

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 19, 2013

4:30 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Introductions/Public Comment
- IV. Approval of Minutes
 - A. February 19, 2013
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report
- VIII. Approval of Bills
- IX. Committee Reports
 - A. Budget & Personnel
 - 1. Approval of FY2014 Salary Scale
 - B. Planning, Policies & Programs (3 P's)
 - 1. Approve Meal Allowance Rate
 - 2. Approve "Active Shooter" Plan
 - 3. Approve Changes to "Customer Expectations"
 - C. Liaison Committee
 - 1. Review Planning Studies and PowerPoint Presentation of Synthesis of Findings
- X. Unfinished Business
- XI. New Business
 - A. Appoint the Nominating Committee
 - B. Approve Recommendation to Foundation to Purchase eBooks from Putt with the Prose Proceeds in the Amount of \$4,360.00
- XII. Adjournment

Bloomington Public Library
Board of Trustees Meeting

February 19, 2013
4:30 p.m.

Minutes

- I. Call to Order
President Burton called the meeting to order at 4:34pm.
- II. Roll Call
MEMBERS PRESENT: Wilma Bates, Peggy Burton, Jan Kibler, Blake Mier, Cathy Pratt, Bill Wetzel

MEMBERS ABSENT: Patsy Bowles, Narendra Jaggi, Carol Koos,

OTHERS PRESENT: Georgia Bouda, Kathy Jeakins, Caprice Prochnow, Jon Whited
- III. Introductions/Public Comment
President Burton introduced Jon Whited, IT Manager who is going to be presenting some items before the Board today.
- IV. Approval of Minutes
A. January 19, 2013
BILL WETZEL MOVED, JAN KIBLER SECONDED, TO APPROVE THE MINUTES FROM THE JANUARY 19, 2013 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- V. President's Report
President Burton shared with Board members that the spring, ILA Trustee Day is to be held on March 23, 2013 in Springfield. The Library pays for any members to attend. President Burton reminded Board members of the Open Meetings Act Training certificates that still need to be submitted.
- VI. Director's Report
Director Bouda shared with the Board members, a Pantagraph article from July 1999 regarding an east side branch, which contained many points that could still apply today. Director Bouda reminded Board members that on March 6th, the 3 P's Committee will be meeting at noon, and then at 4:30 will be the meeting with the three Councilmen and David Hales.
Director Bouda shared that tickets are now available for the Fresh Market Wine Gala fundraiser. She went on to say that all proceeds benefit the Bloomington Public Library Foundation.
Director Bouda announced that John Fischer, Circulation Manager, will be leaving the Library and taking a position at the Normal Public Library as the Adult Services Manager.

VII. Fiscal Report

Kathy Jeakins shared that expenditures should be at 75%, and we are underspent which is explained in the Fiscal Narrative. She went on to say that the end of January is the end of the third quarter.

Kathy Jeakins stated that there is a Donation Report included in the packet. She entertained questions.

VIII. Approval of Bills

BLAKE MIER MOVED, CATHY PRATT SECONDED, TO APPROVE THE BILLS LIST FROM JANUARY 2013. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "2013.02 A"

IX. Committee Reports

A. Budget & Personnel

1. The Budget & Personnel Committee did not meet.

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

1. Approve Officers and Committees Procedures

Wilma Bates shared that the 3 P's Committee met on February 11 to discuss the revision of procedures for forming Ad Hoc Committees and how the Board handles nominations. Wilma Bates asked the Board to approve the Officers and Committees Procedures.

JAN KIBLER MOVED, CATHY PRATT SECONDED, TO APPROVE THE CHANGES MADE BY THE 3 P'S COMMITTEE TO THE NOMINATING PROCEDURES AND AD HOC COMMITTEES. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "IX.B. 1"

2. Review Report to be Presented to Council

Jon Whited showed the Power Point presentation of the Synthesis of In-Depth Studies prepared by Narendra Jaggi that had been modified by Marketing Manager, Rhonda Massie.

Director Bouda shared that the abbreviations of the studies have been eliminated, instead now each are spelled out and color coded.

The Board members discussed the modifications and it was suggested that the red on black headings starting on slide #13 be changed to white on black. Otherwise, Board members were pleased with the presentation and it is now ready for review by the combined committee.

X. Unfinished Business

There was no unfinished business.

XI. New Business

A. Recommendation to the Foundation to Pay for 2012 Summer Reading Program Costs of \$14,800.00.

CATHY PRATT MOVED, JAN KIBLER SECONDED, TO RECOMMEND TO THE FOUNDATION THAT THE FOUNDATION PAY FOR 2012 SUMMER READING PROGRAM COSTS OF \$14,800.00, AS PER THE AGREEMENT BETWEEN THE FOUNDATION AND THE FORMER FRIENDS OF THE BLOOMINGTON PUBLIC LIBRARY.

AYES: WILMA BATES, PEGGY BURTON, JAN KIBLER, BLAKE MIER,
CATHY PRATT, BILL WETZEL

NAYES: NONE

ABSENT: PATSY BOWLES, CAROL KOOS, NARENDRA JAGGI

THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI. A"

B. Approve Surplus List

Director Bouda stated that the Library has purchased a new Microfilm Reader, and would like to surplus the older Canon model that is no longer made. She went on to say that it is not very viable to sell to someone else since they can no longer get parts. Director Bouda shared that parts would be kept from this machine as the Library owns another of the same model.

JAN KIBLER MOVED, CATHY PRATT SECONDED, TO APPROVE THE
SURPLUS LIST. THE MOTION CARRIED UNANIMOUSLY.

See Attachment "XI.B"

C. Demonstration of Zinio, new Digital Service, by Jon Whited, IT Manager

IT Manager, Jon Whited, gave a demonstration of the new Zinio platform, which the Library currently subscribes to, containing 84 different magazines of a broad variety. Jon Whited explained the initial signup process and how the magazine selection may be downloaded immediately. He went on to say that once the magazine is downloaded, the magazine will always be in your collection. He shared that these magazines may be downloaded to a computer, iPad, or a true tablet, but not a Nook or Kindle. Jon Whited stated that since the service started in October, the magazine checkout goes up about 200 each month. He shared that there are currently 120 customers that have signed up for the service since the October launch. Jon Whited shared that this service is only available to BPL and GPPLD customers, but is not available to non-resident customers.

D. Demonstration of 3D Printer by Jon Whited, IT Manager

Director Bouda shared that the Library had purchased a 3D printer with the intent of having it for Project Next Generation programs. She went on to say that this is really cutting edge technology, as now 3D printers are being used for medical applications as well as manufacturing.

Jon Whited shared that a Project Next Generation program was held, and that about 27 teens attended. He went on to say that the program, not only covered the printing, but also the software that could be used to create items.

Jon Whited showed the Board members the 3D printer in progress of making an item.

XII. Adjournment

President Burton adjourned the meeting at 5:34pm.

Next Meeting
March 19, 2013

2013.02 A

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 19, 2013



Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren Illinois Power	Electricity	7,401.39
Bloomington Rotary Club	Membership Dues	300.00
Bound to Stay Bound Books	Juvenile Books	37.42
Carbondale Public Library	Miscellaneous Expenses	53.00
CDW Government	Computer Supplies	938.73
Center Point Large Print	Adult Books	213.90
Chamberlain, Donald	Other Purchased Services	75.00
City of Bloomington	Dental Insurance	908.08
City of Bloomington	FICA	9,392.87
City of Bloomington	Fuel	572.80
City of Bloomington	Health Insurance-HMO	7,322.96
City of Bloomington	Health Insurance-PPO	19,064.30
City of Bloomington	IMRF	20,607.40
City of Bloomington	Life Insurance	234.70
City of Bloomington	Medicare	2,196.76
City of Bloomington	Payroll	162,314.87
City of Bloomington	Vision Insurance	209.95
City of Bloomington	Water	779.31
Comcast	Telecommunications	86.90
Concession Specialists, Inc.	Library Supplies	220.60
Crystal Lake Public Library	Miscellaneous Expenses	103.00
Custom Digital Imaging	Printing/Binding	5,659.54
Demco	Library Supplies	754.62
Frontier	Telecommunications	1,520.75
Gale Group	Adult Books	1,264.73
Genalogical.com	Adult Books	308.75
Haney, Eric (A-1 Haney Plumbing)	Building Maintenance	91.15
Harlan Vance Company	Library Supplies	326.78
KCN Solutions, LLC	Building Maintenance	117.88
KCN Solutions, LLC	Rentals	175.00
Manufacturer's News, Inc.	Adult Books	220.45
Midwest Tape	A/V Materials	2,336.68
Midwestern Family	Periodicals	14.99
Miller Janitorial Supply	Janitorial Supplies	1,246.86
Multicultural Books & Videos	Juvenile Books	260.42
Officemax	Computer Supplies	150.28
Postmaster	Postage	2,000.00
Praxair Distribution, Inc.	Rentals	13.65
Ricoh, USA, Inc.	Rentals	1,430.00

Schamburg Public Library
 Sprint
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Weber Electric, Inc.
 Weber Electric, Inc.
 Williams, Charles (C W Associates)
 Wilson, James (A-1 Security Locksmith)
 World Chamber of Commerce Directory
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Flagpole & Flag Co.
 VISA - American Library Association
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Central Illinois Newspaper Group
 VISA - CM Promotions
 VISA - CM Promotions
 VISA - Comcast
 VISA - COSUGI
 VISA - COSUGI
 VISA - Dearreader.com
 VISA - Farm & Fleet
 VISA - Five Star Water
 VISA - Fred Pryor/CareerTrack
 VISA - Frontier Airlines
 VISA - Gamestop
 VISA - Gamestop
 VISA - Hays, Hammer, Miles & Cox, LLC
 VISA - Hobby Lobby
 VISA - Ingram
 VISA - Jewel-Osco
 VISA - Kirby Risk Electrical Supply
 VISA - Lowe's
 VISA - McLeod
 VISA - National Trust for Historic Preservation
 VISA - Newegg.com
 VISA - NRS
 VISA - Office Depot
 VISA - Officemax
 VISA - Paypal*Ilchanber.org
 VISA - POSPaper.com

Miscellaneous Expenses	112.00
Telecommunications	309.45
Other Purchased Services	100.00
Building Maintenance	27.21
Other Purchased Services	2,112.20
Library Supplies	1,013.91
Copier Supplies	29.79
Employee Relations	43.17
Office Supplies	452.48
Other Purchased Services	4.14
Building Maintenance	2,025.18
Vehicle Maintenance	285.94
Adult Books	38.00
Building Maintenance	70.00
Adult Books	54.00
A/V Materials	333.80
Employee Relations	84.00
Library Supplies	54.90
A/V Materials	234.69
Adult Books	28.17
Building Mtnc Supplies	48.69
Professional Development	135.00
A/V Materials	8,193.63
Adult Books	10,293.73
Juvenile Books	6,268.34
Other Purchased Services	1,306.45
Library Supplies	130.83
Other Purchased Services	80.00
Telecommunications	86.90
Membership Dues	100.00
Professional Development	375.00
Other Purchased Services	3,579.00
Janitorial Supplies	11.97
Miscellaneous Expenses	43.51
Professional Development	199.00
Travel	421.81
A/V Materials	1,803.37
Periodicals	14.99
Other Purchased Services	2,825.00
Office Supplies	2.99
Adult Books	668.04
Miscellaneous Expenses	31.96
Building Mtnc Supplies	185.40
Building Mtnc Supplies	17.96
Telecommunications	114.85
Membership Dues	20.00
Other Purchased Services	239.94
Other Purchased Services	203.70
Office Supplies	10.76
Library Supplies	14.58
Professional Development	110.00
Library Supplies	1,045.57

VISA - Praxair Distribution, Inc.
 VISA - Quarter Master
 VISA - Radio Shack
 VISA - Rockford Map Publishers
 VISA - Scholastic Publishing, Inc.
 VISA - Sierra Club
 VISA - Toys R Us
 VISA - USPS
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart

Total

Rentals 13.65
 Uniforms 24.97
 Office Supplies 5.79
 Adult Books 129.95
 Other Purchased Services 54.50
 Membership Dues 12.00
 Library Supplies 12.99
 Postage 37.25
 Telecommunications 1.26
 Employee Relations 3.74
 Janitorial Supplies 283.20
 Library Supplies 8.69
 Office Supplies 111.28
 Other Purchased Services 61.63

297,683.37

IX.B.2

**Bloomington Public Library
Board Officers and Committees
Procedures**

Nomination of Officers

The Bylaws specify that "the officers shall be a President, a Vice-President, a Secretary and a Treasurer and that a Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including self-nominations."

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least one month prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested Board members for the officers of the Board. It will be an expectation of the Committee that they will contact all Board members. The Chair will pass around a sheet of paper with the description of the responsibilities of each of the Officers so that any trustee may volunteer to serve. Any trustee absent from the meeting will be contacted by a committee member to determine their interest in any position.
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Committees of the Board

As outlined in the Bylaws, "The President may appoint such committees and charge them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee.

1. The Budget and Personnel Committee is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.
2. The 3 P's Committee is charged with 1) developing, with staff, the short-term and long-term plans for the Library; 2) with staff, periodically reviewing Library policies; and 3) with staff, reviewing and assessing the Library's balance of programs.
3. The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations."

Committee Appointments

All trustees will be asked to serve on one or more of the Board committees. The President will review and make appointments annually. The sheet of paper distributed to the Board each year to solicit nominations shall also include a description of the responsibilities of the committees. Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee in May at the first meeting of the fiscal year. This is the same meeting at which the new officers take office.

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

Bloomington Public Library
Officers and Committees for FY14

FY 14 begins on May 1, 2013. Therefore as called for by our By-laws, it is time to form a Nominating Committee to prepare a slate of officers and the President to appoint the Chair and members of the committees of the Board. A description of the officers' and committees responsibilities follows. Please sign your name under any offices you would be willing to serve as, or any committees you would be willing to serve on.

President

The President shall preside at all meetings of the Board, appoint all committees and perform such other duties as are normally associated with the office or may be assigned by the Board. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.

_____	_____
_____	_____

Vice- President

In the absence of the President, the Vice-President shall preside.

_____	_____
_____	_____

Secretary

The Secretary, or designate, shall keep the minutes of the Board meetings, call the roll and record votes.

_____	_____
_____	_____

Treasurer

The Treasurer shall review the budget and shall have such other duties as may be assigned by the Board.

_____	_____
_____	_____

Committees

The President may appoint such committees and charge them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee), and the Nominating Committee.

The **Budget and Personnel Committee** is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.

_____	_____
_____	_____

The **3 P's Committee** is charged with 1) developing, with staff, the short-term and long-term plans for the Library; 2) with staff, periodically reviewing Library policies; and 3) with staff, reviewing and assessing the Library's balance of programs.

_____	_____
_____	_____

The **Nominating Committee** is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations.

_____	_____
_____	_____

X1.A

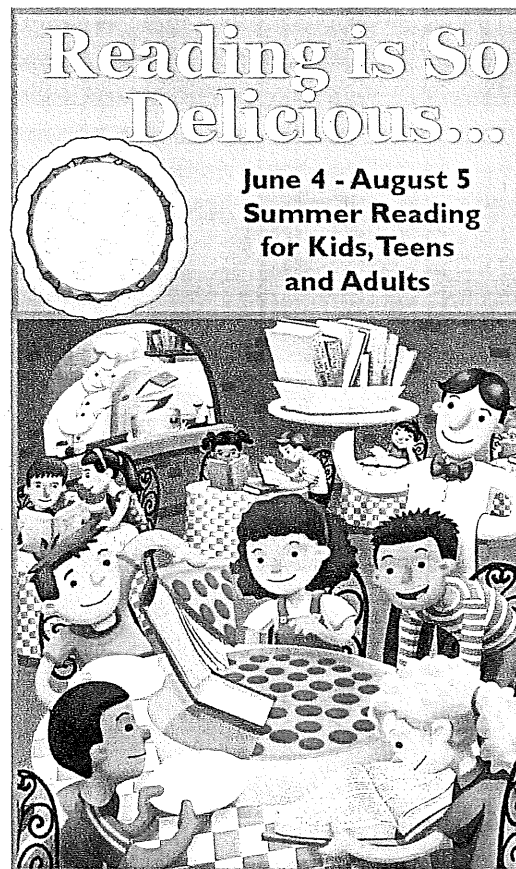
2012 Summer Reading Program Costs

The annual Summer Reading Program took place from June 4 through August 5, 2012. Attached is a list of costs by category which were approved by the former Friends of the Bloomington Public Library. Funds have been turned over to the Bloomington Public Library Foundation and the Library is now requesting reimbursement for those costs, as specified in the Agreement between the Friends and the Bloomington Public Library. "... The restricted account in the name of the Foundation shall be distributed for the benefit of the summer reading program at the rate of fifteen thousand dollars per year with an annual ten percent increase until all the funds have been extinguished. The funds held in the restricted account shall be used for no other purpose."

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation reimburse the Bloomington Public Library for the costs of the 2012 Summer Reading Program in the amount of \$14,800.00.

Approved on this 19th day of February, 2013.

Peggy Ann Burton
Peggy Burton, President



Summer Reading Program
2012
Final Report

Item	Actual Spent
Zoo Tickets	6,339.75
Yard Signs	3,250.00
Staff T-Shirts	234.00
Sub-Total	9,823.75
Children's:	
Treasure Chest Prizes	2,200.00
Tween Programming	273.54
Sub-Total	2,473.54
Teens:	
Prizes	1,769.66
Grand Prize	195.00
Party	313.71
Programming	431.78
Sub-Total	2,710.15
Adults:	
Gift Card Prizes	487.50
Summer Concerts	1,150.00
Sub-Total	1,637.50
End of SRP Party:	
Performer	300.00
Balloon Artists	390.00
Prizes	555.99
Game Building	352.50
Sub-Total	1,598.49
Other Costs	233.57
Grand Total	18,477.00
Friends Previously Donated	200.00
Agreement Amount	15,000.00
Amount Requested from Foundation	14,800.00
Balance Not Requested	3,677.00

XI.B.

Bloomington Public Library
Surplus List
February 19, 2013

Canon MS400 Microfilm Reader/Printer, SN: AB305299

Bloomington Public Library

Director's Report

February 2013

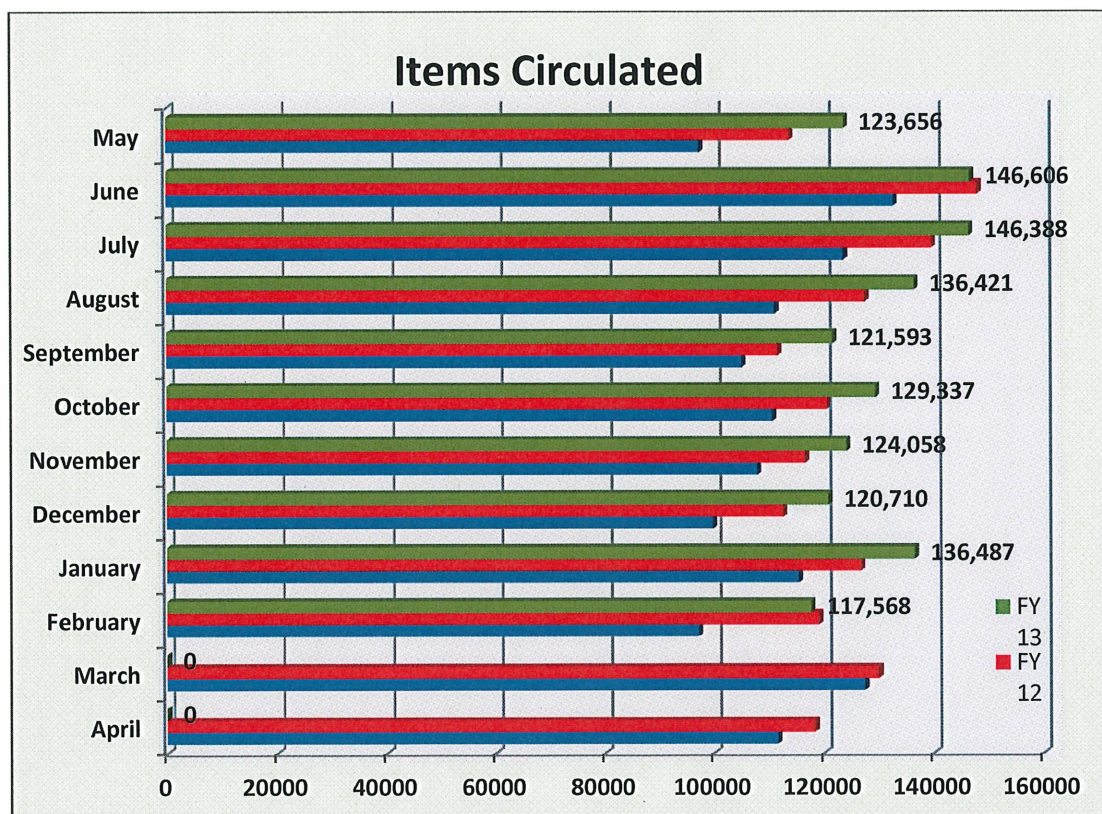
1. Fresh Market Gala on April 18th

Tickets are now available for our fund raiser at Fresh Market on Thursday, April 18th from 8 to 10 pm. Tickets will be \$20 and are limited to 300. They provide tastings of wine and food as well as discounts that evening. We receive all of the proceeds of this event. Our only obligation is to sell tickets. So far we think we have sold about 100 tickets. Please solicit your friends and buy your tickets early!

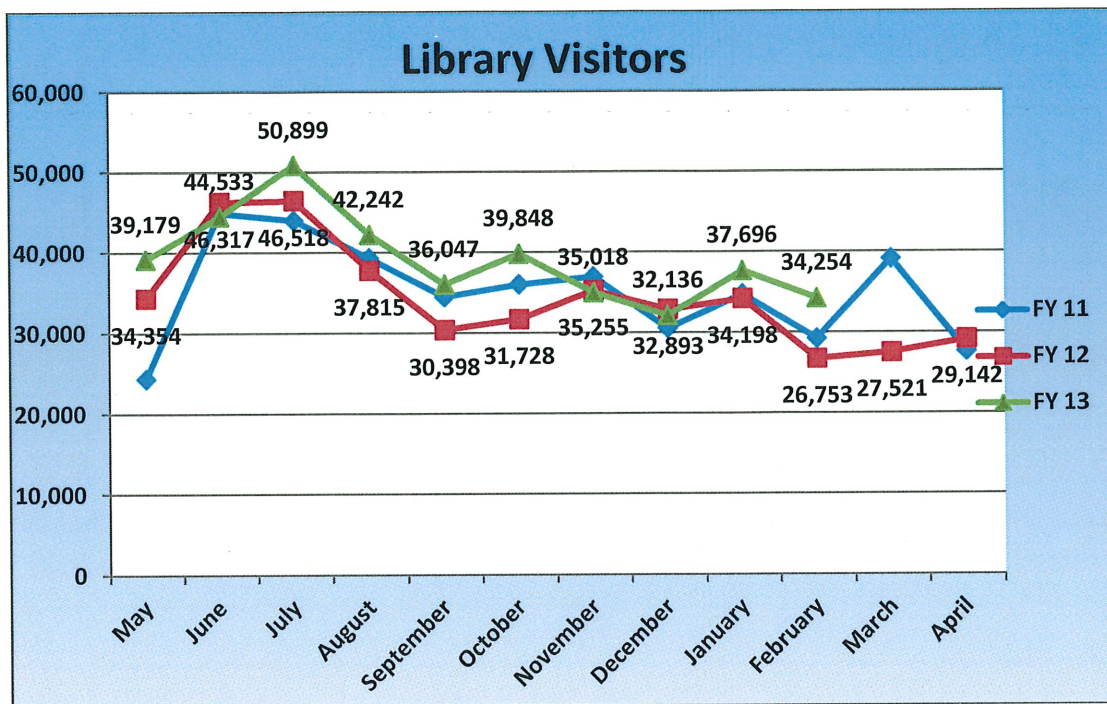
2. New Children's Librarian

We have hired a new Children's Librarian, Laurel Halfer, who will start on April 1.

3. Statistics



The Library lent 117,568 items in February, an decrease of 1% from the 118,957 items borrowed in February 2012. There were 34,254 visitors to the Library and Bookmobile in February, a 28% increase from the 26,753 visitors in January 2012. Staff answered 5281 questions from customers this month.



Programs and Attendance in the month of February:

Children

Storyteller Linda Gorham – 30 attended
 American Girl Doll program – 114 attended
 Party with the Presidents - Wesleyan Alpha Phi Omega literacy event – 115 attended
 Toddler story time – 4 sessions – 101 attended
 Preschool story time – 6 sessions – 155 attended
 Wiggle Giggle Wednesday evening story time – 11 attended
 My First Reading Program – 127 participated, 65 completed
 Tales for Tails (reading with dogs) – 2 sessions – 41 attended
 2nd Monday Story Club -7 attended
 Milestones Day Care visit – 23 attended
 Sheridan K visit – 48 attended
 Boy Scout tour – 14 attended
 Head Start Fun Club visit – 105 attended
 Visited Katie's Kids – 60 attended
 Visited Brigham Head Start – 80 attended
 Visited YWCA Day Care – 15 attended
 Visited Little Jewels Day Care – 115 attended

Teen

Teen Advisory Board – 1 session – 2 attended
 Anime Now – 2 sessions – 9 attended
 Game Fest – 1 session – 7 attended
 Book Brags (teen discussion of favorite books) – 1 session – 1 attended
 Filling out FAFSA applications – 1 session – 3 attended
 Knitting for Teens – 2 session – 17 attended (this may become a monthly group!)

Adult

Fiction – 1 session – 10 attended

Mystery Book Club – 1 session – 9 attended

Non-Fiction Book Club – 1 session – 8 attended

History Reads Book Club – 1 session – 10 attended

Classic Afternoon Movies – 4 sessions – 39 attended

Wednesday Night at the Movies – 4 sessions – 40 attended

Open Lab computer assistance – 2 sessions – 5 attended

Grandma, Grandpa, and Me Movie – 1 session – 11 attended

Black History Month program on IL's first black state legislator – 1 session – 9 attended

Brown Bag Business Lunch – 1 session – 1 attendee

4. New Microfilm Reader

The new ScanPro microfilm reader was installed. This nifty device provides much more flexibility in printing or saving to a flash drive from microfilm. It also allows for some word searching of pages, finite image manipulation to get a clear copy, and a large screen on which to view the film. AS staff have been trained and are now training customers on this new piece of equipment. The general consensus is a happy one for the new microfilm reader.

5. Book News

Book News our new e-newsletter which replaces Book Letters went live this month. It costs slightly more but the staff time saved and the added features make it worth it. To access the service, visit the Library's website and click on "Services For You." Then click on "Newsletters & RSS Feeds." Once you've opened a list and are interested in a title, you can go straight to the catalog to see if that item is available or to put the item on hold. Another option is to register to receive via email the Library's newsletter or any of the individual category lists. Sign up for as many categories as you wish. Updated lists are emailed about the middle of each month.

6. Meeting with Councilmen

The Joint committee of Board members and Councilmen as well as the City Manager met on March 6. Narandra shared his PowerPoint presentation which synthesizes the information from the three studies. Aldermen Sage, McDade and Fazzini provided suggestions and ideas of what will likely be asked by the City Council and what additional information the BPL Board may want to gather prior to presenting the studies to City Council. Suggestions included: number of people surveyed, residence of those surveyed, definition of east-side and west-side, as explained to those surveys, better definition of what services the branch would provide as well as operating expenses associated with a branch.

The management team will begin to prepare this information and bring it back to the Board by our next meeting.

7. Advertising for Zinio

Rhonda has purchased online advertising, sets of 50,000 impressions each of what they refer to as their "Big Ad," from The Pantagraph for the first time. This will be the ad to the right of the main headline online. These ads rotate among different advertisers each time you refresh their page. Each set cost \$450, can be spread out over a maximum of a 30-day period, and comes with one free print ad. Our first online ad will promote Zinio, which seemed like a perfect fit. If this works correctly, people should be able to click the ad to be linked to the library's Zinio page. By the time you receive this it should be running.

Respectfully submitted,
Georgia Bouda, Director

BLOOMINGTON PUBLIC LIBRARY
FY 2013 FISCAL REPORT

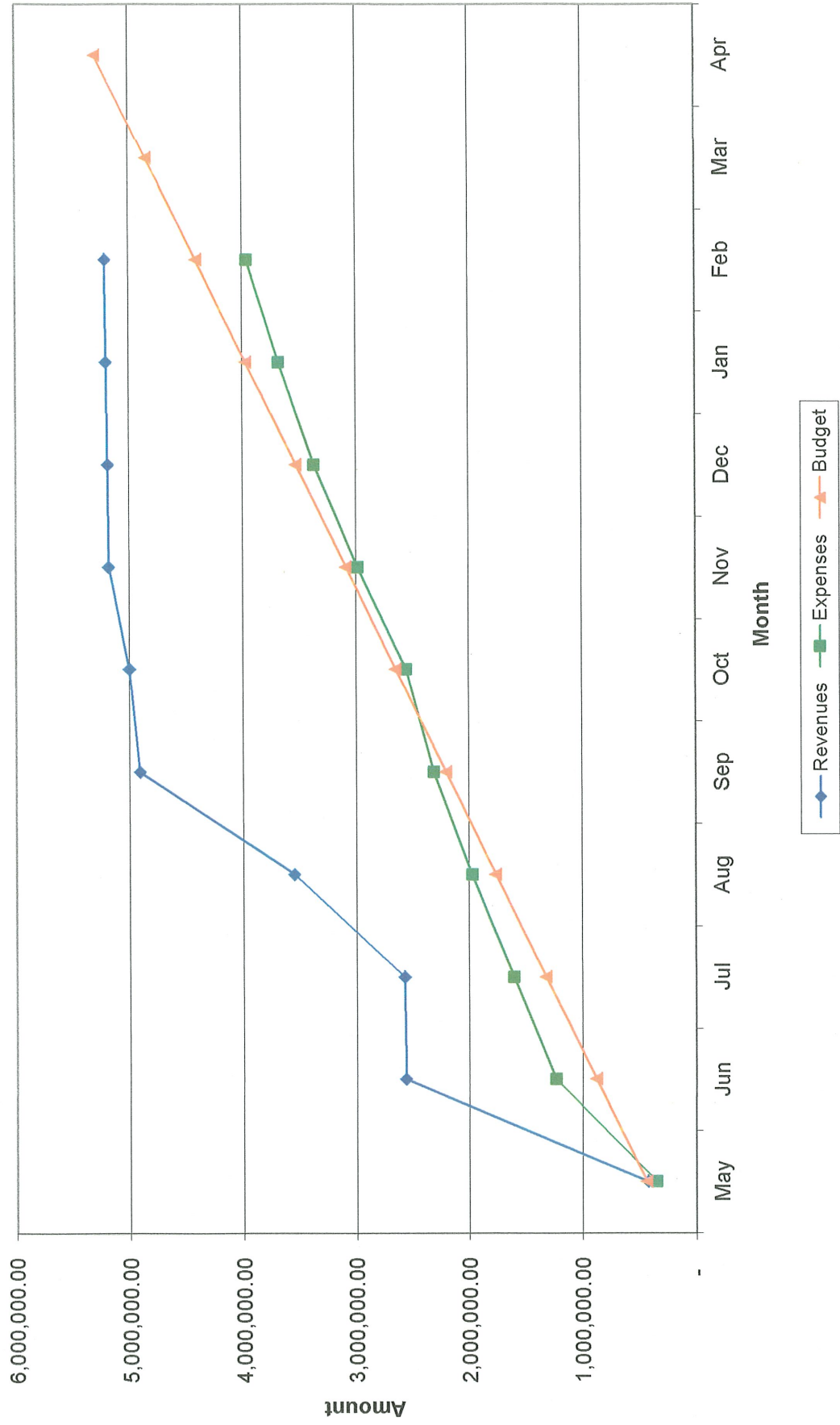
REVENUES:

ACCT NAME	BUDGET	FEB 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,513,519	0.00	4,512,534.79	(984.21)	100.0
Replacement Tax	130,400	0.00	100,000.00	(30,400.00)	76.7
State Grants	77,000	0.00	0.00	(77,000.00)	0.0
GPPLD	380,000	0.00	364,807.67	(15,192.33)	96.0
Fees & Rentals	70,000	7,875.37	62,196.66	(7,803.34)	88.9
Copies	3,600	363.75	3,358.95	(241.05)	93.3
Interest on Investments	4,500	276.32	3,780.17	(719.83)	84.0
Interest from Taxes	0	0.00	64.66	64.66	-----
Sale of Property	1,000	0.00	230.00	(770.00)	23.0
Donations	19,000	7.00	3,140.89	(15,859.11)	16.5
Other Private Grants	0	0.00	820.95	820.95	-----
Cash Over/Short	0	65.51	(54.91)	(54.91)	-----
Other	13,000	2,564.11	26,929.30	13,929.30	207.1
From Library Fixed Asset Fund	80,000	0.00	80,000.00	0.00	100.0
From Library Fund Balance	53,030	0.00	53,030.00	-	100.0
Total Revenues	5,345,049	11,152.06	5,210,839.13	(134,209.87)	97.5

ACCT NAME	BUDGET	FEB 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	1,815,500	133,561.96	1,392,850.22	(422,649.78)	76.7
Part-Time Salaries	410,255	27,967.88	291,323.42	(118,931.58)	71.0
Seasonal Salaries	45,000	708.08	34,591.07	(10,408.93)	76.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	0.00	24,980.32	24,980.32	-----
Total Sals & Wages	2,271,855	162,237.92	1,743,745.03	(528,109.97)	76.8
Dental Insurance	11,000	877.48	8,495.98	(2,504.02)	77.2
Vision Insurance	2,700	202.20	1,949.24	(750.76)	72.2
Health Insurance, BC/BS PPO	250,000	19,064.30	173,206.19	(76,793.81)	69.3
Health Insurance, OSF HMO	60,000	7,114.58	62,240.62	2,240.62	103.7
Life Insurance	3,500	234.37	2,614.46	(885.54)	74.7
IMRF	210,000	20,662.02	236,218.42	26,218.42	112.5
FICA	175,000	9,416.34	102,091.16	(72,908.84)	58.3
Medicare	0	2,202.26	23,875.87	23,875.87	-----
Worker's Comp	40,000	0.00	21,021.00	(18,979.00)	52.6
Uniforms	600	150.94	400.47	(199.53)	66.7
Tuition Reimb	12,000	0.00	0.00	(12,000.00)	0.0
Other Benefits	30,000	0.00	0.00	(30,000.00)	0.0
Total Benefits	794,800	59,924.49	632,113.41	(162,686.59)	79.5
Rentals	25,824	1,618.65	15,096.55	(10,727.45)	58.5
Total Rentals	25,824	1,618.65	15,096.55	(10,727.45)	58.5
Building Mtn	126,620	2,464.05	62,473.87	(64,146.08)	49.3
Vehicle Mtn	20,000	(23.53)	3,020.34	(16,979.66)	15.1
Office & Computer Mtn	160,000	17,673.99	92,889.65	(67,110.35)	58.1
Other Mtn	34,340	0.00	22,768.17	(11,571.83)	66.3
Total Repair/Mtn	340,960	20,114.51	181,152.03	(159,807.92)	53.1

ACCT NAME	BUDGET	FEB 2013	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	15,000	0.00	4,250.48	(10,749.52)	28.3
Printing/Binding	20,000	0.00	17,079.99	(2,920.01)	85.4
Travel	10,000	(62.10)	3,264.14	(6,735.86)	32.6
Membership Dues	16,000	(208.00)	4,376.46	(11,623.54)	27.4
Professional Development	13,400	913.15	5,052.01	(8,347.99)	37.7
Other Purchased Services	103,070	3,471.25	62,452.61	(40,617.39)	60.6
Property Insurance	15,000	0.00	22,462.00	7,462.00	149.7
Vehicle Insurance	3,000	0.00	5,471.00	2,471.00	182.4
Other Insurance	3,600	0.00	4,289.00	689.00	119.1
Total Purchased Services	199,070	4,114.30	128,697.69	(70,372.31)	64.6
Office Supplies	150,000	116.67	6,137.21	(143,862.79)	4.1
Computer Supplies	50,000	1,562.52	27,435.21	(22,564.79)	54.9
Copier Supplies	6,000	377.90	2,634.70	(3,365.30)	43.9
Postage	23,000	1,997.24	4,577.33	(18,422.67)	19.9
Library Supplies	72,000	837.55	40,483.67	(31,516.33)	56.2
Janitorial Supplies	10,000	1,969.65	10,895.30	895.30	109.0
Gas & Diesel Fuel	8,000	494.77	5,623.42	(2,376.58)	70.3
Building Mtnc & Repair Supplies	10,000	148.79	4,454.56	(5,545.44)	44.5
Total Supplies	329,000	7,505.09	102,241.40	(226,758.60)	31.1
Natural Gas	42,000	3,703.41	15,956.97	(26,043.03)	38.0
Electricity	120,000	0.00	89,422.83	(30,577.17)	74.5
Water	5,500	539.84	7,879.21	2,379.21	143.3
Telecommunications	32,000	1,861.30	18,956.55	(13,043.45)	59.2
Total Utilities	199,500	6,104.55	132,215.56	(67,284.44)	66.3
Professional Collection	5,000	190.25	3,889.22	(1,110.78)	77.8
Total Prof Collection	5,000	190.25	3,889.22	(1,110.78)	77.8
Periodicals	30,000	39.97	24,921.86	(5,078.14)	83.1
Adult Books	207,600	14,871.93	155,217.79	(52,382.21)	74.8
Children's Books	130,400	7,172.96	101,493.22	(28,906.78)	77.8
A/V Materials	156,000	(3,638.54)	142,219.81	(13,780.19)	91.2
Public Access Software	156,000	0.00	108,868.58	(47,131.42)	69.8
Total Materials	680,000	18,446.32	532,721.26	(147,278.74)	78.3
Employee Relations	5,000	211.23	1,597.79	(3,402.21)	32.0
Miscellaneous Expenses	11,000	342.26	4,306.26	(6,693.74)	39.1
ERI Reimbursement	42,617	0.00	42,617.00	0.00	100.0
Fixed Asset Fund Transfer	181,199	0.00	181,199.00	0.00	100.0
To Capital Fund	259,224	0.00	259,224.00	0.00	100.0
Total Other Expenses	499,040	553.49	488,944.05	(10,095.95)	98.0
Total Expenses	5,345,049	280,809.57	3,960,816.20	(1,384,232.75)	74.1

BPL FY 2012-2013



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% - 88.3% is acceptable)
February 2013

Property Tax (100.0%): The Library has received all of the Property Tax revenue for this fiscal year.

Replacement Tax (76.7%): This may be all that the Library will receive this year.

State Grants (0.0%): The amount that was reported earlier in the year was actually credited to FY12 as per an audit adjustment.

GPPLD (96.0%): This is the total for the year.

Fees & Rentals (88.9%): This is more than projected due to the efforts of the collection company.

Copies (93.3%): This line item is more than projected.

Sale of Property (23.0%): This line item is under-spent until the Library offers surplus computers to the public.

Donations (16.5%): Donations are low right now.

Other (207.1%): This is over the projected amount due to the sale of items from the Book Shoppe.

From Library Fixed Assets (100.0%): This transfer from the Fixed Asset Fund was made in June.

From Library Fund Balance (100.0%): This is the amount that is being used to fund the FY12 purchase orders that were rolled into FY 13.

Full-Time Salaries (76.7%): This is under-spent because Contract negotiations have not been settled yet.

Part-Time Salaries (71.0%): This is under-spent because Contract negotiations have not been settled yet.

Seasonal Salaries (76.9%): This is under-spent due to over-projections for the year.

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

Other Salaries: This is the line item that City is using for vacation payouts when staff leave employment.

Dental Insurance (77.2%): This line item is under-spent because not as many employees opted for this coverage as we expected.

Vision Insurance (72.2%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, BC/BS PPO (69.3%): This is under-spent because not as many employees opted for this coverage as we expected.

Health Insurance, OSF HMO (103.7%): This is over-spent because more employees opted for this coverage than we expected.

Life Insurance (74.7%): This is under-spent for the year.

IMRF (112.5%): This is over-spent due to vacation payouts for some staff.

FICA (58.3%): This is under-spent because of the requirement that Medicare be split from FICA.

Medicare: It's now a requirement that the Medicare portion be split out from FICA.

Worker's Compensation (52.6%): The renewal for Worker's Compensation coverage was not as costly as we had projected.

Uniforms (66.7%): Charges have been minimal.

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

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

Rentals (58.5%): Charges have been minimal.

Building Maintenance (49.3%): Charges have been minimal.

Vehicle Maintenance (15.1%): Charges have been minimal.

Office & Computer Maintenance (58.1%): Charges have been minimal.

Other Property Maintenance (\$66.3%): Charges have been minimal.

Advertising (28.3%): Charges have been minimal.

Travel (32.6%): Charges have been minimal.

Membership Dues (27.4%): Charges have been minimal.

Professional Development (37.7%): Charges have been minimal.

Other Purchased Services (60.6%): Charges have been minimal.

Property Insurance (149.7%): The renewal for Property Insurance was more than we projected.

Vehicle Insurance (182.4%): The renewal for Vehicle Insurance was more than we projected.

Other Insurance (119.1%): The renewal for Other Insurance, which is the Directors and Officers Insurance, was more than we projected.

Office Supplies (4.1%): Charges have been minimal.

Computer Supplies (54.9%): Charges are minimal.

Copier Supplies (43.9%): Charges have been minimal.

Postage (19.9%): Charges have been minimal.

Library Supplies (56.2%): Charges have been minimal.

Janitorial Supplies (109.0%): This over-spent due to the purchase of a new industrial-grade vacuum cleaner and supplies.

Fuel/Vehicle Supplies (70.3%): Charges have been minimal.

Building Mtnc & Repair Supplies (44.5%): Charges have been minimal.

Natural Gas (38.0%): Charges have been minimal.

Electricity (74.5%): Charges have been minimal.

Water (143.3%): This is over-spent due to water sprinkling this past summer. The Library plans to adjust the sprinkling schedule for next summer.

Telecommunications (59.2%): Charges have been minimal.

Professional Collection (77.8%): Charges have been minimal.

Adult Books (74.8%): Charges have been minimal in that the Library will be re-allocating some of these funds to the A/V Materials line item to pay for additional Adult A/V Materials.

Children's Books (77.8%): Charges have been minimal.

A/V Materials (91.2%): This is over-spent because the Library will re-allocate some funds from Adult Books to be spent in this line item.

Public Access Software (\$69.8%): Charges have been minimal.

Employee Relations (32.0%): Charges have been minimal.

Miscellaneous Expenses (39.1%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount of the ERI Reimbursement was made in June.
Fixed Asset Fund Transfer (100.0%): The full amount of the transfer was made in June.
To Capital Fund (100.0%): The full amount of the transfer was made in June.

The Donations line item breaks out as follows:

Summer Reading Program, Community Donations:	\$ 2,205.00
Fountain Receipts:	8.04
State Farm Good Neighbor Grant:	500.00
Miscellaneous:	427.85
Total Donations:	\$ 3,140.89

The Other Revenue line item breaks out as follows:

Print Station:	\$ 7,018.75
Book Shoppe:	13,320.00
Sale of Reusable Bag:	358.50
Sale of Sling Backpacks:	576.00
Sale of Earbuds:	953.50
Sale of Flashdrives:	185.25
Sale of CD-R's:	30.00
Sale of Totebags:	40.00
Hot Beverage Station:	792.00
Test Proctoring:	975.00
Meeting Room Fees:	797.50
Miscellaneous:	1,882.80
Total Other Revenue:	\$26,929.30

During February, 7 batches containing 122 invoices were processed, totaling \$23,613.76 and 204 credit card charges were made totaling \$31,081.17.

Library Fund Balance Information, 2/28/13:

Operating:	1,360,549.39
Capital:	1,733,754.80
Fixed Assets:	654,426.45

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, March 19, 2013


Signature, BPL Trustee

Vendor	Line Item	Amount
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Blind Man	Building Maintenance	216.92
Bloomington Public Library Foundation	Fees & Rentals	1,248.00
Brodart Co.	Library Supplies	1,255.77
CDW Government	Computer Supplies	503.80
CDW Government	Office/Equipment Mtn	769.00
Cengage Learning	Adult Books	28.62
Center Point Large Print	Adult Books	470.34
Children's Plus, Inc.	Juvenile Books	304.89
City of Bloomington	Dental Insurance	877.48
City of Bloomington	FICA	9,416.34
City of Bloomington	Fuel	471.24
City of Bloomington	Health Insurance-HMO	7,114.58
City of Bloomington	Health Insurance-PPO	19,064.30
City of Bloomington	IMRF	20,662.02
City of Bloomington	Life Insurance	234.37
City of Bloomington	Medicare	2,202.26
City of Bloomington	Payroll	162,237.92
City of Bloomington	Vision Insurance	202.20
City of Bloomington	Water	539.84
Comcast	Telecommunications	86.90
Cummins Crosspoint	Vehicle Maintenance	625.19
Dell Marketing	Computer Supplies	3,560.84
Demco	Library Supplies	463.91
Frontier	Telecommunications	1,516.99
Gale Group	Adult Books	2,115.72
Genalogical.com	Adult Books	59.70
H-O-H Water Technology, Inc.	Building Maintenance	752.23
Illinois Wesleyan University	Other Purchased Services	699.54
Imaging Office Systems, Inc.	Office Equipment	9,328.00
KCN Solutions, LLC	Rentals	175.00
Library Information Network of Clackamas County	Miscellaneous Expenses	26.95
Midwest Tape	A/V Materials	3,294.84
Miller Janitorial Supply	Janitorial Supplies	846.49
Nicor/Northern Illinois Gas	Natural Gas	3,703.41
Officemax	Computer Supplies	(222.59)
Officemax	Copier Supplies	106.60
Officemax	Employee Relations	53.73
Officemax	Library Supplies	172.68

Officemax
 Officemax
 Penworthy Co.
 Praxair Distribution, Inc.
 Presentations Direct
 Rainbow Book Co.
 Random House, Inc.
 Recorded Books, LLC
 Ricoh, USA, Inc.
 Sprint
 Taylor, Pamela (Seastar Aquascapes)
 ThyssenKrupp Elevator Corp.
 Unique Management Services, Inc.
 Vernon Library Supplies
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Warehouse Direct Business Products & Services
 Wayne State University
 Weber Electric, Inc.
 Weber Electric, Inc.
 World Chamber of Commerce Directory
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Beck's Family Florist
 VISA - Broadfoots Bookmark
 VISA - Copy Shop
 VISA - Denny's Doughnuts & Bakery
 VISA - Evacuumbstore.com
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Farm & Fleet
 VISA - Five Star Water
 VISA - Flag Guys
 VISA - Fred Pryor/CareerTrack
 VISA - Gamestop
 VISA - Gamestop
 VISA - Great Courses
 VISA - Hancock Fabrics
 VISA - Huck's Food & Fuel Stop
 VISA - Ingram
 VISA - JoAnn Fabric

Office Supplies	66.00
Other Purchased Services	48.80
Juvenile Books	342.04
Rentals	13.65
Library Supplies	252.00
Juvenile Books	3,581.37
A/V Materials	90.00
A/V Materials	199.00
Rentals	1,430.00
Telecommunications	309.23
Other Purchased Services	50.00
Building Maintenance	27.21
Other Purchased Services	626.50
Library Supplies	1,343.80
Computer Supplies	157.46
Copier Supplies	230.49
Library Supplies	115.12
Office Supplies	451.78
Miscellaneous Expenses	10.00
Building Maintenance	452.91
Vehicle Maintenance	484.69
Adult Books	86.11
A/V Materials	382.44
Computer Supplies	13.26
Employee Relations	244.23
A/V Materials	191.04
Professional Collection	190.25
A/V Materials	8,503.69
Adult Books	10,545.08
Juvenile Books	3,953.33
Employee Relations	49.95
Adult Books	469.00
Library Supplies	22.15
Other Purchased Services	13.00
Janitorial Supplies	24.98
Employee Relations	8.39
Janitorial Supplies	209.94
Library Supplies	1.99
Office/Equipment Mtn	19.99
Office Supplies	3.47
Other Purchased Services	42.50
Uniforms	144.98
Miscellaneous Expenses	70.51
Building Mtn Supplies	11.35
Professional Development	199.00
A/V Materials	931.85
Periodicals	24.98
Professional Collection	15.00
Other Purchased Services	66.04
Fuel	10.00
Adult Books	1,288.59
Library Supplies	21.96

VISA - Kohl's	Employee Relations	55.99
VISA - Kohl's	Janitorial Supplies	427.99
VISA - Kohl's	Office/Equipment Mtn	19.99
VISA - Library Store, Inc.	Other Purchased Services	48.33
VISA - Lowe's	Janitorial Supplies	44.38
VISA - Lowe's	Library Supplies	16.87
VISA - Lowe's	Other Purchased Services	4.67
VISA - Lowe's	Uniforms	20.96
VISA - McLeod	Telecommunications	119.60
VISA - Michael's	Other Purchased Services	161.46
VISA - National Pen	Library Supplies	188.40
VISA - NRS	Other Purchased Services	105.60
VISA - Nybakke Vacuum Shop, Inc.	Janitorial Supplies	562.99
VISA - OCLC	Office/Equipment Mtn	260.00
VISA - Office Depot	Library Supplies	15.12
VISA - Office Depot	Office Supplies	26.77
VISA - Office Depot	Other Purchased Services	10.99
VISA - Party City	Other Purchased Services	24.95
VISA - POSPaper.com	Library Supplies	448.19
VISA - Rockhurst University	Professional Development	169.15
VISA - Schnuck's	Other Purchased Services	40.26
VISA - Skillpath Seminars	Professional Collection	106.90
VISA - Skinit.com	Computer Supplies	246.16
VISA - U-Haul Moving & Storage	Other Purchased Services	132.87
VISA - USPS	Postage	4.55
VISA - Wal-Mart	Janitorial Supplies	23.85
VISA - Wal-Mart	Library Supplies	35.13
Total		296,924.24

Bloomington Public Library
Monthly Statistics - January 2013

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	66,877	565,582	64,377	545,721
Teens	3,018	31,785	3,153	35,448
Children	54,221	494,751	49,078	459,941
OTR Adults	3,029	24,881	3,139	27,148
OTR Teens	132	1,324	153	1,519
OTR Children	4,270	37,811	4,018	34,856
e-Books	3,365	21,545	1,949	10,401
Freegal downloads	894	6,896	836	1,669
Zinio Magazines	681	681	0	0
TOTALS				
Adults	69,906	590,463	67,516	572,869
Teens	3,150	33,109	3,306	36,967
Children	58,491	532,562	53,096	494,797
Digital Downloads	4,940	29,122	2,785	12,070
COMBINED TOTAL	136,487	1,185,256	126,703	1,116,703
ITEMS IN THE COLLECTION				
Main	273,954	273,954	274,208	274,208
OTR	13,507	13,507	23,911	23,911
TOTAL	287,461	287,461	298,119	298,119
HOLDS FILLED	8,083	62,337	6,481	51,027
CARDHOLDERS				
Added	580	5,613	557	5,606
TOTAL NUMBER				
Adults	22,024	22,024	22,521	22,521
Teens	1,937	1,937	1,858	1,858
Children	5,921	5,921	6,061	6,061
REFERENCE QUESTIONS				
Adults	3,302	29,289	3,603	40,098
Teens	60	223	0	0
Children	1,080	9,253	909	8,810
OTR	1,690	2,381	45	958
Circulation	99	10,072	950	7,493
Total	6,231		5,507	
PROGRAMS				
Story Times	13	103	10	105
Adult Programs	199	2,165	233	2,344
Teen Programs	71	598	40	840
Juvenile Programs	265	3,463	205	3,532
Outreach Adult	0	0	0	73
Outreach Teen	0	0	0	6

Bloomington Public Library
Monthly Statistics - January 2013

	Current Month	Cumulative	Last Year	Cumulative
Outreach Juvenile	0	0	0	271
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	4,696	0	4,667
Completed	0	2,832	0	2,869
TEENS				
Registered	0	783	0	846
Completed	0	431	0	421
ADULTS				
Registered	0	2,361	0	2,332
Completed	0	1,208	0	1,108
TOTAL				
Registered	0	7,840	0	7,845
Completed	0	4,471	0	4,398
COMPUTER USE				
Public computer uses	6,195	50,640	5,688	50,810
Website database/catalog hits	13,739	89,745	9,037	46,144
Online Resource (Database) uses	3,677	39,927	3,844	3,844
TOTAL	23,611	180,312	18,569	100,798
INTERLIBRARY LOAN				
Borrowing Requests Received	398	3,497	360	2,983
Outgoing Loans (Lending)	341	2,549	393	2,324
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	4	94	7	48
Outside the library (events)	7	76	2	63
Number of people	498	15,364	338	11,273
VOLUNTEER HOURS	173	1,078	112	855
MEETING ROOM USAGE				
Number of meetings	97	824	146	1,127
Customer Visits (MAIN)	36,669	347,197	33,712	318,931
Customer Visits (OTR)	1,027	10,401	486	10,545
COMBINED TOTAL VISITS	37,696	357,598	34,198	329,476
TRAINING HOURS	83	1,074	111	1,454

DRAFT

FY2014 SALARY RANGES

Position	Bottom of Range		Top of Range	
	Bi-Weekly	Annual	Bi-Weekly	Annual
Part Time Security Officer	\$11.73/ hour		\$16.83/ hour	
Security Site Supervisor	\$ 1,036	\$ 26,936	\$ 1,650	\$ 42,900
Secretary	1,181	30,706	1,536	39,936
Network Administrator	1,372	35,672	1,785	46,410
Webmaster	1,372	35,672	1785	46,410
Unit Manager	1,726	44,876	2,729	70,954
Marketing & Public Relations Manager	1,805	46,930	2,501	65,026
Librarian II	2,220	57,720	3,552	92,352
Information Technology Services Manager	2,654	69,004	3,155	82,030
Director	3,118	81,068	4,985	129,610

Salary ranges reflect a 2% increase over FY2013.

Bloomington Public Library Personnel Code

Article 11: Training and Education

Section 11.1.4: Out of Town Library Conferences, Workshops,
Seminars, and Conventions:

Meals. The per diem rate for meals for large metropolitan areas is ~~breakfast \$13.00, lunch \$17, and dinner \$25.00.~~ The per diem rate for meals **and** for small, more rural areas is ~~breakfast \$10.00, lunch \$15.00, and dinner \$20.00~~ **will be the contemporaneous IRS rate.**

Not to appear in the Personnel Code, but for staff information:

The breakdown is as follows

	Breakfast	Lunch	Dinner	Per Diem
Large areas	\$13.00	\$20.00	\$38.00	\$71.00
Small areas	\$10.00	\$15.00	\$31.00	\$56.00

Bloomington Public Library
Active Shooter Event Policy
Drafted February 18, 2013

An Active Shooter is described as an individual actively engaged in killing or attempting to kill people in a confined and populated area. ⁱ

Bloomington Public Library follows the policy recommended by the US Department of Homeland Security as depicted in the video produced by the City of Houston, "Run, Hide, Fight." Staff are encouraged to react to an active shooter event in three possible ways: run, hide, and as a last resort, only if your life is in dangerⁱⁱ, fightⁱⁱⁱ.

The information from the video is summarized below:

Run

- If there is an escape path, attempt to evacuate
- Evacuate whether others agree or not
- Leave your belongings behind
- Help others escape if possible
- Prevent others from entering the area
- Call 911 when you are safe

Hide

- If you cannot escape, find a place to hide
- Lock and/or blockade the door; turn off lights
- Silence your cell phone
- Hide behind large objects
- Remain very quiet

Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction
- Not trap or restrict your options for movement

Fight

- As a last resort, only if your life is in danger, attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

911 – When Law Enforcement Arrives

- Remain calm and follow instructions
- Keep your hands visible at all times
- Avoid pointing or yelling
- Know that help for the injured is on its way

In the event of shots fired, immediately run, hide or fight. Do not try to investigate what has happened or round up customers. Announce to customers that they should follow you to the best exit. They may not be aware of all of the exits from the building. Encourage anyone that you pass along the way to come with you. Lead others to the nearest exit or hide in the best available place. Do not worry about setting off the fire door alarm doors, but do make sure locked security doors are closed again, if used to exit. Most importantly, proceed away from the shooter to safety. Each department will discuss possible exit routes from their location with their manager at a staff meeting.

ⁱ⁻ⁱⁱⁱ US Department of Homeland Security; IS-907 – Active Shooter: What Can You Do; training video; <http://emilms.fema.gov/IS907/AS0101000.htm>

ⁱⁱⁱ Run. Hide. Fight. Surviving an Active Shooter Event; video; <http://youtu.be/5VcSwejU2D0>

CURRENT

Bloomington Public Library

Books are just the beginning.



www.BloomingtonLibrary.org

CUSTOMER EXPECTATIONS

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 building, please ...

- Treat people and property in a respectful manner.
- Monitor your personal belongings.
- Accompany and supervise younger children.
- Talk in moderate tones.
- Wear shoes and a shirt.
- Do not use heelys (retractable roller shoes).
- Leave pets outside.
Service animals are welcome.
- Do not sleep.
- Do not enter while under the influence of drugs or alcohol.
- Do not enter with items the general population views as threatening or that could damage library materials or property.

In addition ...

- Bloomington Public Library is smoke free. Please do not smoke on library grounds.
- Snacks that do not disturb others and non-alcoholic beverages in covered containers are allowed in the building.
- Please park bicycles in the bike rack.
- No solicitation.
- Library staff reserve the right to open and examine any bag, purse, backpack, suitcase, etc., that is brought into the Library.

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

PROPOSED

Bloomington Public Library

Books are just the beginning.



www.BloomingtonLibrary.org

CUSTOMER EXPECTATIONS

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:

- tobacco and smoking of any kind
- 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.

Bloomington Public Library

Incident Summary

Date	Time	Type
02/2	11:01 AM	Sleeping Incident
02/2	12:25 PM	Inappropriate Behavior
02/2	1:01 PM	Sleeping Incident
02/2	1:18 PM	Inappropriate Behavior
02/2	1:28 PM	Inappropriate Behavior
02/2	1:30 PM	Sleeping Incident
02/2	2:42 PM	Other
02/3	2:38 PM	Inappropriate Behavior
02/3	2:47 PM	Internet Abuse
02/3	4:42 PM	Inappropriate Behavior
02/4	11:46 AM	Library Equipment Incident
02/4	1:42 PM	Other
02/4	1:59 PM	Inappropriate Behavior
02/4	2:28 PM	Stolen/Damaged Library Material
02/4	3:41 PM	Police/Ambulance Call
02/4	6:07 PM	Police/Ambulance Call
02/4	6:51 PM	Inappropriate Behavior
02/4	8:31 PM	Inappropriate Behavior
02/4	9:14 PM	Alcohol/Drugs Incident
02/5	8:04 PM	Other
02/5	8:07 PM	Other
02/6	5:48 PM	Inappropriate Behavior
02/6	5:52 PM	Inappropriate Behavior
02/6	6:00 PM	Sleeping Incident
02/6	7:59 PM	Other
02/7	10:36 AM	Sleeping Incident
02/8	12:30 PM	Inappropriate Behavior
02/8	1:05 PM	Sleeping Incident
02/9	11:12 AM	Inappropriate Behavior
02/9	12:03 PM	Inappropriate Behavior
02/9	12:38 PM	Sleeping Incident
02/9	12:40 PM	Inappropriate Behavior
02/9	4:17 PM	Customer Suspension Violation
02/9	4:28 PM	Inappropriate Behavior
02/11	1:10 PM	Inappropriate Behavior
02/12	5:31 PM	Sleeping Incident
02/13	5:24 PM	Stolen/Damaged Library Material
02/13	6:04 PM	Other
02/13	9:28 PM	Inappropriate Behavior
02/13	9:35 PM	Inappropriate Behavior
02/14	2:34 PM	Sleeping Incident
02/14	7:32 PM	Alcohol/Drugs Incident
02/14	7:41 PM	Inappropriate Behavior
02/14	8:38 PM	Other
02/15	10:33 AM	Fire Alarm
02/15	12:23 PM	Inappropriate Behavior
02/16	1:09 PM	Inappropriate Behavior
02/16	1:13 PM	Sleeping Incident
02/16	1:55 PM	Inappropriate Behavior

02/16	1:58 PM	Inappropriate Behavior
02/16	2:01 PM	Inappropriate Behavior
02/16	2:31 PM	Inappropriate Behavior
02/17	1:55 PM	Sleeping Incident
02/17	2:08 PM	Sleeping Incident
02/17	3:16 PM	Other
02/17	4:00 PM	Sleeping Incident
02/18	9:45 AM	Sleeping Incident
02/18	11:08 AM	Customer Suspension Violation
02/18	1:00 PM	Other
02/19	3:03 PM	Alcohol/Drugs Incident
02/20	10:57 AM	Sleeping Incident
02/20	2:29 PM	Customer Complaint
02/20	6:16 PM	Other
02/20	8:37 PM	Inappropriate Behavior
02/22	2:59 PM	Police/Ambulance Call
02/23	10:55 AM	Inappropriate Behavior
02/23	1:24 PM	Inappropriate Behavior
02/23	1:47 PM	Inappropriate Behavior
02/23	3:08 PM	Inappropriate Behavior
02/23	3:11 PM	Sleeping Incident
02/23	3:56 PM	Inappropriate Behavior
02/24	3:18 PM	Inappropriate Behavior
02/24	3:21 PM	Sleeping Incident
02/24	4:16 PM	Sleeping Incident
02/25	10:52 AM	Stolen/Damaged Library Material
02/25	11:02 AM	Other
02/25	12:09 PM	Inappropriate Behavior
02/25	12:37 PM	Other
02/25	12:45 PM	Other
02/25	2:53 PM	Other
02/25	6:00 PM	Stolen/Damaged Library Material
02/25	6:25 PM	Stolen/Damaged Library Material
02/26	11:01 AM	Stolen/Damaged Library Material
02/27	2:38 PM	Inappropriate Behavior
02/27	8:09 PM	Other
02/27	9:26 PM	Staff Related Incident

Purchase of Additional eBooks

The success of the Putt With the Prose fund raising event has allowed the Library to purchase ebooks for customers. Attached is the Financial Statement for this year's event, netting a profit of \$4,360.00. Again this year, the Library would like to use the proceeds from the 2013 event to purchase ebooks.

The Bloomington Public Library Board of Trustees recommends that the Bloomington Public Library Foundation purchase ebooks in the amount of \$4,360.00 from the proceeds of the 2013 Putt With the Prose fund raising event.

Approved on this 19th day of February 2013



Peggy Burton, President