

Bloomington Public Library
Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Tuesday, November 21, 2017

5:30 p.m.

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

REVISED AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Executive Session – Collective Negotiating Matters (5 ILCS 120/2(c)(2))
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presented by Kathy Jeakins, Business Manager
- IX. Consent Agenda
 - A. Approve Minutes of October 17, 2017 Regular BPL Board Meeting
 - B. Approve Bills List of October 2017
- X. Action Items
 - A. Approve FY18 Salary Ranges for Non-Union Employees
 - B. Approve Waiving Three-Quote Requirement for Renewal of Newsbank
 - C. Approve Renewal of Reference USA
 - D. Approve Competitive Bid for Self-Check Stations
 - E. Approve Memorandum of Understanding with Project Oz for Safe Place Program
 - F. Approve Late Opening of 10:00 a.m. for Staff Training on Thursday, January 11, 2018
- XI. Discussion Items
 - A. Report on Safety Training Webinar by Dianne Hollister
 - B. Discussion on Library Expansion
- XII. Comments from Board Trustees
- XIII. Adjournment

Posted: 11/17/2017 2:00 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Nov 21, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	400.00
Amazon.com, LLC	A/V Materials	675.94
Amazon.com, LLC	Adult Books	73.96
Amazon.com, LLC	Computer Supplies	658.81
Amazon.com, LLC	Other Purchased Services	67.94
Ameren IP	Electricity	8,008.33
American National Skyline, Inc.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Archer	Professional Development	130.00
Blackstone Audio	A/V Materials	12.95
Brodart Co.	Library Supplies	1,394.24
CDW Government	Computer Supplies	172.48
Cengage Learning	Adult Books	284.88
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,143.32
City of Bloomington	FICA	11,318.75
City of Bloomington	Gas & Diesel Fuel	308.09
City of Bloomington	Health Insurance-HMO	4,631.36
City of Bloomington	Health Insurance-PPO	24,092.15
City of Bloomington	IMRF	20,966.76
City of Bloomington	Life Insurance	268.80
City of Bloomington	Medicare	2,647.08
City of Bloomington	Payroll	196,334.04
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	207.70
City of Bloomington	Water	911.19
ComplyRight, Inc.	Other Purchased Services	74.99
Cope, Michelle	Travel	12.30
Cummins Mid State	Vehicle Maintenance	182.46
Cumulus Broadcasting	Advertising	127.00
Custom Digital Imaging	Printing/Binding	1,305.20
Dean's Superior Blueprints, Inc.	Other Purchased Services	134.00
Dell Marketing, L.P.	Computer Supplies	13,569.04
Ebsco Subscription Services	Public Access Software	4,196.00
Engler, Callaway, Baasten & Sraga, LLC	Other Purchased Services	2,429.69
Envisionware, Inc.	Office/Equipment Mtn	300.00
Envisionware, Inc.	Office Equipment	7,575.20
F & W Lawn Care & Landscaping	Building Maintenance	1,183.35
Frontier	Telecommunications	806.30

Gaylord Brothers, Inc.
 Illinois Wesleyan University
 Ingram Library Services
 Ingram Library Services
 Jain, Nita
 Lee Enterprises-Central Illinois
 Limelight Communications, Inc.
 Lower, Mickey
 Martin-Sullivan, Inc.
 Massie, Rhonda
 Matthew Bender & Co., Inc.
 Mid Illinois Mechanical
 Midamerica Books
 Midwest Tape
 Miller Janitorial Supply
 Nicor/Northern Illinois Gas
 Office Depot
 Office Depot
 Office Depot
 PATH, Inc.
 Pejathaya, Shweta
 Penguin Random House, LLC
 Phifer, Aleshia
 Pilot Media, LLC
 Postmaster, Bloomington, Illinois
 ProQuest, LLC
 Recorded Books, Inc.
 Recorded Books, Inc.
 Rockford Map Publishers
 Rosedrew, Inc.
 Shepherd's Chapel
 Stumpf, Gerald
 Taylor, Pamela
 Thakur, Dulari
 Town of Normal
 Tri-County Irrigation Co., Inc.
 Twin City Tale Spinners
 Uline Shipping Supply Specialists
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Wolpert, Emily
 VISA - ALS Beef
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Barnes & Noble
 VISA - Bloomington Normal Economic Development
 VISA - Dollar Tree
 VISA - Engraving Express
 VISA - Ethiopian Diamond
 VISA - EvenBrite
 VISA - Five Star Water Co.

Library Supplies	200.34
Other Purchased Services	351.50
Adult Books	691.04
Other Purchased Services	480.00
Other Purchased Services	75.00
Printing/Binding	372.76
Advertising	200.00
Other Purchased Services	280.00
Building Mtn Supplies	61.61
Advertising	490.98
Adult Books	191.46
Building Maintenance	169.30
Adult Books	155.70
A/V Materials	409.30
Janitorial Supplies	500.16
Natural Gas	3,190.32
Computer Supplies	934.45
Library Supplies	2.19
Office Supplies	226.93
Professional Development	50.00
Other Purchased Services	100.00
A/V Materials	235.00
Travel	10.86
Advertising	200.00
Postage	225.00
Downloadable Materials	48.49
A/V Materials	1,052.53
Periodicals	13,131.38
Adult Books	74.70
Library Supplies	848.86
Employee Relations	40.00
Library Supplies	1,529.95
Other Purchased Services	70.00
Other Purchased Services	100.00
Advertising	125.00
Building Maintenance	658.51
Other Purchased Services	100.00
Janitorial Supplies	103.07
Other Purchased Services	1,512.55
Building Maintenance	672.00
Travel	8.77
Professional Development	10.10
A/V Materials	8,861.83
Adult Books	11,750.91
Children's Books	8,662.28
Other Purchased Services	1,835.00
Other Purchased Services	125.00
Professional Development	60.00
Other Purchased Services	5.00
Other Purchased Services	24.00
Professional Development	59.98
Professional Development	16.82
Miscellaneous Expenses	35.00

VISA - GameStop	A/V Materials	698.56
VISA - GameStop	Membership Dues	23.46
VISA - GameStop	Other Purchased Services	375.47
VISA - GoDaddy.com	Office/Equipment Mtnc	149.99
VISA - Grey House Publishing	Adult Books	134.10
VISA - Hobby Lobby	Other Purchased Services	65.50
VISA - Illinois Library Association	Membership Dues	75.00
VISA - Illinois Library Association	Professional Development	150.00
VISA - In*Blubrry	Other Purchased Services	20.00
VISA - Land's End Business Outfitters	Uniforms	70.00
VISA - Lowe's	Building Mtnc Supplies	228.93
VISA - Namasteplaza	Other Purchased Services	32.22
VISA - Office Depot	Library Supplies	149.75
VISA - Old House Society	Advertising	150.00
VISA - Oriental Trading Co.	Employee Relations	27.89
VISA - Oriental Trading Co.	Other Purchased Services	26.97
VISA - Paypal*DLMMarketing	Other Purchased Services	19.66
VISA - Red Raccoon Games	Other Purchased Services	5.22
VISA - S & S Worldwide	Employee Relations	47.92
VISA - Sam's Club	Membership Dues	45.00
VISA - Shutterstock, Inc.	Other Purchased Services	29.00
VISA - Siam Marina	Professional Development	97.46
VISA - Sleep Inn	Professional Development	199.36
VISA - Sprint	Telecommunications	563.04
VISA - UPS	Postage	12.46
VISA - Verizon Wireless	Telecommunications	126.14
VISA - Wal-Mart	Employee Relations	17.76
VISA - Wal-Mart	Janitorial Supplies	151.65
VISA - Wal-Mart	Library Supplies	68.64
VISA - Wal-Mart	Miscellaneous Expenses	67.80
VISA - Wal-Mart	Office Supplies	22.41
VISA - Wal-Mart	Other Purchased Services	247.75
VISA - Webstaurant Store	Building Mtnc Supplies	335.92
VISA - Windstream	Telecommunications	120.75
Total		373,616.04

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October 2017

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

This month, we continued to meet with the Multicultural Leadership Program (MCLP) team. We worked quickly to develop a pilot door-to-door project in the Miller Park area before the weather turned. We sent 8 groups (comprised of 1 staff member and 1 volunteer) out on a chilly Saturday. We felt the project was successful. We made a handful of new library cards, passed out around 200 information packets, and had some excellent conversations that increased awareness of the diverse resources that the Library offers to the community. As the MCLP team continues their work, we are asking them for a plan that would allow us to easily replicate this project in the future.

This month, I:

- Met with the State Farm Innovation team to prepare for our upcoming brainstorming session with staff.
- Attended the Downtown Task Force meetings (3).
- Attended the Chamber Leaders of Distinction event.
- Attended the Faith in Action Breakfast.
- Participated in the Sunnyside (Boys and Girls Club) Bookmobile stop to help develop our partnership with Boys and Girls Club.

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

Board President, Alex and I met with the mayor & council members to discuss and prepare for the city council's November vote on the Library levy.

I also met with the community development department to discuss the memo included in the Downtown Task Force Report. The memo included remarks about Farnsworth's conceptual designs and our existing location.

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

I completed my service as the "interim Circulation/Outreach Manager," helping to answer questions, deal with difficult situations, and fill in for sick leaves. I prepared training materials, scheduled training, and completed training for our new Circulation/Outreach Manager, Colleen Shaw. She has jumped right in and is a natural fit for our team!

This month, I also:

- Worked with Gayle to interview 1 candidate for our open part time Library Assistant positions.
- Attended a training session on the grievance process in union environments.
- Continued the ISU Leadership Certification Program (attended 2 classes on the topics of building high performance organizations and strategic leadership).

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- Attended one day of the Illinois Library Association Conference. I drove 3 trustees to the conference as well.

Goal: Administer a cost-effective public library.

Kathy and I worked to prepare and present several budget options to the Budget & Personnel Committee and the board. I also prepared a "Budget in Brief" document and additional materials for the levy presentation to the City Council on November 13th.

We released a request for proposals for our property, liability, vehicle, umbrella, directors & officers and workers compensation insurance. I worked with Kathy to respond to requests for applications and related questions.

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Library Budget in Brief
FY2019: 05/01/2018-04/30/2019

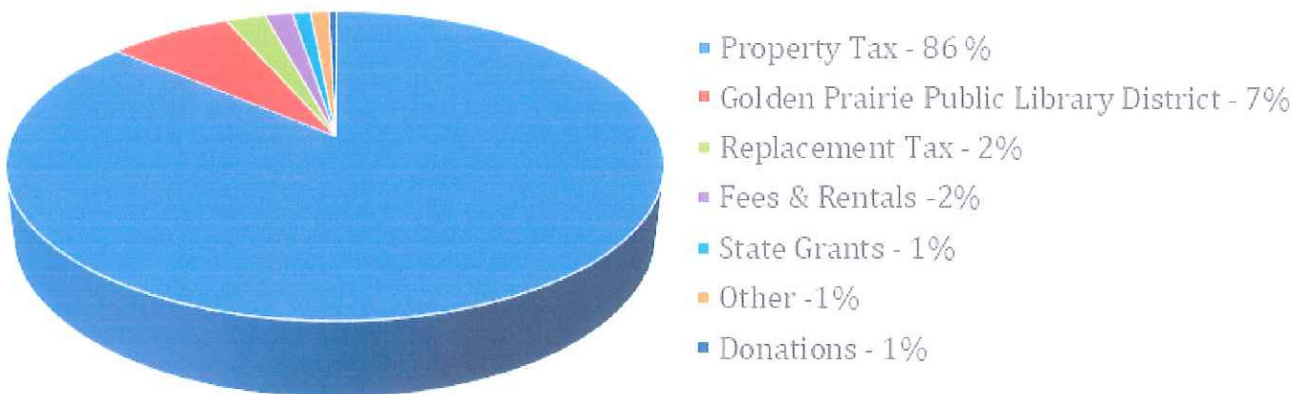
The Library's Mission:

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

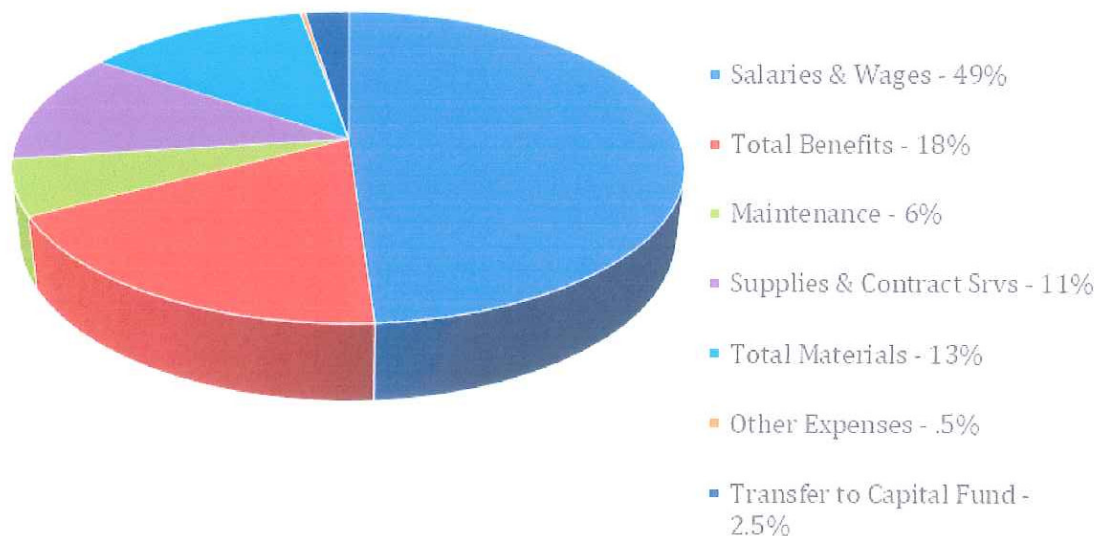
The Budget Process:

Per the Illinois State Law, the Bloomington Public Library has a nine-member governing board appointed by the Mayor and Council. The law specifies that library taxes are to be "levied by the corporate authorities in the amounts determined by the board and collected in like manner with other general taxes of the city, village, incorporated town or township and the proceeds shall be deposited in a special fund, which shall be known as the library fund" and "expenditures from the library fund shall be under the direction of the board of library trustees." In order to allow the Council to make an informed decision when approving the library tax levy, the Bloomington Public Library develops and adopts the relevant budget in advance. (See BPL 1E. Exhibit 4 – FY19 Library Board of Trustees Approved Budget.)

Revenues:



Expenses:



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FY19 Levy Request:

	FY17	FY18	FY19
Library Levy Request	\$4,546,710.00	\$4,683,111.00	\$4,823,604.00
% Change in \$ amount from previous yr	0.00%	2.91%	2.91%
Tax Rate	0.251	0.25296	0.26055
Tax Rate % Change from previous yr	0.01%	0.02%	2.91%
Cost for Avg Home Value	\$138.05	\$139.13	\$143.30
\$ Inc/Decr for Avg Home Value from previous yr	\$0.01	\$1.08	\$4.17

Year after year, the Library staff and the Library Board have continued to run an efficient budget by looking for ways to reduce expenses and to do more with less. The Board established a Capital Reserve fund in 2010 and since then has adopted a policy to annually transfer 50% of any unspent revenues to the capital reserve fund in preparation for necessary repairs, maintenance, or improvements. The Capital Reserve transfer amounts totaled: \$203,205.50 for FY13, \$76,119.11 for FY14, \$158,264.53 for FY15, and \$120,011.47 for FY16. While the Library Board and Staff have been dedicated to this lean approach, it is no longer possible to simply rely on frugal habits, it is time to commit to investing in the future.

Just as it is imperative to prepare for the future by saving for future repairs, replacements, and upgrades as a homeowner, it is imperative for the Library to plan and save for the future. If a commitment is made to move forward with an expansion project, the funds that we would invest in our capital fund would increase our project "down payment." The first project costs realized would be architectural fees to develop schematic designs. If a commitment is not made to move forward with an expansion project, the Library still would need to fund repairs and replacements in our existing building. The necessary repairs and replacements over the next 5 years include replacing the roof, return air ducts, air handler, carpet, broken/worn furniture, garage driveway, parking lot curb, retaining wall, and lighting. The necessary repairs and replacements would total at least \$2,000,000.

As you see in the FY19 Budget adopted by the Library Board (appendix A), the budget reflects cost saving measures in all budget areas, allowing for a flat budget. The budget increase is entirely reflected in the \$140,493 transfer to the Capital Fund.

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Bloomington Public Library in perspective:

Comparison of Library Taxes (Comparable in size and proximity)						
City/Town	Library Tax Rates (2017)	Avg. Household Size	Population	Levy Amount	Avg. Cost per Household	Total Circulation (FY15)
Urbana	0.5694	2.02	41,250	\$3,162,553.00	\$154.87	804,040
Normal	0.4526	2.45	52,497	\$3,903,800.00	\$182.19	661,320
Peoria	0.43032	2.36	115,007	\$6,762,000.00	\$138.76	1,242,037
Champaign	0.4222	2.25	81,055	\$6,704,000.00	\$186.10	2,055,278
Bloomington	0.25296	2.35	76,610	\$4,683,111.00	\$143.65	1,430,682

In FY18, the Library was less than 3% of a City of Bloomington taxpayers' bill and four taxing bodies collected larger percentages of the tax bill than the Library:



*This graphic displays a property in District 87. Properties in Unit 5 have roughly the same breakdown.

Supporting Information:

"There's empirical evidence that usage tracks investment. If libraries receive more public funds, more people use them. And if governments invest less in its libraries (as they have since 2009), fewer people visit—though the drop-in visits from disinvestment isn't as strong as the rise from investment would be."¹

¹ Meyer, Robinson. "Fewer Americans Are Visiting Local Libraries-and Technology Isn't to Blame." The Atlantic, 14 Apr. 2016, www.theatlantic.com/technology/archive/2016/04/americans-like-their-libraries-but-they-use-them-less-and-less-pew/477336/.

Adult Services - October, 2017

Carol Torrens, Manager

Collections

Marcie continued weeding fiction authors M-N using dead item reports from Collection HQ and completed grubby item removal (and replacement where warranted) and collection check for fiction authors K-L.

Carol is weeding overly full DVD shelving for space, removing duplicate copies and movies that have not checked out in the last six months.

Programs

Tiffany met with the teen librarian from NPL to plan the joint Fandom Wars program.

Tiffany was contacted by a State Farm staffer about partnering on a Rubik's Cube program. State Farm had received a STEM grant to teach Rubik's Cube solutions to teens. Teens attending the program got to keep the puzzle toy, and another 30 were given to the library for teens to use here and possibly check out to take home.

Karen M. met with the Lincoln's Festival committee.

Rachel worked with Molly and Paula from Circ. to present two programs about card playing. The programs included time to learn a couple games and are spawning an on-going card group after the holidays. A customer suggested this after attending one of the programs.

Planning is underway for programs to go along with Spring's community read title *Hotel on the Corner of Bitter and Sweet* by Jaime Ford. Mr. Ford will be here on April 12, 2018, to give a public talk. More details are forthcoming.

Displays in Adult Services: suspense and horror, Adopt a Shelter Dog month, books with orange covers, and cookbooks. The theme in the DVD area was scary movies for Halloween.

Tiffany visited schools for book talks and promotion of library events. The number of students she reached is listed per each school

NCHS—12; EJHS—36; CJHS—35; BHS—0; PJHS—84; KJHS—93; BJHS (3 visits)—368

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 5 attended

Books on Tap – 1 session – 7 attended

Second Wednesday Classic Movie – 1 session – 12 attended

World War I series

Orpheus Mandolin Orchestra with WWI music – 1 session – 43 attended

Wonder Woman movie – 1 session – 20 attended

Classic Card Games – 2 sessions – 13 attended

SCORE Small Business series: Cyber Security – 1 session – 4 attended

Viking Vitality – 1 session – 16 attended

Teen Programs

Teen Advisory Board – 2 session – 0 attended
Teen DIY: Monster Foam Slime – 1 session – 25 attended
Star Wars Reads Day button making – 1 session – 22 attended
FAFSA workshop – 1 session – 3 attended
Fandom Wars Party – 1 session 12 attended
Rubic's Cube program with State Farm – 1 session – 20 attended

Training & Technology

There were 12 individual appointments with an Adult Services staffer. Topics: several on ebooks and email and also the RBdigital app, posting to Youtube and Facebook, genealogy, basic computer use, and job application help.

Rob and Rachel attended ILA. Both took part as presenters at a program about the library's podcast. Both also attended several other sessions and found the experience to be rejuvenating. We have new ideas to work with.

Rachel presented two Mini-Morning sessions about eResources for high schoolers. Several staff attended.

Several staff also attended Mini-morning sessions about stress management.

A webinar on Handling Inappropriate, Hot Button, and Controversial Conversations was viewed by Tiffany, Rob, Clare, and Daphne.

BUSINESS OFFICE - October 2017

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; and reported problems staff had accessing their accounts
- The Book Shoppe continued to be a success; total receipts for the Book Shoppe through October were \$12,239.00; \$575.50 ahead of last October
- Worked with Jeanne to develop the FY 19 budget
- The Budget and Personnel Committee met on Oct 10 to review the FY 19 Library budget
- Helped Johanna prepare one part-time payroll
- Helped Jon Whited prepare the Self Check RFP and the Addendum
- Developed Insurance RFP
- Worked with Mike Nugent, Insurance Consultant to prepare spreadsheets that will be included in the Insurance RFP
- Prepared 1 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 8 expense batches in account files
- Entered 23 deposit batches in account files
- Expenditures in October in excess of \$5,000:
 - Envionware in the amount of \$7,575.20 for replacement of the upper level security gates
 - Recorded Books in the amount of \$13,131.38 for annual service and titles for downloadable magazines, approved by BPL Board of Trustees on 10/17/17
- Meetings:
 - Department Managers: 10/4 and 10/18
 - BPL Board Meeting: 10/17
 - GPPLD Board Meeting: 10/18
 - BPL Budget & Personnel Committee Meeting: 10/10
 - Attended City Hall FY19 Budget Kick-Off
 - Met with Colleen Shaw on 10/19 to discuss Business Office activities
- Bills review in October: Alicia Henry (10/2), Mike Raikes (10/9 & 10/16), Alicia Whitworth (10/23), and Julian Westerhout (10/30)
- Training Hours for October: 0

Children's Services - October 2017

Melissa Robinson, Manager

Programs

- Halloween Parade and Story Time (and Booo-kmobile) – 172 attended
- Brick by Brick story time – 4 sessions – 70 attended
- Lapsit story time – 4 sessions – 34 attended
- Toddler time – 8 sessions – 264 attended
- Preschool story time – 4 sessions – 72 attended
- Singing Swinging story time – 18 attended
- Star Wars Reads Day – 45 attended
- Principals Read – 7 sessions – 319 attended
- Better Together Paint Project – 38 attended
- Tales for Tails – 4 sessions – 59 attended
- Move and Learn story time – 5 sessions – 92 attended
- Yoga Fun – 74 attended
- Edible Slime – 41 attended
- TinkerLab – 9 attended
- Music Makers – 35 attended
- Global Tales – 13 attended
- Halloween Movie – 18 attended
- Twin City Tale Spinners: Not-So-Spooky Stories – 76 attended
- 47 programs/sessions offered total – 1449 attended

Children's staff visited the following groups and events:

- Heartland Community College Library Card event – 25 attended
- Katie's Kids – 23 attended
- Milestones Preschool – 37 attended
- Brigham Headstart – 2 classes – 82 attended
- Little Jewels on Oakland – 3 classes – 104 attended
- Miller Park Zoo Spooktacular – 450 estimated

The following groups visited the library for programming:

- Sheridan 2nd grade – 3 visits – 66 attended
- Head Start Fun Club – 35 attended

In November, in addition to our regular, recurring programs, we will offer the Celebration of India on Nov 11.

Training and Staff

- Children's staff attended the mini-morning sessions on Community Wellness and Stress Management and eLibrary.
- Children's staff are watching a webinar on Sensory Story Times.
- Our Career Link student, Samantha Williams, resigned.
- We have a new work-study student, Christian Marino.

Other

- Jesse met with the D87 media specialists about our e-resources.
- Rondalea met with Colleen and Sara to discuss updating Baker & Taylor pushcarts for the Bookmobile.
- The board books have been thoroughly weeded, and staff are shelf reading and shifting the picture books.
- Labels have been added to help customers (and staff) find the Illinois Readers' Choice Award nominees.

Circulation and Outreach Services - October 2017
Colleen Shaw, Manager

1) Staff, committees, and training

- Sarah Frey started in the department this month as a Library Assistant.
- Amanda Small, Crystal Valadez, Ivana Valencia, and Keith Kyonn have joined the department as work-study employees.

2) Outreach news

- Home Delivery staff delivered 387 items to 42 patrons this month.
- Deposit staff delivered 639 items to 9 sites this month. Staff presented three different programs this month including a Books to Crafts program with 18 participants. Deposit staff are taking a break from programming until January to regroup and plan for the coming year.
- Paula passed her CDL test for the bookmobile with flying colors!
- Michelle and Clara had a great turnout at the card sign up event for Heartland Community College's Adult Education students. An estimated 50 students received cards!

Door Count: 27,037

Bookmobile Customers: 1,115

Training Hours: 134

Volunteer Hours: 20

(10/2017) Circulation and Outreach Services Statistics

Total Circ BPL	101,602
Total Circ Main	88,108
Adults	45,744
Teens	1,835
Children	40,529
Total Circ Outreach	6,054
OTR Adults	2,223
OTR Teens	76
OTR Children	3,755
Total Circ eBooks	7,440
Hoopla	1,063
MyMediaMall	6,020
RBDigital (Zinio)	323
TumbleBooks	34
Borrowers Registered	334
Total Active Cardholders	34,819
Children	7,049
Teen	3,298
Adult	24,472
GPPLD	1,325
Total Holds Filled	7,578
Main Holds	6,428
Outreach Holds	1,150
Door Count	27,037

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THURS	2.5	WINGOVER APTS (EVENING)	467
MON	1.5	THE GROVE	234
MON	1.5	THE GROVE	188
THUR	1.25	EAGLE RIDGE	185
TUE	1	PONDS APTS	175
TUE	1	PONDS APTS	156
WED	1.25	RAINBOW AVE	151
WED	1.25	RAINBOW AVE	138
THUR	1.25	EAGLE RIDGE	117
MON	1	ROLLINGBROOK SOUTH	113

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	GRANDVIEW ESTATES	0
TUE	1	BEICH RD.	0
TUE	1.5	TURNBERRY VILLAGE	5
MON	0.75	BROADMOOR	5
FRI	1	MARKET SQUARE SHOPPING CENTER	6

Total Monthly Stops: 69 (at 46 locations)

Circulation Questions Answered: 898

Outreach Questions Answered: 101

Total Questions Answered: 999

	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		
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		
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		

Human Resources - October, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
 - I attended HR College presented by the City HR Department
 - I attended a seminar on FMLA
- Expand use of SharePoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
 - I post in-house Job Announcements to SharePoint
- In October, I participated in eleven interviews
- In October, there were two in-house job announcements and two website/Facebook postings
- In October, I provided orientation sessions to six new staff members
- I serve on the negotiating team for renewal of the union contract
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have ten students hired for this school year
- 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
 - I attended another Kronos (timeclock) setup meeting regarding leave time accruals
- 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: 9.5

Information Technology – October 2017

Jon Whited, Manager

Operational

The new set of District 87 cards have been completed for the start of the year.

We replaced two of the outdoor video surveillance cameras and we will be repurposing those cameras for two indoor locations. One in the Wetzel reading room and one will be placed on the storage lockers at the front door.

We are finishing the replacement of the PCs in the Children's area and we will be replacing all the four PCs at the public services desks next.

We received three proposals for replacement of the 7 shelf check stations around the library. We received proposals from Techlogic, Bibliotheca and Murphy Security Solutions.

Marketing - October 2017

Rhonda Massie, Manager

BOOKMOBILE

- The new Bookmobile schedules arrived and were put into circulation.
- Marketing began manually entering the text message reminders that correspond with individual Bookmobile stops. These are scheduled through December 31. The January-April texts will be scheduled as time allows
- Text words were added for the new Western Avenue Community Center (WACC) Bookmobile stop and the new stop at Meadows of Bloomington (MeadowsBLM). All digital and paper images pertaining to text opt-ins were updated to reflect the new stops and the cancelation of the Grandview Estates stop.

DOOR-TO-DOOR EVENT WITH MCLP

- Marketing created materials for the BPL/MCLP Door-to-Door event on October 28.
- Marketing submitted a press release to area media about this campaign.
- Rhonda participated in the project as a door knocker.

SUMMER READING PAID VOUCHER REDEMPTION RATES

The following figures include amounts paid to Parks & Recreation by BPL for redeemed Summer Reading vouchers. People had the option to redeem their voucher for either zoo admission, admission to a City pool, a round of mini golf at Miller Park, or admission with skate rental at the Pepsi Ice Center. Parks & Rec charges us only for vouchers that are redeemed. They also give us a discount.

- 2,612 passes were redeemed at a cost of \$8,505.50.
 - **Miller Park Zoo**
 - 1,199 passes @ \$4.50 each = \$5,395.50
 - **Holiday and O'Neil Pools**
 - 451 passes @ \$2.00 each = \$902
 - **Miller Park Miniature Golf**
 - 678 passes @ \$2.00 each = \$1,356
 - **Pepsi Ice Center:**
 - 284 @ \$3.00/ticker=\$852

PODCAST

- The Podcast Committee gave a presentation on "Podcasting for the Beginner" on October 11 at the Illinois Library Association Conference. Fifty-eight conference attendees (a full house) attended the session. Though few took time to submit an evaluation, the evaluations that were submitted were positive.
- With the birth of Danny's baby and the fact that multiple interviews fell through due to nonresponse, failure to get permission to be interviewed, and scheduling conflicts, there was no episode released during the month of October.
 - Rhonda, Marion, and Dale got quick lessons in engineering sound from Rob in hopes that we could salvage an interview when Rob had to back out to work the desk for a co-worker. We are now "trained" to run sound in a pinch, but our interview subject had committed to something else after we'd initially told him that we needed to reschedule.
- As of November 2, the podcast has been downloaded 6,471 times.

- Upcoming Podcast Topics (tentative):
 - November – Tattoo Stories with Ricky Sturdivent of 33 Tattoos and Art
 - Ricky is a tattoo artist and painter who speaks to art classes at schools
 - December – eSports Team at IWU
 - January – Local drag queen Sharon Share Alike and the pageant she purchased which she's bringing to Bloomington
 - February – Storytelling with Emmy-winning storyteller Bobby Norfolk who will be here for a library program
 - March – Local Breweries and Brewers – interviews with White Oak, Destihl, and the owner of the home brew shop

APPRECIATION DAY

- Marketing:
 - Organized the Appreciation Day store / Appreciation Day gift
 - Created the Appreciation Day Flyer
 - Created the Appreciation Day handout which gives a short bio of each person who celebrated a milestone anniversary during 2017
 - Created personalized decorations for the cake

DESIGN WORK

New/Updated Handouts

- Created a GPPLD-specific handout which includes the next 6 months of dates/times for each of the GPPLD Bookmobile Stops
- Created a handout for the Door-to-Door campaign we conducted with MCLP
- Created a handout specifically for a GED fair at Heartland
- Updated the postcards we send to new residents inviting them to come to BPL to get a card.
- Revamped the wireless printing handouts to fit out new wall-mounted brochure holders.
- Updated all print and digital images of Text Opt-In words to accommodate new and canceled stops.
- Updated the old Zinio handout with new instructions and to announce that Zinio is now RBDigital.
- Created foamboard-mounted signs for each door-to-door group to carry. They identified us as being from BPL in hopes that more people would be willing to open the door.

Program Publicity (multiple digital formats & paper)

- November Calendars
- Teen Anime Marathon
- Medicare Program
- Teen DIY Holiday Wreaths
- Local Author Fair
- Lego Construction Time
- Celebration of India
- Flyer with all kids' Halloween programs
- Viking Vitality
- Fandom Wars
- Medicare Program

- Teen DIY Bath Bombs
- Celebration of India
- Teen Anime Marathon
- Teen DIY Wreaths
- Guy Fraker's Lincoln program

Display Signs and Digital Signs

- Directional endcap signage for the Large Print area in Adult Services
- Shelf Talkers
- Individual signs for each of the 19 authors who are attending the Local Authors Fair
- Created a banner for the library's booth at the City of Bloomington Chili Cookoff
- Book Display Sign: Set Aside a Little Time to Enjoy a Good Book
- Book Display Sign: National Adoption Awareness Month
- Book Display Sign: Vegan and Gluten Free Awareness Month

Print/Digital Ads

- Ad for the playbill for the Community Players production of *Sister Act*
- Artwork to promote our two new Bookmobile stops on Facebook

Website Highlights Boxes

- Local Authors Fair

Other / Misc

- Submitted photos to the City of Bloomington for possible use on the City's website's rotating bar
- Created multiple decoration pieces for the upcoming Celebration of India
- Updated our Student Card and Teen Student Card Design to reflect our new color scheme
- Created a handout to specifically promote that Hoopla offers "Great Courses."
- Created a coloring sheet of the Bookmobile
- Marketing is helping Rachel find organizations to take part in a Hobby Expo in April. With the help of Facebook, we've gone from 2 committed organizations to 12 organizations and will likely add more.

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 61 Facebook followers for a total of 5,761;
 - the Library added 19 Instagram followers for a total of 860;
 - the Library added 18 Twitter followers for a total of 1,843;
 - the number of new cardholders who signed up to receive our Program Guides via email was 70.
- The Library has 209 current text subscribers.
- The Library's Bookmobile stops combined have 678 text subscribers.

PRESS RELEASES

- Local Authors Fair
 - Program hasn't yet occurred. WGLT's Ryan Denham indicates that he intends to attend and interview 4-6 authors for a *Sound Ideas* segment.

- As a preview to our fair, Susan Saunders conducted a two-part interview with one of the participating authors – Joe Chianakas – for WJBC.
- BPL/MCLP Door-to-Door Campaign – press release submitted
 - Lead to coverage in *The Pantagraph* and on WGLT.

RADIO SCRIPTS

- A commercial script about BPL's November 5 Local Author's Fair was submitted to WJBC (information will also run on Magic 99.5 and WGLT, but those scripts weren't submitted during the month of October).

ONGOING

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On October 1, an eBlast promoting BPL's Valuline Resource was delivered to 23,519 cardholders.
 - On November 1, an eBlast promoting BPL's subscription to Consumer Reports was delivered to 23,552 cardholders.
- sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two on-air spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.
- currently has a radio advertising package with Great Plains Media's Magic 99.5.
- submits its Children's & Teen programs to the Macaroni Kid website each month.
- submits all its programs to the Eastside Neighbors Magazine each month.
- submits all its non-recurring programs to the print edition of *The Pantagraph's* Daily Calendar.
- submits select programs to PATH's bi-weekly eNewsletter.
- submits select programs to the DBA's eNewsletter.
- is interviewed twice each month for Book Talk radio spots on WJBC.
- 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.
- runs an ad in each Community Players playbill.

Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

NON-STANDARD MEETINGS/TRAINING

- October 11 - Rhonda attended one day of the Illinois Library Association Conference
 - Marketing prepped the PowerPoint presentation and handouts for the Podcast Committee's presentation at ILA.

Support Services – October 2017
Caprice Prochnow, Manager

- Meetings:
 - Department Managers – October 4, 18 and 25
 - B & P Committee meeting – October 10
 - BPL Board regular meeting – October 17
- Custodial staff –
 - Removed all the annual flowers and plants from the planters at the Library entrance and from the planters on both patios, disconnected the fountains, and shut down the patios for the season.
 - Prepared the tractor and snow blower, and moved them to the garage for the upcoming snow season.
 - Painting of the wood paneling at the entrance, and the north and south walls of the community room.
 - Installed some flyer holders behind the Circulation desk.
 - Relocated the audio-visual check-in desk in the Circulation workroom.
 - Built a cart for transporting the risers.
 - Shampooing of carpet in the staff area hallways.
- The new storage lockers are in place in the vestibule, and library customers are utilizing them.
- The brush sweepers were recently replaced with brushless blade sweepers. The new sweepers pick up better, and the blade may be replaced as it wears down, rather than having to replace the entire sweeper.
- I participated in the MCLP door to door project on Saturday, October 28.
- Tom and I met with Cheris Larson and Megan Zeigler from Project Oz to discuss the Library participating in the Safe Place program.
 - Tri-County Irrigation had to make some repairs to the irrigation system on the NW corner of the property. The City was replacing the sidewalk at the corner, and dug up some pvc piping and a few sprinkler heads.
 - Alpha Controls had to replace a circuit switch in their panel that had failed and make some adjustments to the economizer controls on the roof top air handler.
 - Mid-Illinois Mechanical manually overrode the supply fan on the air handler, so that it would continue to run until the controls issue was resolved. It was discovered that some bearings are failing on the supply fan motor, so this will be a future repair.
 - The Clearly Windows crew performed the semi-annual cleaning of both the interior and exterior windows of the Library.
 - Weber Electric checked and cleaned the contactor and replaced the photocell for the parking lot lights, repaired fixtures in the Circulation workroom and in Children's.

Technical Services – October 2017
Allison Schmid, Manager

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

- Tura and Allison re-labeled the series numbers on the Magic Tree House: Merlin Missions to match their new numbering system, initiated by the publisher, over 300 copies! (The Merlin Missions used to just follow the 28th Magic Tree House book, starting with 29. Now, the Merlin Missions start over at 1.)
- Allison made new DVD covers for over 70 items that came back damaged or “infested.”
- Allison worked multiple Teen Zone shifts.
- TS has completed all of their performance reviews for the year.
- Allison has planned 3 jazz concerts, 1 author visit, and a possible collaboration with the McLean County Arts Center for Bloomington Reads programming.
- Like we’ve done in years past, all our regular print copies of Hotel on the Corner of Bitter and Sweet by Jamie Ford (the book/author chosen for Bloomington Reads) are now on one catalog record to help with the holds list in April. 45 BKKIT copies are currently shadowed in SIRS and will be released when the date gets closer. (Customers cannot see these in the online catalog.)

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

- The chili cook-off team “Clue: Chili Edition” brought home a 1st, 2nd, and 3rd place ribbon. First for costume, second for chili, and third for presentation.
- TS staff attended the mini morning session with the Community Wellness Champions on stress management.
- TS staff attended the mini morning session on eLibrary and other online resources for teenagers.
- Marion attended to ILA and helped present a session about the library podcast.
- Allison met with Colleen and Katy Stein to discuss the inner workings of TS and the relationship between TS and their departments.
- Training hours – 6

GOAL – To work effectively through the use of technology

- Allison and Tura attended on online demonstration of SkyRiver, a full-service bibliographic utility for cataloging, a possible alternative to OCLC.

GOAL - To administer a cost-effective public library.

- We sent 12 Illinois Room items to the Houchen bindery.
- Volunteer hours – 12

October 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	638	1215
Adult Nonfiction	340	188
Juvenile Fiction	682	1077
Juvenile Nonfiction	204	22
Adult CDs	267	53
Juvenile CDs	14	122
Adult DVDs	346	343
Juvenile DVDs	125	121
Adult Audio	39	3
Juvenile Audio	10	31
Adult Computer Games	14	6
Juvenile Computer Games	14	39
Total Adds/Withdraws	2693	3220

Total Items in Main	307356
Total Items in OTR	11615
Total Items in Library	318971

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

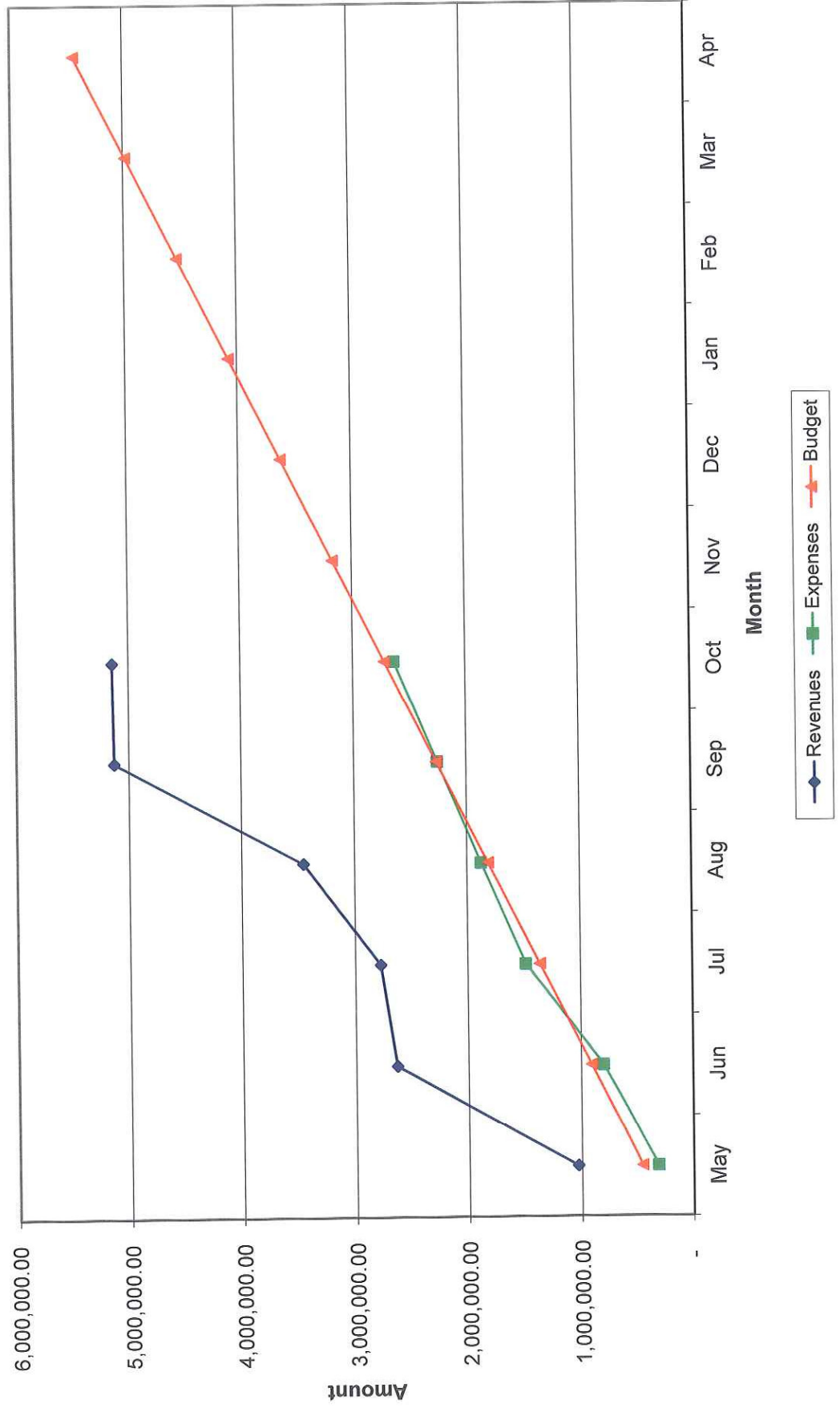
REVENUES:

ACCT NAME	BUDGET	OCT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	4,557,828.12	(125,282.88)	97.3
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	0.00	373,269.47	(26,730.53)	93.3
Fees & Rentals	85,000	5,095.04	34,918.41	(50,081.59)	41.1
Copies	3,500	293.70	1,804.90	(1,695.10)	51.6
Interest on Investments	5,000	3,363.06	17,975.38	12,975.38	359.5
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	326.68	4,104.47	(23,045.53)	15.1
Cash Over/Short	0	17.09	2.69	2.69	-----
Other	41,200	4,059.89	23,629.79	(17,570.21)	57.4
Total Revenues	5,435,361	13,155.46	5,143,936.98	(291,424.02)	94.6

ACCT NAME	BUDGET	OCT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	158,407.67	991,315.37	(1,148,579.63)	46.3
Part-Time Salaries	435,888	29,375.39	188,589.85	(247,298.15)	43.3
Seasonal Salaries	62,005	1,899.62	33,560.03	(28,444.97)	54.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	189,682.68	1,213,465.25	(1,425,422.75)	46.0
Dental Insurance	13,122	1,143.32	6,892.30	(6,229.70)	52.5
Vision Insurance	2,155	207.70	1,268.90	(886.10)	58.9
Health Insurance, BC/BS PPO	236,544	24,092.15	147,666.35	(88,877.65)	62.4
Health Insurance, OSF HMO	84,996	4,631.36	31,065.04	(53,930.96)	36.5
Life Insurance	3,100	268.80	1,527.22	(1,572.78)	49.3
IMRF	318,417	20,966.76	132,798.36	(185,618.64)	41.7
FICA	170,762	11,318.75	70,733.01	(100,028.99)	41.4
Medicare	38,248	2,647.08	16,542.21	(21,705.79)	43.2
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	132.80	(567.20)	19.0
Tuition Reimbursement	20,000	0.00	7,648.00	(12,352.00)	38.2
Other Benefits	20,000	6,651.36	8,426.87	(11,573.13)	42.1
Total Benefits	925,119	71,927.28	424,058.06	(501,060.94)	45.8
Rentals	30,000	0.00	7,913.69	(22,086.31)	26.4
Total Rentals	30,000	0.00	7,913.69	(22,086.31)	26.4
Building Mtn	123,600	10,094.83	49,787.61	(73,812.39)	40.3
Vehicle Mtn	5,500	256.46	3,114.74	(2,385.26)	56.6
Office & Computer Mtn	169,950	149.99	118,145.13	(51,804.87)	69.5
Total Repair/Mtn	299,050	10,501.28	171,047.48	(128,002.52)	57.2

ACCT NAME	BUDGET	OCT 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	1,491.74	14,549.82	(18,450.18)	44.1
Printing/Binding	19,570	1,365.20	4,736.90	(14,833.10)	24.2
Travel	1,000	0.00	190.78	(809.22)	19.1
Membership Dues	5,150	143.46	1,703.46	(3,446.54)	33.1
Professional Development	14,000	671.90	6,041.62	(7,958.38)	43.2
Other Purchased Services	130,000	17,033.50	70,142.27	(59,857.73)	54.0
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	20,705.80	97,364.85	(140,255.15)	41.0
Office Supplies	15,000	54.23	3,233.44	(11,766.56)	21.6
Computer Supplies	82,400	10,080.97	50,800.02	(31,599.98)	61.7
Copier Supplies	3,500	0.00	2,086.90	(1,413.10)	59.6
Postage	12,360	12.46	88.91	(12,271.09)	0.7
Library Supplies	77,250	3,803.08	23,978.81	(53,271.19)	31.0
Janitorial Supplies	16,480	718.88	5,318.15	(11,161.85)	32.3
Gas & Diesel Fuel	4,500	308.09	1,250.76	(3,249.24)	27.8
Building Mtnc & Repair Supplies	10,300	626.46	4,728.05	(5,571.95)	45.9
Total Supplies	221,790	15,604.17	91,485.04	(130,304.96)	41.2
Natural Gas	25,000	3,190.32	4,679.77	(20,320.23)	18.7
Electricity	89,000	8,008.33	48,166.80	(40,833.20)	54.1
Water	8,500	911.19	4,072.82	(4,427.18)	47.9
Telecommunications	35,000	2,734.92	16,627.98	(18,372.02)	47.5
Total Utilities	157,500	14,844.76	73,547.37	(83,952.63)	46.7
Professional Collection	1,000	0.00	363.87	(636.13)	36.4
Total Prof Collection	1,000	0.00	363.87	(636.13)	36.4
Periodicals	38,000	13,131.38	33,338.02	(4,661.98)	87.7
Adult Books	162,000	13,187.04	79,818.35	(82,181.65)	49.3
Children's Books	130,000	9,001.16	53,565.82	(76,434.18)	41.2
A/V Materials	147,000	11,234.68	63,148.27	(83,851.73)	43.0
Public Access Software	148,000	4,916.00	78,708.54	(69,291.46)	53.2
Downloadable Materials	70,000	119.72	25,741.88	(44,258.12)	36.8
Total Materials	695,000	51,589.98	334,320.88	(360,679.12)	48.1
Employee Relations	6,180	93.57	1,195.79	(4,984.21)	19.3
Miscellaneous Expenses	9,270	488.64	3,679.11	(5,590.89)	39.7
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	582.21	218,818.90	(10,575.10)	95.4
Total Expenses	5,435,361	375,438.16	2,632,385.39	(2,802,975.61)	48.4

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 45.0% to 55.0% is acceptable)
October 2017

Property Tax (97.3%): The Library has received six Property Tax distributions this fiscal year.

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

State Grants (0.0%): The Library has not received its Per Capita Grant yet.

GPPLD (Golden Prairie Public Library District) (93.3%): The Library has received six distributions from Golden Prairie this fiscal year.

Fees & Rentals (41.1%): This is under the projected amount.

Interest on Investments (359.5%): The Library projected a low amount for Interest.

Sale of Property (0.4%): The Library sold an old garage sale item.

Donations (15.1%): The Library has received community donations for the Summer Reading Program along with a few miscellaneous donations.

Other Revenue (57.4%): This is over the projected amount due to the success of the Book Shoppe.

Part-Time Salaries (43.3%): This is under-spent due to continuing bargaining unit negotiations.

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

Vision Insurance (58.9%): This is over-spent due to more staff enrolling in this insurance program than anticipated.

Health Insurance BC/BS PPO (62.4%): This is over-spent due to more staff choosing this option for their health insurance.

Health Insurance HMO (36.5%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (41.7%): This line item is under-spent because of the continuing bargaining unit negotiations and the impact salaries have on IMRF.

FICA (41.4%): This line is also affected by the continuing bargaining unit negotiations.

Medicare (43.2%): This line item is also affected by the continuing bargaining unit negotiations.

Worker's Compensation (-3.8%): This reflects a refund the Library received as a result of the annual Worker's Compensation Audit, which took place in January.

Uniforms (19.0%): Charges have been minimal.

Tuition Reimbursement (38.2%): Charges have been minimal.

Other Benefits (42.1%): Vacation time has been paid to employees who left employment.

Rentals (26.4%): Charges have been minimal.

Building Maintenance (40.3%): Charges have been minimal.

Vehicle Maintenance (56.6%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (69.5%): Large annual maintenance payments have been made.

Advertising (44.1%): Charges have been minimal.

Printing/Binding (24.2%): Charges have been minimal.
Travel (19.1%): Charges have been minimal.
Membership Dues (33.1%): Charges have been minimal.
Professional Development (43.2%): 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 (21.6%): Charges have been minimal.
Computer Supplies (61.7%): This line item is over-spent due to the purchase of several computers for staff and public.
Copier Supplies (59.6%): A couple large copy paper orders were made.
Postage (0.7%): Charges have been minimal.
Library Supplies (31.0%): Charges have been minimal.
Janitorial Supplies (32.3%): Charges have been minimal.
Gas & Diesel Fuel (27.8%): Charges have been minimal.
Natural Gas (18.7%): Charges have been minimal.
Professional Collection (36.4%): Charges have been minimal.
Periodicals (87.7%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (41.2%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (43.0%): Charges have been minimal; however, this does not reflect what has been ordered.
Downloadable Materials (36.8%): Charges have been minimal.
Employee Relations (19.3%): Charges have been minimal.
Miscellaneous Expenses (39.7%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,230.00
State Farm Good Neighbor Grant:	500.00
State Farm: Rubix Cube Program:	250.00
Michael Lockett, Donation for Refreshments at	
Author Fair	75.00
Memorial Donations:	40.00
Fountain Receipts:	9.47

Total Donations:	\$ 4,104.47
------------------	-------------

The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	795.30
Book Shoppe:	12,239.60
Ear Buds:	241.50
Eclipse Glasses:	339.25
Flashdrives:	87.75
Hot Beverage Service:	282.00
Meeting Room Fees:	510.00

Print Station:	6,884.55
Reusable Bags:	269.00
Slingback Packs:	242.00
Test Proctoring:	550.00
Totebags:	384.00
Tumblers:	6.00
Umbrellas:	28.00
Miscellaneous:	755.84

Total Other Revenue:	\$23,629.79
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During October, 8 batches containing 108 invoices were processed, totaling \$67,676.46 and 171 credit card charges were made totaling \$36,001.70.

As of October 31, the Library's Maintenance & Operating Fund Balance is \$4,466,654.98, which is 82.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 10/31/17:

Operating:	\$ 4,466,654.98
Capital:	\$ 2,432,294.45
Fixed Assets:	\$ 1,147,997.22

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 18

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00				150.00
Kurt's Autobody	250.00				250.00
Don Owen Tire Service	100.00				100.00
Kathy Alwes-Petri (American Family Insurance)	30.00				30.00
Golden Prairie Public Library District	2,000.00				2,000.00
Heratland Bank	100.00				100.00
Robert's Trophies	100.00				100.00
Snyder & Snyder Agency	200.00				200.00
Specs Around Town	50.00				50.00
Copy Shop	0.00	250.00			250.00
Total Summer Reading Program Community Donations	2,980.00	250.00	0.00	0.00	3,230.00
Memorial Donations:					
Barbara Gaffron Trust, Norene Bell Memorial	15.00				15.00
Gayle Dustman, Gary Hoover Memorial	25.00				25.00
Total Memorial Donations	40.00	0.00	0.00	0.00	40.00
Other Donations:					
Fountain Receipts	7.79	1.68			9.47
State Farm Good Neighbor Grant (for Nancy Miller)	500.00				500.00
State Farm, Rubix Cube Program Grant		250.00			250.00
Michael Lockett, Donation for Author Fair		75.00			75.00
Total Other Donations	507.79	326.68	0.00	0.00	834.47
Foundation:					
Tuition for Staff	5,388.00	15,264.00			20,652.00
Total Foundation	5,388.00	15,264.00	0.00	0.00	20,652.00
Total Donations	8,915.79	15,840.68	0.00	0.00	24,756.47

Bloomington Public Library
Monthly Statistics - October 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	45,744	280,867	50,548	314,402
Teens	1,835	16,609	3,337	25,031
Children	40,529	256,082	43,794	286,696
OTR Adults	2,223	13,698	2,534	14,752
OTR Teens	76	862	122	1,103
OTR Children	3,755	24,060	4,745	26,691
e-Books - Overdrive	6,020	32,506	5,333	25,853
Freegal downloads	1,063	5,563	846	3,973
Zinio Magazines	323	1,856	518	19,366
Tumblebooks	34	104	235	373
TOTAL CIRCULATION				
Adults	47,967	294,565	53,082	329,154
Teens	1,911	17,471	3,459	26,134
Children	44,284	280,142	48,539	313,387
Digital Downloads	7,440	40,079	6,932	49,565
Combined Total	101,602	632,257	112,012	718,240
ITEMS IN THE COLLECTION				
Main	307,356	307,356	306,229	306,229
OTR	11,615	11,615	11,924	11,924
TOTAL	318,971	318,971	318,153	318,153
HOLDS FILLED				
	7,578	44,538	8,327	48,600
INTERLIBRARY LOAN				
Borrowing Requests Received	534	3,077	529	3,370
Outgoing Loans (Lending)	258	1,522	287	1,639
CARDHOLDERS				
Added	334	2,444	329	2,891
TOTAL ACTIVE CARDS				
Adults	24,472	24,472	25,271	25,271
Teens	3,298	3,298	2,938	2,938
Children	7,049	7,049	6,935	6,935
Combined Total	34,819	34,819	35,144	35,144
REFERENCE QUESTIONS				
Adults	2,046	13,262	2,456	14,817
Teens	136	993	126	880
Children	797	4,985	752	4,716
OTR	101	602	108	688
Circulation	898	4,551	732	796
TOTAL	3,978	24,393	4,174	21,897
PROGRAMS & OUTREACH				
Adult	10	91	18	115
Teens	7	27	3	30

Bloomington Public Library
Monthly Statistics - October 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Childrens	47	145	48	130
Community Group in Library	4	54	3	55
Staff Visit to Community Group	16	58	19	60
TOTAL	84	375	91	299
PROGRAM & OUTRACH ATTENDANCE				
Adult	126	1,752	200	1,649
Teen	82	607	52	270
Childrens	1,449	5,724	1,409	5,708
Community Group in Library	101	7,173	n/a	n/a
Staff Visit to Community Group	1,356	11,241	n/a	n/a
1-on-1 with Staff	0	54	n/a	n/a
TOTAL	3,114	26,551	1,661	7,627
COMPUTER USE				
Public computer uses	4,512	24,852	4,734	27,227
Website database/catalog hits	23,166	148,548	25,130	150,794
Online Resource (Database) uses	5,915	31,782	4,317	28,366
TOTAL	33,593	205,182	34,181	206,387
MEETING ROOM USAGE				
Study Room	126	518	37	362
Digital Media Lab	2	44	6	48
Community Room	41	250	48	266
TOTAL	169	812	91	676
CUSTOMER VISITS				
Main	27,037	143,930	n/a	42,993
Bookmobile	1,115	7,831	1,305	8,111
TOTAL	28,152	151,761	n/a	n/a

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, September 20, 2017
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 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman,
Lynn Gray

MEMBERS ABSENT: Ary Anderson, Tim Ervin

OTHERS PRESENT: Alex Cardona, Jeanne Hamilton, Kathy Jeakins, Johanna Sneed
- III. Introductions
President Peterson introduced BPL Board President Alex Cardona.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson reported on the BPL Board meeting that he attended last night. He added that there was a lot of discussion centered around the possibility of moving the Library into the parking garage downtown. The consensus at the meeting was that we are not at a point to realistically appraise whether moving to the parking garage is feasible. The push to move the Library to the parking garage stems from the Connect Transit Board and the Downtown Bloomington Task Force. They are recommending the location in hopes to double up on goals of the Downtown Committee and financing portions of the building through public transportation funds that would not otherwise be available for an expansion.
BPL Board President, Alex Cardona, added that the City Council needs to give the Library Board strategic direction and prioritize capital improvement projects before a decision can be made.
- VI. Approval of Minutes
A. August 16, 2017
RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE AUGUST 16, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton announced that the Circulation Manager position is open, and she is in the process of interviewing candidates to fill the position.

Director Hamilton reported that she attended a planning session at the Lincoln Leisure Center, a building which Parks and Recreation is trying to renovate. Director Hamilton entertained questions.

B. Outreach Report

Director Hamilton reported that she is working on the bookmobile schedule for the next cycle, and it should be out in early October. As requested, Director Hamilton will contact Patti Salch when the schedules are available.

Director Hamilton encouraged the Board to let her know if there are any events in their areas that they would like to attend as representatives of Golden Prairie.

The Board reviewed and discussed the Outreach Report. Lynn Gray noted that the cardholder numbers are down. She suggested that the Board send out "we miss you" cards to patrons that have not renewed their library cards.

C. Financial Report

Kathy Jeakins reported that a Property Tax Distribution was received in August. Two more have been received since then, but they are not yet reflected on the Financial Report.

Kathy Jeakins shared that the new online transfer system with the new bank is working well. Kathy proceeded to entertain questions.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Approve Tax Levy Ordinance 17-03

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADOPT TAX LEVY ORDINANCE 17-03 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2017 AND ENDING THE 30TH DAY OF JUNE 2018, IN THE AMOUNT OF \$429,165.00

AYES: RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: ARY ANDERSON, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve donation to ILA

The Board discussed donating to the ILA fundraiser and program honoring the Board's attorney, Phil Lenzini. The Board discussed ILA and their role in advocating on behalf of libraries and providing training for libraries.

PATTI SALCH MOVED, NO SECOND, TO APPROVE A DONATION TO ILA IN HONOR OF PHIL LENZINI IN THE AMOUNT OF \$500. THE MOTION FAILED DUE TO LACK OF A SECOND.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE A DONATION TO ILA IN HONOR OF PHIL LENZINI IN THE AMOUNT OF \$250.

AYES: RUTH NOVOSAD, STEPHEN PETERSON,
PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: ARY ANDERSON, TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Ruth Novosad shared that she spoke with the tax assessor's office to confirm the names and addresses of people that are not taxed by the library district. She and Ary will meet to review and discuss this, and they will report their findings at the next meeting.

XI. Adjournment

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:01 p.m.

Incident Report Summary for October 2017

2017-10-31 23:59:00
 2017-10-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
3680	2017-10-03 20:32:25	SleepingIncident
3681	2017-10-03 21:37:24	PoliceAmbulanceCall
3682	2017-10-04 15:08:49	StolenDamagedLibraryMaterial
3683	2017-10-05 11:54:39	BicycleIncident
3684	2017-10-05 15:06:21	PoliceAmbulanceCall
3685	2017-10-09 16:10:17	InappropriateBehavior
3686	2017-10-18 16:51:48	CustomerSuspensionViolation
3687	2017-10-23 20:51:54	Other
3688	2017-10-25 12:55:15	StolenDamagedLibraryMaterial
3689	2017-10-25 18:45:28	StolenDamagedLibraryMaterial
3690	2017-10-25 18:47:12	StolenDamagedLibraryMaterial
3691	2017-10-26 18:08:07	StolenDamagedLibraryMaterial
3692	2017-10-27 12:00:03	SuspiciousCustomerActivity

StolenDamagedLibraryMaterial

2017-10-29 13:08:42

3693

Suspension Report Summary for October 2017

2017-10-31 11:11:43am
2017-10-01 11:11:43am
31 days in month

Suspension ID	Date/Time Submitted	Violation
106	2017-10-02 00:00:00	BicycleIncident
108	2017-10-23 00:00:00	Other

A RESOLUTION WAIVING THE THREE- QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR RENEWAL OF AN ONLINE NEWSPAPER SERVICE
TO NEWSBANK

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 payment for renewal of an online newspaper service to Newsbank in the amount of \$14,720.00
2. That Newsbank is the only source for this online service
3. That Newsbank includes access to the Bloomington Pantagraph and 2,557 other local newspapers
4. That the funds come from the following source:
Bloomington Public Library Maintenance and Operating Budget: \$14,720.00

Approved this 21st day of November 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

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

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): One year subscription to online newspaper service, including access to the Pantagraph online from 1989 to the Present.

Qty: 1

Single Source (Y/N): Y

1. **Vendor Name:** America's News from Newsbank

Vendor Remit Address: 5801 Pelican Bay Boulevard Suite 600

Vendor Email Address: amonnot@newsbank.com

Vendor Number: 800-762-8182

Quote Amount (include Shipping, where applicable): \$14,720

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

2. **Vendor Name:**

Vendor Remit Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

3. **Vendor Name:**

Vendor Address:

Vendor Email Address:

Vendor Number:

Quote Amount (include Shipping, where applicable):

Recommendation (Include Justification): The Pantagraph is Bloomington's local newspaper and therefore is an important addition to the library's collection of online newspapers. Newsbank is the only source for this online resource. Additionally, providing access to 2,557 other local newspapers from around the nation is valuable for researchers, particularly those interested in genealogy and discovering a local perspective on national issues.

Prepared by: Rachel Park

Date: 10-25-17

Department Manager Signature:

Carol E. Jorens

Date:

11/15/17

Director: Approve/Deny Date:

11/15/17

Initials

JCH



5801 Pelican Bay Boulevard, Suite 600
Naples, FL 34108

October 19, 2017

Rachel Park
Bloomington Public Library
Re: Renewal Options for 2017-2018

Renewal Option One for August 1st 2017 – July 31st 2018

- The Bloomington Pantagraph
- America's News National News Collection

\$14,720

Subscription Period

12 Months

Payment Terms

invoice

Price includes

- Internet delivery with unlimited access points among the subscribing users
- Customer and technical support
- Access to customized statistics reports
- NewsBank Special Reports
- Online Training Tutorials
- Unlimited Usage
- Remote Access



5801 Pelican Bay Boulevard, Suite 600
Naples, FL 34108

10/2/17

Jeanne Hamilton
Bloomington Public Library
Library Director
205 E. Olive St.
Bloomington, IL 61701

To Whom It May Concern:

NewsBank, inc. is a small business incorporated in the state of Delaware.

NewsBank, inc. is the sole source for the following products due to proprietary, copyright or distributorship reasons:

- *America's News*
- *Pantagraph, The (Bloomington, IL)*

The Corporate address is: NewsBank, inc.
5801 Pelican Bay Boulevard, Suite 600
Naples, FL 34108

Inquiries may be telephoned to (800) 762-8182.

Sincerely,

A handwritten signature in black ink that reads "Jenni Saladyga". The signature is fluid and cursive, with the first name "Jenni" and last name "Saladyga" clearly visible.

Jenni Saladyga
Customer Service Representative

A RESOLUTION TO APPROVE THE PAYMENT FOR
RENEWAL OF REFERENCE USA

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

1. That the Library Director authorize payment for renewal of Reference USA in the amount of \$10,600.00
2. That Reference USA provides reliable, phone-verified records of information for 50 million businesses and 289 million individuals
3. That Reference USA is the proprietor of their own data, which allows them to continually update their information to be as accurate as possible
4. That Reference USA statistics reflect an increase in searches of 172% since 2014
5. That the funds come from the following source:

Bloomington Public Library Maintenance and Operating Budget: \$10,600.00

Approved this 21st day of November 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

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

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): Reference database, primarily used to find reliable contact information for people and businesses.

Qty: 1

Single Source (Y/N): N

1. **Vendor Name:** Reference USA from InfoGroup (Existing Resource)
Vendor Remit Address: 1020 E 1st St. Papillion, NE 68046
Vendor Email Address: john.carter@infogroup.com
Vendor Number: 800-808-1113 Ext. 61538
Quote Amount (include Shipping, where applicable): \$10,600

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

2. **Vendor Name:** A-Z Databases from DatabaseUSA
Vendor Remit Address: P.O. Box 27757 Omaha, NE 68127-0757
Vendor Email Address: gina.primmer@atozdatabases.com
Vendor Number: 877.428.0101 ext. 3909
Quote Amount (include Shipping, where applicable): \$8,910
3. **Vendor Name:** Hoover's from Dun and Bradstreet
Vendor Address: 7700 W Parmer Lane Building A, Austin, TX 78729
Vendor Email Address: Not available
Vendor Number: Not Available

Quote Amount (include Shipping, where applicable): Not Available; I reached out to this company twice for a quote, but they never responded.

Recommendation (Include Justification): We should renew our existing resource, Reference USA, for another year. Reference USA provides reliable, phone-verified records of information for 50 million businesses and 289 million individuals. Additionally, Reference USA has added their US Healthcare and Historical Databases modules with our renewal; these provide reliable information for 850,000 doctors and dentists nationwide, and records for 213 million business records dating back to 2003.

Reference USA is the proprietor of their own data, where A to Z Databases is not; this enables Reference USA to continually update their information to be as accurate as possible. Additionally, use for Reference USA has consistently grown over the past four years, which shows that our patrons value the resource. Over those four years, our users have grown comfortable with using Reference USA, and changing to a new database would disrupt their familiarity and damage our user base. Due to these factors, and the excellent service and quality provided by Reference USA, I recommend staying with Reference USA for another year.

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

Prepared by: Rachel Park

Date: 11/13/17

Department Manager Signature: Carol E. Jones

Date: 11/14/17

Director: Approve **Date:** 11/15/17 **Initials** JCH



RENEWAL TO LICENSE AGREEMENT

Effective Date of Agreement ("Effective Date"): 12/15/2017

Effective Date of Renewal ("Renewal Effective Date"): 12/15/2017 to 12/14/2018

	CLIENT	Infogroup
Full Company Name	Bloomington Public Library	Infogroup Inc. and its affiliates ("Infogroup")
Principal Place of Business (address/city/state/zip)	205 East Olive Street Bloomington, IL. 61701	1020 East 1 st Street Papillion, NE 68046
Main Business (billing) Telephone Number	309-828-6091	00+1+402-593-4500
Main Contact Name	Rachel Park	John Carter
Main Contact Phone Number	309-828-6091	800-808-1113 Ext. 61538
Main Contact Fax Number		866-511-4691
Main Contact Email Address	rachelp@bloomingtonlibrary.org	John.Carter@infogroup.com
Technical Contact Name		Same as Main Contact
Technical Contact Email Address		Same as Main Contact
Contact for Notice		Corporate Counsel
Address for Notice (address/city/state/zip)	205 East Olive Street Bloomington, IL. 61701	1020 East 1 st Street Papillion, NE 68046

This "Renewal" is entered into as of Renewal Effective Date and between the parties listed above in accordance with the terms of the License Agreement dated as of the Effective Date listed above (the "Agreement").

The parties agree to renew the Agreement, as follows:

1. Unless otherwise set forth herein, all defined terms shall have the meanings ascribed to them in the Agreement.
2. **Renewal Term:** The term of this Renewal is for one year beginning on the Renewal Effective Date ("Renewal Term"). Thereafter this Agreement shall automatically extend for additional periods of one year each (a "Renewal Term") pursuant to the Agreement unless terminated prior to such extension. If either party does not want the Agreement to automatically extend at the conclusion of a term, then such party shall give the other party written notice to that effect not less than ninety (90) days before the expiration of the existing term.
3. **Fees:** Client agrees to purchase the Products selected below during the Renewal Term. In consideration for the Products Client shall pay Infogroup an annual Fee of **\$10,600** within thirty (30) days of the Effective Date. For any Renewal Term, Client shall pay the Fees to Infogroup within thirty (30) days of the anniversary of the Effective Date of each Renewal Term. The Fees due for Renewal Terms are subject to change. If the Fees for a Renewal Term will change from the Initial Term or a previous Renewal Term (if applicable) Infogroup will provide Client with notice of such change.

Purchase Order Number (where applicable):

4. **Client Obligations.** With Client's access to the licensed Products, Client acknowledges and agrees that Infogroup may, during the term of this Renewal and for a period of two (2) years following the termination of this Renewal, audit Client for the sole purpose of examining and verifying that Client has complied with the terms of this Renewal and the Agreement with respect to Client's use of the licensed Product and its obligations upon termination. Client shall in a timely manner, fully cooperate with Infogroup and provide assistance as reasonably requested in connection with any such audit(s) by making access available to Client's books and records and any systems that load, store, process, and/or read licensed Products as reasonably necessary for Infogroup to verify that Client has complied with the terms of the Agreement and this Renewal. Any such audit(s) may be performed by Infogroup or its agent; shall occur only during normal business hours; and shall in each instance be preceded by at least three (3) business days' advance written notice. Infogroup will be solely responsible for its costs and expenses of such audit; provided, however, Client will pay the reasonable costs and expenses of such audit and any applicable charges if the audit reveals that Client has not complied with this Renewal or the Agreement.

5. **Authorized Use:** Subject to the terms and conditions of the Agreement, Client's subscription includes access to the following Products:

	Products	Stand Alone	Network to workstations within the main location	Network to additional sites	Remote Access*
☒	ReferenceUSA™ - US Businesses	☐	☒	☒	☒
☒	ReferenceUSA™ - US Standard White Pages	☐	☒	☒	☒
☒	ReferenceUSA™ - US Health Care Providers	☐	☒	☒	☒
☐	ReferenceUSA™ - Canadian Businesses	☐	☐	☐	☐
☐	ReferenceUSA™ - Canadian White Pages	☐	☐	☐	☐
☒	ReferenceUSA™ - New Businesses	☐	☒	☒	☒

☒	ReferenceUSA™ – New Movers/New Homeowners	☐	☒	☒	☒
☒	ReferenceUSA™ – US Consumer/Lifestyles	☐	☒	☒	☒
☒	ReferenceUSA™ – Historical Module	☐	☒	☒	☒
☒	ReferenceUSA™ – Data Visualization	☐	☒	☒	☒
☒	ReferenceUSA™ – US Jobs	☐	☒	☒	☒
☐	Government PowerFinder™	☐	☐	☐	☐
Number of Prints/Downloads for Internal Access			250		
Number of Prints/Downloads for Remote Access			250		
Number of Authorized Users			Unlimited for cardholders and staff of Bloomington Public Library		

Technical support and staff training (on-site or via conference call) are included in Client's subscription and are available upon Client's request.

*Remote Access for public libraries is for patrons' personal non-commercial use only.

Account Access Description & Special Terms (if applicable):

6. Except as set forth in this Renewal, the Agreement shall remain unchanged and in full force and effect.

IN WITNESS HEREOF, the parties' duly authorized representatives have executed this Agreement on the Effective Date.

Bloomington Public Library, CLIENT

Infogroup Inc.

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Reference USA Stats Comparison

Year	Logins	# of Searches	Total Detail Records Viewed
2014 Totals	560	1950	616
2015 Totals	757	2829	803
2016 Totals	1030	4595	1528
2017 Totals	1325	5307	3301

A RESOLUTION TO APPROVE THE COMPETITIVE BID
FOR THE PURCHASE OF SEVEN SELF CHECK STATIONS AND
AUTHORIZE PAYMENT TO TECHLOGIC

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

1. That the competitive bid proposal from TechLogic for the purchase of seven self-checks stations be approved and the Library Director authorize payment in the amount of \$39,995.00
2. That two other proposals were received: from Bibliotheca and from Murphy Security Solutions
3. That the proposal from Murphy Security Solutions does not meet the Library's needs
4. That the current vendor, Bibliotheca, has been slow to respond to daily tech calls, including calls going unanswered; and the cost of support maintenance has grown to over \$17,000.00 annually
5. That support from TechLogic will be included in the purchase price for the first year and will be \$3,920.00 for the second year
6. That the proposal from TechLogic includes self-check stations that will have more modern options, including credit payments for fines and recommended reading lists for customers
7. That the current self-check stations run an unsupported operating system that leaves our network open to being attacked
8. That the funds come from the following source:
Bloomington Public Library Fixed Asset Budget: \$39,995.00

Approved this 21st day of November 2017.

Alex Cardona, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS
AT A COST OF \$5,000.00 OR MORE
FIXED ASSET**

Department: Information Technology Services

Item (Including Detailed Description): Replacement of 7 self-checks throughout the library.

Qty: 7

Circle One: Replacement Item or New Item

Single Source (Y/N):

1. Vendor Name: TechLogic

Vendor Remit Address: 835 Hale Avenue, Oakdale, Minnesota 55128

Vendor Email Address: ddegrandcamp@tech-logic.com

Vendor Number: **Quote Amount (including Shipping):** \$39,995.00

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

2. Vendor Name: Biblotheca

Vendor Remit Address: 403 Hayward Ave N, Oakdale, Minnesota 55128

Vendor Email Address: info-us@bibliotheca.com

Vendor Number: **Quote Amount (include Shipping):** \$32,646.00

3. Vendor Name: Murphy Security Solutions

Vendor Remit Address: 1217 Robinhood Lane, LaGrange Park, IL 60526

Vendor Email Address: tom.murphy@murphysecuritysolutions.com

Vendor Number: **Quote Amount (include Shipping):** \$22,965.00

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS
AT A COST OF \$5,000.00 OR MORE
FIXED ASSET**

Recommendation (Include Justification):

At this time, I am recommending that we replace our current self-check with stations from TechLogic at a cost of \$39,995.00.

Other bids:

- We received a bid from Murphy Security Solutions. Their proposal will not meet the needs of the library.
- We received a bid from our current vendor Bibliotheca.
 - Support for our current self-checks has become frustrating. Our constant tech calls (often daily) going unanswered for months at a time for mission critical issues.
 - Our current support maintenance contract has reached over \$17,000 annually for the self-checks. Purchasing new self-checks will bring the annual maintenance down to \$3,920.00 the second year. The first year's maintenance is included in the purchase price.

Current Situation:

- Our self-checks are approximately 7 years old. According to the fixed asset list, they were scheduled to be replaced in 5 years.
- We are looking for self-check outs that will have more modern options like credit card payments for fines and recommended reading lists for Customers.
- The current self-checks run an unsupported operating system that leaves our network vulnerable.

Department Manager Signature:

Date:



16 Nov 2017

Director: Initials:

Approve/Deny Date:

Bloomington Public Library

Books are just the beginning.



RECORD OF RFP OPENING FOR SELF CHECK REPLACEMENT FOR BLOOMINGTON PUBLIC LIBRARY

DATE: October 31, 2017		TIME: 2:00 p.m.	
Received Date & Time & Staff Initials	Offeror's Name	City, State	
10/23/2017 9:34 SW	Memphis Security Solutions	Southfield, MI	
10/30/2017 10:15 SW	B. B. B. B. B.	Oakdale, MN	
10/31/2017 10:05 SW	Technique	Oakdale, MN	

WITNESSES:

Carol E. Jensen

[Signature]

Memorandum of Understanding: Safe Place Project

Project Oz, at 1105 West Front Street in Bloomington, Illinois affirms this Statement of Cooperation and Coordination with:

Bloomington Public Library

Whereas Project Oz serves youth and their families, following the mission "To make a difference in the lives of youth," and

Whereas Project Oz has established

- A Youth Intervention Program to provide 24-hour crisis intervention for runaway and homeless youth ages 10-17, crisis and family counseling, temporary emergency shelter, post-crisis counseling, outreach, and referral services for youth in McLean County.
- A Safe Place Project which allows designated private-public business locations to access our 24-hour crisis intervention workers throughout McLean County.
- Procedures to respond to designated Safe Places throughout the county when requested by such businesses.
- A training program and annual refresher training to ensure quality programs and promote awareness among staff and employees of such businesses.

Whereas Project Oz recognizes the existence and contributions of other social service, education, and government agencies in McLean County and recognizes the need to coordinate and cooperate with these agencies and businesses in order to develop and sustain a relationship that contributes to the mutual benefit of youth served,

It is hereby resolved that Bloomington Public Library (BPL) will:

- Display the Safe Place sign on the outside of **205 E. Olive St., Bloomington, IL 61701**, and post Safe Place Instructions in an area visible to BPL staff.
- Promote positive messages about Safe Place & Project Oz within the community and provide continued support of the program through public awareness and education.
- Report monthly activity and coordinate public outreach with the Project Oz Safe Place Coordinator.
- Co-brand outreach efforts with Safe Place, Project Oz, and BPL.
- Allow Project Oz staff the use of the BPL facility to conduct safe crisis intervention services for youth accessing the Safe Place Program.
- Allow Project Oz staff the use of a confidential area, with phone access, to conduct such interventions.
- Allow Project Oz staff to conduct annual trainings and refresher courses about the Safe Place Program to BPL staff.

This agreement may be revoked by either party in writing with 30 days notice.

Project Oz (11/21/2017)

Bloomington Public Library (11/21/2017)

Authorized Signature

Authorized Signature

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

Participate

205 E. Olive St., PO Box 3308

www.BloomingtonLibrary.org
(309) 828-6091

Bloomington, IL 61702-3308

Recommendation for Late Opening for Staff Training, Thursday, January 11, 2018:

In order to provide employee training on January 11, 2018, staff recommend that the Library have a late opening, at 10:00 a.m., so that employees can participate in Active Shooter Training, presented by Elias Mendiola, Public Relations Officer of the Bloomington Police Department.

The Bloomington Public Library Board of Trustees approve a late opening for the Library on Thursday, January 11, 2018 to provide Active Shooter Training to staff.

Approved this 21st day of November 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees