

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 20, 2016

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Consent Agenda
 - A. Recommend Approval of Minutes of August 16, 2016 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of July 2016
- VI. Executive Session – Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report presented by Kathy Jeakins, Business Manager
- X. Committee Reports and Discussion
 - A. Budget & Personnel
 - 1. Robert Porter, Chair, Report on Committee Business
 - B. Planning, Policies & Programs (3 P's)
 - 1. Julian Westerhout, Chair, Report on Committee Business
 - 2. Recommend Approval of Committee Guidelines Worksheet
 - 3. Recommend Approval of Nomination of Officers Procedures
 - 4. Recommend Approval of Proposed Revisions to Bylaws
- XI. New Business
 - A. Approval of 2017 Meeting Dates
- XII. Comments from Board of Trustees
- XIII. Adjournment

Posted: 9/16/16 9:30 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 20, 2016

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	110.95
Ameren IP	Electricity	17,159.87
American Pest Control	Building Maintenance	80.00
Berg, Elizabeth	Other Revenue	110.00
Bibliotheca ITG	Library Supplies	6,664.00
Bloomington Normal Sunrise Rotary	Membership Dues	300.00
CDW Government	Computer Supplies	202.27
CDW Government	Miscellaneous Expenses	1,155.00
Cengage Learning	Adult Books	246.45
Chicago Tribune	Periodicals	481.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	835.98
City of Bloomington	FICA	11,195.18
City of Bloomington	Gas/Diesel Fuel	598.42
City of Bloomington	Health Insurance-HMO	5,889.06
City of Bloomington	Health Insurance-PPO	22,445.62
City of Bloomington	IMRF	10,493.67
City of Bloomington	Life Insurance	249.35
City of Bloomington	Medicare	2,618.28
City of Bloomington	Payroll	191,657.75
City of Bloomington	Vision Insurance	192.60
City of Bloomington	Water	1,137.10
CM Promotions, Inc.	Other Purchased Services	727.72
Comcast	Telecommunications	13.30
Cummins Mid State	Vehicle Maintenance	207.38
Cumulus Broadcasting	Advertising	652.00
Engels, Sara	Travel	11.88
Findaway World, LLC	A/V Materials	1,519.54
Fisk, Terry	Other Purchased Services	350.00
Frontier	Telecommunications	1,494.61
Hector, Eric	Other Purchased Services	2,350.00
Ingram Distribution	Adult Books	174.84
Ingram Distribution	Professional Collection	182.00
Library Ideas, LLC	A/V Materials	17,124.00
Lincoln Office, LLC	Office Supplies	451.14
Massie, Rhonda	Advertising	67.30
McLean Co History Museum	Advertising	500.00
Merrick, Rodney	Other Purchased Services	135.00
Mid Illinois Mechanical Services, Inc.	Building Maintenance	98.00

Midamerica Books	Adult Books	805.06
Midwest Tape	A/V Materials	1,290.35
Miller Janitorial Supply	Building Mtnc Supplies	109.26
Miller Janitorial Supply	Janitorial Supplies	637.24
Neuhoff Family, Ltd	Advertising	675.00
Nicor/Northern Illinois Gas	Natural Gas	1,006.01
Northbrook Public Library	Miscellaneous Expenses	65.00
Office of the State Fire Marshal	Building Maintenance	140.00
OfficeMax	Copier Supplies	361.80
OfficeMax	Janitorial Supplies	22.68
OfficeMax	Office Supplies	54.40
OverDrive	Ebooks	4,990.00
Penguin Random House, LLC	A/V Materials	87.75
Pilot Media	Advertising	300.00
Rainbow Book Company	Children's Books	1,808.03
Recorded Books, Inc.	A/V Materials	924.02
Research Technology International	Library Supplies	285.75
Ricoh, USA, Inc.	Rentals	1,960.34
Rosedrew, Inc.	Library Supplies	599.78
Screen Vision Media	Advertising	2,192.00
Taylor, Pamela	Other Purchased Services	100.00
Unique Management Services, Inc.	Other Purchased Services	519.10
University of Illinois	Tuition Reimbursement	488.36
Weber Electric	Building Maintenance	3,263.79
West Publishing	Adult Books	81.00
Wilson, Glenn	Other Purchased Services	400.00
Windt, Robert	Other Purchased Services	300.00
VISA - 1000 Bulbs	Building Mtnc Supplies	76.87
VISA - Amazon Marketplace	A/V Materials	72.87
VISA - Amazon Marketplace	Computer Supplies	54.95
VISA - Amazon Marketplace	Janitorial Supplies	64.56
VISA - Amazon Marketplace	Other Purchased Services	29.95
VISA - Amazon.com	A/V Materials	612.34
VISA - American Library Association	Other Purchased Services	19.00
VISA - Badge A Minit	Library Supplies	319.96
VISA - Baker & Taylor Books	A/V Materials	8,094.38
VISA - Baker & Taylor Books	Adult Books	11,526.50
VISA - Baker & Taylor Books	Children's Books	10,034.29
VISA - Baker & Taylor Books	Other Purchased Services	120.30
VISA - Beck's Family Florist	Other Purchased Services	84.95
VISA - Best Buy	Other Purchased Services	100.00
VISA - Bilingual Dictionaries	Children's Books	26.90
VISA - Bobzby, LLC	Adult Books	32.00
VISA - Casey's Garden Shop & Florist	Other Purchased Services	8.98
VISA - Compliance Signs.com	Building Mtnc Supplies	55.00
VISA - Concord Custom Cleaners	Other Purchased Services	17.96
VISA - Dollar Tree	Employee Relations	4.00
VISA - Dollar Tree	Janitorial Supplies	11.00
VISA - Dollar Tree	Other Purchased Services	67.00
VISA - Engraving Express	Other Purchased Services	24.00
VISA - Five Star Water	Miscellaneous Expenses	35.00
VISA - GameStop	A/V Materials	182.93
VISA - Hobby Lobby	Library Supplies	105.11
VISA - Hobby Lobby	Other Purchased Services	54.06
VISA - Huck's Food & Fuel Stop	Other Purchased Services	4.38

VISA - HyVee	Other Purchased Services	38.26
VISA - Illinois Library Association	Membership Dues	175.00
VISA - Lowe's	Other Purchased Services	179.28
VISA - Marco's Pizza	Other Purchased Services	130.00
VISA - Marilyn's Restaurant	Professional Development	84.22
VISA - Michael's	Library Supplies	6.57
VISA - Michael's	Other Purchased Services	85.39
VISA - Office Depot/OfficeMax	Copier Supplies	39.58
VISA - Office Depot/OfficeMax	Library Supplies	34.41
VISA - Office Depot/OfficeMax	Office Supplies	73.93
VISA - Office Depot/OfficeMax	Other Purchased Services	146.50
VISA - Oriental Trading Co.	Other Purchased Services	287.62
VISA - Pantagraph	Periodicals	766.32
VISA - Party City	Other Purchased Services	7.96
VISA - Pinnacle Door	Building Maintenance	(26.00)
VISA - Progressive Business Conference	Professional Development	199.00
VISA - Regional Help Wanted.com	Advertising	264.00
VISA - Sprint	Telecommunications	468.06
VISA - U. S. Toy Co.	Library Supplies	514.92
VISA - UPS	Postage	12.04
VISA - Verizon Wireless	Telecommunications	123.91
VISA - Wal-Mart	Building Mtnc Supplies	20.74
VISA - Wal-Mart	Janitorial Supplies	169.20
VISA - Wal-Mart	Library Supplies	37.70
VISA - Wal-Mart	Other Purchased Services	279.40
VISA - Windstream	Telecommunications	126.86
Total		359,852.42

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August 2016

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

This month, I attended and participated in a City Department Director's retreat. This was great to not only develop relationships with other city departments but to be a part of planning for the City's future. I also attended a city council committee of the whole meeting regarding the Downtown Bloomington priorities and the city council meeting appointing new board member, Alicia Whitworth.

I attended the opening session of Leadership McLean County. I am excited to get to know both the community and other participants better through this program.

We had two staff input sessions with Farnsworth, one open to all staff and one for department managers. We had a lot of good ideas submitted and I am excited to see the how the building plans progress.

We hosted a Director's Open House and had about 25 people stop by. I had some good conversations and even received a hug from a teen that was very excited to receive some free cookies!

I took my first ride on the bookmobile with one of our newest bookmobile drivers. It was a great experience with a steady stream of customers and Sara Engels was a great tour guide!

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

I helped out at the Summer Read Final Party, where we estimate about 300 kids went through the bouncy house (my station) alone. I also helped out at our Build a Planter program for adults.

We had our summer read wrap up meeting, discussing some great ideas for next year. Believe it or not, we will begin planning for Summer Read 2017, Reading By Design, soon.

We prepared plans and materials for National Library Card Sign Up Month events and promotions in September. We are excited to do "off-site" library card sign ups at Wesleyan's Student Organization Fair, the Downtown Bloomington First Friday event, and at BraiZe. We will also be handing out Library "swag", offering free card replacements, hosting two "bring back our stuff days" (waiving fines on items returned those days), design your own card coloring sheets, and a teen design your own digital card contest.

Several staff members met with a Hoopla (an internet streaming media service) representative to watch a demonstration. I think everyone was impressed and it is a service that we are seriously considering.

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

I attended webinars on workplace privacy and employee engagement.

I connected with other library directors, including Normal's Director, at the Tri-County Area Directors' Meeting and the Peoria Area Directors' Lunch.

I worked on updating staff committee assignments, making sure appropriate departments are represented on each committee.

I met with a RAILS (Reaching Across Illinois Libraries System) representative to have a brief orientation about RAILS and what they can offer BPL. We are working to host a system workshop here later this Fall.

In an effort to improve communication with the Library's union, I established a standing meeting time with our union steward. We hope this time will give us an opportunity to informally share information with each other.

Goal: Work effectively through the use of technology.

The web team committee is beginning the process of redesigning the BPL website. I spent some time looking at other Library websites to gather ideas for our future website.

Goal: Administer a cost-effective public library.

Bequests: We received a check for \$83,340 for the Irene B. Mischler trust.

We received a check for \$5,366.30 for the James & Barbara Meek trust.

Grants: Outstanding: Best Buy Grant - we should hear back September 15th.

Adult Services - August 2016

Carol Torrens, Manager

Collections

Marcie weeded the "D" fiction area using Collection HQ's Dead Item report. She also weeded the Large Print collection with a similar HQ report. Space limitations there result in weeding every 4 – 6 months.

Mary weeded a large set of Historic Documents. This has been supplanted by the ease of access to such information online. It freed up many shelves for the nonfiction collection.

I, Carol, weeded some DVD and CD areas due to space constraints, removing duplicate copies of titles and also lesser-used TV series.

The Standard & Poor's business database has been cancelled due to low usage.

Programs

Displays in Adult Services: a feature of the Novelist database with read-alikes to James Patterson; dogs; back to school; and summer Olympics. The display in the DVD area was Summertime, featuring movies with lots of sunshine. Then sadly at the end of the month, it changed to RIP for Gene Wilder.

Along with Laura, we talked about Student Library Cards and the Brainfuse homework database with District 87 media specialists.

Adult/Family programs

Fiction Book Club – 1 session – 8 attended

Mystery Book Club – 1 session – 5 attended

Books on Tap – 1 session – 12 attended

History Reads Book Club – 1 session – 20 attended

DIY Oversized Cross Stitch – 1 session – 7 attended

Build a Planter – 1 session – 10 attended

Altered Book Art: Book Page Poetry – 1 session – 4 attended

Classic Movies: All-time Favorites – 5 sessions – 44 attended

Hogwarts Class Reunion -- 1 session – 23 attended

Prairie State Legal Services – 1 session – 9 attended

Author Elizabeth Berg – 1 session – 42 attended

Live to be 100 by Terry Fisk – 1 session – 17 attended

Tabletop 101 with Red Raccoon Games: Time Line Challenge – 1 session – 4 attended

Teen programs

Game Night in teenZone – 1 sessions – 0 attended

DIY Chalk Notebooks – 1 session – 0 attended

Printcraft: 3D Minecraft – 1 session – 18 attended

Game On: Teen SRP Party – 1 session – 31 attended

Training & Technology

There were 14 individual appointments with an Adult Services staffer. Topics: ebooks, setting up Google and email accounts on phones and tablets, resumes and applications, and transferring a video to a blank DVD.

The four part-time Library Associates--Karen H., Jordan, Daphne, and Marie—attended a RAILS training session on Readers Advisory.

Along with other members of the Safety Committee, Karen M. attended a RAILS session on preparing for an active shooter incident.

Several staff attended a mini-morning session on Pokemon Go.

The Executive Committee, then later a few other staff, learned about Hoopla through a webinar, then a visit from our rep. This service is offered by Midwest Tapes and provides audio books, movies/TV, music, ebooks, and comics for digital checkout.

I met with Sara to review Bookmobile driving skills that are part of the test of getting a CDL license. Sara in turn trained the two newest drivers.

Staff

Work study student Briana Aken joined us and began training to be a shelver.

Other I attended a Library Board meeting and Jeanne's Open House.

BUSINESS OFFICE - August 2016
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for staff leaving employment
- The Library received its fourth Property Tax distribution on 8/26 of \$793,882.19
- The Library Foundation received the Barbara Meek Trust in the amount of \$5,366.30
- The Library Foundation also received a funds from the Mischler Trust in the amount of \$83,340
- The Golden Prairie Board complete their levy process—now all that is left to do is file the necessary documents with the County Clerk
- Prepared 1 expense batch in MUNIS
- Prepared 14 deposit batches in MUNIS
- Entered 10 expense batches in account files
- Entered 27 deposit batches in account files
- Meetings:
 - Along with other Department Managers, met with Farnsworth Group, 8/3
 - Department Managers: 8/10, 8/17
 - BPL Board Meeting: 8/16
 - Golden Prairie Board Meeting: 8/17
- Bills review in August: Whitney (8/1), Alex (8/8), Mike (8/15), and Robert (8/22 & 8/30)

Children's Services - August 2016
Melissa Waltrip, Manager

In August, the following programs were offered:

- Summer reading final party – estimated 400 attended
- Little Owl's lapsit – 27 attended
- Ready, Set, Read story time – 99 attended
- Singing Swinging story time – 2 sessions – 23 attended
- Tails for Tales – 25 attended

We visited the following sites:

- Bent School Jump Start program - 40 attended
- Stevenson School Jump Start program – 30 attended
- Irving School Jump Start program – 70 attended
- Chesterbrook Williamsburg – 81 attended
- Bright Horizons – 40 attended
- Pepper Ridge Back to School event – 115 attended
- Cedar Ridge Back to School picnic – 65 attended
- McKids Day

Total August programs offered:

- 2 programs – 425 attended
- 3 story times – 149 attended
- 7 groups/visits/events – 447 attended

In September, the following programs will be offered:

- Rocket Man program – Sept 1
- Family Games Day – Sept 3
- Recurring story times:
 - Singing Swinging story time on the 2nd Monday and the 2nd Saturday of the month
 - Lapsit on Tuesdays
 - Preschool story time on Wednesdays
 - Toddler story time on Thursdays
 - Move and learn story time on Fridays
- Global Tales – Sept 17
- Music Makers – Sept 19
- Book Adventures – Sept 19

Other

- Children's staff attended the training session on Augmented Reality.
- Danny continued to meet with the Library Card Sign Up committee to plan Library Card Sign Up month promotions.
- Danny continued to meet with the podcast committee to plan and record material.
- Summer staff left throughout the month.
- Two work-study students, Gabby Cooney and Lauren Zanoni, returned to work. Amy Sanchez will be returning in September.
- Two Unit 5 student workers and their job coach began shelving DVDs and helping with general cleaning.
- Suzie attended active shooter training.
- I attended webinars on time management and employee engagement.

Circulation and Outreach Services - August 2016
Laura Golaszewski, Manager

1) Staff, committees, and training

- Danielle Shermulis left the department this month to move back home to Chicago. We will miss her!
- Circ staff attended at presentation put on by American Pest about bed bugs so we are better informed of their appearance and habits.

2) Outreach news

- Deposits staff delivered 615 items to 7 sites this month.
- Home Delivery staff delivered 405 items to 45 patrons this month.
- The bookmobile schedule was proofed and sent to marketing. We may still make a few small tweaks here and there to insure that we are providing the best service possible for both our existing stops as well as the new ones we plan to add in the fall.

3) Technology

- Circ staff processed 153 snags in the month of August.
- Procedures for dealing with items returned with bed bugs were finalized this month. We will now have an area to quarantine items and a two-strike rule for patrons who return items with bugs in them. If they return items two times or more with bugs, their borrowing privileges will be suspended until their home is treated. This is for the safety of our staff, building, and materials.

Door Count: Gate Malfunction

Bookmobile Customers: 1,352

Training Hours: 92

Volunteer Hours: 26

August 2016 Circulation and Outreach Services Statistics

Total Circ BPL	116,681
Total Circ Main	106,625
Adults	55,705
Teens	4,013
Children	46,907
Total Circ Outreach	6,947
OTR Adults	2,574
OTR Teens	196
OTR Children	4,177
Total Circ eBooks	3,109
Freeding	27
MyMediaMall	1,858
Total Circ Freegal	929
Total Circ Zinio	234
Total TumbleBooks	61
Borrowers Registered	462
Total Active Cardholders	32,890
Children	5,567
Teen	2,046
Adult	25,277
GPPLD	1,411
Total Holds Filled	8,489
Main Holds	7,308
Outreach Holds	1,181
Door Count	N/A

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	471
THUR	1	WINGOVER MORNING	247
WED	1.25	RAINBOW AVE.	216
TUE	1.25	GOLDEN EAGLE	194
WED	1.25	RAINBOW AVE.	188
TUE	1.25	GOLDEN EAGLE	171
MON	1	EKSTAM DR.	162
WED	1.5	EAGLE CREST	140
MON	1.5	THE GROVE	138
MON	1	ROLLINGBROOK SOUTH	136

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
THUR	1.25	SARAH RAYMOND SCHOOL	0
THUR	1	MILLER PARK	0
THUR	1.25	SARAH RAYMOND SCHOOL	0
TUE	1	TURNBERRY VILLAGE	0
WED	1	FELL PARK	1

Total Monthly Stops: 48

Circulation Questions Answered: 914

Outreach Questions Answered: 117

Total Questions Answered: 1,031

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

Human Resources - August 2016
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions provided by the Staff Development Committee
 - I attended a webinar on Effective Employee Onboarding on 8/11
 - I attended a webinar on Workplace Privacy on 8/24
 - I attended a webinar on Employee Engagement on 8/31
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I updated the Staff Directory on Sharepoint
 - Some Orientation documents are available
 - I contribute news to the monthly staff newsletter
- In August, I participated in seven work study interviews
- In August, there were two in-house job announcements
- In August, I placed one targeted job ad on BloomingtonHelpWanted.com. We received 32 applications.
- In August, I conducted orientation sessions for three new employees
- I participated in the Farnsworth Building Plan Work Session with other managers on August 3
- I serve as the Work Study Coordinator with Illinois Wesleyan University. I conducted seven interviews for the four or five positions we have available.
- 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 time clocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I actively use a few reports through Munis to verify part-time hours
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 3.5 hours

Information Technology – August 2016
Jon Whited, Manager

Operational

We upgraded the three scanners on the selfchecks upstairs. Now all of the selfchecks in the library are able to scan barcodes that are stored on phones.

We are in the process of rolling out office365 to all staff members.

We have been working with the student list that we received from District 87, with the intension of getting Library cards to every student in school system. We received the updated student list for this year. We have worked through the opt out list to make sure that students that parents opted out actually have full cards.

We installed a new primary domain controller running Windows Server 2012. We hope to replace both the primary and secondary domain controllers in the next few months. We are currently in the process of moving over the DNS server to the new domain controller.

We are migrating our local sharepoint site to the online sharepoint provided with our office365 subscriptions. This is the first step in moving both the sharepoint and email address off site. This will allow for library staff to be able to communicate even when the building is without power.

Summer Reading

Summer Reading has come to a close. Though Summer Reading ended on August 7, we continued to hand out available prizes through the end of August.

In 2016, for the first time, we delivered reading logs to all students in grades K-5 in District 87. Because we sent these logs home in backpacks, they were not logs that were actually requested. Because of this, we expected our completion percentage for the Children's Program to go down, which it did by approximately 8%. On the bright side, the actual number of kids who completed the program increased by 586 children from 2015 to 2016.

2016

	<u>Logs Out</u>	<u>Finishers</u>
	<u>Finishers</u>	
Kids	7,042	3,172 (45%)
Teens	1,338	400 (30%)
Adults	2,401	987 (41%)
Total	10,781	4,559 (42%)

2015

	<u>Logs Out</u>	<u>Finishers</u>
Kids	4,893	2,586 (53%)
Teens	1,136	338 (30%)
Adults	2,384	984 (41%)
Total	8,413	3,908 (46%)

September-November Program Guide

- The Library's 8-page September-November Program Guide is now available.
 - The guide:
 - Is available at the Library, on the Bookmobile, and on the website.
 - Was emailed to 24,557 card holders.
 - Was distributed to District 87 students in grades K-5 via their backpacks.
 - Was shared via electronic link on both Facebook and Twitter.

Podcast

- The Podcast Committee hopes to be ready to air the first episode sometime in late September.
 - During August, we recorded commercials promoting library services and set up interviews with Candace Summers and Rhys Lovell who will be the interview subjects of our first episode which will focus on the Museum's Annual Cemetery Walk.

Media

- 107.7 The Bull was present for our End of Summer Reading Party on August 6. This included four live, on-air spots with library staff.
- Commercials promoting Elizabeth Berg's somewhat last-minute visit to BPL aired on Magic 99.5 and WJBC.
- On August 18, WJBC's Dan Swaney interviewed Berg about her August 21 visit.

Staff Appreciation

- Staff Appreciation Day gifts were chosen and artwork is being designed. Staff members will have their choice of either an umbrella or a tote bag as their Staff Appreciation Day gift.

Library Card Sign-Up Month

- This is what the Library decided to offer for Library Card Sign-Up Month.
 - 1 Get a free Library Bag and Button with you
 - sign up for a new card
 - renew your card
 - bring a friend in to get their card
 - 2 Design-Your-Own-Library-Card:
 - Contest for Teens
 - Fun Coloring for Kids
 - 3 Free replacement cards:
 - If you've lost your library card, during the month of September you can replace it without paying the replacement fee
 - 4 Offsite Library Card Sign Up will be offered:
 - September 1 – IWU RSO Fair (4-6pm) – **78 cards created**
 - September 2 – Downtown Bloomington's Back-to-School First Friday at Kelly's Bakery & Café (5-8pm) - **3 cards created; 4 cards renewed**
 - September 21 – BraiZe (inside the VFW) over lunch (11am-2pm) - **TBD**
 - 5 Bring Back Our Stuff!
 - Return library materials that are currently overdue and we'll check them in without charging any overdue fees.
 - Tuesday, September 6
 - Sunday, September 18
- A number of paper promotional pieces and many digital images were created to promote Library Card Sign-Up Month. This included designs for 20 different buttons.
- As part of Library Card Sign-Up Month, the GPPLD postcard which we sent out a few months ago was revamped into an 11x17 poster. The poster included the dates of GPPLD Bookmobile stops to each area and arrived via snail mail with a letter asking the recipient to hang it at their business/post office. Recipients included:

- Freedom Oil which serves as a Bookmobile stop near Downs
- The post office in Shirley
- The post office in Arrowsmith
- The post office in Ellsworth
- Artwork was created and an order was placed for personalized reusable bags and tumblers which are being given out as part of the promotion for the month.
 - Bags are being handed out at the Library and on the Bookmobile.
 - The bags are stuffed with Library promo pieces including Program Guides, Lynda.com, Overdrive, Freegal, Zinio, and Bookmobile Schedules.
 - Tumblers are being given out at offsite card sign-up locations.

Electronic Outreach:

- During the past month, the Library added 63 Facebook fans, for a total of 4,594.
- During the past month, the Library added 44 Twitter followers, for a total of 1,546.
- During the past month, the Library added 43 Instagram followers, for a total of 597.
- During the past month, 7 people signed up to receive Bookmobile texts for a total of 553.
- During the past month, 5 people signed up for Library texts, for a total of 138.
- During the past month, 85 new cardholders opted to receive the quarterly Program Guide via email.

Designing/Creating Promotional Materials

Misc

- Elevator artwork (installation in September)
- Created props for the Harry Potter Party
- Artwork was designed and posted inviting the public to meet Jeanne at an open house.
- Card Blanks for Student Cards and Student Teen Cards were designed and ordered
- Prep materials for 4 offsite visits
- Created "Olympic Medals" for the Spirit Committee's Library Olympics
- Invitations to the 9.14 reception for Jeanne were designed, printed, and mailed
 - Glenn Wilson's 4-piece jazz band has been hired to play
 - Kelly's Bakery & Café will cater
- Deposit Collection Site promo piece created to take out to resource fairs
- Inserts created for the games for the Summer Reading Party

Paper and/or Digital Publicity for programs

- Teen DIY: Banned Book Jewelry
- Election Connection
- Second Wednesday Classic Movie Series
- Walking Dead Fandom Party
- Kiddie Drive In
- Adult DIY
- Tiny House Program
- September Calendars
- Retirement University
- Computer Basics Classes
- Cemetery Walk Program at BPL

- Ring America
- Outdoor Planter program
- Family Games Day
- Pokemon Meetup Mondays

- Tales for Tails / Book Adventures
- Global Story Time
- Pokemon Scavenger Hunt
- Teen Banned Book Challenge

Ads Created

- Ad for McLean County Museum of History's Cemetery Walk – promotes Halloween-related programs in October
- Ad for the Community Players Playbill – promotes Library Card Sign-Up Month
- Ad for The Pantagraph thanking our Summer Reading sponsors
- Ad for the monitors at the YMCA – this is a general BPL ad

Signs

- Defend the 1st Amendment; Read a Banned Book; Stand Up for Your Right to Read – display sign
- Closed for Labor Day (paper & digital)
- Signs for the public about printing in Microsoft Edge
- Novelist Plus – display sign
- “Good news! You can now sign up directly at the computers.”
- Sign letting patrons know they can get a Project Management certification via Lynda.com

Additional Printing, Cutting, Folding

- Early Copies of the Program Guide needed for Back-to-School events
- Nook handouts
- Story Time Fliers
- Me Media Mall handouts
- Freegal handouts
- Zinio handouts
- Lynda.com handouts
- Wireless Printing Handouts
- Paper and digital artwork seeking LEGO/DUPLO donations
- Changed the Display Case to request LEGO/DUPLO Donations

Ongoing Promotion:

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

Other:

- August 4 – Rhonda attended the quarterly meeting of the West Side Collaborative Partners
- August 9 – Jim attended the Back-to-School Party/School Supply Giveaway at the Coliseum
- August 13 – Rhonda & Jim attended the First Christian Block Party and School Supply Giveaway
- August 16 – Rhonda attended the District 87 Back-to-School Breakfast for teachers
- August 17 – Rhonda and Laura G. presented the findings of the Bookmobile Survey to the GPPLD Board.
- August 30 – Rhonda took part in a meeting with Prairie State Legal Services regarding their upcoming Free Legal Fair

B Logistics:

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

Support Services - August 2016
Caprice Prochnow, Manager

- Meetings:
 - Farnsworth Program of Spaces Session – August 3
 - Active Shooter Preparedness – August 4
 - Department Managers – August 10, 17, 24 and 31
 - Beyond Orientation: Effective Employee Onboarding – August 11
 - BPL Board meeting – August 16
 - Employee Privacy Rights: Ensure Compliance When Monitoring Employees – 8/24
 - Employee Engagement 101 – August 31
- Custodial staff –
 - Pulled the upholstered chairs from the public area in order to vacuum and shampoo them.
 - Performed some maintenance on the water line to the icemaker so it would work properly.
 - Painted the vestibule, new books area in the lobby, and the break room.
- Steve Carroll was hired as a temporary custodian.
- The Safety Committee has added three new members: Sara Engels, Michelle Cope and Clara Jones. Along with this, we have a new standing meeting time on the fourth Tuesday of the month at 11:00 a.m.
- Caprice and Laura G. met to discuss quarantine procedures for bed bugs and other creepy crawlies, and the supplies were procured for this. Caprice arranged for Steve from American Pest Control to make a presentation on bed bugs to educate Circulation staff since they are the department that deals with item returns.
- Hartford Boiler inspected the boilers on August 25, and all was well. The next inspection will not be until 2018.
- Mid-Illinois Mechanical repaired a leaking valve on the hot water loop.
- Johnson Controls cleaned the coils on the chiller.
- Haney Plumbing replaced the shut-off valve on the Childrens staff restroom toilet.
- Weber Electric installed trac lighting in the Book Shoppe to replace the clip-on lights.
- Tri-County Irrigation replaced a sprinkler head on the west side just north of the entrance.

Volunteer hours: 8 Training hours: 9

Technical Services – August 2016
Allison Schmid, Manager

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

- Marion and Allison are making sure the entire outreach collection is up to the same processing standards as the main collection. Most importantly, making sure they all have yellow bookmobile stickers in the correct location.
- TS discarded over 4,000 books last month!

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

- 8/24/16 – Allison worked a Teen Zone shift.
- 8/11/16 – All TS staff attended the mini-morning session on Pokemon and augmented reality.
- 8/27/16 - Theresa helped out with the DIY program, planter boxes.
- 8/30/16 – Allison attended the SRP wrap-up meeting.
- Allison weeded the professional collection. Titles were removed based on age, irrelevancy, and duplication.
- Marion completed her 2nd master's degree in Library and Information Science with a certificate in Special Collections.
- The TS Live Healthy Challenge team, James Fatterson's Ghost Riders, got 8th place, beating out the other library team that ended in 14th. ☺
- We modified the way we mark items with on-order dates to be much more efficient and easier to read.
- Training hours – 4

GOAL – To work effectively through the use of technology

- Allison watched a webinar on eResource Central.

GOAL - To administer a cost-effective public library.

- We're down to just two volunteers. Aruna comes once a week on Thursdays for 2 hours. Bette only comes 2 times a month for 1 hour.
- Volunteer hours – 10

August 2016

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	662	963
Adult Nonfiction	202	284
Juvenile Fiction	1062	551
Juvenile Nonfiction	197	40
Adult CDs	143	346
Juvenile CDs	22	199
Adult DVDs	320	1004
Juvenile DVDs	181	196
Adult Audio	47	253
Juvenile Audio	27	212
Adult Computer Games	9	1
Juvenile Computer Games	19	14
Total Adds/Withdraws	2891	4063

Total Items in Main	307204
Total Items in OTR	12082
Total Items in Library	319286

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

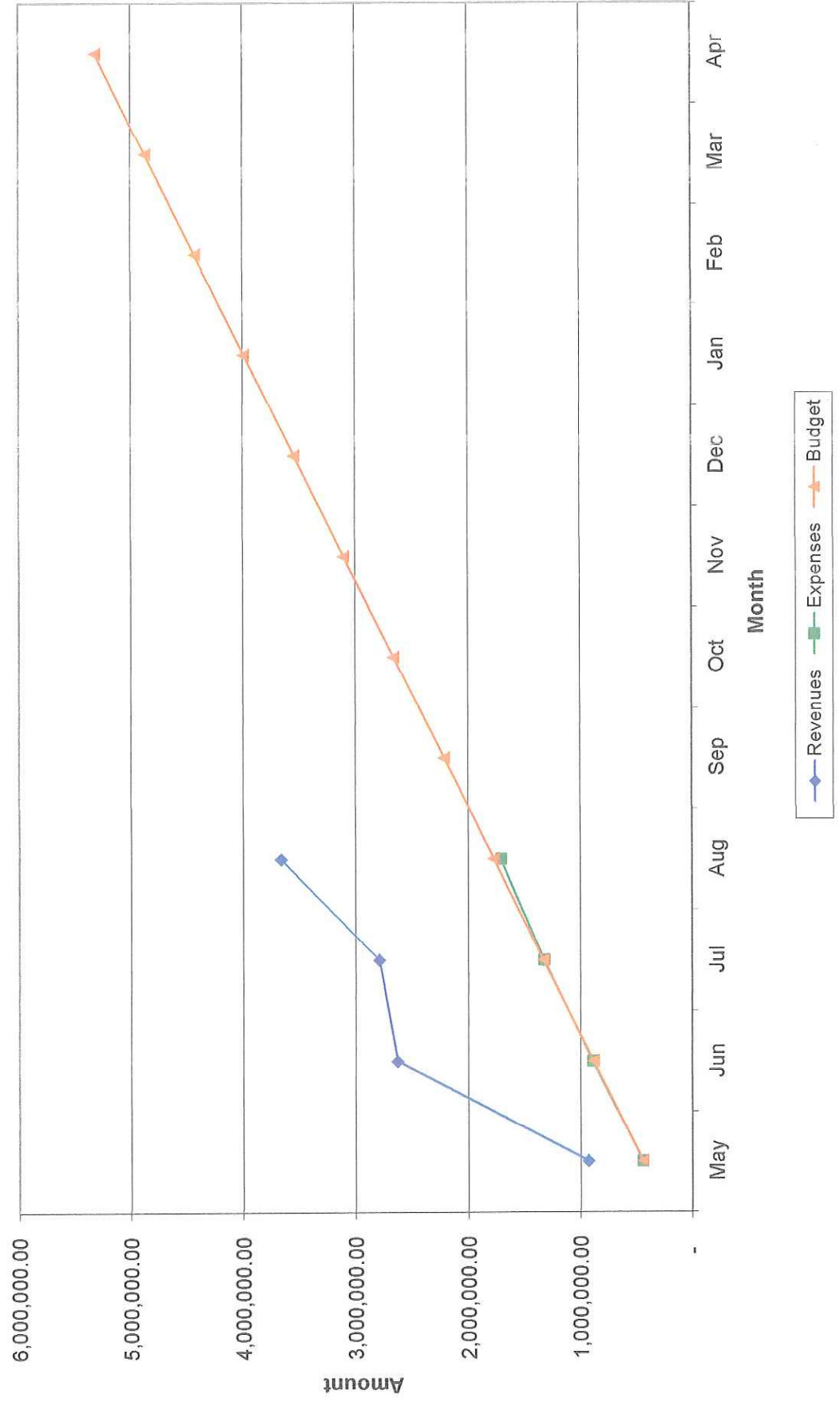
REVENUES:

ACCT NAME	BUDGET	AUGUST 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,546,710	793,882.14	3,138,108.63	(1,408,601.37)	69.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	95,000	0.00	59,054.82	(35,945.18)	62.2
GPPLD	392,000	62,087.10	264,107.41	(127,892.59)	67.4
Fees & Rentals	83,000	5,638.31	26,149.34	(56,850.66)	31.5
Copies	3,200	290.40	1,231.55	(1,968.45)	38.5
Interest on Investments	1,000	1,872.00	4,332.34	3,332.34	433.2
Sale of Property	1,000	0.00	631.05	(368.95)	63.1
Donations	28,000	0.00	24,928.33	(3,071.67)	89.0
Cash Over/Short	0	10.95	22.24	22.24	-----
Other	40,000	4,396.35	13,558.17	(26,441.83)	33.9
Total Revenues	5,320,310	868,177.25	3,662,523.88	(1,657,786.12)	68.8

ACCT NAME	BUDGET	AUGUST 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,149,887	154,231.72	574,021.89	(1,575,865.11)	26.7
Part-Time Salaries	402,086	28,788.67	110,259.97	(291,826.03)	27.4
Seasonal Salaries	47,701	8,637.36	32,129.74	(15,571.26)	67.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,600,774	191,657.75	716,411.60	(1,884,362.40)	27.5
Dental Insurance	12,400	835.98	3,302.32	(9,097.68)	26.6
Vision Insurance	3,050	192.60	775.14	(2,274.86)	25.4
Health Insurance, BC/BS PPO	294,901	22,445.62	90,523.81	(204,377.19)	30.7
Health Insurance, OSF HMO	100,429	5,889.06	23,556.24	(76,872.76)	23.5
Life Insurance	3,100	249.35	997.21	(2,102.79)	32.2
IMRF	310,000	10,493.67	74,351.46	(235,648.54)	24.0
FICA	163,000	11,195.18	42,544.46	(120,455.54)	26.1
Medicare	39,000	2,618.28	9,950.17	(29,049.83)	25.5
Worker's Comp	17,000	0.00	(467.00)	(17,467.00)	-2.7
Uniforms	600	11.90	68.67	(531.33)	11.4
Other Benefits	20,000	0.00	10,885.91	(9,114.09)	54.4
Total Benefits	963,480	53,931.64	256,488.39	(706,991.61)	26.6
Rentals	22,000	1,960.34	6,668.32	(15,331.68)	30.3
Total Rentals	22,000	1,960.34	6,668.32	(15,331.68)	30.3
Building Mtnc	120,000	3,556.99	22,895.69	(97,104.31)	19.1
Vehicle Mtnc	5,000	251.38	1,037.50	(3,962.50)	20.8
Office & Computer Mtnc	165,000	25,622.00	106,509.03	(58,490.97)	64.6
Total Repair/Mtnc	290,000	29,430.37	130,442.22	(159,557.78)	45.0

ACCT NAME	BUDGET	AUGUST 2016	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	25,000	2,883.51	13,954.12	(11,045.88)	55.8
Printing/Binding	19,000	0.00	2,653.83	(16,346.17)	14.0
Travel	1,000	28.08	28.08	(971.92)	2.8
Membership Dues	5,000	300.00	1,619.00	(3,381.00)	32.4
Professional Development	13,000	283.22	1,951.68	(11,048.32)	15.0
Other Purchased Services	128,690	5,057.14	38,809.30	(89,880.70)	30.2
Property Insurance	24,000	0.00	0.00	(24,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	5,500	0.00	0.00	(5,500.00)	0.0
Total Purchased Services	225,190	8,551.95	59,016.01	(166,173.99)	26.2
Office Supplies	12,000	1,550.30	3,938.45	(8,061.55)	32.8
Computer Supplies	80,000	5,164.34	13,067.96	(66,932.04)	16.3
Copier Supplies	3,400	401.30	785.52	(2,614.48)	23.1
Postage	12,000	12.04	2,857.60	(9,142.40)	23.8
Library Supplies	75,000	7,935.79	17,159.29	(57,840.71)	22.9
Janitorial Supplies	16,000	1,005.97	2,767.14	(13,232.86)	17.3
Gas & Diesel Fuel	4,290	598.42	1,127.70	(3,162.30)	26.3
Building Mtnc & Repair Supplies	10,000	241.13	1,738.79	(8,261.21)	17.4
Total Supplies	212,690	16,909.29	43,442.45	(169,247.55)	20.4
Natural Gas	32,000	1,006.01	4,594.01	(27,405.99)	14.4
Electricity	80,000	17,159.87	36,035.84	(43,964.16)	45.0
Water	8,000	1,137.10	2,011.30	(5,988.70)	25.1
Telecommunications	26,780	3,299.24	12,409.45	(14,370.55)	46.3
Total Utilities	146,780	22,602.22	55,050.60	(91,729.40)	37.5
Professional Collection	3,500	0.00	105.95	(3,394.05)	3.0
Total Prof Collection	3,500	0.00	105.95	(3,394.05)	3.0
Periodicals	36,050	1,247.32	20,061.26	(15,988.74)	55.6
Adult Books	159,100	12,008.98	47,977.98	(111,122.02)	30.2
Children's Books	128,000	11,088.67	38,562.95	(89,437.05)	30.1
A/V Materials	151,000	29,222.63	58,255.81	(92,744.19)	38.6
Public Access Software	144,200	2,470.00	91,470.16	(52,729.84)	63.4
Ebooks	60,000	4,990.00	19,690.00	(40,310.00)	32.8
Total Materials	678,350	61,027.60	276,018.16	(402,331.84)	40.7
Employee Relations	6,000	4.00	1,279.70	(4,720.30)	21.3
Miscellaneous Expenses	9,000	1,843.16	2,772.21	(6,227.79)	30.8
ERI Reimbursement	36,732	0.00	36,732.00	0.00	100.0
Fixed Asset Fund Transfer	122,104	0.00	122,104.00	0.00	100.0
Total Other Expenses	173,836	1,847.16	162,887.91	(10,948.09)	93.7
Total Expenses	5,316,600	387,918.32	1,706,531.61	(3,610,068.39)	32.1

BPL FY 2016-2017



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2016

Property Tax (69.0%): The Library has received four distributions so far.

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

State Grants (62.2%): The Library received the Per Capita grant in June.

GPPLD (67.4%): The Library has received four distributions from Golden Prairie so far.

Copies (38.5%): Copy revenue is a little more than projected.

Interest on Investments (433.2%): The Library projected a low amount for Interest.

Sale of Property (63.1%): This revenue is from the Library's Garage Sale.

Donations (89.0%): The Library received the annual donation from the Foundation for the Summer Reading Program.

Full-Time Salaries (26.7%): This is under-spent due to a number of full-time positions that were vacant for a small amount of time due to resignations.

Part-Time Salaries (27.4%): This is under-spent due to a number of part-time positions that were vacant for a small amount of time due to resignations.

Seasonal Salaries (67.4%): This line item is over-spent at this point because the majority of the funds are spent during the summer for the additional staff hired to help with the Summer Reading Program.

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

Dental Insurance (26.6%): This is under-spent because fewer staff chose this coverage than we had projected.

Vision Insurance (25.4%): This is under-spent because fewer staff chose this coverage than we had projected.

Health Insurance OSF, HMO (23.5%): This is under-spent because fewer staff chose this coverage than we had projected.

IMRF (24.0%): This is under-spent because the Library is under-spent in Full-Time Salaries

FICA (26.1%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

Medicare (25.5%): This is under-spent because the Library is under-spent in Full-Time and Part-Time Salaries.

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

Uniforms (11.4%): Charges have been minimal.

Other Benefits (54.4%): This is the amount of vacation payout that the Library has paid to employees resigning/retiring from service.

Building Maintenance (19.1%): Charges have been minimal.

Vehicle Maintenance (20.8%): Charges have been minimal.

Office & Computer Maintenance (64.6%): This is over-spent because the Library has made annual payments for SIRSI, EnvisionWare, and to Bibliotheca for the sorter, RFID pads, and self-checks.
Advertising (55.8%): This line item is over-spent because it was necessary to pre-pay for some advertising spots.
Printing/Binding (14.0%): Charges have been minimal.
Travel (2.8%): Nothing has been charged to this line item yet.
Professional Development (15.0%): Charges have been minimal.
Property Insurance (0.0%): The Library pays the annual Property Insurance in January.
Vehicle Insurance (0.0%): The Library pays the annual Vehicle Insurance in January.
Other Insurance (0.0%): The Library pays the annual Directors & Officers Insurance in January.
Computer Supplies (16.3%): Charges have been minimal.
Copier Supplies (23.1%): Charges have been minimal.
Postage (23.8%): Charges have been minimal.
Library Supplies (22.9%): Charges have been minimal.
Janitorial Supplies (17.3%): Charges have been minimal.
Gas & Diesel Fuel (26.3%): Charges have been minimal.
Building Maintenance Supplies (17.4%): Charges have been minimal.
Natural Gas (14.4%): Charges have been minimal.
Electricity (45.0%): This is over-spent due to higher spending during the summer months.
Water (25.1%): Charges have been minimal.
Telecommunications (46.3%): This is over-spent due to the addition of a long-distance line for public faxing capabilities.
Professional Collection (3.0%): Charges have been minimal.
Periodicals (55.6%): This line item is over-spent because the annual subscription payment to Ebsco was made in June.
A/V Materials (38.6%): This amount reflects the one-time payment for Freegal, the downloadable music service.
Public Access Software (63.4%): This is over-spent because several annual payments for public access software packages have been paid.
Employee Relations (21.3%): Charges have been minimal.
ERI Reimbursement (100.0%): The full amount was paid in May.
Fixed Asset Transfer (100.0%): The full amount was transferred in May.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,430.00
Foundation (through former Friends), Summer Reading Program:	21,961.50
State Farm Good Neighbor Grant (Miller):	500.00
McLean Co. Retired Teachers Association (Donation for Children's Room):	35.00
Fountain Receipts:	1.83

Total Donations:	\$ 24,928.33
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 45.00
Book Pick-Up:	496.45
Book Shoppe:	7,567.50
Ear Buds:	201.50
Flashdrives:	48.75
Hot Beverage Service:	261.00
Meeting Room Fees:	279.18
Print Station:	4,009.20
Reusable Bags:	66.00
Slingback Packs:	110.00
Test Proctoring:	250.00
Miscellaneous:	223.59

Total Other Revenue: \$ 9,161.82

During August, 10 batches containing 177 invoices were processed, totaling \$89,166.73 and 209 credit card charges were made totaling \$36,049.11.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$3,827,198.29, which is 72.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY17 budget is \$1,329,150

Library Fund Balance Information, 8/31/16:

Operating:	\$ 3,827,198.29
Capital:	\$ 2,291,935.95
Fixed Assets:	\$ 935,452.12

Bloomington Public Library
Monthly Statistics - August 2016

	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	55,705	216,025	56,481	226,243
Teens	4,013	17,846	4,139	17,083
Children	46,907	203,671	47,410	214,483
OTR Adults	2,574	10,009	2,444	10,085
OTR Teens	196	847	164	730
OTR Children	4,177	17,266	4,621	16,906
e-Books - Freading	27	48	24	153
e-Books - Overdrive	1,858	18,771	5,199	15,844
Freegal downloads	929	2,330	549	2,052
Zinio Magazines	234	1,078	924	2,023
Tumblebooks	61	105	31	60
TOTALS				
Adults	58,279	226,034	58,925	236,328
Teens	4,209	18,693	4,303	17,813
Children	51,084	220,937	52,031	231,389
Digital Downloads	3,109	22,332	6,727	20,132
COMBINED TOTAL	116,681	487,996	121,986	505,662
ITEMS IN THE COLLECTION				
Main	307,204	307,204	298,247	298,247
OTR	12,082	12,082	11,830	11,830
TOTAL	319,286	319,286	310,077	310,077
HOLDS FILLED	8,489	32,533	7,709	31,128
CARDHOLDERS				
Added	462	2,082	458	2,159
TOTAL NUMBER				
Adults	25,277	25,277	25,644	25,664
Teens	2,046	2,046	2,149	2,149
Children	5,567	5,567	5,903	5,903
Combined Total of Active Cards	32,890	32,890	33,696	33,716
REFERENCE QUESTIONS				
Adults	2673	10,034	2,556	10,080
Teens	179	625	131	832
Children	590	2,692	643	4,008
OTR	117	543	122	499
Circulation	914	3,214	695	2,928
PROGRAMS				
Story Times	3	24	2	36
Adult	17	80	14	66
Teens	4	24	5	23
Juvenile	2	27	3	30
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
PROGRAM ATTENDANCE				
Story Times	1,497	2,392	35	1,982
Adult Programs	205	1,210	126	1,131

Bloomington Public Library
Monthly Statistics - August 2016

	Current Month	Cumulative	Last Year	Cumulative
Teen Programs	49	210	59	295
Juvenile Programs	425	2,562	327	2,637
Outreach Adult	0	0	0	0
Outreach Teen	0	0	0	0
Outreach Juvenile	0	0	0	0
SUMMER READING PARTICIPANTS				
CHILDREN				
Registered	0	0	0	0
Completed	0	0	0	0
TEENS				
Registered	0	0	0	0
Completed	0	0	0	0
ADULTS				
Registered	0	0	0	0
Completed	0	0	0	0
TOTAL				
Registered	0	0	0	0
Completed	0	0	0	0
COMPUTER USE				
Public computer uses	5,139	18,198	5,097	19,377
Website database/catalog hits	25,571	102,132	26,221	134,704
Online Resource (Database) uses	5,179	19,400	5,362	22,221
TOTAL	35,889	139,730	36,680	176,302
INTERLIBRARY LOAN				
Borrowing Requests Received	630	2,318	579	2,111
Outgoing Loans (Lending)	106	840	271	1,085
CONTACTS w/ COMMUNITY GROUPS				
Inside the library (events)	0	52	2	48
Outside the library (events)	8	37	3	40
Number of people	456	8,308	622	10,155
VOLUNTEER HOURS	77	387	276	809
MEETING ROOM USAGE				
Study Room	62	255	63	248
Digital Media Lab	4	34	25	98
Community Room	45	177		
Customer Visits (MAIN)	N/A	42,993	27,049	117,600
Customer Visits (OTR)	1,352	5,490	1,452	5,884
COMBINED TOTAL VISITS	N/A	48,483	28,501	123,484
TRAINING HOURS	153	449	83	481

**GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT
PUBLIC HEARING**

Wednesday, July 20, 2016
5:00 p.m.

At 5:00 p.m., President Lynn Gray opened the Public Hearing on Ordinance No. 16-01, the Annual Budget and Appropriation Ordinance for the Fiscal Year beginning the first day of July 2016 and ending the 30th day of June 2017. President Gray called for public comments three times with no responses. The Public Hearing was closed at 5:01 p.m.

**Golden Prairie Public Library District
Board of Trustees Meeting**

MINUTES

I. Call to Order

President Lynn Gray called the meeting to order at 5:02 p.m.

II. Roll Call

MEMBERS PRESENT: Carol Carey-Odekirk, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Phil Lenzini, Johanna Sneed

III. Introductions

President Gray introduced Attorney Phil Lenzini.

IV. Public Comment

There was no public comment.

V. President's Report

President Gray reported on the BPL Board meetings that she attended in June and July. She stated that the BPL Board reviewed the bookmobile survey results, discussed updating the BPL Board page on the website so that the Trustees are all listed in the same format, and discussed revising their bylaws. Additionally, President Gray reported that Trustee Susan O'Rourke resigned from the BPL Board. Upon further discussion, the Board requested that the bookmobile survey results be presented to them during next month's GPPLD Board Meeting.

President Gray shared that there will be a reception for new BPL Director, Jeanne Hamilton, in the upcoming months. However, there is currently no date for the event. President Gray proceeded to distribute the latest GPPLD cardholder statistics; the Board reviewed and discussed this further.

VI. Approval of Minutes

A. June 15, 2016

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO
APPROVE THE MINUTES FROM THE JUNE 15, 2016 MEETING. THE
MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Jeanne Hamilton reported that she has been busy attending meetings and getting acquainted with staff. She proceeded to entertain questions.

B. Outreach Report

The Board reviewed the Outreach Report. In Laura Golaszewski's absence, Director Hamilton entertained questions.

C. Fiscal Report

1. Presentation of June Financial Report

Kathy Jeakins reported that the Per Capita Grant was received and is reflected in the report. She added that the funds will be used to purchase materials for the library.

Kathy Jeakins reported that the transfer from the Illinois Funds to the Capital account with Commerce Bank has been made, thus all of the GPPLD funds are now exclusively in Commerce Bank accounts.

VIII. Committee Reports and Discussion

A. Marketing Committee

The Board discussed the Marketing committee's purpose, and whether or not that has been fulfilled. The Board agreed that the committee is no longer needed, but a Trustee should be appointed as a primary contact to discuss marketing ideas and suggestions with BPL staff before they are brought before the Board. After further discussion, President Gray dissolved the Marketing Committee and designated Carol Carey-Odekirk as the primary contact for marketing related efforts.

IX. Unfinished Business

A. Discuss Reserve Levels

The Board discussed reserve levels. Stephen Peterson suggested that if the funds cannot be invested, then they should be spent. Mention was made of making a monetary contribution to BPL, limiting purchases towards designated items as a way to improve library resources for GPPLD residents. Among the suggestions made as part of the contribution were requesting materials with a high number of holds, purchasing a microfilm reader, contributing to a potential library expansion, and exploring the possibility of adding home delivery services in the GPPLD area. It was decided that the Board will present more ideas during the next meeting. Director Hamilton will also present ideas that staff feel could help improve library resources and will explore the prospect of adding the home delivery service to GPPLD areas.

X. New Business

A. Adopt Annual Budget and Appropriation Ordinance 16-01

Kathy Jeakins presented the Annual Budget and Appropriation Ordinance 16-01 and noted that the Advertising line item was added to the budget.

Phil Lenzini reminded the Board that budgeted funds are not obligations for spending, but rather, authorizations for spending. Phil Lenzini recommended the adoption of the Annual Budget and Appropriation Ordinance 16-01 and proceeded to entertain questions.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE 16-01 FOR THE FISCAL YEAR BEGINNING THE FIRST DAY OF JULY 2016 AND ENDING THE 30TH DAY OF JUNE 2017, IN THE AMOUNT OF \$430,600.00.

AYES: CAROL CAREY-ODEKIRK, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, LYNN GRAY

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

B. Prevailing Wage Ordinance

CAROL CAREY-ODEKIRK MOVED, JODI SHERMAN SECONDED, TO APPROVE PREVAILING WAGE ORDINANCE 16-03. THE MOTION CARRIED UNANIMOUSLY.

C. Appoint Committee for Secretary's Audit of FY 2015-2016 Minutes

President Lynn Gray appointed Patti Salch and Jodi Sherman to audit the FY 2015-2016 Minutes.

XI. Adjournment

STEPHEN PETERSON MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Gray adjourned the meeting at 6:23 p.m.

Bloomington Public Library
~~Board Officers and Committees~~
Procedures

Nomination of Officers

The Bylaws specify that ~~“the officers there~~ “shall be a President, a Vice-President, a Secretary and a Treasurer,” and that a ~~“the~~ Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all ~~Board members~~ Trustees, including self-nominations.”

The following procedures are in place to satisfy the requirements of the Bylaws.

1. The President shall select a Nominating Committee of three members from the Board of Trustees at least ~~one~~ two months prior to the end of the fiscal year.
2. The Nominating Committee shall solicit interested ~~Board members~~ Trustees for the officers of the Board. ~~It will be an expectation of the Committee that they~~ The Nominating Committee will contact all Board members Trustees. The duties and responsibilities Chair will pass around a sheet of paper ~~with the description of the responsibilities of each of the Officers are attached hereto.~~ so that any trustee may volunteer to serve. ~~Any trustee absent from the meeting will be contacted by a committee member to determine their interest in any position.~~
3. The Nominating Committee shall present a slate of officers at the April meeting. The Board will vote to elect the slate of officers at that meeting.
4. The new officers will take office at the first meeting of the new fiscal year.

Approved _____, 2016

Bloomington Public Library Committee Appointments and Operations

Committees of the Board

~~As outlined in the Bylaws, "The President may appoint such committees and charge them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3-P's) Committee, and the Nominating Committee."~~

- ~~1. The Budget and Personnel Committee is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director annually.~~
- ~~2. The 3 P's Committee is charged with 1) developing, with staff, the short-term and long-term plans for the Library; 2) with staff, periodically reviewing Library policies; and 3) with staff, reviewing and assessing the Library's balance of programs.~~
- ~~3. The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all Board members, including seeking self-nominations."~~

Committee Appointments

~~All Each trustees will be asked to serve on one or more of the Board committees. The President will review and make appointments annually. The sheet of paper distributed to the Board each year to solicit nominations shall also include a description of The responsibilities of the each standing committees are attached hereto. Trustees may volunteer to serve on the committee/committees that interest them. The President will select and announce the Chair and members of each committee in May at the first meeting of the fiscal year. This is the same meeting at which the new officers take office.~~

Ad hoc committees may be created by the President at any time and charged with such responsibilities as the President deems appropriate. These ad hoc committees will be reviewed by the President annually to evaluate if they have accomplished their charge and if they are still needed.

Committee Operations

Each Committee Chair will contact the Library Director or their designee one week prior to setting a committee meeting date to prepare a Committee Meeting Agenda. Each Committee Chair will approve the Committee Meeting Agenda and all supporting documents no later than three business days prior to the Committee Meeting Date. The Director or designee will send the agenda and supporting documents to all Committee Members and the President, and make proper notice of the Committee Meeting as required by the Illinois Open Meetings Act (5 ILCS 120).

Any Trustee may attend any Committee Meeting, but nonmembers of the committee may not vote and may participate in discussion with recognition of the chair.

The Director or designee will record minutes of each Committee Meeting, which shall be subject to approval at a subsequent Committee Meeting. Minutes approved by a Committee will be placed in a subsequent meeting packet of the Board of Trustees for information and to be placed on file.

Each Committee Chair will provide a written or verbal report on the work of their respective committee at each meeting of the Board of Trustees.

Approved _____, 2016

BYLAWS OF THE BLOOMINGTON PUBLIC LIBRARY

BOARD OF TRUSTEES

Adopted June 19, 1973

~~Revised 2/17/87~~

~~Revised 5/16/95~~

~~Revised 8/18/09~~

~~Revised 8/17/10~~

~~Revised 7/15/14~~

~~Revised 6/23/15~~

- a. The regular meeting of the Board of ~~Directors~~ Trustees of the Bloomington Public Library shall be held each month, the date and hour to be set by the Board at ~~its annual meeting~~ the first regular meeting of the Board each fiscal year. All meetings of the Board of ~~Directors~~ Trustees are open to the public as provided in the Illinois Revised Statutes, Chap. 102, Secs. 41-44. Illinois Open Meetings Act (5 ILCS 120).
- b. Special meetings may be held at any time at the call of the President, the Vice-President, or any two members of the Board, provided that ~~notice and purpose of the special meetings be given at least 24 hours prior to the meeting~~ it complies with the Illinois Open Meetings Act (5 ILCS 120).
- c. A quorum at any meeting shall consist of a majority of the members of the Board.
- d. The Officers of the Board of ~~Directors~~ Trustees shall be a President, a Vice-President, a Secretary, and a Treasurer. Each fiscal year, they shall be elected at the ~~first~~ last regular meeting of the Board of Trustees each fiscal year and shall serve one year terms, or until their successors are elected.
- e. The President shall preside at all meetings of the Board, appoint all committees, ~~serve as ex-officio on all committees~~, serve as the only board spokesperson to staff, and perform such other duties as are normally associated with the office or may be assigned by the Board. The President may ask the Mayor to declare a Board Member's seat vacant if such Board member has three consecutive unexcused absences from regularly scheduled Board meetings.

In the absence of the President, Trustees shall preside in the following order: Vice-President, Secretary, Treasurer, and finally the Trustee with the most seniority, ~~the Vice-President shall preside. In the absence of the Vice-President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. In the absence of the Treasurer, the Trustee with the most seniority shall preside.~~

The Secretary, or ~~designee~~ designate, shall ~~keep~~ create the written minutes of the Board meetings including closed session and committees, call the roll and record votes.

The Treasurer, ~~or designee~~, shall serve as the chair of the Budget and Personnel Committee, review the budget and shall have such other duties as may be assigned by the Board.

The Library Director, ~~or designee,~~ shall issue notice of all meetings, to include minutes of the prior meeting, the agenda to be discussed at the proposed meeting, and any reports essential to consideration of the agenda.

- f. Committees: The President ~~may~~ shall appoint such committees before the first regular meeting of the Board each fiscal year and as needs arise, ~~and charge~~ charging them with such responsibilities as are deemed appropriate. The three standing committees are the Budget and Personnel Committee, the Planning, Policy and Programs Committee (3 P's) Committee, and the Nominating Committee. Ad hoc committees may be formed as needs arise.
- The Budget and Personnel Committee is chaired by the treasurer and is charged with 1) reviewing the Library's annual budget; and 2) evaluating the Library Director, annually.
 - The 3 P's Committee is charged to work with staff with developing, 1) to develop the short-term and long-term plans for the Library; 2) with staff, to periodically reviewing Library policies; and 3) with staff to reviewing and assessing the Library's balance of programs.
 - The Nominating Committee is charged with preparing and presenting the slate of officers, in consultation with all ~~Board members~~ Trustees, including seeking self-nominations.

Committees shall meet and discuss at the direction of the Board.

- g. The Board is responsible for hiring and employing a Library Director who oversees the operations of the Library. Six affirmative votes (two-thirds of the Board) shall be required to hire and/or fire the Library Director.
- h. Order of Business: the order of business at all regular meetings of the Board shall be determined by the Board.
- i. Robert's Rules of Order Revised shall govern the parliamentary procedure of the Board except as specified herein.
- j. All regular and special meetings of the Board shall ~~be open to the public and to the press, except closed sessions as authorized by the statutes of the State of Illinois,~~ comply with the Illinois Open Meetings Act (5 ILCS 120/2(c)).

~~At any Board meeting for which proper notice under the Illinois Open Meeting Act has been given, the Board may decide to hold a closed session for any purpose(s) authorized by Section 2(c) 42 of the Illinois Open Meetings Act. The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.~~

~~Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.~~

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

Trustees may attend and participate in meetings of the Board by telephone subject to the following limitations:

- 1) The minimum qualifications specified by the Open Meetings Act are met.

- 2) The Trustee notifies the appropriate Library Staff at least two hours prior to the scheduled meeting start time.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months after the meeting and shall only be destroyed after the Board has approved the written minutes of the closed session and the destruction of the particular recordings.

- k. ~~The Board accepts and adopts the principles of the State Officials and Employees Ethics Act and the State Gift Ban Act as it applies to this Board as officials appointed by the mayor of the City of Bloomington. The Board also endorses the ALA Ethics Statement for Public Library Trustees and incorporates it as part of this policy. Members of the Library Board Trustees are expected to adhere to the following the ethical precepts set forth in these two this document (originally created as the ALA Ethics Statement for Public Library Trustees):~~

- 1) Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- 2) Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- 3) It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- 4) Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- 5) A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- 6) Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- 7) Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

- l. Amendments to the bylaws may be proposed by any member of the Board of Trustees. Amendments shall be presented to the Board of Trustees in writing at least thirty days prior to a vote being taken for their adoption. Amendments to these bylaws shall become effective upon the affirmation of a two-thirds majority of those present and entitled to vote at a properly convened meeting of the Board of Trustees.

Incident Reports

Date	Time	Type
08/1	3:05 PM	PoliceAmbulanceCall
08/1	8:33 PM	
08/2	2:58 PM	Vandalism
08/7	3:27 PM	CustomerSuspensionViolation
08/9	11:16 AM	StolenDamagedLibraryMaterial
08/9	2:48 PM	Other
08/10	12:02 PM	StolenDamagedLibraryMaterial
08/10	8:12 PM	AlcoholDrugs
08/12	3:38 PM	InappropriateBehavior
08/13	4:52 PM	InappropriateBehavior
08/14	4:55 PM	PoliceAmbulanceCall
08/15	3:12 PM	Vandalism
08/15	9:34 PM	InternetAbuse
08/17	6:53 PM	AlcoholDrugs
08/18	3:07 PM	CustomerComplaint
08/18	7:40 PM	
08/20	9:15 AM	PoliceAmbulanceCall
08/20	2:51 PM	LibraryEquipmentIncident
08/23	4:06 PM	StolenDamagedLibraryMaterial
08/24	4:49 PM	StolenDamagedLibraryMaterial
08/27	3:39 PM	InappropriateBehavior
08/28	4:13 PM	StolenDamagedLibraryMaterial

Suspension Reports

Date	Time	violation
08/13	4:54 PM	InappropriateBehavior,White male early 20s. camo bulls hat, jeans, black shirt.
08/7	3:33 PM	CustomerSuspensionViolation
08/12	3:27 PM	InappropriateBehavior
08/20	9:16 AM	PoliceAmbulanceCall

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2017

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 17, 2017

February 21, 2017

March 21, 2017

April 18, 2017

May 16, 2017

June 20, 2017

July 18, 2017

August 15, 2017

September 19, 2017

October 17, 2017

November 21, 2017

December 19, 2017