

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, April 18, 2017

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. Highlight of Library Services – Preview of New Website – Kerrie Parker
- VI. Executive Session – Collective Bargaining Agreement (5 ILCS 120/2(c)(2))
 - Personnel (5 ILCS 120/2(c)(1))
 - Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VII. Consent Agenda
 - A. Recommend Approval of Executive Session Minutes of August 16, 2016, September 20, 2016, November 15, 2016, February 21, 2017
 - B. Recommend Approval of Minutes of March 21, 2017 Regular BPL Board Meeting
 - C. Recommend Approval of Bills List of March 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Committee Reports
 - A. Budget & Personnel Committee
 1. Recommend Approval of Director Merit Increase for FY18
 - B. 3 P's Committee
 1. Recommend Approval of Conduct Policy and Patron Expectations
 2. Recommend Approval of Purchasing Policy
 3. Recommend Approval of Surplus Policy
 - C. Nominating Committee
 1. Recommend Approval of FY18 Slate of Officers
- XI. Recognition of Board Service - Carol Koos & Robert Porter
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 4/14/17 2:00 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, April 18, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	5,769.00
Amazon.com, LLC	A/V Materials	855.68
Amazon.com, LLC	Adult Books	71.41
Amazon.com, LLC	Children's Books	5.05
Amazon.com, LLC	Computer Supplies	71.98
Amazon.com, LLC	Janitorial Supplies	21.83
Amazon.com, LLC	Other Purchased Services	14.96
Ameren IP	Electricity	5,828.31
American Pest Control	Building Maintenance	80.00
Armstrong, Edith	Other Purchased Services	830.00
Bibliotheca ITG	Library Supplies	4,992.00
Brodart Co.	Library Supplies	997.40
CDW Government	Computer Supplies	519.46
CDW Government	Office/Equipment Mtn	-
Cengage Learning	Adult Books	895.91
Center Point Large Print	Adult Books	1,150.09
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	16,463.92
City of Bloomington	Gas/Diesel Fuel	27.26
City of Bloomington	Health Insurance-HMO	5,815.58
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	30,441.21
City of Bloomington	Life Insurance	251.45
City of Bloomington	Medicare	2,850.37
City of Bloomington	Payroll	191,607.30
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	483.15
City of Bloomington - Petty Cash	Building Mtn Supplies	0.99
City of Bloomington - Petty Cash	Miscellaneous Expenses	150.00
City of Bloomington - Petty Cash	Other Purchased Services	16.00
City of Bloomington - Petty Cash	Postage	10.36
City of Bloomington - Petty Cash	Professional Development	139.87
City of Bloomington - Petty Cash	Vehicle Maintenance	60.00
Conexiones Latinas de McLean County	Other Purchased Services	200.00
Connor Co.	Building Mtn Supplies	94.53
Continental Research Corp	Janitorial Supplies	211.70
Cumulus Broadcasting	Advertising	370.00
Dell Marketing, L.P.	Computer Supplies	905.72
Demco	Library Supplies	920.23
Ebsco Industries	Public Access Software	5,545.00
Farnsworth Group	Other Purchased Services	40,880.85
Frontier	Telecommunications	1,338.37

Granite Broadcasting	Advertising	150.00
IDK, Inc. (Beck's Family Florist)	Employee Relations	49.95
Illinois State University	Advertising	1,200.00
Ingram Library Services	Adult Books	1,458.18
Johnson Controls	Building Maintenance	5,718.50
Keystone U.S. Management	Building Maintenance	273.58
Knoll (Engraving Express)	Other Purchased Services	55.50
Kone	Building Maintenance	412.26
Koos, Greg	Other Purchased Services	100.00
Lamar Media	Advertising	1,445.00
Lee Enterprises - Central Illinois	Advertising	635.00
Limelight Communications, Inc.	Advertising	300.00
Lower, Mickey	Other Purchased Services	240.00
Massie, Rhonda	Advertising	207.73
Massie, Rhonda	Travel	41.73
Matthews Specialty Vehicles	Vehicle Maintenance	146.56
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	137.67
Midwest Tape	A/V Materials	119.19
Miller Janitorial Supply	Janitorial Supplies	496.41
Neuhoff Family, Ltd	Advertising	532.50
Nicor/Northern Illinois Gas	Natural Gas	3,587.96
O'Brien, Michael	Other Purchased Services	100.00
Office Depot	Copier Supplies	255.10
Office Depot	Library Supplies	16.14
Office Depot	Office Supplies	301.18
Office Depot	Other Purchased Services	114.24
OverDrive	Ebooks	9,980.00
Park, Rachel	Professional Development	140.00
Penguin Random House, LLC	A/V Materials	67.50
Penworthy Company, LLC	Children's Books	464.07
Pilot Media, LLC	Advertising	420.00
Recorded Books, Inc.	A/V Materials	157.20
Rice, Danny	Professional Development	71.16
Ricoh	Rentals	1,422.28
Ron Smith Printing Co.	Printing/Binding	405.00
Rosedrew, Inc.	Library Supplies	3,478.68
Shopper, Inc.	Library Supplies	93.93
SIRSI Corp	Office/Equipment Mtnc	4,980.00
Steven Barclay Agency	Other Purchased Services	25,729.50
Unique Management Services, Inc.	Other Purchased Services	295.35
Weber Electric, Inc.	Building Maintenance	279.00
West Publishing	Adult Books	1,260.00
VISA - Amazon.com	A/V Materials	59.97
VISA - Amazon.com	Computer Supplies	322.80
VISA - Babbitt's Books	Adult Books	12.00
VISA - Baker & Taylor Books	A/V Materials	8,713.72
VISA - Baker & Taylor Books	Adult Books	15,887.46
VISA - Baker & Taylor Books	Children's Books	11,138.92
VISA - Bill's Key & Lock Shop	Building Mtnc Supplies	13.80
VISA - Blubrry	Other Purchased Services	20.00
VISA - Bobzbay	Adult Books	21.00
VISA - Brochure Holders 4 U	Library Supplies	405.80
VISA - Chicago Tribune	Periodicals	279.50
VISA - Concord Custom Cleaners	Other Purchased Services	11.13
VISA - Dollar Tree	Building Mtnc Supplies	12.00
VISA - Don Smith Paint Company	Building Mtnc Supplies	133.89

VISA - Elm USA, Inc.	Library Supplies	130.95
VISA - Five Star Water Co.	Miscellaneous Expenses	42.35
VISA - GameStop	A/V Materials	1,527.83
VISA - GameStop	Other Purchased Services	148.97
VISA - GooglePlay	Public Access Software	20.00
VISA - Hobby Lobby	Other Purchased Services	150.24
VISA - Kelly's Bakery & Café	Other Purchased Services	32.74
VISA - Lowe's	Building Mtnc Supplies	42.94
VISA - Lowe's	Janitorial Supplies	78.57
VISA - McLean Co Museum of History	Adult Books	38.00
VISA - Meijer	Janitorial Supplies	8.07
VISA - Meijer	Library Supplies	9.90
VISA - Meijer	Miscellaneous Expenses	7.98
VISA - Michael's	Other Purchased Services	139.87
VISA - Mission Mart	Other Purchased Services	16.47
VISA - Monoprice, Inc.	Computer Supplies	87.29
VISA - Motion Picture Licensing Corp	Other Purchased Services	241.65
VISA - Office Depot/OfficeMax	Office Supplies	14.89
VISA - Office Depot/OfficeMax	Other Purchased Services	5.99
VISA - Paypal*Route 66 Association	Membership Dues	50.00
VISA - Paypal*Treasurer Community Players	Advertising	500.00
VISA - Rev.com	Other Purchased Services	41.00
VISA - Sam's Club	Copier Supplies	203.15
VISA - Sam's Club	Library Supplies	13.19
VISA - Sam's Club	Office Supplies	9.58
VISA - Sprint	Telecommunications	561.50
VISA - SteamGames.com	Public Access Software	310.00
VISA - Twitter	Advertising	65.00
VISA - Uline Shipping Supplies	Janitorial Supplies	301.45
VISA - UPS	Postage	10.97
VISA - Usborne Books	Children's Books	951.13
VISA - Verizon Wireless	Telecommunications	252.06
VISA - Walgreens	Janitorial Supplies	17.48
VISA - Walgreens	Library Supplies	4.79
VISA - Wal-Mart	Janitorial Supplies	92.40
VISA - Wal-Mart	Library Supplies	24.72
VISA - Wal-Mart	Other Purchased Services	36.90
VISA - Windstream	Telecommunications	125.35
Total		457,677.63

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

March 2017

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

During March, the Leadership McLean County program focused on building a winning culture, reviewing the skills learned during the year, business, and economic impact in McLean County.

Along with Rhonda, the Librarian II committee and I have been working to find ways to de-clutter our public service desks. We are really excited to implement the solution that we have come up with and hope that it will improve our internal promotional efforts.

One of my goals for FY17 was to "Develop a culture of innovation by exploring the possibility of an incentive program, encouraging staff to submit innovative ideas." After mulling over different ideas for several months, I created a SharePoint form that asks the following questions:

- What is your idea?
- How does this innovative idea impact the Library? (Choose as many as apply: Improves the patron experience, Improves my co-workers' experience, Makes my own work easier, Improves efficiency, Reduces costs)
- Ideas will be posted for staff to browse, would you like to remain anonymous?

Staff have been very inventive and have submitted 10 excellent ideas in the brief time it has been up. I think this will be a great new addition and will help encourage us to have an innovative culture.

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

We are hearing a lot of buzz about the Erik Larson events and are excited that the pre-event reception tickets have sold out!

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

I spent some time meeting with several community members who have expressed an interest in serving on the Library Board. These meetings went really well but they made me realize the need for some sort of short "recruitment" (or Board overview) document. This document will be added to my to do list.

We also had our first quarterly program staff meeting. I hope that this will encourage more cross-department collaboration and discussion in the particular area of programs. The first meeting went well and we are planning our next meeting.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

Goal: Work effectively through the use of technology.

Kerrie, our webmaster, and the web team continue to make progress towards a website redesign. Our most recent project was to complete some internal user testing with a small group of staff members. This provided some helpful feedback that we will implement. We have a go live goal date of May 1st.

Goal: Administer a cost-effective public library.

I participated in the city budget work session and Kathy and I have been working to update our internal travel guidelines.

Adult Services - March, 2017
Carol Torrens, Manager

Collections

Karen submitted the annual order of replacements for damaged Pantagraph microfilm reels.

Marcie used Collection HQ to identify replacements for popular books and to find common titles in other library collections that we are missing.

Via video conferencing, Carol attended a committee meeting for our ebook consortium. The group is developing an inter-governmental agreement to better define the libraries relationship to each other and to the managing company.

Programs

Displays in Adult Services: American Women Leaders (biographies), National Craft Month (crafts), large print books, and Masters of Music (biographies). The display in the DVD area was National Women's History Month (movies featuring women). Chicago World's Fair was featured on the IL Collection endcaps.

The Bloomington Reads series based on Erik Larson's book *Devil in the White City* started with two programs. Details are below. Print copies of the book have checked out 239 times and the audio CD version 8 times. Additionally, the ebook and digital audio books have been well-used. The display of materials in the Circulation Lobby also includes Larson's other titles, which have seen increased use. Carol and Rhonda were interviewed live on WJBC on March 30 about this program series.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 30; Chiddix: 30; Kingsley: 76; Parkside: 55

Adult/Family programs

Fiction Book Club – 1 session – 5 attended

Mystery Book Club – 1 session – 5 attended

Books on Tap – 1 session – 8 attended

Second Wednesday Classic Movie Comedy -- 1 session – 10 attended

Small Business with SCORE – 1 session – 9 attended

Laura Ingalls Wilder by Laura Keyes – 1 session – 70 attended

Be Out Guest: Beauty and the Beast Adult Party – 1 session – 11 attended

Getting Started with Computers

Basics for Beginners – 1 session – 6 attended

Simple Tasks – 1 session – 6 attended

Internet Searching – 1 session – 6 attended

Stay Connected – 1 session – 3 attended

Homebuyer's Toolkit

Build your Financial Foundation – 1 session – 6 attended

Framing your Search – 1 session – 3 attended

Finishing Touches, Contract to Close – 1 session – 4 attended

Foundation for Financial Education

Taxes and the IRS – 1 session -- 2 attended

Charitable Giving – 1 session – 0 attended

Bloomington Reads: Devil in the White City

Documentary H. H. Holmes: America's First Serial Killer – 1 session – 39 attended

Chicago: America's Gilded City – 1 session – 19 attended

DIY glass etching – 2 sessions – 15 attended

Teen Programs

Virtual Reality game Keep Talking and No One Explodes– 1 session – 7 attended

Minecraft Survival Game – 1 session – 10 attended

DIY Resin Jewelry – 1 session – 12 attended

DIY Candle Art – 1 session – 14 attended

Training & Technology

There were 13 individual appointments with an Adult Services staffer. Topics: several about ebooks; Pinterest; Skype; general computer instruction; email setup and use; transfer photos from computer to flash drive.

Several staff attended Mini-Morning Sessions about Office 365.

Daphne watched a webinar, Librarians and Fake News.

The final two desk staff were deputized to be able to register people to vote.

Along with other managers, Carol received training about harassment, bullying, and workplace violence from the city's HR Department.

Staff

Carol and others met with B & T rep Curt Leppert.

Carol had a phone meeting with our new rep for Freegal and Freading. He was alerted to our plans to cancel Freegal this year.

Temp shelvee Shelby King has been hired for the April – December shelving position.

Temp shelvee Sierra Fields has given her notice of resignation due to finding another job.

Other

Karen completed and submitted the State Farm Good Neighbor Grant application on behalf of volunteer Nancy Miller's local history work.

BUSINESS OFFICE - March 2017
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- Again, the Book Shoppe continued to be a success; through the end of March, the Book Shoppe receipts are \$5,589.75 ahead of last year!
- Selling tickets to the Erik Larson Reception through the website was a huge success; of the 110 tickets sold, 88 were sold through the website and the remaining 22 were sold here at the Library
- The Amazon Business Account has been working out great—I receive order information from staff and once a month I receive a statement from Amazon, much like a credit card statement; it is much more streamlined and clear
- I completed my Statement of Economic Interest in March
- I completed the annual Prevailing Wage Survey for Golden Prairie in March
- There were a few problems with our MUNIS computers and Johanna ended up entering bills and payroll at City Hall one week
- Prepared 3 expense batches in MUNIS
- Prepared 20 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 11 expense batches in account files
- Entered 32 deposit batches in account files
- Expenditures in March in excess of \$5,000:
 - Alpha Controls & Services \$5,769.00 for annual HVAC control maintenance; approved by Board in Feb
 - Farnsworth Group \$40,880.85 for consulting services for Library expansion; approved by Board on 9/1/15
 - Steven Barclay Agency \$25,000.00 for performance fee for Erik Larson, approved by Board on 12/20/16
- Meetings:
 - Department Managers: 3/8, 3/15, 3/22, 3/29
 - BPL Board Meeting: 3/21
 - Golden Prairie Board Meeting: 3/15
- Bills review in March: Van Miller (3/6 & 3/27), Mike Raikes (3/13), and Carol Koos (3/20)
- Training Hours for March: .5

Children's Services – March 2017
Melissa Robinson, Manager

Programs

In April, the following programs were offered:

- Dr Seuss' Birthday Party – 105 attended
- Lapsit story time – 6 sessions – 31 attended
- Toddler time – 8 sessions – 218 attended
- Preschool story time – 4 sessions – 98 attended
- Move and Learn story time – 2 sessions – 44 attended
- Singing Swinging story time – 2 sessions – 46 attended
- Global Tales – 33 attended
- Tales for Tails – 3 sessions – 47 attended
- Tinker Lab – 13 attended
- Family Board Games Day – 16 attended
- Spring Break crafts – 253 crafts made
- Music Makers – 160 attended
- Spring Break Movie – 72 attended
- Family Lego Day – 87 attended
- 33 programs/sessions offered – 1223 attended

We visited the following sites:

- Head Start Brigham – 2 classes – 58 attended
- Milestones Preschool – 46 attended

The following groups visited us:

- Trinity Lutheran 1st grade – 47 attended
- Sheridan School 2nd grade – 54 attended
- Noah's Ark Preschool – 28 attended

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

- School's Out Movie – April 14
- Money Smart Week story time – April 22
- Dia de los ninos/Dia de los libros – April 29

Training

- Staff attended or watched the mini morning training session on Office 365.
- Danny and Jesse attended the Illinois Youth Services Institute.
- Jesse watched the monthly webinar on fake news.

- Jesse attended the SharePoint Drop-In session.
- Rondalea attended a training session on providing Lego programming in the library.

Other

- Children's staff who do programming attended the interdepartmental programming meeting.
- Danny, as a member of the Podcast committee, recorded and released the seventh episode of the library podcast featuring an interview with Erik Larson.
- Rondalea and Sarah are serving on the Bloomington Reads committee and are preparing for Erik Larson's appearance.
- Danny continues to serve on the Targeted Outreach Committee who are making plans to meet with community leaders and provide improved outreach to Bloomington.
- Other committee work included Jesse serving on summer reading, webteam, and Spirit; Danny on staff development; Cody on National Library Week; and Lisa and Suzie on the Safety committee.
- Danny attended the ABC Literacy Team meeting.
- Jesse is working with Justin to add some apps to the tablets.
- Lisa planned Dia decorations with our work-study student, Amy.
- We are preparing for summer reading by scheduling school visits, soliciting donations, and planning programs.
- The District 87 Art Show is on display.

Circulation and Outreach Services - March 2017

Laura Golaszewski, Manager

1) Staff, committees, and training

- Kelsie Dunakey started in our department this month as a library assistant.
- Aleshia and Rhonda (marketing) went out to a pork chop dinner in Dale Township to do library card sign up. The event was well attended and they had the opportunity to speak with patrons there who were eligible for GPPLD cards.
- I am in the process of cleaning out our old card applications. We will only be keeping the previous 5 years on file. This will clear up some space in our OTR office and we hope to make that a usable room once more.
- I spoke with Angler's Manor this month about participating in their Senior Fair in May. We will be there to promote home delivery, our bookmobile stop, and card sign-up.

2) Outreach news

- Deposits staff delivered 1180 items to 15 sites within the community.
- Home Delivery staff delivered 454 items to 43 homebound patrons within the community.
- Bookmobile staff met to discuss new signage and marketing ideas to make the bookmobile more inviting. We are hoping to get signs made for the outside of the vehicle that detail what we have on board, as well as signs that say "open".
- The bookmobile schedule was finalized and sent for printing this week.

3) Technology

- We had a small problem with the sorter this month which was resolved quickly by 3M.
- We processed 101 AV snags this month.

Door Count: N/A

Bookmobile Customers: 1,072

Training Hours: 29

Volunteer Hours: 21

March 2017 Circulation and Outreach Services Statistics

Total Circ BPL	110,265
Total Circ Main	96,002
Adults	50,191
Teens	2,892
Children	42,919
Total Circ Outreach	6,871
OTR Adults	2,423
OTR Teens	146
OTR Children	4,302
Total Circ eBooks	7,392
Freeding	21
MyMediaMall	6,178
Total Circ Freegal	767
Total Circ Zinio	383
Total TumbleBooks	43
Borrowers Registered	343
Total Active Cardholders	35,363
Children	7,048
Teen	2,961
Adult	25,354
GPPLD	1,416
Total Holds Filled	8,664
Main Holds	7,252
Outreach Holds	1,412
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	572
THUR	1.25	EAGLE RIDGE	179
SAT	2.5	FREEDOM OIL	165
MON	1.25	OLD FARM LAKES	157
WED	1.25	RAINBOW AVE.	151
WED	1.25	RAINBOW AVE	150
WED	1.25	NORTH POINTE	150
TUE	1.25	GOLDEN EAGLE	149
TUE	1.25	GOLDEN EAGLE	139
THUR	1.25	EAGLE RIDGE	132

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
TUE	1.5	TURNBERRY VILLAGE	0
WED	1	GRANDVIEW ESTATES	0
TUE	1.25	FOUR SEASONS	1
TUE	1.5	TURNBERRY VILLAGE	3
TUE	1	BEICH RD.	5

Total Monthly Stops: 47

Circulation Questions Answered: 599

Outreach Questions Answered: 121

Total Questions Answered: 720

Human Resources - March, 2017

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended the Office 365 session on 3/7
 - I attended City Compliance Training on Anti-Harassment, Anti-Bullying, and Workplace Violence policies on 3/29
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In March, I participated in seven interviews
- In March, there was one in-house job announcement
- I serve on the negotiating team for renewal of the union contract. We had one conference call and one in-person meeting.
- I participated in a salary survey through RAILS
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 2.0

Information Technology – March 2017

Jon Whited, Manager

Operational

eResource Central went live and is available to the public. This resource makes available the electronic resources available in the catalog. The Library customers do not have to go to a separate site to be able to check out electronic resources.

We are replaced Computer equipment in the Circulation Department and in the Business Office areas.

We added two additional catalogs, one in the Teenzone and one in the children's department. These stations used to be used to reserve PCs but are not longer needed for this task. We converted the Adult Services reservation station to a desktop PC for the public to use.

We worked with Normal Public Library to assist them with their project. They are currently trying to load the Prarieland school records into their database.

We setup a site on Eventbrite to be able to sell the tickets for the Erik Larson reception.

Programming

On April 14th (Pi Day), we held an event for Teens where they came in a built Raspberry Pi Projects. We had 16 teens attend the program and each teen got to choose between making an audiobook player, media player, retro game console and web server. The teens had a great time and learned a lot about the possibilities of working with the Raspberry Pi.

RECEPTION WITH ERIK LARSON

- 110 tickets were sold to the reception with Erik Larson. It is now sold out. All tickets have been snail mailed to buyers with a letter explaining the Bloomington Reads program and outlining the other programs in the series.

INTERVIEWS/NEW HIRE

- Candidates for the part-time, temporary Library Associate job in the Marketing Department were interviewed. We've offered this job to Anissa Ortiz, a recent IWU graduate whose primary job duty will be to create and construct Summer Reading decorations. She will work from about 15 hours a week from approximately April 6-May 26.

BOOKMOBILE

- The Bookmobile Schedule for May-October was updated and sent to the printer.
- Marketing is working with Dean's Graphics to add a couple messages to the exterior of the Bookmobile.
 - We'll be adding the words "Entrance" and "Exit" to the corresponding doors.
 - We'll be adding messages to the rear passenger side of the vehicle as well as the rear of the vehicle. Those messages will read something like this:
Come aboard! You can check out: Books, Games, Movies, CDS, Audiobooks, Magazines, Items you've put on hold.

STUDENT CARDS

- The group of people who've been working to figure out how we're going to distribute Student Cards to student who are new to District 87 during the 2017-18 school year. This includes transfer students, kindergarteners, and students of Sarah Raymond Early Education Center. Our previous plan was foiled when D87 let us know that they will no longer distribute a paper registration packet to students. The packets will now be online only. We've proposed a new plan to District 87 and are waiting to hear back from them.
- We will also be distributing **Teen** Student Cards to every student making the move from Grade 5 to Grade 6. When the new cards are readied, the old cards will become inactive.

SUMMER READING

- The Marketing Department is preparing for Summer Reading.
 - Rhonda heads the sub-committee of four which takes care of soliciting both monetary donations and prize donations.
 - Rhonda and Jim both sit on the Summer Reading Committee.

WEB TEAM

- The WebTeam has been meeting weekly as Kerrie prepares to roll out a new website for the Library around May 1.
- With the rollout of the new website, you'll likely notice that the colors in the Library's logo are changing. We will make these changes as we go as opposed to trying to reprint everything that exists prior to May 1. The new colors are best described as Cyan, Red, Orange, and Kelly Green.

PODCAST

Stats as of April 4:

<u>Podcast Title</u>	<u>Date Released</u>	<u>Total Downloads</u>
Erik Larson	3.6.17	143
Virtual Reality	2.15.17	148
Universal Design for Learning	1.24.17	222
Tiny Houses	12.20.16	310
Puppetry	11.18.16	329
Non-Voting	10.19.16	361
Cemetery Walk	9.20.16	419
		1,932 Downloads

Conference Speakers

- The members of the Podcast Committee have applied to be speakers at this year's Illinois Library Association Conference in Tinley Park in October. They will find out if they've been chosen during the month of April.

Upcoming Topics:

- April – Comic Books with Andrew Lorenzi and Jesse Wyer
- May – The West Bloomington Revitalization Project with Karen Schmidt & Deb Halperin

DESIGN WORK

Display Signs

- Information sheets about the Ferris Wheels which are on display
- Book Shoppe Clearance Sign
- RIP Author Paula Fox
- Many signs to promo Erik Larson's visit
- Signs announcing our upcoming Easter closure
- National Library Week
- Murder Castle/*The Devil in the White City*
- Hug an Australian Day
- Western Novels
- Enjoy a Comedy! April is National Humor Month
- BookMyne

Other

- Bookmobile Schedule
- Tickets for the Erik Larson Reception
- Drink tickets for the Erik Larson Reception
- Make labels for the 1893 items which are in the display case
- Designed Bloomington Reads billboards in 8 different sizes – some digital; some vinyl
- Table Tents for CS
- DVD Endcap signage
- National Library Week signage for staff
- 100 Wireless Printing handouts

Promotional Materials (includes both print and digital art in most cases)

- March Calendars
- April Calendars
- Adult DIY Programs
- Homebuyer's Toolkit Series
- Keep Talking and Nobody Explodes (adults)
- Keep Talking and Nobody Explodes (teens)
- Many, many, many different pieces of art promoting Erik Larson's visit
- Bibliographies to display with copies of *The Devil in the White City*
- Lego/Duplo Programs
- Home Improvement Reference Center handouts (an online resource)
- Teen No-School DIY Programs
- Adult Memoir Writing Program
- Raspberry Pi Expo Program
- Money Smart Week Bookmarks
- Laura Ingalls Wilder impersonator
- Spring Break Programs
- Foundation for Financial Education series
- School's Out Movies
- Better Together Paint Project
- Comic Con
- Wind Farm programs
- Inserts promoting Erik Larson's visit to be included in the Westside 5K goodie bags

Ads

All our Erik Larson advertising is listed elsewhere in this report. If it's visual, Jim designed it.

- Multiple Pantagraph print and online ads
- WHOI digital ad
- Billboards vinyl and digital
- Elevators vinyl
- Social Media digital
- Chamber eBlast digital ad
- Pastelle print ad
- Community Players print ad
- Normalite (& their 8 weekly newspapers) print ad

BLOOMINGTON READS ADVERTISING

Radio – Information about Erik Larson's visit will be broadcast on:

- WGLT (3.15-4.12)
- WJBC (3.15-4.12)
- BOB (3.20-4.12)

- WCBU (NPR affiliate in Peoria; 3.15-4.5)
- WILL (NPR affiliate in Champaign; 3.18-4.5)
- Magic 99.5 (3.18-4.12)

TV

- We have a commercial on WEEK/WHOI from 3.27-4.9.

Billboards – Erik Larson's visit will be advertised on billboards at the following locations:

- Digital board; both sides; at Lincoln & Veterans: 3.15-4.12 (Owned by Martin Digital Display)
- Digital board; north facing; at Veterans & Eastland - 3.15-4.12 (Owned by Picture This)
- Digital board; east facing; at Prospect & Eastland –3.15-4.12 (Owned by Picture This)
- Vinyl board; north facing; at 605 Hannah: 3/20-4/16 (Owned by Lamar)
- Digital board at 600 N Center: 3/11&12, 3/19-3/22 & 4/7-4/12 (Owned by Lamar)
- Digital board; north facing at Veterans & Washington 4 weeks (until 4.12) (Owned by Lamar)
- Vinyl board; north facing; at Clinton & Washington 3/20-4/16 (Owned by Lamar)
- Digital board; north facing; off IAA Drive and Veterans Parkway - near the Moose: 3/15-4/12 (owned by Lamar)

Elevators

- The artwork on our elevators has been changed to advertise the entire Bloomington Reads series of programs.

Social Media

- We have many posts on Facebook, Twitter, and Instagram. Many are also boosted.

Chamber Connections eBlast

- Bloomington Reads/Erik Larson's visit were part of an eBlast sent out by the McLean County Chamber of Commerce on 2.2.17.

Pastelle

- 1/3-page ad in two issues of Pastelle running from Feb 14-April 20

Community Players

- full-page ad in the Community Players playbill for *West Side Story* (March 10-26)

Pantagraph

- ¼-page in *The Limited* magazine; March edition
- ¼-page ad in *The Pantagraph* on 4.2.17 (free ad we won)
- 2x5 print ad on 3.26 (free ad we won)
- ¼-page ad in *The Pantagraph* on 4.9.17
- Small ad which ran with the NCAA Bracket on 3.13, 3.14 and 3.15; also ran 3.18 and 3.19
- Super leaderboard mobile ads on *Pantagraph.com* – 70,000 impressions
- Gravity ads on mobile devices at *Pantagraph.com* – 40,000 impressions

Normalite

- 4x4 ad to run in 8 weekly newspapers covering Lexington, Heyworth, Normal, Ridgeview, Chenoa, Gridley, LeRoy, Carlock, Hudson, and Danvers

Text

- On March 5, a text message regarding the Bloomington Reads programs and Erik Larson's visit was sent to 782 text subscribers (both Library subscribers and our Bookmobile subscribers).

ELECTRONIC OUTREACH

- During the past month, the Library added 44 Facebook fans for a total of 5,217.
- During the past month, the Library added 16 Twitter followers for a total of 1,735.
- During the past month, the Library added 28 Instagram followers for a total of 744.
- The Library has 179 text subscribers.
- Our Bookmobile stops combined have 624 text subscribers.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in March was 39.

ONGOING

- The pilot program with Library Aware continues. This includes the sending of eBlasts with information about our online resources. During the month of March, we promoted Brainfuse and Learning Express Library via eBlast to 24,069 cardholders. On April 1, our eBlast promoting My MediaMall and Overdrive (eBooks and eAudiobooks) was delivered.
- Monthly, the Library submits its Children's programs to the Macaroni Kid website.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Marketing Department continues to compile and distribute the Staff Newsletter each month.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.

COMMUNITY INTERACTION

- 3.11 – Rhonda and Aleshia of the Circulation Department set up a Library Card Sign Up Table at the Dale Township Fire Department's Annual Pork Chop Dinner in an effort to reach out to GPPLD residents to let them know they can get a library card at BPL. The visit was preceded with an ad in the semi-annual Dale Township newsletter which is produced by the Fire Department. We made three cards; renewed a fourth, and turned away four people who wanted cards but weren't carrying an ID. The ad in the newsletter did state that people would need to have an ID to get a card.
- 3.15 – Rhonda attended the Annual Meeting of the West Bloomington Revitalization Project.
- 3.16 – Rhonda met with WEEK TV about potential advertising.
- 3.28 – Rhonda served as a judge of grants for IWU's grant writing class which is affiliated with their Action Research Center.
- Rhonda is a member of the Bloomington Normal Sunrise Rotary Club which meets weekly.

TRAINING

- 3.30 – Rhonda participated in a webinar titled, *Fast Track to Community Engagement*.
- Rhonda and Jim both attended a Mini Morning Session led by Jon Whited about Outlook 365.

B LOGISTICS

Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's Book Shoppe. Through B Logistics, we receive \$.05 per pound for these items. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises, and we no longer pay for recycling of these materials.

- From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Support Services – March 2017
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – Every Wednesday
 - Security Team meeting – March 1
 - 3 P's Committee meeting – March 2
 - MMS on Microsoft Office 365 – March 8
 - Nominating Committee meeting – March 17
 - BPL Board meeting – March 21
- Custodial staff –
 - Painting of Family Restroom
 - Re-lamped fixtures in Adult and Children Services
 - Spring cleaning of Teen Zone – gaming stations, chairs, area rug, and carpeting
 - Shampoo of carpet in Community Room, A/V area, and areas in Adult Services
 - Shampooing of all chairs in the Board Room, Conference Room and WCW Reading Room
 - Relocated some items in the WCW Reading Room to accommodate more seating on perimeter
 - A few vinyl chairs were taken out for repair
 - Some worn toilet seats were replaced in the public restrooms
- Café stools were ordered for both the lower lobby and the Café area.
- Replacement floor nozzles were received (under warranty) for Shark vacuums
- Two additional safety mirrors were installed – one in the T section of hallways by the mailboxes and the other in the hallway by Circ Annex
- Heavy duty plastic furniture bags were ordered for bagging up chairs for cleaning when compromised with items that fall under the Health & Safety policy.
- We were able to unload a number of acrylic, magnetic sign holders to various libraries by posting them on RAILS.
- Performance Reviews were completed for Custodial and Security staff.
- Johnson Controls installed a phase monitor on the chiller.
- HOH Chemical conducted a test of the chemicals in our loop system – all was good.
- MIM has replaced a seal on pump 2 of the HWS loop, and will be replacing the seal on pump 1. Along with this, a bad valve, and rubber flex connectors will be replaced on the loop as well.
- Weber Electric installed a receptacle in the lower lobby for future use. A component was replaced on the VFD for the HWS loop pumps.
- The elevator was down on Sunday, March 26 due to a power glitch. Since there were no programs scheduled, Kone came out first thing Monday to restore power.

Volunteer hours: 12

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

- Rachel, Renny, and Allison met to talk about the adult reading log for SRP.

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

- Allison worked a Teen Zone shift.
- All TS staff attended the mini morning session on Office 365.
- The NLW committee met and solidified all the details for staff and a patron display that week.
 - National Library week is April 9th – 15th
 - On Tuesday April 11th lunch will be provided. We'll have a variety of pizza from Flingers, salad, and a surprise dessert.
 - Dress Up Days include
 - April 10th – Pajama Day
 - April 11th – Animal Day *Also, take your stuffed animal to work day.
 - April 12th – Favorite Character or Author Day
 - April 13th – White & Black Day
 - April 14th – Sports Team Day
 - We will have a prize drawing for those who participate in the dress-up days and even a SharePoint poll for staff to decide "best dressed."
 - And a few other fun surprises throughout the week.
- Training hours – 4
- Volunteer hours – 6

GOAL – To work effectively through the use of technology

- Allison and Jon attended web training on eResource Central. We rolled it out this month and it seems to be going smoothly.
- Allison met with Johanna to learn how to more easily manipulate documents and folders on SharePoint and to make a poll for NLW.
- We have now opened direct Amazon ordering to all staff. Anyone wishing to become a requisitioner should contact Marion for more information (this is open staff who purchase materials, plan programs, or purchase other library supplies not found elsewhere.)

GOAL - To administer a cost-effective public library.

- Allison is purchasing bulk orders (the more you buy, the cheaper the items are) of RFID tags, AV cases, and book covers that will last through much of the next FY.

March 2017

Materials	Added	Withdrawn
Adult Fiction	932	476
Adult Nonfiction	203	135
Juvenile Fiction	788	543
Juvenile Nonfiction	154	128
Adult CDs	111	25
Juvenile CDs	4	7
Adult DVDs	243	90
Juvenile DVDs	102	129
Adult Audio	25	1
Juvenile Audio	2	3
Adult Computer Games	68	1
Juvenile Computer Games	0	4
Total Adds/Withdraws	2632	1542

Total Items in Main	306436
Total Items in OTR	11417
Total Items in Library	317853

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

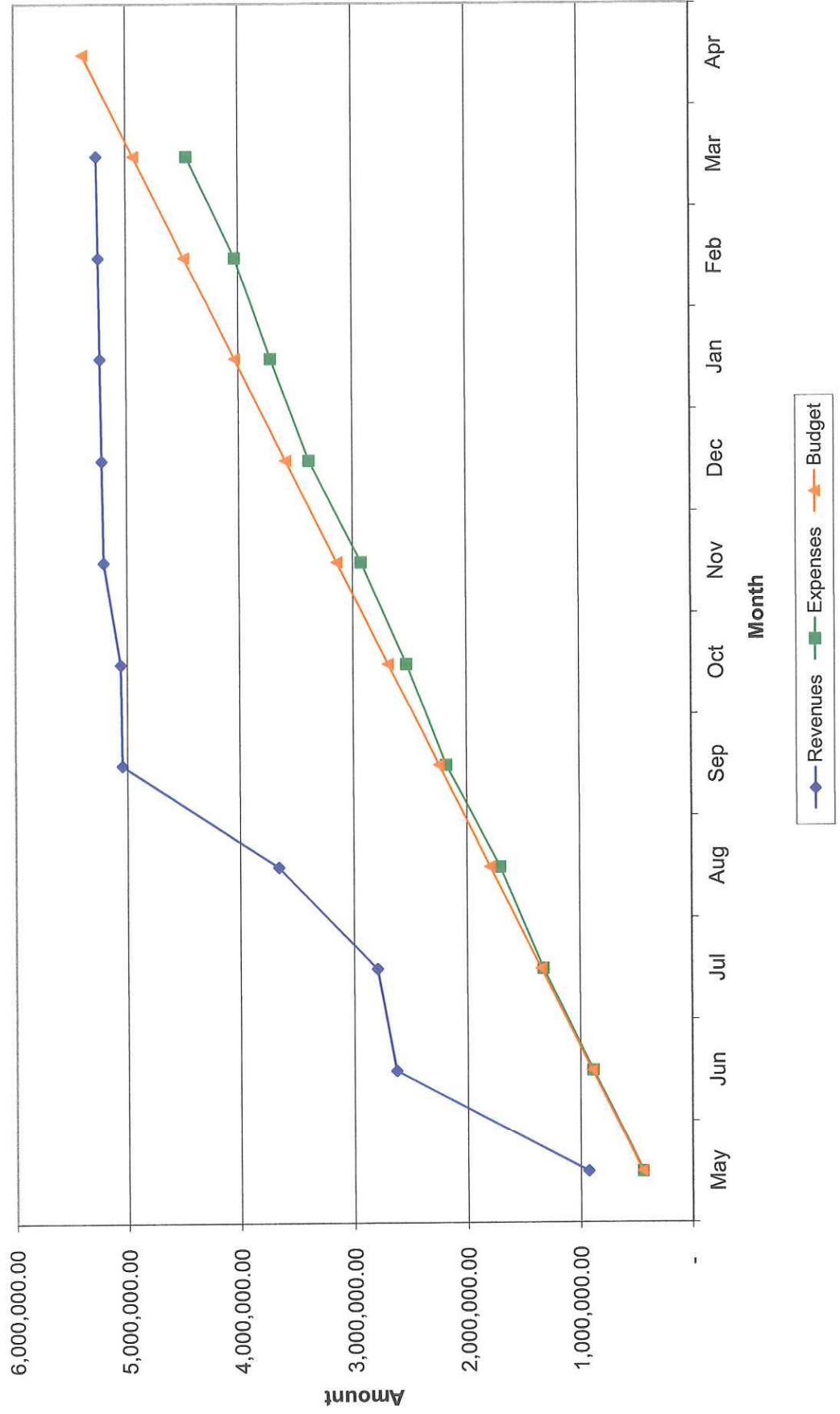
REVENUES:

ACCT NAME	BUDGET	MAR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	0.00	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	0.00	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	6,271.72	65,185.74	(17,814.26)	78.5
Copies	3,200	460.00	3,441.95	241.95	107.6
Interest on Investments	1,000	2,235.52	15,846.09	14,846.09	1584.6
Interest from Taxes	0	0.00	27.04	27.04	-----
Sale of Property	1,000	0.00	633.05	(366.95)	63.3
Donations	28,000	1,700.00	29,702.56	1,702.56	106.1
Cash Over/Short	0	7.66	34.83	34.83	-----
Other	40,000	5,788.40	41,208.14	1,208.14	103.0
Total Revenues	5,320,310	16,463.30	5,262,944.21	(57,365.79)	98.9

ACCT NAME	BUDGET	MAR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	158,794.16	1,838,626.39	(311,260.61)	85.5
Part-Time Salaries	402,086	31,847.90	327,472.89	(74,613.11)	81.4
Seasonal Salaries	47,701	965.24	45,448.86	(2,252.14)	95.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	191,607.30	2,211,548.14	(389,225.86)	85.0
Dental Insurance	12,400	1,175.44	10,204.92	(2,195.08)	82.3
Vision Insurance	3,050	215.00	2,190.54	(859.46)	71.8
Health Insurance, BC/BS PPO	294,901	24,714.84	255,994.11	(38,906.89)	86.8
Health Insurance, OSF HMO	100,429	5,815.58	64,559.22	(35,869.78)	64.3
Life Insurance	3,100	251.45	2,594.57	(505.43)	83.7
IMRF	310,000	30,441.21	277,943.88	(32,056.12)	89.7
FICA	163,000	16,463.92	130,057.40	(32,942.60)	79.8
Medicare	39,000	2,850.37	30,417.14	(8,582.86)	78.0
Worker's Comp	17,000	0.00	13,740.00	(3,260.00)	80.8
Uniforms	600	0.00	286.25	(313.75)	47.7
Tuition Reimbursement	0	0.00	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	81,927.81	799,362.30	(164,117.70)	83.0
Rentals	22,000	1,422.28	18,752.61	(3,247.39)	85.2
Total Rentals	22,000	1,422.28	18,752.61	(3,247.39)	85.2
Building Mtn	120,000	9,194.17	47,053.24	(72,946.76)	39.2
Vehicle Mtn	5,300	32.00	5,367.52	67.52	101.3
Office & Computer Mtn	165,000	5,557.47	116,152.84	(48,847.16)	70.4
Total Repair/Mtn	290,300	14,783.64	168,573.60	(121,726.40)	58.1

ACCT NAME	BUDGET	MAR 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	42,574	6,857.03	30,549.99	(12,024.01)	71.8
Printing/Binding	19,000	405.00	9,684.27	(9,315.73)	51.0
Travel	1,000	216.14	259.34	(740.66)	25.9
Membership Dues	5,000	50.00	3,808.00	(1,192.00)	76.2
Professional Development	13,000	211.16	4,966.97	(8,033.03)	38.2
Other Purchased Services	197,418	29,350.30	119,589.65	(77,828.35)	60.6
Property Insurance	24,000	0.00	20,247.00	(3,753.00)	84.4
Vehicle Insurance	4,000	0.00	3,833.00	(167.00)	95.8
Other Insurance	5,500	0.00	5,067.00	(433.00)	92.1
Total Purchased Services	311,492	37,089.63	198,005.22	(113,486.78)	63.6
Office Supplies	12,000	587.78	7,724.14	(4,275.86)	64.4
Computer Supplies	82,462	9,824.29	45,633.91	(36,828.09)	55.3
Copier Supplies	3,400	452.99	2,720.13	(679.87)	80.0
Postage	12,000	4,010.97	7,464.09	(4,535.91)	62.2
Library Supplies	75,000	5,702.19	44,597.07	(30,402.93)	59.5
Janitorial Supplies	16,000	836.01	8,105.66	(7,894.34)	50.7
Gas & Diesel Fuel	4,290	27.26	1,949.62	(2,340.38)	45.4
Building Mtnc & Repair Supplies	10,000	586.61	6,899.24	(3,100.76)	69.0
Total Supplies	215,152	22,028.10	125,093.86	(90,058.14)	58.1
Natural Gas	32,000	3,587.96	14,731.68	(17,268.32)	46.0
Electricity	80,000	5,828.31	77,881.25	(2,118.75)	97.4
Water	8,000	483.15	6,045.59	(1,954.41)	75.6
Telecommunications	26,780	3,105.23	31,451.74	4,671.74	117.4
Total Utilities	146,780	13,004.65	130,110.26	(16,669.74)	88.6
Professional Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	0.00	1,086.92	(2,413.08)	31.1
Periodicals	36,050	(458.10)	30,836.87	(5,213.13)	85.5
Adult Books	159,100	19,838.21	152,129.61	(6,970.39)	95.6
Children's Books	105,500	12,095.10	106,005.32	505.32	100.5
A/V Materials	151,000	11,460.94	149,981.02	(1,018.98)	99.3
Public Access Software	144,200	18,680.00	141,358.16	(2,841.84)	98.0
Ebooks	60,000	4,990.00	59,610.00	(390.00)	99.4
Total Materials	655,850	66,606.15	639,920.98	(15,929.02)	97.6
Employee Relations	6,000	49.75	683.66	(5,316.34)	11.4
Miscellaneous Expenses	9,000	351.41	8,626.10	(373.90)	95.8
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	401.16	168,145.76	(5,690.24)	96.7
Total Expenses	5,383,164	428,870.72	4,460,599.65	(922,564.35)	82.9

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.7% to 96.7% is acceptable)
March 2017

Property Tax (99.8%): The Library has received all of its distributions for the year.

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

State Grants (62.2%): This reflects the reduction that occurred state-wide with the Per Capita Grants--The Library received a reduction of approximately \$30,000.

GPPLD (97.3%): The Library has received all of its distributions from Golden Prairie for the year.

Fees & Rentals (78.5%): This is less than the projected amount.

Copies (107.6%): Copy revenue is more than projected.

Interest on Investments (1584.6%): The Library projected a low amount for Interest.

Sale of Property (63.3%): The Library has only had one garage sale this fiscal year.

Donations (106.1%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Other Revenue (103.0%): This is more than what was projected, mainly due to how well the Book Shoppe is doing.

Full-Time Salaries (85.5%): This is under-spent due to changes in staff.

Part-Time Salaries (81.4%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

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

Dental Insurance (82.3%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (71.8%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (64.3%): This is under-spent because fewer staff chose this coverage than we had projected.

Life Insurance (83.7%): Some of the cost for life insurance has been re-allocated and is now a part of health insurance

FICA (79.8%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (78.0%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (80.8%): The annual premium was less than projected.

Uniforms (47.7%): Charges have been minimal.

Other Benefits (54.4%): Charges have been minimal.

Rentals (85.2%): Charges have been minimal.

Building Maintenance (39.2%): Charges have been minimal.

Vehicle Maintenance (101.3%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (70.4%): Charges have been minimal.

Advertising (71.8%): Charges have been minimal.

Printing/Binding (51.0%): Charges have been minimal.
Travel (25.9%): Charges have been minimal.
Membership Dues (76.2%): Charges have been minimal.
Professional Development (38.2%): Charges have been minimal.
Other Purchased Services (60.6%): Charges have been minimal.
Property Insurance (84.4%): The annual premium was less than projected.
Office Supplies (64.4%): Charges have been minimal.
Computer Supplies (55.3%): Charges have been minimal.
Copier Supplies (80.0%): Charges have been minimal.
Postage (62.2%): Charges have been minimal.
Library Supplies (59.5%): Charges have been minimal.
Janitorial Supplies (50.7%): Charges have been minimal.
Gas & Diesel Fuel (45.4%): Charges have been minimal.
Building Maintenance Supplies (69.0%): Charges have been minimal.
Natural Gas (46.0%): Charges have been minimal.
Electricity (97.4%): This is over-spent due to higher spending during the summer months.
Water (75.6%): Charges have been minimal.
Telecommunications (117.4%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (31.1%): Charges have been minimal.
Periodicals (85.5%): Charges have been minimal.
Children's Books (100.5%): This is just slightly over-spent.
A/V Materials (99.3%): This is just slightly over-spent.
Public Access Software (98.0%): This is just slightly over-spent.
Employee Relations (11.4%): Charges have been minimal.
Ebooks (99.4%): This is just slightly over-spent.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
Memorial Donations:	50.00
Golden Prairie, for Blm Reads Pgm:	4,200.00
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	6.06
Miscellaneous Donations:	520.00
Total Donations:	\$ 29,702.56

The Other Revenue line item breaks out as follows:

Blankets:	\$ 105.00
Bloomington Reads, Erik Larson Ticket Sales:	1,100.00
Book Pick-Up:	1,801.65

Book Shoppe:	22,746.75
Ear Buds:	546.50
Flashdrives:	156.00
Hot Beverage Service:	780.00
Meeting Room Fees:	769.18
Print Station:	10,927.15
Reusable Bags:	332.00
Slingback Packs:	274.00
Test Proctoring:	950.00
Totebags:	376.00
Tumblers:	58.00
Umbrellas:	14.00
Miscellaneous:	271.91

Total Other Revenue:	\$35,419.74
----------------------	-------------

During March, 11 batches containing 135 invoices were processed, totaling \$104,231.65 and 178 credit card charges were made totaling \$43,347.36.

As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,486,823.58, which is 46.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 3/31/17:

Operating:	\$ 2,486,823.58
Capital:	\$ 2,419,028.13
Fixed Assets:	\$ 928,297.04

**Bloomington Public Library
Monthly Statistics - March 2017**

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	50,191	558,444	53,838	590,405
Teens	2,892	39,861	3,423	40,579
Children	42,919	490,901	44,790	519,998
OTR Adults	2,423	25,687	2,377	26,298
OTR Teens	146	1,705	158	1,733
OTR Children	4,302	45,529	4,265	44,192
e-Books - Freading	21	177	3	231
e-Books - Overdrive	6,178	53,814	5,129	49,945
Freegal downloads	767	7,887	580	6,132
Zinio Magazines	383	3,790	247	4,434
Tumblebooks	43	898	60	599
TOTALS				
Adults	52,614	584,131	56,215	616,703
Teens	3,038	41,566	3,581	42,312
Children	47,221	536,430	49,055	564,190
Digital Downloads	7,392	66,566	6,019	61,341
COMBINED TOTAL	110,265	1,228,693	114,870	1,284,546
ITEMS IN THE COLLECTION				
Main	306,436	306,436	302,806	302,806
OTR	11,417	11,417	11,316	11,316
TOTAL	317,853	317,853	314,122	314,122
HOLDS FILLED	8,664	88,911	8,472	86,784
CARDHOLDERS				
Added	343	4,345	378	4,690
TOTAL NUMBER				
Adults	25,354	25,354	25,301	25,301
Teens	2,961	2,961	2,044	2,044
Children	7,048	7,048	5,718	5,718
Combined Total of Active Cards	35,363	35,363	33,063	33,063
REFERENCE QUESTIONS				
Adults	2,673	26,535	2,664	26,702
Teens	114	1,378	118	1,760
Children	702	7,870	647	9,333
OTR	121	1,312	133	1,206
Circulation	599	8,117	896	8,334
PROGRAMS				
Adult	19	195	19	155
Teens	4	44	6	43
Childrens	33	254	10	251

PROGRAM ATTENDANCE

Bloomington Public Library
Monthly Statistics - March 2017

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	227	2,597	254	2,128
Teen Programs	43	399	47	447
Children's Programs	1,223	9,737	358	11,069
COMPUTER USE				
Public computer uses	4,329	47,667	4,099	47,015
Website database/catalog hits	25,303	273,456	27,002	311,914
Online Resource (Database) uses	5,495	54,343	4,772	52,406
TOTAL	35,127	375,466	35,873	411,335
INTERLIBRARY LOAN				
Borrowing Requests Received	652	5,996	631	5,848
Outgoing Loans (Lending)	319	3,055	273	3,029
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	3	72	7	74
Outside the library (events)	6	111	11	101
Number of people	424	13,131	421	14,715
VOLUNTEER HOURS				
		1,111	149	1,568
MEETING ROOM USAGE				
Study Room	59	652	53	654
Digital Media Lab	16	111	28	298
Community Room	55	486		
Customer Visits (MAIN)	n/a	0	27,418	27,418
Customer Visits (OTR)	1,072	12,015	1,180	44,195
COMBINED TOTAL VISITS	n/a	n/a	28,598	28,598
TRAINING HOURS				
	67	1,020	67	1,309

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, February 15, 2017
5:00 p.m.

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

MINUTES

- I. Call to Order
President Lynn Gray called the meeting to order at 5:02 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Tim Ervin, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Ruth Novosad

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Gray read and passed around a thank you card from the Board and staff of BPL for the Bloomington Reads Donation.
President Gray thanked library staff for putting together the policy manual that is to be reviewed during today's meeting
- VI. Approval of Minutes
 1. January 18, 2017
PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 18, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
 1. Director's Report
Director Hamilton reported that she has presented the BPL Year in Review to the Bloomington Rotary Club and Golden Circle Kiwanis Club. The presentation has received positive feedback.
Director Hamilton announced that there are GPPLD sponsored programs scheduled for the upcoming months. The Children's department will host the Dr. Seuss program on March 4 and the Tinker Lab program series on February 16, March 16, and April 20. The Tinker Lab program is for grade-schoolers to complete hands-on projects that focus on S.T.E.A.M. The Adult Services department will host Bloomington Reads in April and the Wind Farm series on April 27 and May 18.

The Board reviewed the Director's Report and inquired about the new Outreach Librarian position. Director Hamilton and Manager Golaszewski explained that the Outreach Librarian will focus the library's outreach efforts and will chair a working group comprised of different departments. The position will be integrated into the Circulation department; thus, departmental tasks such as working the desk, answering phones, going out on the Bookmobile, home deliveries, deposits, and deposit programming will be included in the scope of work. The position will address the continued need for further outreach in the community.

2. Outreach Report

Laura Golaszewski reported that she has been working to finalize the job description for the new Outreach Librarian position.

Laura Golaszewski stated that the new bookmobile schedule is complete and there are minimal changes to the routes.

The Board reviewed the Outreach Report and requested more information about the meeting on local homelessness that Laura Golaszewski attended. Laura remarked that it was interesting to hear the change in approach to homelessness in the community made by the Bloomington Police Department, and that she benefited from hearing the McLean County Administrator's office talk about the increase in mental health issues in local jails.

3. Fiscal Report

Director Hamilton reported that two checks were written last month, one for the audit and another for the Bloomington Reads donation. She added that the funds were deposited from Commerce Bank to the Bloomington Community Bank and the CDs were purchased. The Board requested that staff report the CD interest rates during the next meeting.

VIII. Unfinished Business

1. Discuss Library Service Area Gap

The Board reviewed the GIS library service map. Patti Salch shared that she explored some of the unserved areas on the map. She confirmed that the land on Givens Road is farm land with a single farm house.

Director Hamilton indicated that there are 23 houses in the Downs service gap, and she disclosed a list of the property owners' names, addresses, and potential tax cost for being part of GPPLD. Approximately 60% of the residents listed would save money when comparing the potential tax bills to the current non-resident card fee. The Board agreed that they would like to pursue annexing these areas by way of a vote. Director Hamilton will contact Phil Lenzini to identify the next steps and for general counsel regarding the matter.

IX. New Business

1. Approve GPPLD Policy Manual

Director Hamilton presented the GPPLD Policy Manual. Per Board review and discussion, the policy manual should be amended as follows:

1. Remove "at no cost" from the Marketing Strategy Statement
2. Update the Gift and Remembrance Guidelines so that the last line includes "as allowed by the guidelines of the Opening Meetings Act"
3. Add the Investment Policy before the Travel Expense Policy

A comment was made that the Board should decide whether the Policy Manual is to be made publicly available on the GPPLD webpage. The Board agreed to discuss this during the next scheduled meeting.

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE THE GPPLD POLICY MANUAL AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.

2. Approve Payment for GPPLD Service Area GIS Map

TIM ERVIN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE
PAYMENT OF \$25.00 FOR THE GPPLD SERVICE AREA GIS MAP.

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

NAYES: NONE

ABSENT: RUTH NOVOSAD

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Carol Carey-Odekirk met with BPL Marketing Manager Rhonda Massie to discuss advertising in GPPLD area Facebook groups and newsletters. It was discovered that the HOA Facebook groups are close to the public, and, per Facebook's privacy policy, organizations cannot join closed groups.

XI. Adjournment

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

President Lynn Gray adjourned the meeting at 5:59 p.m.

Incident Reports

Date	Time	Type
03/5	5:11 PM	AlcoholDrugs
03/6	10:48 AM	InternetAbuse
03/7	8:37 PM	PoliceAmbulanceCall
03/8	10:08 AM	StolenDamagedLibraryMaterial
03/10	10:29 AM	AlcoholDrugs
03/10	1:22 PM	InappropriateBehavior,homicidal threats
03/12	12:10 PM	AlcoholDrugs
03/13	5:20 PM	AlcoholDrugs
03/14	3:04 PM	SuspiciousCustomerActivity
03/14	6:27 PM	
03/15	8:42 AM	LibraryEquipmentIncident
03/16	5:45 PM	PoliceAmbulanceCall
03/17	11:46 AM	AlcoholDrugs
03/17	1:35 PM	AlcoholDrugs
03/18	2:26 PM	InappropriateBehavior
03/18	3:46 PM	CustomerRelatedIllnessAccident
03/19	3:08 PM	AlcoholDrugs
03/19	3:51 PM	StalkingIncident
03/20	7:37 PM	AlcoholDrugs
03/22	2:27 PM	StolenDamagedLibraryMaterial
03/22	3:45 PM	StolenDamagedLibraryMaterial
03/23	4:38 PM	StolenDamagedLibraryMaterial
03/29	4:44 PM	Vandalism
04/1	9:37 AM	StolenDamagedLibraryMaterial
04/1	2:46 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
03/6	10:49 AM	InternetAbuse
03/7	8:39 PM	PoliceAmbulanceCall
03/10	10:23 AM	AlcoholDrugs
03/10	1:19 PM	InappropriateBehavior,homicidal threats
03/13	5:31 PM	AlcoholDrugs
03/14	3:06 PM	SuspiciousCustomerActivity
03/14	6:30 PM	SleepingIncident
03/19	3:13 PM	AlcoholDrugs,LL women's restroom
03/20	7:34 PM	AlcoholDrugs

PROPOSED Library Patron Conduct Policy

Approved 03/18/08

Changes reviewed by 3Ps committee: 03/02/17

~~The Illinois Local Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to "exclude from the use of the library any person who willfully violates the rules prescribed by the board."~~

~~The Board of Library Trustees of the Bloomington Public Library adopts as its conduct rules, the following:~~

Section 1.

A person who engages in any activity which disrupts the use of library facilities, collections, programs, or services by its customers or disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by security officers or library personnel. Security officers or library personnel may request identification of any person involved in disruptive behavior, to include name, address, phone, and date of birth. Security officers will write an incident report detailing what occurred to include resulting consequences, and any subsequent suspensions. These reports will be maintained in a database by security officers and also will be emailed to all staff.

Section 2.

In such instances involving minors, identification of the child and the parent/guardian will be requested, and the incident may be reported to the parent or guardian.

Section 3. INITIAL SUSPENSIONS

If, following a request for behavior modification, the customer fails or refuses to comply or responds abusively to the request, he or she will be required to leave the library premises immediately for the balance of that calendar day. If such incident occurs after 6 p.m. the customer will be required to leave for the remainder of the day and for the following full calendar day. If he or she fails to leave, the police will be summoned. Examples of such behavior resulting in a one-day suspension would include, but are not limited to, sleeping, on-going loud/unruly behavior of an individual or group, misuse of cell phones, entering without shoes or shirt, inappropriate language or gestures, argumentative behavior with staff or other customers, etc.

For incidents of computer/Internet abuse or other incidents of a more serious nature, the customer will immediately be suspended for ~~one month~~ a length of time to be determined by Security personnel. Any incident that results in law enforcement being called, results in a one year suspension. Examples of more serious offenses include, but are not limited to, public urination or exposure, stalking of customers or staff, physical altercations with customers or staff, threatening behavior towards customers or staff, display of a weapon, intoxication or under

the influence of drugs, etc. Computer/Internet abuse incidents involving children (up through age 11) will have the suspension period determined on a case-by-case basis, taking into consideration any prior offenses and the ability of the child to understand the nature of the offense.

Section 4. REPEAT OFFENSES

The library's security officers will record instances in which customers are required to leave the library in a database maintained by the library for that purpose.

- Upon the SECOND recorded instance in which a person is required to leave the library premises within a thirty-day period, the security officer, on behalf of the Director and Board of Library Trustees, shall ~~bar-suspend~~ the customer from use of library premises for a period of thirty days or more, depending upon the situation. A written notice stating the period of suspension will be given to the customer at this time. Parents or guardians of minors will be notified in writing after the SECOND recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
- If a THIRD incident occurs during the thirty-day suspension period or during the subsequent thirty days after the end of the suspension period, the customer will be suspended for one year and will be given written notice of the suspension period.
- Exceptions to these standard progressive periods of suspension will be determined by the security officers in consult with the Support Services Manager and/or the Director, based on the seriousness of the offense, and on a case-by-case basis. For example, if the offense constituted a crime or violation of a City ordinance, the suspension period could be longer. One year suspensions may be extended, depending upon the seriousness of the incident or if law enforcement had to be summoned at the time of the incident.

Section 5. APPEALS

Customers wishing to appeal suspensions of a month or more may do so upon written request to the Director or the Director's Designee, and parents wishing to appeal such action on behalf of their children may do so upon written request to the Director or the Director's Designee. Appeal forms ~~can may~~ be obtained from Security Staff at the time of the incident or by calling the Support Services Manager, and asking that a form be mailed to them, in person or by sending a written request to the Business Office. Completed forms should be mailed to the ~~Director Business Office. Appeal forms will be submitted to the Director or the Director's Designee upon receipt and a~~ After review, a notice of the disposition of the complaint will be mailed to the customer within seven (7) business days.

Section 6. VIOLATION OF SUSPENSIONS

In the event a person suspended ~~barred~~ from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action. All incidents involving criminal activities will be reported to the police. In the case of minors, who may have difficulty understanding or remembering the inclusive date of a suspension, a reminder may be given by security officers instead of calling Police. Such decisions will be at the discretion of the officer, taking into consideration the seriousness of the

minor's previous offense or the number of recorded prior offenses, and will be evaluated on a case-by-case basis in such circumstances. If a customer knowingly violates the period of suspension, an additional month will be added to the original exclusion period and a new written notice, stating when the customer may return to the library will be issued to the person.

Section 7.

~~In the event a customer persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board may consider a long-term exclusion of that person.~~

Section 8.

~~This Ordinance shall take effect immediately upon enactment and Board of Library Trustees' approval according to law and will be in full force and effect thereafter. A copy shall be maintained in the security database within three days of enactment at the library and the Office Manager shall maintain a certified copy in the official records of the library available for public inspection.~~

PROPOSED Patron Customer Expectations Guidelines

Approved 03/06/13

Changes reviewed by 3Ps committee: 03/02/17

Bloomington Public Library has established the following guidelines with the intention of providing a safe and enjoyable experience for all library users.

While in the library, please...

- Treat people and property in a respectful manner.
- Monitor your personal belongings.
- Supervise dependent persons and children at all times.
- Talk in moderate tones.
- Wear appropriate attire. Shoes and shirts are required.
- Use designated areas to consume snacks and beverages in covered containers.
- Follow library computer policies including always using headphones when listening to audio.
- Use the lobbies to conduct cell phone conversations.
- Park bicycles in the bike rack.
- Adhere to acceptable standards of personal hygiene.

The following are not permitted in the library or on library property:

- tobacco and smoking of any kind, including the use of electronic cigarettes and any other devices that simulate tobacco smoking by producing an aerosol that resembles smoke.
- pets or animals, other than authorized service animals
- extensive personal grooming

- solicitation of any kind
- persons under the influence of alcohol or illegal drugs
- disorderly, disruptive, or boisterous conduct
- threatening, harassing, or intimidating language or behavior
- dozing, sleeping, or loitering
- weapons or other items the general public views to be threatening

Failure to abide by these rules of conduct may lead to a suspension of your Library privileges.

The library reserves the right to respond to any and all conduct not expressly set forth herein.

PROPOSED

CURRENT Purchasing Policy

Approved 01/24/12

These purchasing procedures are to be followed in the purchasing of materials, supplies, construction and services for Bloomington Public Library.

Purchases of the Bloomington Public Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library, like the City of Bloomington, is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing procedures and to the National Institute of Government Purchasing Code of Ethics.

All purchases should be routed through the Business Manager and approved by the Director and the Library Board of Trustees.

All purchases of goods and services should be made within the parameters of the approved working budget, from funds that are in excess of all unpaid obligations within appropriate line items.

GUIDELINES

All purchases shall be made, if possible on competitive bids or quotations in order to secure at the lowest total cost, the highest quality commodity, material, equipment or service.

At all times, the purchaser shall follow the established guidelines:

Items costing up to \$4,999.99 may be purchased without obtaining three quotes by authorized staff.

Purchases from \$5,000 to \$9,999.99 require three written quotes and Director approval.

Purchases from \$10,000 to \$19,999.99 require three written quotes, Director approval, and Library Board of Trustees approval.

Expenditures of \$20,000 or more require competitive bids and Board approval of the winning bid.

The Library Board of Trustees may, at the request of the Director, waive the requirement of bidding or requiring three quotes, under many circumstances, including, for example:

- A. Where the goods or services are procurable from only one source;
 - B. Where the required services are for professional skills.
 - C. Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of that equipment.
 - D. Where the goods or services are procured from another governmental agency.
- In emergencies involving public health or public safety, the Director is authorized to waive the bid process without the prior approval of the Board.

PROCUREMENT CARDS

Procurement cards, (P cards) are essentially credit cards and are issued to employees who are responsible for making purchases or paying bills on behalf of the Library. P cards are not to be used for personal purchases under any circumstances. Cardholders will reconcile weekly posted transactions electronically through the web-based P card software weekly. Library P card holders will follow the City and Library policies and guidelines for P cards.

P cards are not to be used for purchases/payments if the vendor attaches a processing fee or if by using the P card, the Library loses a discount for prompt payment.

FIXED ASSETS

The Library maintains a fixed asset replacement schedule which is revised annually to reflect the addition of new items. A dollar amount is transferred each year from the operating budget to the fixed asset replacement fund to plan for the replacement of fixed assets, such as furniture and equipment. The threshold for determining if an item is a fixed asset is:

The item is not consumable and has a useful life expectancy of greater than one year.
The cost of the item is greater than \$5,000. The cost includes delivery and set up charges.
Individual parts that cannot stand alone or be used individually may be grouped together to be considered a fixed asset. For example, the individual components of a desk may not cost \$1000 each, but the sum of the parts together if over \$5,000, make the item a fixed asset.

PROPOSED Purchasing Policy

Changes reviewed by 3Ps committee: 03/02/17

These purchasing policies are to be followed in the purchasing of materials, supplies, construction, and services for Bloomington Public Library.

Purchases of the Bloomington Public Library are governed by the State of Illinois statutes. Further, it is the policy that all purchases, contracts, and expenditure of funds shall be awarded to the lowest responsible bidder or supplier considering conformity with specifications, terms of delivery, quality, and serviceability.

The Library, like the City of Bloomington, is required by Federal law to engage in a policy of strict nondiscrimination in employment without consideration of race, color, religion, sex, age, national origin, marital status, veteran status, and/or physical or mental disability unrelated to ability. Federal law also requires the use of provisions in every contract or purchase order that require contractors and subcontractors to conform to strict nondiscrimination practices.

All employees shall be responsible for adherence to these purchasing policies and to the National Institute of Government Purchasing Code of Ethics.

All purchases of goods and services should be made within the parameters of the approved working budget and shall be approved by the Library Board of Trustees in the form of a monthly bills list.

PROCEDURES

For Purchase Amounts of:	Description of Purchase:	Proper Procedure to make the purchase:
Up to \$4,999.99	Any	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances.
\$5,000 - \$9,999.99	• Travel advances • Employee reimbursements • Utilities • Postage • Advertising, as mandated • Employment related memberships & dues • Insurance premiums • Temporary employment services • Artist fees • Payments to instructors and other independent contractors • Resale or concessions	May be purchased at the Department's discretion and submitted via direct invoice. Staff should obtain the best value under the circumstances. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	• Construction/building repairs • Professional services, such as architectural & engineering, land surveying consulting, etc.	Requires a signed purchasing memo and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.

	• Annual Building Maintenance Contracts, e.g., elevator, HVAC, etc. • Software licensing and maintenance contracts	
\$5,000 - \$9,999.99 (continued)	Any purchase with three quotes not described above	Requires a quote comparison form and the Library Director's approval. These purchases shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$9,999.99 (continued)	Any purchase without three quotes not described above	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
\$10,000 - \$19,999.99	Any purchase procured through a joint/co-op purchase agreement	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
\$10,000 - \$19,999.99 (continued)	Any purchase with three quotes not described above	Requires a written memo, the Library Director's approval, and the Library Board of Trustees' approval.
\$10,000 - \$19,999.99 (continued)	Any purchase without three quotes, not described above, and with one of the following exemptions: • Sole Source* • Limited Source*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Library Board of Trustees' approval.
\$20,000.00+	Any purchase with one of the following documented exemptions: • Sole Source* • Limited Source* • Per State/Federal Statute*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Library Board of Trustees' approval.
\$20,000.00+	Any other purchase	Requires a competitive bid.
Any	Any purchase during emergencies involving public health or safety	The Director is authorized to waive the requirements of the purchasing policies, including the bid process, without the prior approval of the Board of Trustees.

***Explanations of exemptions:**

- **Sole Source:** Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.
- **Limited Source:** A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library's specifications, or for improved public service or 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.
 - A good example: The Library uses Dell computers and Microsoft software products and licensing and has invested years of money and training into these purchases. Therefore creating a limited source for operational reasons.
- **Per State/Federal Statute:** Explicit Bid Exemptions exist within the law for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

PROCUREMENT CARDS (P CARDS)

Procurement cards (P cards) are essentially credit cards and are issued to employees who are responsible for making purchases or paying bills on behalf of the Library.

- Library P card holders will follow the City policies and guidelines for P cards unless specified otherwise in this policy.
- The purchasing procedures listed above also apply to any purchase made with a P card.
- P cards are not to be used for personal purchases under any circumstances.
- P cards are not to be used for purchases/payments if the vendor attaches a processing fee or if by using the P card, the Library loses a discount for prompt payment.
- Most P Card holders have a monthly maximum of \$1,000; those with higher than a monthly maximum of \$1,000 must be justified and approved by the Director.

FIXED ASSETS

The procedures listed above also apply to the purchase of fixed assets. The Library maintains a fixed asset replacement schedule which is revised annually to reflect the addition of new items. A dollar amount is transferred each year from the operating budget to the fixed asset replacement fund to plan for the replacement of fixed assets, such as furniture and equipment. The threshold for determining if an item is a fixed asset is:

1. The item is not consumable and has a useful life expectancy of greater than one year.
2. The cost of the item, which includes delivery and set-up charges, is greater than \$5,000.
3. Individual parts that cannot stand alone or be used individually may be grouped together to be considered a fixed asset. For example, the individual components of a desk may not cost \$5,000 each, but the sum of the parts together, if over \$5,000, make the item a fixed asset.

PROPOSED Disposal of Surplus Property Policy

Approved 10/19/10

The Library may from time to time have property or equipment that is no longer needed for its operations. For purposes of this policy, "surplus" is defined as any tangible, personal property owned by the Library that is not needed at present or in the foreseeable future or that is no longer of value or use to the Library.

The Library Director shall coordinate the disposition of surplus property and shall aid the Library Board of Trustees in determining what should be declared surplus and the best method of disposal. Items determined to have been purchased with a value of less than ~~\$1000~~ \$5,000 may be disposed of in an appropriate method determined by the Library Director. Items that were purchased with a cost of ~~\$1000~~ \$5,000 or over will be declared surplus by the Library Board of Trustees and disposed of in one of the permissible methods listed below. A list of items to be declared surplus will be compiled, reviewed, and voted on by the Library Board of Trustees before any action will be taken.

Permissible methods of disposing of surplus property include: public auction, solicitation of written bids, trade-in on new equipment, transfer to another agency of the City at or below reasonable market value, donation to a non-profit, garage sale, or sold for scrap. If the property has been offered in one of the above manners and not been able to be sold, the property may be given away or disposed of.

Surplus property sold by the Library is sold in "as is, where is" condition without warranty, either express or implied, with payment on delivery expected.