



**LIBRARY BOARD OF TRUSTEES - REGULAR SESSION  
COMMUNITY ROOM 2, BLOOMINGTON PUBLIC LIBRARY  
205 E. OLIVE ST., BLOOMINGTON, IL 61701  
TUESDAY, DECEMBER 17, 2024, 5:30 PM**

**1. Call to Order**

**2. Roll Call**

**3. Introduction of Public**

**4. Public Comment**

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

**5. Reports**

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

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

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

**6. Consent Agenda**

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

A. Approve Minutes of 11/19/24: Regular Bloomington Public Library Board meeting (Recommended Motion: Approve the proposed minutes.)

B. Bills in the Amount of \$595,275.18 (Recommended Motion: Approve the proposed bills)

**7. Approval Items**

A. Approve Appointments to the Bloomington Public Library Foundation Board (Recommended Motion: Approve Appointments to the Bloomington Public Library Foundation Board)

B. Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws (Recommended Motion: Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws)

C. Waive the Competitive Bid Process and Approve the 2025 Property/Casualty and

Workers' Compensation Insurance Renewal (Recommended Motion: Approve the item as presented)

D. Review and Approve Revision of Library Policies (Recommended Motion: Approve item as presented.)

**8. Discussion Items**

**9. Comments by Trustees**

**10. 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](mailto:mhurt@cityblm.org).

# Bloomington Public Library

*Books are just the beginning.*



## Director's Report November 2024

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

- Continued to make progress towards a Library expansion, by:
  - Communicating and following up on building issues with the construction team
  - Overseeing compliance with the Illinois State Library grant, including required reports
- Presented about the Library Expansion to the Women's Coffee Club at Luther Oaks
- Provided a tour of the Library to CIRBN
- Attended a virtual Digital Equity Networking Group Meeting
- Attended a Bloomington Revivalists Meeting to help plan for their sidewalk wayfinding project, which will lead from the Library to the History Museum
- Was interviewed by WZND about book bans and challenges
- Worked with Rhonda to develop an in-depth packet of the Library's Accomplishments to submit for consideration after we were notified that we were a Chamber Business Excellence Award finalist
- Led an Equity, Diversity, and Inclusion (EDI) staff committee meeting
- Worked to investigate a patron complaint about the way an incident was handled
- Helped coordinate the GPPLD Board Election process

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

- Worked with a group of retirees to plan a small get-together honoring long-time children's librarian, Phyllis Wallace (she worked at BPL from 1948-2003)
- Met with Jorgi, Nan, and Robert to discuss meeting room logistics
- Served as the interim Adult Services Manager
- Started training Marcie for her new role as the Adult Services Manager
- Facilitated the Local Author Fair event (Carol planned the details of the event prior to her retirement)

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

- Attended a 3-part Virtual Workshop Series about strategic planning for libraries
- Helped coordinate Staff Appreciation Day details and set up with Department Managers
- Developed interview questions for an open Librarian role and for an open Library Assistant role
- Participated in 2 interviews for a Librarian position, 6 interviews for a LTA position, and 1 interview for a Library Assistant position
- Worked with Department Managers to review the union contract, in preparation for 2025 union negotiations
- Worked with Gayle to prepare for the new Illinois Salary and Benefits Transparency Act

# Bloomington Public Library

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- Prepared the Adult Services December desk schedule

**Goal: Work effectively through the use of technology.**

- Viewed a demo of a device that offers Live Translations between staff and patrons who speak other languages

**Goal: Administer a cost-effective public library.**

- Prepared and presented the annual levy request to the City Council
- Completed the annual budget narrative for the City Budget packet

Electricity Usage Report					
Time Period	Total Monthly Usage (kWh)	Solar Panel Production (kWh)	Solar Panel Production (%)	Purchased from Ameren (kWh)	Purchased from Ameren (%)
06/18/2024-07/18/2024	170,306	39,187	23.01%	131,119	76.99%
07/19/2024-08/16/2024	151,372	34,315	22.67%	117,057	77.33%
08/17/2024 -09/17/2024	163,079	40,028	24.55%	123,051	75.45%
9/18/2024-10/17/2024	134,736	25,771	19.13%	108,965	80.87%
10/18/2024-11/16/2024	118,025	18,066	15.31%	99,959	84.69%

# Bloomington Public Library

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## Director's Goals FY25

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

**Director's Goal: Facilitate the completion of the library expansion and renovation construction project by April 30, 2025. ~ IN PROGRESS**

### Related Accomplishments:

- Worked closely with the construction team to ensure that items were on track
- Coordinated various furniture vendors
- Worked alongside the entire staff team to unbox approximately 3,500 boxes, containing 107,000 items that were in storage for the past two years of our project as well as move every item that was in a temporary location in the Library for the last phase of our project, for a total of 282,000 items moved
- Opened the full building to the public on May 24<sup>th</sup>, 2024
- Opened the full parking lot in June 2024
- Held a Ribbon Cutting on August 1<sup>st</sup>, 2024 and a Grand Reopening Celebration on August 3<sup>rd</sup>, 2024
- Coordinated the installation of a wall covering in the Children's Department
- Coordinated the installation of the final furniture pieces
- Provided details for peepholes in doors leading from staff areas to public areas
- Currently working to oversee progress on the construction punch lists
  - The construction team is still working to complete the sidewalk corners, shades, several window films, and a few other minor things.

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

**Director's Goal: Review and appropriately adapt to the new library spaces – expanding services, maximizing spaces, encouraging staff to develop new programs - by April 30, 2025.**

**~ IN PROGRESS**

### Related Accomplishments:

- Worked with staff to develop certification programs for the innovation lab
- Worked with staff to implement user-friendly meeting/study room procedures
- Provided guidance to staff developing new workflows
- Provided a small budget to outfit the calming room
- Ordered additional picture display rails and display rail accessories
- Worked with staff to develop recording studio procedures
- Worked with staff to explore free menstrual product machines in the public restrooms
- Worked with staff to create and install wayfinding signage
- Working with staff to create user guides for audio visual systems
- Encouraging staff to develop new programs

# Bloomington Public Library

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

**Director's Goal: Review and update all staff job descriptions by March 15, 2025. ~ IN PROGRESS**

**Related Accomplishments:**

- Worked with Gayle to guide managers through a review of job descriptions and overall staff expectations
- All union staff job descriptions are complete and have been sent to staff

**Director's Goal: Recruit and hire an assistant director to help lead the Bloomington Public Library by April 30, 2025. ~ WAITING UNTIL AFTER AN ADULT SERVICES MANAGER IS SETTLED (CAROL HAS RETIRED)**

**Related Accomplishments:**

- N/A

**Library Strategic Priority: Work effectively through the use of technology.**

**Director's Goal: Oversee the addition of a collection map to the online catalog by November 30, 2024. ~ COMPLETED**

**Related Accomplishments:**

- Signed a contract with a vendor
- Sent the vendor building maps
- Connected Allison with the vendor in order to pass collection location details to the vendor
- Worked with Melissa, Carol, and Allison to make decisions about how collections should be entered and displayed
- Launched on September 20, 2024

**Director's Goal: Oversee the implementation of an outreach and techmobile vehicle by April 30, 2025. ~ IN PROGRESS**

**Related Accomplishments:**

- Regularly met with Colleen to discuss recommendations from Mickey's autobody regarding necessary vehicle specifications to fulfill our vision for the vehicle purpose/outfitting
- Worked with Jon and Colleen to develop a presentation about the outreach and techmobile vehicle to the GPPLD board
- Communicating with Rivian to see if it would be possible to receive a donated vehicle – checked in again in late July, mid-September, October, and December

# Bloomington Public Library

*Books are just the beginning.*



**Library Strategic Priority: Administer a cost-effective public library.**

**Director's Goal: Collaborate with the libraries of McLean County and the McLean County government to apply for a State Digital Equity Grant by December 31, 2024. ~ IN PROGRESS**

## **Related Accomplishments:**

- **Met with Assistant County Administrator Anthony Grant to discuss the potential for a county-wide State Digital Equity Grant application**
- **Attended a Regional Engagement for Adoption + Digital Equity Library Forum**
- **Met with libraries in McLean County to discuss the plans for a county-wide State Digital Equity Grant application**
- **Have attended a variety of Digital Equity webinars and virtual networking groups**
- **Waiting for the application to be released by the state**

**Adult Services Report**  
**Jeanne Hamilton (interim) and Marcie Shaffer**  
**November 2024**

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

COLLECTIONS

Adult book displays were on the themes: National Novel Writing Month, Cooking Across the World, Native American Heritage Month, and Inspirational Fiction. The Movie display featured “No Shave November” movies. Teen displays featured Native American Heritage, Mystery, and True Crime.

Sara E weeded out a few tight sections in the 900s (particularly 900-910; 941-942).

PROGRAMS

Tiffany visited these schools and talked about books:

KJHS: 53; EJHS: 52; CJHS: 49; PJHS:56; BJHS (3 visits): 230

Mimi went with Meredith from Circ to Westminster Village to help with a pop-up Libby training session for 25 residents.

Sara met with a Luther Oaks Genealogy group to discuss the various helpful resources in our Local History Collection.

There were two local history research requests on these topics: plat maps of Chenoa and two Pantagraph articles (snow plows and 1981 house tour).

Adult/Family programs

- In Person On Site
  - Silent Book Club – 6 attended
  - Local Author Fair – 200 attended
  - Tax Planning Strategies – 30 attended
  - Sustainable Kitchen with Katie Volger from Ecology Action Center – 12 attended
  - ESL Conversation group – 21 attended
- In Person Off Site
  - Books on Tap Book Club – 18 attended
- Live Virtual Program
  - Detox Your Mind through Meditation – 10 virtual
  - Illinois Libraries Present: Art Smith – 19 virtual
- Hybrid
  - History Reads Book Club – 8 in person, 1 virtual
  - Mystery Book Club – 7 in person, 5 virtual
  - Fiction Book Club – 4 in person, 6 virtual

Teen Programs

- In Person On Site
  - Genre Book Club – 0 attended
  - No School Day Crafts – 20 attended
- Passive/Make & Take Programs:



- Teen Zone “Question of the Week” – 3 weeks, 30 interactions

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

Many staff attended a De-Escalation training session. One staff member attended a webinar from Booklist. Marcie began training for her new role as the Adult Services Manager.

**Goal: Work effectively through the use of technology.**

The Pantagraph Card Catalog Digitization project has resumed! The workflow has improved and progress is being made.

**Goal: Administer a cost-effective public library.**

A teen volunteered for 10 hours.

## **Business Office Report**

**Kathy Jeakins**

**November 2024**

### **Goal: Administer a cost-effective public library.**

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

In November, the Book Shop collected \$1,970.45, which was more than October, due to the one-day Bag Sale on 11/16

Hoopla usage in November was more than last month: 7,598 downloads totaling to \$16,970.00

Kanopy usage for November was more than last month: 488 downloads totaling to \$1,187.00

I emailed New Vendor Registration Information to one new vendor for the Library

Bills Costing in Excess of \$5,000:

- Ameren IP \$9,553.83 for Monthly Electricity
- NICOR/Northern Illinois Gas \$11,842.83 for Monthly Natural Gas

### **Upcoming:**

The Golden Prairie Annual Financial Report needs to be printed in the Pantagraph by Dec 31

The Foundation's Annual Report needs to be completed by Dec 31



## **Cataloging & Technical Services Report**

**Allison Schmid**

**November 2024**

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

- Service desks have been added to the StackMap base map.
- Updates to endcap signs have been sent to marketing, especially for the children's collection that underwent many recent changes and shifts.

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

- All the Marvel and DC superhero books have been pulled out of the Adult Graphic novels and are now shelved together before the rest of the Adult Graphic novel section with a label and call number to match.
- Allison went through all the old (more than 6 months) on-order items and cancelled anything that wasn't likely to be released in the near future. Moving forward, this list will be kept up month by month.

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

- For Appreciation Day, we enjoyed a meal from Olive Garden, dessert from Panera, and a pinata!
- CATS staff attended or viewed the De-escalation training with Sgt. Kiel Nowers. – 5
- Eleanor attended the Mental Health First Aid training – 7
- All CATS staff completed the Sexual Harassment Training. – 1.25
- Training Hours – 13.25

**Goal: Work effectively through the use of technology.**

- With all the staffing changes, many new accounts were deleted and added with various vendors like B&T, Ingram, and Amazon.

**Goal: Administer a cost-effective public library.**

- Due to an influx in gently used puzzles, a temporary display (on a cart) was created to accommodate them. Once enough puzzles are checked out, the cart will be removed.

**Upcoming:**

- Electronic Data Interchange (EDI) set-up with Libraria (formerly Children's Plus Inc.)

**Children's Services Report**  
**Melissa Robinson**  
**December 2024**

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

**Services**

- The short chapter and fiction collections were shifted.

**Programs**

- Dinosaur Party – 110 attended
- Toddler story time – 3 sessions – 127 attended
- Preschool story time – 3 sessions – 90 attended
- Fun Friday Story Time – 4 sessions – 208 attended
- Super Saturday Story Time – 20 attended
- Sensory Story Time – 3 sessions – 33 attended
- Tales for Tails – 3 sessions – 50 attended
- D&D for Kids – 2 sessions – 10 attended
- Family Games Day – 41 attended
- School Age Crafts – 49 attended
- Itsy Arts – 28 attended
- Lego Construction – 65 attended
- 24 programs/sessions – 831 attended

**Passive**

- Dinosaur I Spy – 83 participated
- Crafts (turkey feathers, popsicle spiderweb, build a scarecrow, Skippy Jon Jones mummy book craft, Q-tip skeleton, corner bookmarks, story cubes) – 823 made

**Groups/Events**

- Dia de los Muertos at McLean County Museum of History – 315 attended
- D87 Multicultural Fair – 250 attended
- Oakland School Reading Night – 400 attended
- Washington Kindergarten – 75 attended
- Pepper Ridge (visited us) – 35 attended
- Milestones Preschool – 26 attended
- La Petite Academy – 25 attended

- Trinity Lutheran Preschool – 10 attended
- Little Jewels – 2 locations – 102 attended
- Katie’s Kids – 46 attended
- Childcare Connection – 10 attended
- Sheridan Books n Bites – 41 attended
- 13 events/groups – 1335 attended

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

- Children’s staff attended the de-escalation training.
- Lisa attended a webinar, “The Future of BingePass: New Content, Holiday Highlights, and Exclusive Sneak Peek”.
- I attended Mental Health First Aid training.

**Upcoming:**

- We have the following programs planned in December:
  - Stuffed animal sleepover – Dec 4
  - D&D for Kids – Dec 5 and Dec 19
  - Duck Story Time – Dec 11
  - Sign and Sing – Dec 30
- Children’s staff will be representing the library at the Miller Park Zoo Wild Lights events on Dec 6 and 7 and Dec 13 and 14.



**Circulation and Outreach Report  
November 2024**

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

**Outreach Library Associate November meetings and connections**

- Reoccurring monthly meetings:
  - Reentry Council Board
  - Fatherhood Coalition and Leadership Team
  - Sober Recreation Planning
  - Human Services Council
  - BN Parents Coalition
  - BN Welcoming Committee
  - Recovery Oriented Systems of Care
  - Leadership McLean County Steering Committee
- Special meetings and connections:
  - Rise 2.0 Planning Meeting
  - Leadership McLean County Alumni event, Health Care Day, and Nonprofit Day
  - Normal Rotary Club Presentation
  - HCC Area Planning Committee
  - Meeting/Tour for HCC Outreach and Grant Coordinators
  - Meeting/Tour for Midcentral Community Action Director

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

Deposits

Staff prepared and delivered or renewed 864 items at 10 sites. An “Introduction to Libby” program was offered at Westminster Village for 25 people.

Home Delivery

Staff prepared and delivered or renewed 696 items to 55 active patrons. 3 new patrons were added this month. Holiday gifts of appreciation were distributed to each home delivery client.

Pop Up Library

Staff visited the locations listed below. 103 patrons were served, and 618 items checked out or renewed.

- Luther Oaks
- Bickford House
- Villas of Hollybrook
- Woodhill Towers
- Westminster Village
- Liberty Health

November Outreach Events

- Nov 6: Behavioral Health Event at Western Ave
- Nov 6: Chamber of Commerce Nonprofit Showcase at the Holiday Inn in Normal
- Nov 7: Dreams are Possible graduation and dinner
- Nov 8 and 9: Veterans Resource Fair at the Interstate Center
- Nov 8: Immigration Project Lunch at the Bone Student Center
- Nov 12: Presentation for the Human Services Council at BPL
- Nov 13: Real Talk: Both Sides of the System event at Heartland Community College
- Nov 21: Presentation for the Philanthropic Educational Association at BPL

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

- Rosie filled a vacant, full-time Library Technical Assistant position. She starts on 12/9.
- Interviews are ongoing for 2 open, part-time Library Assistant positions.



(11/2024) Circulation and Outreach Services Statistics

<b>Total Circ BPL</b>	<b>104,938</b>
<b>Total Circ Main</b>	<b>74,510</b>
<b>Total Circ Outreach</b>	<b>5,919</b>
<b>Total Circ Drive-up</b>	<b>1,288</b>
<b>Total Digital Downloads</b>	<b>23,221</b>
Hoopla	7,598
Overdrive	14,066
TumbleBooks	32
eBook Central	0
Kanopy	1,525
<b>Borrowers Registered</b>	<b>373</b>
<b>Total Active Cardholders</b>	<b>35,669</b>
Children	8,627
Teen	3,955
Adult	23,087
GPPLD	<b>1,566</b>
<b>Total Holds Filled</b>	<b>6,450</b>
Main Holds	4,732
Outreach Holds	986
Drive-up Holds	732
<b>Door Count</b>	<b>14,556</b>

<b>10 Highest Circulations</b>		<b>Patron Count</b>
Wingover Apartments PM	304	85
Grove	104	31
Grove	99	39
Eagle Creek	97	24
Rollingbrook South	80	19
Golden Eagle	73	27
Eagle Crest East	69	11
North Pointe	68	24
Bohmer Drive	67	25
Rainbow Avenue	62	29

<b>Lowest 5 Circulations</b>		<b>Patron Count</b>
Anglers Manor	5	8
Waterford Estates	3	3
Anglers Manor	2	2
Somerset Court	2	3
Cardinal Ridge	0	2

Regularly Scheduled Stops	65
Special Stops	0
Cancelled Stops	0
<b>Total Stops</b>	<b>65</b>
<b>Total Patron Count</b>	<b>818</b>
<b>Total Bookmobile Circulation</b>	<b>2,297</b>

## Human Resources Report

Gayle Tucker

November 2024

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

- I attended the following training: Sexual Harassment Training
- In November, there were five in-house job announcements and one outside ad (72 applications received)
- I participated in eleven interviews, one exit interview, and provided orientation for two employees
- Department Managers completed review of the union contract
- Department Managers coordinated our annual Appreciation Day for staff
- I continued FMLA, ADA, and employment verification (including Public Service Loan Forgiveness (PSLF) paperwork) administration
- Employees receive Munis Employee Self Service (ESS) and Kronos Timeclock setup information and instruction as part of new employee orientation
- The Spirit Committee coordinated collaborative projects including The Big Give, World Kindness Day, and Brighten A Family

### **Goal: Work effectively through the use of technology.**

- In November, I participated in Teams/Zoom meetings, and my work included use of OneDrive, SharePoint, and Microsoft Forms
- Kronos Dimensions troubleshooting continues
- I updated our Awardco files for employee recognition
- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint and notify all staff via email
- I process the library's background checks
- As an Alert Media administrator, I keep the Staff list up to date
- I continue to work with the City of Bloomington staff regarding payroll, Kronos, and more
- I check my payroll calculations against a Munis report for accuracy, and resolve discrepancies

### **Goal: Administer a cost-effective public library.**

- I serve as the Work Study Coordinator with Illinois Wesleyan University
  - We currently have five students

### **Upcoming:**

- Job Description updates for non-bargaining unit positions are underway



**Information Technology Systems Report**  
**Jon Whited**  
**November 2024**

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

We are continuing to scan the Pantagraph index. We have volunteers specifically working on this project and are working a consistent schedule to move this project forward. We currently have 50,489 cards available and are adding additional cards daily.

We are currently processing the Unit 5 student cards. We received the file later than normal due to a change in the staffing at Unit 5.

Max, our intern, from Normal Community, has completed his internship and will be doing his presentation on December 16<sup>th</sup>.

We are using the laptops that we removed from the Adult Services cart last month to be able to check out and leave the library. We currently have 5 laptops that can leave the building and will be adding an additional 5 in December. Each year as we replace laptops that are used in the building, the laptops that can leave the building will be switched out.

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

On November 7th, from 6-8pm, Olivia led a program for 5 teens. In this program, participants used a sewing pattern to create an apron. They choose from four apron styles and learned about operating a sewing machine. Participants left with their finished apron.

On October 15th, from 6-8pm, Kerrie led a program of 7 Teens Using the Bernette 70 Embroidery Machine in the library's Innovation Lab. Teens explored the embroidery machine as they created an image, which would be framed. Teens learned how to thread the machine and install the bobbin. Teens also explored the digital interface used to create and/or select designs for their projects.

On October 12th, 5 teens attended the D&D game event, where DJ took the group through a D&D adventure called A Murder in Sharn.

On October 19th, 5 adults attended the D&D game event, where DJ took the group through a D&D adventure called A Murder in Sharn.

**Upcoming:**

We are working to design a certification program for our new sublimation printer.

# Marketing Report

Rhonda Massie

November 2024

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

## Winter Program Guide

- The Winter Program Guide was largely developed during the month of October and completed the proofing process during November.
  - 1,200 paper copies arrived on December 3.
  - The guide is posted to the library's website. On our slatwalls, we offer paper handouts which include a QR Code that takes people to the online guide.
    - The following digital and paper pieces were created to promote the guide:
      - eMailable image, Facebook & Instagram posts, 6 LX Starter notices, eBlast, paper QR Code handouts, temporary slatwall flyer.

## Library Signage

With the opening of the new building, Marketing continues to field many requests for signage.

- Created (8) 5.5" x 35.5" signs for shelving at the entrance to the Children's Department
- Continue to modify endcap signage in Adult Services
- Creating signage for all the Children's Department endcaps is in the works

## 2025 Book Clubs

- In our efforts to move our nine Book Club pages away from Library Aware, we are building a page for each club directly on our website. (The Library Aware pages are clunky, unattractive, and leftover from before we launched the current website). Six clubs are complete. These still-to-be-published pages will roll out on the following dates:
  - Books on Tap – December 4
  - True Colors – December 6
  - True Crime – December 18
- Paper and digital publicity is in the works for all 9 book clubs for 2025.
  - Publicity for these clubs was completed in October: History (8 pieces of art), Mystery (14 pieces of art)
  - Publicity for these clubs was completed in November: Books on Tap (15 pieces of art), Fiction (14 pieces of art), True Colors (7 pieces of art), Let's Dish! (9 pieces of art), Teen (15 pieces of art), Silent (15 pieces of art)
  - Publicity for the True Crime Club is slated for completion in early December.

## Chamber Packet

- After learning that the library was chosen as a finalist for the McLean County Chamber of Commerce's Business Excellence Award (Nonprofit Category), the library was asked to compile a packet of information – photos, video, and up to 12 pages of information including letters of support – to bolster the nomination. Marketing compiled this packet.
  - Finalists will be revealed at the Chamber's Business After Hours on December 11 at *The Pantagraph*. Finalists are to remain secret until that time.
  - Winners will be announced at the Chamber's Annual Gala on February 8, 2025.

## Website & Other Tech

- Marketing maintains the library's website.
  - Updated record sets for New Movies, New Music, and New Audiobooks.
  - Completed much editing on the library's new 3D Tour which allows us to set up "hotspots" and add information to different locations within the tour. View the tour at [bloomingtonlibrary.org/virtual-tour-library](http://bloomingtonlibrary.org/virtual-tour-library)
  - At the request of IT, a new Innovation Lab Class Certification Form was created to better meet staff/patron needs. The previous form was shut down.
  - After much writing and configuration, links to the new databases being supplied by the State of Illinois are now available on the website.
    - Those online resources include the following: Ethnic Diversity Source, Diversity & Ethnic Studies, LearningExpress, Legal Information Source, LGBTQ+ Source, Newspaper Source Plus, Professional Development Collection, Small Business Source, Small Engine Repair Source, and Explora.
  - Much work has been completed to present the public with a clearer web presence for each of the library's nine book clubs. (see above).
  - Updated the Community Rooms to offer an *all-day* limit as opposed to a *6-hour* limit.
  - Added the location of the library's offsite book drop to the website's footer.
  - Added the Winter Program Guide to the website. Removed the Fall Guide.
  - Maintained the online presence for the library's puzzle collection
  - Added and removed employment postings as requested
  - Updated the Legal Resources page.
  - Built a *Book Shop* Room Type to allow programs – such as the Brown Bag Sale -- to take place in that area.

## Paper & Digital Design Work

### Misc.

- Paper and digital publicity is in the works for all 9 book clubs for 2025. (see above)

- Created publicity for the Book Shop's Brown Bag Sale: Created/posted art for social media and the rotating bar on the website, penned social media posts, added the sale as an event to the online calendar after building a *Book Shop* room type.
- Program Guide Promotion:
  - Created an image which the Outreach Associate shared with her community contacts via email, created/posted images and text to Facebook & Instagram, updated 6 LX Starter notices, sent an eBlast, produced paper QR Code handouts, and created a temporary slatwall flyer.
- Managed messaging for the Thanksgiving Closure.
  - Art to plasma, art to rotating bar on website, create/post Facebook and Instagram art, updated LX Starter notices, "alert" posted to the homepage of the website, penned and scheduled texts, designed/printed/prepped paper signs, recorded phone messages and ask for them to go live at the appropriate time.
- Bookmobile Cancellation - Managed messaging for Bookmobile stop cancellation on November 11; then reversed messaging when the stop was reinstated.
  - Facebook and Instagram posts to both main library pages and both Bookmobile pages, "alert" posted to homepage of the website, cancelled stops on the online calendar, penned and multiple sent texts to those affected.

#### Program Publicity Design Work

- FAFSA Application Workshop
- Intro to Self Defense
- Duck Story Time
- Book Ends 2024
- D&D: A Murder in Sharn (adults)
- Handmade Holidays
- Raina Telgemeier
- Stuffed Animal Sleepover
- LED Silhouette Holiday Cards
- Teen Writing Workshop
- Drop A Beat (teens)
- Plywood Ornaments
- D&D for Kids
- Sign & Sing Story Time
- Winter Break Activities
- Kiddie Drive-In Movie
- Teen Winter Break Craft

#### Handouts & Temporary Signage

- Native American Heritage Month
- Think Warm Thoughts
- Snowed In
- Craftivism
- Words of Winter
- Fireplace Fiction
- Local Author Fair
- Thanksgiving Closure
- Terracycle
- Book Shop Pricing
- Marvel/DC Magnetic Labels
- *Patio Closed* sign
- *Holiday Music* sign for Bookmobile display
- Sign for new, temporary puzzle cart
- 12" x 8" vertical sign to name the monthly Community Spotlight organization

#### Promotional Items

- Ordered small silicone spoons which promote the Let's Dish! Cookbook Club
- Fulfilled requests for promotional giveaways for 3 events:
  - Christmas Gift bags for Home Delivery
  - December Meeting of Let's Dish!
  - Miller Park Zoo's Wildlights (4-night event)
- Processed and restocked promo items returned from 6 events:
  - Sophomore Expo (BACC)
  - District 87 Multicultural Fair
  - Dia de los Muertos

- Veterans' Fair
- Chamber of Commerce's Non-Profit Showcase
- Youth/Family Behavioral Health Fair

### Misc. Marketing Tasks

- Managed BPL's Branded Online Store
- Schedule 7 texts pertaining to all 11 holidays to take place during 2025
- Printed invitations for Michelle's Retirement Reception
- Set up Michelle's Retirement Award in Awardco
- Ordered Business Cards for:
  - Tiffany (last name changed)
  - Caitlin (position changed)
  - Marcie (position changed)
- Took photos at the Local Author Fair
- Took photos at Phyllis Wallace's birthday party
- Ordered/received eCard Blanks for Circulation
- December Calendar
- Home Delivery 2025 schedules
- Creation of the Winter Program Guide

### Advertising

- WGLT
  - Ran ads in November to promote the November 9 Local Author Fair.
  - Will run ads in December to promote the Raina Telgemeier program and watch party
- Community Players
  - BPL is a sponsor of The Community Players' 2024-2025 season. This allows the library to run an ad on their screen during each 2024-2025 show (pre-show and intermission).
- Cumulus Radio:
  - The library is sponsoring WJBC's local high school sports coverage of football and basketball from August to March. The sponsorship includes opening and closing messages at the beginning and end of each game, two :30-second spots per game both on the air and streaming, and 10 promo spots throughout each week. The spots promote the Innovation Lab and the Recording Studios.
  - Ads promoting the library's November 9 Local Author Fair will run on WJBC from October 28-November 3.

### Print & Prep (update design/information when requested)

- 650 Kanopy handouts
- 650 My Library App handouts
- 650 My Library Card handouts
- 600 Hoopla handouts
- 600 Libby handouts
- 50 Princh handouts
- 50 Home Delivery handouts
- Reprint - Silent Book Club bookmarks
- Reprint - 1000 Books Before Kindergarten stickers & logs

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

- Marketing compiles and distributes a monthly staff newsletter using submissions from Department Managers and committee members.
- Rhonda serves on the Summer Reading Committee.
- Kourtnei serves on the Spirit Committee.
- Jorgi serves on the Office 365 Committee.
- Jorgi serves on the Bloomington Reads Committee.

### Training

- Rhonda and Jorgi completed the mandatory Sexual Harassment Training
- Rhonda attended the Development Committee's Mini Morning Session about De-Escalation
- Jorgi trained Reagan how to post community flyers to the new plasma screen on Floor 2.

### **Goal: Work effectively through the use of technology.**

- Social media presence:
  - BPL Facebook – 11,521 followers
  - Instagram – 2,639 followers
  - Twitter – 1,936 followers
- Text subscribers – 2,287
- Each meeting of the Books on Tap Book Club and the True Crime Book Club appears on MeetUp.com
- Cardholder Perks list – 31,912 filtered active subscribers.
- Program Guide list – 33,447 filtered active subscribers.

- General eBlast list – 31,765 filtered active subscribers.

**Goal: Administer a cost-effective public library.**

Free & Cheap Promotions

- The library posts an abundance of information to Facebook and Instagram:
  - Information about **every** library program is posted to these outlets.
  - A weekly #TBT photo is posted to Facebook and Instagram.
  - A weekly #BookFaceFriday photo is posted to Facebook and Instagram.
  - These posts -- unrelated to program publicity -- were also shared:
    - *We're Hiring* – Part-Time Circulation
    - *We'll be at the Chamber of Commerce's NonProfit Showcase*
    - Brainfuse's VetNow Resource
    - Photos from the Author Fair
    - Kinergarten Story Time at Washington School
    - *The Book Shop is having a Brown Bag Sale*
    - World Kindness Day
    - Photos from Phyllis Wallace's 95<sup>th</sup> Birthday Party
    - *The Winter Program Guide is now available online*
    - Reminder – Book Shop Brown Bag Sale
    - *With Snow Coming, don't forget that we have a Drive Thru*
    - These items are back in stock – Lego Library Kits, *Believe in your shelf* Mugs, *Believe in your shelf* Tote Bags
    - Shop the library's branded online store this holiday season
    - Access to Consumer Reports Online is free with your library card
    - The library is now selling Gift Certificates
    - Thanksgiving Closure
    - Drone Footage & 3D Tour
  - The library sends at least one monthly eBlast promoting its online resources to cardholders who've not opted out of receiving such notifications. This month, these eBlasts were sent.
    - An eBlast promoting the library's VetNow eResource was delivered on November 1
    - An eBlast promoting the library's Consumer Reports eResource was delivered on December 1
  - Library staff are interviewed on WJBC on the second and fourth Monday of each month at 10:35am. Interview materials are prepped by the Marketing Department.

**Operations Report  
Robert Greene  
November 2024**

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

- We hung all the new signs that show the various areas in the library.
- KCN delivered our salt container.
- We put salt containers and shovels at all the entrances of the library.
- We hired a new custodial services temporary employee, Rebekah, and a new security staff member, Akil.
- We painted a new guideline down the bookmobile driveway, to aid the drivers when they back up to park in the garage.
- We installed a new entrance sign.
- Zeller installed new data lines in the IT storage room.
- We winterized the irrigation system.
- We had our fire alarm inspection.
- We installed a new pump for our soap dispenser.

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

- We enrolled in the Niche Academy, a program that all the staff can access. This training program displays how to deal with various patrons in a library setting.
- We have been given training on how to deal with mental illness.
- Akil is being trained.
- Rebekah is being trained.
- Security staff are working to create a more welcoming environment.

Bloomington Public Library  
Books are just the beginning.



**Statistics At-A-Glance**  
**November 2024**

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

<b>Circulation</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	33,772	24,976	35%	233,695	214,145	9%
Teens	2,678	1,781	50%	20,452	15,023	36%
Children	45,282	28,645	58%	331,373	251,831	32%
Digital Downloads	23,221	18,416	26%	164,342	129,520	27%
Total	104,953	73,818	42%	749,862	610,519	23%

<b>Active Cardholders</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	23,087	18,265	26%	N/A	N/A	N/A
Teens	3,955	4,120	-4%	N/A	N/A	N/A
Children	8,627	7,011	23%	N/A	N/A	N/A
Total	35,669	29,396	21%	N/A	N/A	N/A

<b>New Cardholders</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	373	1,611	-77%	4,157	4,904	-15%

<b>Visits</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	14,556	9,840	48%	116,346	91,432	27%
Bookmobile	818	755	8%	9,816	8,772	12%
Total	15,374	10,595	45%	126,162	100,204	26%

<b>Room Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	488	0	N/A	3,246	213	1424%
Digital Preservation Studio	79	0	N/A	312	26	1100%
Community Room	56	0	N/A	460	11	4082%
Total	623	0	N/A	4,018	250	1507%

<b>Community Outreach</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	28	20	40%	149	111	34%
People Reached	1,522	1,289	18%	11,051	14,191	-22%
Community Visits to the Library	1	0	N/A	21	0	N/A
People Reached	35	0	N/A	342	0	N/A
Total Outreach Visits	29	20	45%	170	111	53%
Total People Reached	1,557	1,289	21%	11,393	14,191	-20%



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

<b>Programs</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	14	8	75%	93	61	52%
Attendance	347	147	136%	1,405	984	43%
Teens	15	2	650%	64	27	137%
Attendance	507	3	16800%	1,728	234	638%
Childrens	38	10	280%	213	66	223%
Attendance	3,885	50	7670%	37,271	1,309	2747%
Total Programs	67	20	235%	370	154	140%
Total Attendance	4,739	200	2270%	40,404	2,527	1499%

<b>1-on-1 Appointments</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	51	3	1600%	272	15	1713%

<b>Reference Questions</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,515	2,468	42%	25,414	19,633	29%

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

<b>Training Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	88	160.00	-45%	1,473	1,223	20%

**Strategic Priority: Work effectively through the use of technology.**

<b>Technology Use</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	2,758	977	182%	16,916	9,451	79%
WiFi Sessions	3,131	1,339	134%	20,452	11,335	80%
Website/Catalog Hits	70,000	35,531	97%	508,983	310,237	64%
Online Resource Use	10,709	4,389	144%	87,914	27,748	217%

**Strategic Priority: Administer a cost-effective public library.**

<b>Interlibrary Loan</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	298	375	-21%	2,629	3,074	-14%
Sent	148	85	74%	997	859	16%

<b>Volunteer Hours</b>	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	92	25.50	261%	372	39	866%

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, November 20, 2024  
5:00pm

**MINUTES**

- I. Call to Order  
President Anderson called the regular meeting to order at 5:00 pm.
- II. Roll Call  
Trustees Present: Ruth Novosad, Stephen Peterson, Jim Russell, Patti Salch, Kathy Vroman, Stephanie Walden, Ary Anderson  
  
Others Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins  
  
Absent: none
- III. Introductions  
There were no introductions.
- IV. Public Comments  
There were no public comments.
- V. President's Report  
There was no report.
- VI. Approval of Minutes  
A. October 16, 2024 Regular Meeting  
The minutes were approved as presented.
- VII. Staff Reports  
A. Director's Report: Jeanne passed around the invite to the Legislative Meetups happening in December. She shared that the Life Center for Independent Living presented the Library with an Advancing Community Access Award. Since Carol Torrens' retirement, the Library has hired Marcie Shaffer as her replacement as Adult Services Manager. Marcie has been a Librarian in Adult Services at the Bloomington Public Library for 18 years, and she was previously the Youth Services Manager at the Barrington Public Library.  
  
Moving on to Leadership McLean County, the group has developed a survey they would like to send to the cardholders in the Golden Prairie Library District. Jeanne indicated that her plan is for the group to send the survey to her, and the Library will send it out to the cardholders in the system via email. Jeanne will send the survey to Board members for review first.  
  
B. Outreach Report: Colleen has mainly been focused on filling positions in the department. One of the Bookmobile drivers retired, and another driver who also does a lot of the outreach work is retiring in December. After interviewing, internal candidates were selected, which has left more positions to fill.

C. Financial Report: Kathy Jeakins stated that the reports are in the packet.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Discussion of Per Capita Grant Requirements – Part 2: Jeanne Hamilton reviewed portions of *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

X. Comments from Board Trustees

Ary asked for clarification on the location of the Legislative Breakfast. There was discussion about the location of a property being annexed into the City of Bloomington. Ruth commented that she was in the Library over the weekend with her daughter. It was her daughter's first visit to the new space, and she was very impressed, especially with the Innovation Lab. Patty remarked that she really enjoyed the Author's Fair and was impressed by how large it was.

XI. Reminder

A. Next Board Meeting is December 18, 2024

XII. Adjournment

Ary Anderson adjourned the meeting at 5:44 pm.

DRAFT

BLOOMINGTON PUBLIC LIBRARY  
FY 2024-2025 FISCAL REPORT

REVENUES:

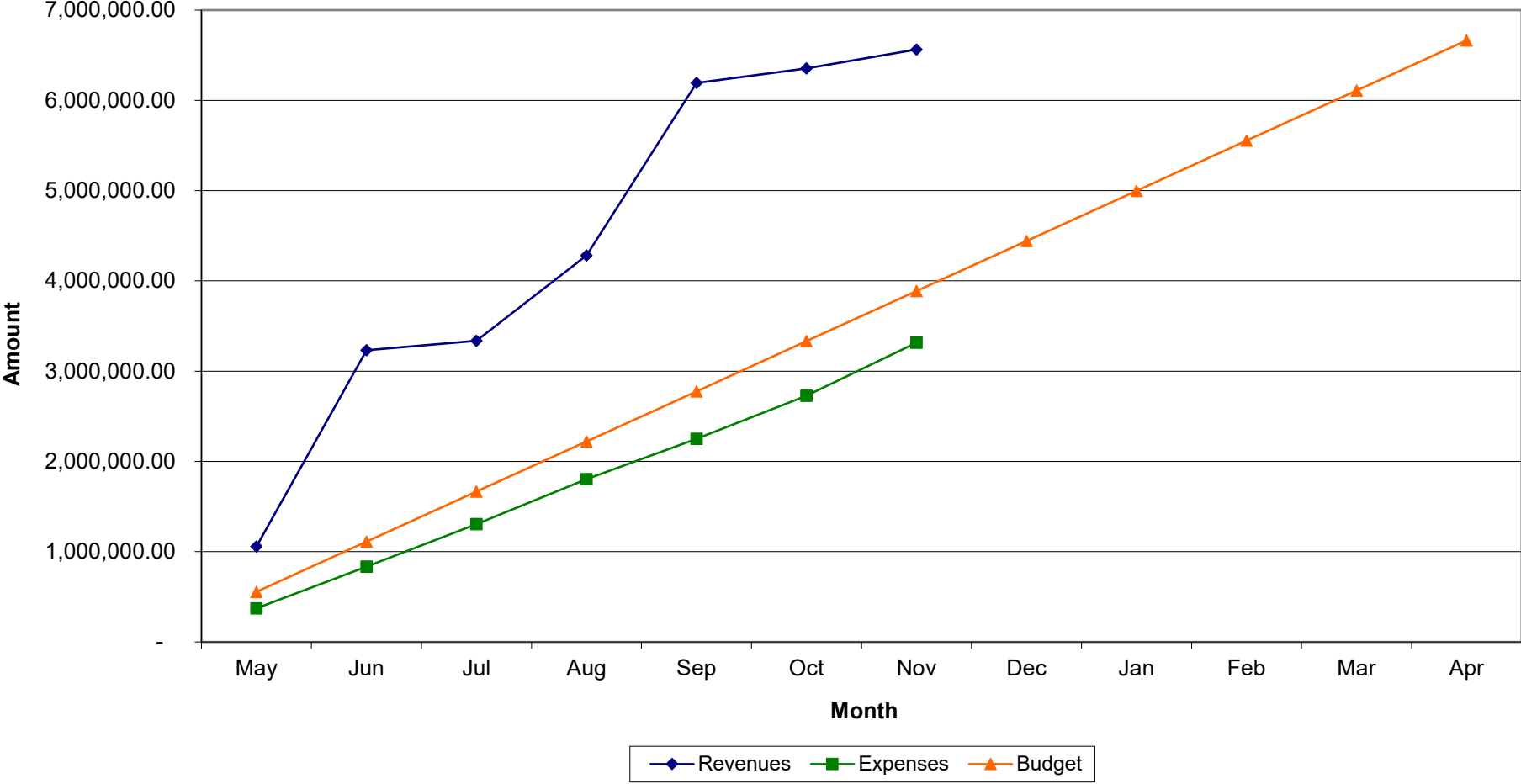
ACCT NAME	BUDGET	NOV 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	5,495,000	153,779.65	5,485,602.56	(9,397.44)	99.8
Replacement Tax	424,600	0.00	126,986.38	(297,613.62)	29.9
State Grants	116,053	0.00	116,839.80	786.80	100.7
GPPLD	495,000	16,396.35	495,903.14	903.14	100.2
Fines & Fees	7,000	1,075.04	6,138.34	(861.66)	87.7
Interest on Investments	55,000	31,357.13	197,388.59	142,388.59	358.9
Interest from Taxes	0	546.25	546.25	546.25	-----
Donations	25,000	485.11	37,126.02	12,126.02	148.5
Other Private Grants	0	0.00	2,000.00	2,000.00	-----
Cash Over/Short	0	0.00	0.00	0.00	-----
Other	41,000	5,333.53	95,105.15	54,105.15	232.0
From Fixed Asset Fund Balance	6,000	0.00	0.00	(6,000.00)	0.0
<b>Total Revenues</b>	<b>6,664,653</b>	<b>208,973.06</b>	<b>6,563,636.23</b>	<b>(101,016.77)</b>	<b>98.5</b>

EXPENDITURES:

ACCT NAME	BUDGET	NOV 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,977,625	323,718.32	1,562,394.98	(1,415,230.02)	52.5
Part-Time Salaries	598,135	67,189.47	313,758.49	(284,376.51)	52.5
Seasonal Salaries	101,224	1,665.00	41,027.36	(60,196.64)	40.5
Overtime Salaries	100	0.00	0.00	(100.00)	0.0
Other Salaries	20,000	0.00	623.86	(19,376.14)	3.1
<b>Total Sals &amp; Wages</b>	<b>3,697,084</b>	<b>392,572.79</b>	<b>1,917,804.69</b>	<b>(1,779,279.31)</b>	<b>51.9</b>
Dental Insurance	10,463	507.04	3,155.87	(7,307.13)	30.2
Health Insurance, HMO	6,765	556.36	3,556.73	(3,208.27)	52.6
Life Insurance	3,293	263.20	1,754.80	(1,538.20)	53.3
Vision Insurance	3,227	250.48	1,574.53	(1,652.47)	48.8
Health Insurance, PPO 600/1200	276,166	16,875.79	102,831.12	(173,334.88)	37.2
Health Insurance, PPO with HSA	88,549	10,474.40	64,440.37	(24,108.63)	72.8
Library RHS Contribution	8,200	709.69	5,344.24	(2,855.76)	65.2
Library HSA City Contributions	15,800	0.00	21,600.00	5,800.00	136.7
Dental Insurance, PPO	0	253.16	1,618.42	1,618.42	-----
Identity Protection	0	55.86	371.07	371.07	-----
IMRF	223,322	23,981.59	115,658.70	(107,663.30)	51.8
FICA	227,973	15,893.21	114,097.32	(113,875.68)	50.0
Medicare	53,316	5,503.54	26,684.60	(26,631.40)	50.0
Worker's Compensation	26,490	0.00	0.00	(26,490.00)	0.0
Uniforms	1,200	387.05	1,194.21	(5.79)	99.5
Tuition Reimbursement	3,000	0.00	0.00	(3,000.00)	0.0
Other Benefits	37,383	796.97	3,840.49	(33,542.51)	10.3
<b>Total Benefits</b>	<b>985,147</b>	<b>76,508.34</b>	<b>467,722.47</b>	<b>(517,424.53)</b>	<b>47.5</b>
Rentals	17,000	1,168.74	11,332.28	(5,667.72)	66.7
<b>Total Rentals</b>	<b>17,000</b>	<b>1,168.74</b>	<b>11,332.28</b>	<b>(5,667.72)</b>	<b>66.7</b>
Building Mtnc	130,000	8,521.73	60,587.14	(69,412.86)	46.6
Vehicle Mtnc	21,000	0.00	9,424.96	(11,575.04)	44.9
Office & Computer Mtnc	185,000	493.20	79,774.66	(105,225.34)	43.1
<b>Total Repair/Mtnc</b>	<b>336,000</b>	<b>9,014.93</b>	<b>149,786.76</b>	<b>(186,213.24)</b>	<b>44.6</b>

ACCT NAME	BUDGET	NOV 2024	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	47,000	1,566.37	14,029.06	(32,970.94)	29.8
Printing/Binding	35,000	3,772.94	16,443.25	(18,556.75)	47.0
Travel	1,000	112.36	562.02	(437.98)	56.2
Membership Dues	4,000	1,425.00	1,774.00	(2,226.00)	44.4
Professional Development	10,000	542.83	8,483.24	(1,516.76)	84.8
Other Purchased Services	109,000	7,500.42	137,400.17	28,400.17	126.1
Other Insurance	50,000	0.00	0.00	(50,000.00)	0.0
Total Purchased Services	256,000	14,919.92	178,691.74	(77,308.26)	69.8
Office Supplies	10,000	451.86	10,252.40	252.40	102.5
Computer Supplies	74,750	4,780.18	54,438.98	(20,311.02)	72.8
Postage	2,000	0.00	(14.67)	(2,014.67)	-0.7
Library Supplies	55,494	2,953.11	28,763.68	(26,730.32)	51.8
Janitorial Supplies	25,000	1,080.36	12,702.77	(12,297.23)	50.8
Gas & Diesel Fuel	6,000	419.44	3,488.09	(2,511.91)	58.1
Building Mtnc & Repair Supplies	14,000	1,661.69	4,503.89	(9,496.11)	32.2
Total Supplies	187,244	11,346.64	114,135.14	(73,108.86)	61.0
Natural Gas	40,000	1,842.83	8,686.65	(31,313.35)	21.7
Electricity	150,000	9,553.83	66,373.65	(83,626.35)	44.2
Water	7,000	931.44	5,640.71	(1,359.29)	80.6
Telecommunications	50,000	3,979.94	26,611.94	(23,388.06)	53.2
Total Utilities	247,000	442.06	107,312.95	(139,687.05)	43.4
Professional Collection	500	0.00	492.62	(7.38)	98.5
Total Prof Collection	500	0.00	492.62	(7.38)	98.5
Non-Traditional Materials	5,000	384.86	3,285.67	(1,714.33)	65.7
Periodicals	18,000	72.95	16,098.43	(1,901.57)	89.4
Adult Books	165,000	7,997.23	75,611.14	(89,388.86)	45.8
Children's Books	130,000	8,485.47	59,190.72	(70,809.28)	45.5
A/V Materials	90,000	7,851.45	38,866.48	(51,133.52)	43.2
Public Access Software	128,000	2,609.00	56,342.44	(71,657.56)	44.0
Downloadable Materials	270,000	35,057.97	105,024.96	(164,975.04)	38.9
Total Materials	806,000	62,458.93	354,419.84	(451,580.16)	44.0
Employee Relations	3,500	2,407.39	9,231.86	5,731.86	263.8
Miscellaneous Expenses	8,222	200.79	4,865.30	(3,356.70)	59.2
Budgeted Surplus	94,200	0.00	0.00	(94,200.00)	0.0
Total Other Expenses	105,922	2,608.18	14,097.16	2,375.16	13.3
Total Expenses	6,637,897	571,040.53	3,315,795.65	(3,227,901.35)	50.0

### Bloomington Public Library FY 2024-2025



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%  
(Variance of 53.3 to 63.3% is acceptable)  
November 2024

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

Replacement Tax (29.9%): The distributions have started to come in.

State Grants (Per Capita Grant) (100.7%): The Library received its Per Capita Grant check at the end of June.

Golden Prairie Public Library District (100.2%): Golden Prairie has also received all of its Property Tax distributions.

Fines & Fees (87.7%): This is more than projected.

Interest (358.9%): The amount continues to be more than projected.

Donations (148.5%): This reflects the generous donations made from the community for this year's Summer Reading Program.

Other Revenue (232.0%): This includes a check in the amount of \$16,860, an energy rebate for the solar panels. Straight Up Solar submitted the rebate request to Ameren on the Library's behalf.

Full-time Salaries (52.5%) This is under-spent due to staff vacancies.

Part-Time Salaries (52.5%): This is under-spent due to staff vacancies.

Seasonal Salaries (40.5%) This is under-spent due to staff vacancies.

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

Other Salaries (3.1%): Charges have been minimal.

Dental Insurance (30.2%): Charges have been minimal.

Health Insurance, HMO (52.6%): Charges have been minimal.

Vision Insurance (48.8%): Charges have been minimal.

Health Insurance, PPO 600/1200 (37.2%): Charges have been minimal.

Health Insurance, PPO with HAS (72.8%): This is a little over-spent due to the number of staff selecting this option.

Library RHS Contribution (65.2%): This is over-spent at this point due to staff longevity.

Library HSA City Contributions (136.7%): This is the total amount for the year.

IMRF (51.8%): This is under-spent due to staff vacancies.

FICA (50.0%): This is under-spent due to staff vacancies.

Medicare (50.0%): This is under-spent due to staff vacancies.

Worker's Compensation (0.0%): The annual premium will be paid in December.

Uniforms (99.5%): It was necessary to purchase uniforms for new security officers and to replace older uniforms for both custodians and security officers.

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

Other Benefits (10.3%): Charges have been minimal.

Rentals (66.7%): This is over-spent due to additional charges for color copies and the Library recently rented the salt station for the winter season.

Building Maintenance (46.6%): Charges have been minimal.

Vehicle Maintenance (44.9%): Charges have been minimal.

Office & Computer Maintenance (43.1%): Charges have been minimal.

Advertising (29.8%): Charges have been minimal.

Printing/binding (47.0%): Charges have been minimal.

Membership Dues (44.4%): Charges have been minimal.

Professional Development (84.8%): This is over-spent due staff and Board member attendance at the recent Illinois Library Association Conference in Peoria.

Other Purchased Services (126.1%): This is over-spent due to costs related to the expansion that are not a part of purchase orders. Later in the year we'll do a transfer or amendment (depending on how much is needed).

Other Insurance (0.0%): The annual insurance premium is paid in January.

Office Supplies (102.5%): This is over-spent due to the purchase of new appliances needed for the library.

Computer Supplies (72.8%): A number of staff computers were scheduled to be replaced this year.

Postage (-0.7%): Charges have been minimal.

Library Supplies (51.8%): Charges have been minimal.

Janitorial Supplies (50.8%): Charges have been minimal.

Building Mtnc & Repair Supplies (32.2%): Charges have been minimal.

Natural Gas (21.7%): Charges have been minimal.

Electricity (44.2%): Charges have been minimal.

Water (80.6%): This is over-spent due to the increased amount of watering the Library was doing during the summer.

Telecommunications (53.2%): Charges have been minimal.

Professional Collection (98.5%): This is over-spent due to the annual renewal of the subscription service in May.

Non-Traditional Materials (65.7%): This is over-spent due to a few large orders for J Kits recently.

Periodicals (89.4%): This is over-spent due to the annual renewal of the subscription service.

Adult Books (45.8%): Charges have been minimal.

Children's Books (45.5%): Charges have been minimal.

A/V Materials (43.2%): Charges have been minimal.

Public Access Software (44.0%): Charges have been minimal.

Downloadable Materials (38.9%): Charges have been minimal.

Employee Relations (263.8%): This is over-spent due to Development Day and Appreciation Day costs (we plan to ask the Foundation to reimburse the Library for these things).

The Donations line item breaks out as follows:

Summer Reading Program 2024 Donations:

Golden Prairie Public Library District:	\$ 3,000.00
Bloomington Public Library Foundation:	23,000.00
The Copy Shop:	200.00



Clemons & Associates:	100.00
Don Owen Tire Service:	200.00
Eaton Gallery:	100.00
Bobzbay:	105.32
Growmark:	500.00
BAPS Charities:	2,000.00
Sheridan Ernst:	30.00
Various Community Donors:	2,126.51
Memorial Donations:	163.82
Community Donations:	2,499.46
Ill Humanities Council:	3,000.00
Miscellaneous Donations:	100.91
 Total Donations:	 \$ 37,126.02

The Other Revenue line item breaks out as follows:

3D Printer Filament:	15.00
Apparel Store:	\$ 958.15
Book Shoppe:	8,408.20
Ear Buds:	141.00
EV Charging Stations:	39.17
Flash Drives:	105.00
Genealogy Searches:	35.45
Lego Kits:	4,740.00
Meeting Room Fees:	1,125.00
Mugs:	220.00
Print Station:	10,548.09
Reusable Bags:	464.00
Test Proctoring:	175.00
Tote Bags:	1,170.00
Miscellaneous:	66,961.09
 Total Other Revenue:	 \$95,105.15

During November, 12 batches containing 89 invoices were processed, totaling \$117,590.67 and 103 credit card charges were made totaling \$87,230.56

As of November 30, the Library's Maintenance & Operating Fund Balance is \$9,243,335.80, which is 138.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY25 budget is \$1,659,474.25.

Library Fund Balance Information, 11/30/24:

Operating:	\$ 9,243,335.80
Fixed Assets:	\$ 1,156,566.02
Capital:	\$ 1,700,005.02

BLOOMINGTON PUBLIC LIBRARY  
EXPANSION PROJECT  
FY 22-25  
As of 11/30/2024

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	720,783.58	20,783.58	103.0
Interest	400,000.00	843,125.92	443,125.92	-----
Interest From Taxes	10.00	133.37	123.37	-----
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
<b>Total Revenues</b>	<b>26,333,353.23</b>	<b>22,158,554.72</b>	<b>(4,174,798.51)</b>	<b>84.1</b>

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	179,346.91	(232,751.59)	43.5
Office Supplies	2,157,629.30	2,150,454.58	(7,174.72)	99.7
Library Buildings	21,578,000.00	21,253,896.94	(324,103.06)	98.5
<b>Total Expenses</b>	<b>25,601,311.80</b>	<b>25,162,315.42</b>	<b>(438,996.38)</b>	<b>98.3</b>



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

The Library Board of Trustees convened in regular session at 5:35 PM, November 19, 2024. President Catrina Parker called the meeting to order.

**Roll Call**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Georgene Chissell	Trustee	Present
Craig McCormick	Trustee	Present
Alicia Henry	Trustee	Present
Dianne Hollister	Trustee	Present
Catrina Parker	President	Present
Sharon Zeck	Trustee	Absent
John Argenziano	Trustee	Absent
Ashlee Sang	Trustee	Absent

Staff Present: Nan Goerlitz, Jeanne Hamilton, Kathy Jeakins

**Introduction of Public**

There were no members of the public present.

**Public Comment**

There were no public comments.

**Reports**

*The following item was presented:*

Item 5.A. President's Report

President Parker noted that a new Board member was appointed, Ashlee Sang. She was unable to attend tonight but will be at December's meeting.

*The following item was presented:*

Item 5.B. Director's Report

Director Hamilton shared that the Life Center for Independent Living presented the Library with an Advancing Community Access Award. Since Carol Torrens' retirement, the Library has hired Marcie Shaffer as her replacement as Adult Services Manager. Marcie has been a Librarian in the Adult Services Department for 18 years, and previously was the Youth Service Manager in Barrington.

*The following item was presented:*

Item 5.C. Fiscal Report

Kathy Jeakins indicated that the report is in the packet.

### **Consent Agenda**

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

Item 6.A. Approve Minutes of 10/15/24: Regular Bloomington Public Library Board meeting

Item 6.B. Bills in the Amount of \$477,420.91

**Trustee Hollister made a motion, seconded by Trustee McCormick, to approve the consent agenda as presented.**

**Motion carried (viva voce, 5-0).**

### **Approval Items**

*The following item was presented:*

Item 7.A. Discussion of Library Levy Presentation and Approval of Any Necessary Adjustments

Director Hamilton stated that the City Council approved the Levy estimate.

*The following item was presented:*

Item 7.B. Approve New Library Board Vice President

**Trustee Hollister made a motion to nominate herself as new Library Board Vice President, seconded by Trustee Henry.**

**Motion carried (viva voce, 5-0).**

Since Trustee Hollister was the current Library Board Secretary, nominations were invited for a new Library Board Secretary.

**Trustee Chissell made a motion to nominate herself, seconded by Trustee McCormick, as new Library Board Secretary.**

**Motion carried (viva voce, 5-0).**

*The following item was presented:*

Item 7.C. Approve Appointments to the Bloomington Public Library Foundation Board

The Library Board reviewed biographies from 5 potential Foundation Board Members. Director Hamilton shared that the Foundation Board bylaws call for at least eleven (11) and not more than fifteen (15) members. Due to recent resignations, the Foundation Board currently has 9 board members. This means that the Library Board must appoint at least 2 new Foundation Board Members and may appoint up to 6 new Foundation Board

Members. Director Hamilton also shared that Foundation Board President, Eliazar Mendiola, said he was working to bring forward additional names for consideration at the December Board Meeting. With this in mind, the Library Board expressed a desire to leave several seats open to allow for consideration of the additional names that will be presented at the December meeting and chose to appoint the three candidates with the strongest connections to the Bloomington Public Library. They requested that Director Hamilton ask the remaining two candidates to provide a little more information about their experience with the Bloomington Public Library as that was not readily apparent in their biographies.

**Trustee Chissell made a motion, seconded by Trustee Hollister, to approve the appointment of Jared Fuhler, Deb Halperin, and Robert Porter to the Bloomington Public Library Foundation Board, with terms to be determined at the December 17, 2024 Board meeting.**

**Motion carried (viva voce, 5-0).**

### **Discussion Items**

*The following item was presented:*

Item 8.A. Discussion of Per Capita Grant Requirement

Director Hamilton reviewed portions of Serving Our Public 4.0: Standards for Illinois Public Libraries.

### **Comments by Trustees**

Trustees Chissell, Henry, and Hollister pointed out some cleaning and repair issues they have noticed throughout the Library. Trustee Hollister expressed her excitement over the list of books next year's History Book Club meetings. Trustee Hollister expressed interest in attending the Legislative Meetup Breakfast.

### **Adjournment**

**Trustee Hollister made a motion, seconded by Trustee McCormick, to adjourn the meeting.**

**Motion carried (viva voce, 5-0).**

The Meeting Adjourned at 6:55 PM

BILLS LIST

Approved by BPL Board of Trustees, December 17, 2024

\_\_\_\_\_  
Signature, BPL Trustee

Vendor	Line Item	Amount
Ace Sign Company	Other Purchased Services	451.21
Amazon Capital Services	A/V Materials	1,559.74
Amazon Capital Services	Adult Books	227.32
Amazon Capital Services	Children's Books	184.10
Amazon Capital Services	Computer Supplies	482.48
Amazon Capital Services	Employee Relations	82.23
Amazon Capital Services	Janitorial Supplies	726.34
Amazon Capital Services	Library Supplies	114.76
Amazon Capital Services	Non-Traditional Materials	16.64
Amazon Capital Services	Office Supplies	53.31
Amazon Capital Services	Other Purchased Services	1,038.86
Ameren IP	Electricity	9,553.83
American Pest Control, Inc.	Building Maintenance	260.00
Awardco, Inc.	Other Purchased Services	2,625.00
Blackstone Audio	Adult Books	131.13
CDW Government	Computer Supplies	313.84
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	507.04
City of Bloomington	Dental Insurance PPO	253.16
City of Bloomington	FICA	15,893.21
City of Bloomington	Gas & Diesel Fuel	368.86
City of Bloomington	Health Insurance-HMO	556.36
City of Bloomington	Health Insurance-PPO 600/1200	16,875.79
City of Bloomington	Health Insurance-PPO with HSA	10,474.40
City of Bloomington	IMRF	23,981.59
City of Bloomington	Identity Protection	55.86
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	5,503.54
City of Bloomington	Payroll	393,369.76
City of Bloomington	RHS Contribution	709.69
City of Bloomington	Vision Insurance	250.48
City of Bloomington	Water	931.44
Community Players Theatre	Advertising	375.00
Cook, Abbey (Communication Junction)	Other Purchased Services	125.00
Cope, Michelle	Travel	16.55
Coughlin Companies	Public Access Software	1,999.00
Cumulus Broadcasting	Advertising	399.00
Custom Digital Imaging	Printing	4,346.57
Dean's Graphics	Library Supplies	325.00
Dell Marketing, L.P.	Computer Supplies	2,857.22
Demco	Library Supplies	552.26
Elm USA, Inc.	Library Supplies	739.80
Engberg Anderson	Other Purchased Services	900.00

Envisionware, Inc	Office/Equipment Mtn	3,203.65
History in Print	Adult Books	52.90
Illinois State Police	Other Purchased Services	10.00
Illinois State University	Advertising	558.33
Illinois Wesleyan University	Other Purchased Services	359.94
KCN Solutions, LLC	Building Mtn Supplies	1,209.60
McLean County Chamber of Commerce	Memberships	745.00
Metronet	Telecommunications	1,998.07
Mid America Books	Adult Books	567.10
MidIllinois Mechanical	Building Maintenance	300.00
Midwest Tape	A/V Materials	2,173.04
Midwest Tape	Downloadable Materials	29,940.00
Mitchell, Anna Elizabeth	Travel	34.64
NICOR/Northern Illinois Gas	Natural Gas	11,842.83
OSF Medical Group-Occupational Health	Other Purchased Services	40.00
Otis Elevator Company	Building Maintenance	4,490.19
OverDrive, Inc.	Downloadable Materials	4,990.00
Penworthy Company, LLC	Children's Books	1,052.13
Pipworks, Inc.	Building Maintenance	135.00
Playaway Products	Children's Books	1,437.75
Quill Corp	Computer Supplies	817.86
Quill Corp	Employee Relations	9.89
Quill Corp	Office Supplies	329.71
Reaching Across Illinois Library System	Professional Development	80.00
Rockford Map	Adult Books	74.70
Ron Smith Printing Company	Printing	1,461.00
Rosedrew, Inc.	Library Supplies	359.10
Seibert, Tiffany	Travel	17.69
Sentinel Technologies, Inc.	Office/Equipment Mtn	401.31
StraightUp Legacy Fund	Other Purchased Services	1,100.94
Tri County Irrigation, Inc.	Building Maintenance	250.00
Uline Shipping Supply Specialists	Janitorial Supplies	112.63
Unique Management Services, Inc.	Other Purchased Services	275.80
Wolpert, Emily	Travel	11.39
VISA - AED Superstore	Employee Relations	443.74
VISA - American Library Association	Memberships	180.00
VISA - Astronomy Magazine	Periodicals	106.95
VISA - Baker & Taylor Books	A/V Materials	2,133.49
VISA - Baker & Taylor Books	Adult Books	3,454.70
VISA - Baker & Taylor Books	Children's Books	3,388.30
VISA - Birchbark Books	Children's Books	91.30
VISA - Cape Cod Brass & Security Hardware, Inc.	Building Mtn Supplies	208.59
VISA - Carle Thrift Shop	Employee Relations	22.63
VISA - Dollar Tree	Other Purchased Services	10.00
VISA - Enterprise Rent-A-Car	Other Purchased Services	1,200.00
VISA - Facebook	Advertising	485.73
VISA - Fast Forward Libraries, LLC	Professional Development	200.00
VISA - Hobby Lobby	Other Purchased Services	57.77
VISA - Huck's Food & Fuel	Gas & Diesel Fuel	50.58
VISA - Illinois Library Association	Professional Development	280.00
VISA - Ingram	Adult Books	4,829.77
VISA - Ingram	Children's Books	1,276.55
VISA - International Service Fee	Other Purchased Services	0.68
VISA - Joann Stores	Other Purchased Services	13.99
VISA - Lands End Business Outfitters	Uniforms	387.05

VISA - Miswest Pano	Other Purchased Services	415.99
VISA - Old House Journal	Periodicals	(34.00)
VISA - Olive Garden	Employee Relations	1,152.09
VISA - Panera Bread	Employee Relations	149.84
VISA - Premium Pet Supply	Library Supplies	21.93
VISA - Printful, Inc.	Other Purchased Services	380.60
VISA - Really Useful Boxes, Inc.	Library Supplies	85.18
VISA - Sam's Club	Employee Relations	72.54
VISA - Sewing Studio, LLC	Miscellaneous Expenses	47.97
VISA - Sewing Studio, LLC	Other Purchased Services	41.25
VISA - Shutterfly, Inc.	Employee Relations	34.99
VISA - Steam Purchase	Other Purchased Services	60.00
VISA - Sugar Mama Bakery	Employee Relations	55.00
VISA - T-Mobile	Non-Traditional Materials	360.00
VISA - T-Mobile	Telecommunications	1,224.00
VISA - Universal Yums	Other Purchased Services	45.00
VISA - Van Meter's Gluten Free Bakery	Employee Relations	18.00
VISA - Verizon Wireless	Telecommunications	337.54
VISA - Walgreens	Employee Relations	5.99
VISA - Wal-Mart	Employee Relations	67.07
VISA - Wal-Mart	Janitorial Supplies	191.29
VISA - Wix.com	Other Purchased Services	34.17
VISA - Zoom.US	Other Purchased Services	373.83
Total		595,275.18





## **REGULAR AGENDA ITEM NO. 7.A.**

**FOR LIBRARY BOARD OF TRUSTEES:** December 17, 2024

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Approve Appointments to the Bloomington Public Library Foundation Board

**RECOMMENDED MOTION:** Approve Appointments to the Bloomington Public Library Foundation Board

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** According to the Bloomington Public Library Foundation Board Bylaws:

- The Bloomington Public Library Board is responsible for appointing the Bloomington Public Library Foundation Board Members.
- The Foundation Board should have at least eleven (11) and not more than fifteen (15) members.
  - At least three of which shall be members of the Bloomington Public Library Board.
- Foundation Board members are eligible to be appointed by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a member may fill when joining the board.
- Members "need not be residents of Illinois".

Due to recent resignations, the Foundation Board currently has 12 board members, 3 of which are also Bloomington Public Library Board members. This means that the Library Board may appoint up to 3 new Foundation Board Members.

Foundation Board Members, Patsy Bowles and Eliazar Mendiola, worked to recruit potential Foundation Board Members for the Library Board's consideration. Library Director, Jeanne Hamilton, will compile brief biographies of these candidates and will send them to the Library Board before the December 17th meeting.

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** Bloomington Public Library Foundation Board Officers and Other Various Members of the Community.

**FINANCIAL IMPACT:** N/A

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director



## **REGULAR AGENDA ITEM NO. 7.B.**

**FOR LIBRARY BOARD OF TRUSTEES:** December 17, 2024

**WARD IMPACTED:** City-Wide Impact

**SUBJECT:** Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws

**RECOMMENDED MOTION:** Approve Term Assignments for the Bloomington Foundation Board Members to Align with the Foundation Board Bylaws

**STRATEGIC PLAN LINK:**

**STRATEGIC PLAN SIGNIFICANCE:**

**BACKGROUND:** According to the Bloomington Public Library Foundation Board Bylaws:

- [Foundation] Directors shall be appointed by the Bloomington Public Library Board of Trustees, at their regular meeting in April.
- Foundation Board members are eligible to be appointed by the Bloomington Public Library Board of Trustees for an unlimited number of three (3) year terms in addition to any partial term a member may fill when joining the board.

Based on our research, it looks like initial appointments rarely if ever have included mention of a term and formal reappointments of Foundation Board Members ceased sometime around 2007.

In order to comply with the Foundation Board Bylaws the Bloomington Public Library Board should approve term assignments for the Bloomington Foundation Board Members.

It is generally considered best practice to stagger board members terms. Therefore, the following would be logical:

- If there are 11 board members: 3 members with terms expiring April 2025, 4 members with terms expiring April 2026, 4 members with terms expiring April 2027
- If there are 12 board members: 4 members with terms expiring April 2025, 4 members with terms expiring April 2026, 4 members with terms expiring April 2027
- If there are 13 board members: 4 members with terms expiring April 2025, 4 members with terms expiring April 2026, 5 members with terms expiring April 2027
- If there are 14 board members: 4 members with terms expiring April 2025, 5 members with terms expiring April 2026, 5 members with terms expiring April 2027
- If there are 15 board members: 5 members with terms expiring April 2025, 5 members with terms expiring April 2026, 5 members with terms expiring April 2027

**COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED:** Bloomington Public Library

Foundation Board President

**FINANCIAL IMPACT:** N/A

Respectfully submitted for consideration.

Prepared by: Jeanne Hamilton, Library Director

A RESOLUTION TO 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) DUE  
JANUARY 31, 2025  
IN THE AMOUNT OF \$68,037.32

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, Director's and Officer's and Worker's Compensation Insurance packages through the Libraries of Illinois Risk Agency (LIRA) due January 31, 2025 in the amount of \$68,037.32
2. This package covers the period from December 31, 2024 through December 31, 2025
3. That the purchase of the Property, Liability, Vehicle, Umbrella, Director's & Officer's and Worker's Compensation 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 an increase in the price from 2024 to 2025, totaling \$4,965.32 or 7.86%
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: \$68,037.32

Approved this 17<sup>th</sup> day of December 2024

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Catrina Parker, President  
Bloomington Public Library Board of Trustees

**Libraries of Illinois Risk Agency (LIRA)**  
**Bloomington Public Library**  
Member Cost Comparison

Coverage Description	Additional Description	Expiring	Renewal	% Change
<b>Fixed Costs:</b>				
Package Policy	(Property, Liability, Auto, Crime)	\$5,148	\$5,654	
Excess Property	(\$250M)	\$10,314	\$11,355	
Boiler & Machinery		\$517	\$517	
Excess Liability	(\$10M xs \$1M)	\$6,261	\$6,946	
Volunteer Accident		\$300	\$261	
Cyber Liability		\$1,053	\$1,044	
Gallagher Crisis Protect (GCP)		\$2,099	\$2,152	
Administration/Brokerage Service Fee		\$3,081	\$3,254	
Claims Administration Fee		\$2,215	\$2,601	
Loss Control Services		\$1,000	\$1,100	
ILA Fee		\$250	\$250	
Operation's Fee		\$1,222	\$1,222	
<b>Total Fixed Cost</b>		<b>\$33,464.33</b>	<b>\$36,356.00</b>	<b>9%</b>

<b>Total Variable Cost (Loss Fund)</b>	<b>\$14,729.36</b>	<b>\$16,195.32</b>	<b>10%</b>
<b>Worker's Compensation</b>	<b>\$14,883.00</b>	<b>\$15,486.00</b>	<b>4%</b>
<b>Renewal Results</b>	<b>\$63,076.69</b>	<b>\$68,037.32</b>	<b>7.86%</b>

<b>Statistical Information</b>				
Total Insured Values	(includes Vehicles)	\$24,870,257	\$24,870,257	0%
Payroll		\$3,428,518	\$3,489,597	2%
Employees		103	104	1%
Vehicle Count		1	1	0%

Bloomington Public Library

*Books are just the beginning.*



# Library Policies

Approved by the Board of Trustees

~~September~~ December 17, 2024

## 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"> <li>• Travel advances</li> <li>• Employee reimbursements               <ul style="list-style-type: none"> <li>• Postage</li> </ul> </li> <li>• Professional printing services               <ul style="list-style-type: none"> <li>• Advertising</li> </ul> </li> <li>• Employment related memberships &amp; dues</li> <li>• Insurance premiums</li> <li>• Temporary employment services               <ul style="list-style-type: none"> <li>• Artist fees</li> </ul> </li> <li>• Payments to instructors and other independent contractors               <ul style="list-style-type: none"> <li>• Resale or concessions</li> </ul> </li> </ul>	<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"> <li>• Construction/building repairs</li> <li>• Professional services, such as architectural &amp; engineering,</li> </ul>	Requires a written memo and the Library Director's approval.

	<p>land surveying consulting, etc.</p> <ul style="list-style-type: none"> <li>• Annual building maintenance contracts, e.g., elevator, HVAC, etc.</li> <li>• Software licensing and maintenance contracts</li> <li>• Any other maintenance renewal contracts</li> <li>• Computer equipment</li> </ul>	<p>These purchases shall be highlighted in Business Manager’s monthly board report.</p>
\$5,000 - \$9,999.99 (continued)	<p>Any purchase, excluding eResources, with three quotes not described above</p>	<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)	<p>Any purchase, excluding eResources, without three quotes not described above</p>	<p>Requires a written memo, the Library Director’s approval, and the Board of Trustees’ approval.</p>
\$5,000 - \$24,999.99	<p>Any eResources (typically purchased from the public access software budget line <u>or the downloadable resources budget line</u>) with three quotes</p>	<p>Complete the EResource Evaluation Form and the Resources Comparison Form (i.e. evaluation of at least three sources is required).</p> <p>Purchases over \$5,000 in this category shall be highlighted in Business Manager’s monthly board report.</p>
\$5,000 - \$24,999.99	<p>Any eResources (typically purchased from the public access software budget line <u>or the downloadable resources budget line</u>) with one of the following documented exemptions:</p> <ul style="list-style-type: none"> <li>• Sole source*</li> <li>• Limited source*</li> <li>• Per State/Federal statute*</li> </ul>	<p><del>Complete the EResource Evaluation Form, Column 1 of the Resources Comparison Form, and attach</del> Requires a written memo and the Library Director’s approval, including documentation of the exemption.</p> <p>Purchases over \$5,000 in this category shall be highlighted in Business Manager’s monthly board report.</p>
\$5,000 - \$24,999.99	<p>Any utilities or vehicle maintenance</p>	<p>May be purchased at the Department’s discretion and</p>



		<p>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>
\$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"> <li>• Sole source*</li> <li>• Limited source*</li> </ul>	Requires a written memo including documentation of the exemption, the Library Director's approval, and the Board of Trustees' approval.
\$25,000.00+	Any purchase with one of the following documented exemptions: <ul style="list-style-type: none"> <li>• Sole source*</li> <li>• Limited source*</li> <li>• Per State/Federal statute*</li> <li>• Already approved through a state competitive bidding process or through a joint purchase agreement with one or more other governmental units</li> </ul>	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.
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*Once the proper procedure to make a purchase has been completed, staff making the purchase recommendation may work with the vendor to finalize the purchase and sign any applicable vendor contracts.*

\*Explanations of exemptions:

- Sole source: Only one sole vendor exists. If there is truly one vendor, then the transaction being considered is non-biddable and a bid exemption can be granted. This rarely occurs. A signed quote from the vendor must be obtained.
- Limited source: A much more common exemption may be granted if a good or service provided by a specialized supplier meets or exceeds the Library’s specifications, or for improved public service or long term operations needs of the Library based on security, patents, copyrights, critical need for responsiveness, proximity, Federal, State or other regulations, necessary replacement parts and/or compatibility, warranty.
  - A good example: The Library uses Dell computers and Microsoft software products and licensing and has invested years of money and training into these purchases. Therefore, creating a limited source for operational reasons.
- Per State/Federal statute: Explicit bid exemptions exist within the law (75 ILCS 5/5-5) for legal and employment related services (testing, occupational, employment contracts), collection agencies, employment related trade and professional organizations, and lobbying groups.

### Procurement Cards (P cards)

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

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

### Fixed Assets

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

1. The item is not consumable and has a useful life expectancy of greater than one year.

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

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

### eCards

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

### Lost Cards

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

### Borrowing Privileges

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

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

### Lost or Damaged Materials

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

### Use of Materials

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

## 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~~makes them unusable, unsafe, or offensive to future patrons. This includes but is not limited to installing recording software such as keystroke loggers or other mechanisms to capture sensitive information about a future user.~~
- Any unauthorized disclosure, use and dissemination of personal identification information regarding minors.

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

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

#### 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.
- 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~~ will be summoned.

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

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

### Appeals

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

## 4.5 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.

## 4.7 Meeting Space

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):

- 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.
- 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.
- There shall be no admission charges, no solicitation for donations, or selling of products or services at the meetings. However, if the room is reserved for a presentation by an author, they may request approval to sell their own published works.
- The meeting spaces 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 meeting spaces must be 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.
- 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.
- 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.
- 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.
- 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 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 twice per month.
- The Conference Room may be reserved no more than 90 days prior to date of the meeting.
- The Conference Room is not considered reserved until Library staff has confirmed the reservation.
- Refreshments, including ~~Only~~ 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 ~~Only~~ 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 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.