texting Opt-In Words Handout | • Adventure of a Plastic Bottle (with the EAC) |
| • Bilingual flyers for Bingo for Books | • Exotic Wildlife Sanctuary program |
| • SRP Kickoff Party | • Babaloo |
| • Travel Photography | • Outdoor Watercolor Art |
| | • Jeanie B. Velcro for Kid |

Website Highlight Boxes

- Sensory Story Time
- SRP

Signs

- Memorial Day Closures
- Patio Rules sign for Adult Services
- Yard signs for Bingo for Books (printed on poster printer and wrapped over SRP yard signs)
- RIP Sign— Philip Roth, American Novelist, 1933-2018
- "Summer Movies"
- "WWI and the Salvation Army Doughnut Lassies" (sign and flyers)
- "Dying for a Great Mystery"

Miscellaneous

- Logo artwork for the Lake Run Club's Fun Run t-shirt
- Treasure maps for the SRP Kickoff Party
- Name cards for the Veterans who sat on the panel at an "Honoring Our Veterans" program
- "Seek and Find" image for the SRP Kickoff Party (included scanning of 16-20 book covers)
- "Valid Vehicle" placards for partner vehicles attending the SRP Kickoff Party
- Oversized props created for school visits
- Suggested reading lists/bookmarks for the steampunk genre

PODCAST

- In mid-May, an episode about two local breweries – Destihl and White Oak – was delivered.
- In late May, pre-show interviews were conducted backstage with actors, founders, and the director of The Penguin Project. This episode – for release in June – will also include an interview with someone from the Seedling Theater.

ONGOING PROMOTION

The Library:

- is now a sponsor of the Lake Run Club's Fun Run which meets each Friday night from June 1 – August 10. (There's no run on July 6). We will be featured on the Fun Run t-shirts with other sponsors. Additionally, as a sponsor, we get to be the "featured" sponsor on June 15. That means we get to set up an informational table, and the ribbons handed out that night will say "Bloomington Library" on them.
- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On May 1, an eBlast promoting Novelist and Novelist K-8 was emailed to 23,418 cardholders.

- On May 29, an eBlast promoting SRP was delivered to 23,355 cardholders.
- has a 1-year advertising package with Grossinger Arena which began on 4.1.18.
- has a 9-month advertising package with HOI (TV) which includes ads on their nighttime local news shows and began in May 2018
- has an advertising package with WEEK (TV) which began in late April 2018 and includes commercials airing during 62 Cubs games and 42 Sox games
- has a 1-year advertising package with WGLT (radio) which began in late April.
- has a 1-year advertising package with *The Pantagraph* which began on 2.17.18.
- renewed a 1-year advertising package with Pilot Media (radio; Magic 99.5); renewal begins in May 2018
- submitted all its summer Children's programs to *The Pantagraph's* Flying Horse section. These programs will run on Sundays through the summer.
- submits all its Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all its non-recurring programs to the print edition of *The Pantagraph's* Daily Calendar;
- submits select programs to PATH's bi-weekly eNewsletter;
- submits select programs to the DBA's eNewsletter;
- is interviewed every other Monday "Book Talk" on WJBC (radio);
- contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- runs an ad in each Community Players playbill.
- Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

MEETINGS, ETC.

- 9.25 hours of Marketing time was spent compiling information and replying to FOIA requests.
- 5.1.18 – Met with Ruth Novosad about GPPLD's Marketing budget.
- 5.9 – Met with Sue Goodwin of Cumulus about a Library's eBlast and two targeted-marketing campaigns.
- 5.14 – Delivered to Tri Valley Grade School and Tri Valley Middle School SRP Logs, summer Program Guides, and flyers promoting both the BPL and HPLD SRPs.
- 5.15 – Delivered an additional 30 SRP Logs to Stevenson School.
- 5.15 – Delivered Spanish Reading Logs to Bent School.
- 5.21 – Met with Ruth Novosad (GPPLD) and Sue Goodwin (Cumulus) about an eBlast and targeted-marketing campaign for GPPLD.
- 5.31 – Conducted interviews at opening night of The Penguin Project's 2018 show for BPL's podcast.

TRAINING

- 5.10 – Observed the webinar "MicDrop: Making a Lasting Impression in Your Community."

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

STUDENT CARDS

- A joint BPL/NPL team will serve as presenters at this year's ILA conference in October. The group will speak about getting library cards to students in District 87 and Unit 5. Rhonda Massie and Jon Whited will attend for BPL with Randi Sutter and Laura Golaszewski attending for NPL.
 - BPL, NPL, Unit 5, and District 87 have a meeting set for July to discuss student library cards. Our current liaisons on this project -- from both school districts -- are leaving their jobs this summer. We'll be working with new liaisons in the 2018-2019 school year.
 - Monthly, BPL has distributed Student Cards to all newly enrolled D87 students.
 - The Library has been unable to obtain the same new-student information from Unit 5. We hope our incoming liaison can rectify the situation.

UPCOMING

- As we're running low on library card applications and need to order more, Rhonda is working with Colleen to determine if we can drop the "Opt-In" check box from the card application. Dropping the box would mean that all cardholders who give us an email address would automatically receive BPL's 14-17 eBlasts each year. We would implement this change retroactively. However, those who've opted out of receiving the eBlasts would not be opted in with the change.
 - At this time, our eBlasts promote:
 - Program Guides – 3 per year
 - Online Resources – 11 to 12 per year
 - Our annual Bloomington Reads Author
 - SRP

SIGNAGE

- Jim has designed replacement hanging signage for the library. This is a project we will work on in June.

ADVERTISING

- A general library ad campaign now promotes the fact that "Library cards are free" as well as "The Library offers more than 600 free programs annually." In many places, this message is currently coupled with a message about SRP. Prior to the beginning of SRP, the "free" message was running on its own, and it will run on its own when SRP is complete.

DESIGN WORK

Reprinting/Updating Handouts

- | | |
|--------------------|---------------------------------------|
| • (400) Hoopla | • (400) Overdrive |
| • (400) Overdrive | • (200) Text Alert handouts – updated |
| • (200) RB Digital | • (50) Wireless Printing |

Electronic Outreach

- During the past month:
 - the Library added 137 Facebook followers for a total of 6,158;
 - the Library added 13 Instagram followers for a total of 1,004;
 - the Library added 11 Twitter followers for a total of 1,934;
 - 62 new cardholders opted to receive the Library's Program Guides & eBlasts via email.
- The Library has 246 current text subscribers.
- The Library's Bookmobile stops combined have 735 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.

Miscellaneous

- Labels for the Children's Department
- New signs for endcaps in the Adult Services Department
- Cards to accompany device bundles for Adult Services
- Table Tents for Adult Services
- Ordered Fill-in-the-Name Business Cards for the library's Security Officers
- Updated and printed maps of the Adult Services Department
- Labels for TS
 - Mouse (6), Headphones (12), Xbox One Controller (5), Playstation 4 Controller (8), Xbox 360 Controller (5)

Support Services Report

Caprice Prochnow

May 2018

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

- Custodial staff:
 - Relocated some furniture groupings in AS.
 - Dismantled two tri-spoke shelving units in AS, reconfigured the shelving, and installed in CS for expansion of the Non-Fic collection. Along with this, relocated the charging tables to the area vacated by the shelving units, and added a table to the copier area.
 - Installed carpet squares in area vacated by the fireplace.
 - Replaced lamps in various fixtures throughout the building.
 - The nook in CS that houses the fish tank was repainted.
 - Flowers were planted at the entrance and on the patios.
 - Cut down three dead trees in the median between parking lots. Pulled up a number of compromised or dead bushes.
- Repairs/Installs:
 - Automatic Fire Sprinkler Company installed a new compressor for the fire sprinkler system.
 - Alpha Controls had to tweak some settings on the roof top air handler since it was never reaching the cooling setpoint.
 - Weber Electric installed the UV emitters in the air handler, repaired floor receptacles, repaired the doorbell at the dock door, repaired fixtures, replaced light switch on bookmobile, and installed replacement drivers (under warranty) in exterior LED soffit lights.
 - Spencer Construction removed the fireplace in AS to allow more room for seating.
 - F & W Landscaping installed the mulch on the property.
 - Safelite Auto Glass repaired the chip in the van windshield.
 - Public Works relocated one of the Employee of the Month signs under the overhang, since we will be losing spots in the main lot with the angled parking.

Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice viewed a webinar on “Protecting Municipal Employees from Opioid (Fentanyl) Exposure.”

Administer a cost-effective public library.

- The annual inspection of the elevator was performed, and the elevator passed inspection!

Upcoming in June

- Parking lot re-striping with angled parking and permanent speed bumps.
- Irrigation system added to north patio.

Technical Services Report

Allison Schmid

May 2018

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

- 1,021 items were relocated or discarded from the former parent collection.
- We are now labeling biographies with a full name on the spine and in the catalog. We will use the 600 subject field to keep the names consistent. We hope that this change will bring about ease of use for customers and staff (especially shelvees).
- Our Kick-Off Party was a major success. We handed out 315 treasure maps and 278 books. According to the door count, 479 people came through the doors from the hours of 10-12.
- The SRP decorations sub group worked together to put up all the decorations and it looks wonderful! Anissa did an amazing job with her designs and Jon was instrumental in keeping the printing going.
- Allison and Karen have begun work on the locked case materials. At times, there will be items missing from the case that are being processed and cataloged.

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

- 4 TS staff attended the MMS on District 87 free lunches.
- Allison worked a children's desk shift.
- All TS staff attended the MMS on SRP.
- All TS staff pitched in with prize envelope stuffing, sitting at the log table, and decorations.
- Allison met with Katie Gandhi to give her a tour of our department and to discuss ordering in relation to Technical Services.
- **Training Hours - 5**

Goal: Work effectively through the use of technology.

- Allison attended the meeting with Normal Public Library to see ILS demonstrations.
- Allison met with Jeanne Moonan (TS Manager, Normal) to discuss ILS possibilities in relation to cataloging.

Goal: Administer a cost-effective public library.

- This year, we decided to purchase cardboard prize drawing boxes for the adult grand prizes. After Summer Reading is over, these drawing boxes can be utilized for other programs or events throughout the library.
- **Volunteer Hours** – 12 (+23 hours for Summer Reading Sign-Ups – teachers, volunteers, board members)

Upcoming:

- Processing and cataloging Teen Zone accessories is still in the works.
- Processing and cataloging more Rubix cubes for the children's department.
- Allison (TS), Robbin (TS), and Debbie (AS), (along with Jeanne Moonan and other NPL staff), will be taking a field trip to CPL to ask questions about their migration and see Polaris in action.

May 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	988	777
Adult Nonfiction	238	857
Juvenile Fiction	826	430
Juvenile Nonfiction	362	134
Adult CDs	122	70
Juvenile CDs	3	2
Adult DVDs	201	303
Juvenile DVDs	74	8
Adult Audio	45	58
Juvenile Audio	25	1
Adult Computer Games	9	2
Juvenile Computer Games	1	1
Total Adds/Withdraws	2894	2643

Total Items in Main	305984
Total Items in OTR	10904
Total Items in Library	316888

BLOOMINGTON PUBLIC LIBRARY
FY 2017-2018 FISCAL REPORT

REVENUES:

ACCT NAME	BUDGETED	ACTUAL	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	4,679,452.84	(3,658.16)	99.9
Replacement Tax	130,400	130,400.00	0.00	100.0
State Grants	59,000	59,483.07	483.07	100.8
GPPLD	400,000	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	67,220.51	(17,779.49)	79.1
Copies	3,500	3,522.00	22.00	100.6
Interest on Investments	5,000	42,903.15	37,903.15	858.1
Interest From Taxes	0	31.22	31.22	-----
Sale of Property	1,000	3.75	(996.25)	0.4
Donations	27,150	35,355.50	8,205.50	130.2
Cash Over/Short	0	(15.27)	(15.27)	-----
Other	41,200	47,370.24	6,170.24	115.0
Total Revenues	5,435,361	5,453,750.30	18,389.30	100.3

ACCT NAME	BUDGETED	ACTUAL	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	2,126,764.77	(13,130.23)	99.4
Part-Time Salaries	435,888	394,639.74	(41,248.26)	90.5
Seasonal Salaries	62,005	46,004.43	(16,000.57)	74.2
Overtime Salaries	1,100	8.00	(1,092.00)	0.7
Other Salaries	0	12,600.00	12,600.00	-----
Total Sals & Wages	2,638,888	2,580,016.94	(58,871.06)	97.8
Dental Insurance	13,122	13,486.61	364.61	102.8
Vision Insurance	2,155	2,628.17	473.17	122.0
Health Insurance, BC/BS PPO	236,544	302,445.40	65,901.40	127.9
Health Insurance, OSF HMO	84,996	52,458.24	(32,537.76)	61.7
Life Insurance	3,100	3,098.07	(1.93)	99.9
IMRF	318,417	276,015.72	(42,401.28)	86.7
FICA	170,762	152,820.75	(17,941.25)	89.5
Medicare	38,248	35,740.46	(2,507.54)	93.4
Worker's Comp	17,075	7,886.00	(9,189.00)	46.2
Uniforms	700	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	17,516.00	(2,484.00)	87.6
Other Benefits	20,000	34,445.96	14,445.96	172.2
Total Benefits	925,119	898,884.15	(26,234.85)	97.2
Rentals	30,000	19,093.59	(10,906.41)	63.6
Total Rentals	30,000	19,093.59	(10,906.41)	63.6
Building Mtn	123,600	116,465.59	(7,134.41)	94.2
Vehicle Mtn	5,500	7,358.52	1,858.52	133.8
Office & Computer Mtn	169,950	129,610.70	(40,339.30)	76.3
Total Repair/Mtn	299,050	253,434.81	(45,615.19)	84.7

ACCT NAME	BUDGETED	ACTUAL	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	29,078.06	(3,921.94)	88.1
Printing/Binding	19,570	8,660.47	(10,909.53)	44.3
Travel	1,000	634.48	(365.52)	63.4
Membership Dues	5,150	4,217.46	(932.54)	81.9
Professional Development	14,000	11,916.44	(2,083.56)	85.1
Other Purchased Services	130,000	103,211.13	(26,788.87)	79.4
Property Insurance	25,000	14,416.00	(10,584.00)	57.7
Vehicle Insurance	4,200	3,000.00	(1,200.00)	71.4
Other Insurance	5,700	5,000.00	(700.00)	87.7
Total Purchased Services	237,620	180,134.04	(57,485.96)	75.8
Office Supplies	15,000	9,688.62	(5,311.38)	64.6
Computer Supplies	82,400	85,528.65	3,128.65	103.8
Copier Supplies	3,500	4,997.09	1,497.09	142.8
Postage	12,360	11,598.97	(761.03)	93.8
Library Supplies	77,250	62,056.82	(15,193.18)	80.3
Janitorial Supplies	16,480	11,998.50	(4,481.50)	72.8
Gas & Diesel Fuel	4,500	2,806.12	(1,693.88)	62.4
Building Mtnc & Repair Supplies	10,300	17,931.97	7,631.97	174.1
Total Supplies	221,790	206,606.74	(15,183.26)	93.2
Natural Gas	25,000	18,890.69	(6,109.31)	75.6
Electricity	89,000	75,523.50	(13,476.50)	84.9
Water	8,500	6,953.15	(1,546.85)	81.8
Telecommunications	35,000	33,934.29	(1,065.71)	97.0
Total Utilities	157,500	135,301.63	(22,198.37)	85.9
Professional Collection	1,000	1,485.17	485.17	148.5
Total Prof Collection	1,000	1,485.17	485.17	148.5
Periodicals	38,000	39,832.96	1,832.96	104.8
Adult Books	162,000	164,408.49	2,408.49	101.5
Children's Books	130,000	120,923.46	(9,076.54)	93.0
A/V Materials	147,000	139,829.90	(7,170.10)	95.1
Public Access Software	148,000	126,537.54	(21,462.46)	85.5
Downloadable Materials	70,000	68,645.79	(1,354.21)	98.1
Total Materials	695,000	660,178.14	(34,821.86)	95.0
Employee Relations	6,180	3,795.02	(2,384.98)	61.4
Miscellaneous Expenses	9,270	6,811.15	(2,458.85)	73.5
Fixed Asset Fund Transfer	213,944	213,944.00	0.00	100.0
Total Other Expenses	229,394	224,550.17	(4,843.83)	97.9
Total Expenses	5,435,361	5,159,685.38	(275,675.62)	94.9

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

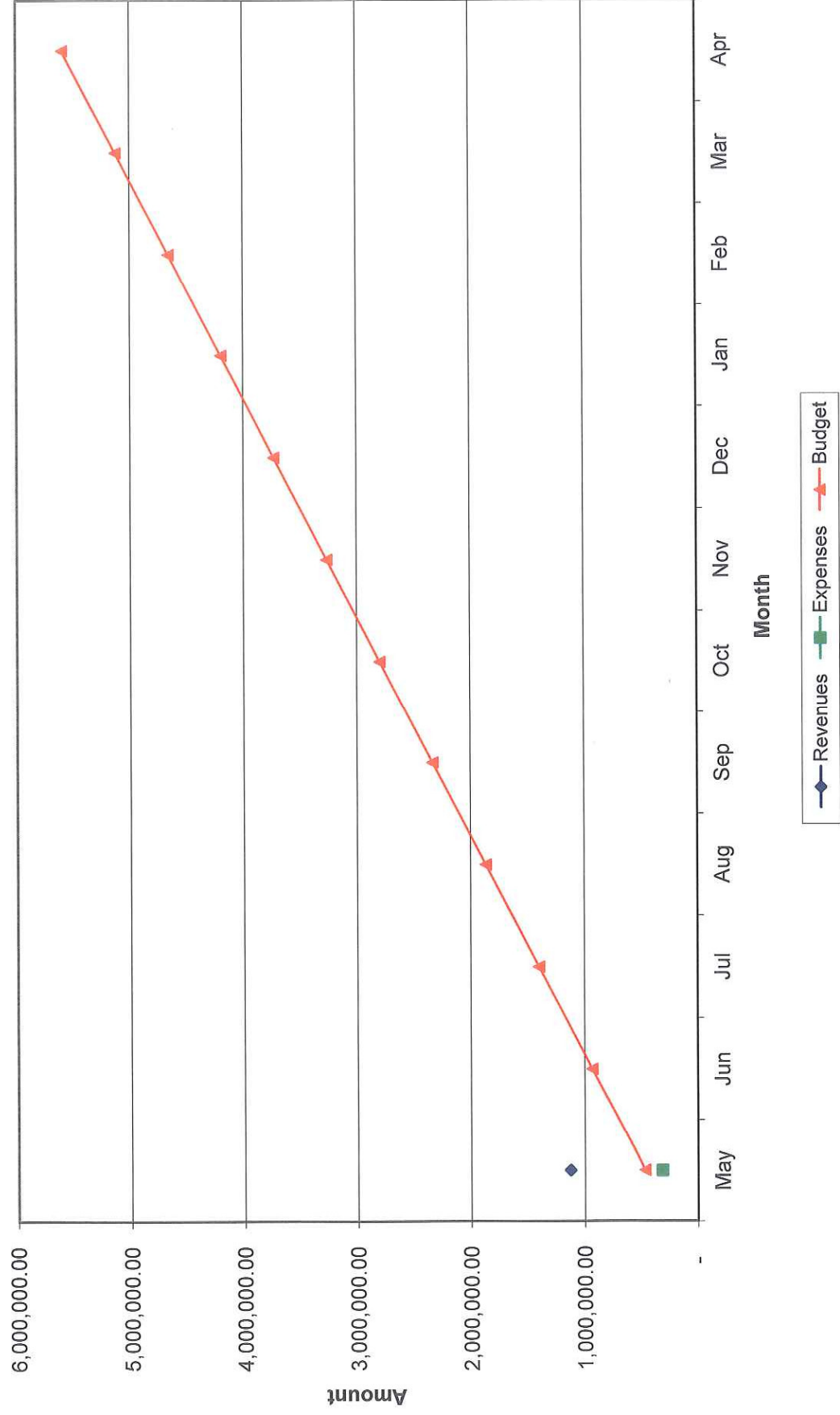
REVENUES:

ACCT NAME	BUDGET	MAY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	1,035,928.45	1,035,928.45	(3,787,675.55)	21.5
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	405,000	73,844.20	73,844.20	(331,155.80)	18.2
Fees & Rentals	87,000	5,303.41	5,303.41	(81,696.59)	6.1
Copies	3,000	255.70	255.70	(2,744.30)	8.5
Interest on Investments	15,000	8.23	8.23	(14,991.77)	0.1
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	6,946.00	6,946.00	(18,054.00)	27.8
Other Private Grants	0	500.00	500.00	500.00	-----
Cash Over/Short	0	(2.17)	(2.17)	(2.17)	-----
Other	45,000	4,246.58	4,246.58	(40,753.42)	9.4
Total Revenues	5,594,004	1,127,030.40	1,127,030.40	(4,466,973.60)	20.1

ACCT NAME	BUDGET	MAY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	115,903.72	115,903.72	(2,105,989.28)	5.2
Part-Time Salaries	453,622	29,233.23	29,233.23	(424,388.77)	6.4
Seasonal Salaries	61,224	4,009.76	4,009.76	(57,214.24)	6.5
Overtime Salaries	1,100	6.00	6.00	(1,094.00)	0.5
Other Salaries	0	806.00	806.00	806.00	-----
Total Sals & Wages	2,737,839	149,958.71	149,958.71	(2,587,880.29)	5.5
Dental Insurance	14,952	1,008.42	1,008.42	(13,943.58)	6.7
Vision Insurance	2,651	222.30	222.30	(2,428.70)	8.4
Health Insurance, BC/BS PPO	326,236	26,059.12	26,059.12	(300,176.88)	8.0
Health Insurance, OSF HMO	61,134	3,032.62	3,032.62	(58,101.38)	5.0
Life Insurance	3,081	254.85	254.85	(2,826.15)	8.3
IMRF	330,618	20,816.05	20,816.05	(309,801.95)	6.3
FICA	177,143	8,292.07	8,292.07	(168,850.93)	4.7
Medicare	36,805	1,939.30	1,939.30	(34,865.70)	5.3
Worker's Comp	17,411	(339.00)	(339.00)	(17,750.00)	-1.9
Uniforms	700	0.00	0.00	(700.00)	0.0
Tuition Reimbursement	25,000	1,800.00	1,800.00	(23,200.00)	7.2
Other Benefits	20,000	1,080.57	1,080.57	(18,919.43)	5.4
Total Benefits	1,015,731	64,166.30	64,166.30	(951,564.70)	6.3
Rentals	22,000	2,029.63	2,029.63	(19,970.37)	9.2
Total Rentals	22,000	2,029.63	2,029.63	(19,970.37)	9.2
Building Mtnc	125,641	3,499.50	3,499.50	(122,141.50)	2.8
Vehicle Mtnc	6,000	403.79	403.79	(5,596.21)	6.7
Office & Computer Mtnc	175,000	21,220.40	21,220.40	(153,779.60)	12.1
Total Repair/Mtnc	306,641	25,123.69	25,123.69	(281,517.31)	8.2

ACCT NAME	BUDGET	MAY 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	40,000	4,370.00	4,370.00	(35,630.00)	10.9
Printing/Binding	20,000	0.00	0.00	(20,000.00)	0.0
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	6,000	150.00	150.00	(5,850.00)	2.5
Professional Development	14,500	375.00	375.00	(14,125.00)	2.6
Other Purchased Services	132,000	9,744.76	9,744.76	(122,255.24)	7.4
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	250,500	14,639.76	14,639.76	(235,860.24)	5.8
Office Supplies	19,100	712.30	712.30	(18,387.70)	3.7
Computer Supplies	84,900	6,478.67	6,478.67	(78,421.33)	7.6
Postage	12,000	3.95	3.95	(11,996.05)	0.0
Library Supplies	80,000	9,131.88	9,131.88	(70,868.12)	11.4
Janitorial Supplies	17,000	1,111.74	1,111.74	(15,888.26)	6.5
Gas & Diesel Fuel	4,500	324.11	324.11	(4,175.89)	7.2
Building Mtnc & Repair Supplies	10,600	3,007.16	3,007.16	(7,592.84)	28.4
Total Supplies	228,100	20,769.81	20,769.81	(207,330.19)	9.1
Natural Gas	22,000	0.00	0.00	(22,000.00)	0.0
Electricity	95,000	0.00	0.00	(95,000.00)	0.0
Water	10,000	0.00	0.00	(10,000.00)	0.0
Telecommunications	35,500	2,656.59	2,656.59	(32,843.41)	7.5
Total Utilities	162,500	2,656.59	2,656.59	(159,843.41)	1.6
Professional Collection	1,200	0.00	0.00	(1,200.00)	0.0
Total Prof Collection	1,200	0.00	0.00	(1,200.00)	0.0
Periodicals	38,000	1,067.22	1,067.22	(36,932.78)	2.8
Adult Books	170,000	14,353.06	14,353.06	(155,646.94)	8.4
Children's Books	135,000	5,200.05	5,200.05	(129,799.95)	3.9
A/V Materials	145,000	8,496.50	8,496.50	(136,503.50)	5.9
Public Access Software	155,000	2,400.00	2,400.00	(152,600.00)	1.5
Downloadable Materials	70,000	0.00	0.00	(70,000.00)	0.0
Total Materials	713,000	31,516.83	31,516.83	(681,483.17)	4.4
Employee Relations	6,400	139.11	139.11	(6,260.89)	2.2
Miscellaneous Expenses	9,600	117.93	117.93	(9,482.07)	1.2
Transfer to Capital Fund	140,493	0.00	0.00	(140,493.00)	0.0
Total Other Expenses	156,493	257.04	257.04	(156,235.96)	0.2
Total Expenses	5,594,004	311,118.36	311,118.36	(5,282,885.64)	5.6

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 3.3% to 13.3% is acceptable)
May 2018

Property Tax (21.5%): The Library received its first distribution at the end of May.

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

State Grants (0.0%): The Library has not received this yet.

Golden Prairie (18.2%): This is 95% of the first Property Tax distribution, as per our agreement with them.

Interest on Investments (0.1%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Donations (27.8%): This includes Community Donations for the Summer Reading Program of \$3,635, including \$3,000 from Golden Prairie. Golden Prairie also donated \$3,311 towards the purchase of a replacement poster printer.

Other Private Grants: The Library received \$500 from the Illinois Prairie Community Foundation for the Bingo for Books Program.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Worker's Compensation (-1.9%): The Library received a refund as a result of the 2017 Worker's Compensation audit.

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

Building Maintenance (2.8%): Charges have been minimal.

Printing/Binding (0.0%): Nothing has been spent from this line item.

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

Membership Dues (2.5%): Charges have been minimal.

Professional Development (2.6%): Charges have been minimal.

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

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

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

Postage (0.0%): Charges have been minimal.

Building Maintenance Supplies (28.4%): This line item is over-spent due to the purchase of ballasts and UV light bulbs.

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

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

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

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

Periodicals (2.8%): Charges have been minimal.

Public Access Materials (1.5%): Charges have been minimal.

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

Employee Relations (2.2%): Charges have been minimal.

Miscellaneous Expenses (1.2%): Charges have been minimal.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,635.00
Golden Prairie, towards replacement of Poster Printer:	3,311.00
Total Donations:	\$ 6,946.00

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	2,288.00
Ear Buds:	30.00
Flashdrives:	9.75
Hot Beverage Service:	88.00
Meeting Room Fees:	352.50
Print Station:	654.15
Reusable Bags:	69.00
Slingback Packs:	16.00
Test Proctoring:	75.00
Totebags:	56.00
Tumblers:	10.00
Umbrellas:	0.00
Miscellaneous:	598.18
Total Other Revenue:	\$ 4,246.58

During May, 21 batches containing 149 invoices were processed, totaling \$88,531.13 and 179 credit card charges were made totaling \$40,698.02.

As of May 31, the Library's Maintenance & Operating Fund Balance is \$2,648,851.50, which is 47.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 5/31/18:

Operating:	\$ 2,648,851.50
Capital:	\$ 2,833,535.37
Fixed Assets:	\$ 1,141,366.94

Bloomington Public Library
Monthly Statistics - May 2018

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	43,110	43,110	47,327	47,327
Teens	2,265	2,265	3,771	3,771
Children	38,782	38,782	38,064	38,064
OTR Adults	2,247	2,247	2,537	2,537
OTR Teens	137	137	179	179
OTR Children	3,839	3,839	3,938	3,938
e-Books - Overdrive	6,770	6,770	6,122	6,122
Hoopla Downloads	1,873	1,873	n/a	n/a
Zinio Magazines	332	332	309	309
Tumblebooks	50	50	40	40
TOTAL CIRCULATION				
Adults	45,357	45,357	49,864	49,864
Teens	2,402	2,402	3,950	3,950
Children	42,621	42,621	42,002	42,002
Digital Downloads	9,025	9,025	6,471	6,471
Combined Total	99,405	99,405	102,287	102,287
ITEMS IN THE COLLECTION				
Main	305,984	305,984	307,524	307,524
OTR	10,904	10,904	11,559	11,559
TOTAL	316,888	316,888	319,083	319,083
HOLDS FILLED				
	7,699	7,699	7,346	7,346
INTERLIBRARY LOAN				
Borrowing Requests Received	544	544	498	498
Outgoing Loans (Lending)	252	252	225	225
CARDHOLDERS				
Added	333	333	380	380
TOTAL ACTIVE CARDS				
Adults	23,303	23,303	25,334	25,334
Teens	3,194	3,194	2,973	2,973
Children	8,543	8,543	7,001	7,001
Combined Total	35,040	35,040	35,308	35,308
REFERENCE QUESTIONS				
Adults	2,052	2,052	2,189	2,189
Teens	168	168	131	131
Children	1,054	1,054	813	813
OTR	101	101	98	98
Circulation	803	803	588	588
TOTAL	4,178	4,178	3,819	3,819
PROGRAMS & OUTREACH				
Adult	15	15	11	11
Teens	0	0	3	3
Childrens	14	14	9	9
Community Group in Library	5	5	3	3
Staff Visit to Community Group	28	28	29	29
1-on-1 with Staff	7	7	0	0
TOTAL	69	69	55	55

**Bloomington Public Library
Monthly Statistics - May 2018**

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAM & OUTREACH ATTENDANCE				
Adult	161	161	121	121
Teen	0	0	37	37
Childrens	754	754	313	313
Community Group in Library	93	93	44	44
Staff Visit to Community Group	7,562	7,562	7,177	7,177
TOTAL	8,570	8,570	7,692	7,692
COMPUTER USE				
Public computer uses	4,437	4,437	4,207	4,207
Website database/catalog hits	44,316	44,316	25,244	25,244
Online Resource (Database) uses	9,626	9,626	3,721	3,721
TOTAL	58,379	58,379	33,172	33,172
MEETING ROOM USAGE				
Study Room	85	85	75	75
Digital Media Lab	3	3	5	5
Community Room	43	43	36	36
TOTAL	131	131	116	116
CUSTOMER VISITS				
Main	26,893	26,893	28,000	28,000
Bookmobile	1,295	1,295	1,143	1,143
TOTAL	28,188	28,188	29,143	29,143
TRAINING HOURS				
	77	77	543	543
VOLUNTEER HOURS				
	110	110	92	92

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, April 18, 2018
5:00 p.m.

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

Minutes

- I. Call to Order
President Peterson called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Stephen Peterson, Patti Salch, Stephanie Walden

MEMBERS ABSENT: Laurie Nippe, Jodi Sherman

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson shared that he attended the Jamie Ford program at the Library last week which had an excellent turnout. He was well entertained by the presenter and the audience seemed very engaged.
A. Present Gifts to Former Trustees
This presentation has been postponed until next month's meeting.
- VI. Approval of Minutes
A. March 21, 2018
ARY ANDERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 21, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton reported that the Per Capita Grant award letter was received with the award being the maximum amount allowed by law.
Director Hamilton shared that the Board and staff are continuing to meet with Farnsworth to develop more plans for a potential expansion and to determine an accurate dollar figure and financing options. Director Hamilton added that she

should, hopefully, have more to report during next month's meeting. She proceeded to entertain questions.

B. Outreach Report

The Board reviewed the Outreach Report, and Director Hamilton entertained questions.

C. Financial Report

Kathy Jeakins reported that all of the prior year's Per Capita Grant funds have been spent towards the purchase of books and a/v materials.

Kathy Jeakins advised the Board to consider discussing marketing or advertising plans to be made prior to the end of the fiscal year. Currently, minimal charges have been made from this line item. She proceeded to entertain questions.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Director Hamilton shared that letters and annexation packets were sent out to the homes contiguous to GPPLD that are in the Downs service gap. She distributed the final version of the letters that were sent out to residents.

B. Approve Resolution Affirming the GPPLD Board's Support of the BPL Board's Resolution to Expand the Library in the Current Location

RUTH NOVOSAD APPROVED, ARY ANDERSON SECONDED, TO APPROVE THE RESOLUTION AFFIRMING THE GPPLD BOARD'S SUPPORT OF THE BPL BOARD'S RESOLUTION TO EXPAND THE LIBRARY IN THE CURRENT LOCATION. THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

A. Approve Summer Reading Donation

President Peterson shared that he received a letter from BPL about the Summer Reading Program. The Board discussed increasing their donation from previous years to help supplement programming costs. Director Hamilton added that, this year, a donation from the BPL Foundation has not yet been made. The Board discussed a donation of \$3,000.

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE A DONATION FOR THE 2018 SUMMER READING PROGRAM IN THE AMOUNT OF \$3,000.00.

AYES: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH,
STEPHANIE WALDEN, STEPHEN PETERSON

NAYES: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Patti Salch commented that she was made aware of the Downs Fire Protection District Station rib eye dinner. She will call them to see if she can set up a table for GPPLD. Ruth Novosad mentioned that last year, the Board was given a wish-list of items that GPPLD could purchase and asked if the Board would consider this again. The Board agreed to doing so and recommended that this be added to next month's agenda.

XI. Adjournment

PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:57 p.m.

Incident Report Summary for May 2018

2018-05-31 23:59:00

2018-05-01 01:00:00

29 days in month

Incident ID	Date/Time Submitted	Violation
3795	2018-05-02 09:45:16	Alcohol/Drugs
3796	2018-05-02 15:08:16	Inappropriate Behavior
3797	2018-05-08 14:45:15	Stolen/Damaged Library Material
3798	2018-05-09 12:53:35	Customer Complaint
3799	2018-05-10 18:28:24	Customer Suspension Violation
3800	2018-05-16 19:40:13	Tobacco Use
3801	2018-05-22 15:49:05	Inappropriate Behavior
3802	2018-05-23 11:53:43	Customer Related Illness/Accident
3803	2018-05-23 13:56:36	Sleeping Incident
3804	2018-05-23 14:36:06	Inappropriate Behavior
3805	2018-05-24 11:33:10	Customer Related Illness/Accident
3806	2018-05-24 14:45:53	Alcohol/Drugs
3807	2018-05-25 13:05:29	Sleeping Incident

3808	2018-05-26 12:43:57	StolenDamagedLibraryMaterial
3809	2018-05-30 11:34:52	AlcoholDrugs
3810	2018-05-30 18:56:04	CustomerLibraryCardAbuse
3811	2018-05-30 21:00:22	CustomerRelatedIllnessAccident
3812	2018-05-31 09:51:16	Other

Suspension Report Summary for May 2018

2018-05-31 09:10:45am
2018-05-01 09:10:45am
31 days in month

Suspension ID	Date/Time Submitted	Violation
152	2018-05-02 00:00:00	InappropriateBehavior
153	2018-05-23 00:00:00	InappropriateBehavior

Illinois Non-Resident Card Program

Minimum Fee Calculator for General Mathematical Formula

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

Library income from local property taxes (or equivalent)

\$4,679,453.00

Find this information on your library's most recent Illinois Public Library Annual Report. Item 8.1 on the 2017-2018 report

Service population (per latest U.S. census)

76,610

Find this information on your library's most recent Illinois Public Library Annual Report. Item 1.23a on the 2017-2018 Report

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

2.35

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

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

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

143.54

Bloomington Public Library will charge:

\$144.00

Effective 7/01/2018 through 6/30/2019

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 19th day of June 2018

Julian Westerhout President

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 \$14,287.06
2. That the Ebsco Subscription Service includes 250 titles for Library customers, including magazines, newspapers, and few items for the Professional Collection, i.e., Library Journal
3. That Ebsco Subscription Service has been the chosen vendor for the periodical subscription service for Bloomington Public Library for more than 25 years
4. That Ebsco Subscription Service has a proven record for being reliable, accurate, and cost effective
5. That Ebsco Subscription Service provides a streamlined process that provides for staff efficiencies
6. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$14,287.06

Approved this 19th day of June 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees

June 15, 2018

SAVINGS THROUGH PREPAYMENT

EBSCO is pleased to offer **substantial savings on prepayment** via electronic funds transfer or check of more than \$10,000 toward your EBSCO purchases. You will find a one-line invoice enclosed for subscriptions which includes estimated publisher price increases and can be used for prepayment purposes. If you choose to take advantage of this offer, EBSCO will post a credit to your account in mid-October 2018 as follows:

Payment Received by:	Receive a Credit of:
June 30, 2018	1.00%
July 31, 2018	0.75%
August 31, 2018	0.50%
September 30, 2018	0.25%

For example, if EBSCO receives a \$10,000 payment by July 31, 2018, your library will receive a credit memo in the amount of \$75.00.

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Title Number: 524849007

Publisher ID: LJ049452998520041118

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Less Discount: - 144.31

Total:

14,287.06

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR RENEWAL OF ANNUAL MAINTENANCE OF THE
SELF-CHECKS, RFID PADS, AND SORTER
TO BIBLIOTHECA

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

1. That the competitive bid process be waived, and the Library Director authorize payment for renewal of annual maintenance of the Self-Checks, RFID Pads, and Sorter to Bibliotheca in the amount of \$27,563.78
2. That this is a Limited Source Vendor in that "...if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or for long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty."
3. That the service period is from May 24, 2018 through May 23, 2019
4. That the funds come from the following source:
Maintenance and Operating Budget: \$27,563.78

Approved on this 19th day of June 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees

Service and Maintenance/Extended Warranty Quote

Quote Date: 06/13/2018
Quote Number: QUO-66975-H7K6

Licensee Bill To:

Bloomington Public Library IL - Main
Jon Whited
205 E Olive St
Bloomington IL 61702-3308
United States of America

jonw@bloomingtonlibrary.org
Tel: (309) 828-6091

System Licensee:

Bloomington Public Library IL - Main
Jon Whited
205 E Olive St
Bloomington IL 61702-3308
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: service-renewals-us@bibliotheca.com

US-48325-G9J2
05/24/18 - 05/23/19
Renewal-Prorated

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	Annual Support and Maintenance Renewal Contract Term: May 24, 2018 - May 23, 2019	1	\$27,563.780	\$27,563.78
Total (Less Sales Tax):				\$27,563.78
Grand Total:				\$27,563.78

3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Bloomington Public Library IL - Main	2820 AMH Induction	28200011	1	05/24/18	05/23/19	\$4,304.16
Bloomington Public Library IL - Main	2850 FX AMH Sortation	2850a002	1	05/24/18	05/23/19	\$1,135.58
Bloomington Public Library IL - Main	2850 FX AMH Sortation	2850b002	1	05/24/18	05/23/19	\$1,135.58
Bloomington Public Library IL - Main	2855 FX AMH Controller	28550002	1	05/24/18	05/23/19	\$2,271.15
Bloomington Public Library IL - Main	RFID workstation shielded	5478589	1	05/24/18	05/23/19	\$125.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478590	1	05/24/18	05/23/19	\$125.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478652	1	05/24/18	05/23/19	\$139.10
Bloomington Public Library IL - Main	RFID workstation shielded	5478657	1	05/24/18	05/23/19	\$125.95
Bloomington Public Library IL - Main	RFID workstation shielded	5478665	1	05/24/18	05/23/19	\$125.94
Bloomington Public Library IL - Main	8410F Self Check	84101897	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84101899	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84101902	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84101903	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84102233	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84102234	1	05/24/18	05/23/19	\$2,582.06
Bloomington Public Library IL - Main	8410F Self Check	84102235	1	05/24/18	05/23/19	\$2,582.06

Service and Maintenance/Extended Warranty Quote

TERMS AND CONDITIONS

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

BY-LAWS
OF
BLOOMINGTON PUBLIC LIBRARY FOUNDATION

PURPOSE STATEMENT

The Bloomington Public Library Foundation was established as an Illinois not-for-profit corporation to encourage and manage private support for the library - gifts that make a difference between a good library and an extraordinary one.

ARTICLE I-OFFICES

The corporation shall continuously maintain a registered office in the State of Illinois and a registered agent at such office. The corporation may have other offices within or without the state.

ARTICLE II- MEMBERS

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The corporation shall have no members.

ARTICLE III- BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Board of Directors. This shall include, but not be limited to, the power (i) to modify restrictions on the distribution of funds for purposes designated by donors if the restrictions become obsolete, and (ii) to determine investment policy, including the designation of a depository for the corporation's funds.

Section 2. Number, Tenure, and Qualifications. The number of directors shall be at least eleven (11) and not more than fifteen (15). Directors shall be elected by the Board of Library Trustees of the Bloomington Public Library, at its April regular meeting. At least three of the directors shall be members of the Board of Library Trustees of the Bloomington Public Library. If the election of directors shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. A director shall be eligible to be elected by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a director may fill when joining the board. Each director shall hold office until his or her successor shall have been duly elected and shall have qualified

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Approved December 20, 2016

or until he or she shall resign. The Foundation President may ask the Library Board President to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings. Directors need not be residents of Illinois.

Section 3. Annual Meeting. ~~The first meeting to be scheduled after each May 1st, shall be considered the annual meeting of the Board of Directors shall be held on the first meeting after May 1st of each year, upon ten (10) days notice as provided by the Secretary of the Board of Library Trustees of the Bloomington Public Library.~~

Commented [JH1]: We have not been following this practice. We should either comply or change this section. Maybe something like "Directors shall be approved by the Bloomington Public Library Board at their regular meeting in April." Traditionally, we have not kept track of terms. We probably should add the ability to remove a trustee for reasons other than missing meetings. (i.e. Causing discord, etc..)

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Section 4. Regular Meetings. The Board of Directors may provide, by resolution, the time and place for the holding of regular meetings of the board without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place as the place for holding any special meeting of the board called by them.

Section 6. Notice. Notice of any special meeting of the Board of Directors shall be given at least ten (10) days prior thereto by written notice to each director at the address shown for such director on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice shall be given by facsimile, such notice shall be deemed to be delivered when the confirmation of the facsimile is received by the sender. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to such notice either before or after the time of the meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 7. Quorum. At all meetings of the Board of Directors a majority of the total number of directors shall constitute a quorum for the transaction of business, provided that if less than a majority of the directors is present at said meeting, a majority of the directors present may adjourn the meeting to another time without further notice.

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Section 8. Manner of Acting. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number of required by statute, the articles of incorporation or these by-laws.

Section 9. Action Without Meeting. Any action required to be taken at a meeting of the directors of the corporation, or any other action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be

signed by all ~~of the current officers the directors entitled to vote with respect to the subject matter thereof.~~ Fax or email voting response will be considered to be in writing and valid.

Commented [JH2]: Matches current practices.

Section 10. Vacancies. Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of any increase in the number of directors shall be filled by the Board of Library Trustees of the Bloomington Public Library. ~~A director elected to fill a vacancy shall serve for the unexpired term of his or her predecessor.~~

Commented [JH3]: This needs to be modified if terms are modified in Article III, Section 2

Section 11. Compensation. Directors shall not receive any salaries for their services, but by resolution of the Board of Directors expenses of attendance, if any, may be paid for each regular or special meeting of the board, provided that nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving reasonable compensation therefore.

ARTICLE IV- COMMITTEES

Section 1. Creation of Committees. The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one (1) or more committees, each of which shall consist of one ~~(1)~~ or more directors and such other persons as the board shall appoint.

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Section 2. Manner of Acting. Each committee, to the extent provided in the resolution creating such committee and except as limited by law, the articles of incorporation or these by-laws, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him or her by law. Unless otherwise provided in the resolution creating a committee, such committee may select its chairman, fix the time and place of its meetings, specify what notice of meeting, if any, shall be given, and fix its rules of procedure which shall not be inconsistent with these by-laws or with rules adopted by the Board of Directors. The act of a majority of committee members present at a meeting at which a quorum is present shall be the act of the committee.

Section 3. Term of Office. Each member of a committee shall continue as such until his or her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 5. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum.

and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6. Acting Without Meeting. Any action which may be taken at a meeting of a committee may be taken without a meeting if a consent in writing, fax or email, setting forth the action so taken, shall be signed by all of the members of the committee entitled to vote with respect to the subject matter thereof.

Section 7. Attendance by Telephone. Members of a committee may participate in any meeting through the use of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

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ARTICLE V- OFFICERS

Section 1. Enumeration. The officers of the corporation shall be a president, a vice-president, a secretary, and a treasurer. The Board of Directors may also elect one or more additional treasurer and such other officers as it shall deem appropriate. Officers whose authority and duties are not prescribed in these by-laws shall have the authority and perform the duties prescribed, from time to time, by the Board of Directors. Any two or more offices may be held by the same person, except the offices of president and secretary.

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Section 2. Term of Office. The officers of the corporation shall be elected at the annual meeting of the Board of Directors and shall serve one year and hold office until their successors are elected and qualified or until their resignation or removal. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Any officer elected by the Board of Directors may be removed by the board whenever in its judgment the best interests of the corporation would be served thereby.

Section 3. President. The president shall be the principal executive officer of the corporation. Subject to the direction and control of the Board of Directors, the president shall have general supervision, direction and control of the business and affairs of the corporation and shall perform all duties incident to the office of the president and such other duties as may be assigned to him or her by the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors, the president may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors, according to the requirements of the form of the instrument. The president may vote all securities which the corporation is entitled to vote except as and to the extent such authority shall be vested in a different officer or agent of the corporation by the Board of Directors.

Section 4. Vice President. The vice president shall perform such duties and have such other powers as shall be assigned to him or her by the president or the Board of Directors. Further, in the absence of the president or in the even of his or her inability or refusal to act, the vice president shall perform the duties of the president and when so acting, shall have all the powers of and be subject to all the restriction upon the president.

Section 5. Secretary. The secretary shall keep a record of all proceedings of the Board of Directors in a book to be kept for that purpose; see that all notices are duly given in accordance custodian of the corporate records and of the seal of the corporation; and perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the president or by the Board of Directors.

Section 6. Treasurer. The treasurer shall have charge of and be responsible for the maintenance of adequate books of account for the corporation; have charge and custody of all funds and securities of the corporation, and be responsible for the receipt and disbursement thereof; and perform all duties as may be assigned to him or her by the president or the Board of Directors. With the approval of the Board of Directors, the treasurer may delegate specified duties to an assistant treasurer or other person for the effective conduct of the affairs of the corporation.

ARTICLE VI-GENERAL PROVISIONS

Section 1. Contracts. The Board of Directors may authorize any officer or officers or agent or agents of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

Section 2. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 3. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers or agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the secretary and countersigned by the president of the corporation.

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Section 4. Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the corporation.

Section 5. Fiscal Year. The fiscal year of the corporation shall be fixed by resolution of the Board of Directors.

Section 6. Seal. On the corporate seal shall be inscribed the name of the corporation and the words "Corporate Seal" and "Illinois."

Section 7. Waiver of Notice. Whenever any notice is required to be given under law, the articles of incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 8. Amendments. The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the Board of Library Trustees of the Bloomington Public Library. The by-laws may contain any provision of the regulation and management of the affairs of the corporation not inconsistent with law or the article of incorporation.

ARTICLE VII-INDEMNIFICATION AND INSURANCE

Section 1. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, or with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The corporation may indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that such person is or was a director, officer, employee or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, or agent of the corporation, or is or

was serving at the request of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees) actually and reasonable incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner he or she reasonably believe to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. To the extent that a director, officer, employee, or agent of the corporation has been successful, on the merits or otherwise, in the defense of any action, suit or proceeding referred to in Sections (1) and (2) of this Article VII, or in defense of any claim, issue, or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Any indemnification under Sections (1) and (2) of this Article VII or (unless ordered by a court) shall be made by the corporation only as authorized in the specific case, upon a determination that indemnification of the director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Sections (1) and (2) of this Article VII. Such determination shall be made (i) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit, or proceeding, (ii) if such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or (iii) by the members entitled to vote, if any.

Section 5. Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this Article VII.

Section 6. The indemnification provided by this Article VII shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement, vote of disinterested directors, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.

Section 7. The corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation, or who is or was serving at the request of the corporation as a director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the corporation would have had power to indemnify such person against such liability under the provisions of this Article VII.

Section 8. If the corporation has paid indemnity or has advanced expenses under this Article to a director, officer, employee, or agent, the corporation shall promptly report the indemnification or advance in writing to the Board of Library Trustees of the Bloomington Public Library.