

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, December 18, 2018

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. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of November 20, 2018 Regular BPL Board Meeting
 - B. Approve Bills List of November 2018
- IX. Action Items
 - A. Approve Waiving Three Quote Requirement for Property, Liability, Vehicle, Umbrella, and Director's & Officer's Insurance
- X. Discussion Items
 - A. Review of and Discussion on Library's Strategic Plan
 - B. Discussion on Library Expansion
- XI. Comments from Board Trustees
- XII. Adjournment

Posted: 12.14.18 9:20 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, December 18, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	958.45
Amazon.com, LLC	Adult Books	154.78
Amazon.com, LLC	Children's Books	11.12
Amazon.com, LLC	Computer Supplies	1,142.22
Amazon.com, LLC	Employee Relations	73.69
Amazon.com, LLC	Janitorial Supplies	39.17
Amazon.com, LLC	Library Supplies	24.04
Amazon.com, LLC	Office Supplies	233.59
Amazon.com, LLC	Other Purchased Services	233.36
Amazon.com, LLC	Professional Collection	61.02
Ameren IP	Electricity	6,520.79
Antioch Public Library District	Miscellaneous Expenses	19.49
Automatic Fire Sprinkler, LLC	Building Maintenance	559.00
Blind Man, Inc.	Building Maintenance	1,428.65
Bloomington Rotary Club	Membership Dues	300.00
Brodart Company	Library Supplies	43.68
Brush, C. K.	Building Maintenance	155.00
Casey's Garden Shop & Florist	Employee Relations	48.00
CB Bloomington Operations	Building Mtn Supplies	9.50
CDW Government	Computer Supplies	6,686.87
Cengage Learning	Adult Books	187.42
Centralia Regional Library District	Miscellaneous Expenses	16.95
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,026.98
City of Bloomington	FICA	12,691.02
City of Bloomington	Gas & Diesel Fuel	292.83
City of Bloomington	Health Insurance-HMO	3,643.52
City of Bloomington	Health Insurance-PPO	26,059.12
City of Bloomington	IMRF	22,491.61
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	2,968.00
City of Bloomington	Payroll	208,580.13
City of Bloomington	Vision Insurance	222.30
Cook, Abbey	Other Purchased Services	130.00
Cummins Mid-State Sales & Service	Vehicle Maintenance	13.73
Custom Digital Imaging	Printing/Binding	1,174.38
Dell Marketing, L. P.	Computer Supplies	4,599.20
Demco	Library Supplies	760.09

Engler, Callaway, Baasten, Sruga, LLC	Other Purchased Services	44.00
Fremont Public Library	Miscellaneous Expenses	9.99
Frontier	Telecommunications	924.32
Illinois State University	Advertising	310.00
Illinois Wesleyan University	Other Purchased Services	631.75
Imaging Office Systems, Inc.	Office/Equipment Mtn	725.00
Ingram Library Services	Adult Books	70.15
J Spencer Construction, LLC	Building Maintenance	1,072.00
Johnson Controls	Building Maintenance	5,890.00
KCN Solutions, LLC	Building Mtn Supplies	640.00
Library Store	Library Supplies	18.35
LIRA	Building Mtn Supplies	300.00
Massie, Rhonda	Advertising	141.97
Massie, Rhonda	Professional Development	38.00
McLean County Chamber of Commerce	Membership Dues	642.00
Mid Illinois Mechanical	Building Maintenance	234.60
Midamerica Books	Adult Books	443.10
Midwest Tape	A/V Materials	692.98
Miller Janitorial Supply	Janitorial Supplies	478.23
Neopost	Rentals	26.45
NICOR/Northern Illinois Gas	Natural Gas	1,167.34
Office Depot	Computer Supplies	531.75
Office Depot	Miscellaneous Expenses	163.88
Office Depot	Office Supplies	1,129.43
Pantagraph	Advertising	384.00
Penguin Random House, LLC	A/V Materials	24.00
Penworthy Company, LLC	Children's Books	2,886.17
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	248.86
Recorded Books, Inc.	A/V Materials	277.93
Ricoh USA, Inc.	Rentals	974.41
Rockford Map Publishers	Adult Books	74.70
Rosedrew, Inc.	Library Supplies	1,468.80
Stericycle, Inc.	Other Purchased Services	85.00
Uline, Inc.	Janitorial Supplies	178.27
Unique Management Services, Inc.	Other Purchased Services	447.50
University of Arkansas	Miscellaneous Expenses	30.00
Weber Electric, Inc.	Building Maintenance	268.00
Weston Woods Studios, Inc.	Children's Books	370.10
Widmer Interiors	Library Supplies	497.72
Widmer Interiors	Office Supplies	593.44
World Book, Inc.	Public Access Software	4,800.00
VISA - 4InkJets	Computer Supplies	583.96
VISA - American Library Association	Membership Dues	58.00
VISA - Baker & Taylor Books	A/V Materials	7,963.07
VISA - Baker & Taylor Books	Adult Books	9,926.03
VISA - Baker & Taylor Books	Children's Books	5,227.24
VISA - Bill's Key & Lock Shop	Office Supplies	7.82
VISA - Charlie Gitto's	Professional Development	26.00
VISA - Dollar Tree	Office Supplies	18.00
VISA - Dollar Tree	Other Purchased Services	2.00
VISA - Don Smith Paint Company	Building Mtn Supplies	125.94

VISA - Farm & Fleet	Building Mtnc Supplies	7.98
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - GameStop	A/V Materials	407.91
VISA - GameStop	Other Purchased Services	40.00
VISA - Global Industrial Equipment	Building Mtnc Supplies	706.07
VISA - Heartland Community College	Professional Development	60.00
VISA - Hobby Lobby	Library Supplies	7.79
VISA - Hobby Lobby	Office Supplies	7.79
VISA - Hyatt Regency St. Louis	Professional Development	351.44
VISA - In Blubrry	Other Purchased Services	20.00
VISA - Jewel-Osco	Employee Relations	140.30
VISA - Jewel-Osco	Other Purchased Services	29.96
VISA - Kroger	Employee Relations	30.19
VISA - Kroger	Library Supplies	32.70
VISA - Kroger	Office Supplies	8.49
VISA - Lincoln Parking Deck	Professional Development	10.00
VISA - Michael's	Other Purchased Services	64.99
VISA - Music Shoppe	Other Purchased Services	15.15
VISA - NewEgg.com	Computer Supplies	955.80
VISA - NewEgg.com	Other Purchased Services	(658.06)
VISA - Office Depot	Office Supplies	35.99
VISA - Olive Garden	Employee Relations	810.00
VISA - Party City	Employee Relations	43.91
VISA - Party City	Other Purchased Services	132.74
VISA - Paypal*StevenHargadon	Professional Collection	99.00
VISA - Sam Leman's	Vehicle Maintenance	63.73
VISA - Sam's Club	Membership Dues	45.00
VISA - Sam's Club	Miscellaneous Expenses	10.96
VISA - Security Products, Inc.	Building Mtnc Supplies	167.15
VISA - Skinit.com	Computer Supplies	54.18
VISA - Sprint	Telecommunications	633.57
VISA - SteamGames	Other Purchased Services	7.46
VISA - Uniforms & Accessories Warehouse	Uniforms	29.77
VISA - Verizon Wireless	Telecommunications	135.75
VISA - Wal-Mart	Janitorial Supplies	156.34
VISA - Wal-Mart	Library Supplies	34.40
VISA - Wal-Mart	Other Purchased Services	211.46
VISA - WhitePages Premium	Other Purchased Services	119.99
VISA - Windstream	Telecommunications	115.18
Total		363,497.81

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Director's Report

November 2018

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

This month, I:

- Attended the Professional Women of McLean County Meeting
- Attended the Red Cross Saluting our Heroes Breakfast
- Met with Normal Public Library Director, Brian Chase
- Prepared a response to a FOIA request
- Researched information for the board discussion regarding automatic renewals and fine waiver programs
- Prepared a project plan for our A-V area refresh project, boxed A-V materials housed on shelving affixed to the wall, and worked to resolve issues due to a delay in the delivery of new shelving

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

I attended our Staff Outreach Working Group meeting.

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

This month, I:

- Took the opportunity to visit with each staff member by handing out our Appreciation Day gifts (funded by the Foundation)
- Hosted tours for staff from another library
- Met with Josh from the City HR department to discuss compensation practices
- Worked to find a solution to accommodate an injured staff member
- Attended an insurance open enrollment meeting
- Watched mini-morning training session recordings reviewing our new self-check machines and our tornado procedures
- Watched a webinar called Librarian Evolution: Libraries Thrive When We Change
- Attended a Staff Development Committee meeting
- Began reviewing the union contract with Department Managers, in preparation for upcoming negotiations

Goal: Work effectively through the use of technology.

I worked to organize and prepare the visuals for a mini-morning session of “takeaways” from staff members who recently attended conferences. After working to arrange five staff members schedules, I

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realized I had a schedule conflict. To remedy the situation, I pre-recorded my portion of the presentation and was able to successfully “be in two places at once.”

Goal: Administer a cost-effective public library.

This month, I:

- Prepared for the presentation of the estimated tax levy by sending the FY20 Budget and supporting documents to the City Finance Department
- Worked with Kathy to prepare the FY20 Budget Narrative for the City Finance Department
- Helped the Foundation obtain their final audit documents
- Worked with Alex, a Children’s Librarian, to complete and submit a grant application to RAILS for a permanent StoryWalk® installation at Atwood Wayside/Herb Garden

**Adult Services Report
Carol Torrens
November 2018**

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

COLLECTIONS

- Marcie completed collection maintenance tasks utilizing collection check and grubby item reports for fiction authors X- Z and urban fiction as well as a dead item report for urban fiction.
- The Urban Fiction and Western book collections have swapped places on the stack at the southern end of Fiction. This switch was accomplished by shrinking the Fiction collection somewhat and allowed the Graphic Novels and Manga to be spread out over more shelving.
- Katie weeded biographies L-Z using grubby and dead item reports from Collection HQ.
- Displays included: Orange You Glad You Read (books with orange covers); DIY – Home Improvement; books from the Illinois Collection; and popular books from GoodReads. RIP displays were created for Stan Lee and George W. H. Bush. National Adoption Awareness Month was featured on the rack in the DVD area.
- Carol assisted other staff with the move of the AV collection into the Community Room as a first step in the AV area refresh project. Carol and other AS staff have worked shifts in the Community Room, assisting customers with that collection. Carol is in contact with Bradford Systems regarding the delay in the manufacture and delivery of the new AV shelving.

PROGRAMS

Steve Vogel presented a program on the 35th anniversary of the Hendricks murders. He recently updated his book about the case, *Reasonable Doubt*. We accommodated the maximum of 200 people in the Community Room on Nov. 8 and turned away about 120 others. Normal Library added a follow-up program in early December, and 93 attended that event.

This year's Local Author Fair featured 21 writers from McLean County, covering a variety of genres. They were placed at tables in the Community Room, the lower and upper lobbies, and the entrances to the AS and CS Departments. Many people stopped to interact with the authors, making it a successful event.

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: BJHS (2 visits) – 227; CJHS – 46; PJHS – 34; KJHS – 66; EJHS – 79; UHigh -- 7

Adult/Family programs

Fiction – 1 session – 5 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap Book Club – 1 session – 10 attended

Nonfiction Book Club – 1 session – 2 attended

History Reads Quarterly Book Club – 1 session – 16 attended

Steve Vogel on Hendricks Murder Case – 1 session – 200 attended

Classic Movie Rebecca – 1 session – 6 attended

Illinois Symphony cello quartet concert – 1 session – 45 attended

WWI series: Armistice Yes, Surrender No – 1 session – 10 attended

DIY Paint Along with Aleshia – 1 session – 16 attended

Local Author Fair – 1 session – 85 attended

Jack of All Spades Card Club – 1 session – 7 attended

Teen Programs

Learn to play Magic The Gathering – 2 sessions – 10 attended

Teen Harry Potter party, cohosted at Normal PL – 1 session – 27 attended

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

- Several staff attended mini-morning sessions (MMS) on topics including the new self-check machines, SPICE/MARC First services, and ILA. Marcie was one of the presenters for the ILA session.
- Webinars: Rachel – Niche Academy Updates

Goal: Work effectively through the use of technology.

- There were 12 individual computer appointments this month. Topics were: 3 for ereading; 1 for email assistance; 1 for general computer help; 2 for scanning; 5 for online application completion.
- The database Reference USA was cancelled due to high cost. Replacement services will be implemented at a much lower price through an account with WhitePages.com.

Goal: Administer a cost-effective public library.

- Volunteers helped with adult movie programs during a librarian's leave of absence.

Business Office Report
Kathy Jeakins
November 2018

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment, processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy; I entered all credit card transactions in account files.

The Library received its final Property Tax distribution for 2018: \$137,148.58.

Golden Prairie also received its final Property Tax distribution for 2018: \$14,856.76.

The Library finally received its Per Capita Grant funds, \$95,762.50.

Along with all the Department Managers, I helped organize the annual Appreciation Day for staff, which took place on Nov 6 & thanks to the Foundation, who supported the cost of Appreciation Day.

Jeanne and I worked to complete the Budget Narrative for FY 20—it was submitted by the deadline of Nov 13.

I completed entering the FY 20 budget in MUNIS by the deadline of Nov 13.

I helped with a Full-Time payroll.

Bills Costing in Excess of \$5,000:

1. Johnson Controls: \$5,890.00 Replacement of faulty thermostatic expansion valve

Children's Services Report

Melissa Robinson

November 2018

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

- Celebration of India – 390 attended
- Nutcracker Story Time – 87 attended
- Brick by Brick Story Time – 2 sessions – 37 attended
- Evening Lapsit – 2 sessions – 9 attended
- Preschool Story Time – 3 sessions – 73 attended
- Toddler Story Time – 6 sessions – 45 attended
- Move and Learn Story Time – 2 sessions – 40 attended
- Sensory Story Time – 10 attended
- Where the Wild Things Read – 2 sessions – 39 attended
- TinkerLab – 11 attended
- Lego Construction Time – 81 attended
- Tales for Tails – 2 sessions – 41 attended
- Family Games Day – 25 attended
- Itsy Arts with Illinois Art Station – 2 sessions – 27 attended
- 27 programs offered – 915 attended

4 passive programs – 1062 participated

The following groups visited us:

- Olympia High School Special Ed – 21 attended
- Bloomington High School Special Ed – 11 attended

We visited the following groups:

- Katie's Kids – 46 attended
- Milestones Preschool – 77 attended
- Brigham Head Start – 2 classes – 88 attended
- Trinity Lutheran Pre-K – 17 attended
- Sheridan Books 'n' Bites – 44 attended

We attended the Mid-State Reading Council's Carnival of Reading which was attended by 45 people.

8 groups/events – 349 attended

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

- Jesse and Alex attended the Central Illinois Regional Children's Librarians' Performer's Showcase.
- Children's staff attended the mini-morning session on the new self-checks, SPICE, and ILA.
- Lisa attended the webinar, "Prioritizing Your Time Effectively", and a webinar from Novelist, "Promote Your Collection to Increase Circulation and Engage Readers."
- Alex met with Tiffany to learn about the Teen Zone.
- Alex attended ukulele classes so that she can add musical accompaniment to her programs.

Goal: Work effectively through the use of technology.

- Jesse completed a weblink audit with IT.
- World Book Online was renewed.

Goal: Administer a cost-effective public library.

- Alex applied for a RAILS Partnership Grant with the hopes of collaborating with Parks and Rec to offer a Story Walk in a park.
- Alex received the ALSC Penguin Random House Young Readers' Award which will provide funds for her to attend the ALA conference in the summer.

Upcoming:

In addition to our regular, recurring programs, the following programs and events are planned for December:

- Dec 7 – Miller Park Zoo Wild Lights
- Dec 11 – Cowpoke Campfire Story Time
- Dec 11 – Better Together Paint Project
- Dec 15 – Children's Christmas Party
- Dec 22 – Embroidery for Kids: Snowflake Ornament



Circulation and Outreach Services Report

Colleen Shaw

November 2018

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

- Circulation staff assisted IT in creating over 1,500 student cards for Unit 5. The project wrapped up at the end of the month.
- Michelle Cope met with the BN Parents Coalition¹, Non-Profit Collaboration², Area Adult Education Council³, and attended a Unit 5 Board meeting. In addition, she met with a partnership of local organizations⁴ focused on reducing the problem of social isolation in McLean County.
- Michelle presented a program at the Daybreak Rotary meeting in Bloomington highlighting the services we have to offer.
- Circulation staff has kept busy, with help from other departments, staffing the Community Room during the A/V remodel project. We are looking forward to seeing the A/V space come together!

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

- Home Delivery staff delivered 353 items to 46 patrons this month. One new recipient was added this month.
- Deposit Collections staff delivered 540 items to 12 sites this month. Tech Drop In was offered at the McDonald's on South Main and Oakland Ave., Miller Park, and Luther Oaks. Deposits staff helped 20 people with their tech needs across all sites this month.
- The bookmobile had a seatbelt replaced and the inverter battery box repaired this month. On Nov. 13, stops to Four Seasons, Oakwood, and Park Place were cancelled so repairs could be completed.
- The Mulberry School event Outreach had planned to attend was cancelled due to the bad weather conditions on Nov. 26. A make-up date has been planned for late January.

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

- Outreach staff are working together to help Caitlin Clyne, our new bookmobile driver in-training, prepare for the upcoming exam she must take in order to receive her permit. We are happy to have Caitlin on board!
- Jorgi Henson-Miller has filled our part-time, 19 hour/week Library Assistant position. Sarah Bandy, a former temp in Children's Services, filled our part-time, 15 hour/week Library Assistant position. Circ/OTR is now fully staffed!

¹ Bloomington & Normal Police, ISU, IWU, Unit 5, Project Oz, Bromenn, Chestnut Health Systems

² Large group of Bloomington/Normal non-profits

³ NPL, HSHM, Unit 5, HCC, YWCA, Career Link

⁴ ISU, ECIAAA, Peace Meal, Faith in Action, Show Bus McLean, NPL



(11/2018) Circulation and Outreach Services Statistics

Total Circ BPL	86,122
Total Circ Main	71,469
Adults	36,871
Teens	1,713
Children	32,885
Total Circ Outreach	4,264
OTR Adults	1,680
OTR Teens	78
OTR Children	2,506
Total Circ eBooks	10,389
Hoopla	2,193
Overdrive	6,899
RBDigital	1,064
TumbleBooks	210
eBook Central	23
Borrowers Registered	206
Total Active Cardholders	36,870
Children	9,137
Teen	4,634
Adult	23,099
GPPLD	1,393
Total Holds Filled	6,864
Main Holds	5,843
Outreach Holds	1,021
Door Count	24,187

Circulation Questions Answered: 864

Outreach Questions Answered: 36

Total Questions Answered: 900

10 Stops with Highest Circulation

THUR	2.5	WINGOVER APTS (EVENING)	384
MON	1	EKSTAM DR	147
THUR	1.25	EAGLE RIDGE	122
TUE	1	PONDS APTS	106
WED	1.25	NORTH POINTE	105
TUE	1	PONDS APTS	100
WED	1.5	RAINBOW AVE	97
MON	1.5	THE GROVE	86
TUE	1.25	EAGLE CREEK	85
THUR	1.25	PEPPER RIDGE	83

5 Stops with Lowest Circulation

THUR	1	BALLYBUNION	0
SAT	1	MEADOWS	0
MON	0.75	BROADMOOR	0
SAT	0.75	SHIRLEY	0
TUE	1.5	TURNBERRY VILLAGE	0

Bookmobile Customers: 655

Total Monthly Stops: 57* (at 46 locations)

*Stops on Nov. 21, 22, and 23 were cancelled due to the Thanksgiving holiday.

	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
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	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	
Main Circ												
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	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	
Active Users												
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	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	

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Human Resources Report

Gayle Tucker

November 2018

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
- I share relevant training opportunities with Department Managers
- In November, there were no in-house Job Announcements and one Facebook/website posting
- In November, I participated in three interviews
- I provided orientation to two new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation. Extra attention was needed this month as several employees needed assistance resetting passwords in order to sign up for (or decline) insurance benefits.

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. We are in the testing phase.

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - We currently have six Work Study students, and three vacancies
 - I have recently hired a new student to begin next semester
- I closely track hours worked by part-time staff

Upcoming:

- Personnel Code/Employee Handbook updates
- Updating orientation documents
- Kronos training/testing
- New timeclocks that communicate directly with Munis

Information Technology Services Report
Jon Whited
November 2018

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

Teen Fortnite Competition: On Nov 6th, we had 30 teens come in for the Fortnite tournament. The teens competed in several rounds until a winner could be determined and prizes awarded.

3D printing Ocarina program. On Nov 14th, 25 teens came to this program where they could see a 3D printed version of the musical instrument being created. The teens each received one of the ocarinas and instruction on how to play them.

Goal: Work effectively through the use of technology.

The Unit 5 cards have been completed and picked up by the school district. All students in the Unit 5 school districts have library cards.

The work continues to migrate our data to our new ILS, Polaris. Colleen, Allison and Jon worked to map the existing data model to the Polaris model in order to have the new rules and setup applied to our data. Our current data was loaded onto the Training server and training on the new system should start at the beginning of the year.

New gaming laptops and ancillary equipment was put into the TeenZone to help offset demand for the gaming PCs in the room.

Marketing Report

Rhonda Massie

November 2018

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

HANGING SIGN PROJECT

- The hanging sign project remains underway. We did not finish by Thanksgiving. We still hope to have the signs installed by the New Year, but we're not sure that will happen. Our staff removed the old signs. In the days following Thanksgiving, Dean's Graphics picked the signs up for stripping, cleaning, and application of new vinyl images.

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

JAN-APR PROGRAM GUIDE

- The Jan-Apr Program Guide was compiled, designed, and proofed during the month of November. It was sent to the printer on December 3.
 - The Guide was sent to IT for posting to the website on December 4.
 - Paper copies should be available at the Library and on the Bookmobile around December 17.
 - 3,975 Program Guides will be distributed to K-5 students in District 87 and the Tri-Valley School District.
 - 2,525 Program Guides will be available at the Library, on the Bookmobile, and at offsite events attended by staff.

BOOKMOBILE POSTCARD

- As it's a new stop, a postcard was mailed to people living in the vicinity of Eastview Community Center to inform them of the stop's existence and the dates the stop will take place through April. People who'd previously opted to receive text messages about the now cancelled Western Avenue Community Center Bookmobile stop will now receive text messages about the EVCC stop instead as they are in close proximity.

HEADLINES

- *Bloomington library's audio-visual area being 'revitalized'*; The Pantagraph; November 22
- *Judge: Juries in Hendricks murder trials got it right*; The Pantagraph; November 9
- *"Non-Traditional" Library Services: Expanding the Library's Offerings While Increasing Community Engagement*; ILA Reporter; December 2018
- Photos and captions from our Murder Mystery Party appeared in *The Limited* magazine

Web Highlight Boxes & Plasma Slides

- Winter Break Programs

Advertising

- Ad for The Pantagraph promoting the Holiday Printmaking Workshop

CREATIVE WORK

Publicity

- Jan-Apr 2019 Program Guide
- December Calendars
- History Reads Book Club
- Winter Break Programs
- Holiday Printmaking Workshop
- Adult Virtual Reality Freeplay
- Bookmarks for the Fiction Book Club
- Bookmarks for the Mystery Book Club

Signs

- Individual signs for each of the 21 authors that took part in the Local Author Fair
- RIP Stan Lee
- Multiple construction signs which changed as the project continued
- Signs labeling the AV collection while it is in the Community Room
- Harry Potter related images/decorations for a Teen Party
- "Holiday NonFiction" Display Sign

- “A Season of Gifts” Display Sign
- Paper and Digital signs indicating the hours the library would be closed for the Thanksgiving holiday
- New Bookmobile Text Opt-In Posters to hang on the Bookmoible
- Sign for the Anime Section asking people to make purchase recommendations

Other

- Postcard for the new EVCC Bookmobile Stop
- Laminated Labels for Technical Services
- Second outdoor banner to be hung at the bottom of the ramp (under the overhang) to indicate that the Library is closed on days when the library is closed.
- Assisted in creating a Hoopla STEAM handout for CS
- Mounted posted of the book cover for *Reasonable Doubt* for Steve Vogel’s program about the Hendricks’ murders
- Changed the display case to promote the Local Author Fair
- 4 panels/decorations for Celebration of India
- Update the Libby Handout
- Update the Hoopla Handout
- Created the program for Appreciation Day

Printing

- (100) Text Notification Handouts
- (200) Flyers printed for a backup Hendricks program
- (100) Wireless Printing Handouts
- (50) Text Alert Handouts
- (400) Green Overdrive handouts
- (300) Hoopla Handouts

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 27 Facebook followers for a total of 6,450;
 - the Library added 15 Instagram followers for a total of 1,111;
 - the Library gained 3 Twitter followers for a total of 1,964;
- The Library has 278 current text subscribers.
- The Library’s Bookmobile stops combined have 812 text subscribers.
- The Library’s Books on Tap Book Club is on MeetUp.com.
- The Library’s Cardholder Perks eBlast list contains 26,313 subscribers.
- The Library’s Program Guide eBlast list contains 26,334 subscribers.
- The Library’s General eBlast list contains 26,344 subscribers.
 - For the last 3 three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will increase in December.

ONGOING FREE PROMOTION

The Library:

- sends a monthly eBlast to all its cardholders who’ve not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter.
 - On November 1, we sent an eBlast to 26,976 cardholders promoting our Consumer Reports database.
 - On December 1, we sent an eBlast to 26,368 cardholders promoting Ancestry.com and Heritage Quest.
- submits all Children’s & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* for its Daily Calendar;
- submits select programs to the DBA’s eNewsletter;
- is interviewed every other Monday on WJBC for a segment called Book Talk;
- Library programs appear on the Library’s website and on the plasma TV in the Library’s lobby.
- The Marketing Department continues to compile and distribute the monthly Staff Newsletter.
- Of note: We received notification in November that due to staffing shortages, the bi-weekly PATH-O-Gram is being suspended.

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

TRAINING

- Rhonda attended the annual Library Marketing and Communications Conference in St. Louis on November 14-15.

APPAREL STORE

- The Library's Apparel Store closed on November 12. Ten people placed orders for 22 clothing items. The items have been delayed. I was told that we should have the order the week of December 17 but possibly sooner.

Support Services Report
Caprice Prochnow
November 2018

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

- Custodial staff:
 - Replaced ceiling tile in the New Books and A/V area where track lighting had been.
 - Completed a lot of extensive setups for programs this month, both in the community room and on the upper level.
 - Removed hanging signs from the lower level and Children's for Dean Graphics to install new vinyl.
 - Installed peepholes in Story Room door (leading to the workroom), Community Room kitchen door (leading to outside) and Tool Room door (leading to outside).
 - Removed steel plates from bottom of sectional in Children's.
 - A Custodial staff meeting took place on November 15.
 - Contributed a tremendous amount of assistance with the A/V area overhaul by clearing the community room of extra items, setting up tables on the north and south walls, taking down the wall shelving, painting, and reinstalling the wall shelving.
- Repairs/Installs:
 - Johnson Controls tied in the low-pressure switch for the fire sprinkler system to the fire alarm panel.
 - Weber Electric installed new data cable jacks in the community room, removed track lighting in the lower lobby, repaired fluorescent fixtures, and checked contactor for outdoor lighting.
 - Blind Man installed blinds on the west windows to the south of the Digital Media Lab.
 - MIM replaced stage 1 compressor on the roof top air handler. Had to reset the supply fan after a power outage.
 - Kone had to reset the elevator after a power outage.
 - CK Brush repaired the mop sink drain in the lower custodial closet.
 - Carpet Weavers installed the new, vinyl tile in the A/V area.
 - Federal Companies relocated all of the stand-alone shelving units from the A/V area to the community room.
 - Spencer Construction installed a dust wall around the A/V area.
 - Leman Dodge repaired the seat belt warning alert in the van.
- Caprice met with two reps from Johnson Controls to discuss what they had to offer in a Mass Notification system.
- Caprice met with a rep from Widmer's to explore options for new tables in the community room.

Recruit, train and develop a knowledgeable, collaborative staff.

- Custodial staff viewed How to Work Effectively with People Who Act, Think, and Work so Differently from You webinar this month.
- Security Staff viewed Responding to an Active Shooter in the Library: Protecting Patrons and Staff from a Rare but Catastrophic Event webinar this month.

Administer a cost-effective public library.

- Automatic Fire Sprinkler began the five-year inspection on the fire sprinkler system. A low-pressure switch was installed, and there are a few compromised parts to be replaced in order to finish the testing. This will most likely be held over until Spring when the temps warm up.
- KCN Solutions is providing us with anti-icing protection for the parking lot, entrance steps and steps to lower lot, this winter season.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

November 2018

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

- TS staff assisted in the Teen Zone and Community Room whenever possible during the AV area refresh project.
- TS helped Circulation several times with on-shelf holds when they were short staffed.
- Almost 100 movie titles were switched over to the genre of Anime. They have a maroon label at the top of their spine and will be shelved in between Action Adventure and Comedy.

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

- Allison met with the intern, Bo Kim, to discuss the inner workings of the Technical Services Department.
- Staff enjoyed an Olive Garden pasta bar, a Harry Potter themed escape room, and a very decorative cake for Appreciation Day.
- 3 TS staff attended the MMS on conference feedback.
- All TS staff attended the MMS on the self-checks.
- TS staff took a field trip to Champaign Public Library to ask questions, to take a tour, and to get a better feel for workflows using our new ILS system, Polaris.
- **Training Hours – 22.5**

Goal: Work effectively through the use of technology.

- Unused house accounts have been deleted and duplicates have been combined.

Goal: Administer a cost-effective public library.

- While an employee from another department is on restrictive duty due to an injury, they are assisting TS with our CD case project.
- **Volunteer Hours – 8**

Upcoming:

- STEAM kits should be done next month.
- We only have Jazz, Orchestral, and Ethnic left of the CD case project!

Bloomington Public Library

Books are just the beginning.



November 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	460	228
Adult Nonfiction	138	419
Juvenile Fiction	695	497
Juvenile Nonfiction	164	43
Adult CDs	142	11
Juvenile CDs	4	0
Adult DVDs	177	23
Juvenile DVDs	109	34
Adult Audio	33	3
Juvenile Audio	19	2
Adult Computer Games	8	3
Juvenile Computer Games	5	3
Total Adds/Withdraws	1954	1266

Total Items in Main	307465
Total Items in OTR	10399
Total Items in Library	317864

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

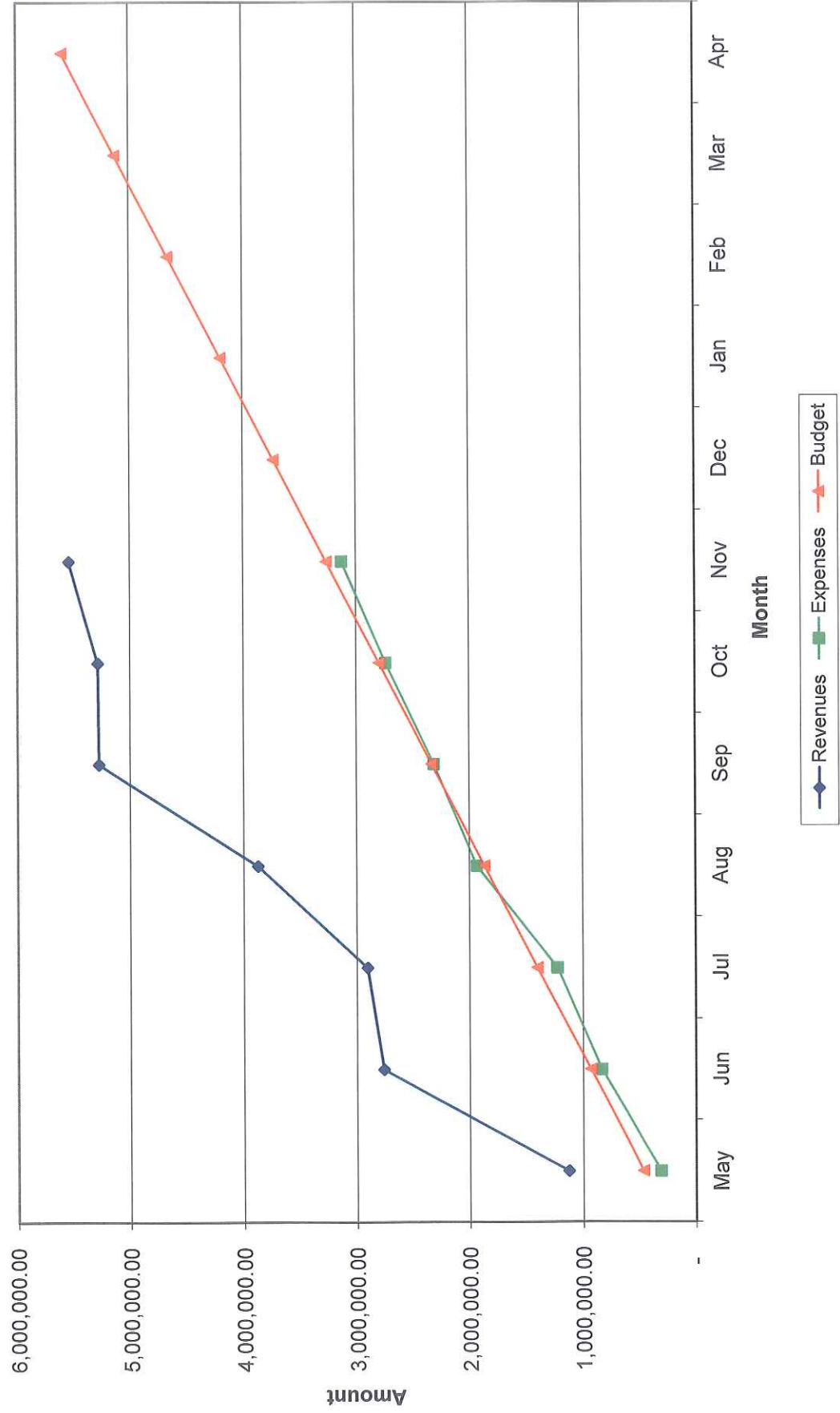
REVENUES:

ACCT NAME	BUDGET	NOV 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	137,148.58	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	95,762.50	95,762.50	36,762.50	162.3
GPPLD	405,000	0.00	380,375.96	(24,624.04)	93.9
Fees & Rentals	87,000	4,664.53	35,997.89	(51,002.11)	41.4
Copies	3,000	234.40	2,041.70	(958.30)	68.1
Interest on Investments	15,000	13,803.08	38,009.57	23,009.57	253.4
Interest From Taxes	0	25.24	25.24	25.24	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	150.00	8,119.81	(16,880.19)	32.5
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	(5.58)	39.96	39.96	-----
Other	45,000	4,453.20	28,604.62	(16,395.38)	63.6
Total Revenues	5,594,004	256,235.95	5,542,444.21	(51,559.79)	99.1

ACCT NAME	BUDGET	NOV 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	176,542.99	1,218,367.95	(1,003,525.05)	54.8
Part-Time Salaries	453,622	30,965.08	231,331.75	(222,290.25)	51.0
Seasonal Salaries	61,224	1,072.06	32,723.03	(28,500.97)	53.4
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	208,580.13	1,495,834.73	(1,242,004.27)	54.6
Dental Insurance	14,952	1,026.98	7,253.93	(7,698.07)	48.5
Vision Insurance	2,651	222.30	1,594.25	(1,056.75)	60.1
Health Insurance, BC/BS PPO	326,236	26,059.12	184,862.72	(141,373.28)	56.7
Health Insurance, OSF HMO	61,134	3,643.52	24,893.74	(36,240.26)	40.7
Life Insurance	3,081	257.60	1,806.05	(1,274.95)	58.6
IMRF	336,259	22,491.61	163,380.56	(172,878.44)	48.6
FICA	177,143	12,691.02	88,320.25	(88,822.75)	49.9
Medicare	36,805	2,968.00	20,655.60	(16,149.40)	56.1
Worker's Comp	17,411	0.00	(339.00)	(17,750.00)	-1.9
Uniforms	700	29.77	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	0.00	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	0.00	11,596.75	(8,403.25)	58.0
Total Benefits	1,021,372	69,389.92	526,206.62	(495,165.38)	51.5
Rentals	22,000	2,345.36	13,536.19	(8,463.81)	61.5
Total Rentals	22,000	2,345.36	13,536.19	(8,463.81)	61.5
Building Mtn	139,400	12,024.67	70,560.39	(68,839.61)	50.6
Vehicle Mtn	9,000	318.76	5,598.37	(3,401.63)	62.2
Office & Computer Mtn	175,000	4,845.00	129,404.05	(45,595.95)	73.9
Total Repair/Mtn	323,400	17,188.43	205,562.81	(117,837.19)	63.6

ACCT NAME	BUDGET	NOV 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	2,032.21	22,280.12	(22,719.88)	49.5
Printing/Binding	20,000	445.00	10,931.00	(9,069.00)	54.7
Travel	1,000	0.00	85.34	(914.66)	8.5
Membership Dues	6,000	403.00	1,103.00	(4,897.00)	18.4
Professional Development	14,500	287.00	4,408.00	(10,092.00)	30.4
Other Purchased Services	140,000	2,274.04	57,044.55	(82,955.45)	40.7
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	263,500	5,441.25	95,852.01	(167,647.99)	36.4
Office Supplies	19,100	2,317.68	7,929.58	(11,170.42)	41.5
Computer Supplies	87,000	9,987.97	46,933.49	(40,066.51)	53.9
Postage	12,000	0.00	144.12	(11,855.88)	1.2
Library Supplies	80,000	16,676.53	46,809.70	(33,190.30)	58.5
Janitorial Supplies	17,000	1,204.06	7,609.60	(9,390.40)	44.8
Gas & Diesel Fuel	4,500	292.83	2,368.12	(2,131.88)	52.6
Building Mtnc & Repair Supplies	10,600	2,087.76	9,467.85	(1,132.15)	89.3
Total Supplies	230,200	32,566.83	121,262.46	(108,937.54)	52.7
Natural Gas	22,000	1,167.34	6,441.94	(15,558.06)	29.3
Electricity	95,000	6,520.79	55,999.35	(39,000.65)	58.9
Water	10,000	0.00	862.44	(9,137.56)	8.6
Telecommunications	35,500	2,696.92	19,375.29	(16,124.71)	54.6
Total Utilities	162,500	10,385.05	82,679.02	(79,820.98)	50.9
Professional Collection	2,000	61.02	1,042.15	(957.85)	52.1
Total Prof Collection	2,000	61.02	1,042.15	(957.85)	52.1
Periodicals	41,000	286.00	29,033.83	(11,966.17)	70.8
Adult Books	154,000	11,886.98	86,797.52	(67,202.48)	56.4
Children's Books	124,000	9,254.48	67,264.06	(56,735.94)	54.2
A/V Materials	139,000	11,371.39	82,617.91	(56,382.09)	59.4
Public Access Software	140,000	4,803.00	96,076.02	(43,923.98)	68.6
Downloadable Materials	76,700	5,570.90	76,923.79	223.79	100.3
Total Materials	674,700	43,172.75	438,713.13	(235,986.87)	65.0
Employee Relations	6,400	1,108.41	2,242.10	(4,157.90)	35.0
Miscellaneous Expenses	9,600	(641.85)	2,587.20	(7,012.80)	27.0
Transfer to Capital Fund	140,493	0.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	466.56	145,322.30	(11,170.70)	92.9
Total Expenses	5,594,004	389,597.30	3,126,011.42	(2,467,992.58)	55.9

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 53.3% TO 63.3% is acceptable)
November 2018

Property Tax (100.0%): The Library received its final distribution in November, bringing the total for the year to \$4,822,566.96, just \$1,037.04 short of the projected amount.

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

State Grants (162.3%): The Library received the Per Capita Grant in November.

Golden Prairie (93.9%): This is 95% of Property Tax distributions, as per our agreement with them.

Fees & Rentals (41.4%): This is below the projected amount.

Copies (68.1%): This is more than the projected amount.

Interest on Investments (253.4%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Donations (32.5%): Once the Library receives donations from the Foundation for the Summer Reading Program, this will be more in line.

Other (63.6%): This is higher than the projected amount due to Book Shoppe proceeds.

Part-Time Salaries (51.0%): This is just less than the projected amount due to a few vacancies.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Dental Insurance (48.5%): Not as many employees elected to have dental coverage

Health Insurance, OSF, HMO (40.7%): Not as many employees selected this option for their health insurance.

IMRF (48.6%): This is under-spent due to a few vacancies.

FICA (49.9%): Same as for IMRF.

Worker's Compensation (-1.9%): The Library received a refund as a result of the 2017 Worker's Compensation audit; the annual Worker's Comp premium will be paid in January.

Uniforms (4.3%): Charges have been minimal.

Tuition Reimbursement (88.6%): Tuition for Summer and Fall semester classes has been paid for two employees.

Building Maintenance (50.6%): Charges have been minimal.

Office/Computer Equipment Maintenance (73.9%): Several annual maintenance payments were made in the first quarter of the fiscal year.

Advertising (49.5%): Charges have been minimal.

Travel (8.5%): Charges have been minimal.

Membership Dues (18.4%): Charges have been minimal.

Professional Development (30.4%): Charges have been minimal.

Other Purchased Services (40.7%): Charges have been minimal.

Property Insurance (0.0%): Nothing has been paid from this line item.
Vehicle Insurance (0.0%): Nothing has been paid from this line item.
Other Insurance (0.0%): Nothing has been paid from this line item.
Office Supplies (41.5%): Charges have been minimal.
Postage (1.2%): Charges have been minimal.
Janitorial Supplies (44.8%): Charges have been minimal.
Gas & Diesel Fuel (52.6%): Charges have been minimal.
Building Maintenance Supplies (89.3%): This line item is over-spent due to the purchase of ballasts and UV light bulbs.
Natural Gas (29.3%): Charges have been minimal.
Water (8.6%): Due to all the staff changes at City, the Finance Dept is behind in entering journal entries to reflect the Library's monthly water payments.
Professional Collection (52.1%): Charges have been minimal.
Periodicals (70.8%): This is over-spent because the annual subscription service payment to Ebsco was made in June.
Public Access Software (68.6%): This is over-spent due to the payment of several annual renewals.
Downloadable Materials (900.0%): This is over-spent due to payments for various downloadable services.
Employee Relations (35.0%): Charges have been minimal.
Miscellaneous Expenses (27.0%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00
Memorial Donations:	120.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	12.31
Fresh Thyme, Giving Bag Donation:	63.00
Robert Starckovich, Miscellaneous Donation:	25.00
Miscellaneous Donations:	153.50
 Total Donations:	 \$ 8,119.81

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	359.70
Book Shoppe:	14,615.00
Drawstring Bags:	24.00
Ear Buds:	325.50
Flashdrives:	204.75

Hot Beverage Service:	434.00
Meeting Room Fees:	762.50
Print Station:	6,822.55
Reusable Bags:	346.50
Slingback Packs:	52.00
Test Proctoring:	775.00
Totebags:	304.00
Tumblers:	26.00
Umbrellas:	28.00
Miscellaneous:	3,525.12

Total Other Revenue:	\$28,604.62
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During November, 11 batches containing 120 invoices were processed, totaling \$72,394.34 and 151 credit card charges were made totaling \$29,354.34.

As of November 30, the Library's Maintenance & Operating Fund Balance is \$4,602,074.42, which is 82.3% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 11/30/18:

Operating:	\$ 4,602,074.42
Capital:	\$ 2,809,420.78
Fixed Assets:	\$ 1,152,618.37

Bloomington Public Library
Monthly Statistics - November 2018

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	36,871	303,751	44,380	325,247
Teens	1,713	16,100	1,927	18,536
Children	32,885	281,141	38,889	294,971
OTR Adults	1,680	13,865	2,165	15,863
OTR Teens	78	835	131	993
OTR Children	2,506	22,042	2,917	26,977
e-Books - Overdrive	6,899	48,901	5,773	38,279
Ebook Central	23			
Hoopla downloads	2193	13,098	1,139	6,702
Rbdigital Magazines	1,064	5,463	267	2,123
Tumblebooks	210	1,015	128	232
TOTAL CIRCULATION				
Adults	38,551	317,616	46,545	341,110
Teens	1,791	16,935	2,058	19,529
Children	35,391	303,183	41,806	321,948
Digital Downloads	10,389	68,477	10,224	47,336
Combined Total	86,122	706,211	100,633	729,923
ITEMS IN THE COLLECTION				
Main	307,465	1,225,931	307,286	307,356
OTR	10,399	43,195	11,501	11,615
TOTAL	317,864	1,269,126	318,417	318,971
HOLDS FILLED	6,864	53,193	8,618	53,156
INTERLIBRARY LOAN				
Borrowing Requests Received	427	3,553	425	3,502
Outgoing Loans (Lending)	249	1,761	223	1,745
CARDHOLDERS				
Added	206	3,403	235	2,679
TOTAL ACTIVE CARDS				
Adults	23,099	92,496	23,704	23,704
Teens	4,634	16,184	3,176	3,176
Children	9,137	35,375	7,030	7,030
Combined Total	36,870	144,055	33,910	33,910
REFERENCE QUESTIONS				
Adults	1,904	14,778	1,959	15,221
Teens	36	887	121	1,114
Children	608	6,200	403	5,388
OTR	36	512	61	663
Circulation	864	5,860	810	5,361
Marketing (Facebook)	0	1	n/a	n/a
TOTAL	3,448	28,238	3,354	27,747
PROGRAMS & OUTREACH				
Adult	12	101	9	100
Teens	3	23	4	31
Childrens	27	186	23	168
Community Group in Library	2	32	4	58

Bloomington Public Library
Monthly Statistics - November 2018

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
Staff Visit to Community Group	14	73	14	79
TOTAL	58	415	54	436
PROGRAM & OUTRACH ATTENDANCE				
Adult	408	1,761	285	2,037
Teen	37	579	45	652
Childrens	915	7,524	771	7,944
Community Group in Library	32	1,104	82	1,378
Staff Visit to Community Group	788	11,338	948	12,189
1-on-1 with Staff	12	70	6	72
TOTAL	2,192	22,376	2,137	24,272
COMPUTER USE				
Public computer uses	3,580	32,278	4,365	29,217
Website database/catalog hits	36,712	287,011	22,282	170,830
Online Resource (Database) uses	8,843	73,632	6,686	38,468
TOTAL	49,135	392,921	33,333	238,515
MEETING ROOM USAGE				
Study Room	111	758	112	630
Digital Media Lab	6	60	23	67
Community Room	49	355	43	293
TOTAL	166	1,173	178	990
CUSTOMER VISITS				
Main	24,187	197,462	25,983	197,913
Bookmobile	655	7,547	730	8,561
TOTAL	24,842	205,009	730	n/a
TRAINING HOURS	244	1,290	171	1,437
VOLUNTEER HOURS	105	645	123	770

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, October 17, 2018
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 Peterson called the meeting to order at 5:05 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Laura Nippe, Ruth Novosad, Stephanie Walden, Stephen Peterson

MEMBERS ABSENT: Patti Salch, Jodi Sherman

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson requested Board members who attended the ILA Conference on October 9 – 11, 2018 to present summaries of their experience at the November Board meeting. President Peterson shared his interest in the Intellectual Freedom portion of the Trustee Facts File Third Edition. Discussion about instances of Intellectual Freedom challenges was held for clarification on how those are handled. Discussion of the funding of a building program was held and clarification around levies and audit funds was reached. President Peterson reminded the Board that the November Board Meeting will be on November 14, 2018 due to the Thanksgiving holiday.
- VI. Approval of Minutes
A. September 19, 2018
STEPHANIE WALDEN MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE SEPTEMBER 19, 2018 MEETING, AS AMENDED. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Director Hamilton discussed the Library's presentation at the recent City Council meeting. She expressed pride in how Julian Westerhout and herself were able to respond to everything that was asked of them. One main topic during the Council meeting was parking for the Library. There was no decision at the Council meeting; however, there is no money for the Library in the current City budget. The BPL Board is looking for a decision from the City Council by April 2019. The Council was very supportive of the Library in general. Discussion was held about what are our next steps. Clarification was reached regarding the Library's options going forward and how much autonomy we have.

B. Outreach Report

Colleen Shaw presented the monthly Outreach report. There are slight changes to the Bookmobile Schedule. We have replaced the stop at the Western Avenue Community Center with a stop at the new Eastview Community Center. There will be some more substantial changes in the Spring of 2019. We are considering a change from the Meadows stop to either Crestwicke or Cedar Ridge. Discussion was held on this matter and clarification was reached regarding permit issues with Crestwicke at this time.

C. Financial Report

Kathy Jeakins presented the Financial Report. The final Property Tax Distribution will arrive in late November or early December and the next one will be in May 2019. Discussion was held about what we have received already and what we will be receiving yet this year.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

President Peterson asked if anyone had any changes since the last meeting. Discussion was held about removing this item as unfinished business going forward. Decision was made to have Director Hamilton calendar this item for the April 2019 agenda and remove this as unfinished business.

STEPHEN PETERSON MOVED, LAURIE NIPPE SECONDED, TO CALENDAR THIS ITEM UNTIL THE APRIL 2019 MEETING. THE MOTION CARRIED UNANIMOUSLY.

B. Discuss Election Procedures

Stephen Peterson, Laurie Nippe, Ary Anderson and Stephanie Walden are seeking re-election. Petitions are being collected and held with Amy Dunham. Ruth Novosad will take them to County Clerk's office for filing between December 10th and December 17th. Stephanie Walden will not be at the November Board meeting and will deliver her petition to Amy Dunham directly. President Peterson reminded everyone that the Statement of Economic Interest is also required by those seeking re-election.

IX. New Business

A. Review Proposed Amendments to the Bylaws

Director Hamilton led the discussion about Board composition, authorized signatories, responsibilities of the Board and historical documentation of Board decisions. Discussion was held about the need to keep the history portion of the bylaws and clarification was reached that we should continue that best practice to aid future boards.

B. Discussion of Per Capita Grant Requirements:

- i. Select a Trustee to Watch an Online Webinar about Serving Patrons with Challenges/Disabilities and Report at the November Meeting
Ruth Novosad will present the report at the November Meeting. Other Board members also expressed interest in watching the webinar.

- ii. Review Chapters 6-10 of the Trustee Facts File Third Edition

Discussion was held regarding the Trustee Facts File Third Edition. Discussion included Intellectual Freedom, Opening Meetings Act, and adding information to the website and the Board's written policies. Further discussion included a reminder that we apply for a Per Capita Grant which provides funding to libraries. This grant application also serves as a vehicle to improve libraries and boards.

- X. Comments from Board Trustees
Discussion was held about sending a note to the Bloomington Board expressing GPPLD's support of the building project.

One trustee shared that at the ILA conference, they heard that 75% of board topics should be focused on 3 to 5 years out. That led the Board to discuss how the GPPLD is a bit unique as it is tied to the Bloomington Board and the Bloomington Library in general. There will be a complete report about the ILA conference at the next meeting.

- XI. Reminder: Next Board Meeting is November 14th

- XII. Adjournment

RUTH NOVOSAD MOVED, ARY ANDERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:52 p.m.

Incident Report Summary for November 2018

2018-11-30 23:59:00

2018-11-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
3883	2018-11-02 12:35:48	AlcoholDrugs
3884	2018-11-06 15:04:08	StolenDamagedLibraryMaterial
3885	2018-11-07 17:37:08	InappropriateBehavior
3886	2018-11-07 21:18:48	CustomerRelatedIllnessAccident
3887	2018-11-10 12:18:43	SleepingIncident
3888	2018-11-10 12:57:16	InappropriateBehavior
3889	2018-11-12 14:53:05	LibraryEquipmentIncident
3890	2018-11-14 10:11:35	StolenDamagedLibraryMaterial
3891	2018-11-14 17:01:52	InappropriateBehavior
3892	2018-11-14 19:21:16	AlcoholDrugs
3893	2018-11-17 13:15:15	StolenDamagedLibraryMaterial
3894	2018-11-17 15:42:48	StolenDamagedLibraryMaterial
3895	2018-11-20 14:30:30	StolenDamagedLibraryMaterial

Suspension Report Summary for November 2018

2018-11-30 12:06:28pm
2018-11-01 12:06:28pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
177	2018-11-14 00:00:00	InappropriateBehavior
176	2018-11-13 00:00:00	LibraryEquipmentIncident

A RESOLUTION TO WAIVE THE THREE-QUOTE REQUIREMENT AND
AUTHORIZE THE LIBRARY DIRECTOR TO RENEW INSURANCE PACKAGES
FOR PROPERTY, LIABILITY, VEHICLE, UMBRELLA, AND DIRECTOR'S AND OFFICER'S
THROUGH THE LIBRARIES OF ILLINOIS RISK AGENCY (LIRA) DUE
JANUARY 1, 2019
IN THE AMOUNT OF \$22,740.00

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

1. That the three-quote requirement be waived, and the Library Director authorize renewal of the Library's insurance packages for Property, Liability, Vehicle, Umbrella, and Director's and Officer's through the Libraries of Illinois Risk Agency (LIRA) due January 1, 2019 in the amount of \$22,740.00
2. That the purchase of the Property, Liability, Vehicle, Umbrella, and Director's & Officer's insurance premiums through a pool for Illinois Libraries fall into the exemption of a Limited Source in that "...a good or service provided by a specialized supplier meets or exceeds the Library's specifications..."
3. That this is a continuation of the current relationship with LIRA
4. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$22,740.00

Approved this 18th day of December 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees