

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 21, 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. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
 - Personnel (5 ILCS 120/2(c)(1))
 - Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VI. Consent Agenda
 - A. Recommend Approval of Executive Session Minutes of March 25, 2014, December 1, 2015, December 8, 2015, December 15, 2015 and March 15, 2016
 - B. Recommend Approval of Minutes of February 21, 2017 Regular BPL Board Meeting
 - C. Recommend Approval of Bills List of February 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Committee Reports and Discussion
 - A. Nominating Committee
 1. Present and Recommend Approval of FY18 Slate of Officers
 - B. Planning, Policies and Programs (3 P's)
 1. Recommend Approval of Conduct Policy and Customer Expectations
 2. Recommend Approval of Purchasing Policy
 3. Recommend Approval of Surplus Policy
 - C. Budget & Personnel
 1. Discuss meeting time to begin Library Director Performance Review
- XI. New Business
 - A. Recommend Approval of Recommendation to Foundation to Contribute Funds to Support Bloomington Reads Program

- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 3/17/2017 10:30 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 21, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	737.41
Amazon.com, LLC	Children's Books	35.00
Amazon.com, LLC	Office Supplies	47.97
Amazon.com, LLC	Vehicle Maintenance	29.99
American Pest Control	Building Maintenance	80.00
Bloomington Public Schools	Adult Books	70.00
Blue Beacon International, Inc.	Vehicle Maintenance	32.00
Borowski, John	Other Purchased Services	250.00
CDW Government	Computer Supplies	279.70
CDW Government	Office/Equipment Mtn	98.91
Cengage Learning	Adult Books	243.35
Central Catholic High School	Adult Books	160.00
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	10,860.06
City of Bloomington	Gas/Diesel Fuel	25.02
City of Bloomington	Health Insurance-HMO	5,815.58
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,295.32
City of Bloomington	Life Insurance	251.45
City of Bloomington	Medicare	3,539.86
City of Bloomington	Payroll	188,769.24
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	476.08
Cummins Mid-State	Vehicle Maintenance	645.01
Dean's Superior Blueprints, Inc.	Other Purchased Services	550.00
Dell Marketing, L.P.	Computer Supplies	7,125.93
Ebsco Industries	Periodicals	40.86
Frontier	Telecommunications	1,654.34
Illinois State Genealogical Society	Membership Dues	35.00
Illinois Wesleyan University	Other Purchased Services	1,478.84
Ingram Library Services	Adult Books	1,142.85
Johnson Controls	Building Maintenance	307.42
Keys, Laura	Other Purchased Services	174.41
Lamar Media	Advertising	3,263.00
Lessoff, Alan	Other Purchased Services	100.00
Limelight Communications, Inc.	Advertising	300.00
Lynda.com	Public Access Software	13,125.00
Massie, Rhonda	Advertising	169.03
Matthews, Jim	Other Purchased Services	100.00
McLean Co Chamber of Commerce	Advertising	100.00
Mid Illinois Mechanical	Building Maintenance	217.30

Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtn	137.67
Miller Janitorial Supply	Janitorial Supplies	451.44
Multicultural Books & Videos	A/V Materials	54.89
Niles Public Library District	Miscellaneous Expenses	21.95
OCLC	Office/Equipment Mtn	302.13
Office Depot	Computer Supplies	615.09
Office Depot	Copier Supplies	511.19
Office Depot	Miscellaneous Expenses	7.98
Office Depot	Office Supplies	473.26
Office Depot	Other Purchased Services	9.63
OverDrive	Ebooks	4,990.00
Penguin Random House, LLC	A/V Materials	20.25
Picture This Outdoor Advertising	Advertising	1,015.00
Recorded Books, Inc.	A/V Materials	329.41
Ricoh	Rentals	1,400.86
Ron Smith Printing Co.	Printing/Binding	60.00
Rosedrew, Inc.	Library Supplies	62.87
Tri County Irrigation & Plumbing, Inc.	Building Maintenance	555.50
U. S. Postage Service	Postage	4,000.00
Unique Management Services, Inc.	Other Purchased Services	519.10
University at Buffalo Library	Miscellaneous Expenses	15.00
VISA - Amazon Marketplace	Building Mtn Supplies	203.35
VISA - Amazon Marketplace	Janitorial Supplies	67.96
VISA - Amazon Marketplace	Other Purchased Services	287.35
VISA - Amazon.com	A/V Materials	498.27
VISA - Amazon.com	Adult Books	57.45
VISA - Amazon.com	Other Purchased Services	212.79
VISA - American Library Association	Membership Dues	137.00
VISA - Amtrak	Professional Development	56.00
VISA - Automotive Workwear, Inc.	Uniforms	70.00
VISA - Baker & Taylor Books	A/V Materials	7,137.97
VISA - Baker & Taylor Books	Adult Books	11,778.27
VISA - Baker & Taylor Books	Children's Books	6,643.09
VISA - Beck's Family Florist	Employee Relations	39.95
VISA - Blubrry	Other Purchased Services	20.00
VISA - Carden Illustration	Other Purchased Services	68.00
VISA - Casey's Garden Shop & Florist	Other Purchased Services	164.60
VISA - CM Promotions, Inc.	Library Supplies	844.48
VISA - Concord Custom Cleaners	Other Purchased Services	15.30
VISA - Congress Plaza Hotel	Professional Development	151.09
VISA - Elm USA, Inc.	Library Supplies	110.25
VISA - Engraving Express	Other Purchased Services	24.00
VISA - Five Star Water Co.	Miscellaneous Expenses	42.35
VISA - GameStop	A/V Materials	2,037.37
VISA - GameStop	Other Purchased Services	268.14
VISA - Illinois Library Association	Membership Dues	75.00
VISA - Illinois Library Association	Professional Development	300.00
VISA - Jimmy John's	Miscellaneous Expenses	25.03
VISA - Kelly's Bakery & Café	Miscellaneous Expenses	25.12
VISA - Lowe's	Building Mtn Supplies	41.28
VISA - Meijer	Janitorial Supplies	50.46
VISA - Meijer	Library Supplies	32.31
VISA - Meijer	Miscellaneous Expenses	7.05
VISA - Monoprice, Inc.	Other Purchased Services	160.07
VISA - National Audubon Society	Membership Dues	20.00
VISA - National Enquirer	Periodicals	109.20

VISA - Office Depot/OfficeMax	Office Supplies	63.34
VISA - Paypal*DPLA	Professional Development	300.00
VISA - Paypal*Waterfront	Other Purchased Services	31.77
VISA - Rev.com	Other Purchased Services	45.00
VISA - Sainsmart.com	Other Purchased Services	11.22
VISA - Sam's Club	Copier Supplies	41.56
VISA - Sam's Club	Other Purchased Services	7.33
VISA - SparkFun Electronics	Other Purchased Services	1,133.21
VISA - Sprint	Telecommunications	1,123.00
VISA - UPS	Postage	24.58
VISA - USPS	Postage	10.08
VISA - Verizon Wireless	Telecommunications	126.03
VISA - Wal-Mart	Janitorial Supplies	62.21
VISA - Wal-Mart	Library Supplies	47.88
VISA - Wal-Mart	Other Purchased Services	276.35
VISA - Windstream	Telecommunications	101.86
Total		340,311.06

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

February 2017

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

During February, the Leadership McLean County program focused on Leading with Heart, Nonverbal Communication, Human Services, and Healthcare in McLean County.

Farnsworth presented the final pieces of their study. I met with several council members to follow up on the conclusion of this study and to talk about our next steps in the expansion project. I also visited Mark Anderson's Bloomington Area Career Center class. The students have come up with some very creative solutions for a library expansion. They hope to present their designs at our May board meeting.

Michelle Cope, LTA in Circulation/Outreach, and I met with two staff members from the YMCA as a part of our continued Targeted Outreach Committee efforts. I also continue to develop other relationships within the community, this month included a meeting with WGLT representatives.

I worked on several policy updates and presented them to the 3 P's committee. I also had meeting with City HR to start discussing a potential intergovernmental agreement regarding services provided to the Library by the City.

I presented the "Bloomington Public Library Year in Review" to the Kiwanis Golden K Club.

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

Laura and I met with Normal Public Library's Children's Outreach Librarian to talk about the details, challenges, and successes of her position as we develop the framework for the new Librarian I – Circ/Outreach position.

I attended CPR training, a New Employment Legislation seminar, a Visualizing (and Finding!) Funding for Libraries Webinar, and a City Handbook Training session.

Rhonda, Gayle, and I met to discuss details of a temporary new Library Associate - Marketing position. This position will be for April and May and will help prepare Summer Read decorations and materials.

I led a staff Mini-Morning Session focusing on the Farnsworth preliminary planning and conceptual designs.

In our staff hallway, we started a new interactive display (with the low tech solution of a sticky easel paper and markers!). This display features a prompt like "How would you describe the Bloomington Public Library?" and then staff are able to add their thoughts. We hope this is a small but fun thing that will encourage staff to connect with each other.

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. We have a go live goal date of May 1st.

Goal: Administer a cost-effective public library.

Kathy and I met with Mike McGrew from Van Gundy Insurance to review our insurance policies for 2017.

Adult Services - February, 2017
Carol Torrens, Manager

Collections

Rachel and I met with our Recorded Books rep to review some new features in the Zinio e-magazine resource.

Programs

Displays in Adult Services: Celebrate African-American contributions, Great American Pie Month, Kindness Month, and 'Love' a Good Book. The display in the DVD area was Academy Award nominees and winners. Local black history was featured on the IL Collection endcaps.

Plans for the Bloomington Reads series progress well. A slate of programs is scheduled including topics of forensics, historic train travel, Chicago's gilded age, a documentary on H. H. Holmes, and more. Erik Larson will be here for an evening program on April 12 at the BCPA and a morning book discussion at the library on April 13. Handouts with complete series details are available at the library, on the website, and via social media.

Karen met with the Lincoln Festival on Rt. 66 planning committee. This year's festival dates are July 14 – 16.

Tiffany conducted Books & Bites—book talks with students at the junior highs:
Evans: 20; Chiddix: 27; Kingsley: 58; Parkside: 68

Tiffany attended high school lunchtime book clubs:
NCHS: 10; BHS: 0

Adult/Family programs

Fiction Book Club – 1 session – 3 attended
Mystery Book Club – 1 session – 4 attended
Books on Tap – 1 session – 7 attended
History Book Club – 1 session – 20 attended
Second Wednesday Classic Movie Comedy – 1 session – 7 attended
Small Business with SCORE – 1 session – 7 attended
Birth Center Difference – 1 session – 3 attended
Career Builder Series
 Job Search Basics – 1 session – 2 attended
 Resume Therapy – 1 session – 1 attended
DIY Kokedama plantings – 2 sessions – 18 attended
Join a CSA – 1 session – 19 attended

Teen programs

Anime Movie Marathon – 1 session – 12 attended
Blind Date with a book and Valentine's Party – 1 session – 10 attended
Silent Library – 1 session – 7 attended

Training & Technology

There were 15 individual appointments with an Adult Services staffer. Topics: several about ebooks; email setup and use; resumes and cover letter; job websites and applications.

Karen H. and Daphne watched some training webinars. Topics were Developing a Perpetually Positive Attitude and Communicating with Tact and Finesse.

Staff

Desk staff were re-deputized as registrars for people who wish to vote.

BUSINESS OFFICE - February 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 February, the Book Shoppe receipts are \$3,364.25 ahead of last year
- Beginning Mar 4, customers will be able to purchase tickets online through the BPL website to the Erik Larson program on April 12
- I worked on a spreadsheet for City Hall on the number of full-time employees at the Library
- I obtained a Certificate of Insurance for CareerLink; we have a student who works here at the Library through CareerLink
- I finalized work on the Amazon Business Account—this should streamline Amazon orders and allow for multiple users on the account
- Prepared 1 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 5 expense batches in account files
- Entered 25 deposit batches in account files
- Meetings:
 - On 2/23 Jeanne and I met with Mike McGrew from Van Gundy for an annual review of the Library's insurance policies
 - Department Managers: 2/1, 2/8, 2/22
- BPL Board Meeting: 2/21
- Golden Prairie Board Meeting: 2/15
- Bills review in February: Alex Cardona (2/6), Carol Koos (2/13), Van Miller (2/20), and Julian Westerhout (2/27)
- Training Hours for February: .5

Children's Services - February 2017
Melissa Robinson, Manager

Programs

In February, the following programs were offered:

- Harambee: A Journey through African American Dance – 32 attended
- Music Makers – 77 attended
- My First Reading Program – 284 logs were given out and 56 were returned
- Toddler story time – 8 sessions – 180 attended
- Preschool story time – 4 sessions – 107 attended
- Move and Learn story time – 4 sessions – 85 attended
- Singing Swinging story time – 2 sessions – 57 attended
- Global Tales – 10 attended
- Tales for Tails – 3 sessions – 18 attended
- Tinker Lab – 13 attended
- Family Games Day – 8 attended
- Sensory Movie – 3 attended
- Book Adventures – 5 attended
- Duplo Story Time – 20 attended
- School-Age Lego Block Party – 14 attended
- 31 programs/sessions offered – 913 attended

We visited the following sites:

- Katie's Kids – 3 classes – 63 attended
- Head Start Brigham – 2 classes – 28 attended
- Milestones Preschool – 53 attended
- Little Jewels Williamsburg – 45 attended
- School Library Resource Fair – 12 attended

The following groups visited us:

- Parkside Junior High – 16 attended
- Graymont School – 12 attended

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

- Dr Seuss Celebration – March 4
- Spring Break crafts – the week of March 27
- Music Makers – March 27
- School's Out movie – March 29
- Family Lego Block Party – March 30

Training

- Staff attended the mini morning sessions on OverDrive and the Farnsworth plan.
- Jesse, Danny, Cody, Suzie, and I attended CPR certification training.
- Jesse listened to the Communicating with Tact and Finesse webinar.
- Jesse and Danny attended the Mid-Winter Illinois Storytelling Conference.

Other

- Children's staff continues serving on various committees:
 - Rondalea and Sarah– Bloomington Reads
 - Jesse – Summer reading, webteam, Spirit
 - Danny – Podcast, targeted outreach, staff development
 - Cody – National Library Week
 - Lisa and Suzie – Safety

Circulation and Outreach Services - February 2017

Laura Golaszewski, Manager

1) Staff, committees, and training

- We filled our Library Assistant position this month and they will start in March.
- Several staff attended the mini morning session explaining the changes to Overdrive, and a few watched the webinar for this month.
- Staff who work on outreach projects met to discuss how the incoming Outreach Librarian could be of assistance to them in growing and expanding home delivery and deposits.

2) Outreach news

- Home Delivery staff delivered 476 items to 47 patrons this month.
- Deposits had a busy month! Deposits staff pulled 934 items for 12 sites, and added 2 new sites. They also hosted Tech Day programs at Luther Oaks and Miller Park.
- Fliers were sent to the post offices in GPPLD to promote our upcoming programs and the Bloomington Reads events.

3) Technology

- We went to Evans Jr. High for their Beyond the Books event on 2/25 to do off-site card sign up at their school event. We renewed two accounts and spoke to ten people about our programs.

Door Count: 22,552

Bookmobile Customers: 992

Training Hours: 9

Volunteer Hours:20

February 2017 Circulation and Outreach Services Statistics

Total Circ BPL	100,674
Total Circ Main	87,246
Adults	46,220
Teens	2,701
Children	38,235
Total Circ Outreach	6,810
OTR Adults	2,348
OTR Teens	133
OTR Children	4,329
Total Circ eBooks	6,708
Freeding	28
MyMediaMall	5,486
Total Circ Freegal	761
Total Circ Zinio	314
Total TumbleBooks	119
Borrowers Registered	247
Total Active Cardholders	35,244
Children	7,031
Teen	2,972
Adult	25,241
GPPLD	1,400
Total Holds Filled	7,629
Main Holds	6,362
Outreach Holds	1,267
Door Count	22,552

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	667
THUR	2.5	WINGOVER EVENING	531
MON	1.5	THE GROVE	223
WED	1.25	NORTH POINTE	191
WED	1.25	NORTH POINTE	154
THUR	1.25	EAGLE RIDGE	149
SAT	2.5	FREEDOM OIL	147
WED	1.25	RAINBOW AVE.	138
TUE	1.25	EAGLE CREEK	135
TUE	1	PONDS APTS.	127

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	GRANDVIEW ESTATES	0
WED	1	GRANDVIEW ESTATES	0
THUR	1	SUNNYSIDE PARK	1
TUE	1.5	TURNBERRY VILLAGE	3
WED	1.25	SUBURBAN EAST	5

Total Monthly Stops: 47

Circulation Questions Answered: 578

Outreach Questions Answered: 136

Total Questions Answered: 714

[illegible]

Human Resources - February, 2017

Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended the Overdrive session on 2/7
 - I attended the Architecture Proposals session on 2/21
 - I attended Supervisory Training on the City's new Employee Handbook on 2/10
 - 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 February, I participated in four interviews
- In February, there were no in-house job announcements and one website/Facebook announcement
- In February, our Custodian ad with Indeed.com closed, and we received nearly 200 applications
- In February, I conducted orientation sessions for two new employees
- I will serve on the negotiating team for renewal of the union contract
- 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 – February 2017

Jon Whited, Manager

Operational

We are in the process of testing eResource Central, which will return electronic materials, such as ebooks, when Customers search the online catalog. This will also show Customers real availability of the electronic items in the catalog results.

We are adding an additional printer for the public to use. We are going to separate the copying and the printing to reduce wait times.

We are in the process of moving our online credit payment service to the cloud along with being able to take donations through the web site.

We have scheduled our upgrade to the latest version of Sirsi for the same day as staff development. This will allow the system to be down while the public is not present.

We are in the process of replacing the large sections of the web site. The new site will be organized better and will be able to automatically resize to the screen it is being viewed on.

We are investigating Virtualizing the PCs that are available for the public to use. This will help keep all of the PC software the same and limit the possibility of some remaining logged into their accounts even after the PC is rebooted.

Marketing - February, 2017
Rhonda Massie, Manager

Advertising for Bloomington Reads/Erik Larson's Visit

- **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)
- **TV** – We'll 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:
 - Both sides digital billboard at Lincoln & Veterans: 3.15-4.12 (Owned by Martin Digital Display)
 - North facing digital at Veterans & Eastland - 3.15-4.12 (Owned by Picture This)
 - Digital at Veterans & Morrissey - 3.15-4.12 (Owned by Picture This)
 - East facing digital at Prospect & Eastland - 3.15-4.12 (Owned by Picture This)
 - Vinyl board 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)
 - Board at Veterans & Washington 4 weeks (until 4.12) (Owned by Lamar)
 - Board at Clinton & Washington 3/20-4/16 (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** – We MAY run online ads with The Pantagraph. I'm waiting for the sales rep to send me pricing/packages.
- **Text** – A text message regarding the Bloomington Reads programs and Erik Larson's visit was sent to our 782 text subscribers (both our Library subscribers and our Bookmobile subscribers) on March 5.

Program Guide

The March-May 2017 Program Guide has been distributed and is available in paper form at the Library and on the Bookmobile.

The guide:

- was distributed via backpack to those in grades K-5 in District 87
- was distributed via email to 24,158 cardholders;
- is available at the Library, on the Bookmobile, and online.

Podcast:

- **Stats as of March 5:**

<u>Podcast Title</u>	<u>Date Released</u>	<u>Total Downloads</u>
Virtual Reality	2.15.17	84
Universal Design for Learning	1.24.17	160
Tiny Houses	12.20.16	252
Puppetry	11.18.16	275
Non-Voting	10.19.16	304
Cemetery Walk	9.20.16	<u>361</u>
		1,436 Downloads

- **Upcoming Topics:**

- March – Interview with Erik Larson (to be released the week of 3.6.17)
- April – Comic Books
- May – The West Bloomington Revitalization Project

Electronic Outreach:

- During the past month, the Library added 107 Facebook fans for a total of 5,173.
- During the past month, the Library added 49 Twitter followers for a total of 1,719.
- During the past month, the Library added 30 Instagram followers for a total of 716.
- The Library has 176 text subscribers.
- Our Bookmobile stops combined have 606 text subscribers.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in January was 35.
- The quarterly Program Guide was emailed to 24,158 cardholders.

In-house Promotion

- We've developed a plan to clear our service desks, display cases, ledges, etc. of all flyers by mounting groups of combo brochure holders to the walls in various areas. Combo holders allow for an 8.5 x 11 flyer with a takeaway handout for each program being promoted. Additional flyer holders will be mounted specifically to hold the quarterly program guide and the monthly calendar.
 - Brochure holders will be placed:
 - To the right of the elevator on the upper level (AS)
 - Next to the sorter on the lower level
 - On top of half of the bulletin board in CS
 - To the left of the teenZone door.
 - We hope to have our plan ready to roll out by May 10 which will be the approximate arrival date for the Summer Program Guide.
 - The television which used to be in the Staff Lounge will be repurposed and hung above the Teen table which sits outside the Community Room. The TV will promote teen programs, teen book recommendations, and possibly photos from teen programs.

Ongoing Promotion:

- The pilot program with Library Aware continues. During the month of February, we promoted Lynda.com via eBlast to approximately 24,000 cardholders. On March 1, our eBlast promoting Brainfuse and Express Learning Library 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 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 Meetings

- 2.8.17 – Rhonda and Jeanne had lunch with Carlo Robustelli and Liz Larson of WGLT.
- 2.14.17 – Rhonda met with Jeff Wagner of PIP Printing.
- 2.21.17 – Rhonda took part in Prairie State Legal Services planning meeting for its next Legal Fair.
- 2.26.17 – Rhonda met Bill and Andy Streenz of Bill's Key and Lock Shop so they could install 4 antique Erector Set Ferris Wheels at BPL. The Ferris Wheels tie in with our Bloomington Reads spotlight title, *The Devil in the White City*, and are on loan to us free of charge from the Streenzes.
- 2.27.17 – Rhonda & Laura Golaszewski met with Dontae Latson of the YWCA as part of the Target Outreach Committee.
- 2.28.17 – Rhonda met with Kathy Aiello of WEEK.

Training

2.23.17 – Rhonda took part in a Project Outcome webinar, *How to Successfully Roll Out Project Outcome*

B Logistics:

- Marketing continues to coordinate with B Logistics to dispose of donated materials which are not chosen as inventory for the Library's used Book Shoppe. In the past, we would pay Midwest Fiber to recycle these materials. Through B Logistics, we receive \$.05 per pound for them. B Logistics solves two problems for the Library in that they reliably remove our overstock from the premises (we have no space to store overstock), and we no longer pay for recycling of these materials.
 - From 10am-3pm on the second Saturday of each month, volunteers host a Donation Day in the Library's Community Room. Collecting books once per month provides more than enough books to stock the Used Book Shoppe.

Design Work:

Digital Art for Facebook, Facebook Events, Twitter, Instagram, the website, and the plasma TV

- | | |
|-----------------------------------|--|
| • CSA Farming Program | • Getting Started with Computers |
| • Career Builder Series | • Minecraft Survival Game |
| • Harambee | • Silent Library for Teens |
| • Radical Home Economics | • Beauty and the Beast |
| • Blind Date with a Book | • Slide for Bloomington Reads Programs which Larson is attending |
| • Tinker Lab Series | • Laura Ingalls Wilder program |
| • Birth Center Difference program | • Homebuyers series |
| • Dr. Seuss's Birthday Party | |
| • Board Games Day | |

- Art announcing cancellation of local Ghosts program
- Tales for Tails
- LEGO & DUPLO Programs
- Keep Talking and Nobody Explodes (teen)
- Bloomington Reads (Erik Larson) for social media, the website, and the plasma
- ResuMania

Display Signs

- RIP Bill Paxton
- Discover Illinois in Fiction
- Cookbooks of Local Groups
- Illinois and World War I
- Railroads in Illinois
- Discover Illinois Authors
- Illinois True Crime
- Illinois Crime in Fact and Fiction
- Flora and Fauna of Illinois
- Illinois Women and the Civil War
- Illinois Politicians
- National Craft Month
- Celebrating America's Female Leaders
- Celebrate Women in Movies
- The Masters of Music
- Erik Larson Table Tents
- Signs explaining Ferris Wheels and their relation to the book *The Devil in the White City*

Other

- New vinyl was designed for the elevators. The new art promotes all the programs in the upcoming Bloomington Reads series.
- The Library's display case was changed to promote Bloomington Reads/Erik Larson's visit.
- Print Material Requests/Holds forms
- Print more Tax Assistance handouts

Promotional Materials

- Sensory Friendly Movie
- CSA Farming
- Dr. Seuss' Birthday Party
- Keep Talking and Nobody Explodes (teen)
- Getting Started with Computers
- Board Games Day
- Minecraft Survival Game
- Beauty and the Beast
- Erik Larson Programs
- Erik Larson Reception Tickets
- Erik Larson Bibliography
- Handout of inventions that came from the 1893 World's Fair
- Laura Ingalls Wilder program
- Homebuyers series
- ResuMania
- All Spring Break Programs on one flyer
- March Calendars

Ads

- Ad for Dale Township semi-annual newsletter letting residents know they're in GPPLD and can get a card at BPL
- Community Players ad featuring Bloomington Reads/Erik Larson programs

Support Services – February 2017
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – Every Wednesday
 - Interview for PT Custodial Position – February 1
 - BPL Board meeting – February 21
 - CPR Training – February 22
 - Safety Committee – February 28
- Custodial staff –
 - Painting in the Community Room.
 - Re-lamped fixtures in Adult and Children Services
 - Assisted Renny with cutting and picking up 12' carpet tubes for a Lincoln Log program to be held this summer.
- John Peterson was hired as the new part-time Custodian. He comes to us with many years of experience, and a wealth of skill sets.
- The Safety Committee installed room number signage inside each of the rooms of the Library. In the event, that staff would need to call emergency personnel for assistance, they would be able to tell them the room in which they are located. A pdf copy of the floor plan will be provided to emergency personnel for reference as well as a copy posted at the entrance.
- The Safety Committee facilitated CPR Training Sessions for staff, and once again, Tina Swanson from City was our gracious teacher for the three sessions. A total of 23 staff are now CPR certified for the next two years.
- The old True Air filter systems were replaced in the staff restrooms with GermGuardian UV-C filtering system that will be much more effective and the UV bulb lasts 6 – 8 months before needing to be changed.
- Alpha Controls is providing us with a 3 year, annual service agreement that will provide 4 preventative maintenance visits a year, along with preferred customer status that guarantees a quick response time for a service call.
- Met with Mary Jo Murphy from Carpet Weaver's to look at the A/V area, and replace the existing carpet with a non-skid flooring that is user friendly for easy cleaning.
- Caprice is working with Kirby Risk and Philips to receive a credit for multiple cases of fluorescent lamps that failed within a year's time.
- Johnson Controls re-cycled power to the chiller, and did a check of the components. Since we seem to experience power fluctuations to the unit, they will be installing a phase monitor to track the fluctuations.

Volunteer hours: 12
Training hours: 22

Technical Services – February 2017

Allison Schmid, Manager

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

- Allison and Renny acquired carpet tubes from Carpet Plus Color Tile to make life-sized Lincoln logs for the summer reading program.
- Karen and Allison met to discuss moving forward with cataloging the locked case materials. Allison has asked Gaylord for some samples to get an idea of what we might need to purchase for the project, like acid free envelopes and plastic cover sheets.
- Marion is going through the adult print collection section by section to find books that are missing spine tape. She found 47 so far in the graphic novels.
- Marion put together a display in circulation for The Devil in White City program and the 50 paperback book kit copies.
- Allison labeled all of the Rebecca Caudill 2018 nominees and created a field on each record to make it searchable in SIRSI. When the other lists are released, Abraham Lincoln, Bluestem, and Monarch, she'll do the same to them.

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

- Allison worked a few Teen Zone shifts.
- All TS staff attended the mini morning session on Overdrive handouts.
- The NLW committee met and began planning dress-up days, a free lunch, and other fun activities for staff in April.
- All TS staff attended the mini morning session on the architecture proposal.
- Allison went to CPR training to renew her card.
- Robbin helped Renny with her DIY program on kokedama string garden plants.
- Training hours – 8

GOAL – To work effectively through the use of technology

- Marion and Allison met with a representative from Docuware, a scanning software company.
- Marion and Allison have been working to set up our Amazon Business account in such a way that makes it easier for selectors to order items. It is now connected to a credit line that Kathy J. will pay monthly. Soon, we should be able to add selectors as users, so they can place their own orders, and then Marion will approve and submit them.
- We've combined some of our standing order accounts so we no longer have any separate outreach accounts. This includes our adults standing order CDs, and juvenile standing order DVDs and CDs. This takes effect March 1st.

GOAL - To administer a cost-effective public library.

- Volunteer hours – 10

February 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	805	362
Adult Nonfiction	250	216
Juvenile Fiction	885	529
Juvenile Nonfiction	179	133
Adult CDs	108	265
Juvenile CDs	3	0
Adult DVDs	249	187
Juvenile DVDs	156	11
Adult Audio	39	178
Juvenile Audio	10	0
Adult Computer Games	46	2
Juvenile Computer Games	40	1
Total Adds/Withdraws	2770	1884

Total Items in Main	30517
	0
Total Items in OTR	11347
Total Items in Library	31651
	7

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

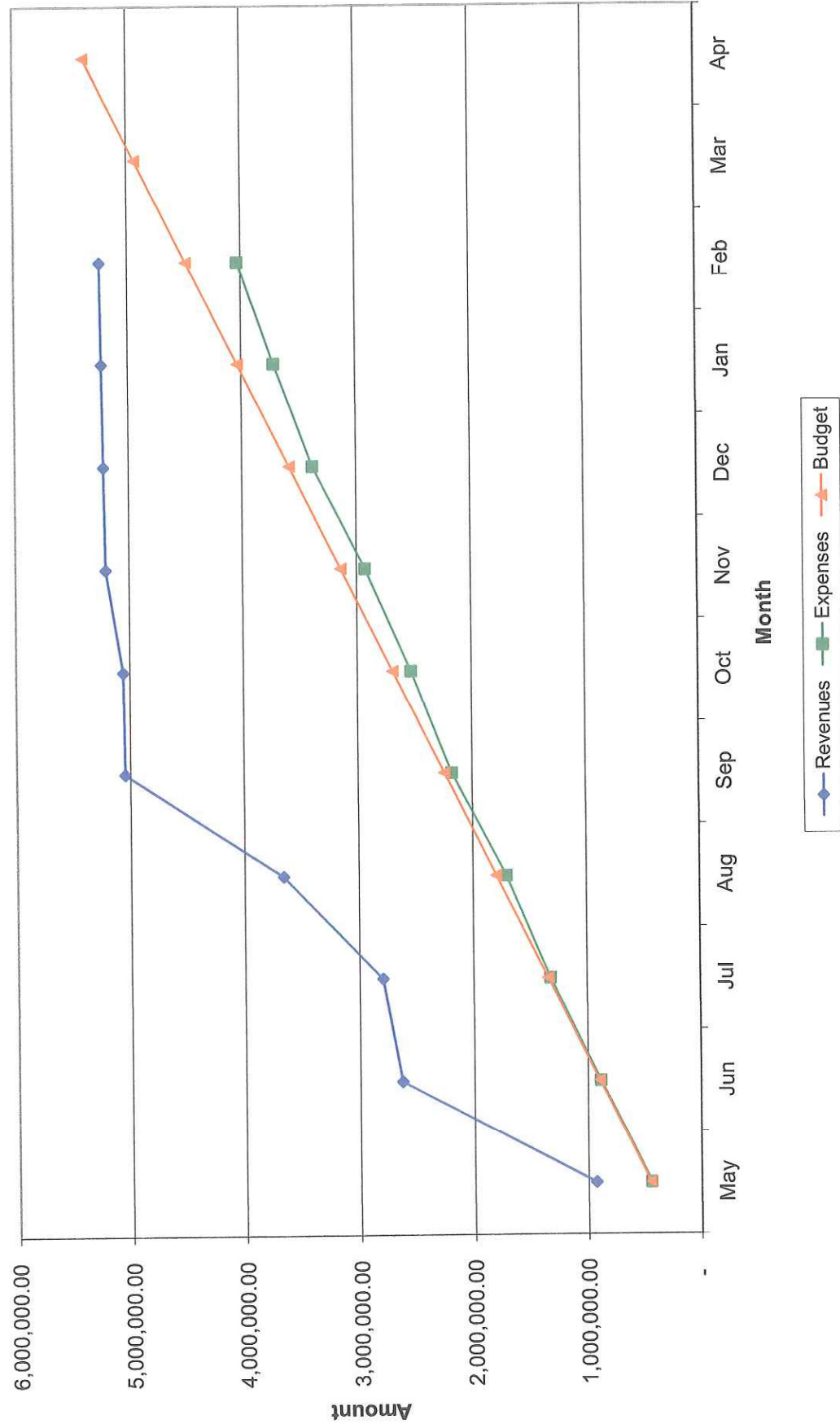
REVENUES:

ACCT NAME	BUDGET	FEB 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	5,894.86	58,914.02	(24,085.98)	71.0
Copies	3,200	250.40	2,981.95	(218.05)	93.2
Interest on Investments	1,000	1,795.10	13,610.57	12,610.57	1361.1
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	50.00	28,002.56	2.56	100.0
Cash Over/Short	0	(1.24)	27.17	27.17	-----
Other	40,000	3,409.25	35,419.74	(4,580.26)	88.5
Total Revenues	5,320,310	11,398.37	5,246,480.91	(73,829.09)	98.6

ACCT NAME	BUDGET	FEB 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	158,803.41	1,679,832.23	(470,054.77)	78.1
Part-Time Salaries	402,086	28,745.37	295,624.99	(106,461.01)	73.5
Seasonal Salaries	47,701	1,220.46	44,483.62	(3,217.38)	93.3
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	188,769.24	2,019,940.84	(580,833.16)	77.7
Dental Insurance	12,400	1,175.44	9,029.48	(3,370.52)	72.8
Vision Insurance	3,050	215.00	1,975.54	(1,074.46)	64.8
Health Insurance, BC/BS PPO	294,901	24,714.84	231,279.27	(63,621.73)	78.4
Health Insurance, OSF HMO	100,429	5,815.58	58,743.64	(41,685.36)	58.5
Life Insurance	3,100	251.45	2,343.12	(756.88)	75.6
IMRF	310,000	20,295.32	247,502.67	(62,497.33)	79.8
FICA	163,000	10,860.06	113,593.48	(49,406.52)	69.7
Medicare	39,000	3,539.86	27,566.77	(11,433.23)	70.7
Worker's Comp	17,000	0.00	13,740.00	(3,260.00)	80.8
Uniforms	600	70.00	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	66,937.55	717,434.49	(246,045.51)	74.5
Rentals	22,000	1,400.86	17,330.33	(4,669.67)	78.8
Total Rentals	22,000	1,400.86	17,330.33	(4,669.67)	78.8
Building Mtnc	120,000	971.30	37,859.07	(82,140.93)	31.5
Vehicle Mtnc	5,300	723.00	5,335.52	35.52	100.7
Office & Computer Mtnc	165,000	98.91	110,595.37	(54,404.63)	67.0
Total Repair/Mtnc	290,300	1,793.21	153,789.96	(136,510.04)	53.0

ACCT NAME	BUDGET	FEB 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	42,574	75.96	23,692.96	(18,881.04)	55.7
Printing/Binding	19,000	134.14	9,279.27	(9,720.73)	48.8
Travel	1,000	0.00	43.20	(956.80)	4.3
Membership Dues	5,000	267.00	3,758.00	(1,242.00)	75.2
Professional Development	13,000	807.09	4,755.81	(8,244.19)	36.6
Other Purchased Services	197,418	5,078.21	90,239.35	(107,178.65)	45.7
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	6,362.40	160,915.59	(150,576.41)	51.7
Office Supplies	12,000	111.31	7,136.36	(4,863.64)	59.5
Computer Supplies	82,462	4,746.20	35,809.62	(46,652.38)	43.4
Copier Supplies	3,400	41.56	2,267.14	(1,132.86)	66.7
Postage	12,000	34.66	3,453.12	(8,546.88)	28.8
Library Supplies	75,000	1,145.62	38,894.88	(36,105.12)	51.9
Janitorial Supplies	16,000	722.23	7,269.05	(8,730.95)	45.4
Gas & Diesel Fuel	4,290	25.02	1,922.36	(2,367.64)	44.8
Building Mtnc & Repair Supplies	10,000	167.41	6,312.63	(3,687.37)	63.1
Total Supplies	215,152	6,994.01	103,065.16	(112,086.84)	47.9
Natural Gas	32,000	0.00	11,143.72	(20,856.28)	34.8
Electricity	80,000	0.00	72,052.94	(7,947.06)	90.1
Water	8,000	476.08	5,562.44	(2,437.56)	69.5
Telecommunications	26,780	3,433.44	28,346.51	1,566.51	105.8
Total Utilities	146,780	3,909.52	117,105.61	(29,674.39)	79.8
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	175.06	31,294.97	(4,755.03)	86.8
Adult Books	159,100	13,211.85	132,291.40	(26,808.60)	83.1
Children's Books	105,500	7,523.89	93,909.22	(11,590.78)	89.0
A/V Materials	151,000	11,113.18	138,520.08	(12,479.92)	91.7
Public Access Software	144,200	0.00	122,678.16	(21,521.84)	85.1
Ebooks	60,000	4,990.00	54,620.00	(5,380.00)	91.0
Total Materials	655,850	37,013.98	573,313.83	(82,536.17)	87.4
Employee Relations	6,000	39.95	633.91	(5,366.09)	10.6
Miscellaneous Expenses	9,000	316.25	8,274.69	(725.31)	91.9
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	356.20	167,744.60	(6,091.40)	96.5
Total Expenses	5,383,164	313,536.97	4,031,727.33	(1,351,436.67)	74.9

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 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 (71.0%): This is less than the projected amount.

Copies (93.2%): Copy revenue is more than projected.

Interest on Investments (1361.1%): 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 (100.0%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Other Revenue (88.5%): This is more than what was projected, mainly due to how well the Book Shoppe is doing.

Full-Time Salaries (78.1%): This is under-spent due to changes in staff.

Part-Time Salaries (73.5%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (93.3%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (72.8%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (64.8%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (58.5%): This is under-spent because fewer staff chose this coverage than we had projected.

Life Insurance (75.6%): Some of the cost for life insurance has been re-allocated and is now a part of health insurance

FICA (69.7%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (70.7%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Uniforms (47.7%): Charges have been minimal.

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

Building Maintenance (31.5%): Charges have been minimal.

Vehicle Maintenance (100.7%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (67.0%): Charges have been minimal.

Advertising (55.7%): Charges have been minimal.
Printing/Binding (48.8%): Charges have been minimal.
Travel (4.3%): Charges have been minimal.
Membership Dues (75.2%): Charges have been minimal.
Professional Development (36.6%): Charges have been minimal.
Other Purchased Services (45.7%): Charges have been minimal.
Vehicle Insurance (95.8%): The annual premium was paid in late December.
Other Insurance (92.1%): The annual premium was paid in late December.
Office Supplies (59.5%): Charges have been minimal.
Computer Supplies (43.4%): Charges have been minimal.
Copier Supplies (66.7%): Charges have been minimal.
Postage (28.8%): Charges have been minimal.
Library Supplies (51.9%): Charges have been minimal.
Janitorial Supplies (45.4%): Charges have been minimal.
Gas & Diesel Fuel (44.8%): Charges have been minimal.
Building Maintenance Supplies (63.1%): Charges have been minimal.
Natural Gas (34.8%): Charges have been minimal.
Electricity (90.1%): This is over-spent due to higher spending during the summer months.
Water (69.5%): Charges have been minimal.
Telecommunications (105.8%): 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.
Children's Books (89.0%): This is just slightly over-spent.
A/V Materials (91.7%): This is just slightly over-spent.
Ebooks (91.0%): This is slightly higher than projected.
Employee Relations (10.6%): Charges have been minimal.
Miscellaneous Expenses (91.9%): This is over-spent at this point due to the purchase of tote bags and umbrellas that are sold at the Circulation desk.
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:	2,500.00
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: \$ 28,002.56

The Other Revenue line item breaks out as follows:

Blankets:	\$ 105.00
Book Pick-Up:	1,660.80
Book Shoppe:	20,521.25
Ear Buds:	498.50
Flashdrives:	126.75
Hot Beverage Service:	684.00
Meeting Room Fees:	634.18
Print Station:	9,231.60
Reusable Bags:	305.00
Slingback Packs:	274.00
Test Proctoring:	775.00
Totebags:	304.00
Tumblers:	58.00
Umbrellas:	7.00
Miscellaneous:	234.66

Total Other Revenue: \$35,419.74

During February, 5 batches containing 70 invoices were processed, totaling \$20,348.63 and 173 credit card charges were made totaling \$35,185.97.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$2,955,689.81, which is 54.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 2/28/17:

Operating:	\$ 2,955,689.81
Capital:	\$ 2,417,589.17
Fixed Assets:	\$ 927,744.83

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

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,220	508,253	50,362	536,567
Teens	2,701	36,969	3,020	37,156
Children	38,235	447,982	42,747	475,208
OTR Adults	2,348	23,264	2,350	23,921
OTR Teens	133	1,559	131	1,575
OTR Children	4,329	41,227	3,841	39,927
e-Books - Freading	28	156	15	228
e-Books - Overdrive	5,486	47,636	4,648	44,816
Freegal downloads	761	7,120	585	5,552
Zinio Magazines	314	3,407	233	4,187
Tumblebooks	119	855	45	539
TOTALS				
Adults	48,568	531,517	52,712	560,488
Teens	2,834	38,528	3,151	38,731
Children	42,564	489,209	46,588	515,135
Digital Downloads	6,708	59,174	5,526	55,322
COMBINED TOTAL	100,674	1,118,428	107,977	1,169,676
ITEMS IN THE COLLECTION				
Main	305,170	305,170	300,897	300,897
OTR	11,347	11,347	10,994	10,994
TOTAL	316,517	316,517	311,891	311,891
HOLDS FILLED	7,629	80,247	7,932	78,312
CARDHOLDERS				
Added	247	4,002	344	4,312
TOTAL NUMBER				
Adults	25,241	25,241	25,354	25,354
Teens	2,972	2,972	2,056	2,056
Children	7,031	7,031	5,752	5,752
Combined Total of Active Cards	35,244	35,244	33,162	33,162
REFERENCE QUESTIONS				
Adults	2372	23,862	2599	24,038
Teens	100	1,264	126	1,642
Children	558	7,168	710	8,686
OTR	136	1,191	136	1,073
Circulation	578	7,518	707	7,438
PROGRAMS				
Adult	12	176	18	136
Teens	3	40	2	37
Childrens	31	221	15	241
PROGRAM ATTENDANCE				

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

	Current Month	Cumulative	Last Year	Cumulative
Adult Programs	91	2,370	152	1,874
Teen Programs	29	356	11	400
Children's Programs	913	8,514	308	10,711
COMPUTER USE				
Public computer uses	3,743	43,338	3,825	42,916
Website database/catalog hits	24,257	248,153	24,792	284,912
Online Resource (Database) uses	5,898	48,848	4,343	47,634
TOTAL	33,898	340,339	32,960	375,462
INTERLIBRARY LOAN				
Borrowing Requests Received	516	5,344	543	5,217
Outgoing Loans (Lending)	300	2,736	288	2,756
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	69	5	67
Outside the library (events)	12	105	8	90
Number of people	425	12,707	455	14,294
VOLUNTEER HOURS	180	1,111	70	1,419
MEETING ROOM USAGE				
Study Room	52	593	51	601
Digital Media Lab	11	95	32	270
Community Room	49	431		
Customer Visits (MAIN)	22,552	n/a due to gate malfunction		
Customer Visits (OTR)	992	10,943	1,033	43,015
COMBINED TOTAL VISITS	23,544	n/a due to gate malfunction		
TRAINING HOURS	96	953	169	1,242

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 18, 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 Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Rondalea Fish, Jeanne Hamilton, Kathy Jeakins, Carol Koos, Johanna Sneed
- III. Introductions
President Gray introduced Children's Librarian Rondalea Fish.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services: Presentation of Read to Your Bunny
Children's Librarian Rondalea Fish presented the My First Reading Program. Rondalea noted that approximately 300 children generally sign-up for the program. The program encourages parents to complete activities with their children and to read books with them. It also incorporates activities that parents and children can do while visiting the library. Upon completion of the program, children are awarded a photo frame which they can decorate. The My First Reading Program is sponsored by the Gingerbread House, who has generously donated toys for the final prize drawing. During the presentation, mention was made of Tumblebooks, an online resource with interactive children's books. The Board received a brief overview and demonstration of Tumblebooks.
- VI. President's Report
President Gray had nothing to report.
- VII. Approval of Minutes
 1. December 21, 2016

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 21, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

1. Director's Report

Director Hamilton informed FOIA Officers Tim Ervin and Stephen Peterson that they will need to complete their annual FOIA certification. She will send them an email as a reminder in the upcoming weeks.

Director Hamilton reported that the Per Capita Grant application has been submitted.

The Board commented on and discussed the Facebook Live broadcast featuring Director Hamilton to announce Erik Larson's scheduled appearance for the Bloomington Reads Program.

2. Outreach Report

The Board reviewed the Outreach Report.

3. Fiscal Report

1. Presentation of December Financial Report

Kathy Jeakins presented the December Financial Report. She reported that the transfer of the final Property Tax Distribution was made to BPL. The transfer from Operating to Capital, however, has not yet been made and will be reported on next month's report. Kathy proceeded to entertain questions.

IX. Unfinished Business

1. Discuss Library Service Gap in Downs, Illinois

Director Hamilton outlined the steps to annex the unserved area in Downs, Illinois. This can either be done by a Front Door Referenda or an individual owner petition for annexation. The process for the Front Door Referenda would begin by GPPLD filing a petition with the Circuit Clerk seeking to have the territory annexed. A hearing is then set to approve that the annexation be added to an election. Those in the unserved area would then vote to be annexed into the GPPLD area, and those already living in the service area would vote to approve the annexation as well. The individual owner petition for annexation would require that each property owner submit a petition for annexation, and each annexed territory must be contiguous. The Board discussed the potential cost and feasibility of the annexation. The Board would like to move forward with this process only if they can confirm that the residents of Downs are interested in being annexed by GPPLD.

Director Hamilton will research the homes within the unserved area and will compare the taxes to the nonresident card fee.

Upon further discussion, Patti Salch suggested that the Board purchase a new GIS map of the GPPLD area to verify that there are no other unserved areas near the GPPLD territory. The Board agreed that it would be beneficial to do so and to verify that there are no other unserved areas. Patti Salch will research the cost of having a new map created and will report back to the Board.

2. Discuss Storage of GPPLD Forms and Policies for the Board to Access

The Board reviewed the GPPLD page used to store their policies and forms. Director Hamilton made a few suggestions about the documents. First, she suggested that the FOIA Policy either be reviewed annually or references should be made to other documents within the policy to ensure that the information remains current. Additionally, the Board should consider creating a policy regarding the acceptance of gifts and donations by GPPLD. Director Hamilton also suggested that references to the Board should be consistent across all documents. Upon further review, the Board decided that the forms and policies should be compiled into a policy manual. Director Hamilton will compile the documents and will include her suggestions in the manual for the Board to review next month.

X. New Business

1. Approve Closure of Commerce Bank Account and Fund Transfer to Bloomington-Normal Community Bank

STEPHEN PETERSON MOVED, JODI SHERMAN SECONDED, TO APPROVE CLOSING THE COMMERCE BANK ACCOUNTS AND TRANSFERRING THE BALANCES TO A NEW CHECKING ACCOUNT WITH THE BLOOMINGTON-NORMAL COMMUNITY BANK.

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

2. Approve to Rescind Opening of Investment Account with Commerce Bank
STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO RESCIND THE MOTION CARRIED ON SEPTEMBER 21, 2016 TO APPROVE OPENING A BROKERAGE ACCOUNT WITH COMMERCE BANK IN THE AMOUNT OF \$100,000.00 FROM THE CAPITAL FUND.

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

3. Approve Opening an Investment Account with Bloomington-Normal Community Bank

Kathy Jeakins informed the Board that the current Operating balance is \$21,330.44 and the Capital balance is \$115,159.77.

STEPHEN PETERSON MOVED, RUTH NOVOSAD SECONDED, TO APPROVE TO PURCHASE TWO CDs, ONE AT A TWELVE-MONTH MATURITY AND THE OTHER AT A TWENTY-FOUR MONTH MATURITY, FROM THE BLOOMINGTON-NORMAL COMMUNITY BANK. AT THE TIME OF THE TRANSFER, THE BOARD AUTHORIZES KATHY JEAHNS TO SPLIT THE CAPITAL FUND BALANCE IN HALF, EACH HALF BEING DEPOSITED INTO THE CDs.

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

XI. Comments from Board Trustees

Ruth Novosad commented that she will not be attending the February Board meeting. Carol Carey-Odekirk asked the Board members if they receive newsletters in their areas about community events. She added that it could be beneficial to include library programs and information in these publications. Other Board members commented that some areas have webpages or HOA Facebook groups. Carol will relay this information to Rhonda Massie, Marketing Manager.

XII. Adjournment

STEPHEN PETERSON MOVED, PATTI SALCH SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 6:43 p.m.

Incident Reports

Date	Time	Type
02/1	5:09 PM	DMLViolation
02/1	5:28 PM	HealthSafety,Test
02/4	1:34 PM	FailuretoMonitorChild
02/5	2:29 PM	StalkingIncident
02/6	7:39 PM	AlcoholDrugs
02/7	10:17 AM	InappropriateBehavior
02/8	12:28 PM	StolenDamagedLibraryMaterial
02/12	3:54 PM	InappropriateBehavior
02/12	5:06 PM	StolenDamagedLibraryMaterial
02/13	8:20 PM	PoliceAmbulanceCall
02/17	11:59 AM	CustomerComplaint
02/17	1:32 PM	CustomerSuspensionViolation
02/17	2:15 PM	CustomerSuspensionViolation
02/18	1:51 PM	Vandalism
02/19	4:13 PM	InappropriateBehavior
02/21	12:43 PM	CustomerSuspensionViolation
02/21	6:14 PM	CustomerComplaint
02/21	7:37 PM	CustomerSuspensionViolation
02/23	4:51 PM	Vandalism
02/23	5:23 PM	InappropriateBehavior
02/23	7:18 PM	StolenDamagedLibraryMaterial
02/23	7:20 PM	HealthSafety
02/24	2:46 PM	InappropriateBehavior
02/25	2:41 PM	InappropriateBehavior
02/25	4:42 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
02/6	9:33 AM	InappropriateBehavior
02/6	7:40 PM	AlcoholDrugs
02/7	10:06 AM	InappropriateBehavior
02/8	12:22 PM	StolenDamagedLibraryMaterial
02/17	1:33 PM	CustomerSuspensionViolation
02/18	1:53 PM	Vandalism
02/19	2:25 PM	Vandalism
02/19	4:04 PM	InappropriateBehavior
02/23	5:24 PM	InappropriateBehavior
02/25	11:54 AM	Vandalism
02/25	2:42 PM	InappropriateBehavior
02/26	12:44 PM	InappropriateBehavior
02/28	9:53 AM	InappropriateBehavior

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.

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

2017 Bloomington Reads Program

The Bloomington Public Library is planning a community reading program series. This program series encourages the community to come together to learn and enjoy a variety of programs and events centered on one common book.

This year the staff really wants to make the community reading program series more impactful, we are bringing in a well-known author. In choosing *Devil in the White City* by Erik Larson, the committee has selected a readable, Illinois-based title that provides a wealth of programming options. Our first program was on March 18th. It featured a documentary about H.H. Holmes, known as America's first serial killer and featured in the *Devil in the White City*, and the filmmaker of said documentary.

The programs featuring Erik Larson will occur during National Library Week in April. We will begin with a ticketed reception at the BCPA in which guests will be able to meet Erik Larson. The reception will be followed by a presentation, also at the BCPA and open to everyone. The following morning, Larson will lead a book club discussion at the library followed.

This series ties in well with the 2017 release of a feature film based on the book, starring Leonardo DiCaprio as Holmes.

The total expected cost of the Bloomington Reads Program series is \$35,000. The Bloomington Public Library Board of Trustees recommends to the Bloomington Public Library Foundation to fund 10% of the Bloomington Reads Program series expected costs, in the amount of \$3,500.

Approved on this 21st day of March, 2017.

Carol Koos, President
Bloomington Public Library Board of Trustees