



Library Board of Trustees - Regular Session Agenda
Community Room 2, 2nd Floor, Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701
Tuesday, January 20, 2026 - 5:30 PM

1. Call to Order

2. Roll Call

3. Introduction of Public

4. Library 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 are listed and voted on separately.

A. **Consideration and Action to Approve the Minutes of the December 16, 2025, Regular Bloomington Library Board of Trustees Meeting.** (Recommended Motion: The proposed Minutes be approved.)

B. **Consideration and Action on the Bloomington Public Library's Bills in the Amount of \$471,640.55.** (Recommended Motion: Approve the item as presented.)

7. Approval Items

A. **Consideration and Action on the Bloomington Public Library's Bill(s) from ISU in the Amount of \$591.67.** (Recommended Motion: Approve the Item as Presented.)

B. **Review and Approve Maintaining Confidentiality of Executive Session Minutes.** (Recommended Motion: Approve Maintaining Confidentiality of Executive Session Minutes.)

C. **Approve Destruction of Executive Session recordings prior to July 2024.** (Recommended Motion: Approve Item as Presented.)

- D. **Approve a Three-hour Delay in the Library's Opening on May 14, 2026 for Staff Strategic Planning Workshop.** (Recommended Motion: Approve Opening the Library at 12pm on May 14, 2026.)
- E. **Waive The Competitive Bid Process And Authorize The Library Director To Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, And Worker's Compensation Insurance Packages Through The Libraries Of Illinois Risk Agency (LIRA).** (Recommended Motion: Approve the Item as Presented.)
- F. **Approve Transfer of Funds from the M & O Fund to the Capital Reserve Fund.** (Recommended Motion: Approve Transfer as Presented.)
- G. **Review Library Policies and Approve Revisions.** (Recommended Motion: Except for the Proposed Revisions to the Bylaws, Approve the Proposed Policy Revisions as Presented.)

8. **Comments by Trustees**

9. **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.



Bloomington Public Library

December 2025 Report

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

- Director Jeanne Hamilton presented the Library tax levy request at the December 15th City Council meeting and it was approved.
- Jeanne and the staff strategic plan planning team started working with our consultants, Fast Forward Libraries, to develop our community survey.
- Anderson Electric worked on various interior and exterior lights.
- Operations Manager Robert Greene worked to compile all the vendor contracts in one location.
- Robert worked to create a document identifying and labeling all the electrical panels.
- Marketing started working with Dean's Graphics to produce new exterior banners (same art as before).
- Marketing worked with CM Promotions to place an order for four new tote bag designs in 13 different colors. The tote bags will be sold at the check out desk.
- Marketing created 14 signs and designed publicity for 24 upcoming programs.
- Advertising:
 - Community Players: An ad including expansion photos and highlighting new spaces.
 - Girl Scouts Summer Camp Booklet: An ad including expansion photos and highlighting new spaces and will be distributed to 5,000 families in January.
 - WGLT:
 - On-Air Ads that promoted the Handmade Holidays program ran Nov – Dec.
 - On-Air Ads that promote the Sourdough Breadmaking Essentials program will run in Jan.
 - WJBC: Ads during local high school sports from August to March that highlight the Recording Studios and the Innovation Lab.
- eBlast: Consumer Reports
- Bookmobile drivers Izzy and Nina signed up to participate in Home Sweet Home's Night in a Car fundraiser event, which will take place on Friday, February 6th.
- Outreach Events:
 - Local Junior High/Middle Schools (book talks) – 10 Visits – 411 connections
 - BJHS Bilingual Class – 20 connections
 - Salvation Army Toys for Tots Distribution – 340 connections
 - Little Jewels – 34 connections
 - La Petite Academy – 22 connections
 - Unity Community – 28 connections
 - Katie's Kids – 31 connections
 - Milestones - 29 connections
 - Kidsville – 7 connections
 - Heartland Head Start – 14 connections
 - Sheridan Books n Bites – 41 connections
- Assistant Director Colleen Parker attended a McLean County Reentry Council meeting.



Bloomington Public Library

Books are just the beginning.



- Outreach Engagement Coordinator Caitlin:
 - Attended the following meetings:
 - McLean County Fatherhood Coalition
 - McLean County Human Service Council
 - McLean County Reentry Council
 - McLean County ROSC (Recovery Oriented Systems of Care)
 - SOC (System of Care) Council Meeting
 - Accepted award on behalf of the Library at the System of Care Council Meeting
 - Attended a World Aids Day commemoration
 - Participated in an Association of Bookmobile and Outreach Services (ABOS) virtual Q&A

10 Bookmobile Stops with the Highest Circulations	# of ckos	# of patrons
Wingover PM	202	66
Grove	141	39
Eagle Crest East	78	19
Eagle Crest	63	14
Rollingbrook South	55	11
Ekstam Drive	51	10
Garling Heights	47	10
Wingover AM	46	10
Brookridge Heights	46	8
Rainbow Avenue	45	15

5 Bookmobile Stops with the Lowest Circulations	# of ckos	# of patrons
Ellsworth	4	3
Cardinal Ridge	2	1
Alexander & Grandview Estates	1	1
White Eagle	0	3
Rowe Drive	0	0

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

- Marketing is working to develop a combined/single handout with instructions for Hoopla, Kanopy, and Libby.
- Adult Services (AS) Librarians Sara and Kerrie evaluated the nonfiction collection, weeding titles that are no longer useful for our collection.
- Kerrie evaluated titles in the Memory Care Collection preparing for the dissolution and disbursement of this special collection.
- Cataloging and Technical Services (CATS) Manager Allison Schmid continued to work on sorting out issues with our hotspot collection, adding 12 hotspots in December to bring our collection back to 50 loanable hotspots and approximately a 3-week wait for patrons on the hold list.
- Allison and Marketing Library Associate Kourtni created instruction sheets for the new hotspots.
- CATS has completed an inventory of the children's nonfiction and board book collections.
- Marketing Library Technical Assistant (LTA) Jorgi created a *Chicago Sun Times* resource block on our website as the *Sun Times* has discontinued mail delivery of its paper product and this publication will only be available to our patrons via our website.

Bloomington Public Library

Books are just the beginning.



- The Green Committee worked with the organization Wild Ones staff to offer a Starting Natives from Seed program in January.
- We worked to develop a digital literacy presentation for the McLean County Jail.
- IT staff certified 30 people in the Innovation Lab.
- Programs offered:
 - Children's:
 - Winter Solstice Story Time – 25 attended
 - Sign and Sing – 47 attended
 - It's Sew Fun – 13 attended
 - Super Saturday Story Time – 21 attended
 - Singing Swinging Story Time – 5 attended
 - D & D for Kids – 3 sessions – 15 attended
 - After School @ BPL Crafts – 17 attended
 - Cozy Winter Crafts – 21 attended
 - Cozy 3D Mug Painting – 30 attended
 - Family Art Night – 18 attended
 - Galactic Guardians (Ecology Action Center) - 25 attended
 - Teens:
 - No School: DIY Personalized Mugs – 11 attended
 - Tiny Art – 18 attended
 - SuperHot Showdown! – 6 attended
 - Craftivism: Sustainable Food: Canning – 5 attended
 - Teen Writing Workshop - 5 attended
 - Adults:
 - De-Icing and Winter Prep with Ecology Action Center – 2 attended
 - UHigh Madrigal Performance – 35 attended
 - Watercolor Snowman Bookmarks – 8 attended
 - Holiday Hits: Music Bingo - 11 attended
 - Midweek Movie Club: *Die Hard* – 9 attended
 - Elf Movie Matinee (and Handmade Holidays which was rescheduled to create a joint event due to a weather closure) – 70 attended
 - Books on Tap Book Club: *Starter Villian* by John Scalizi – 3 attended
 - Silent Book Club - 1 attended
 - Let's Dish! A Cookbook Club: *Preppy Kitchen Super Easy* by Joh Kanell – 20 attended
 - True Colors Book Club: *Bi: The Hidden Culture, History, and Science of Bisexuality* by Julia Shaw – 3 attended
 - True Crime Book Club: *League of Lady Poisoners: Illustrated True Stories of Dangerous Women* by Lisa Perrin – 8 attended



Bloomington Public Library

Books are just the beginning.



- Deposits:
 - Holiday Hits: Music Bingo – 67 attended
- Passive Activities offered:
 - Children's:
 - Gingerbread Scavenger Hunt – 340 participated
 - Reading Land Game – 199 participated
 - Crafts (Create a Craft, Walrus Ice Float, Decorate a Doorhanger, Design Winter Hats and Gloves) – 641 participated
 - Teens:
 - Weekly Wonderings – 22 participated
 - Bookmobile:
 - Elf on the Bookshelf Scavenger Hunt – 144 participated
 - Winter Reading Bucket List – 190 participated
- Display Themes:
 - Children's:
 - Chill Out with a Good Book
 - In the News
 - Teens:
 - Mystery
 - Cozy Books
 - Adults:
 - Orange Covered Books
 - Distant Lands: Travel the World Through Books
 - Hygge
 - Snowed In (books with snow on cover or in title)
 - Movies: Season's Screenings: Holiday Cheer & 2025's Top Movies
 - CDs: Holiday Cheer
 - Let's Get Digital! (informational display about e-resources): Brainfuse VetNow
 - Community Spotlight:
 - "Learn a Foreign Language Month" in partnership with Star Literacy
 - Local Artist Exhibit:
 - Eileen Backman

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

- We posted two in-house job announcement, posted one external job announcement, and interviewed two job applicants.
- We hired the following staff members:
 - Alex, CS Part-time Temp Shelver
 - McKenna, CS Part-time Temp Library Assistant
 - Mara, CS CareerLink Student
 - Aianna, Full-time Security Officer (internal transfer)
 - Kerry, Part-time AS LTA (internal transfer)

Bloomington Public Library

Books are just the beginning.



- HR Manager Gayle Tucker provided orientation for three employees.
- Jeanne worked to develop the application process and expectations for our pilot bilingual compensation program.
- Colleen revised the volunteer handbook and created a volunteer photo directory for staff.
- Colleen aggregated local food pantry and social service resource directories into a guide for staff to reference at the public service desks.
- Colleen developed staffing plans to ensure seamless coverage for two upcoming leaves of absence.
- Managers started using the recently developed interview questions and candidate evaluation forms.
- We distributed new staff nametags made using the Innovation Lab's sublimation tools.
- Staff received training on the following topics:
 - Safety and Security Procedures
 - TeenZone Procedures
 - FOIA
 - OMA
 - Star Builder
 - Sexual Harassment
 - Laser Engraver
- Staff members attended webinars on the following topics:
 - Simon & Schuster Spring 2026 Adult Books
 - Intro to Lean
 - Recruiting and Engaging Volunteers
 - Creating an Internal Communication Plan

Goal: Work effectively through the use of technology.

- We added a "Contacting Community Outreach" option to the Contact Us form on the website. These submissions are sent to the Outreach Engagement Coordinator's email.
- We showed off our new light wall sign with a friendly "sign war" with Normal Public Library via Facebook. (Designs were created by IT LTA DJ.)
 - [BPL It's ON](#)
 - [NPL Answers](#)
 - [BPL Let's A-go!](#)
 - [NPL For Good \(Wicked\)](#)
 - [BPL Minions](#)
 - [NPL \(tan\)entially yours](#)
 - [BPL Bat Signal](#)
 - [NPL Nutcracker](#)
 - [BPL Starry Night](#)
 - [NPL Menorah](#)
 - [BPL Pac Man](#)
 - [NPL Sweet Treats](#)
 - [BPL Truce](#)
 - [NPL Accepting the Truce](#)



Bloomington Public Library

Books are just the beginning.



- Social media presence:
 - BPL Facebook – 12,578 followers
 - Instagram – 3,123 followers
 - BPL Bookmobile Facebook – 994 followers
 - BPL Bookmobile Instagram – 773 followers
 - BPL Bookmobile TikTok (new this month) – 4 followers
 - BPL Children's Services Facebook Group – 1,090 members
 - BPL Kids Tik Tok – 1,054 followers
- Text subscribers – 2,947 subscribers
- Cardholder Perks list – 33,443 subscribers
- Program Guide list – 36,062 subscribers
- General eBlast list – 33,312 subscribers

Goal: Administer a cost-effective public library.

- We welcomed one new volunteer for our Pantagraph index digitization project.
- We received three donations over \$500.
- Our bookshop raised \$985.
- We received \$36,484.11 in Personal Property Replacement Tax Distributions.
- Bills Costing in Excess of \$5,000:
 - Ameren IP - \$18,650.74 for Electricity
 - Dell Marketing, L.P. - \$9,453.06 for Staff and Public Laptops
 - Fast Forward Libraries - \$17,000 for Strategic Planning Consulting Services
 - Midwest Tape - \$24,000 for Hoopla Credits
 - Nicor/Northern Illinois Gas - \$5,044.56 for Natural Gas
- Business Manager Kathy Jeakins completed GPPLD's FY25 Financial Report and made arrangements for it to appear in the Pantagraph on December 23rd.

Statistics At-A-Glance

December 2025

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	28,560	32,349	-12%	264,659	266,044	-1%
Teens	2,317	2,406	-4%	25,576	22,858	12%
Children	32,486	40,886	-21%	353,291	372,259	-5%
Digital Downloads	27,877	24,493	14%	226,536	188,835	20%
Total	91,240	100,134	-9%	870,062	849,996	2%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	25,605	23,027	11%	N/A	N/A	N/A
Teens	3,491	3,894	-10%	N/A	N/A	N/A
Children	8,331	8,593	-3%	N/A	N/A	N/A
Total	37,427	35,514	5%	N/A	N/A	N/A
GPPLD Adults	1,312	N/A	N/A	N/A	N/A	N/A
GPPLD Teens	116	N/A	N/A	N/A	N/A	N/A
GPPLD Children	244	N/A	N/A	N/A	N/A	N/A
GPPLD Total	1,672	1,562	7%	N/A	N/A	N/A

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	288	286	1%	5,585	4,443	26%
GPPLD	18	0	N/A	46	0	N/A

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	20,399	20,886	-2%	207,247	158,555	31%
Bookmobile	454	682	-33%	10,799	10,498	3%
Total	20,853	21,568	-3%	218,046	169,053	29%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	468	384	22%	4,388	3,630	21%
Recording Studios	55	77	-29%	561	389	44%
Innovation Lab	42	38	11%	294	135	118%
Community Room	83	58	43%	744	518	44%
Total	648	557	16%	5,987	4,672	28%

Outreach Services	Current	Last Year	Change	FYTD	Last FYTD	Change
Deposits Sites Visited:	10	10	0%	73	76	-4%
Items Delivered/Renewed:	975	967	1%	8,021	6,928	16%
Home Delivery Patrons Served:	56	55	2%	426	420	1%
Items Delivered/Renewed:	567	745	-24%	4,461	4,965	-10%
PopUp Library Sites Visited:	9	6	50%	62	48	29%
PopUp Library Patrons Served:	106	66	61%	840	783	7%
Items Delivered/Renewed:	454	494	-8%	4,024	4,761	-15%

Regular Bookmobile Stops Visited:	40	49	-18%	528	534	-1%
Special Bookmobile Stops Visited:	0	1	-100%	10	13	-23%
Bookmobile Checkouts:	1,312	1,682	-22%	21,522	21,967	-2%
Drive-Up Checkouts:	1,357	1,286	6%	10,653	8,648	23%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	6	14	-57%	124	163	-24%
People Reached	441	2,595	-83%	10,380	13,646	-24%
Community Visits to the Library	0	1	-100%	13	22	-41%
People Reached	0	20	-100%	289	362	-20%
Total Outreach Visits	6	15	-60%	137	185	-26%
Total People Reached	441	2,615	-83%	10,669	14,008	-24%

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	10	10	0%	129	104	24%
Attendance	65	141	-54%	3,565	2,858	25%
Teens	16	19	-16%	118	84	40%
Attendance	476	546	-13%	4,939	2,957	67%
Childrens	29	13	123%	285	227	26%
Attendance	3,221	3,081	5%	36,862	43,687	-16%
Total Programs	55	42	31%	532	415	28%
Total Attendance	3,762	3,768	0%	45,366	49,502	-8%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	31	27	15%	214	299	-28%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,026	2,732	11%	29,780	28,146	6%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	85	129	-34%	1,372	1,627	-16%

Strategic Priority: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	1,939	2,916	-34%	21,613	19,832	9%
WiFi Sessions	3,168	2,847	11%	30,790	23,299	32%
Website/Catalog Hits	79,523	63,577	25%	697,085	572,560	22%
Online Resource Use	12,574	13,151	-4%	90,605	101,065	-10%

Translate Live Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3	N/A	N/A	64	N/A	N/A

Strategic Priority: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change

Received	275	290	-5%	3,016	2,919	3%
Sent	102	107	-5%	1,260	1,104	14%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	226	74	205%	1,184	484	145%

Hoopla & Kanopy Usage	Current	Last Year	Change	FYTD	Last FYTD	Change
Hoopla Downloads	7,769	7,890	-2%	65,753	59,868	10%
Hoopla Cost	18,406	17,733	4%	154,047	133,279	16%
Kanopy Downloads	1,237	1,698	-27%	11,297	9,728	16%
Kanopy Cost	1,434	1,441	0%	12,058	8,545	41%

Electricity Usage	Current	Last Year	Change	FYTD	Last FYTD	Change
Total Use (kWh)	85,456	107,030	-20%	977,619	844,548	16%
Solar Panel Production (kWh)	5,866	11,116	-47%	235,931	168,483	40%
Solar Panel Production (%)	7%	10%	N/A	24%	20%	21%
Purchased from Ameren (kWh)	79,590	95,914	-17%	741,688	676,065	10%
Purchased from Ameren (%)	93%	90%	N/A	76%	80%	-5%

BLOOMINGTON PUBLIC LIBRARY
FY 2025-2026 FISCAL REPORT

REVENUES:

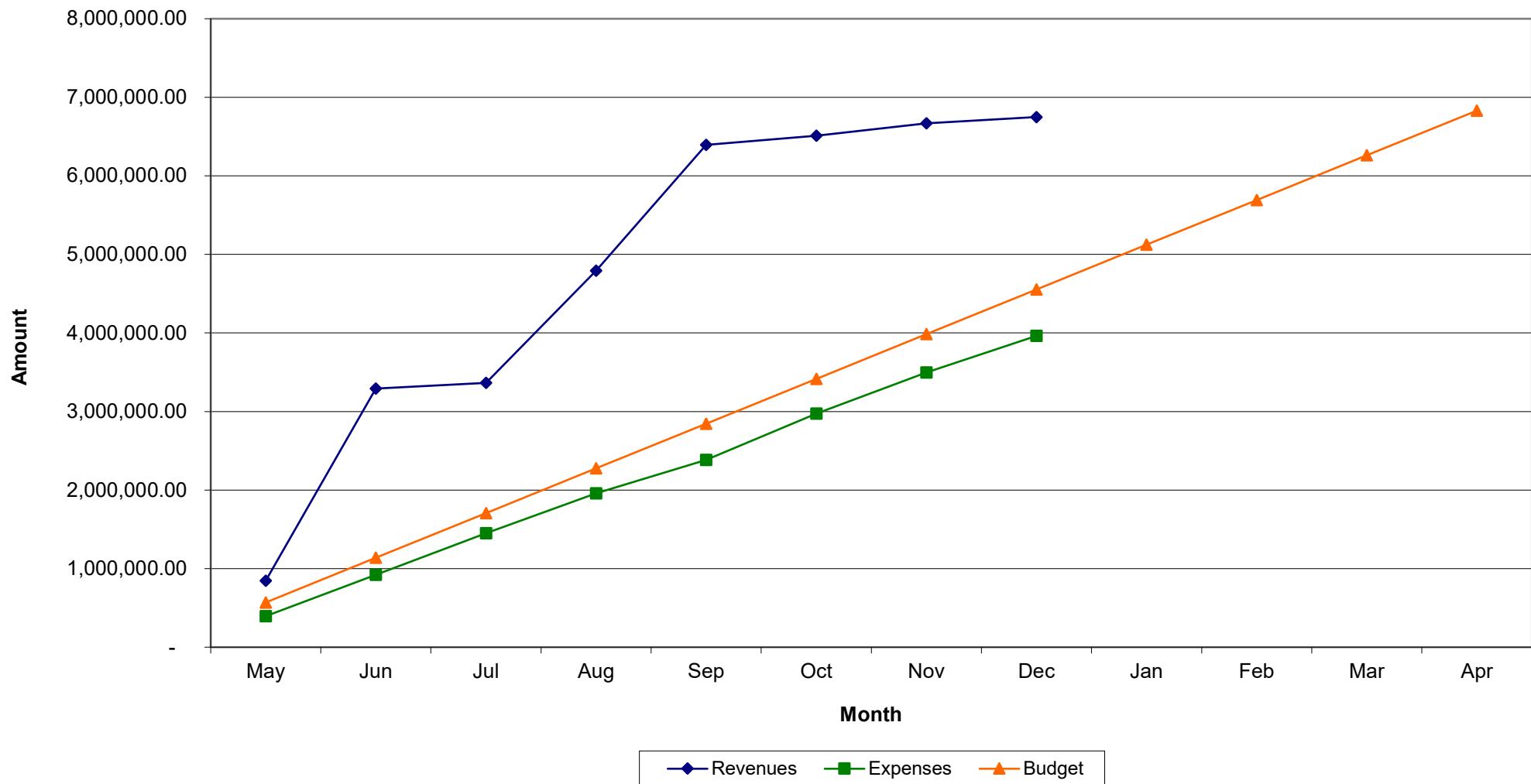
ACCT NAME	BUDGET	DEC 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,742,275	0.00	5,730,916.38	(11,358.62)	99.8
Replacement Tax	325,628	36,484.11	134,661.68	(190,966.32)	41.4
State Grants	116,053	0.00	116,053.00	-	100.0
GPPLD	500,000	15,432.84	512,150.36	12,150.36	102.4
Fines & Fees	6,000	691.22	8,303.84	2,303.84	138.4
Interest on Investments	75,000	21,491.32	163,388.34	88,388.34	217.9
Interest from Taxes	0	0.00	658.24	658.24	-----
Donations	25,000	2,347.54	51,580.45	26,580.45	206.3
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	40,000	3,100.72	28,889.82	(11,110.18)	72.2
Total Revenues	6,829,956	79,547.75	6,748,602.11	(81,353.89)	98.8

EXPENDITURES:

ACCT NAME	BUDGET	DEC 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	3,013,425	221,862.30	1,866,663.98	(1,146,761.02)	61.9
Part-Time Salaries	662,376	46,332.45	378,240.63	(284,135.37)	57.1
Seasonal Salaries	95,120	3,053.37	48,369.22	(46,750.78)	50.9
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	25,000	0.00	8,500.00	(16,500.00)	34.0
Total Sals & Wages	3,796,021	271,248.12	2,301,773.83	(1,494,247.17)	60.6
 Dental Insurance	 7,000	 643.82	 4,549.15	 (2,450.85)	 65.0
Health Insurance, HMO	7,000	579.72	4,265.08	(2,734.92)	60.9
Life Insurance	3,400	263.20	2,058.40	(1,341.60)	60.5
Vision Insurance	3,500	287.02	2,095.26	(1,404.74)	59.9
Health Insurance, PPO 600/1200	228,000	19,348.26	136,779.25	(91,220.75)	60.0
Health Insurance, PPO with HSA	119,000	12,577.52	94,051.82	(24,948.18)	79.0
Library RHS Contribution	8,600	1,141.51	9,048.19	448.19	105.2
Library HSA City Contributions	22,000	1,050.00	1,050.00	(20,950.00)	4.8
Dental Insurance, PPO	3,600	296.64	2,271.62	(1,328.38)	63.1
Identity Protection	750	55.86	466.83	(283.17)	62.2
IMRF	221,000	16,350.84	138,587.22	(82,412.78)	62.7
FICA	235,000	15,882.39	136,216.70	(98,783.30)	58.0
Medicare	55,000	3,714.42	31,857.21	(23,142.79)	57.9
Worker's Compensation	30,000	0.00	0.00	(30,000.00)	0.0
Uniforms	1,500	0.00	420.83	(1,079.17)	28.1
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	25,000	0.00	3,559.22	(21,440.78)	14.2
Total Benefits	973,350	72,191.20	567,276.78	(406,073.22)	58.3
 Rental	 17,000	 888.16	 10,372.60	 (6,627.40)	 61.0
Total Rentals	17,000	888.16	10,372.60	(6,627.40)	61.0
 Building Mtnc	 135,000	 3,720.00	 89,251.33	 (45,748.67)	 66.1
Vehicle Mtnc	23,000	0.00	4,685.83	(18,314.17)	20.4
Office & Computer Mtnc	195,000	715.00	79,475.64	(115,524.36)	40.8
Total Repair/Mtnc	353,000	4,435.00	173,412.80	(179,587.20)	49.1

ACCT NAME	BUDGET	DEC 2025	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,760.12	18,221.73	(31,778.27)	36.4
Printing/Binding	25,000	1,793.70	12,017.61	(12,982.39)	48.1
Travel	1,500	7.70	538.58	(961.42)	35.9
Membership Dues	4,000	0.00	1,225.00	(2,775.00)	30.6
Professional Development	11,000	2,026.57	10,499.28	(500.72)	95.4
Other Purchased Services	202,656	13,834.76	159,536.39	(43,119.61)	78.7
Other Insurance	54,000	0.00	0.00	(54,000.00)	0.0
Total Purchased Services	348,156	20,422.85	202,038.59	(146,117.41)	58.0
Office Supplies	11,000	194.74	7,806.00	(3,194.00)	71.0
Computer Supplies	88,000	10,449.28	34,999.19	(53,000.81)	39.8
Postage	2,500	0.00	40.28	(2,459.72)	1.6
Library Supplies	81,000	5,332.54	67,065.82	(13,934.18)	82.8
Janitorial Supplies	51,000	605.02	8,109.04	(42,890.96)	15.9
Gas & Diesel Fuel	6,000	410.11	4,037.63	(1,962.37)	67.3
Building Mtnc & Repair Supplies	15,500	1,677.56	4,878.13	(10,621.87)	31.5
Total Supplies	255,000	18,669.25	126,936.09	(128,063.91)	49.8
Natural Gas	40,000	5,044.56	11,298.21	(28,701.79)	28.2
Electricity	150,000	18,650.74	103,468.85	(46,531.15)	69.0
Water	8,000	1,150.77	9,415.97	1,415.97	117.7
Telecommunications	52,000	2,339.88	33,904.56	(18,095.44)	65.2
Total Utilities	250,000	27,185.95	158,087.59	(91,912.41)	63.2
Professional Collection	500	395.01	440.61	(59.39)	88.1
Total Prof Collection	500	395.01	440.61	(59.39)	88.1
Non-Traditional Materials	5,200	37.97	1,309.92	(3,890.08)	25.2
Periodicals	20,000	(43.12)	13,585.53	(6,414.47)	67.9
Adult Books	170,000	8,965.06	96,017.15	(73,982.85)	56.5
Children's Books	135,000	5,551.43	54,593.30	(80,406.70)	40.4
A/V Materials	87,000	8,630.91	37,771.76	(49,228.24)	43.4
Public Access Software	131,000	1,999.00	50,032.59	(80,967.41)	38.2
Downloadable Materials	300,000	24,074.99	160,363.93	(139,636.07)	53.5
Total Materials	848,200	49,216.24	413,674.18	(434,525.82)	48.8
Employee Relations	5,100	872.98	6,030.54	930.54	118.2
Miscellaneous Expenses	11,285	1,599.40	3,066.29	(8,218.71)	27.2
Total Other Expenses	16,385	2,472.38	9,096.83	(7,288.17)	55.5
Total Expenses	6,857,612	467,124.16	3,963,109.90	(2,894,502.10)	57.8

Bloomington Public Library FY 2025-2026



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 61.7% to 71.7% is acceptable)
December 2025

Property Tax (99.8%): The Library has received all seven distributions.

Replacement Tax (41.4%): The Library has received four distributions so far.

State Grants (100.0%): The Library received its Per Capita grant in August.

Golden Prairie Public Library District (102.4%): Golden Prairie has received all seven distributions.

Fines & Fees (138.4%): The amount received continues to be more than projected.

Interest (217.9%): The amount continues to be more than projected.

Donations (206.3%): This includes a generous donation from Golden Prairie for miscellaneous items, including additional public hot spots; and donations for the Summer Reading Program from the Foundation and from Golden Prairie.

Other Revenue (72.5%): This is just a little over what was projected due to the number of prints/copies the public is making.

Part-Time Salaries (57.1%): This line item is slightly under-spent due to staff vacancies.

Seasonal Salaries (50.9%): This line is slightly under-spent due to staff vacancies.

Overtime Salaries (0.0%): Nothing has been charged to this line item.

Other Salaries (34.0%): Charges have been minimal.

Health Insurance (HMO) (60.9%): Charges have been minimal.

Life Insurance (60.5%): Charges have been minimal.

Vision Insurance (59.9%): Charges have been minimal.

Health Insurance, PPO 600/1200 (60.0%): Charges have been minimal.

Health Insurance, PPO with HSA (79.0%): This is over-spent due to more staff choosing this option for their health insurance.

Library RHS Contribution (105.2%): Charges are more than projected due to staff longevity.

Library HSA City Contributions (4.8%): Charges have been minimal.

FICA (58.0%): Charges have been minimal.

Medicare (57.9%): Charges have been minimal.

Worker's Compensation (0.0%): Nothing has been charged to this line item.

Uniforms (28.1%): Charges have been minimal.

Tuition Reimbursement (0.0%): Nothing has been charged to this line item.

Other Benefits (14.2%): Charges have been minimal.

Rentals (61.0%): Charges have been minimal.

Vehicle Maintenance (20.4%): Charges have been minimal.

Office & Computer Equipment Mtnc (40.8%): Charges have been minimal.

Advertising (36.4%): Charges have been minimal.

Printing (48.1%): Charges have been minimal.

Travel (35.9%): Charges have been minimal.

Membership Dues (30.6%): Charges have been minimal.

Professional Development (95.4%): This line item is over-spent due to the registration fees for the annual Illinois Library Association Conference, in which four staff attended; and the annual Association of Bookmobile and Outreach Services Conference, in which four staff attended.

Other Purchased Services (78.7%): This is over-spent because of some annual payments, including the emergency notification system, Summer Reading Program Prizes, plants purchased for the Native Plant Project, and upfitting the BPL On The Go van.

Other Insurance (0.0%): Nothing has been charged to this line item.

Computer Supplies (39.8%): Charges have been minimal.

Postage (1.6%): Charges have been minimal.

Library Supplies (82.8%): This is over-spent due to the purchase of book ends.

Janitorial Supplies (15.9%): Charges have been minimal.

Building Mtnc & Repair Supplies (31.5%): Charges have been minimal.

Natural Gas (28.2%): Charges have been minimal.

Water (117.7%): This is over-spent due to the increased amount of watering the Library is doing.

Professional Collection (88.1%): This line item is over-spent due to recent purchases of professional periodicals.

Non-Traditional Materials (25.2%): Charges have been minimal.

Adult Books (56.5%): Charges have been minimal.

Children's Books (40.4%): Charges have been minimal.

A/V Materials (43.4%): Charges have been minimal.

Public Access Software (38.2%): Charges have been minimal.

Downloadable Materials (53.5%): Charges have been minimal.

Employee Relations (118.2%): This is over-spent due to the costs associated with Appreciation Day. The Foundation will be reimbursing the Library for these costs.

Miscellaneous Expenses (27.2%): Charges have been minimal.

The Donations line item breaks out as follows:

Summer Reading Program 2025 Donations:

Golden Prairie Public Library District:	\$ 3,500.00
Bloomington Public Library Foundation:	23,000.00
Various Community Donors:	5,155.44
Golden Prairie: Donation for Misc Items:	15,249.00
Memorial Donations:	1,175.42
Community Donations:	3,357.12

Miscellaneous Donations:	143.47
Total Donations:	\$51,580.45

The Other Revenue line item breaks out as follows:

3D Printer Filament:	90.00
Apparel Store:	555.39
Book Shoppe:	9,010.75
Button Maker Supplies:	6.00
Ear Buds:	183.00
Embroidery Machine Bobbins:	5.25
Envelopes:	5.00
EV Charging Station:	36.58
File Folders:	5.25
Flash Drives:	105.00
Meeting Room Fees:	2,275.00
Print Station:	14,903.05
Reusable Bags:	410.00
Sewing Machine Bobbins:	10.50
Sewing Machine Needles:	2.25
Test Proctoring:	400.00
Tote Bags:	441.00
Miscellaneous:	445.80
 Total Other Revenue:	 \$28,8898.82

During December, 9 batches containing 81 invoices were processed, totaling \$88,525.69 and 84 credit card charges were made totaling \$15,011.03.

As of December 31, the Library's Maintenance & Operating Fund Balance is \$7,251,376.93, which is 105.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY26 budget is \$1,707,489.

Library Fund Balance Information, 12/31/25:

Operating:	\$ 7,251,376.93
Fixed Assets:	\$ 1,417,651.41
Capital:	\$ 870,534.45

**BLOOMINGTON PUBLIC LIBRARY
EXPANSION PROJECT
FY 22-26
As of 12/31/2025**

REVENUES:

ACCT NAME	BUDGET	TOTALS	AMOUNT OVER/UNDER	% RECEIVED
State Grants	7,102,913.83	6,392,622.45	(710,291.38)	90.0
Donations	700,000.00	727,383.73	27,383.73	103.9
Interest	400,000.00	944,444.08	544,444.08	----
Interest From Taxes	10.00	257.75	247.75	----
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	22,266,597.41	(4,066,755.82)	84.6

EXPENDITURES:

	BUDGET	TOTALS	AMOUNT OVER/UNDER	% SPENT
Architectural/Design Services	1,453,584.00	1,578,616.99	125,032.99	108.6
Other Purchased Services	412,098.50	277,841.77	(134,256.73)	67.4
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,692,783.19	114,783.19	100.5
Total Expenses	25,601,311.80	25,699,696.53	98,384.73	100.4

Bloomington Public Library



Minutes

Library Board of Trustees - Regular Session Tuesday, December 16, 2025 - 5:30 PM

The Library Board of Trustees convened in regular session in Community Room 2 at the Bloomington Public Library at 5:31 PM.

1. Call to Order

The meeting was called to order at 5:31 PM by Board President Catrina Parker.

2. Roll Call

PRESENT: Board Member Ashlee Sang
Board Member Alok Hoonka
Board Member Dianne Hollister
Board Member John Argenziano
Board Member Georgene Chissell
Board Member Melissa Libert
President Catrina Parker

ABSENT: Board Member Sharon Zeck
Board Member Craig McCormick

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

3. Introduction of Public

There were no members of the public present.

4. Public Comment

There were no public comments.

5. Reports

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

President Parker stated that she was part of a panel at a recent Dr. Who convention, and discussion turned to the fact that the show was no longer available on streaming platforms. She was happy to share that some seasons are available on Hoopla through public libraries. She also mentioned that she was at the most recent Brown Bag Book Sale at the Library, and there were lots of people in attendance in spite of the inclement weather.

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

Director Hamilton highlighted the new staff name tags that were made in the Library's Innovation Lab. These are easier to read than the previous version. Board Member Hollister

MINUTES

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION
TUESDAY, DECEMBER 16, 2025, 5:30 PM
Page 1 of 3

has volunteered to be a representative on the Strategic Planning Committee. The planning process will include a three-hour retreat in May for all Board Members. Director Hamilton will send out a poll to find the time convenient to the greatest number of members. She commented that the eBook pricing information from the Legislative Breakfast is in the packet. The tax levy was approved at last night's City Council meeting. Director Hamilton shared that the Library received an award from the McLean County System of Care. Lastly, she shared that the Bloomington Public Library coordinated with the Normal Public Library to have a fun "sign war" on social media using each Library's newly installed light boards. It got the attention of WGLT and the Children's Discovery Museum, who joined the fun.

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

Kathy Jeakins indicated that the report is in the packet and entertained questions.

6. Consent Agenda

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

- A. **Consideration and Action to Approve the Minutes of the November 18, 2025, Regular Bloomington Library Board of Trustees Meeting.** (Recommended Motion: The proposed Minutes be approved.)
- B. **Consideration and Action on the Bloomington Public Library's Bills in the Amount of \$502,983.06., as requested by the Library Department.** (Recommended Motion: Approve the item as presented.)

Board Member Sang made a motion, seconded by Board Member Argenziano, to approve the item as presented.

Motion carried (6-0-1). Board Member Chissell was absent for this vote.

7. Approval Items

- A. **Consideration and Action on the Bloomington Public Library's Bill(s) from ISU in the Amount of \$591.67.** (Recommended Motion: Approve the item as Presented.)

Board Member Argenziano made a motion, seconded by Board Member Hoonka, to approve the item as presented.

Motion carried (6-0-1). Board Member Libert abstained.

- B. **Waive the Competitive Bid Process and Approve a 5-year Renewal of the Agreement with Innovative Interfaces Incorporated for the Library's Integrated Library System (Catalog).** (Recommended Motion: Approve the item as Presented.)

MINUTES

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION

TUESDAY, DECEMBER 16, 2025, 5:30 PM

Page 2 of 3

Board Member Hollister made a motion, seconded by Board Member Chissell, to approve the Item as presented.

Ayes: Board Member Sang, Board Member Hoonka, Board Member Hollister, Board Member Argenziano, Board Member Chissell, Board Member Libert, President Parker

Nayes: none

Abstain: none

Motion carried.

C. Waive The Competitive Bid Process And Authorize The Library Director To Renew Property, Liability, Vehicle, Umbrella, Director's And Officer's, And Worker's Compensation Insurance Packages Through The Libraries Of Illinois Risk Agency (LIRA). (Recommended Motion: Approve the Item as Presented.)

This item was postponed until the January Board meeting.

8. Discussion Items

A. Discussion of Per Capita Grant Requirements, as requested by the Library Department. (Recommended Motion: None; Discussion Only.)

Director Hamilton led a review of the final sections of the Illinois Public Library Standards.

9. Comments by Trustees

The were no comments from Trustees.

10. Adjournment

Board Member Sang made a motion, seconded by Board Member Hollister, to adjourn the meeting at 6:15 PM.

Motion carried (7-0).

MINUTES

LIBRARY BOARD OF TRUSTEES - REGULAR SESSION

TUESDAY, DECEMBER 16, 2025, 5:30 PM

Page 3 of 3

BILLS LIST

Approved by BPL Board of Trustees, January 20, 2026

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon Capital Services	A/V Materials	1,856.83
Amazon Capital Services	Adult Books	258.81
Amazon Capital Services	Building Mtnc Supplies	389.59
Amazon Capital Services	Children's Books	122.82
Amazon Capital Services	Janitorial Supplies	452.24
Amazon Capital Services	Library Supplies	232.30
Amazon Capital Services	Non-Traditional Materials	37.97
Amazon Capital Services	Office Supplies	113.45
Amazon Capital Services	Other Purchased Services	667.16
Ameren IP	Electricity	18,650.74
American Pest Control, Inc.	Building Maintenance	130.00
Bibliotheca, LLC	Library Supplies	4,764.92
Blackstone Publishing	Adult Books	153.98
Capstone	Public Access Software	1,999.00
CDW Government	Computer Supplies	414.11
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	643.82
City of Bloomington	Dental Insurance PPO	296.64
City of Bloomington	FICA	15,882.39
City of Bloomington	Gas & Diesel Fuel	410.11
City of Bloomington	Health Insurance-HMO	579.72
City of Bloomington	Health Insurance-PPO 600/1200	19,348.26
City of Bloomington	Health Insurance-PPO with HSA	12,577.52
City of Bloomington	HSA Contribution	1,050.00
City of Bloomington	IMRF	16,350.84
City of Bloomington	Identity Protection	55.86
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	3,714.42
City of Bloomington	Payroll	271,248.12
City of Bloomington	RHS Contribution	1,141.51
City of Bloomington	Vision Insurance	287.02
City of Bloomington	Water	1,150.77
City of Bloomington	Advertising	1,053.00
Cumulus Broadcasting	Printing	1,793.70
Custom Digital Imaging	Computer Supplies	9,543.06
Dell Marketing, L.P.	Library Supplies	161.22
Demco	Adult Books	68.97
Emery, Thomas	Office/Equipment Mtnc	450.00
Envisionware, Inc.	Building Maintenance	3,590.00
F & W Care & Landscaping	Other Purchased Services	17,000.00
Fast Forward Libraries	Employee Relations	757.50
Geiger	Miscellaneous Expenses	1,397.15
Geiger	Other Purchased Services	150.00
Illinois Art Station		

IMEG	Architectural Services	4,500.00
KCN Solutions, LLC	Building Mtnc Supplies	1,276.00
Masters Telecom	Telecommunications	118.36
Metronet	Telecommunications	254.90
Midamerica Books	Adult Books	485.10
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	265.00
Midwest Tape	A/V Materials	3,963.85
Midwest Tape	Children's Books	283.95
Midwest Tape	Downloadable Materials	24,000.00
Nicor/Northern Illinois Gas	Natural Gas	5,044.56
OSF Medical Group	Other Purchased Services	135.00
Pantagraph	Advertising	545.50
Proquest, LLC	Downloadable Materials	74.99
Quayle, George (Shoutbomb)	Other Purchased Services	972.00
Quill Corp	Computer Supplies	492.11
Quill Corp	Employee Relations	34.73
Quill Corp	Library Supplies	117.10
Quill Corp	Office Supplies	81.29
Rockford Map	Adult Books	204.20
Rosedrew, Inc.	Library Supplies	57.00
StraightUp Legacy Fund	Electricity	621.55
Unique Management Services, Inc.	Other Purchased Services	640.25
Watts Copy Systems	Rentals	825.33
Wolpert, Emily	Travel	7.70
VISA - Alta Language Services	Professional Development	69.00
VISA - American Library Association	Professional Development	356.00
VISA - AnyCubic	Other Purchased Services	83.20
VISA - Better Investing	Periodicals	45.00
VISA - Casey's Garden Shop & Florist	Employee Relations	20.99
VISA - Chicago Magazine	Periodicals	36.00
VISA - Chicago Sun Times	Periodicals	(302.07)
VISA - Confidential On-Site Paper Shredding	Other Purchased Services	277.37
VISA - Cricket Media	Periodicals	90.80
VISA - Dollar Tree	Other Purchased Services	50.00
VISA - Facebook	Advertising	537.32
VISA - Fast Forward Libraries	Professional Development	25.00
VISA - Foreign Affairs Magazine	Periodicals	49.95
VISA - Good Housekeeping Magazine	Periodicals	42.00
VISA - GreenDisk, Inc.	Other Purchased Services	174.95
VISA - Gulf Mobile & Ohio Historical Society	Periodicals	45.00
VISA - HR Direct	Other Purchased Services	97.95
VISA - Hy-Vee	Other Purchased Services	17.43
VISA - Illinois State Genealogical Society	Periodicals	40.00
VISA - Ingram	Adult Books	5,251.00
VISA - Ingram	Children's Books	4,111.61
VISA - Ingram	Other Purchased Services	50.26
VISA - International Service Fee	Other Purchased Services	1.73
VISA - Jewel-Osco	Other Purchased Services	22.20
VISA - Johns Hopkins University Press Journals	Periodicals	55.00
VISA - Kulture City	Professional Development	250.00
VISA - Language Spot	Professional Development	225.00
VISA - MagazineAntiques	Periodicals	69.95
VISA - Meijer	Other Purchased Services	61.25
VISA - Menards	Building Mtnc Supplies	11.97
VISA - Men's Health	Periodicals	49.90

VISA - Michaels		463.74
VISA - North American Rescue		55.37
VISA - Popular Mechanics Magazine		24.00
VISA - Printful, Inc.	Other Purchased Services	62.97
VISA - Ricoh USA, Inc.	Other Purchased Services	62.83
VISA - Sam's Club	Periodicals	152.78
VISA - Sam's Club	Rentals	34.94
VISA - Schnuck's	Janitorial Supplies	2.99
VISA - Taste of Home	Other Purchased Services	7.00
VISA - Threads	Periodicals	83.95
VISA - Universal Yums	Periodicals	47.00
VISA - USA Today	Periodicals	19.98
VISA - Veranda Magazine	Periodicals	34.00
VISA - Verizon Wireless	Telecommunications	1,546.29
VISA - Vogue	Periodicals	28.00
VISA - Wal-Mart	Employee Relations	59.76
VISA - Wal-Mart	Other Purchased Services	78.68
VISA - Wix.com	Other Purchased Services	45.12
VISA - Zoom.US	Other Purchased Services	285.87
		471,640.55

BILLS LIST

Approved by BPL Board of Trustees, December 20, 2026

Signature, BPL Trustee

Vendor	Line Item	Amount
Illinois State University-WGLT	Advertising	591.67
Total		591.67

Date of exec session	Topic of exec session	Date minutes approved
10/19/2004	To discuss performance of a specific employee	11/15/2016
2/22/2005	To discuss performance of a specific employee	11/15/2016
3/22/2005	To discuss performance of a specific employee	11/15/2016
5/17/2005	To discuss performance of a specific employee	11/15/2016
5/23/2005	To discuss performance of a specific employee	11/15/2016
6/7/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
6/15/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
6/21/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
7/19/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
8/8/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
8/29/2005	To discuss the employment compensation or dismissal of a specific employee	11/15/2016
9/14/2005	To discuss the dismissal of a specific employee	11/15/2016
4/25/2006	To discuss employment of a specific employee	11/15/2016
5/22/2006	To discuss employment of a specific employee	11/15/2016
5/30/2006	To discuss employment and compensation of a specific employee	11/15/2016
	To discuss minutes of closed session dates: October 19, 2004, February 22, 2005, March 22, 2005, May 17, 2005, May 23, 2005, June 15, 2005, June 21, 2005, July 19, 2005, and August 8, 2005.	
9/19/2006		11/15/2016
4/22/2008	To discuss performance of a specific employee	11/15/2016
4/21/2009	To discuss performance of a specific employee	11/15/2016
7/21/2009	To discuss the performance and compensation of a specific employee.	11/15/2016
	<i>Review of executive session minutes (Referred to in the minutes of the 12/18/12 meeting but no minutes were found)</i>	
9/22/2009	To discuss collective negotiating matters with union and to discuss the performance of a specific employee	11/15/2016
6/9/2010		11/15/2016
7/20/2010	To discuss collective negotiating matters pending with union	11/15/2016
8/17/2010	To discuss collective negotiating matters pending with union	11/15/2016
10/19/2010	To discuss collective negotiating matters pending with union	11/15/2016
3/22/2011	To discuss collective negotiating matters pending with union	11/15/2016
5/17/2011	To discuss collective negotiating matters pending with union	11/15/2016
6/21/2011	To discuss the performance of a specific employee	11/15/2016
7/19/2011	To discuss the performance of a specific employee	2/21/2017
8/21/2012	To discuss pending litigation	11/15/2016

Date of exec session	Topic of exec session	Date minutes approved
9/18/2012	To discuss pending litigation	11/15/2016
10/16/2012	<i>Tape was damaged and could not be transcribed.</i>	<i>n/a</i>
To discuss minutes of the following meetings that were lawfully closed under the Open Meetings Act: September 22, 2009, July 21, 2009 and April 22, 2008. (Note: minutes for 4/22/08 & 9/22/09		
12/18/2012	were redone in 2016 from recordings because they could not be found)	11/15/2016
1/22/2013	<i>Tape was damaged and could not be transcribed.</i>	<i>n/a</i>
7/16/2013	To discuss collective bargaining pending with union	2/21/2017
9/17/2013	To discuss performance of a specific employee	2/21/2017
3/25/2014	To discuss performance of a specific employee	3/21/2017
4/15/2014	To discuss the performance of a specific employee	11/15/2016
9/18/2014	To discuss the performance of a specific employee	2/21/2017
5/19/2015	To discuss the performance of a specific employee	11/15/2016
6/2/2015	To discuss the performance of a specific employee	11/15/2016
8/18/2015	To discuss the dismissal of a specific employee	2/21/2017
12/1/2015	To discuss the employment of a specific employee	3/21/2017
12/8/2015	To discuss the employment of a specific employee	3/21/2017
12/15/2015	To discuss the employment of a specific employee	3/21/2017
3/15/2016	Reviewed exec session minutes	3/21/2017
4/22/2016	To discuss the employment of a specific employee (interview #1)	11/15/2016
4/22/2016	To discuss the employment of a specific employee (interview #2)	10/17/2017
4/22/2016	To discuss the employment of a specific employee (interview #3)	10/17/2017
4/22/2016	To discuss the employment of a specific employee (interview #4)	10/17/2017
5/4/2016	To discuss the employment of a specific employee	10/17/2017
5/9/2016	To discuss the employment of a specific employee	10/17/2017
8/16/2016	Reviewed exec session minutes	4/18/2017
9/20/2016	To discuss minutes of closed session meetings, dates September 18, 2012, May 4, 2016 and August 21, 2012, which were lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017
11/15/2016	To discuss minutes of closed session meeting of April 15, 2014 which was lawfully closed under the Open Meetings Act.	2/21/2017 & 4/18/2017
1/17/2017	To discuss minutes of closed session meetings dates 7/19/11, 7/16/13, 9/17/13	2/21/2017
2/21/2017	Collective Negotiating Matters & Reviewed exec session minutes for: 9/18/14, 8/18/15, 9/20/16, 11/15/16, 1/17/17	4/18/2017

Date of exec session	Topic of exec session	Date minutes approved
3/21/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 3/25/14, 12/1/15, 12/8/15, 12/15/15, 3/15/16	8/15/2017
4/18/2017	Collective Negotiating Matters, Personnel, & Reviewed exec session minutes for: 8/16/16, 9/20/16, 11/15/16, 2/21/17	10/17/2017
6/20/2017	Collective Negotiating Matters	8/15/2017
8/15/2017	Collective Negotiating Matters & Reviewed exec session minutes	10/17/2017
11/21/2017	Collective Negotiating Matters	2/20/2018
4/3/2018	B & P Committee -To discuss the performance of a specific employee	11/5/2019
4/17/2018	To discuss the performance of a specific employee & Lease or Purchase of Property	6/19/2018
9/18/2018	Collective Negotiating Matters & Compensation of a specific employee	11/20/2018
2/19/2019	Collective Negotiating Matters	4/16/2019
4/2/2019	B & P Committee - To discuss the performance of a specific employee	11/5/2019
4/16/2019	To discuss performance & compensation of a specific employee	10/15/2019
2/18/2020	Collective Negotiating Matters	6/16/2020
7/21/2020	Collective Negotiating Matters & performance & Compensation of a specific employee	8/18/2020
4/13/2021	B & P Committee -To discuss the performance of a specific employee	11/2/2021
4/20/2021	To discuss the performance of a specific employee	5/18/2021
3/15/2022	Collective Negotiating Matters	6/21/2022
4/12/2022	B & P Committee - To discuss performance & compensation of a specific employee	10/11/2022
4/19/2022	To discuss performance & compensation of a specific employee	6/21/2022
4/11/2023	B & P Committee - To discuss performance & compensation of a specific employee	10/10/2023
4/18/2023	To discuss performance & compensation of a specific employee	10/17/2023
4/2/2024	B & P Committee - To discuss performance & compensation of a specific employee	10/3/2024
4/16/2024	To discuss performance & compensation of a specific employee	10/15/2024
4/1/2025	B & P Committee - To discuss performance & compensation of a specific employee	10/7/2025
4/15/2025	Collective Negotiating Matters & Compensation of a specific employee	5/20/2025
5/20/2025	Collective Negotiating Matters	7/15/2025

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW
PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S,
INSURANCE PACKAGES
THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE
JANUARY 31, 2026
IN THE AMOUNT OF \$53,023.32

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

1. That the competitive bid process be waived, and the Library Director authorize renewal of Property, Liability, Vehicle, Umbrella, AND Director's and Officer's Insurance packages through the Libraries of Illinois Risk Agency (LIRA) due January 31, 2026 in the amount of \$53,023.32
2. This package covers the period from December 31, 2025 through December 31, 2026
3. That the purchase of the Property, Liability, Vehicle, Umbrella, and Director's & Officer's insurance premiums through a pool for Illinois Libraries fall into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
4. That there is a slight increase in the price from 2025 to 2026, totaling \$506.91 or 0.9%
5. That this is a continuation of the current relationship with LIRA
6. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$53,023.32

Approved this 20th day of January 2025

Catrina Parker, President
Bloomington Public Library Board of Trustees

BLOOMINGTON PUBLIC LIBRARY
CAPITAL RESERVE FUND TRANSFER

“The plan and purpose for said Capital Reserve Fund shall be for the expansion and improvement of library service by the development of a modern comprehensive library facility through expert studies and/or consultants, purchase of real estate site for buildings, construction of facility or the remodeling, repairing, improving or addition to existing facilities or for the purchase of necessary equipment and materials for or in anticipation of such expanded library facilities or all of these objects.”

BE IT RESOLVED THAT \$342,667 is to be transferred from the Library Maintenance & Operating Fund into the Capital Reserve Fund for the purpose as defined above.

THAT the Bloomington Public Library, as per the Library Board's June 2010 Capital Reserve Fund Resolution, will transfer 50% of the unexpended balance of the budgeted funds from the public library Maintenance and Operation Fund.

THAT the updated Capital Reserve Fund Balance is approximately \$1,213,201.

Approved the 20th day of January 2026

Catrina Parker, President
Bloomington Public Library Board of Trustees



Library Policies

Approved by the Board of Trustees

July 15, 2025 January 20, 2026

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.....	9
1.8 Gift Acceptance and Naming	9
1.9 Purchasing.....	10
1.10 Disposal of Surplus Property.....	14
Chapter 2 – Services.....	15
2.1 Nondiscrimination.....	15
2.2 American Disabilities Act (ADA).....	15
2.3 Confidentiality of Records.....	17
2.4 Library Cards	17
2.5 Interlibrary Loan.....	19
2.6 Reference Service.....	19
2.7 Programming	20
2.8 Internet and Computers	21
Chapter 3 – Collection Development.....	22
3.1 Selection.....	23
3.2 Maintenance	24
3.3 Access.....	24
3.4 Reconsideration	24
Chapter 4 – Facilities.....	25
4.1 Patron Expectations.....	25
4.2 Suspension of Library Privileges.....	25
4.3 Unattended Children	26
4.4 Health & Safety	27
4.5 Display Space	27
4.6 Exhibition Space	27

4.7	Meeting Spaces.....	28
4.8	Video Surveillance.....	31
Appendix A - Request for Reconsideration of Library Program or Display Form		33
Appendix B - Request for Reconsideration of Library Material Form.....		34

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).
2. The property, business and policies of the Bloomington Public Library shall be directed by its Board of Library Trustees, hereafter referred to as Board of Trustees. Board of Trustees shall have the powers and responsibilities conferred upon it by Illinois state law, including but not limited to the adoption of such rules and regulations for the conduct of its business, and the control of all funds collected for the Bloomington Public Library, and may, in the execution of the powers granted, appoint such agents as it may consider necessary.
3. 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.
4. 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 the Illinois Open Meetings Act (5 ILCS 120).
5. 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).
6. A quorum at any meeting shall consist of a majority of the trustees.
7. 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.
8. 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.

7.9. 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.

8.10. Order of Business: the order of business at all regular meetings of the Board of Trustees shall be determined by the Trustees.

9.11. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board of Trustees except as specified herein.

10.12. All regular and special meetings of the Board of Trustees shall comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

11.13. 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.

12.14. All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

13.15. 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.

14.16. 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.

15.17. 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 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/>
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
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 103, 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> .

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 <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 • Resale or concessions 	<p>May be purchased at the Department's discretion and submitted via direct invoice. 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 or the downloadable resources budget line) with three quotes	Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required). Purchases over \$5,000 in this category shall be highlighted in Business Manager's monthly board report.
\$5,000 - \$24,999.99	Any eResources (typically purchased from the public access software budget line or the downloadable resources budget line) with one of the following documented exemptions: <ul style="list-style-type: none">• Sole source*• Limited source*• Per State/Federal statute*	Requires a written memo and the Library Director's approval, including 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 or vehicle maintenance	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*	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.

	<ul style="list-style-type: none"> • Limited source* 	
\$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 or more other governmental units 	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
\$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-Limited~~ bid exemptions exist within the law (75 ILCS 5/5-5) for contracts that by their nature are not inherently suited to competitive bidding, such as, but not limited to, contracts for certain professional services, 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 Programs

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:

Operations Manager
Bloomington Public Library
205 E. Olive
Bloomington, IL 61701

Within 15 calendar days after receipt of the complaint, the Operations 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 Operations 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 Operations 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 Library 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 Operations 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 provision of a valid photo id and verification of current address.

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 who 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).
- 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 ~~or 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).

Hold and checkout limits may be placed on high demand items, such as hotspots.

Lost or Damaged Materials

Cardholders are responsible for loss or damage to materials (including cases and supplemental contents) that are borrowed, including cases and supplemental contents. This includes, but is not limited to, items that are borrowed for use while in the library, such as laptops or study room access cards. The current replacement cost will be charged for materials that are lost or too badly damaged to remain in the library collection.

Use of Materials

The Library is not responsible for any losses or damages due to the use of library materials or equipment.

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 reciprocal cardholders.

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 physically accessible locations. 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.

The Library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, and/or family values. Patrons cannot restrict or interfere with other patrons' freedom to attend programs in any way.

The Library also recognizes the right of Bloomington and Golden Prairie residents to request the reconsideration of library programs. Such requests may be made in writing on the Request For Reconsideration of Library Program or Display 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 Reconsideration of Library Program or Display form, the Library Director will discuss the request with the appropriate Library staff and will reply to the resident in writing as soon as is practical. No program is automatically canceled because of an objection to it and will remain on the Library calendar and available to patrons during the reconsideration process.

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

~~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.~~

~~Library laptops may be used by 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.~~

~~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 persists to the next 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](http://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. The presence of an item in the library's collection does not represent an endorsement of the item's viewpoint.

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
- Skill, competence, and purpose of the author
- 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. The Library will make reasonable efforts not to purchase content primarily generated by artificial intelligence (AI).

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 request the reconsideration of question materials in the collection. Such requests may be stated in writing on the Request for ~~Materials~~ Reconsideration of Library Material form. (See Appendix ~~BA~~, at the end of this document.) The Library will give serious consideration to each opinion expressed.

Upon receipt of a Request for ~~Materials~~ Reconsideration of Library Material 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 regarding a Request for Reconsideration of Library Material may appeal to the Board of Trustees.

Due to the unique nature of Library displays of items in the collection, requests for the reconsideration of Library displays (or items included in those displays) may be made in writing on the Request For Reconsideration of Library Program or Display 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 Reconsideration of Library Program or Display form, the Library Director will discuss the request with the appropriate Library staff and will reply to the resident in writing as soon as is practical. No display is automatically removed because of an objection to it and will remain available to patrons during the reconsideration process.

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.
- Keep walkways clear, bringing no more than two regular-sized backpacks/handbags into the Library.
- Monitor and regulate the behavior of their dependent persons and children, to assure that their dependents/children abide by these policies at all times.
- Maintain the control of their service animals 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 covered beverages with secure lids.
- 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, smoking, or vaping of any kind.
- pets or animals, other than authorized service animals.
- extensive personal grooming.
- solicitation of any kind.
- persons under the influence of alcohol or illegal drugs.
- disorderly, disruptive, or boisterous conduct.
- threatening, harassing, or intimidating language or behavior.
- dozing, sleeping, or loitering.
- weapons or other items the general public views to be threatening.

Failure to abide by these rules of conduct may lead to a suspension of 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 may 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, may result 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.

Suspensions may be reviewed and modified by the Operations Manager and/or Library Director at any time.

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 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, 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 or redirect the 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 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 digital community bulletin board for flyers, open to organizations engaged in educational, cultural, intellectual, or charitable activities.

Acceptable material for the bulletin board includes non-profit organization and governmental activities, notices, programming information, and fundraising information. Unacceptable material for the bulletin board 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 must be submitted to the Circulation and Outreach staff.

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 Spaces

The meeting spaces in the Library are available to patrons, 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 may jeopardize future meeting room use.

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

Priority of Use and Reservation Changes

- The Library and its affiliates have first priority on use of the meeting spaces. 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 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.

Use Requirements and Compliance

- Meeting attendees are subject to all Library Policies including Patron Expectations and Internet and Computers Policies.
- Patrons using the meeting spaces 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.

Sales and Solicitation

- There shall be no ~~admission charges, no solicitation for donations, or~~ selling of products or services at the Library meetings. However,

- If the room is reserved for a presentation by an author or artist, they may request approval to sell their own published works or artwork.

Care of Facilities and Cleanup

- The meeting spaces should be left in the same condition in which they were found. All patrons are responsible for reimbursing the Library for any damages, unusual cleaning expenses, or security measures related to the meeting.
- ~~If a patron no longer plans to use a meeting space during their reserved time, the patron is expected to notify the library. If a patron is more than 15 minutes late to a reservation and/or leaves the meeting space for more than 15 minutes, the library may cancel the reservation to allow another patron to use the meeting space.~~
- ~~Clean up and vacating of the m~~Meeting spaces must be cleaned up and vacated~~completed~~ within the approved reservation time.
- ~~Candles, any open flames, smoking, vaping, and alcohol are prohibited.~~
- No tacks, nails, staples, tape, or any type of adhesive are to be placed in or on any library surfaces without prior approval from Library staff.

Attendance, Timing, and Cancellations

- ~~If a patron no longer plans to use a meeting space during their reserved time, the patron is expected to notify the library.~~
- ~~If a patron is more than 15 minutes late to a reservation and/or leaves the meeting space for more than 15 minutes, the library may cancel the reservation to allow another patron to use the meeting space.~~

Prohibited Activities and Materials

- Candles, any open flames, smoking, vaping, and alcohol are prohibited.

Supervision of Children

- The group/organization is responsible for the supervision of all children who may be participating in the meeting or may accompany its meeting attendees.
- 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 are not available for private parties or social events.~~

Publicity and Representation

- 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.

Disruptions and Enforcement

- Meetings that may become disruptive to other Library operations must end immediately.
- The Library staff may monitor the use of the meeting spaces and enforce library policies.

Liability and Personal Property

- 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.
- 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:

- Fees for usage:

For Profit Groups/Businesses	\$50 per hour
Nonprofit or Community-based groups: First three hours of a reservation	No Charge
Nonprofit or Community-based groups: Each hour after the first three of a reservation	\$25 per hour

- Payment of the usage fee must be made prior to or on the day of the reservation. An invoice is available upon request.
- Groups/organizations may use the Community Rooms up to twice per month.
- The Community Rooms meeting spaces are not available for private parties or social events.
- 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 not considered reserved until Library staff has confirmed the reservation.
- Refreshments are allowed but should be carefully planned to reduce messes. Boxed lunches/dinners are allowed, but full buffet 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.) This special room set-up fee is in addition to any other fees that may be required for the reservation.
- Reservation changes and cancellations must be made no later than 24 hours prior to the reservation.

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 once every seven days.
- 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.
- Refreshments, including beverages with secure lids are allowed in the conference room, but should be carefully planned to reduce messes.

Study Room Use:

- The Study Rooms may be reserved up to two weeks in advance, for up to two hours per person/group per day.
- Refreshments, including beverages with secure lids are allowed in the study rooms, but should be carefully planned to reduce messes.
- 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 four hours per person/group per day.
- The recording studios shall only be used for their intended purpose of creating and/or editing recordings.
- Patrons should leave the lights in the recording studios on at all times.
- 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.
- The Innovation Lab shall only be used for its intended purpose of creating, editing, and/or modifying projects.
- 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.

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, Operations Manager, Security Staff, and others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager and Operations 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 Program or Display Form

Program Title: _____

Program Date: _____

Your Name: _____

Address: _____

Telephone: _____ Email: _____

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

Request Represents:

_____ Individual

_____ Organization; list name: _____

_____ Other; list name _____

What brought this program or display to your attention?

What concerns you about the program or display? Please be specific.

What would you like the Library to do about this program or display?

Date: _____ Signature: _____

Appendix BA - 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: _____ Email: _____

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: _____