

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 20, 2016

5:30 p.m.

William C. Wetzel Reading Room
205 E. Olive Street, Bloomington, IL 61701

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Highlight of Library Services
Presentation of District 87 Student Cards
- VI. Consent Agenda
 - A. Recommend Approval of Minutes of November 15, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of November 2016
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. New Business
 - A. Recommend Approval of Revision of Section 2 of Foundation Board Bylaws
 - B. Recommend Approval of Waiving Bid Process for Use of Grant and Donation Funds for Bloomington Reads Author Visit
 - C. Recommend Approval of Waiving Bid Process for Payment of Property, Umbrella, Vehicle, Worker's Compensation, and Director's and Officer's Insurance Packages for 2017
- XI. Adjournment

Posted: 12/16/16 2:00 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 20, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
Ameren IP	Electricity	7,104.66
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler, LLC	Building Maintenance	375.00
Bloomington Rotary Club	Membership Dues	300.00
CDW Government	Computer Supplies	3,497.58
Cengage Learning	Adult Books	283.38
CIRBN	Telecommunications	840.66
City of Bloomington	Dental Insurance	851.66
City of Bloomington	FICA	10,951.96
City of Bloomington	Gas/Diesel Fuel	316.79
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,939.84
City of Bloomington	IMRF	46,844.90
City of Bloomington	Life Insurance	254.03
City of Bloomington	Medicare	2,561.44
City of Bloomington	Payroll	186,083.90
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	192.60
City of Bloomington	Water	1,364.09
CM Promotions, Inc.	Miscellaneous Expenses	3,213.59
Confidential On Site Paper Shredding	Other Purchased Services	156.00
Creative Empire	Public Access Software	8,080.00
Cummins Mid State	Vehicle Maintenance	847.67
Cumulus Broadcasting	Advertising	898.00
Engels, Sara	Travel	15.12
Farnsworth Group	Other Purchased Services	15,307.93
Findaway World, LLC	A/V Materials	193.46
Frontier	Telecommunications	1,492.63
Gibbons, Jim	Other Purchased Services	160.16
Goddard, Leslie	Other Purchased Services	122.04
Illinois Wesleyan University	Other Purchased Services	990.33
Imaging Office Systems, Inc.	Computer/Office Equipment	9,995.34
Imaging Office Systems, Inc.	Office/Equipment Mtn	675.00
Ingram Distribution	Adult Books	34.78
JanWay Company USA, Inc.	Library Supplies	293.51
Kavanagh, Scully, Sudow, White & Frederick	Other Purchased Services	360.00
Keyes, Laura	Other Purchased Services	160.92
Koziatek, Jeffrey	Other Purchased Services	350.00
Massie, Rhonda	Advertising	193.71
McLean County Chamber of Commerce	Membership Dues	592.00

McLean County Glass & Mirror, Inc.
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Neuhoﬀ Family, Ltd.
 Nicor/Northern Illinois Gas
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 OverDrive
 PATH, Inc.
 Penguin Random House, LLC
 Rainbow Book Company
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh
 Rosedrew, Inc.
 Skate-N-Place
 Taylor, Pamela
 Thakur, Dularidevi
 Unique Management Services, Inc.
 Weaver's Rent-All
 Weaver's Rent-All
 Weber Electric, Inc.
 Weber Electric, Inc.
 World Book, Inc.
 Yorkville Public Library
 VISA - A. B. Hatchery
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon Marketplace
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - Amazon.com
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Library Association
 VISA - Automotive Workwear, Inc.
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Blubrry
 VISA - Concord Custom Cleaners
 VISA - Crowne Plaza Hotel
 VISA - Demco
 VISA - EB Successful Library
 VISA - Evanced Solutions, LLC
 VISA - Facebook
 VISA - GameStop
 VISA - GameStop

Building Maintenance	325.00
Office Supplies	194.13
A/V Materials	726.76
Janitorial Supplies	756.21
Advertising	591.00
Natural Gas	262.08
Computer Supplies	67.16
Copier Supplies	209.94
Employee Relations	57.51
Office Supplies	97.30
Ebooks	4,990.00
Adult Books	50.00
A/V Materials	52.50
Children's Books	602.54
A/V Materials	406.15
Periodicals	11,997.97
Rentals	2,107.54
Library Supplies	1,098.58
Other Purchased Services	378.00
Other Purchased Services	100.00
Other Purchased Services	50.00
Other Purchased Services	1,074.00
Building Mtnc Supplies	203.20
Rentals	750.00
Building Maintenance	3,016.00
Vehicle Maintenance	51.00
Children's Books	1,300.00
Miscellaneous Expenses	29.95
Building Mtnc Supplies	12.99
A/V Materials	303.08
Building Mtnc Supplies	21.40
Children's Books	8.99
Computer Supplies	49.99
Janitorial Supplies	31.98
Office Supplies	63.58
Other Purchased Services	6.99
A/V Materials	212.45
Adult Books	144.17
Office Supplies	142.24
Professional Development	50.00
Membership Dues	210.00
Professional Collection	70.00
Uniforms	113.64
A/V Materials	10,633.44
Adult Books	14,143.08
Children's Books	4,986.48
Other Purchased Services	20.00
Other Purchased Services	52.74
Professional Development	423.75
Computer Supplies	1,428.26
Professional Development	190.89
Office/Equipment Mtnc	1,350.00
Advertising	195.79
A/V Materials	697.37
Other Purchased Services	99.48

VISA - GooglePlayCredit	Computer Supplies	245.00
VISA - Hobby Lobby	Other Purchased Services	35.95
VISA - HR Direct/G Neil	Computer Supplies	284.00
VISA - Jewel	Employee Relations	54.99
VISA - Kroger	Employee Relations	40.95
VISA - Lowe's	Building Maintenance	14.92
VISA - Marathon Oil	Other Purchased Services	4.02
VISA - McLean County Museum of History	Adult Books	104.85
VISA - Michael's	Other Purchased Services	167.76
VISA - NewEgg.com	Other Purchased Services	35.89
VISA - Office Depot/OfficeMax	Office Supplies	81.73
VISA - Party City	Employee Relations	11.96
VISA - Party City	Other Purchased Services	7.98
VISA - Reshid, Hayatu	Professional Development	9.00
VISA - Rug Doctor	Building Mtnc Supplies	779.89
VISA - Sam's Club	Membership Dues	45.00
VISA - Skinit.com	Computer Supplies	200.34
VISA - Sprint	Telecommunications	561.85
VISA - UPS	Postage	10.49
VISA - Wal-Mart	Building Mtnc Supplies	9.76
VISA - Wal-Mart	Employee Relations	135.37
VISA - Wal-Mart	Janitorial Supplies	113.93
VISA - Wal-Mart	Miscellaneous Expenses	4.98
VISA - Wal-Mart	Other Purchased Services	178.50
VISA - Windstream	Telecommunications	140.17
Total		405,380.32

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

November 2016

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

During November, the Leadership McLean County program focused on team building, motivation, creativity, innovation, McLean County culture (creativity center, BN Advantage, Epiphany Farms, University Galleries, Not in Our Town, Transportation, and Recreation), and McLean County Community Services (Coroner, Jail, Police, and Fire).

We formed a staff targeted outreach committee to continue the work started by the ad-hoc bookmobile committee. This committee has started meeting to discuss ways to better serve the West side, including but not limited to the bookmobile. We have all watched an inspirational webinar about community outreach and have started meeting with strategic agencies that serve the West side to help gather more information about the needs/wants of the West side stakeholders. We also have developed and distributed talking points about our services to the West side.

Jon, Rhonda, Laura, and I have started working with Normal Public Library to develop a project to get library cards in the hands of all Unit 5 students. This is similar to the District 87 library card project that we launched this Fall but with Unit 5 covering the boundaries of 5 libraries (Normal, Hudson, Towanda, Carlock, and Bloomington, it will require more partnerships and details to be worked out.

Farnsworth completed the second draft of the building program of spaces. I submitted our final feedback and they are now working on conceptual drawings.

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

Alex Cardona suggested showing movies over the school winter break as an option for parents that are home with their kids. The community room is so heavily used that it was a little difficult to squeeze this in but we found a time! We will be adding this to the crafts in the Children's area that will also be offering during the winter break.

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

Gayle and I attended a webinar about the changes to the Fair Labor Standards Act and developed a plan for implementation. Then at the last hour, we heard that a judge halted the rule. We only have 4 staff members that would be impacted by this ruling so we have decided to wait until further information is released before making any changes.

I participated in interviews for several part time positions in Adult Services with Gayle and Carol.

We held our annual appreciation day for staff and volunteers (sponsored by the Foundation). The staff/volunteers enjoyed the lunch and their gifts, a tote or umbrella and a travel mug. I took the

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

opportunity to visit with each staff member (and most volunteers) by passing out the gifts. It was great to see everyone, especially staff that I don't see very often because they work in the evenings.

Goal: Work effectively through the use of technology.

Our Webteam has started the ground work for developing a new website. We are hoping to move to a more modern, user-friendly, and responsive website. Kerrie Parker, the webmaster, is doing the hard work behind the scenes!

We have been having issues with our door counter for almost a year. While we would love to use the statistics it is producing (approximately 5 million a month!), we have ordered a replacement so that we can accurately track our visitor count.

IT has been working hard to roll out our new Office365 subscription. This includes a new staff intranet, via SharePoint. This version is much sleeker and easier to use than the last SharePoint version we had. As we are working with this new version, we have revitalized and added to our staff SharePoint committee.

Goal: Administer a cost-effective public library.

I continued to preparing budget materials for the City. This included a successful presentation at the city council meeting for the approval of the estimated levy.

I prepared a suggested Gift Acceptance Policy for the Foundation. With some suggested modifications, I expect that this will be approved in January.

Adult Services - November, 2016
Carol Torrens, Manager

Collections

Regular weeding continues in Large Print, DVDs, CDs, and audiobooks due to shelf space limitations.

Programs

Displays in Adult Services: National Novel Writers Month, Ancestry.com database, and Thanksgiving. The display in the DVD area was Native American History Month. With the death of Fidel Castro, a display of books about him and Cuba was created.

Tiffany and Karen presented information on the Library's Illinois Collection and pertinent online resources to the 7th graders of Tri Valley. Work on their annual history fair projects started this month.

The BLM Reads committee is proposing *Devil in the White City* by Erik Larson as the community reading title for spring. The speaker's cost goes to the Board in December for consideration.

Renny along with other staff attended the SRP performer showcase in Peoria, scouting program ideas for summer.

Rachel and Carol are participating in the Targeted Outreach Committee, looking more deeply into services for and needs of the near westside of Bloomington.

Rachel met with Michael Dabney from Mid-Central Community Action to collaborate for a Resume Fair in April and also with Jeff Salisbury to arrange for the final Pokemon Go meetup to be at the David Davis Mansion.

Tiffany conducted Books & Bites—book talks with students at the junior highs: Evans: 58; Chiddix: 58; Kingsley and Parkside each cancelled in November

Tiffany also met with high school book clubs:
BHS: 12; NCHS: 10

Adult/Family programs

Fiction Book Club – 1 session – 3 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 11 attended

History Reads Book Club, in partnership with and at McLean County History Museum – 1 session – 8 attended

Read 'n Watch movie/book discussion – 1 session – 1 attended

Second Wednesday Classic Movies – 1 session – 6 attended

Mrs. Lincoln and Mrs. Kennedy -- 1 session – 54 attended

Real War vs. Reel War: WWII – 1 session – 16 attended

Pearl Harbor with Jim Gibbons – 1 session – 22 attended

Pokemon Go Meetup Mondays – 1 session – 7 attended

Assessing Election Results – 1 session – 18 attended

Tech to Connect: Database Speed Dating – 1 session – 0 attended

Computer Basics

Intro to Microsoft Office – 1 session – 4 attended
Career Builder
Resumes – 1 session – 4 attended
Cover Letter – 1 session – 3 attended
Organizing Records with Sonja Reece – 1 session – 71 attended
DIY Arm Knitting – 2 sessions – 21 attended
Sounds of the Season with UHigh's Madrigal Brass – 1 session – 45 attended

Teen programs

Fantastic Beasts Party, at BPL & in partnership with NPL – 1 session – 17 attended
Anime Marathon – 1 sessions – 5 attended
DIY Bath Bombs and Sugar Scrubs – 1 session – 12 attended

Training & Technology

There were 12 individual appointments with an Adult Services staffer. Topics: ebooks, general tablet and computer help, resumes & job applications, and transferring photos from phone to phone.

The new ScanPro microfilm reader was installed. Renny and Rachel then received training from the rep on its features.

Renny watched a webinar called You Belong @ Your Library: welcoming and serving the LGBTQIA community. Karen watched a webinar on Mastering Microsoft Outlook. Carol watched one call Leaving Fort Reference, about library staff being out in and involved with the community vs. waiting for requests to come to us at the library.

Rachel and Carol met with our Proquest rep to discuss their demand driven ebook acquisition service. This is a possible replacement for Safari Books. The latter sees usage of only a small portion of the titles offered, so we are considering a business and tech service that's more focused on our customers' interests.

Staff

Katy Stein will soon join AS as the newest Library Associate in December. She comes to us from the Circulation/OTR department.

Sierra Fields will be the newest temp Shelver, starting in December.

Along with the other managers, I contributed to breakfast for staff and volunteers on Appreciation Day.

Other

I attended a Library Board meeting.

BUSINESS OFFICE - November 2016
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for staff leaving employment
- On Nov 13, the Library received its 7th and final Property Tax distribution for the fiscal year, \$123,660.06
- Appreciation Day took place on Nov 8; we had budgeted \$2,100 for it and we came in just under the budgeted amount, at \$2,063.17, \$36.83 less than we projected
- The Book Shoppe continues to be a success; through the end of November, the Book Shoppe receipts are \$3,436.50 ahead of last year;
- We are now selling totebags for \$8.00 and umbrellas for \$7.00 at Circ; these are like the ones that were given to staff on Appreciation Day
- Prepared 0 expense batch in MUNIS
- Prepared 7 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 7 expense batches in account files
- Entered 20 deposit batches in account files
- Meetings:
I attended a Cash Handling Refresher at City Hall on 11/17

I met with Rachel Park, from Adult Services, to discuss Public Access Software packages

Department Managers: 11/9, 11/16, & 11/30

BPL Board Meeting: 11/15

Golden Prairie Board Meeting: 11/16

- Bills review in November: Alicia Whitworth (11/1), Alicia Henry (11/7), Carol Koos (11/14) & Robert Porter (11/22 & 11/28)
- Training Hours for November: 1.0

Children's Services - November 2016
Melissa Robinson, Manager

Programs

In November, the following programs were offered:

- Celebration of India – 280 attended
- Lapsit story time – 4 sessions – 87 attended
- Toddler story time – 6 sessions – 166 attended
- Preschool story time – 5 sessions – 112 attended
- Singing Swinging story time – 12 attended
- Move and Learn story time – 3 sessions – 90 attended
- Brick by Brick Duplo program – 14 attended
- School-Age Block Party Lego program – 32 attended
- Tales for Tails – 3 sessions – 37 attended
- Tinker Lab – 12 attended
- Principals Read – 2 sessions – 76 attended
- Pokemon Go Meet Up – 7 attended
- Global Tales – 15 attended
- Music Makers – 66 attended

We visited the following sites:

- Brigham Head Start – 2 classes – 65 attended
- Milestones Preschool – 46 attended
- Heartland Head Start Community Resources Fair – 33 attended
- Mid-State Reading Council Carnival of Reading – 40 attended

The following groups visited us:

- Society of Children's Book Writers and Illustrators – 5 attended
- Girl Scout troop – 11 attended
- Bloomington High School special ed classes – 2 classes – 21 attended

In December, the following programs will be offered:

- Tinker Lab: Sounds of Science – Dec 1
- Reindeer Games – Dec 5

- Singing Swinging story time – Dec 10 and 12
- Sylvan Learning Center Robotics Demonstration – Dec 15
- Global Tales – Dec 17
- Music Makers – Dec 19
- Lego Family Block Party – Dec 27
- New Year's Story Time – Dec 30

Training

- Jesse and Danny attended the Central Illinois Regional Children's Librarians Performer's Showcase.
- Children's staff attended the training sessions on the new SharePoint.

Staff

- A new Career Link student, Samantha Williams, has begun work in the Children's Department.

Other

- Danny recorded and released the third episode of the library podcast and continued to work with the Podcast Committee to plan and record future episodes.
- Danny worked with the Targeted Outreach Committee to devise a plan to meet with community leaders and provide improved outreach to Bloomington.
- Staff continue to serve on other committees as well – Jesse on summer reading, Spirit, and webteam; Rondalea and Sarah on Bloomington Reads; Suzie and Lisa on safety; and Danny on staff development.
- The Samsung tablets are gradually replacing the Nabi tablets at the Children's desk.

Circulation and Outreach Services - November 2016
Laura Golaszewski, Manager

1) Staff, committees, and training

- Katy Stein accepted a position in the Adult Services department this month. We will miss her!
- Bianca Aguas started with us as a Library Assistant this month.
- We have one open position that we are interviewing for.
- Several staff attended the webinar on "How to Effectively Handle Customer Complaints" and found it to be very informative.
- A few members of the Targeted Outreach Committee in Circ attended a webinar on Embedded Librarianship. They also attended two committee meetings for TOC.

2) Outreach news

- Deposit staff delivered 1,015 items to 13 sites. They also hosted programs at Luther Oaks (Tech Day) and at Miller Park (Tech Day and Seven Natural Wonders of the World). Sixteen people attended the Seven Wonders program!
- Home Delivery staff delivered 422 items to 47 patrons.
- Bookmobile staff met to discuss the request of Evans school to have a bookmobile stop. We decided to offer them two special event stops to get their students and their parents acquainted with the bookmobile, and explain when it comes to their students' neighborhoods.

3) Technology

- Circ staff resolved 101 AV snags this month.

Door Count: Gate malfunction

Bookmobile Customers: 1,219

Training Hours: 32

Volunteer Hours: 21

November 2016 Circulation and Outreach Services Statistics

Total Circ BPL	105,100
Total Circ Main	92,573
Adults	47,156
Teens	3,230
Children	42,187
Total Circ Outreach	6,242
OTR Adults	2,194
OTR Teens	121
OTR Children	3,927
Total Circ eBooks	6,285
Freeding	29
MyMediaMall	4,997
Total Circ Freegal	771
Total Circ Zinio	288
Total TumbleBooks	200
Borrowers Registered	287
Total Active Cardholders	35,177
Children	6,997
Teen	2,982
Adult	25,198
GPPLD	1,402
Total Holds Filled	7,489
Main Holds	6,351
Outreach Holds	1,138
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	551
TUE	1	OAKWOOD	253
MON	1.5	THE GROVE	217
WED	1.25	RAINBOW AVE.	199
TUE	1.25	EAGLE CREEK	167
TUE	1.25	FOUR SEASONS	167
WED	1.25	NORTH POINTE	161
WED	1	EAGLE CREST	160
THUR	1.25	EAGLE RIDGE	157
MON	1.5	THE GROVE	155

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
FRI	1	MARKET SQUARE	0
TUE	1	TURNBERRY VILLAGE	0
WED	1	GRANDVIEW ESTATES	0
WED	1	BOHMER DR.	2
TUE	1	TURNBERRY VILLAGE	2

Total Monthly Stops: 47

Circulation Questions Answered: 794

Outreach Questions Answered: 98

Total Questions Answered: 892

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2012	126,703	118,957	129,948	118,245	123,656	146,606	146,388	136,421	121,593	129,337	124,058	120,710
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	
Main Circ												
2012	116,608	108,901	118,183	109,640	112,845	136,237	137,032	124,877	112,684	118,807	114,230	111,290
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	
Active Users												
2012	32,013	32,082	32,039	31,305	31,401	31,269	31,358	31,337	31,280	31,303	31,264	31,274
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended the mini training session on the new SharePoint on 11/3
 - I share relevant training opportunities with Department Managers
 - I attended a webinar on the new FLSA guidelines on 11/8
 - I attended a webinar on the new I-9 form on 11/30
- Expand use of Sharepoint as staff Intranet
 - Sharepoint has been upgraded
 - I contribute news to the monthly staff newsletter
- In November, I participated in ten interviews
- In November, there were two in-house job announcements and two website/Facebook announcements
- In November, I conducted orientation sessions for one new employee
- I participated in Staff Appreciation Day
- I serve as the Work Study Coordinator with Illinois Wesleyan University
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis
 - Jon and I have been having some internal timeclock issues and anxiously await the new system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 3.0

Information Technology – November 2016
Jon Whited, Manager

Operational

Andrew Lorenzi and Justin Lomelino had a teen program on the 16th of November. The program introduced the teens to Virtual reality and during the program the teens broke into 2 groups. One group used printed information to guide the other group that was in the virtual reality simulation. The Teens enjoyed the program and had a good experience working cooperatively in groups. We will be looking at doing more VR programs in the spring of 2017.

We installed conduit and cable for security cameras to be mounted in the dock areas and to be available to record at night.

The new Sharepoint site is up and running. We are in the process of moving any last information from the old server before shutting down the old server at the end of the year.

The new ScanPro in Adult services was installed and the last Canon microfilm scanner was removed.

Two new charging stations were added to the lower level. There is one near the TV and the other is near the grandfather clock. These will allow Customer to recharge their cellphones and tablets.

All the accounts have been moved to the office 365 cloud. We currently have the Sharepoint, Delve, and OneDrive locations all setup. The next step will be to migrate all of the onsite email and change over where the email gets delivered. We are also in the process of setting up a SMTP server for onsite emails to be delivered to Customers through the Office 365 site.

Program Guide

- The December-February Program Guide has been delivered. The guide is distributed:
 - Via email to approximately 25,000 cardholders.
 - Via Facebook
 - Via Twitter
 - On our website
 - In paper form at BPL and on the Bookmobile

Podcast

- The podcast committee was asked by an online newsletter of the same title to stop using the name "Shelf Awareness." The podcast committee settled on "Shelf Understanding" as the new podcast name.
 - Danny and Rob are working to make all necessary changes to the name behind the scenes. We are hoping that this will be flawless and that we won't lose our current subscribers in the process.
- On November 18, the Podcast Committee launched the third episode of the Shelf Awareness, the Library's podcast. As of November 1:
 - The first episode (about the McLean County Museum of History's Annual Cemetery Walk), has been listened to 170 times by 123 unique users.
 - The second episode (about nonvoting) has been listened to 118 times by 88 unique users.
 - The third episode (about puppetry) has been listened to 71 times by 49 unique users.
- The committee plans to introduce one podcast each month.
- December's topic will be Tiny Houses. A "Tiny House" program held at the Library in late September attracted 74 program attendees.

Library Aware

- The Library will take part in a 6-month pilot program with Library Aware (this is the service that distributes our Program Guide as well as "newsletters" such as New DVDs, New Fiction, New Mystery, etc). During the pilot, we will send one email per month highlighting a different online resource.
 - To do so, we will copy our Program Guide distribution list of approximately 25,000. This will keep us from sending emails to those who've already opted out of receiving Library information.
 - Pilot program emails will use a second distribution list so those opting out of the online resource "ads" will not be opted out of the Program Guide distribution emails. If a person decides that they don't want the Program Guide and they don't want the online resource ads, that will require two separate opt outs.
 - Online Resources to be highlighted (tentatively) include:
 - My Media Mall
 - Lynda.com
 - Brainfuse
 - Mango Languages

- Zinio
- Consumer Reports

Electronic Outreach:

The numbers below do include those who signed up for a service or notifications and later opted out.

- During the past month, the Library added 128 Facebook fans, for a total of 4,877.
- During the past month, the Library added 13 Twitter followers, for a total of 1,622.
- During the past month, the Library added 39 Instagram followers, for a total of 645.
- During the past month, 11 people signed up to receive Bookmobile texts for a total of 712.
- During the past month, 6 people signed up for Library texts, for a total of 162.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email is not available as Rhonda is on vacation November 24-December 12 and won't enter those subscribers until she returns.

Design Work (partial list through November 23 due to Rhonda's vacation)

Digital Artwork for Facebook Events, Twitter, and Instagram

- Sounds of the Season
- Artwork promoting holiday hours for Thanksgiving

Other Digital Artwork

- Clickable slide to promote the new Program Guide
- Artwork to update "Text Words" signs and handouts to reflect new Bookmobile stops
- New artwork reflecting the podcast's new name

Display Signs/Case

- Changed the Library Display Case
- Sign promoting Ancestry (online resource)
- Signs promoting holiday hours for Thanksgiving
- Update "Text Words" signs and handouts to reflect new Bookmobile stops

Promotional Materials

- The Dec-Feb Program Guide was finished and sent to the printer
- Classic Holiday Movie publicity
- Mystery Book Club handouts
- Fiction Book Club Handouts
- Story Time Flyer
- Reindeer Games
- Sylvan Learning Center Robotics Program publicity
- Sounds of the Season
- Board Game Bonanza
- December Calendars
- World War II program series

Training

- November 2 – Rhonda took part in a Linked Data webinar offered by Novelist
- November 10 – Rhonda participated in online training for Library Aware Pilot Program
- November 15 – Rhonda participated in online training Part II for the Library Aware Pilot Program
- November 16 & 17 - Rhonda attended a Library Marketing & Communications Conference in Dallas, Texas.

Ongoing Promotion:

- Beginning January 1, with the retirement of Bob & Julie Dobski, the children's programs will no longer appear on the monthly McDonalds' trayliner calendar. We received this

information when we submitted the January information to McDonalds. The new owner may have decided to simply use national trayliners as opposed to printing his own local rayliners.

- Select programs appear in PATH's bi-weekly e-newsletter.
- The Marketing Department continues to organize twice monthly radio spots on WJBC.
- The Library contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- The Library runs an ad in each Community Players playbill.
- Library programs appear on the Library's website and on the plasma TV in the Library's lobby.
- Non-recurring programs appear in the print edition of *The Pantagraph's* Daily Calendar.
- Through November 7, BPL is running weekly commercials on Magic 99.5. The spot changes each week and promotes a different program.
- Through the new year, the library has a commercial running on every screen at Wehrenberg and Ovation.

B Logistics:

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

Support Services – November 2016
Caprice Prochnow, Manager

- Meetings:
Department Managers – Every Wednesday except November 23
BPL Board meeting – November 15
How to Handle Customer Complaints webinar - November 28
Interview for PT Security Position – November 30
- Custodial staff –
 - Custodial Team meeting was held on November 16 to discuss prep for snow removal and upcoming projects.
 - Removed a table and chairs from the WCW Reading Room to free up some space in there.
 - Painting in IT and staff restrooms.
 - Adjusted all the clocks in the building to reflect the time change.
 - Relocated a bench from AS to the area by the plasma for use by the charging station.
 - Shampooed the carpet in the lower hallways, dock area, break room and Story Room.
 - Prepared all the snow equipment for the season and filled the spreaders for the first snow.
- Howard Jackson resigned as a PT Security Officer on November 7. Interviews for a new Security Officer are being conducted.
- Caprice is seeking quotes to upgrade and add locations for our door card reader security system.
- Weaver's Rent-All delivered our salt station for the season. Let it Snow!
- The Security Team met on November 21 to discuss suspension periods, customer suspensions that will be expiring in the near future, and reviewed the Library Conduct Policy.
- McLean Co. Glass replaced the cylinder for the door closer on the LL Men's restroom.
- Simplex conducted the annual testing of the door alarms.
- Spaid Plumbing conducted the annual backflow testing.

Volunteer hours: 12

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

- There are now 15 book club kits that are designated for teens, complete with a teen zone label. To search in the online catalog, or Sirsi, just do a general search for "Teen Book Club Kit."
- Marion went through the TV Series DVD section to ensure the seasons were easily readable from the spine. If they weren't, she added a label. We will continue to go through the section periodically to catch the DVDs that need a label. And as always, any new TV series DVDs will be clearly marked with the series for ease of shelving and discovery.
- 11/17/16 - Allison attended a web meeting on Patron-Driven Acquisition for ProQuest Ebooks.

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

- 11/3/16 – All TS staff attended the mini morning session on the new SharePoint.
- There is a new "neon green" mending slip for use in the AS and CS departments. We've printed a small batch to watch for changes before printing a larger amount.
- 11/7/16 - Allison met with Circulation staff to discuss a few key changes to the mending process. Big changes include:
 - Leaving DVDs in the old case (if it's not wet or gross) if it needs a new cover.
 - There is no longer a need for a RFID tagging cart in circulation. If a tag cannot be fixed immediately, it should be checked out to BPL Mending and put on the black mending cart.
- Marion sent out an e-mail reminding staff they can order personal items any time of the year via Ingram.
- 11/14/16 - Allison attended a meeting for the SRP committee.
- 11/29/16 - The TS department pitched in to help when Renny needed to leave her program early to take her son to the doctor. Robbin and Margaret helped the arm knitters while Allison and Marion took turns staffing the Teen Zone so Tiffany could help out in the program as well.
- In an effort to help out a short staffed AS department this month, Marion and Allison will be filling in as needed on the desks (including Teen Zone).
- Training hours – 5

GOAL – To work effectively through the use of technology

- Margaret attended the webinar on Mastering Microsoft Outlook.
- TS moved everything they were using on the P:drive, back to the “new” SharePoint.
- Training hours – 3

GOAL - To administer a cost-effective public library.

- Volunteer hours – 8

November 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	889	1378
Adult Nonfiction	316	221
Juvenile Fiction	621	818
Juvenile Nonfiction	255	31
Adult CDs	121	10
Juvenile CDs	12	0
Adult DVDs	246	106
Juvenile DVDs	252	220
Adult Audio	33	0
Juvenile Audio	8	2
Adult Computer Games	13	1
Juvenile Computer Games	19	1
Total Adds/Withdraws	2785	2788

Total Items in Main	306486
Total Items in OTR	11931
Total Items in Library	318417

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

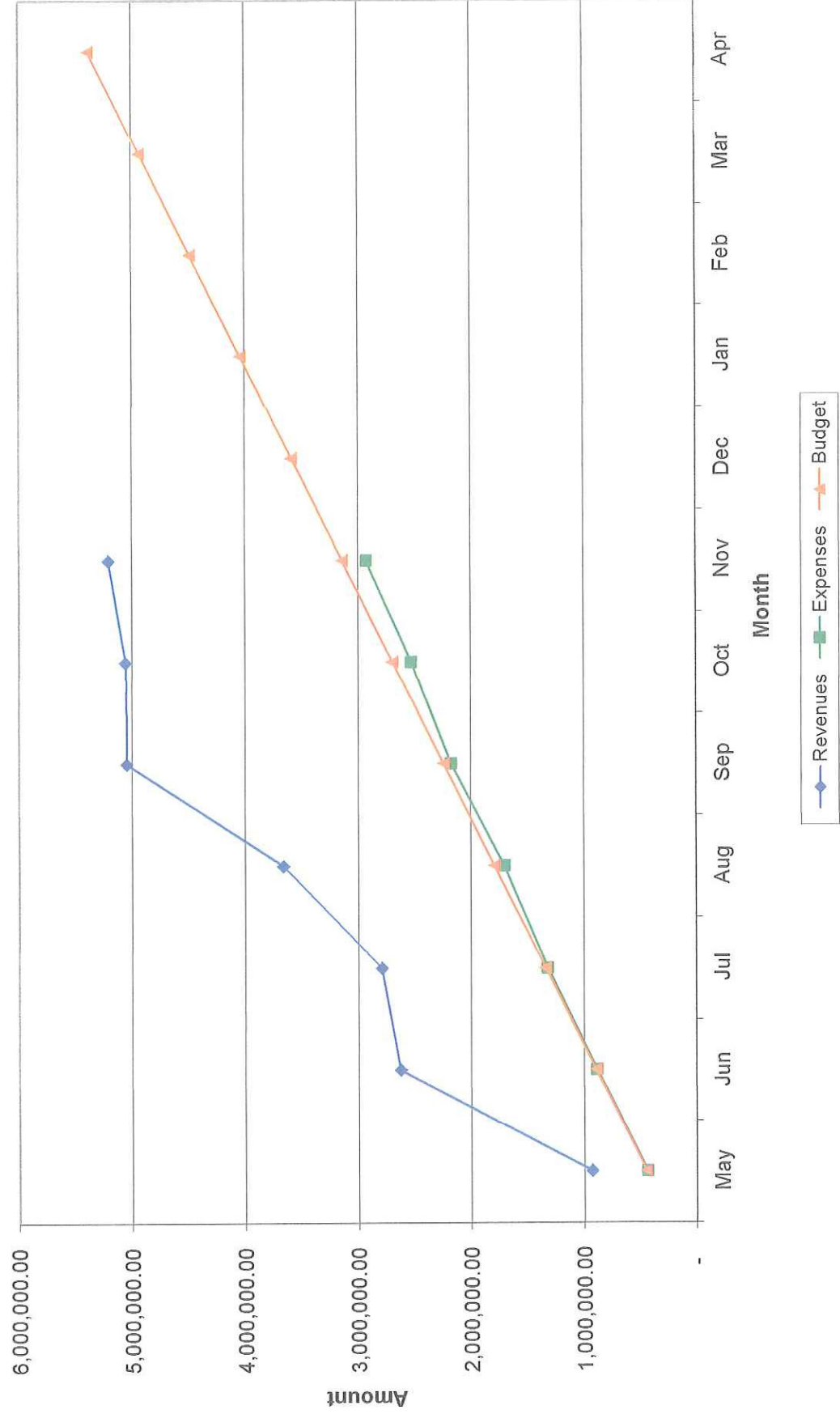
REVENUES:

ACCT NAME	BUDGET	NOV 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	123,660.06	4,535,940.39	(10,769.61)	99.8
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	15,583.56	381,469.60	(10,530.40)	97.3
Fees & Rentals	83,000	6,008.76	42,127.47	(40,872.53)	50.8
Copies	3,200	371.40	2,242.75	(957.25)	70.1
Interest on Investments	1,000	1,382.03	8,291.09	7,291.09	829.1
Interest from Taxes	0	27.04	27.04	27.04	-----
Sale of Property	1,000	0.00	633.05	(366.95)	63.3
Donations	28,000	25.00	24,957.56	(3,042.44)	89.1
Cash Over/Short	0	(1.55)	26.01	26.01	-----
Other	40,000	4,509.00	24,601.19	(15,398.81)	61.5
Total Revenues	5,320,310	151,565.30	5,209,770.97	(110,539.03)	97.9

ACCT NAME	BUDGET	NOV 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	158,721.36	1,124,054.42	(1,025,832.58)	52.3
Part-Time Salaries	402,086	27,221.99	204,650.95	(197,435.05)	50.9
Seasonal Salaries	47,701	140.55	39,987.25	(7,713.75)	83.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	186,083.90	1,368,692.62	(1,232,081.38)	52.6
Dental Insurance	12,400	851.66	5,826.94	(6,573.06)	47.0
Vision Insurance	3,050	192.60	1,352.94	(1,697.06)	44.4
Health Insurance, BC/BS PPO	294,901	22,939.84	158,354.89	(136,546.11)	53.7
Health Insurance, OSF HMO	100,429	5,889.06	41,223.42	(59,205.58)	41.0
Life Insurance	3,100	254.03	1,754.62	(1,345.38)	56.6
IMRF	310,000	46,844.90	185,223.85	(124,776.15)	59.7
FICA	163,000	10,951.96	80,579.77	(82,420.23)	49.4
Medicare	39,000	2,561.44	18,845.69	(20,154.31)	48.3
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	113.44	182.31	(417.69)	30.4
Tuition Reimbursement	0	0.00	488.36	488.36	----
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	90,598.93	504,251.70	(459,228.30)	52.3
Rentals	22,000	4,765.42	12,800.03	(9,199.97)	58.2
Total Rentals	22,000	4,765.42	12,800.03	(9,199.97)	58.2
Building Mtnc	120,000	3,091.12	29,603.63	(90,396.37)	24.7
Vehicle Mtnc	5,300	692.15	3,765.48	(1,534.52)	71.0
Office & Computer Mtnc	165,000	2,025.00	109,606.67	(55,393.33)	66.4
Total Repair/Mtnc	290,300	5,808.27	142,975.78	(147,324.22)	49.3

ACCT NAME	BUDGET	NOV 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	32,574	3,273.49	21,348.68	(11,225.32)	65.5
Printing/Binding	19,000	0.00	7,389.13	(11,610.87)	38.9
Travel	1,000	0.00	28.08	(971.92)	2.8
Membership Dues	5,000	235.00	2,154.00	(2,846.00)	43.1
Professional Development	13,000	673.64	3,514.72	(9,485.28)	27.0
Other Purchased Services	184,918	19,073.38	80,490.32	(104,427.68)	43.5
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	288,992	23,255.51	114,924.93	(174,067.07)	39.8
Office Supplies	12,000	384.85	6,288.78	(5,711.22)	52.4
Computer Supplies	82,462	3,988.25	26,176.52	(56,285.48)	31.7
Copier Supplies	3,400	209.94	2,060.04	(1,339.96)	60.6
Postage	12,000	9.99	3,123.22	(8,876.78)	26.0
Library Supplies	75,000	4,619.03	30,748.25	(44,251.75)	41.0
Janitorial Supplies	16,000	753.70	5,107.74	(10,892.26)	31.9
Gas & Diesel Fuel	4,290	316.79	1,846.16	(2,443.84)	43.0
Building Mtnc & Repair Supplies	10,000	811.29	3,779.70	(6,220.30)	37.8
Total Supplies	215,152	11,093.84	79,130.41	(136,021.59)	36.8
Natural Gas	32,000	262.08	5,787.09	(26,212.91)	18.1
Electricity	80,000	7,104.66	59,795.96	(20,204.04)	74.7
Water	8,000	1,364.09	4,126.41	(3,873.59)	51.6
Telecommunications	26,780	2,210.58	20,114.17	(6,665.83)	75.1
Total Utilities	146,780	10,941.41	89,823.63	(56,956.37)	61.2
Professional Collection	3,500	798.97	1,086.92	(2,413.08)	31.1
Total Prof Collection	3,500	798.97	1,086.92	(2,413.08)	31.1
Periodicals	36,050	11,244.00	30,931.11	(5,118.89)	85.8
Adult Books	159,100	14,732.84	96,910.79	(62,189.21)	60.9
Children's Books	128,000	6,736.86	67,022.05	(60,977.95)	52.4
A/V Materials	151,000	12,380.84	101,838.12	(49,161.88)	67.4
Public Access Software	144,200	12,076.00	109,428.16	(34,771.84)	75.9
Ebooks	60,000	4,990.00	39,650.00	(20,350.00)	66.1
Total Materials	678,350	62,160.54	445,780.23	(232,569.77)	65.7
Employee Relations	6,000	300.78	1,668.44	(4,331.56)	27.8
Miscellaneous Expenses	9,000	3,531.60	6,900.44	(2,099.56)	76.7
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	3,832.38	167,404.88	(6,431.12)	96.3
Total Expenses	5,383,164	399,339.17	2,926,871.13	(2,456,292.87)	54.4

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% to 63.3% is acceptable)
November 2016

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

Replacement Tax (100.0%): The Library received this distribution in July.

GPPLD (97.3%): The Library has received all of its distributions from Golden Prairie for the year.

Fees & Rentals (50.8%): This is less than the projected amount.

Copies (70.1%): Copy revenue is more than projected.

Interest on Investments (829.1%): The Library projected a low amount for Interest.

Donations (89.1%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Full-Time Salaries (52.3%): This is under-spent due to the difference in salary between some employees who left and their replacements.

Part-Time Salaries (50.9%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (83.8%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (47.0%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (44.4%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (41.0%): This is under-spent because fewer staff chose this coverage than we had projected.

FICA (49.4%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (48.3%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Worker's Compensation (-2.7%): The Library received a refund as a result of the annual Worker's Comp audit.

Uniforms (30.4%): Charges have been minimal.

Building Maintenance (24.7%): Charges have been minimal.

Vehicle Maintenance (71.0%): This line item is over-spent due to some bookmobile maintenance repairs.

Office & Computer Maintenance (66.4%): This is over-spent because the Library has made annual payments for SIRSI, EnvisionWare, and to Bibliotheca for the sorter, RFID pads, and self-checks.

Advertising (65.5%): This line item is over-spent because it was necessary to pre-pay some invoices for advertising spots.

Printing/Binding (38.9%): Charges have been minimal.
Travel (2.8%): Charges have been minimal.
Membership Dues (43.1%): Charges have been minimal.
Professional Development (27.0%): Charges have been minimal.
Other Purchased Services (43.5%): Charges have been minimal.
Property Insurance (0.0%): The Library pays the annual Property Insurance in January.
Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.
Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.
Office Supplies (52.4%): Charges have been minimal.
Computer Supplies (31.7%): Charges have been minimal.
Postage (26.0%): Charges have been minimal.
Library Supplies (41.0%): Charges have been minimal.
Janitorial Supplies (31.9%): Charges have been minimal.
Gas & Diesel Fuel (43.0%): Charges have been minimal.
Building Maintenance Supplies (37.8%): Charges have been minimal.
Natural Gas (18.1%): Charges have been minimal.
Electricity (74.7%): This is over-spent due to higher spending during the summer months.
Water (51.6%): Charges have been minimal.
Telecommunications (75.1%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (31.1%): Charges have been minimal.
Periodicals (85.8%): This is over-spent because the annual subscription service to Ebsco was paid in June.
Children's Books (52.4%): Charges have been minimal.
A/V Materials (67.4%): This amount reflects the one-time payment for Freegal, the downloadable music service.
Public Access Software (75.9%): This is over-spent because several annual payments for public access software packages have been paid.
Ebooks (66.1%): This is slightly higher than projected.
Employee Relations (27.8%): Charges have been minimal.
Miscellaneous Expenses (76.7%): This is over-spent at this point due to the purchase of tote bags and umbrellas that are sold at the Circulation desk.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00

Fountain Receipts:	6.06
Miscellaneous Donations:	25.00

Total Donations:	\$ 24,957.56
------------------	--------------

The Other Revenue line item breaks out as follows:

Blankets:	\$ 90.00
Book Pick-Up:	1,058.60
Book Shoppe:	14,185.50
Ear Buds:	381.50
Flashdrives:	87.75
Hot Beverage Service:	481.00
Meeting Room Fees:	479.18
Print Station:	6,677.90
Reusable Bags:	195.00
Slingback Packs:	242.00
Test Proctoring:	550.00
Miscellaneous:	172.76

Total Other Revenue:	\$24,601.19
----------------------	-------------

During November, 7 batches containing 1110 invoices were processed, totaling \$86,908.47 and 222 credit card charges were made totaling \$39,067.65.

As of November 30, the Library's Maintenance & Operating Fund Balance is \$4,320,770.78, which is 80.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,345,791.

Library Fund Balance Information, 11/30/16:

Operating:	\$ 4,320,770.78
Capital:	\$ 2,294,327.59
Fixed Assets:	\$ 936,428.28

Bloomington Public Library
Monthly Statistics - November 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	47,156	361,558	49,730	381,096
Teens	3,230	28,261	3,141	27,202
Children	42,187	328,883	42,812	344,532
OTR Adults	2,194	16,946	2,311	17,226
OTR Teens	121	1,224	146	1,204
OTR Children	3,927	30,618	3,805	29,493
e-Books - Freading	29	100	5	182
e-Books - Overdrive	4,997	30,850	4,667	29,867
Freegal downloads	771	4,744	608	3,697
Zinio Magazines	288	2,254	307	3,068
Tumblebooks	200	573	61	213
TOTALS				
Adults	49,350	378,504	52,041	398,322
Teens	3,351	29,485	3,287	28,406
Children	46,114	359,501	46,617	374,025
Digital Downloads	6,285	38,521	5,648	37,027
COMBINED TOTAL	105,100	806,011	107,593	837,780
ITEMS IN THE COLLECTION				
Main	306,486	306,486	301,588	301,588
OTR	11,931	11,931	11,563	11,563
TOTAL	318,417	318,417	313,151	313,151
HOLDS FILLED	7,489	56,089	7,648	54,016
CARDHOLDERS				
Added	287	3,178	296	3,231
TOTAL NUMBER				
Adults	25,198	25,198	25,027	25,027
Teens	2,982	2,982	2,055	2,055
Children	6,997	6,997	5,714	5,714
Combined Total of Active Cards	35,177	35,177	32,796	32,796
REFERENCE QUESTIONS				
Adults	2,160	16,977	2,123	16,879
Teens	65	945	122	1,262
Children	694	5,410	829	6,441
OTR	98	894	88	792
Circulation	794	5,742	836	5,057
PROGRAMS				
Adult	19	134	13	97
Teens	3	33	1	30
Childrens	31	161	31	178
PROGRAM ATTENDANCE				
Adult Programs	300	1,949	144	1,443
Teen Programs	34	304	8	324
Children's Programs	1,006	7,573	1,151	8,848

Bloomington Public Library
Monthly Statistics - November 2016

	Current Month	Cumulative	Last Year	Cumulative
COMPUTER USE				
Public computer uses	4,417	31,644	3,832	31,744
Website database/catalog hits	24,608	175,402	24,299	180,625
Online Resource (Database) uses	5,255	33,621	4,471	34,379
TOTAL	34,280	240,667	32,602	246,748
INTERLIBRARY LOAN				
Borrowing Requests Received	456	3,826	452	3,641
Outgoing Loans (Lending)	235	1,874	232	1,940
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	5	60	4	56
Outside the library (events)	11	71	11	65
Number of people	441	11,268	751	12,618
VOLUNTEER HOURS	32	574	135	1,191
MEETING ROOM USAGE				
Study Room	60	422	56	447
Digital Media Lab	5	53	20	194
Community Room	41	307	40	307
Customer Visits (MAIN)	n/a	42,993	1,108	170,060
Customer Visits (OTR)	1,219	9,330	32,122	40,424
COMBINED TOTAL VISITS	1,219	52,323	33,230	210,484
TRAINING HOURS	130	749	70	745

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 19, 2016
5:00 p.m.

William C. Wetzel Reading Room
Bloomington Public Library
205 E. Olive St., Bloomington, IL 61701

MINUTES

- I. Call to Order
President Lynn Gray called the meeting to order at 5:01 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk (arrived at 5:17 p.m.), Tim Ervin, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray,

MEMBERS ABSENT: None

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Carol Koos, Kathy Jeakins, Rachel Park, Johanna Sneed
- III. Introductions
President Gray introduced Adult Services Librarian Rachel Park.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services: Presentation of Voter Registration Service
Director Hamilton informed the Board that, per President Gray's request, library services will be highlighted during the Board meetings for information purposes. Rachel Park presented that all Adult Services staff and two Circulation staff are Deputy Registrars and can register voters throughout the state of Illinois. This service is only available up to thirty days prior to the election. Those wishing to register to vote must bring in two documents, both with their name and one with a current address. The process involves library staff filling out the required registration paperwork. Laura Golaszewski added that the two Circulation staff members who are Deputy Registrars also run the Deposit Service and have been registering voters at deposit locations.
- VI. President's Report
President Gray reported on the BPL Board meeting that she attended last night. She added that the BPL Board approved the FY18 budget to be taken to the City Council for

approval. She proceeded to distribute Pantagraph articles about the budget approval and the District 87 student library card initiative.

VII. Approval of Minutes

A. September 21, 2016

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 21, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton announced that the risers which were purchased by GPPLD will arrive this week. The Board reviewed the Director's Report, and Director Hamilton proceeded to entertain questions.

B. Outreach Report

Laura Golaszewski stated that the new Bookmobile schedules have been printed and are available in the library. She added that the schedules and program guides will be mailed to GPPLD post offices.

Laura Golaszewski reported on Library Card Sign-Up Month. She stated that patrons seemed to have enjoyed the giveaways and sign-up count for September improved by about one hundred over this time last year.

C. Fiscal Report

Kathy Jeakins reported that the audit went well. She added that she spoke with the auditor about GPPLD increasing their annual contribution to BPL as per last month's discussion. After further review, it was discovered that the contract does not specify a percentage for annual contributions to BPL, it rather specifies that GPPLD can keep no more than 5%. The auditor advised that if the Board chooses to change their contribution percentage, it would be best to do it at the time that the budget ordinance is approved. Kathy proceeded to distribute a spreadsheet that includes the amount collected this year along with calculations at 96% and at 97%.

1. Presentation of September Financial Report

The Board reviewed the September financial report. Kathy proceeded to entertain questions.

IX. Unfinished Business

A. Approve Purchasing Items for the Bloomington Public Library

The Board agreed that there were no new items that they would like to purchase at this time.

X. New Business

A. Report on the Status of Investment Account

Kathy Jeakins reported that she and Tim Ervin are working on the document.

B. Review Chapter 6, "Access," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

Director Hamilton and the Board reviewed Chapter 6, "Access", of Service Our Public 3.0: Standards for Illinois Public Libraries as part of the Per Capita Grant requirements. She stated that the BPL Board was able to check all of the items on the "Access" checklist.

XI. Comments from Board Trustees

Tim Ervin distributed a draft of the travel expense policy. The Board will review and approve the policy during the next meeting.

Carol Carey-Odekirk brought up the idea of GPPLD placing flyers in student backpacks. The Board discussed this, and there were reservations about the feasibility of being able to only target GPPLD students, as the school districts are comprised of more than GPPLD students.

Carol Carey-Odekirk announced that she would not be running for re-election in April 2017.

XII. Adjournment

CAROL CAREY-ODEKIRK MOVED, STEPHEN PETERSON SECONDED, TO
ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:44 p.m.

Incident Reports

Date	Time	Type
11/29	3:11 PM	StolenDamagedLibraryMaterial
11/29	8:31 PM	InappropriateBehavior
11/30	9:14 AM	Food Incident
11/29	11:13 AM	DMLViolation
11/29	2:13 PM	StolenDamagedLibraryMaterial
11/29	2:33 PM	SuspiciousCustomerActivity
11/1	10:41 AM	InappropriateBehavior,Asking for money
11/1	11:16 AM	StolenDamagedLibraryMaterial
11/2	3:57 PM	CustomerSuspensionViolation
11/2	7:12 PM	InappropriateBehavior
11/5	12:37 PM	Vandalism
11/6	2:12 PM	InappropriateBehavior,blocking traffic
11/7	11:44 AM	Other
11/8	7:48 PM	AlcoholDrugs
11/9	2:14 PM	AlcoholDrugs
11/9	2:18 PM	StolenDamagedLibraryMaterial
11/9	6:00 PM	UnattendedChild
11/9	6:03 PM	DMLViolation
11/9	7:21 PM	AlcoholDrugs
11/9	8:19 PM	InappropriateBehavior
11/10	10:39 AM	PoliceAmbulanceCall
11/12	3:32 PM	InappropriateBehavior
11/13	4:20 PM	InappropriateBehavior
11/14	3:21 PM	TobaccoUse
11/15	3:50 PM	StolenDamagedLibraryMaterial
11/15	4:46 PM	StolenDamagedLibraryMaterial
11/15	8:05 PM	AlcoholDrugs
11/15	8:44 PM	InappropriateBehavior
11/19	1:50 PM	InappropriateBehavior,blocking traffic
11/19	2:26 PM	SuspiciousCustomerActivity
11/20	4:12 PM	CustomerRelatedIllnessAccident,Hit parked car
11/22	7:13 PM	InappropriateBehavior
11/26	1:46 PM	InappropriateBehavior

Suspension Reports

Date	Time	violation
11/26	1:47 PM	InappropriateBehavior
11/16	9:17 AM	InappropriateBehavior
11/15	9:05 PM	
11/29	3:42 PM	StolenDamagedLibraryMaterial
11/29	11:19 AM	DMLViolation,Loading software onto a computer.
11/29	8:18 PM	InappropriateBehavior
11/16	9:14 AM	InappropriateBehavior
11/15	8:50 PM	InappropriateBehavior
11/12	3:49 PM	InappropriateBehavior
11/12	3:34 PM	InappropriateBehavior
11/9	6:04 PM	DMLViolation
11/1	10:42 AM	InappropriateBehavior,Asking for money.
11/2	3:53 PM	CustomerSuspensionViolation

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Bloomington Reads Committee

Carol Torrens, Adult Services, Chair; Daphne Pierce and Katy Stein, Adult Services; Rondalea Fish and Sarah Kerns, Children's Services; Marion Archer, Technical Services; Kerrie Parker, Information Technology

Item (Including Detailed Description & Model Number, if applicable): Speaker fee and travel expenses for author Erik Larson to be keynote of a program series based around his book *Devil in the White City*

Qty: 1

Single Source (Y/N): N

1. Vendor Name: Author Erik Larson, *Devil in the White City*

Vendor Remit Address: www.barclayagency.com

Vendor Email Address: Steven@barclayagency.com

Vendor Number: To be determined

Quote Amount (include Shipping, where applicable): \$25,000 (speaker fee), plus expenses including 1st class round trip airfare from New York, two nights hotel accommodations, plus other miscellaneous costs; total amount not to exceed \$26,600

If not Single Source, at least two additional quotes needed:

2. Vendor Name: Author Mitch Albom, *Tuesdays with Morrie*

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable): \$35,000 (speaker fee), plus expenses including travel, meals, and one night's hotel stay

3. Vendor Name: Author Bill Bryson, *A Walk in the Woods*

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable): \$30,000 (speaker fee), plus expenses including travel, meals, and two night's hotel stay

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

4. **Vendor Name:** Author George R. R. Martin, *Song of Ice and Fire* (*Game of Thrones*, etc) series

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable): \$50,000 (speaker fee), plus expenses including travel, meals, and two night's hotel stay

Recommendation (Include Justification): There is a \$38,000 (from grant & donation funds) budgeted for Bloomington Reads/National Library Week programs. To make our community reading program series more impactful, we want to bring in a well-known author. In choosing *Devil in the White City* by Erik Larson, the committee has selected a readable, Illinois-based title that provides a wealth of programming options. Among the possibilities are the history and impact of World Fairs; crime investigation; H.H. Holmes himself; tour of downtown Bloomington early 1900 buildings; tour Chicago's World Fair locations; train travel; and more. The final program will occur during National Library Week in April and could include a daytime book club discussion at the library followed by an off-site evening presentation, Q & A, & book signing by Larson. BCPA and the auditorium at BHS are potential sites for the main author program. This series ties in well with the 2017 release of a feature film based on the book, starring Leonardo DiCaprio as Holmes.

Approved this 20th day of December 2016

**Carol Koos, President
Bloomington Public Library Board of Trustees**

Steven Barclay Agency

12 Western Avenue
Petaluma, California 94952

707-773-0654
707-778-1868 facsimile
www.barclayagency.com
Toll Free 888-965-READ

Formal Speaker Invitation

(To fill out this invitation, place cursor in the shaded box until it turns blue. "Save as" when complete.)

Date:

To: Steven Barclay, Steven Barclay Agency

Sponsor:

(Provide the name of host organization, street address, city, state, zip code.)

Speaker:

Event Date(s): *(Proposed date or range of dates. Please provide day of the week, date, month, year.)*

Event Description: *(Type: Lecture, Reading, On-stage Conversation/Interview. Include full schedule and times, and ALL ACTIVITIES – including receptions, dinners, signings, class visit etc.)*

Event Time(s):

Event Venue/Location:

(Please provide auditorium name, street address, city, state, zip code, telephone)

Venue Capacity:

Honorarium:
(in US dollars)

(NOTE: In addition to honorarium, Sponsor agrees to pay first class travel expenses (flight, hotel, commercial/licensed airport car service at destination city, and potentially at Speaker's home city), unless noted otherwise by your SBA agent.

Topic:
(if applicable)

Nearest Major Airport:

(Please also indicate distance from airport to venue)

Hotel Accommodations:

www.

(Please provide name, address, phone and website if available)

Audience Profile:

Public Event: Yes _____ No _____ Ticket Prices (if applicable) _____

Book signing: Yes _____ No _____ Anticipated Book Sales _____

Book Sales Vendor:
(Please specify vendor)

Past Speakers:

Speaker Attire (mark one): Casual Business casual Business Black tie Academic Regalia

Recording: _____ Yes. It is understood by both the sponsor and the speaker/agent that any recording will be used for ARCHIVAL purposes only. No rights or further rights are granted.
A formal Recording Release will be prepared for the Sponsor's signature.

_____ No, we do not intend to record any portion of the speaker's remarks.

Sponsor Contact Name:

Title:

Business:

Address:

City, State, Zip

Phone:

Cell:

Fax:

Email:

By signing below you acknowledge that this Speaker Booking is a FIRM offer. If the speaker accepts this offer, a binding contract will subsequently be formed. Conditions of the contract stipulate that the fee is due 3 days prior to the event. You represent that you have the requisite authority to enter into such a binding contract. This firm offer form must be filled out and signed by someone with the requisite authority.

Signed

Date

Please fax or email this form, along with any additional materials you would like us to provide to the speaker (including a letter of invitation) to 707-778-1868 or Steven@barclayagency.com If you have any questions please do not hesitate to contact us.

A RESOLUTION TO WAIVE THE COMPETITIVE BID PROCESS AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW INSURANCE PACKAGES
THROUGH THE VAN GUNDY AGENCY FOR THE PREMIUMS DUE
JANUARY 1, 2017
IN THE AMOUNT OF \$43,354.00

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 the Library's insurance packages (Property, Umbrella, Vehicle, Worker's Compensation, and Director's and Officer's) through the Van Gundy Agency for the premiums due January 1, 2017 in the amount of \$43,354.00
2. That this is a continuation of a previous relationship with Van Gundy Insurance
3. That for 2018, the Library will seek bids/quotes for insurance packages
4. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$43,354.00

Approved this 20th day of December 2016

Carol Koos, President
Bloomington Public Library Board of Trustees

Van Gundy Insurance

Premium Breakdown for Bloomington Public Library January 1, 2017 - December 31, 2017

Package	\$	18,901.00
Umbrella	\$	1,346.00
Auto	\$	3,833.00
<i>Book-Mobile</i>	<i>\$</i>	<i>2,777.00</i>
<i>Van</i>	<i>\$</i>	<i>1,056.00</i>
Work Comp	\$	14,207.00
Director & Officers	\$	5,067.00
Total	\$	43,354.00