



LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY
205 E. OLIVE ST., BLOOMINGTON, IL 61701
TUESDAY, APRIL 16, 2024, 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Public Comment

Public Comment Guidelines are available at:
<https://www.bloomingtonlibrary.org/policies/public-comment>

5. Reports

A. President's Report (Recommended Motion: none, presentation only)

B. Director's Report (Recommended Motion: none, presentation only)

C. Fiscal Report (Recommended Motion: none, presentation only)

6. Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

A. Approve Minutes of March 19, 2024: Regular Bloomington Public Library Board meeting. (Recommended Motion: Approve the proposed minutes.)

B. Bills in the Amount of \$1,759,547.49 (Recommended Motion: Approve the proposed bills.)

7. Executive Session - Performance and Compensation of a Specific Employee (5 ILCS 120/2(c)(1))

8. Approval Items

A. Review and Approve Salary Ranges for Non-Union Employees (Recommended Motion: Approve salary ranges as presented.)

B. Approve Director Merit Increase for FY25 (Recommended Motion: Approve item as presented.)

C. Approve FY25 Slate of Officers (Recommended Motion: Approve slate as

presented.)

- D. Approve Appointments to the Bloomington Public Library Foundation Board
(Recommended Motion: Approve appointments as presented.)
- E. Review and Approve Revision of Library Policies (Recommended Motion: Approve
item as presented.)
- F. Authorize the Library Director to Enter into a Contract for Display Furniture
(Recommended Motion: Authorize the Library Director to Enter into a Contract
Submitted through the TIPS Interlocal Purchasing System for Display Furniture as
presented)

9. Discussion Items

10. Comments by Trustees

11. Recognize Outgoing Trustees

12. Adjournment

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or mhurt@cityblm.org.

Bloomington Public Library

Books are just the beginning.



Director's Report March 2024

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

- Continued to make progress towards a Library expansion, by:
 - Attending two construction meetings
 - Working with the solar company and construction company to coordinate installation plans
 - Attending a training session on our HVAC controls
 - Providing a tour to a Foundation Board Member and a tour to Daybreak Rotary
 - Providing 10 tours of the construction progress to 28 staff members and several BPL and GPPLD Board members
 - Working with Carol, Melissa, and Allison to develop moving plans and collection layouts
 - Sending existing building signage architectural plans to the architectural team
 - Working with Allison to determine outstanding book support and book cart needs
 - Communicating and following up on building issues with the construction team
 - Working with Bowen to develop a map of security cameras in order to better identify and report ongoing issues
 - Developing instructions for custodians to hang the Library's art on the display rails
 - Overseeing compliance with the Illinois State Library grant, including required reports
 - Submitting information to the US Census about our construction project
- Hosted Library Directors from Carlock Public Library District, Normal Public Library, and Hudson Area Public Library
- Coordinated the review of Library Policies with Department Managers and select staff
- Sent emails outlining board responsibilities to potential new board members
- Submitted a National Library Week Proclamation for the April 8th City Council Meeting

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

- Provided Jon and Colleen with directions for the development of a Techmobile and Outreach Vehicle presentation

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

- Worked with Robert, Bowen, and Gayle to draft security officer schedules and part-time job postings for the coverage of the expanded building
- Gathered the signatures to finalize the final tentative agreement adding the security officers to the collective bargaining agreement
- Attended a virtual meeting of city library directors

Adult Services Report

Carol Torrens

March 2024

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

Phase 2 Construction and Collections

Planning has started for the final layout of collections in the expanded building.

Several staff enjoyed tours of the partially completed east side of the building. It's exciting!

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SERVICES

There were two local history inquiries this month, each about a notable, historical resident.

COLLECTIONS

Book displays were on the themes of crafting and Women's History Month. The DVD display featured Academy Award winners and nominees.

Primarily due to a change in the way Baker & Taylor notifies us of new movie releases, Lisa in Children's will take over all ordering for Children's Box Office Hit movies beginning in May, at the start of FY25.

Some weeding is occurring now in fiction and nonfiction collections, to prepare for the return of our books from storage. The focus is on outdated nonfiction, duplicates, and books that have sat on the shelves for the past 2 years without being checked out.

PROGRAMS

Tiffany visited these schools to promote teen books and teen library activities. She spoke with the listed number of students:

KJHS: 70; PJHS: 68; EJHS: 47; CJHS: 52; BJHS: 195 (4 visits)

Adult/Family programs

- In Person On Site
 - Tree Pruning – 1 session – 13 attended
 - Social Security – 1 session – 8 attended
 - ESL conversation group – 1 session – 16 attended
- In Person Off Site
 - Books on Tap – 1 session – 22 attended
 - True Colors book club – 1 session – 8 attended
 - Fiber Arts Festival with NPL – 1 session – 92 attended
- Live Virtual
 - IL Libraries Present costume designer Ruth Carter – 1 session – 6 attended
- Hybrid
 - Mystery Book Club – 1 session – 1 in person, 11 virtual
 - Fiction Book Club – 1 session – 1 in person, 5 virtual

Teen Programs

- In Person Off Site
 - Murder Mystery party – *cancelled due to NPL's renovations*

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

Staff completed training on several topics, including a refresher on Kulture City – having a welcoming environment for those on the autism spectrum; purchasing in Amazon, and the Office supply areas.

Goal: Work effectively through the use of technology.

There were three individual appointments this month, all on basic computer use.

Operations Report
Robert Greene
March 2024

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

- Operations Staff:
 - Reinstalled the shelving in adult services, after removal of the temp wall.
 - Explored the best way to serve the public in reservations for the community rooms.
 - Worked with construction team/were trained on how the new faucets and soap dispenser's work and how to complete preventative maintenance.
 - Have started hanging the decorative art throughout the library.

- Repairs/installs:
 - Repaired the HVAC unit. Calibrated the heating fin tubes.
 - Installed a new winch to the bookmobile.
 - Repaired cabinet door in the bookmobile.
 - Came up with a system to prime the soap dispensers in all the public restrooms.

Goal: Recruit, train and develop a knowledge, collaborative staff

- Robert - Expansion report:
 - Robert communicated with Matt daily, concerning the status and progress on the expansion project.
 - Robert attended the construction meetings.
 - Framing drywall plumbing is being completed on the first floor.
 - The ceiling grid is being installed on the first floor.
 - The electrical/data wiring is close to completion on the first floor.
 - The new handrail was completed.
 - Caulking has been completed around the glass.
 - All the painting has been completed on the first and second floor.
 - The new flooring is about 75% complete on the construction side.
- Robert:
 - Jeanne, Bowen and Robert went through training for HVAC controls.
 - Training and learning Kronos.
 - Working on policy changes for security and custodians/maintenance.
- Security staff:
 - Moved a camera for a better view.
 - Started on Performance reviews.
 - Posted a part-time security position to external portals.

Goal: Administer a cost-effective Library.

- Alpha control is doing their annual VAV testing.

Business Office Report

Kathy Jeakins

March 2024

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

On Mar. 21, I presented a Mini Morning Session to staff on the Library's Tuition Program.

Goal: Administer a cost-effective public library.

Library Credit Cards: Nan entered all credit card charges in Commerce. Kathy entered all credit card transactions in account files; requested increases on 2 staff cards for upcoming purchases; completed applications for staff getting a P Card for the first time, and notified staff whose cards were about to expire and that their new cards were ready for pick up

In March, the Book Shoppe collected \$614.75; down quite a bit from last month

Hoopla usage in March was a little more than last month: 7,069 downloads totaling to \$15,482.43

Kanopy downloads for March totaled \$1,067, a little less than last month

On March 11, Bowen met with the building appraiser, as required by the insurance company

Allison and I met to complete forms for the new WT Cox subscription program

Requested 2 Certificates of Insurance for Library programs conducted at offsite locations

Entered requisition information for 2 purchase orders

Bills Costing in Excess of \$5,000:

- Ebsco Industries \$5,180.00 for Novelist Products
- Engberg Anderson, Inc. \$6,127.50 for Architectural Services
- Felmley Dickerson \$1,089,457.32 for Construction
- Felmley Dickerson \$45,248.00 for Construction
- Glowforge \$5,995.00 for Laser Cutter for Innovation Lab
- Library Furniture International \$63,328.68 for Furniture Package # 6
- Library Furniture International \$126,872.28 for Furniture Package # 8

Upcoming:

In April, Nan will begin to box up the FY 24 financial files

Kathy will set up FY 25 financial files



Cataloging & Technical Services Report

Allison Schmid

March 2024

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

- We ordered 552 oversize and 504 standard book rubber-based book ends from Demco.
- Allison worked on Adult Magazine/Newspaper and Children's Kit counts for shelf space.

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

- Eleanor has relabeled all the Video Games with the updated label. She will continue to check the shelves for games that need the updated label.



- The books for the Bloomington Reads program are visible in the catalog and on a display near the new books on the 1st floor.
- Rebecca Caudill 2025 nominees are labeled. The lists for Monarch, Bluestem, and Lincoln nominees should come out soon. We will swap the 2024 nominee displays with the 2025 as soon as all the books are labeled, and we get the green light from the children's department.

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

- Some of CATS staff went on a tour of the construction. - 1
- Some CATS staff attended or watched the MMS on Tuition Reimbursement. – 1.5
- CATS staff completed the KultureCity training. – .5
- Training Hours – 2.5

Goal: Work effectively through the use of technology.

- We created and posted 3 Amazon Business Account ordering tutorial videos on the CATS SharePoint page.

Goal: Administer a cost-effective public library.

- We're working on a test batch of replacement rubber magnetic bases onto Demco book ends.

Upcoming:

- National Library Week is April 7th-13th
- Processing and cataloging new children's game kits.

Children's Services Report
Melissa Robinson
March 2024

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

Collections

- We added some items to our World Language collection including Hindi and Punjabi blocks, Hebrew books, and Spanish Rebecca Caudill 2025 titles.

Programs

- Ramadan Story Time – 65 attended
- Boxes and Bubble Wrap – 85 attended
- Fun Friday Story Time – 5 sessions – 228 attended
- Lego Construction – 2 sessions – 132 attended
- Tales for Tails – 2 sessions – 43 attended
- Dungeons and Dragons for Kid – 3 attended
- 12 programs/sessions – 556 attended

Passive Programs

- Spring Break Scavenger Hunt – 36 participated
- Crafts (pipe cleaner dragons, dragon and taco, paper watches, coffee filter dancer, paper binoculars, how to draw, paper egg and chick, build a bunny) – 1239 made

Group Visits/Events

- Books and Bites at Sheridan – 36 attended
- Books Alive! – 65 attended
- ESL Program at Irving – 1 attended
- Heartland Head Start event – 100 attended
- Illinois Arts Station Open House – 12 attended
- Eggs on the Square – 270 attended
- SOAR group library tour – 8 attended
- Chanelle's Childcare – 38 attended
- YMCA Story Time – 35 attended
- Trinity Lutheran Pre-K – 16 attended
- Milestones – 24 attended
- 2nd Presbyterian Preschool library tour – 14 attended

- La Petite Academy – 33 attended
- American Heritage Girls library tour – 10 attended
- Katie’s Kids – 32 attended
- Washington kindergarten – 60 attended
- 16 groups/events – 754 attended

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

- Alysha attended the AOK Network meeting.
- Cody attended the CICE meeting.
- Children’s staff attended the MMS on tuition reimbursement and Admin and Office supplies.
- Lisa attended a webinar, “Beyond ELA: Digital Books across Your Curriculum.”
- Anna Elizabeth joined the Children’s Department as a part-time temp.

Goal: Work effectively through the use of technology.

- 18 posts were added to the Children’s Services Facebook group, and we now have 872 members.
- 8 videos were added to TikTok, and we now have 993 followers.
- We added a new eResource: Educate Station.

Upcoming:

- Picture Book Poetry – Apr 1-30
- Fun Friday Story Times – Apr 5, 12, 19, and 26
- Autism Acceptance Story Time – Apr 6
- National Library Week Scavenger Hunt and Activities – Apr 7-13
- Lego Construction – Apr 13 and 14
- Read with the Rep – Apr 20
- Dia de los ninos and the Art Station – Apr 30
- Children’s Discovery Museum Preschool Events – April 3 and April 30
- Autism Friendly Event – April 6
- Sciencepalooza at Prairieland – April 18
- YMCA Healthy Kids Event – April 20



**Circulation and Outreach Report
March 2024**

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

Outreach Library Associate meetings and successful connections:

- Reentry Board and Council meeting
- Chestnut Sober Social Committee
- Fatherhood Coalition and Fishing Event planning team
- Reentry Council
- BN Welcoming Core Group
- BN Parents
- Blue Bow meeting
- LMC Steering Committee
- Human Services Council
- Met with the Fatherhood Hispanic Liaison
- Toured the Chestnut Family Health Center
- Leadership McLean County Economic Impact Day
- Attended the Gateway Grand Opening
- Hispanic Leadership Lunch
- Leadership McLean County Alumni Event

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

- Deposits staff prepared and delivered or renewed 610 items at 10 sites.
- Home Delivery staff prepared and delivered or renewed 551 items to 47 active patrons.
- Pop Up Library staff visited the locations listed below. 101 patrons were served, and 622 items checked out.
 - Luther Oaks
 - Bickford House
 - Villas of Hollybrook
 - Woodhill Towers
 - Westminster Village
 - Liberty Health
- On March 14, staff attended the Bloomington Senior Expo at the Miller Park Pavilion and offered BPL giveaways, information about programs/resources, and books to checkout.



(3/2024) Circulation and Outreach Services Statistics

Total Circ BPL	87,362
Total Circ Main	56,515
Total Circ Outreach	6,146
Total Circ Drive-up	370
Total Digital Downloads	24,331
Hoopla	7,069
Overdrive	15,838
TumbleBooks	380
eBook Central	19
Kanopy	1,025
Borrowers Registered	396
Total Active Cardholders	32,755
Children	7,947
Teen	3,705
Adult	21,103
GPPLD	1,497
Total Holds Filled	5,535
Main Holds	4,329
Outreach Holds	959
Drive-up Holds	247
Door Count	11,712

10 Highest Circulations		Patron Count
Wingover Apartments PM	330	98
Grove	130	30
Eagle Ridge	104	34
Bohmer Drive	85	34
Freedom Oil	63	22
Eagle Crest East	62	17
Eagle Crest East	61	22
North Pointe	61	18
Old Farm Lakes	55	15
Ballybunion	53	19
Pepper Ridge	53	23
Oakwood	53	23

Lowest 5 Circulations		Patron Count
Somerset Court	5	8
Spring Ridge	5	7
Waterford Estates	5	2
Spring Ridge	5	3
Arcadia Drive	3	2
Royal Pointe Road	2	5
Brookridge Heights	2	3
Cardinal Ridge	0	0
Regularly Scheduled Stops		71
Special Stops		0
Cancelled Stops		0
Total Stops		71
Total Patron Count		881
Total Bookmobile Circulation		2,422

Human Resources Report

Gayle Tucker

March 2024

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

- I attend mini morning sessions (MMS) offered by the Staff Development Committee
- I viewed three webinars through EAP
- In March, there was one in-house job announcements and one outside job posting
- I participated in seven interviews and provided orientation for four new employees
- I completed a detailed Library Salary Survey for HR Source
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and UKG Kronos Timeclock setup information and instruction as part of new employee orientation
- In partnership with the City, we are participating in the Youth Enrichment Program to employ a student mentee over the summer

Goal: Work effectively through the use of technology.

- In March, I participated in several Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- I am the Subject Matter Expert for testing and training of the new UKG Kronos Dimensions upgrade and move to the Cloud—scheduled for April
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, UKG Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have 5 students for this semester

Upcoming:

- UKG Kronos Dimensions (timeclock) transition to the Cloud

Information Technology Systems Report
Jon Whited
March 2024

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

We are continuing to scan the Pantagraph index. All of the cards have been scanned at this point and we have 13,523 of them available and another 27,477 awaiting approval and indexing. This process is going well, and we are on track to have this available to the public when we fully open the library again as a replacement to the card catalog index.

We are waiting for the AV company to attach the components installed by the phone company so that we test the Overhead announcement system.

We added more laptops to the AS laptop cart for the public to be able to use while they are at the library.

We ordered replacement PCs for the Children's public area, TVs and consoles for the new TeenZone, equipment for the Innovation Lab, and equipment for the Sound Recording Studios. We will be setting up this equipment in the coming month to ensure that it works properly when we open the rooms to the public.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

On Monday, March 19th, from 6-8pm, Kerrie led a program Modern Day 3D Printed Lamps. She did a brief introduction into Tinkercad, showed the teens the lamp model they would be modifying, and then the teens spent time designing and customizing their lamps. In April, teens will return for the second half of the program to construct and complete their lamps by soldering wires, batteries, and LED lights together.

Thursday March 7th, teens came to the library's computer lab and created their own video games using Makecode Arcade. They learned about coding (using codeblocks) and basic game design concepts.

Olivia and DJ were invited to Evans JR high school to repeat a program that they did at the library. The teens created D&D minis and heard about the upcoming D&D program at the library. The cost of the program was picked up by the club at the school.

Upcoming:

We will be setting up all the new equipment for the Innovation Lab, TeenZone, Sound Recording Studios, and other new areas of the Library.

Marketing Report

March 2024

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

Summer Reading

- Bookmarks
 - English versions of the Summer Reading bookmark are at the printer.
 - Spanish versions of the bookmark are being developed.
 - Bookmarks serve as a *save-the-date* and are handed out to students in grades PreK-5 during library visits to the schools to promote the Summer Reading Program.
- Reading Logs
 - Initial proofs of the three reading logs – for kids, teens, and adults – have been distributed to staff.
 - Spanish versions will be developed when the English text is confirmed as accurate and complete. The reading logs are set to go to the printer on April 25.
- Summer Program Guide
 - The deadline to turn in programs for June, July, and August is April 12. Marketing will spend much of late April and early May developing the Summer Program Guide which will be sent to the printer on May 15.
- Vouchers
 - The committee tasked with soliciting Summer Reading vouchers is still at work with a deadline of April 18 for commitments to be secured.
 - Voucher sheets – for kids, teens, and adults – will be designed and printed by June 4.
- Monetary Donations
 - The 60 letters that were mailed to area businesses seeking monetary donations to Summer Reading have not yielded great results. So far, we've collected \$600 from four businesses. These are in addition to donations received from the BPL Foundation and the Golden Prairie Public Library District.
 - Funds collected on Library Giving Day – April 3 -- will be applied toward Summer Reading.
 - Bobzbay and the library will partner in a profit-sharing day, also on April 3. On this day, 10 percent of Bobzbay's proceeds will be given to the library's Summer Reading Program.
 - The library's Summer Reading Program will be a recipient of 25 percent of the profits netted by an area BAPS Walk-a-Thon. The Walk-a-Thon will be held on June 15. (BAPS Charities is an international, religious, charitable organization that originates from the Bochasanwasi Akshar Purushottam Swaminarayan Sanstha with a focus on serving society.)
- T-Shirts
 - Designs for the 2024 Summer Reading T-shirt are in the works with the online store set to open on April 22.

Fundraising

- Managed Bloomerang – our donation database
 - Building Fund
 - Entered new donations and pledge payments which arrived via snail mail.
 - Sent thank you letters/tax receipts to those who donated during the previous month.
 - Ran a report to view those whose pledge payments are in arrears. One reminder sent.
 - Ran a report to view pledge payments due in the next 30 days. No reminders sent.

Donor Wall

- The Donor Wall – recognizing those who donated \$500+ to the library's Building Project -- will be installed on Friday, April 5. Look for it next to the elevator on Floor 1.

Sticker, Coloring Page, Bookmark

- With the opening of the expanded building in mind, we are working with a local artist – Sarah Simpson -- who is designing and producing three items for us.
 - Bookmark – shows the south side of the building
 - Sticker – shows the northwest corner and west side of the building
 - Coloring Page – shows the northwest corner of the building and includes Melvin and friends

Website & Other Tech

- Marketing maintains the library's website.
 - Added April's programs and registration forms to the library's online calendar.
 - Updated record sets for New Movies, New Music, and New Audiobooks.

- Resolved a Library Aware image issue which was affecting the Cookbook Newsletter.
- Finished the Leadership Page. It can be viewed at bloomingtonlibrary.org/leadership-team.
- Updated the PDF image of the Bookmobile Schedule.
- Maintained the jigsaw puzzle collection.
- Updated the “How Do I” Page for the following:
 - Clarified that a Password is the same as a PIN
 - Updated the *Pay a Fee* link to clarify that fees currently need to be paid in person. (Our online fee payment processor was accidentally deleted by the City.)
 - Disabled the Online Payment Portal.
- Managed employment listings
- Updated the Library Market Staff Permissions Matrix to add new event creators and to change permissions for an existing user.
- Added *Circulation Manager* to *Internal Categories*.
- Added Easter Closure to the website and plasma screen.
- Added merchandise to the online store, including long-sleeve *Reading is My Superpower* T-shirts, apparel with rainbow book art, and quarter-zip fleece pullovers.
- Trained a staff member to create calendar events.
- Reviewed the Library Market Update summary and shared pertinent details.
- Archived the page pertaining to the Digital Preservation Studio.
- Put the finishing touches on the Bloomington Reads webpage and made it live.

Upcoming

- Working to create a page for the website which provides information about the Book Shop and how to make donations to the shop.
- Waiting for answers from Library Market pertaining to an issue about updating future events in a series.

Paper & Digital Design Work

Program Publicity

- Boxes & Bubble Wrap Bash
- Spring Break Children’s Activities
- Pins & Needles
- Tales for Tails
- D&D for Kids
- Hidden Gifts of Visual Thinkers
- Medicare Basics
- Book Discussion: American Eclipse
- Autism Acceptance Story Time
- Fun Friday Story Time
- Solar Eclipse Watch Party
- Dungeons & Dragons: Murder in Leilon
- Picture Book Poetry
- Lego Construction
- Dia de los Ninos
- Resume Boot Camp
- Bloomington Reads
 - Approve all programs
 - Create Slatwall Flyers
 - Create a Paper Take-Away Handout
 - Signs
 - 11 Social Media graphics
 - Boat on foam core for the Bloomington Reads display
 - Table Tent for Bloomington Reads display
- Summer Reading
 - Bookmarks
 - Reading Logs
- National Library Week Scavenger Hunt
 - Publicity
 - Handout with instructions
 - Clues

- Sign for Starting Point
- National Library Week Bookmobile Trivia
 - Handout for Kids
 - Handout for Adults
 - Social media art
- Library Giving Day
 - Pen information for FB, Insta, eBlast, Web Alert
 - Create Art for Social Media and eBlast

Signs

- Library Hours for posting at both entrances
- National Craft Month
- Women’s History Month
- In/Out Sign
- CS Endcaps
- Ramadan Story Time
- CS Facebook Group
- Long Shelf signs
 - Video Game Collection
 - New Books
- English Language Conversation Group - 2024 door signs
- Easter Closure
- National Library Week
- Fatherhood Coalition – Free Book Available (for Bookmobile)
- Sign for Little Free Pantry – pertains to PATH’s online database of community resources
- Table Tent for AS book display clarifying that the books on the display can be checked out
- Sign for Paper Towel Holder in Family Bathroom
- Sign for CS Trispoke which tells patrons where to find Children’s Kits

Misc. Marketing Tasks

- Received and stocked the following personalized promo items:
 - 250 Rainbow Paddle Poppers
 - 300 Lip Balm
- Fulfilled requests for promotional giveaways for 16 offsite events:
 - Spring Break Scavenger Hunt
 - Girl Scout Troop Visit
 - Books Alive!
 - SOAR TOUR
 - Wood Hill Towers Senior Health Fair
 - ISU Teen Fair
 - LIFECIL Staff Program
 - Re-Entry Fair
 - Autism Friendly Community Event
 - Children’s Discovery Museum Events
 - CornBelters Education Day
 - Community Helpers: Cedar Ridge School
 - STAR Literacy End of Academic Year Celebration
 - Eggs on the Square
 - National Library Week Bookmobile Trivia
 - National Library Week Scavenger Hunt
- Fulfilled 1 request for a prize donation:
 - BHS After Prom
- Processed and restocked promo item returns from 8 offsite events
 - District 87 Multicultural Fair
 - Books Alive!
 - American Heritage Girls Troop
 - Bloomington Senior Center Expo
 - SOAR Tour
 - Spring Break Scavenger Hunt

- Community Helpers: Cedar Ridge School
- Eggs on the Square
- Reprints
 - 40 Wireless Printing Handouts for AS
 - 600 My Library Card Handouts for Circulation
 - 600 Hoopla Handouts for Circulation
 - 600 Kanopy Handouts for Circulation
 - 600 Libby Handouts for Circulation
 - 600 My Library App Handouts for Circulation
- Created messaging pertaining to the Freedom Oil Bookmobile Stop moving to Viking Brews
 - Updated 8 texts - Apr 6, 27, May 18, June 8, 29, July 20, Aug 10, 31
 - Emailed The Magic Blue Box to request that the Text Word be updated.
 - Updated all Library Market Calendar Entries
 - Updated PDF of the schedule
 - Updated Paper Poster
 - Updated the Social Media Image for Week C
 - Created a sticker for the Map Side of the paper schedules
 - Created a different sticker for the List Side of the paper schedules
- Word of the Week Suggestions
- April Calendar
- Community Flyer Parameters
- New Video Game Labels
- Updated Cookbook Club flyer
- Wood Hill flyer
- Ramadan bookmarks
- Cards for Vending Refunds
- BPL Pride Logo
- Home Delivery Poster
- Brookridge Heights graphic
- Sign advertising the Wood Hill PopUp site
- Individual handouts for 8 bookmobile stops where children are often present without adults

April Programs

- Due to ongoing construction, the library continues to schedule and promote programs on a month-to-month basis.
 - April programs were submitted to Library Market by staff for review and editing by Marketing before being published to the library's website.
 - A publicity timeline was developed.
 - A shortened bitly link was created for each program requiring registration. Bitly links are used to direct patrons from social media and other non-library sites directly to each program on the library's website.
 - A Facebook Event was, or will be, created for each online and at-home program being offered.
 - An Instagram post was, or will be, created for each online and at-home program being offered.

Advertising

- WGLT
 - On-air ads ran in March to promote the Fiber Arts Celebration.
 - On-air ads will run in April to promote Bloomington Reads.
- Neighbors Magazines
 - Paper ads run in both *Eastside Neighbors* and *Neighbors of Southwest Bloomington*; online ads run via Google; and online ads run via Facebook. All are currently promoting that library cards and programs are free.
- Community Players
 - BPL is a sponsor of The Community Players' 2023-2024 season. This allows the library to run an ad on their screen during each 2023-2024 show (pre-show and intermission).

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.

- Rhonda serves on the Summer Reading Committee.
- Kourtni serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

Goal: Work effectively through the use of technology.

- Social media presence:
 - BPL Facebook – 10,566 followers
 - Instagram – 2,415 followers
 - Twitter – 1,990 followers
- Library text subscribers – 351
- Bookmobile text subscribers – 1,483
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 35,352 filtered active subscribers.
- Program Guide list – 34,467 filtered active subscribers.
- General eBlast list – 35,359 filtered active subscribers.

Goal: Administer a cost-effective public library.

Free & Cheap Promotion

- The library posts an abundance of information to Facebook and Instagram:
 - Information about every library program is posted to Facebook and Instagram.
 - A weekly #TBT photo is posted to Facebook and Instagram.
 - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
 - Posts promoting the following were also shared:
 - New attractions added to Explore More Illinois
 - Resume Reboot Workshop
 - Recording now available for the Post-Mortem Abraham Lincoln program
 - Photos from the library’s visit to Books Alive!
 - Easter Closure
 - “We’re Hiring!”
 - Photos from the Pins and Needles Fiber Arts Celebration
 - Eclipse Viewers Available
 - Bobzday profit-sharing day
 - Library Giving Day
 - The library sends at least one monthly eBlast promoting its online resources to cardholders who’ve not opted out of receiving such notifications.
 - An eBlast promoting the library’s Brainfuse JobNow online resource and an upcoming resume writing workshop was delivered on March 1.
 - An eBlast promoting the library’s LinkedIn Learning online resource was delivered on April 1.
 - An eBlast about Library Giving Day was delivered on April 3.
 - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance

March 2024

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	27,328	28,031	-3%	285,084	322,075	-11%
Teens	2,342	2,105	11%	22,742	22,550	1%
Children	33,364	31,846	5%	332,566	370,395	-10%
Digital Downloads	24,331	20,015	22%	243,016	206,350	18%
Total	87,365	81,997	7%	883,408	921,370	-4%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	21,103	18,253	16%	N/A	N/A	N/A
Teens	3,705	3,754	-1%	N/A	N/A	N/A
Children	7,947	7,279	9%	N/A	N/A	N/A
Total	32,755	29,286	12%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	396	731	-46%	5,302	6,894	-23%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	11,712	11,477	2%	122,608	135,269	-9%
Bookmobile	881	959	-8%	12,487	12,112	3%
Total	12,593	12,436	1%	135,095	147,381	-8%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	398	0	N/A	1,719	213	707%
Digital Preservation Studio	0	0	N/A	9	26	-65%
Community Room	55	0	N/A	204	11	1755%
Total	453	0	N/A	1,932	250	673%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	19	21	-10%	252	187	35%
People Reached	705	1,093	-35%	15,978	19,135	-16%
Community Visits to the Library	3	2	50%	12	2	500%
People Reached	28	12	133%	195	12	1525%
Total Outreach Visits	22	23	-4%	264	189	40%
Total People Reached	733	1,105	-34%	16,173	19,147	-16%

Strategic Priority: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	11	13	-15%	112	98	14%
Attendance	183	490	-63%	1,956	1,846	6%
Teens	11	2	450%	87	31	181%
Attendance	445	12	3608%	3,542	264	1242%
Childrens	24	8	200%	169	89	90%
Attendance	3,857	139	2675%	26,637	1,677	1488%
Total Programs	46	23	100%	368	218	69%
Total Attendance	4,485	641	600%	32,135	3,787	749%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	6	-50%	27	28	-4%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	2,970	2,818	5%	29,428	29,872	-1%

Strategic Priority: Recruit, train and develop a knowledgeable, collaborative staff.

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	111	110.25	0%	1,414	1,652	-14%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,457	1,160	26%	12,199	14,186	-14%
WiFi Sessions	1,982	1,318	50%	17,212	16,750	3%
Website/Catalog Hits	55,441	41,109	35%	526,317	474,386	11%
Online Resource Use	10,836	8,857	22%	169,607	57,666	194%

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	511	528	-3%	4,872	4,858	0%
Sent	107	138	-22%	960	1,324	-27%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	11	21.00	-50%	67	99	-33%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 20, 2024
5:00pm

MINUTES

- I. Call to Order
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call
Trustees Present: Ruth Novosad, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson

Others Present: Nan Goerlitz, Jeanne Hamilton

Absent: Stephen Peterson
- III. Introductions
There were no introductions.
- IV. Public Comments
There were no public comments.
- V. President's Report
There was no report.
- VI. Approval of Minutes
A. February 21, 2024
The minutes were approved as corrected.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton shared that construction is moving right along. She offered a tour to any Board members who were available following the meeting. Plans are for a soft opening over the summer with an event probably in August. Staff are planning for the Summer Reading Program and for Normal Public Library being closed for their construction project, since it is anticipated that our library may have increased traffic from NPL patrons. Jim Russell asked about the donation request submitted to Rivian. Jeanne commented that the library has asked for a commercial vehicle to serve as the Techmobile. Ruth Novosad asked about the Bloomington Reads Program for this year. Discussion followed.

Jeanne proposed cancelling the May meeting of this Board due to anticipated closing dates in May to focus on moving staff workspaces and the collection. Historically, there are no annual items for approval at that meeting.

RUTH NOVOSAD MOVED, AND PATTI SALCH SECONDED, TO CANCEL THE MAY 2024 MEETING OF THE GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT BOARD.
THE MOTION CARRIED UNANIMOUSLY.

- B. Outreach Report: Jeanne Hamilton highlighted that staff participated in the Night in a Car event with the Bookmobile.
- C. Financial Report: Kathy Jeakins thanked Jeanne for presenting her report last month. The current report is in the packet.

VIII. New Business

- A. Approve 2024 Summer Reading Donation

RUTH NOVOSAD MOVED, AND STEPHANIE WALDEN SECONDED, TO APPROVE A \$3000 DONATION TO THE 2024 SUMMER READING PROGRAM.

YAYS: RUTH NOVOSAD, ARY ANDERSON, JIM RUSSELL, PATTI SALCH, KATHY VROMAN, STEPHANIE WALDEN, ARY ANDERSON

NAYS: NONE

ABSENT: STEPHEN PETERSON

- B. Strategic Planning – Developing Goals: Kathy Vroman led the Board in brainstorming strategic goals to support the Vision Statement.

IX. Comments from Board Trustees

Ary reminded the Board members to file their Statement of Economic Interest by May 1, 2024.

X. Reminder

- A. Next Board Meeting is April 17, 2024

XI. Adjournment

Ary Anderson adjourned the meeting at 6:05 pm.

BLOOMINGTON PUBLIC LIBRARY
FY 2023-2024 FISCAL REPORT

REVENUES:

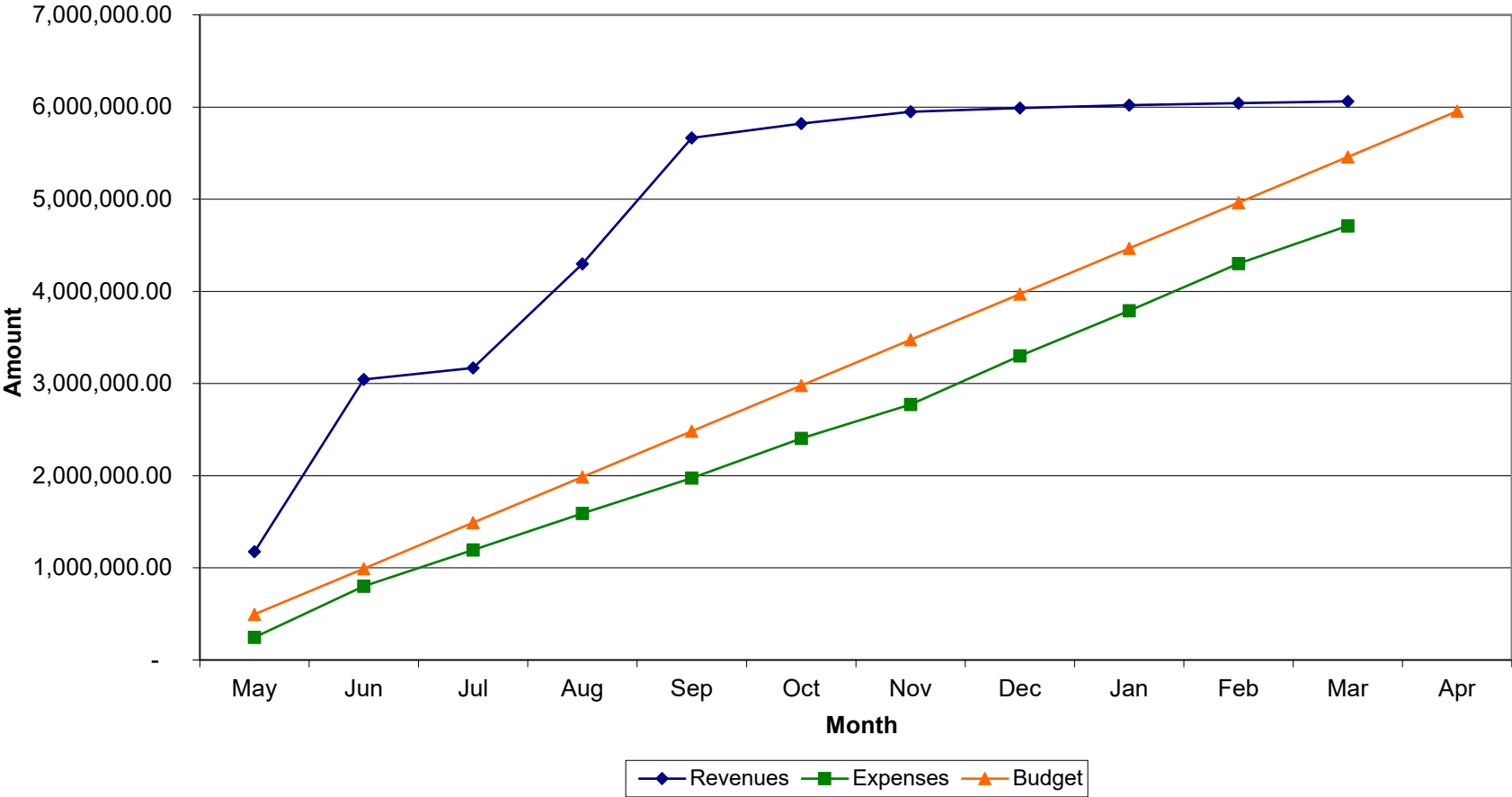
ACCT NAME	BUDGET	MAR 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,185,600	0.00	5,149,035.32	(36,564.68)	99.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	116,000	0.00	116,053.00	53.00	100.0
GPPLD	437,921	0.00	436,838.22	(1,082.78)	99.8
Fines & Fees	10,000	1,035.99	8,776.59	(1,223.41)	87.8
Interest on Investments	10,000	16,397.08	171,361.31	161,361.31	1713.6
Interest from Taxes	0	0.00	89.53	89.53	-----
Donations	25,000	117.15	21,993.55	(3,006.45)	88.0
Other Private Grants	0	0.00	1,987.00	1,987.00	-----
Cash Over/Short	0	0.00	(0.20)	(0.20)	-----
Other	40,000	2,449.16	25,121.77	(14,878.23)	62.8
Total Revenues	5,954,921	19,999.38	6,061,656.09	106,735.09	101.8

EXPENDITURES:

ACCT NAME	BUDGET	MAR 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,676,237	200,429.84	2,263,774.75	(412,462.25)	84.6
Part-Time Salaries	558,280	35,988.84	371,561.25	(186,718.75)	66.6
Seasonal Salaries	57,144	738.75	18,182.64	(38,961.36)	31.8
Overtime Salaries	100	0.00	15.41	(84.59)	15.4
Other Salaries	20,000	1,000.00	7,000.00	(13,000.00)	35.0
Total Sals & Wages	3,311,761	238,157.43	2,660,534.05	(651,226.95)	80.3
Dental Insurance	11,520	491.24	7,227.01	(4,292.99)	62.7
Health Insurance, HMO	6,600	556.36	5,662.17	(937.83)	85.8
Life Insurance	3,091	252.00	2,703.60	(387.40)	87.5
Vision Insurance	5,724	239.20	2,490.56	(3,233.44)	43.5
Health Insurance, PPO 600/1200	213,390	16,556.03	185,272.59	(28,117.41)	86.8
Health Insurance, PPO with HSA	79,800	9,900.52	79,404.95	(395.05)	99.5
Library RHS Contribution	7,500	638.48	7,857.86	357.86	104.8
Library HSA City Contributions	14,800	0.00	1,246.02	(13,553.98)	8.4
Dental Insurance, PPO	0	253.16	727.16	727.16	-----
Identity Protection	0	51.87	155.61	155.61	-----
IMRF	294,386	14,885.64	158,255.23	(136,130.77)	53.8
FICA	204,082	13,981.35	157,797.48	(46,284.52)	77.3
Medicare	47,729	3,269.97	36,904.81	(10,824.19)	77.3
Worker's Compensation	25,070	1,716.00	16,599.00	(8,471.00)	66.2
Uniforms	1,100	0.00	698.03	(401.97)	63.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	22,000	0.00	34,254.87	12,254.87	155.7
Total Benefits	939,792	62,791.82	697,256.95	(242,535.05)	74.2
Rentals	19,000	884.58	14,415.38	(4,584.62)	75.9
Total Rentals	19,000	884.58	14,415.38	(4,584.62)	75.9
Building Mtnc	111,110	11,685.00	59,210.67	(51,899.33)	53.3
Vehicle Mtnc	17,000	1,158.95	19,835.60	2,835.60	116.7
Office & Computer Mtnc	185,000	91.89	166,107.73	(18,892.27)	89.8
Total Repair/Mtnc	313,110	12,935.84	245,154.00	(67,956.00)	78.3

ACCT NAME	BUDGET	MAR 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,218.61	25,284.94	(21,715.06)	53.8
Printing/Binding	20,000	2,829.40	15,411.79	(4,588.21)	77.1
Travel	500	131.37	805.26	305.26	161.1
Membership Dues	5,000	75.00	3,899.56	(1,100.44)	78.0
Professional Development	7,500	0.00	5,012.84	(2,487.16)	66.8
Other Purchased Services	75,728	11,886.11	108,151.02	32,423.52	142.8
Other Insurance	45,000	0.00	48,191.14	3,191.14	107.1
Total Purchased Services	200,728	16,140.49	206,756.55	6,029.05	103.0
Office Supplies	14,000	(2,219.72)	8,222.83	(5,777.17)	58.7
Computer Supplies	90,000	1,330.26	83,418.76	(6,581.24)	92.7
Postage	1,500	0.00	2,335.33	835.33	155.7
Library Supplies	55,000	2,566.53	39,698.66	(15,301.34)	72.2
Janitorial Supplies	20,000	885.11	17,034.59	(2,965.41)	85.2
Gas & Diesel Fuel	6,000	501.44	4,805.80	(1,194.20)	80.1
Building Mtnc & Repair Supplies	13,500	677.26	8,364.91	(5,135.09)	62.0
Total Supplies	200,000	3,740.88	163,880.88	(36,119.12)	81.9
Natural Gas	36,000	2,404.76	12,666.27	(23,333.73)	35.2
Electricity	110,449	5,914.33	77,751.75	(32,697.25)	70.4
Water	7,000	450.59	5,350.24	(1,649.76)	76.4
Telecommunications	46,000	2,156.05	45,087.52	(912.48)	98.0
Total Utilities	199,449	442.06	140,855.78	(58,593.22)	70.6
Professional Collection	800	0.00	65.85	(734.15)	8.2
Total Prof Collection	800	0.00	65.85	(734.15)	8.2
Non-Traditional Materials	4,000	0.00	2,627.74	(1,372.26)	65.7
Periodicals	17,000	147.90	21,086.15	4,086.15	124.0
Adult Books	157,000	11,165.73	126,485.59	(30,514.41)	80.6
Children's Books	121,000	8,869.69	61,728.28	(59,271.72)	51.0
A/V Materials	91,000	2,279.19	59,613.19	(31,386.81)	65.5
Public Access Software	105,675	600.00	102,694.77	(2,980.23)	97.2
Downloadable Materials	190,000	39,920.00	195,758.13	5,758.13	103.0
Total Materials	685,675	62,982.51	567,366.11	(118,308.89)	82.7
Employee Relations	3,000	22.80	6,582.09	3,582.09	219.4
Miscellaneous Expenses	3,444	302.78	8,365.78	4,921.78	242.9
Total Other Expenses	6,444	325.58	14,947.87	8,503.87	232.0
Total Expenses	5,876,759	398,401.19	4,711,233.42	(1,165,525.08)	80.2

Bloomington Public Library FY 2023-2024



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 86.6% to 91.6% is acceptable)
March 2024

Property Tax (99.3%): The Library has received all of the distributions for this year.

Replacement Tax (100.0%): The annual distribution was made in October.

State Grants (Per Capita Grant) (100.0%): The Library received its Per Capita Grant in July.

Golden Prairie Public Library District (99.8%): Golden Prairie has also received all of the distributions for this year.

Interest (1713.6%): We projected a cautious amount for the year.

Other Revenue (62.8%): This is less than where it should be because the library is not as busy due to construction.

Full-Time Salaries (84.6%): This is under-spent due to staff vacancies.

Part-Time Salaries (66.6%): This is under-spent due to a few staff vacancies.

Seasonal Salaries (31.8%): Charges have been minimal.

Overtime Salaries (15.4%): Charges have been minimal.

Other Salaries (35.0%): Charges have been minimal.

Dental Insurance (62.7%): Charges have been minimal.

Health Insurance, HMO (85.8%): Fewer staff chose this option for their health insurance.

Vision Insurance (43.5%): Charges have been minimal, and the rates were less than anticipated.

Health Insurance, PPO with HSA (99.5%): This is over-spent because more staff chose this option for health insurance than expected.

Library RHS Contribution (104.8%): This is over-spent due to charges being a little more than projected.

Library HSA City Contributions (8.4%): Charges have been minimal.

IMRF (53.8%): Charges have been minimal.

FICA (77.3%): Charges have been minimal.

Medicare (77.3%): Charges have been minimal.

Worker's Compensation (66.2%): The annual premium was paid in December.

Uniforms (63.5%): Charges have been minimal.

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

Other Benefits (155.7%): This is over-spent due to a payout of benefits.

Rentals (75.9%): Charges have been minimal.

Building Maintenance (53.3%): Charges have been minimal.

Vehicle Maintenance (116.7%): This is over-spent due to bookmobile repairs.

Advertising (53.8%): Charges have been minimal.

Printing/Binding (77.1%): Charges have been minimal.

Travel (161.1%): This is over-spent due to more staff using their own vehicle for travel.

Membership Dues (78.0%): Charges have been minimal.

Professional Development (66.8%): Charges have been minimal.

Other Purchased Services (142.8%): A budget transfer was made from this line item to Other Purchased Services-Expansion.

Other Insurance (107.1%): The annual insurance premium was a little more than expected.

Office Supplies (58.7%): Charges have been minimal.

Computer Supplies (92.7%): This is over-spent due to replacing computers for staff, as per the replacement schedule.

Postage (155.7%): It was necessary to replenish the Bulk Mailing account.

Library Supplies (72.2%): Charges have been minimal.

Janitorial Supplies (85.2%): Charges have been minimal.

Gas & Diesel Fuel (80.1%): Charges have been minimal.

Building Mtnc & Repair Supplies (62.0%): Charges have been minimal.

Natural Gas (35.2%): Charges have been minimal.

Electricity (70.4%): Charges have been minimal.

Water (76.4%): Charges have been minimal.

Telecommunications (99.0%): This is over-spent due to the purchase of a new cell phone for staff.

Professional Collection (8.2%): Charges have been minimal.

Non-Traditional Materials (65.7%): Charges have been minimal.

Periodicals (124.0%): This is over-spent due to the annual payment of the subscription service.

Adult Books (80.6%): Charges have been minimal.

Children's Books (51.0%): Charges have been minimal.

A/V Materials (65.5%): Charges have been minimal.

Public Access Software (97.2%): This is over-spent due to the payment for the renewal of the LinkedIn Service.

Downloadable Materials (103.0%): This is over-spent due to the patron use of Kanopy and Hoopla.

Employee Relations (219.4%): This is over-spent due to recent purchases of first aid supplies.

Miscellaneous Expenses (242.9%): This is over-spent due to restocking our supply of items we sell to the public, i.e., Tote Bags and Reusable Bags.

The Donations line item breaks out as follows:

Summer Reading Program 2023 Donations:	
Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	18,000.00
The Copy Shop:	200.00
First Financial Bank:	200.00
Summer Reding Program 2024 Donations:	100.00
(this will be moved to Deferred Rev for next FY)	
Memorial Donations:	200.00
Robert Starkovich, Miscellaneous Donation:	100.00
Sandra Gowen, Donation for the Pop Up Library	25.00

Lois Rubbel, Miscellaneous Donation:	100.00
Hy-Vee, Reusable Bags & Giving Tag Program:	27.00
M Meton, Donation for Receiving Good Service:	10.00
Miscellaneous Donations:	31.55

Total Donations: \$ 21,993.55

The Other Revenue line item breaks out as follows:

Apparel Store:	\$ 337.11
Book Shoppe:	10,981.00
Cocoa Packs:	54.00
Ear Buds:	173.00
Flash Drives:	58.75
Genealogy Searches:	126.65
Mugs:	460.00
Print Station:	11,685.60
Reusable Bags:	285.50
Test Proctoring:	400.00
Tote Bags:	360.00
Miscellaneous:	200.16

Total Other Revenue: \$25,121.77

During March, 17 batches containing 121 invoices were processed, totaling \$343,968.89 and 107 credit card charges were made totaling \$34,195.44.

As of March 31, the Library's Maintenance & Operating Fund Balance is \$2,112,737.42, which is 35.5% of the budgeted amount; the goal of twenty-five percent of the Library's FY24 budget is \$1,488,730.

Library Fund Balance Information, 3/31/24:

Operating:	\$ 2,112,737.42
Fixed Assets:	\$ 1,314,887.35
Capital:	\$ 6,424,348.71

BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-24
As of 3/31/2024

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	4,261,748.30	(2,841,165.53)	60.0
Donations	700,000.00	715,466.13	15,466.13	102.2
Interest	400,000.00	778,417.49	378,417.49	-----
Interest From Taxes	10.00	25.51	15.51	-----
Bond Proceeds	14,201,889.40	14,201,889.40	-	100.0
From Illinois Funds Fund Balance	3,928,540.00	0.00	(3,928,540.00)	0.0
Total Revenues	26,333,353.23	19,957,546.83	(6,375,806.40)	75.8

EXPENDITURES:	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,535,641.61	82,057.61	105.6
Other Purchased Services	412,098.50	165,313.41	(246,785.09)	40.1
Office Supplies	2,157,629.30	1,304,548.80	(853,080.50)	60.5
Library Buildings	21,578,000.00	19,082,880.27	(2,495,119.73)	88.4
Total Expenses	25,601,311.80	22,088,384.09	(3,512,927.71)	86.3



MINUTES
LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, MARCH 19, 2024, 5:30 PM

The Library Board of Trustees convened in regular session at 5:31 PM, March 19, 2024. President Julian Westerhout called the meeting to order.

Roll Call

Attendee Name	Title	Status
Catrina Parker	Trustee	Present
Matthew Watchinski	Trustee	Present
Van Miller	Trustee	Present, arrived at 5:34 PM
Alicia Henry	Trustee	Present
John Argenziano	Trustee	Present
Susan Mohr	Vice President	Present
Julian Westerhout	President	Present
Alicia Whitworth	Trustee	Absent
Dianne Hollister	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

Introduction of Public

There were no members of the public present.

Public Comment

There were no public comments.

Reports

The following item was presented:

Item 5.A. President's Report

President Westerhout indicated that this is his penultimate report. He has heard from the City that one person has applied to be on the Library Board at this time. He asked that if any of the Board members know of someone who might be interested in serving on the Board, please encourage them to apply. He continues to hear from community members asking when the construction will be complete. People are very excited. He shared an email with Director Hamilton from someone who wants the Library to support an effort to better link the Library with the downtown area.

The following item was presented:

Item 5.B. Director's Report

Director Hamilton shared that the Statements of Economic Interest should be coming soon and are due May 1, 2024. She indicated that staff are working to solidify moving plans since construction is nearing completion. The plan is for staff and furniture installers to do much of the work while the Library is open to the public with a limited amount of library closures. The idea is to consider summer a soft opening for the completed Library, with a celebration event at the end of summer. The Director offered to take Board members on a tour of the construction area after the meeting.

The following item was presented:

Item 5.C. Fiscal Report

Kathy Jeakins thanked Director Hamilton for presenting the Fiscal Report in March. She noted that the current reports were in the packet.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Item 6.A. Approve minutes of February 20, 2024: Regular Bloomington Public Library Board meeting.

Item 6.B. Bills in the Amount of \$1,744,977.72

Trustee Parker made a motion, seconded by Trustee Watchinski, to approve the consent agenda as presented.

Motion carried (viva voce), 7-0.

Approval Items

The following item was presented:

Item 7.A. Approve Closing the Library on October 1, 2024 for Staff Development Day

Vice President Mohr made a motion, seconded by Trustee Parker, to approve the item as presented.

Motion carried (viva voce), 7-0.

The following item was presented:

Item 7.B. Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund

Trustee Miller made a motion, seconded by Trustee Parker, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Argenziano; Trustee Henry; Trustee Miller; Trustee Parker; Trustee Watchinski

Motion carried, 7-0.

The following item was presented:

Item 7.C. Approve Amnesty for Long Lost Items

Director Hamilton presented the proposal to waive fees for items that have been lost for five years or more. There was some discussion, including questions about historical data and thoughts that people in difficult and disadvantaged situations are impacted by these lost item fees the most.

Vice President Mohr made a motion, seconded by Trustee Parker, to approve the item as presented.

AYES: Trustee Westerhout; Trustee Mohr; Trustee Miller; Trustee Parker; Trustee Watchinski

NAYS: Trustee Argenziano; Trustee Henry

Motion carried, 5-2.

Comments by Trustees

Trustee Parker reminded the Board that the Director's review surveys are due back to her by March 26. The Budget & Personnel Committee meets on April 2, 2024 at 5:30 PM to review and discuss.

Adjournment

Trustee Miller made a motion, seconded by Trustee Parker, to adjourn the meeting.

Motion carried (viva voce), 7-0.

The Meeting Adjourned at 6:06 PM.

BILLS LIST

Approved by BPL Board of Trustees, April 16, 2024

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls and Services	Building Maintenance	1,280.00
Amazon Capital Services	A/V Materials	2,195.19
Amazon Capital Services	Adult Books	674.40
Amazon Capital Services	Building Mtrc Supplies	133.92
Amazon Capital Services	Children's Books	511.99
Amazon Capital Services	Computer Supplies	228.51
Amazon Capital Services	Library Supplies	328.55
Amazon Capital Services	Non-Traditional Materials	159.24
Amazon Capital Services	Office Supplies	110.04
Amazon Capital Services	Office Supplies -- Expansion	2,603.87
Amazon Capital Services	Other Purchased Services	341.70
Amazon Capital Services	Periodicals	15.50
Ameren IP	Electricity	2,404.76
Arthur J. Gallagher	Worker's Compensation	1,716.00
David Baron	Other Purchased Services	100.00
Bell, Alex	Travel	7.98
Brown, Reagan	Travel	238.75
CDW Government	Computer Supplies	55.34
CDW Government	Office Supplies -- Expansion	2,476.24
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	491.24
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	13,981.35
City of Bloomington	Gas & Diesel Fuel	424.35
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	16,556.03
City of Bloomington	Health Insurance-PPO with HSA	9,900.52
City of Bloomington	IMRF	14,885.64
City of Bloomington	Identity Protection	51.87
City of Bloomington	Life Insurance	252.00
City of Bloomington	Medicare	3,269.97
City of Bloomington	Payroll	238,157.43
City of Bloomington	RHS Contribution	638.48
City of Bloomington	Vision Insurance	239.20
City of Bloomington	Water	450.59
Cope, Michelle	Travel	29.70
Cummins, Inc.	Vehicle Maintenance	518.85
Custom Digital Imaging	Printing	2,829.40
Dell Marketing, L.P.	Computer Supplies	4,274.97
Dell Marketing, L.P.	Office Supplies -- Expansion	4,842.88
Demco	Library Supplies	103.25
Demco	Office Supplies -- Expansion	7,910.13
Devyn Corp	Other Purchased Services	1,850.00

Ebsco Industries	Other Purchased Services	5,180.00
Ebsco Industries	Periodicals	87.90
Engberg Anderson	Architectural Fees	6,127.50
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	1,182.50
Felmley Dickerson	Construction	1,134,705.32
Geiger	Library Supplies	367.82
Geiger	Other Purchased Services	637.82
Glowforge, Inc.	Office Supplies -- Expansion	5,995.00
Goerlitz, Nan	Travel	10.06
Hamilton, Jeanne	Travel	11.09
Highland Park Public Library	Other Purchased Services	325.00
Hollister, Dianne	Professional Development	8.61
Illinois Association for Advancement of Archaeology	Memberships	30.00
Illinois State Police	Other Purchased Services	50.00
Illinois State University	Advertising	408.33
Illinois Wesleyan University	Other Purchased Services	644.19
Lefler, Tiffany	Travel	27.04
Library Furniture International, LLC	Office Supplies -- Expansion	190,200.96
Lincoln Library	Miscellaneous Expenses	49.95
Metronet	Telecommunications	1,992.92
Mickey Truck Bodies	Vehicle Maintenance	587.40
Midwest Tape	A/V Materials	337.64
Midwest Tape	Children's Books	31.99
Midwest Tape	Downloadable Materials	19,960.00
Miller Janitorial Supply	Janitorial Supplies	322.70
Moser, Cora	Travel	8.24
Nicor/Northern Illinois Gas	Natural Gas	5,914.33
OSF Medical Group	Other Purchased Services	90.00
OverDrive	Downloadable Materials	4,990.00
Plastic Fulfillment, Inc.	Library Supplies	695.00
Playaway Products	Adult Books	1,915.23
POS Supply Solutions	Library Supplies	293.80
Quill Corp	Computer Supplies	1,601.25
Quill Corp	Janitorial Supplies	167.10
Quill Corp	Library Supplies	24.27
Quill Corp	Office Supplies	218.76
Simpson, Sarah	Other Purch Services-Exp	1,375.00
Unique Management Services, Inc.	Other Purchased Services	305.35
Wolpert, Emily	Travel	2.30
VISA - AnyCubic	Office Supplies -- Expansion	1,437.00
VISA - Baker & Taylor Books	A/V Materials	1,931.55
VISA - Baker & Taylor Books	Adult Books	6,113.07
VISA - Baker & Taylor Books	Children's Books	7,135.81
VISA - Bambu Lab	Other Purch Services-Exp	984.00
VISA - Best Version Media	Advertising	594.40
VISA - Bloomerang	Other Purchased Services	741.90
VISA - Bloomington Spice Works	Other Purchased Services	50.00
VISA - Casey's General Store	Gas & Diesel Fuel	22.58
VISA - Castle Theatre	Other Purchased Services	50.00
VISA - Country Living	Periodicals	36.00
VISA - Educate Station, LLC	Public Access Software	600.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	458.97
VISA - Grainger	Building Mtn Supplies	699.88
VISA - Gulf, Mobile & Ohio Historical Society	Memberships	45.00

VISA - Hero Forge	Other Purchased Services	95.88
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	24.51
VISA - Ingram	Adult Books	5,623.63
VISA - Ingram	Children's Books	475.09
VISA - Ingram	Other Purchased Services	374.92
VISA - International Service Fee	Children's Books	0.65
VISA - International Service Fee	Office Supplies -- Expansion	14.37
VISA - International Service Fee	Other Purchased Services	1.14
VISA - Kodo Kids	Children's Books	57.50
VISA - Menards	Building MtnC Supplies	(22.62)
VISA - Motion Picture Licensing Corp	Other Purchased Services	350.70
VISA - Newspapers.com	Other Purchased Services	74.90
VISA - Olive Bin	Other Purchased Services	50.00
VISA - Oriental Trading Co.	Other Purchased Services	6.97
VISA - Playfull Punjabi	Children's Books	65.15
VISA - Sewing Studio	Office Supplies -- Expansion	1,376.00
VISA - SteamGames.com	A/V Materials	25.00
VISA - Sweetwater Sound	Office Supplies -- Expansion	431.70
VISA - T-Mobile	Telecommunications	1,818.53
VISA - Uline Shipping Supplies	Janitorial Supplies	221.77
VISA - Verizon Wireless	Telecommunications	337.54
VISA - Wal-Mart	Janitorial Supplies	173.54
VISA - Wal-Mart	Office Supplies	6.10
VISA - Wal-Mart	Other Purchased Services	57.62
VISA - Wix.com	Other Purchased Services	56.86
VISA - Woman's Day	Periodicals	24.00
VISA - Zoom.US	Other Purchased Services	373.83
Total		1,759,547.49

CURRENT SALARY RANGES

Effective May 1, 2023

<u>Position</u>	<u>Bottom of Range Rate of Pay</u>	<u>Top of Range Rate of Pay</u>
Part Time Security Officer	\$16.00/ hour	\$25.00/ hour
Administrative Assistant	\$18.00/ hour	\$27.00/ hour
Department Supervisor/Assistant Manager	\$43,500	\$65,000
Network Administrator	\$48,000	\$72,000
Unit Manager	\$53,000	\$99,000
Librarian II - Manager	\$66,000	\$103,000
Information Technology Services Manager	\$79,000	\$118,500
Director	\$95,000	\$176,000

PROPOSED SALARY RANGES

Effective May 1, 2024

<u>Position</u>	<u>Bottom of Range Rate of Pay</u>	<u>Top of Range Rate of Pay</u>
Part Time Security Officer Moved to Union Contract	\$16.00/ hour	\$25.00/ hour
Administrative Assistant	\$19.00/ hour	\$29.00/ hour
Department Supervisor/Assistant Manager	\$45,000	\$68,000
Network Administrator	\$50,000	\$74,000
Unit Manager	\$56,500	\$105,000
Librarian II - Manager	\$66,000	\$105,000
Information Technology Services Manager	\$79,000	\$118,500
Assistant/Deputy Director	\$79,000	\$118,500
Director	\$103,000	\$190,000

Bloomington Public Library

Books are just the beginning.



Library Policies

Approved by the Board of Trustees

April 16, 2024

~~December 20, 2022~~

Table of Contents

Chapter 1 - Operations..... 4

- 1.1 Mission..... 4
- 1.2 Vision..... 4
- 1.3 Bylaws 4
- 1.4 Board of Trustees Officers and Committees Procedures 6
- 1.5 Public Comment Guidelines..... 7
- 1.6 Illinois Freedom of Information Act..... 7
- 1.7 Investments 8
- 1.8 Gift Acceptance and Naming 9
- 1.9 Purchasing..... 10
- 1.10 Disposal of Surplus Property 14

Chapter 2 – Services..... 14

- 2.1 Nondiscrimination..... 14
- 2.2 American Disabilities Act (ADA) 15
- 2.3 Confidentiality of Records..... 16
- 2.4 Library Cards 17
- 2.5 Interlibrary Loan 18
- 2.6 Reference Service 19
- 2.7 Programming 19
- 2.8 Internet and Computers 20

Chapter 3 – Collection Development..... 21

- 3.1 Selection..... 22
- 3.2 Maintenance 23
- 3.3 Access..... 23
- 3.4 Reconsideration 23

Chapter 4 – Facilities..... 24

- 4.1 Patron Expectations 24
- 4.2 Suspension of Library Privileges 24
- 4.3 Unattended Children 25
- 4.4 Health & Safety 26
- 4.5 Display Space 26
- 4.6 Exhibition Space 26

4.7 Meeting Room Usage..... 27
4.8 Video Surveillance..... 30
Appendix A - Request For Reconsideration of Library Material Form 32

Chapter 1 - Operations

1.1 Mission

We provide our diverse community with a helpful and welcoming place that offers equitable access to the world of ideas and information and supports lifelong learning.

1.2 Vision

To enrich and inspire our diverse and evolving community.

1.3 Bylaws

1. The Bloomington Public Library is a municipal library, serving the corporate boundaries of the City of Bloomington, as established under the Illinois Local Library Act as found in Chapter 75, Section 5 of the Illinois Compiled Statutes (75 ILCS 5). As provided in the Illinois Local Library Act, the Board of Trustees shall be composed of 9 city residents, appointed by the mayor and approved by the city council. Vacancies shall be reported to the mayor and shall be filled in like manner as original appointments. The President may ask the Mayor to declare a Trustee's seat vacant if such Trustee has three consecutive unexcused absences from regularly scheduled Board of Trustees meetings.
2. The regular meeting of the Board of Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board of Trustees at the first regular meeting of the Board of Trustees each fiscal year. All meetings of the Board of Trustees are open to the public as provided in Illinois Open Meetings Act (5 ILCS 120).
3. Special meetings may be held at any time at the call of the President, the Vice-President, or any two trustees, provided that it complies with the Illinois Open Meetings Act (5 ILCS 120).
4. A quorum at any meeting shall consist of a majority of the trustees.
5. The Officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the last regular meeting of the Board of Trustees and shall serve one-year terms, or until their successors are elected.
6. The President shall preside at all meetings of the Board of Trustees, appoint all committees, serve as ex-officio on all committees, serve as the only Board of Trustees spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board of Trustees.
 - a. In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority.
 - b. The Secretary, or designee, shall create the written minutes of the Board of Trustees meetings including closed session and committees, call the roll and record votes.
 - c. The Treasurer shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board of Trustees.
 - d. The Library Director, or their designee, shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.
 - e. Committees: The President shall appoint such committees before the first regular meeting of the Board of Trustees each fiscal year and as needs arise, charging 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. Ad hoc committees may be formed as needs arise.

- i. The Budget and Personnel Committee is chaired by the Treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.
- ii. The 3 P's Committee is charged to work with staff 1) to develop the short-term and long-term plans for the Library; 2) to periodically review Library policies; and 3) to review and assess the Library's balance of programs.
- iii. The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board of Trustees.

7. The Board of Trustees is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes shall be required to hire and/or fire the Library Director.
8. Order of Business: the order of business at all regular meetings of the Board of Trustees shall be determined by the Trustees.
9. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board of Trustees except as specified herein.
10. All regular and special meetings of the Board of Trustees shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).
11. Closed sessions shall be recorded, and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board of Trustees has approved the written minutes of the closed session and the destruction of the particular recordings.
12. All proceedings of a closed session shall be kept in strict confidence by all those in attendance.
13. Trustees may attend and participate in meetings of the Board of Trustees by telephone or other electronic means subject to the following limitations:
 - a. The minimum qualifications specified by the Open Meetings Act are met.
 - b. The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.
14. Trustees are expected to adhere to the following ethical precepts (originally created as the ALA Ethics Statement for Public Library Trustees):
 - a. Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
 - b. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
 - c. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
 - d. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board of trustees even if they personally disagree.
 - e. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

- f. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
 - g. Trustees who accept library board of trustees responsibilities are expected to perform all of the functions of library trustees.
15. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

1.4 Board of Trustees Officers and Committees Procedures

Nomination of Officers

The Bylaws specify that there “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that “the Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Trustees, 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 two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested Trustees for the officers of the Board of Trustees.
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board of Trustees 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.

Committee Appointments

Each trustee will be asked to serve on one or more of the Board of Trustees committees. The President will review and make appointments annually. 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 at the first meeting of the fiscal year.

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.

Committee Operations

Each committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a committee Meeting Agenda. Each committee Chair will approve the committee meeting agenda and all supporting documents no later than three business days prior to the committee Meeting Date. The Library Director or designee will send the agenda and supporting documents to all committee members and the President and make proper notice of the committee meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any committee meeting, but nonmembers of the committee may not vote and may only participate in discussion with recognition of the chair.

The Library Director or designee will record minutes of each committee meeting, which shall be subject to approval at a subsequent committee meeting. Minutes approved by a committee will be placed in a subsequent meeting packet of the Board of Trustees for information and to be placed on file.

Each committee chair will provide a written or verbal report on the work of their respective committee at each meeting of the Board of Trustees.

1.5 Public Comment Guidelines

The following guidelines are in place to facilitate public comments during Bloomington Public Library Board of Trustees meetings:

1. A public comment period not to exceed thirty (30) minutes will be held during all regularly scheduled Board of Trustees meetings, meetings of committees and/or task forces (hereinafter "committees") created by the Board of Trustees, work sessions, and special meetings of the Board of Trustees. Nothing herein shall prohibit the combination of meetings, at which only one public comment period will be allowed.
2. Comments are limited to three (3) minutes per speaker, on a first come, first served basis. A speaker cannot give his or her allotted minutes to another speaker to increase that person's allotted time.
3. Speakers will be acknowledged by the Chair and shall address the Trustees or Committee members. Speakers will begin their statement by first stating their name for the record.
4. Public comment is not intended to require the Board Trustees or committee members to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed.
5. After the speaker has made his or her statement, he or she shall be seated with no further debate, dialogue, or comment.

1.6 Illinois Freedom of Information Act

The Illinois Freedom of Information Act (FOIA) declares that all persons are entitled to full and complete information regarding affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of the Act.

A brief description of the Library public body is as follows:

1. The Library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. The total amount of the Library's operating budget is listed in the regular meeting packets at <https://www.bloomingtonlibrary.org/bpl-board>
 - a. Funding sources are property taxes, fees, personal property replacement taxes, state and federal grants, fines, charges, and donations
3. The Library is located at: 205 East Olive Street, Bloomington, Illinois 61701
4. The following organization exercises control over ~~our~~ the Library's Policies and Procedures:
 - a. The Bloomington Public Library Board of Trustees; meets monthly on the third Tuesday of each month at 5:30 p.m. in the Library located at 205 East Olive Street, Bloomington, Illinois.
 - b. The officers are listed at <https://www.bloomingtonlibrary.org/bpl-board>

5. The following organization operates in an advisory capacity regarding The Library's operation:
 - a. RAILS Library System: <https://railslibraries.org/https://www.railslibraries.info/>
6. The Library is required to report and be answerable for its operations to:
 - a. Illinois State Library:

<https://www.cyberdriveillinois.com/departments/library/about/home.html>
7. The City Clerk's Office is the central contact of all FOIA's for the City of Bloomington, including the Bloomington Public Library.

FOIA Officer is:

The City Clerk

Email: cityclerk@cityblm.org

Phone: (309) 434-~~2509~~ ext. ~~6 2240~~

Fax: ~~(309) 434-2628~~
8. FOIA Requests may be submitted:
 - a. Online at: <https://bloomingtonil.justfoia.com/publicportal/home/newrequest>
 - b. In-person at: The Hub, located on the first floor of the Government Center, 115 E. Washington Street, Suite 103 (8:00 a.m. - 5:00 p.m., Monday - Friday)
 - c. Via mail to: ~~115 E. Washington St., Suite 103109 East Olive Street~~, Bloomington, Illinois 61701
 - d. Via email to: cityclerk@cityblm.org
 - e. Via fax to: (309) 434-2628

Requested records may be inspected, copied, or provided electronically. If inspected, an employee must be present throughout the inspection.

FOIA Timeline and fees can be accessed at the City of Bloomington's website:

<https://www.bloomingtonil.gov/departments/city-clerk/foia>
www.cityblm.org/government/departments/city-clerk/foia.

Certain types of information maintained by the Library are exempt from inspection and copying. However, the following types or categories or records are maintained under the Library's control:

1. Ordinances and Resolutions
2. Board of Trustees Policies
3. Administrative Procedures
4. Monthly Financial Statements
5. Annual Receipts and Disbursements Reports
6. Levy Ordinances
7. Annual Audits
8. Operating Budgets
9. Minutes of the Board of Trustees and Committees
10. Job Descriptions
11. Annual Reports

1.7 Investments

All investment policies and procedures of the Library will be in accordance with Illinois law. The authority of the Board of Trustees to control and invest public funds is defined in the Illinois Public

Funds Investment Act, and the investments permitted are described therein. Management responsibility for the Library's funds is delegated to the City of Bloomington and investment of the Library funds is governed by the City of Bloomington Investment Policy.

1.8 Gift Acceptance and Naming

On behalf of the Library, the Library Director shall be authorized to accept gifts of cash or marketable securities, unrestricted donations of books and other library materials, and in-kind donations specifically designated or solicited for existing projects.

Board of Trustees consideration and majority vote approval is required for the following types of gifts:

- Gifts that will significantly encumber the Library either financially or administratively.
- Securities that are not readily marketable. These may include closely held stock, limited partnership interests, joint venture interests, and other forms of investments that may not fall into the marketable securities category.
- Real estate. Every proposed gift of real estate must be examined on its individual merits, including, but not limited to, the title to the property and its insurability, the results of environmental investigations, and marketability. A current appraisal completed by a qualified appraiser must be provided by the donor.
- Gift annuities.
- Charitable Remainder or Lead trusts.
- Named endowment funds.

The Library will consider gifts that meet the following conditions:

- Compatible with the overall mission and policies of the Library.
- Shall not place undue burden on the Library or the Library Foundation's resources.
- Shall not impede the ability of the Library to acquire gifts from other sources.
- Shall not subject the Library to adverse publicity.
- Provides the Library with full and unconditional ownership of all gifts.
- Allows the Library to make the final decision on the use, display, housing, access, withdrawal, or other disposition of all gifts and/or items purchased with gifts.

The Library reserves the right to decline any gift. Bequests and other gifts in excess of \$10,000 will be channeled through the Library Foundation.

The Library considers the naming of a room/area of the library in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. Proposals for naming a room/area of the library shall be considered in the case of significant gifts or when a person has given distinguished service to the Library that merits recognition in the Library's history.

Naming rights will normally remain in place for a period of no longer than twenty-five (25) years and will normally not extend beyond the normal life of the room/area of the library, whichever comes first. In the event the room/area of the Library is significantly altered in a timeframe less than 75% of the agreed upon time when the name was approved, the Library will roll the name forward in a similar capacity and

any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

If an individual or organization, after which a room has been named, comes into disrepute at the Library or in the community at large or promised funds are not received, the Library, upon action of the Board of Trustees, may discontinue use of the name.

When a named room has reached the end of twenty-five years, the end its normal life, or the name has come into disrepute, the room/area of the library may be renamed in recognition of a new donor or honoree.

Upon approval of the naming proposal, an appropriate dedication ceremony may be planned and conducted. When a major building project is undertaken, multiple dedication ceremonies may be combined into one large event. A dedication plaque or comparable marking may be erected or unveiled at the dedication ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials, and content.

1.9 Purchasing

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

Purchases of the 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 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 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 purchase not described above	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	<ul style="list-style-type: none"> • Travel advances • Employee reimbursements • Utilities 	May be purchased at the Department's discretion and submitted via direct invoice.

	<ul style="list-style-type: none"> • Postage • Professional printing services <ul style="list-style-type: none"> • Advertising • Employment related memberships & dues • Insurance premiums • Temporary employment services <ul style="list-style-type: none"> • Artist fees • Payments to instructors and other independent contractors • <u>Resale or concessions</u> • <u>Vehicle maintenance</u> 	<p>Staff should obtain the best value under the circumstances.</p> <p>These purchases shall be highlighted in Business Manager's monthly board report.</p>
\$5,000 - \$9,999.99 (continued)	<ul style="list-style-type: none"> • Construction/building repairs • Professional services, such as architectural & engineering, land surveying consulting, etc. • Annual building maintenance contracts, e.g., elevator, HVAC, etc. <ul style="list-style-type: none"> • Software licensing and maintenance contracts • Any other maintenance renewal contracts • Computer equipment 	<p>Requires a written memo and the Library Director's approval.</p> <p>These purchases shall be highlighted in Business Manager's monthly board report.</p>
\$5,000 - \$9,999.99 (continued)	Any purchase, excluding eResources, with three quotes not described above	<p>Requires a quote comparison form and the Library Director's approval.</p> <p>These purchases shall be highlighted in Business Manager's monthly board report.</p>
\$5,000 - \$9,999.99 (continued)	Any purchase, excluding eResources, without three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$5,000 - \$24,999.99	Any eResources (typically purchased from the public access software budget line) with three quotes	<p>Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required).</p> <p>Purchases over \$5,000 in this category shall be highlighted in</p>

		Business Manager's monthly board report.
\$5,000 - \$24,999.99	Any eResources (typically purchased from the public access software budget line) with one of the following documented exemptions: <ul style="list-style-type: none"> • Sole source* • Limited source* • Per State/Federal statute* 	Complete the EResource Evaluation Form, Column 1 of the Resources Comparison Form, and attach documentation of the exemption. Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$24,999.99	Any utilities	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.
\$10,000 - \$24,999.99	Any purchase procured through a joint/co-op purchase agreement	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$10,000 - \$24,999.99 (continued)	Any purchase with three quotes not described above	Requires a written memo, the Library Director's approval, and the Board of Trustees' approval.
\$10,000 - \$24,999.99 (continued)	Any purchase without three quotes, not described above, and with one of the following exemptions: <ul style="list-style-type: none"> • Sole source* • Limited source* 	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
\$25,000.00+	Any purchase with one of the following documented exemptions: <ul style="list-style-type: none"> • Sole source* • Limited source* • Per State/Federal statute* • Already approved through a state competitive bidding process or through a joint purchase agreement with one 	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.

	or more other governmental units	
\$25,000.00+	Any other purchase	Requires a competitive bid.
Any	Any purchase related to urgent construction decisions or during emergencies involving public health or safety	The Director, in consultation with board president or their designee, is authorized to waive the requirements of the purchasing policies, including the bid process, without the prior approval of the Board of Trustees.
Any	Multi-year agreements or leases	For the first year of the agreement/lease, follows the appropriate purchasing policy guidelines listed above. The Director is authorized to approve the subsequent payments for the remainder of the agreement period.

Once the proper procedure to make a purchase has been completed, staff making the purchase recommendation may work with the vendor to finalize the purchase and sign any applicable vendor contracts.

*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 (75 ILCS 5/5-5) 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.
- While it is preferred that P cards are not used if the vendor attaches a processing fee, a P card purchase with a processing fee is acceptable if it is the only accepted method of payment or the only method of payment that will meet a payment deadline. 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 Library 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.

1.10 Disposal of Surplus Property

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 Board of Trustees by determining what should be declared surplus and the best method of disposal.

- Items of any value may be donated or sold to the City of Bloomington, any other tax supported library, or Illinois Library System.
- Items determined to be worth \$1,000 or less may be disposed of in an appropriate method determined by the Library Director.
- Items determined to be worth more than \$1,000 may be sold after publishing a notice in accordance with 75 ILCS 5/4-16.
- If the property has been offered in one of the above manners and not been able to be sold, the property shall be considered worth less than \$1,000 and may be disposed of in an appropriate method determined by the Library Director.

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.

Chapter 2 – Services

2.1 Nondiscrimination

The Library values diversity and it is the Library’s policy not to discriminate against any patron, employee, or applicant for employment. Discrimination is treating any person different because of an

actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other category protected by applicable law (collectively referred to as “Protected Classes”).

2.2 American Disabilities Act (ADA)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Library will not discriminate against qualified individuals with disabilities on the basis of disability in the Library’s services, programs, or activities.

Employment

The Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication

The Library will generally, upon advance request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Library’s programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Program Procedures

The Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the Library, even where pets are generally prohibited.

The library offers various accommodations for programming and services including:

- Home delivery of library materials
- High-visibility keyboards
- Screen-reading or screen magnification tools
- Sensory kits
- Closed Captioning for movies
- Wheelchair and walker accessible seating
- Sign Language Services

Qualified individuals with disabilities may make requests for reasonable accommodation from the Library. The Library will make all reasonable modifications to policies, practices, and programs to ensure that people with disabilities have an equal opportunity to enjoy all Library programs, services, and activities. However, the ADA does not require the Library to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing any services or reasonable accommodations and modifications.

Any persons who require reasonable accommodation should contact the Library as soon as possible but no later than 72 hours before the scheduled event.

ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the library. The Library's Employee Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

~~Support Services-Operations~~ Manager
Bloomington Public Library
205 E. Olive
Bloomington, IL 61701

Within 15 calendar days after receipt of the complaint, the ~~OperationsSupport Services~~ Manager or their designee will arrange to meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ~~OperationsSupport Services~~ Manager or their designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the library and offer options for substantive resolution of the complaint.

If the response by the ~~OperationsSupport Services~~ Manager or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Library Director or their designee.

Within 15 calendar days after receipt of the appeal, the Library Director or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ~~LibraryExecutive~~ Director or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ~~OperationsSupport~~ Services Manager or their designee, appeals to the Library Director or their designee, and responses from these two offices will be retained by the Library for at least three years.

2.3 Confidentiality of Records

The Library complies with the Library Records Confidentiality Act of the Illinois Statutes (75 ILCS 70/1) which states the identity of registered Library patrons and records of patron transactions are confidential information. The Library does not make available lists of registered Library patrons or the records of patron transactions to any party except in compliance with the law.

2.4 Library Cards

Library cards are available to all residents of the City of Bloomington and the Golden Prairie Public Library District. Any resident, 17 years of age and older, may receive an adult library card upon ~~completion of an application and~~ provision of a valid photo id and **verification of** current address.

~~Acceptable forms of identification include valid Illinois driver's license or other government-issued photo ID with current address, a recent utility bill, signed lease agreement, personalized check, or recent mail with postmark.~~

Regular Library cards are renewed every three years provided the Library cardholder shows proof of residency. Limited Library cards, renewed every six months, are available to residents who are transitioning to permanent housing.

The Library reserves the right not to issue or renew a library card to anyone who cannot provide identification and/or address verification.

Minors

A parent or legal guardian's approval is required for anyone under the age of 17 to obtain a regular library card. The child and the parent must both be present. By obtaining a library card for a minor, parents/guardians acknowledge responsibility for the items borrowed, fees incurred, and their child's selection of materials.

Emancipated minors who have proof of their court ordered emancipation may receive an adult card without parental consent.

Students in District 87 and Unit 5 ~~whothat~~ reside in the City of Bloomington and the Golden Prairie Public Library District, and do not already have a regular library card, will receive a student library card through a partnership established with the school districts and the Library. Parents are able to opt out of this program by contacting either the Library or their respective school.

Non-residents

In accordance with the Illinois Local Library Act (75 ILCS 5/4-7), an individual residing outside of the Bloomington city limits or the Golden Prairie Public Library District who:

- a. Lives in the service area of another public library in the state of Illinois may register for a reciprocal library account at the Bloomington Public Library.
- b. Owns property within the city limits of Bloomington or within the Golden Prairie Public Library District and pays property taxes to the libraries, may annually present a tax bill for said property to receive a library card.
- c. Is a student (pre-school through 12th grade) ~~whose household income makes them eligible to receive free or reduced price lunches under the National School Lunch Program and the National School Breakfast Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA), may annually present documentation from the school or school district that indicates the student's eligibility for free or reduced price meals to receive a library card.~~
- d. Is a veteran with a service-connected disability of at least 70% who is exempt from paying property taxes on their primary residence due to the Homestead exemption for veterans with

disabilities, may annually present documentation from the county where they reside that indicates their residence is exempt from paying property taxes to receive a library card.

- e. Is an unmarried surviving spouse of a veteran who previously qualified for the Homestead exemption for veterans with disabilities or an unmarried surviving spouse of a service member killed in action, may annually present documentation from the county where they reside that indicates their residence is exempt from paying property taxes to receive a library card.
- f. Does not qualify for (a)-(e), may purchase a non-resident fee card by paying an annual fee comparable to the property tax paid by city residents. The annual fee for non-resident cards is established each year by the Board of Trustees. This fee entitles the immediate family to use the Bloomington Public Library and participating libraries statewide.

Educators

Any educator employed in a licensed Pre-K-Grade 12 institutional setting in the Bloomington-Normal area may receive an educator library card upon completion of an application and provision of a valid photo id, proof of current address, and proof of current educator status such as a school ID, pay stub, or document on school letterhead.

Organizations

Any organization located in the City of Bloomington and the Golden Prairie Public Library District may receive a corporate account upon completion of an application, proof of the organization's current address, and a signed agreement from the organization's Director/CEO/Owner.

eCards

Any patron who does not have a Library card, does not meet the requirements to receive a Bloomington Public Library card or does not want to receive a regular Library card, may receive an eCard - solely for the purpose of providing computer access, upon provision of a photo id.

Lost Cards

Lost or stolen library cards must be reported immediately. There may be a minimal charge to replace a library card.

Borrowing Privileges

Cardholders are responsible for all items borrowed using their library account and should not lend their card or library materials to others.

Borrowing privileges for physical items will be suspended when accrued fees equal or exceed ten dollars (\$10.00). These privileges will be restored when the amount owed is below ten dollars (\$10.00).

Lost or Damaged Materials

Cardholders are responsible for loss or damage to materials that are borrowed, including cases and supplemental contents. The current replacement cost will be charged for materials that are lost or too badly damaged to remain in the library collection.

2.5 Interlibrary Loan

When a patron wants material that is not available within Bloomington Public Library, the Library asks other agencies to provide it through the process of interlibrary loan.

Limited library cardholders may request interlibrary loan materials for use in the Library. Interlibrary loan is not available for ~~limited library card accounts or reciprocal card~~ holders accounts.

The Library will borrow from and loan to libraries in the contiguous United States, following state and national interlibrary loan procedures and protocols wherever applicable.

Just as with regular library materials, patrons are financially responsible for any damage or loss of interlibrary loan items. Charges for lost or damaged material provided through interlibrary loan are determined by the lending library and will include, but not be limited to, replacement cost, fines and processing fees. Habitual failure to return interlibrary loan materials in a timely manner and in the same condition in which the materials were received may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

2.6 Reference Service

The Library offers access to reference services (library staff answering questions, including readers' advisory questions, through the use of information sources) in person, by phone, by fax, and electronically during all hours that the Library is open. All patrons and questions will be treated with equal respect and confidentiality.

The Library seeks to provide complete, accurate answers regardless of the complexity of those queries. Reference questions that the Library cannot answer with the resources it has access to will be referred to appropriate agencies.

While the Library will strive to provide accurate and current information, staff will not be responsible for any inaccurate information obtained. The Library can provide assistance locating information and may help evaluate certain types of Internet sources but apart from readers' advisory will not interpret information, provide definitive analysis, or provide recommendations. This includes but is not limited to medical and legal topics.

Fee-Based Services

The Library's fee-based service, primarily for genealogical information, shall offer the alternative of staff conducted research for nonresidents who prefer such service when time, distance, or inconvenience precludes their on-site use of the Library. The Library reserves the right to limit or refuse research requests.

2.7 Programming

The primary function of providing programs at the Library is to support the Library's mission statement and to supplement the community's informational, educational, and cultural offerings and resources.

The primary goals of programming are:

- To support lifelong learning
- To acknowledge community expertise, past and present, and to encourage future inquiry
- To showcase and encourage special unique or alternative topics for exploration and investigation, especially with local relevance
- To educate the public about alternative formats of information
- To raise awareness about and advance library services and collections
- To simply enjoy life and have fun

In addition, programming at the Library strives:

- To encourage cooperation and collaboration in our community and beyond
- To provide aesthetic pleasure and develop/heighten the aesthetic sense of our community
- To reach underserved residents in the community
- To enhance the community's perception of the Library

Guiding principles:

- The Library provides uniformly gracious and friendly services to all patrons.
- Library programs are provided free of charge.
- Library programs are located in ~~a~~ physically accessible location~~s~~. Provisions are made, as needed, to enable persons with disabilities to participate in programs. Patrons are requested to allow sufficient time to arrange the accommodation.
- The Library considers community demographics, special populations, and the availability of programming from other social cultural and recreational organizations in the community when planning and evaluating programs.

2.8 Internet and Computers

The Library provides both wireless internet and dedicated computers to allow patrons access to resources that reside both locally and remotely. The Library employs the latest antivirus, monitoring, and filtering technology in order to provide an experience that is positive, productive, and safe for all patrons. However, the Library is not responsible for damages, indirect or direct, arising from access to any internet sites or Library computers.

Access

There are several different public computer access areas within the library. Each area has software and technology that is appropriate for each age group and designated use.

To ensure that everyone gets an opportunity to use the public computers, time limits are managed by computer reservation software. The reservation software requires a valid library card or eCard.

Laptops

~~The~~Library laptops are for use only in the Library and may not be removed from the building. All laptops contain remote tracking hardware and software that allow the Bloomington Police Department to locate them offsite. If a laptop is taken out of the Library, the Bloomington Police Department will be notified and the incident will be considered a theft of Library property.

LibraryA laptops ~~can only~~may be used by ~~a~~ patrons with a valid Library card, reciprocal borrowing library card in the Library computer system, ecard, limited library card, or teen student library card. Patrons whose cards are blocked from public computer usage at the Library cannot use a laptop ~~either~~.

Patrons are responsible for any damage or loss to the laptop and accessories that result from accident, theft, misuse, or neglect while the laptop is checked out to them. Patrons are expected to report any loss or damage of the laptop or accessories to a Service Desk. Should the laptop be lost, stolen, or damaged, patrons may be charged the full replacement cost, which will not exceed \$1,000.00.

Filtering and Monitoring

All computers connecting to the Library network are filtered. This filter is designed to restrict access to materials that are not appropriate for a public place such as the library. No filter is able to block every offensive site and it is the expectation that if a patron finds themselves on an inappropriate site that they immediately close the window containing the offensive material. This includes but is not limited to accessing material depicting offensive sexual conduct which lacks a high level of artistic, literary, political, or scientific value.

The Library reserves the right to monitor general Internet traffic, PC status, and bandwidth usage to ensure the integrity of the Library's network. The reservation system records dates, times, and library card information, and the Library reserves the right to examine these logs to investigate damage, illegal use, or other suspicious activity.

Use and Expectations

The Library requires that everyone using the Library's computers, laptops, and/or internet connection do so within the expectations of appropriate and acceptable use. Failure to do so will result in loss or suspension of library and/or computer privileges. The following are unacceptable:

- Violating any law, including but not limited to copyright laws.
- Any use of software that is disruptive or will monopolize network resources, including but not limited to:
 - Peer-to-peer downloading.
 - Port Scanning.
 - Network mapping or any other software that attempts to identify or exploit network components.
- Any use of electronic information which results in the harassment of others.
- Unauthorized duplication of protected software or licensing agreements, including but not exclusively, any "hacking."
- Altering the computers in any manner that makes them unusable, unsafe, or offensive to future patrons. This includes but is not limited to installing recording software such as keystroke loggers or other mechanisms to capture sensitive information about a future user.
- Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

These expectations are not intended to be all-inclusive, and the library reserves the right to classify any action, access, or operation involving library technology inappropriate.

Parents and guardians are expected to monitor and supervise their children's use of the Internet in the Library. Parents and guardians are encouraged to discuss with their children issues of appropriate use and internet safety.

Chapter 3 – Collection Development

Qualified Library material selection staff (selectors) operate within this framework of policies, using professional standards, judgment, and resources to develop the Library collection by selecting and discarding items.

The Bloomington Public Library Board of Trustees endorses and accepts as part of the Collection Development Policy the following documents:

- Library Bill of Rights
- Access for Children and Young Adults to Nonprint Materials
- Access to Digital Information, Services and Networks
- Access to Library Resources and Services Regardless of Gender or Sexual Orientation
- Challenged Materials
- Diversity in Collection Development
- Evaluating Library Collections
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Restricted Access to Library Materials
- Labeling and Rating System
- Universal Right to Free Expression
- Freedom to Read
- Freedom to View

These documents are available on the American Library Association website, www.ALA.org.

3.1 Selection

The Library offers a collection of library materials and information resources that support its mission and values.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints.

Selections will not be made on the basis of any anticipated approval or disapproval, but on the merits of the material in relation to the building of the Library's collections and in support of its stated mission and vision. Selection criteria and purchasing levels vary by area, but in general all materials, including gifts, are selected based on the following guidelines:

- Individual merit of each item
- Existing library holdings
- Diversity of viewpoint
- Suitability to the community
- Intended Audience
- Budget
- Popular appeal and patron demand
- Critics' and staff reviews
- Timeliness of the material
- Availability and suitability of format

The Library does not collect textbooks or academic, technical, or self-published materials not professionally reviewed, unless they are considered generally useful.

Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of

life, because of frankness of expression, or because it is controversial. In fact, individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and if they meet one or more of the criteria listed.

Purchase suggestions from patrons are welcome and are given serious consideration. A library cannot provide all materials that are requested. Therefore, interlibrary loan is used, when possible, to obtain from other libraries those materials that are beyond the scope of this library's collection.

It is possible that as technology and formats change, entire collections may be added or eliminated.

3.2 Maintenance

As materials are regularly added to the collection, ongoing maintenance is necessary to ensure the collections are maintained in good condition, with relevant and up-to-date information that continues to meet selection criteria. The Library cannot, because of space limits, become a library of historical record except in the area of local history. To ensure a vital collection of continued value to the community, materials which have outlived their usefulness are withdrawn from the collection.

Materials which have been withdrawn and are in good condition may be sold by the Library or offered to other libraries and/or not-for-profit organizations. No items can be held for or given to individuals for personal use.

3.3 Access

The Board of Trustees believes reading, listening, and viewing choices are individual, private matters. People are free to select or reject materials for themselves and their own minor children but are not to infringe upon the freedom of others to read or inquire.

The Library does not stand in place of the parent (in loco parentis). Parents and guardians have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children and teens.

Library material will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered.

3.4 Reconsideration

The Library recognizes the right of Bloomington and Golden Prairie residents to question materials in the collection. Such questions may be stated in writing on the Request for Materials Reconsideration form. (See Appendix A, at the end of this document.) The Library will give serious consideration to each opinion expressed.

Upon receipt of a Request for Materials Reconsideration form (see appendix), the Library Director will appoint a committee to review the material and reply to the resident in writing as soon as is practical. No material is automatically removed from the collections because of an objection to it and will remain available to patrons until a decision is made.

Patrons who do not accept the Library Director's decision may appeal to the Board of Trustees.

Chapter 4 – Facilities

4.1 Patron Expectations

The Library has established the following guidelines with the intention of providing a safe and enjoyable experience for all library patrons.

While in the library, patrons are expected to:

- Treat people and property in a respectful manner.
- Monitor personal belongings.
- Supervise dependent persons and children at all times.
- Talk in moderate tones.
- Wear appropriate attire. Shoes and shirts are required.
- Use each area of the Library appropriately, for example, the Quiet Reading Room is reserved for quiet reading and the Children’s department is reserved for children, their parents, guardians, teachers, and caregivers, and people researching children’s literature.
- 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, or vaping 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 Library privileges.

Illegal activities involving the use of library resources may be reported to state and federal authorities.

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

4.2 Suspension of Library Privileges

A person who engages in any activity which fails to meet the Library’s patron expectations, disrupts the use of Library facilities, collections, programs, or services by its patrons, or disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by Library staff. In such instances involving minors, the incident may be reported to the minor’s parent or guardian.

If, following a request for behavior modification, the patron fails or refuses to comply or responds abusively to the request, they will be required to leave the library premises immediately. If they fail to leave, the police will be summoned.

In the event a person suspended from the use of the Library attempts entry to the Library during any such period of exclusion, the police may be summoned and informed of the prior action.

Any incident that results in law enforcement being called, results in a one-year suspension. Terms of all other suspensions will be based on the severity of the inappropriate activity and past behavior of the patron, determined and communicated by Security Staff.

Appeals

Patrons, or the parents of minors, wishing to appeal suspensions must mail a completed written appeal form to the Library Director at 205 E. Olive, Bloomington, Illinois. Appeal forms may be obtained from Security Staff at the time of the incident or by calling the ~~Operations~~~~Support Services~~ Manager.

The Library Director or Library Director's Designee reviews appeals and mail responses within seven (7) business days.

If a patron wishes to appeal the Library Director's response, the patron must submit a second written appeal form to the Board of Trustees at 205 E. Olive, Bloomington, Illinois. The Board of Trustees shall schedule a review of the appeal at a public meeting. A notice of said meeting will be mailed to the address of the patron requesting an appeal.

If a patron wishes to appeal the Board of Trustees' response, the patron must contact the City Legal Department at ~~115 E. Washington St., Suite 103~~~~109 E. Olive~~, Bloomington, Illinois, or via phone at (309) 434-2213 and request that an appeal hearing be held. An appeal hearing will be set for an administrative court. The appeal hearing notice will be mailed to the address of the individual requesting said appeal.

4.3 Unattended Children

The Library is committed to helping all children with activities related to the Library. However, it is not the responsibility of staff to serve as caregivers, disciplinarians, or teachers. Children, just as all library patrons, are subject to all Library rules and policies concerning behavior, conduct, and demeanor. And it is the responsibility of parents/caregivers, by monitoring and regulating the behavior of their children, to assure that their children abide by these policies at all times.

Therefore, the staff will try to notify the parent/caregiver of an unattended child whenever:

- The child is not meeting the Library's Patron Expectations.
- The child's behavior disturbs other patrons of the Library.
- The child's health or safety may be in danger.
- The child is frightened or anxious while alone at the Library.
- The child is still at the Library ~~15 minutes~~ after the Library closes to the public.

If the parent /caregiver cannot be reached, then the Library will contact the Bloomington Police Department or Child Protective Services as deemed appropriate by the staff. In no instance will staff take the child home.

4.4 Health & Safety

It is the responsibility of the Library to maintain a healthy and clean environment for everyone and to protect the taxpayer's investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections, and patrons.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish and some types of beetles
- Evidence that items on loan to a patron may have been returned with insects that can result in pest infestations in library facilities, e.g. bed bugs or roaches

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Patrons or patron possessions with fleas, lice, or bed bugs
- Patrons with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a patron in order to protect Library collections, facilities or other patrons, notification of the suspension will be made. Access to facilities and borrowing will be restored when the suspended patron demonstrates that the situation that caused the loss of privileges has been remediated.

4.5 Display Space

The Library provides a community bulletin board ~~and a display rack~~ for ~~brochures and~~ flyers, open to organizations engaged in educational, cultural, intellectual, or charitable activities.

Acceptable material for the bulletin board ~~and display rack~~ includes non-profit organization and governmental activities, notices, programming information, and fundraising information. Unacceptable material for the bulletin board ~~and display rack~~ includes personal items and services for sale, commercial items and services for sale, and individual political candidate information. All materials are subject to available space and Library approval. With the exception of verified misinformation, materials will not be excluded because of the origin, background, or views of those contributing to their creation.

All materials to be posted on the bulletin board ~~and in the display rack~~ must be submitted to [the Circulation and Outreach staff](#) ~~a service desk or electronically to the Library's Administrative Assistant.~~

4.6 Exhibition Space

In an effort to enhance community appreciation of and exposure to the arts, particularly original work by local artists, the Library provides an exhibition space to host artwork and exhibitions that reflect a wide range of views, expressions, opinions, and interests. The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Specific displays may include items that may be unorthodox, unpopular, or controversial in nature. The Library's display of these items or any artwork does not constitute endorsement of content but rather

makes available its expression. Artists exhibiting at the Library are asked to remember that many members of the public, including children and families, visit our building and the Library Exhibit Coordinator reserves the right to determine what work is appropriate for each space.

Artists interested in exhibiting at the Library may apply at <https://www.bloomingtonlibrary.org/local-artist-exhibit>. The Library Exhibit Coordinator is responsible for selecting and scheduling artists based on their applications and available space.

When an exhibit is approved, an exhibition waiver must be signed and returned to the Library Exhibit Coordinator (electronically or in person) within 5 business days of approval.

The Library reserves the right to postpone, reschedule, or curtail an exhibit at any time.

4.7 Meeting ~~Space~~Room Usage

The ~~Community Room and the Study Rooms~~-meeting spaces in the Library are available to groups and organizations for events and activities that are in accord with the mission of the Library. The Library reserves the right to deny reservations based on compatibility with the Library's mission and/or a conflict with Library operations. Use of Library spaces does not constitute Library endorsement of viewpoints expressed by program organizers and/or participants in the program.

Failure to abide by the following policies will jeopardize future meeting room use.

General Meeting ~~Space~~Room Policies (Applies to all ~~spaces~~/rooms):

~~Use of Library meeting rooms does not constitute Library endorsement of viewpoints expressed by program organizers and/or participants in the program.~~

- ~~The Library and its affiliates have first priority on use of the meeting ~~spaces~~rooms. Other requests will be considered in the order in which they are received. The Library reserves the right to cancel prior reservations when the ~~meeting spaces are~~Community Room is needed for Library or City of Bloomington purposes.~~
- ~~The Library reserves the right to cancel a meeting ~~space reservation~~ because of weather related or building emergencies.~~
- ~~Group/organization~~Meeting attendees are subject to all Library Policies including Patron Expectations.
- ~~Groups/organizations~~Patrons using the meetings ~~spaces~~rooms must comply with all applicable local, state, and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.
- There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may request approval to sell their own published works.
- ~~The meeting ~~spaces~~rooms should be left in the same condition in which they were found. All ~~groups/organizations~~patrons are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security measures related to the meeting. ~~The meeting rooms should be left in the same condition in which they were found.~~~~
- Clean-up and vacating of the meeting spaces must be completed within the approved reservation time.
- ~~Group/organization attendees are subject to all Library Policies including Patron Expectations.~~
- Candles, any open flames, smoking, vaping, and alcohol are prohibited.

- No tacks, nails, staples, or tape, or any type of adhesive are to be placed in or on any library surfaces, doors, walls, windows, or furniture. ~~The Library will allow use of its bulletin boards or easels, if requested.~~
- The group/organization is responsible for the supervision of all children who may be participating in the meeting or may accompany its meeting attendees ~~members~~. Children should remain with the group or be supervised by an adult who must remain with them.
- The Library assumes no responsibility for private/personal belongings.
- The Library assumes no responsibility for personal injury to any person or damage to the property of others.
- The meeting spaces ~~rooms~~ are not available for private parties or social events.
- Patrons/Groups/organizations are not allowed to use the Library as their official mailing address or phone number. When issuing posters, press releases, or other publicity, groups should make clear that their programs are not sponsored, co-sponsored, or approved by the Library.
- ~~• The Library reserves the right to cancel a meeting because of weather related or building emergencies.~~
- The Library staff ~~or security personnel~~ will monitor the use of the meeting spaces ~~rooms~~ and enforce all policies.
- Meetings that may become disruptive to normal other Library operations must end immediately.
- Patrons using the meeting spaces shall agree to indemnify, save harmless and defend the Board of Library Trustees of the City of Bloomington, McLean County, Illinois, the City of Bloomington and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the use of the Bloomington Public Library's meeting room and other facilities.

Community Room Use:

- ~~• Refreshments must be approved by the Library's Meeting Room Coordinator. Meals are not allowed.~~
- Fees for usage:

<u>For Profit Groups/Businesses</u>	<u>\$50 per hour</u>
<u>Nonprofit or Community-based groups with reservations of 3 hours or less</u>	<u>No Charge</u>
<u>Nonprofit or Community-based groups with reservations of more than 3 hours</u>	<u>\$25 per hour</u>

	<u>Meetings intended for the Public</u>	<u>Private meetings, workshops, trainings</u>
<u>For Profit Groups</u>	<u>\$40 per hour</u>	<u>\$40 per hour</u>
<u>Not for Profit Groups</u>	<u>No Charge</u>	<u>\$15 per hour</u>

- Payment of the usage fee must be made prior to or on the day of the reservation. An invoice is available upon request.

- The Community rooms can may be reserved for a maximum of 6 hours per day by any one group/organization. Groups/organizations may use the Community Rooms up to twice per month.
- ~~Groups/organizations may reserve t~~The Community Rooms may be reserved no more than 90 days prior to date of the meeting and no less than the day before the meeting. The Community Rooms are-is not considered reserved until Library staff has confirmed the reservation.
- Refreshments must be approved by the Library's Meeting SpaceRoom Coordinator. Meals are not allowed.
- The Community Rooms include tables and chairs, but groups using community rooms are responsible for their preferred arrangement.
 - Groups may request a special room set-up by library staff at a rate of \$50. (Exceptions for individuals with disabilities are available upon request when requesting the room reservation.)
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation. ~~Consistent failure to cancel and not notify the Library will jeopardize future meeting room use.~~

Conference Room Use:

- The Conference room may be reserved for a maximum of 6 hours per day by any one group/organization. Groups/organizations may use the Conference Room up to twice per month.
- The Conference Room may be reserved no more than 90 days prior to date of the meeting. The Conference Room is not considered reserved until Library staff has confirmed the reservation.
- Only beverages with secure lids are allowed in the conference room. Food is not allowed.

~~Group~~ Study Room Use:

- ~~Groups may reserve t~~The Study Rooms may be reserved up to ~~one~~ two weeks in advance, for up to two hours per person/group per day.
- ~~Individuals are not eligible to make advance reservations, but they may use the Study Room for up to two hours per day when there are no reservations scheduled.~~
- Only ~~covered~~ beverages with secure lids are allowed in the study rooms. Food is not allowed.
- Study Rooms located in the Children's Department may be used by children and adults working with children.

Recording Studio Use:

- The Recording Studios may be reserved up to two weeks in advance, for up to two hours per person per day.
- An adult must be present with any child under the age of 12.
- Patrons may not create items in violation of copyright infringement/intellectual property rights.
- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.

- Only beverages with secure lids are allowed in the recording studios. Food is not allowed.

Innovation Lab Use:

- Stations and equipment in the Innovation Lab may be reserved up to two weeks in advance, for up to four hours per person per day.
- An adult must be present with any child under the age of 12.
- The majority of equipment will require the completion of a Library Certification Program, prior to the reservation.
- Due to the unique nature of each project, patrons will generally be expected to provide their own materials (approved by Library staff in advance for equipment compatibility).
- Patrons are encouraged to bring their own method of storage for their projects such as flash drives, cloud storage or some other external data storage device. The library assumes no responsibility for projects left stored on library equipment.
- Patrons must always follow safety precautions.
- Innovation Lab equipment must be used in the Innovation Lab and may not be taken elsewhere by patrons.
- Patrons may not create weapons or items in violation of copyright infringement/intellectual property rights.
- Only beverages with secure lids are allowed in the innovation lab. Food is not allowed.

Digital Preservation Studio (DPS) Use:

- ~~Regular library cardholders, age 12 and up, in good standing are eligible to use the DPS. Children under the age of 12 that are capable of appropriately using the DPS equipment, may use the DPS if they are accompanied by a regular library cardholder over the age of 17, in good standing.~~
- ~~Individuals and groups may reserve the DPS up to one week in advance for up to two hours per day.~~
- ~~No food or drink may be brought into the DPS.~~
- ~~If the group study room is occupied and there are no reservations for the DPS, Library staff may allow use of the DPS for group study purposes. All other DPS policies shall still apply in these instances.~~

4.8 Video Surveillance

In order to ensure the safety of employees, patrons and guests and the security of Library property, the Library maintains security cameras throughout the facility. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. Security cameras shall be used primarily for the purpose of protecting Library property and providing a safe environment for employees, patrons, and guests.

Signage

The Library has a sign posted at the public entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

Camera Location

Cameras are installed and located in areas that are prone to theft or other activities that violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library. Security cameras

shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. Security cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

Access to Digital Images

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Information Technology Manager, ~~OperationsSupport Services~~ Manager, ~~and~~ Security Staff, and others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager and ~~OperationsSupport Services~~ Manager to ensure proper operations of the system. Access may be provided to authorized law enforcement agencies, in accordance with the law.

Patron Privacy

Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and the Library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Retention of Digital Images

Recordings are generally kept for less than 31 days. Recordings that may be kept longer are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

Disclaimer of Liability

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Appendix A - Request For Reconsideration of Library Material Form

Author/Performer of Material: _____

Material Title: _____

Publisher/Distributor of Material: _____

Library Call Number: _____ Date of Material: _____

Your Name: _____

Address: _____

Telephone: _____

Are you a Bloomington Public Library cardholder? Circle one: YES NO

Request Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

Have you read or viewed the entire work? Circle one: YES NO

If your answer is NO, what parts have you read or viewed?

To what in the material do you object? Please be specific; cite pages or sections.

What good or valuable features do you find in the material?

What do you believe is the theme of this work?

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material? Circle one: YES NO

If your answer is YES, please specify:

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? Circle one: YES NO

If yes, please specify:

Date: _____ Signature: _____



REGULAR AGENDA ITEM NO. 8.F.

FOR LIBRARY BOARD OF TRUSTEES: April 16, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Authorize the Library Director to Enter into a Contract for Display Furniture

RECOMMENDED MOTION: Authorize the Library Director to Enter into a Contract Submitted through the TIPS Interlocal Purchasing System for Display Furniture as presented

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: When the requests for furniture bids in January/February 2023 were released and accepted, they purposefully did not include any display furniture because library staff wanted an opportunity to get acquainted with the new library space.

The areas that will have space for display furniture have been available since October 2023. In those five months, library staff have determined the locations and have worked with the project interior designer to select 9 display units that will meet the library's needs throughout the library.

The architect's furniture bid recommendation presented to the board in February 2023 included \$40,000 in furniture contingencies. That \$40,000 furniture contingency amount was included in the detailed expansion project report which supported the figures approved in the March 2023 revised expansion project budget.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The total display furniture proposal is \$41,460.00. There are enough funds available in the expansion project budget to cover this expense.

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton

ATTACHMENTS:

[QT-4209 rev.1 Bloomington Public Library 4.8.24.pdf](#)

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
DISP-1	8	Opto		Evolve Low 3-Way Mobile Display Unit	\$ 3,998.00	\$ 31,984.00
	8	EV30-60-Xxx		Evolve Low 3-Way, 2'6"L x 2'4"W x 5'0"H <i>Laminate Base: Ice White (OPTO Matte White) (SW813-SD)</i> <i>Footing: 3" Heavy Duty Locking Casters</i>		
	8	20-102567		Sign Holder, w/Folded Acrylic, Magnet, 11"W x 7"H		
	2	EVP-60-x		Low Removable Panel for Evolve Fixture <i>Premier Collection Fixture Material: Nevamar Meditation Elm WE2700T</i>		
	72	11-100083-x		Book Shelf, 24"W x 10"D x 12"H <i>Lighting: None</i>		
	24	16-100860		2-Tier Acrylic Magazine Holder, for 11-100083 24"W x 10"D Book Shelf		
	2	SC-2412-24L		Classic Locking Glass Showcase, with One Glass Shelf; 24"W x 12"D <i>Laminate Base: Ice White (OPTO Matte White) (SW813-SD)</i>		
	10	12-00C707		Accessory Rail, 24"W		
	20	12-00C900		Literature Holder with Acrylic Front for Rail, 8-1/2" x 11"H Paint All components painted Sky White		

DISP-2	1	Mediatechnologies		Qubie Display	\$ 1,814.00	\$ 1,814.00
	1	B3636SQ-L-MOB 960-024042-000		Qubie 4-Sided Mobile Display, Open Storage 36-1/2"W x 36-1/2"D x 36-7/8"H HPL construction with 3mm PVC edge banding Case HPL: Formica Classic White 9244-58 Case HPL: WA Blueberry Taffy Y0355-60 PVC: Formica Classic White 8244-58 Interior Panels and Shelves HPL: WA Blueberry Taffy Y0355-60 Shelves PVC: Formica Classic White 9244-58		

TOTAL FOB FACTORY					\$	33,798.00
INSTALLATION + FREIGHT					\$	7,662.00
* non union / non-prevailing wage *						
TOTAL					\$	41,460.00

50% DEPOSIT	\$	20,730.00
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QUOTATION TERMS

*** quotes are valid for 30 days from date at top of this page**

* quotes are based on stated quantities; any change in quantity may require re-quoting

* prices include standard materials/finishes unless otherwise noted

* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

Proposal for: Isela Catania
 iselac@engberganderson.com
 312-253-3419

4/8/2024

Factory: Opto

Production Lead Time: 10-14 weeks

LFI QT-4209 rev.1 Proposal For:

Bloomington Public Library

Library Furniture International

797 Glenn Ave

Wheeling IL 60090

ph: 847-564-9497

Tips #230301

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>PAYMENT TERMS</p> <p>50% deposit; balance due upon completion</p> <p>TO ACCEPT THIS QUOTE:</p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature _____ Date _____		
				TOTAL	\$	41,460.00