

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 19, 2017
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. Special Presentation by David Hales, City Manager on the City Budget
- VI. Special Presentation by the Downtown Task Force
- VII. Consent Agenda
 - A. Recommend Approval of Minutes of August 15, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of August 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. New Business
 - A. Recommend Approval of Intergovernmental Agreement with Bloomington School District 87
- XI. Old Business
 - A. Discussion on Library Expansion
- XII. Comments from Board Trustees
- XIII. Adjournment

Posted: 9/15/17 1:15 p.m.

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Find

Use

See & Do

Participate

Special Presentations

As we move forward in our efforts to expand the Library, we continue to bring in guest speakers to provide information that will help the Library Board as they are expected to make decisions in the best interest of the Library and the overall community.

The September 19th, 2017 Board Meeting includes a Special Presentation by David Hales on the City Budget and a Special Presentation by the Downtown Task Force. Links to relevant background materials are provided below.

1. Special Presentation by David Hales, City Manager on the City Budget
 1. [FY 2018 Budget in Brief](http://www.cityblm.org/home/showdocument?id=13155)
(<http://www.cityblm.org/home/showdocument?id=13155>)
 2. [Debt Service Funds](http://www.cityblm.org/home/showdocument?id=13159#page=68): pages 68-72
(<http://www.cityblm.org/home/showdocument?id=13159#page=68>)
 3. [General Obligation Bonds Schedule](http://www.cityblm.org/home/showdocument?id=13159#page=83): page 83
(<http://www.cityblm.org/home/showdocument?id=13159#page=83>)
 4. [Five Year Capital Improvement Plan](http://www.cityblm.org/Home/ShowDocument?id=14502#page=33)
(<http://www.cityblm.org/Home/ShowDocument?id=14502#page=33>)
2. Special Presentation by the Downtown Task Force
 1. [Downtown Task Force Initial Report](http://www.cityblm.org/home/showdocument?id=14562)
(<http://www.cityblm.org/home/showdocument?id=14562>)
 2. [Downtown Bloomington Strategy Farr Report](http://www.cityblm.org/Home/ShowDocument?id=6034)
(<http://www.cityblm.org/Home/ShowDocument?id=6034>)

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Sept. 20, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	420.00
Amazon.com, LLC	A/V Materials	702.73
Amazon.com, LLC	Adult Books	108.86
Amazon.com, LLC	Building Mtnc Supplies	20.97
Amazon.com, LLC	Children's Books	182.65
Amazon.com, LLC	Computer Supplies	674.95
Amazon.com, LLC	Janitorial Supplies	17.16
Amazon.com, LLC	Office Supplies	65.41
Amazon.com, LLC	Other Purchased Services	1,205.33
Amazon.com, LLC	Professional Collection	150.94
Amazon.com, LLC	Telecommunications	33.06
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler	Building Maintenance	625.00
Boyd, Joey	Refund	14.00
Bradford Systems	Furniture	6,670.00
Brush, Charles	Building Maintenance	212.75
CB Bloomington Operations	Building Mtnc Supplies	8.27
CDW Government	Computer Supplies	85.30
Cengage Learning	Adult Books	189.67
Chicago Tribune	Periodicals	559.00
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,132.70
City of Bloomington	FICA	16,244.29
City of Bloomington	Gas & Diesel Fuel	298.28
City of Bloomington	Health Insurance-HMO	4,631.36
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	30,548.74
City of Bloomington	Life Insurance	240.76
City of Bloomington	Medicare	3,799.03
City of Bloomington	Payroll	193,498.93
City of Bloomington	Vision Insurance	210.40
City of Bloomington	Water	946.02
CM Promotions, Inc.	Employee Relations	12.22
CM Promotions, Inc.	Library Supplies	299.61
CM Promotions, Inc.	Miscellaneous Expenses	1,157.27
CM Promotions, Inc.	Other Purchased Services	279.33
Continental Research Corp	Janitorial Supplies	211.70
Cope, Michelle	Travel	10.59
Cummins Mid-State	Vehicle Maintenance	335.22

Cumulus Broadcasting	Advertising	2,760.00
Dell Marketing, L.P.	Computer Supplies	4,033.74
Engler, Callaway, Baasten, & Sruga, LLC	Other Purchased Services	6,288.63
Envisionware, Inc.	Office/Equipment Mtnc	725.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Findaway World, LLC	A/V Materials	179.98
Frontier	Telecommunications	1,659.02
Gaskell, Sean	Other Purchased Services	375.00
Granite Broadcasting	Advertising	800.00
Halfar, Laurel	Other Purchased Services	50.00
Hamilton, Jeanne	Professional Development	350.24
Illinois Heartland Library System	Office/Equipment Mtnc	22,279.80
Illinois State University-WGLT	Advertising	545.40
Imaging Office Systems, Inc.	Office/Equipment Mtnc	695.00
Ingram Library Services	Adult Books	366.70
Leathery, David	Refund	2.50
Massie, Rhonda	Advertising	178.19
McLean Co Genealogical Society	Adult Books	75.00
Midamerica Books	Children's Books	1,077.56
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtnc	201.37
Midwest Tape	A/V Materials	454.76
Miller Janitorial Supply	Janitorial Supplies	798.67
Office Depot	Computer Supplies	838.41
Office Depot	Copier Supplies	346.40
Office Depot	Janitorial Supplies	252.89
Office Depot	Library Supplies	260.00
Office Depot	Office Supplies	330.06
Office of the State Fire Marshall	Building Maintenance	125.00
OverDrive	Downloadable Materials	4,499.00
PATH	Professional Development	200.00
Peek-A-Book	Public Access Software	1,195.00
Penguin Random House, LLC	A/V Materials	189.75
Pilot Media, LLC	Advertising	200.00
ProQuest, LLC	Public Access Software	16,175.00
Recorded Books, Inc.	A/V Materials	327.93
Ricoh	Rentals	1,754.63
Rosedrew, Inc.	Library Supplies	550.80
Scholastic Library Publishing	Other Purchased Services	100.74
Stanlaw, James	Other Purchased Services	75.00
Stuard & Associates, Inc.	Building Maintenance	75.00
Swank Motion Picture Licensing	Other Purchased Services	855.00
Unique Management Services, Inc.	Other Purchased Services	53.70
Weber Electric, Inc.	Building Maintenance	101.00
Wherry Machine & Welding, Inc.	Other Purchased Services	187.00
World Book, Inc.	Children's Books	1,955.00
VISA - Baker & Taylor Books	A/V Materials	8,452.21
VISA - Baker & Taylor Books	Adult Books	13,908.07
VISA - Baker & Taylor Books	Children's Books	11,045.79
VISA - Barnes & Noble	Other Purchased Services	25.00
VISA - Bill's Key & Lock Shop	Building Mtnc Supplies	9.20
VISA - Blubrry	Other Purchased Services	20.00
VISA - Capstone	Public Access Software	1,245.00
VISA - Concord Custom Cleaners	Other Purchased Services	7.95

VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - GameStop	A/V Materials	22.48
VISA - GameStop	Other Purchased Services	670.14
VISA - Hobby Lobby	Other Purchased Services	92.26
VISA - Huck's Food & Fuel Stop	Other Purchased Services	4.38
VISA - Illinois Library Association	Membership Dues	225.00
VISA - Illinois Library Association	Professional Development	1,985.00
VISA - Kroger	Other Purchased Services	79.98
VISA - Land's End Business Outfitters	Uniforms	132.80
VISA - Lowe's	Building Mtnic Supplies	58.90
VISA - Marco's Pizza	Other Purchased Services	200.00
VISA - Maxim Magazine	Periodicals	14.97
VISA - McDonald's	Professional Development	6.87
VISA - Michael's	Other Purchased Services	81.93
VISA - NewEgg.com	Other Purchased Services	162.62
VISA - Office Depot	Library Supplies	150.60
VISA - Office Depot	Office Supplies	31.98
VISA - Paypal*DingPNO	Library Supplies	33.65
VISA - Playstation Network	Other Purchased Services	29.98
VISA - Rainstorm	Vehicle Maintenance	20.00
VISA - Rev.com	Other Purchased Services	307.00
VISA - Skillpath/National Seminars	Professional Development	199.00
VISA - Southwest Solutions Group	Library Supplies	2,610.36
VISA - Speed Lube	Vehicle Maintenance	49.40
VISA - Sprint	Telecommunications	561.99
VISA - SteamGames.com	Other Purchased Services	550.00
VISA - Uline Shipping Supply Specialist	Janitorial Supplies	103.09
VISA - USPS	Postage	6.59
VISA - Verizon Wireless	Telecommunications	126.14
VISA - Wal-Mart	Janitorial Supplies	60.83
VISA - Wal-Mart	Library Supplies	65.87
VISA - Wal-Mart.com	Other Purchased Services	309.63
VISA - Windstream	Telecommunications	121.14
Total		410,567.67

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August 2017

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

This month, I:

- Continued to meet with key stakeholders to keep them informed of our building project progress. This included GPPLD President, Stephen Peterson and Foundation President, Eliazar Mendiola. I also organized a meeting of Downtown Organization Directors to start a dialogue and establish opportunities for collaboration.
- Attended the Parks and Rec planning meeting about the future of the Lincoln Leisure Center.
- Attended the Downtown Task Force meetings.
- Continued to serve on the Leadership McLean County Leadership Skills Committee.
- Worked with Department Managers to develop our business plan for this fiscal year.
- Met with the new Director of the Lincoln Library in Springfield.
- Met with Rhonda and several State Farm Innovation team members to brainstorm ways to build engagement.
- Continued to review and organize the executive session minutes for the Library Board.

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

We had a meeting to develop some more concrete strategies and procedures for our online resource collection development. The staff responsible for the collection development of online resources has started meeting once a month.

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

We interviewed for and filled our recently vacated (due to an internal promotion) Circulation/Outreach Full Time Library Assistant position, we are excited to fill this position with an excellent internal candidate.

Sadly, our Circulation and Outreach Manager, Laura Golaszewski is leaving. We have posted the position and will conduct interviews in September. I will serve as the interim manager of this department. Serving as the interim manager will allow me to get to know the ins and outs of the department better and will enable me to train and support this new manager better.

This month, I also:

- Continued to meet with the Union to negotiate a new contract.
- Continued to work on our employee handbook revisions.
- Registered 4 board members (2 BPL, 2 GPPLD) for the ILA Trustee Day.
- Updated our staff committee assignments.

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- Attended a Directors' discussion group.
- Attended the Global Leadership Summit simulcast at Eastview. It included several very dynamic and inspiring speakers like Sheryl Sandburg (Facebook COO) and Laszlo Bock (formerly Vice President of People Operations at Google).

Adult Services - August, 2017

Carol Torrens, Manager

Collections

Marcie updated the autoship programs for fiction, large print, and inspirational through Baker & Taylor. She also set up a similar plan for fiction audiobooks.

Programs

Karen M. met with a couple of History Museum representatives to select 2018 titles for the History Reads book club. This club is a partnership between the two organizations and meetings at the museum quarterly.

Karen M. met with the Lincoln's Festival on Route 66 committee to review the 2017 event.

Displays in Adult Services: Romance Awareness Month, the cosmos, encyclopedias (single volumes), Book Lover's Day and Golf Month. The theme in the DVD area was friendship. In the IL Collection, WWI and local cookbooks are the topics.

Adult/Family programs

Fiction Book Club – 1 session – 6 attended

Mystery Book Club – 1 session – 7 attended

Books on Tap – 1 session – 6 attended

History Reads Book Club – 1 session – 18 attended

Classic Movie Musical series – 5 sessions – 37 attended

Legal and Financial Planning for Alzheimer's Disease – 1 session – 17 attended

Eclipse Viewing on the Patio – 1 session – 110 attended

Build Your Own Website series – 3 sessions – 19 attended

Keep Talking and Nobody Explodes (virtual reality game) – 1 session – 0 attended

Small Business series with SCORE, Recovery after Cyber Crime – 1 session – 6 attended

Destihl Brewery Tour – 1 session – 25 attended

Acupuncture for Mind and Body – 1 session – cancelled due to emergency for the presenter

Near Death Experiences – 1 session – 36 attended

DIY Paint along with Aleshia – 2 sessions – 17 attended

Teen Programs

Final SRP Teen Party – 1 session – 40 attended

DIY Back to School locker magnets – 1 session – 28 attended

***Note the Build Your Own Website series above was a combined adult/teen program*

Training & Technology

There were 22 individual appointments with an Adult Services staffer. Topics: the majority were about ebooks; email assistance; scanning and changing a document; application completion; review of missed website class; resume formatting; uploading pictures to Facebook; basic computer usage; and help with Lynda and Zinio.

Several staff attended Mini-morning sessions about upcoming programs and the Spirit Committee.

A variety of staff took advantage of webinars:

Fold3 (a military ancestry database)—Karen M. and Rachel

Defeating Negativity in the Workplace – Rachel and Daphne

Data Analysis in Libraries – Rachel

Handling Confrontational Customers – Karen H., Daphne, and Katy

With program planning being part of his new job, Rob reviewed the book *Adults Just Wanna Have Fun: Programming for Emerging Adults* by Audrey Barbakoff, a publication from the American Library Assn.

Staff

Clare Baez will join us from the Circulation Department later in September. She'll be our newest part-time Library Assoc.

She fills the position Katy Stein is leaving, to return to Circulation as a full-time Library Assistant.

Congrats to them both!

BUSINESS OFFICE – August 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 Library received another Property Tax distribution, for \$608,513.85; bringing the total for the \$3,012,756.51 for the year
- Golden Prairie also received another Property Tax distribution, for \$54,014.40
- The Golden Prairie audit took place on Aug 25
- The Book Shoppe continued to be a success; total receipts for the Book Shoppe through August were \$8,585.60; \$1,018.10 ahead of last August!
- Mary Ann Webb, President of the Library Foundation Board, continued to ask me to pull documents for the Foundation's audit
- I arranged for Golden Prairie's 2017 Budget & Appropriation Ordinance to be printed in the Pantagraph
- Prepared 5 expense batches in MUNIS
- Prepared 13 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 10 expense batches in account files
- Entered 25 deposit batches in account files
- Expenditures in August in excess of \$5,000:
 - Bradford Systems in the amount of \$6,670.00 for large print shelving
 - Illinois Heartland Library System in the amount of \$22,279.80 for annual OCLC Service
 - Proquest in the amount of \$7,400.00 for US Major Dailies public access software
 - Proquest in the amount of \$8,775.00 for eLibraryPL public access software
- Meetings:
 - Participated with Department Managers for FY 18 Goal Setting: 8/23
 - Met with Gayle to discuss staffing line item accounts in anticipation of the new timekeeping system
 - Department Managers: 8/9, 8/16, 8/23, and 8/30
 - BPL Board Meeting: 8/15
 - GPPLD Board Meeting: 8/16
- Bills review in August: Mike Raikes (8/7), Dianne Hollister (8/14), Van Miller (8/21), and Julian Westerhaut (8/28)
- Training Hours for August: 1.0

Children's Services - August 2017

Melissa Robinson

Programs

- Singing Swinging story time – 2 sessions – 32 attended
- Back to School movies – 3 sessions – 60 attended
- Lego Construction Time – 35 attended
- 6 programs/sessions offered – 127 attended
- Children's staff represented the library at the following events:
 - McFamily Day – 366 attended
 - HOI Music and Food Truck Festival – 30 came to our table
 - Cedar Ridge Back to School Picnic – 55 attended
 - District 87 Teacher's Breakfast – 50 attended
- In September, we will resume our recurring programs:
 - Brick by Brick Duplo story time on Tuesday mornings
 - Lapsit story time on Tuesday evenings
 - Preschool story time on Wednesday mornings
 - Toddler time on Thursday mornings
 - Move and Learn on Friday mornings and the 3rd Monday of the month in the evening
 - Singing Swinging story time on the 2nd Saturday of the month and 2nd Monday of the month (this program goes year-round)
 - Global Tales on the 3rd Saturday of the month
 - Music Makers on the 3rd Monday of the month
 - Tales for Tails on Wednesday evenings
 - TinkerLab on the 2nd Thursday of the month
- We will also offer the following programs:
 - Kiddie Drive-In movie – Sept 6 and 7
 - Star Wars Reads Day - Sept 14
 - Space story time and crafts - Sept 22 (as part of the Star Trek Launch Party)

Other

- A new work-study student, Amber Stinger, has joined the department.
- Lisa and Jesse attended a webinar on inclusive story times.
- Jesse has been working on assessing our e-resources.
- Danny worked with Allison to add bilingual spine labels and to add a bilingual field to MARC records for the appropriate titles in the World Language collection.
- Danny updated the Children's Department SharePoint page by adding new content, deleting underused content, and improving the aesthetics.
- Rondalea met with Dr Lin Lin from Wesleyan University to discuss the possibility of a Chinese festival at the library to occur in fall 2018.

Circulation and Outreach Services - August 2017
Laura Golaszewski, Manager

1) Staff, committees, and training

- Regan Brown and Shelby King started in the department this month as Library Assistants. Katy Stein was hired as our FT Library Assistant and will be starting in September.
- We welcomed back Amber Gauthier as work-study.
- Jackie Dellamano left her position at the library to pursue student teaching. Interviews are ongoing for our two open LA positions.
- I will be leaving Circulation to go work at Normal Public Library as their Community Engagement Manager. My last day will be 9/15. I will miss working with everyone here!

2) Outreach news

- Home Delivery staff delivered 372 items to 42 patrons this month.
- Paula has started her driving training on the bookmobile and is doing great so far!
- We are working on the bookmobile schedule for the fall. We will be tweaking a couple of the times on the stops and have a few we are considering adding based on patron requests.
- Michelle and Molly/Curious George attended the Sheridan back to school parade.

3) Technology

- Thank you to IT for working so hard on resolving the errors on the self-checks! We are happy to have them back to normal.

Door Count: 28,179
Bookmobile Customers: 1,336
Training Hours: 159
Volunteer Hours: 25

August 2017 Circulation and Outreach Services Statistics

Total Circ BPL	107,594
Total Circ Main	92,320
Adults	48,013
Teens	2,515
Children	41,792
Total Circ Outreach	7,544
OTR Adults	2,329
OTR Teens	143
OTR Children	5,072
Total Circ eBooks	7,730
MyMediaMall	6,146
Total Circ Hoopla	1,196
Total Circ Zinio	383
Total TumbleBooks	5
Borrowers Registered	404
Total Active Cardholders	34,205
Children	6,737
Teen	2,860
Adult	24,608
GPPLD	1,337
Total Holds Filled	7,495
Main Holds	6,361
Outreach Holds	1,134
Door Count	28,179

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	506
THUR	2.5	WINGOVER EVENING	496
MON	1.5	THE GROVE	266
TUE	1	PONDS APTS.	219
WED	1	EAGLE CREST	173
MON	1.5	THE GROVE	161
WED	1.25	NORTH POINTE	159
THUR	1	WINGOVER MORNING	153
WED	1	EAGLE CREST	151
THUR	1.25	EAGLE RIDGE	148

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
TUE	1.5	TURNBERRY VILLAGE	0
WED	1	GRANDVIEW ESTATES	0
THUR	1.5	SUNNYSIDE PARK	0
TUE	1	BEICH RD.	1
TUE	1.5	TURNBERRY VILLAGE	4

Total Monthly Stops: 47

Circulation Questions Answered: 619

Outreach Questions Answered: 99

Total Questions Answered: 718

	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				
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				
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				

Human Resources - August, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended mini training sessions on the Spirit Committee and the Quarterly Program Guide
 - I share relevant training opportunities with Department Managers
 - I attended training for the upcoming Munis upgrade
- 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
- In August, I participated in eleven interviews and six work study interviews
- In August, there were four in-house job announcements and two website/Facebook postings
- In August, I provided orientation sessions to three new staff members
- I serve on the negotiating team for renewal of the union contract. We had one in-person meeting.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Many of our students graduated last year, and we only have one student returning to us. We expect about nine new students this 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 training for the upcoming Munis upgrade
 - Johanna and I attended a Kronos (timeclock) setup meeting
 - Kathy and I met to review some pay codes for Munis/Kronos
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe, Movie Hosts, and Book Donation Day
 - We recently advertised and quickly filled a volunteer spot in our Technical Services Department
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 4.75

Information Technology – August 2017
Jon Whited, Manager

Operational

The new online credit card site has been setup. It is hosted by verifone so no credit card information is stored at the library. It also allows us to be able to take online credit card donations. The new site requires the Customers to enter their pin number as well as their library id.

We are in the process of replacing all the desktop PCs in the adult public areas. The upstairs gates and software were installed. The new gates are much more sensitive and they send a notification to the security desk of any items that go through the gates that weren't checked out.

We are working on 3-D printing rocket cookie cutters for a children's programs that is coming up in the fall.

Marketing - August 2017
Rhonda Massie, Manager

SUMMER READING

We've officially closed the books on Summer Reading 2017.

	<u>Logs Out</u>	<u>Finishers</u>
Kids	7,593	3,214 (42%)
Teens	996	482 (48%)
Adults	2,020	526 (26%)
	10,609	4,222 (40%)

DISTRICT 87 INTERGOVERNMENTAL AGREEMENT

Contacted Cindy Helmers, Assistant Superintendent of Curriculum and Instruction for District 87, to establish an Intergovernmental Agreement between the Library and the District. The proposal is being added to the D87 Board Packet for consideration at the District's September meeting.

- This is being done so the Library can add student library card numbers to each student's Skyward profile which will ultimately make Student Library Card Numbers available to teachers on a case-by-case basis.

PROGRAM GUIDE

The September-December Program Guide is now available in paper form at the Library and on the Bookmobile. It is also available on our website, was shared on Facebook and Twitter, was emailed to 23,802 patrons, and went home in the backpack of every District 87 student in grades PreK-5.

PODCAST

As of September 5, the podcast has been downloaded 5,174 times.

Upcoming Podcast Topics (tentative):

- September - Improv
- October – Canoeing the length of the Mississippi River
- November – Local Brewing
- December - Storytelling

DESIGN WORK

New/Updated Handouts

- Teacher Handout for teachers at the Junior High and High School
- Brainfuse
- Story Time Brochure
- September Calendars

Program Publicity (multiple digital formats & paper)

- Star Trek Launch Party
- Teen Read Week
- Locker Magnets: Teen DIY Craft
- Fidget Spinners: Teen DIY
- Near Death Experiences
- Kiddie Drive In
- Computer Basics Series
- Brick by Brick programs
- Tails for Tales
- Tinker Lab
- Music Makers Story Time
- Encryption & Code Breaking
- Business Series with SCORE
- Global Tales Story Times
- 2nd Wednesday Movies
- World War I programming series
- History Museum program about Cemetery Walk
- Orpheus Mandolin Concert
- Learn Italian in 90 Minutes
- West African Kora

Display Signs & Digital Signs

- Labor Day Display
- Labor Day Closures (digital & paper)
- "Welcome" slide for plasma
- New Endcap Signage for AS
- New Sign with Hours & No-School Dates for TeenZone
- Sign for "Pop-Up Board Games" Cart in CS
- Movies Based on Books Display
- Banned Books Week Display
- Many variations of artwork about Eclipse Glasses
- Artwork to thank our Summer Reading sponsors

Website Highlights Boxes

- Teen Read Week for Web Highlights
- Principals Read for Web Highlights
- Star Trek Launch Party for Web Highlights

Materials to fill wall-mounted combo holders (backgrounds & fliers)

- Wireless printing handout & combo background
- Text Alert handouts
- Got Books handouts
- Zinio handouts
- Overdrive handouts

- Lynda.com handouts & combo background
- Brainfuse handouts & combo background
- Podcast handouts & combo background
- Hoopla handouts

Other / Misc

- New Artwork was created to cover the elevator doors. The vinyl will be installed on Sept 6.
- Changed Display Case to promote Back-to-School
- Print ad for Community Players Playbill; promotes Star Trek Launch Party
- Print ad for the Cemetery Walk program booklet; promotes Halloween Movie, Not So Spooky Stories, Halloween parade & story time, Monster Slime, Fandom Wars, and the Local Authors Fair
- Mending Slips for AS
- Designed the t-shirt which will be given as this year's gift on Appreciation Day
- Updated the "My Library Card" handout
- Updated and printed Thank You notes to match new color scheme

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 73 Facebook followers for a total of 5,620;
 - the Library added 819 Instagram followers for a total of 814;
 - the Library added 13 Twitter followers for a total of 1,815;
 - the number of new cardholders who signed up to receive the quarterly Program Guide via email was 72.
- The Library has 198 current text subscribers.
- The Library's Bookmobile stops combined have 656 current text subscribers.

ONGOING

The Library:

- Monthly eBlast:
 - During the month of August, an eBlast promoting Hoopla was delivered to 23,722 cardholders.
 - On September 1, an eBlast promoting our Wireless Printing option was delivered to 23,625 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 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 will promote an upcoming library program. We will also receive an ad at the beginning of the Grow podcast. For this spot, we will 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 each month.
- submits select programs to PATH's bi-weekly 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.

Library programs appear on the Library's website and on the plasma TV in the Library's lobby.

The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

MISCELLEANOUS

- A second order of 1,025 reusable bags (in 9 colors) arrived. We sell these at Circulation. These include a Ron Weasley/JK Rowling quote – "When in doubt, go to the Library."
- The Library's apparel store ran its run. It was not well-received. Eleven orders were received, and less than \$600 in merchandise was purchased. Six managers, two board members, and three members of the staff placed orders.
- Parks & Rec switched the Library's outdoor banners at the conclusion of Summer Reading.

NON-STANDARD MEETINGS/TRAINING

- August 16 – Attended the Association of Women in Communications monthly meeting.
- August 16 - Met with Ruth Novosad of the GPPLD Board. She is taking over for Carol Carey-Odekirk as the board's marketing liaison to the Library.
- August 23 – Attended an Innovation Session with State Farm's Ideation Team

Support Services – August 2017
Caprice Prochnow, Manager

Meetings:

Department Managers – Every Wednesday

SRP Wrap Up meeting – August 14

BPL Board regular meeting – August 15

MMS - Spirit Committee

Fall Programming

Custodial staff –

- Painting in AS and yellow guide line into garage.
 - Installed signage on patio gate directing folks to the entrance, wrong way sign in parking lot, and address numbers above the door to the patio.
 - The carpet in the community room, break room and DML was shampooed, along with the preschool area rugs. Some carpet squares in the Preschool area and near the tile floor (on the main level) were replaced.
 - Replaced lamps in CS.
 - Metal recycle items and aluminum cans were taken to Behr's.
 - Repair of restroom faucet.
 - Sharpened the blade on the TS paper cutter.
 - Rearranged the chiller area.
-
- Exterior storage lockers were purchased for individuals to use while in the Library. These will be located against the building at the bottom of the handicap ramp.
 - Caprice is seeking quotes for having some curbing replaced on the property, and having the block knee wall taken down at the lot entrance.
 - Two police reports were filed this month – one for a stolen walker, and the other for a video game. Police are still searching for the suspects.
 - We donated some compromised community room chairs to the Salvation Army.
 - All of the electronic keypads for the doors have been disabled, except for the Story Room and Circ workroom.
 - Security Team met on August 30 to make a wish list of new camera locations, discuss procedures for abandoned vehicles, meeting room policy, outline of procedures for new, public lockers, and upcoming project.
-
- The re-inspection on the elevator was performed on August 16, and it passed. The paperwork has been sent to the State, and we are now waiting for our Certificate of Operation to arrive.

- The fire sprinkler system was inspected on August 4. Work has begun on a number of repairs needed, in preparation for the 10-year inspection in 2018.
- Alpha Controls installed a new humidity sensor and replaced a VAV and thermostat in the Circ Annex, reset the controls for the return air fan on the AHU that failed, and checked the RTU controller.
- Mid-Illinois Mechanical checked the operation of the return air fan on the AHU and repaired the exhaust fan on the RTU.
- CK Brush cleaned out floor drains in the Tool Room and boiler room that were draining slow.

Technical Services – August 2017
Allison Schmid, Manager

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

- Almost 5,000 Discards came through Technical Services this month!
- The bilingual JWLANG (juvenile world language) books now have a red “Bilingual” sticker at the top of the spine, under the language label. They also have a field in their catalog record that allows for easy searching. For example, a general search for “Japanese bilingual” (narrowing by JWLANG) will bring up all the children’s bilingual Japanese books.
- We considered other possibilities for housing Playaway kits with books. Right now, hanging bags is still our best option for ease of use, but in the future, we may decide the box route is the way to go.
- We went through the Caldecott winners in the JPICCT section to ensure they all had an award label and a green stripe to indicate the picture book location.

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

- Allison worked a Teen Zone shift.
- The SRP committee met to wrap up the program and discuss feedback from all staff.
- The SRP committee worked together to take down Summer Reading decorations.
- All TS staff attended the mini-morning session on the Spirit Committee.
- All TS staff attended the mini-morning session on Fall Programs.
- Training hours – 6

GOAL – To work effectively through the use of technology

- We now have on-order records for audio books by popular authors. This will work the same way it does for the Automatically Yours plan/on-order records for the adult books by popular authors. We get the list around the 25th of every month. At that point, we’re able to enter records for 2 months ahead. For example, this month (August) we put in the October on-order records. At the end of September, we’ll put in the November titles and so on.
- Allison updated the SRP SharePoint page to reflect the working groups for next year.
- Baker & Taylor informed us that we can put in a request for a backorder confirmation report on any account and get it sent to our e-mail within 24 hours.

GOAL - To administer a cost-effective public library.

- Leslie Conklin is our new volunteer in TS. She is a retired Spanish teacher and spend the last 11 years of her career in a high school library. We’re glad to have her aboard!
- Volunteer hours – 2

August 2017

BPL Monthly Stats		
Materials	Added	Withdrawn
Adult Fiction	675	305
Adult Nonfiction	130	474
Juvenile Fiction	656	1974
Juvenile Nonfiction	232	822
Adult CDs	92	213
Juvenile CDs	0	1
Adult DVDs	279	645
Juvenile DVDs	150	364
Adult Audio	39	4
Juvenile Audio	10	1
Adult Computer Games	60	2
Juvenile Computer Games	4	0
Total Adds/Withdraws	2327	4805
Total Items in Main	307298	
Total Items in OTR	11237	
Total Items in Library	318535	

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

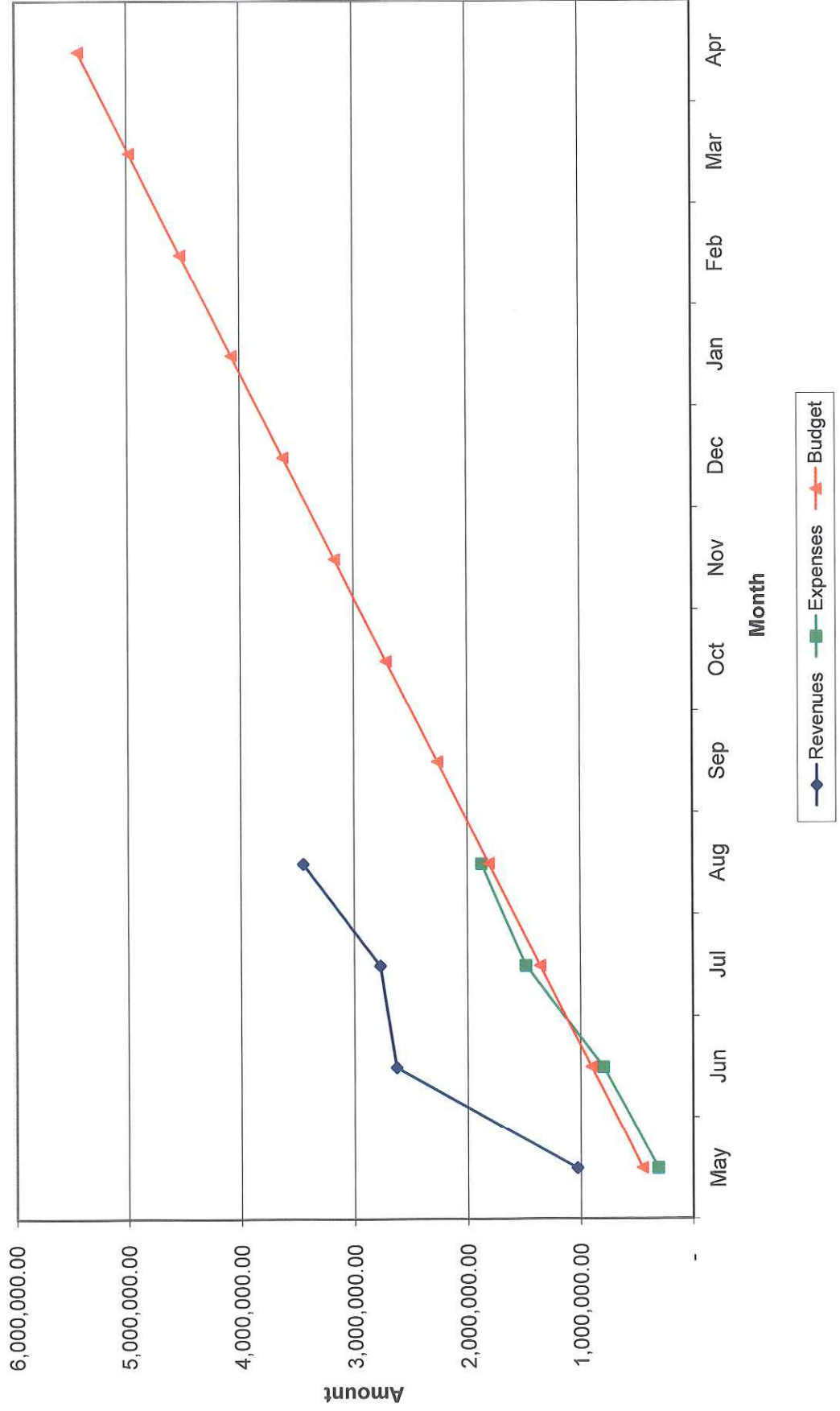
REVENUES:

ACCT NAME	BUDGET	AUG 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	608,513.85	3,012,756.51	(1,670,354.49)	64.3
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	51,313.68	250,784.88	(149,215.12)	62.7
Fees & Rentals	85,000	5,586.10	24,697.33	(60,302.67)	29.1
Copies	3,500	340.50	1,260.20	(2,239.80)	36.0
Interest on Investments	5,000	6,195.77	11,427.20	6,427.20	228.5
Sale of Property	1,000	3.75	3.75	(996.25)	0.4
Donations	27,150	250.00	3,777.79	(23,372.21)	13.9
Cash Over/Short	0	(1.81)	(21.88)	(21.88)	-----
Other	41,200	4,296.85	16,243.87	(24,956.13)	39.4
Total Revenues	5,435,361	676,498.69	3,451,329.65	(1,984,031.35)	63.5

ACCT NAME	BUDGET	AUG 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	159,597.60	672,210.99	(1,467,684.01)	31.4
Part-Time Salaries	435,888	28,323.19	125,927.67	(309,960.33)	28.9
Seasonal Salaries	62,005	5,564.30	29,067.28	(32,937.72)	46.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	193,485.09	827,205.94	(1,811,682.06)	31.3
Dental Insurance	13,122	1,132.70	4,616.28	(8,505.72)	35.2
Vision Insurance	2,155	210.40	850.80	(1,304.20)	39.5
Health Insurance, BC/BS PPO	236,544	24,714.84	98,859.36	(137,684.64)	41.8
Health Insurance, OSF HMO	84,996	4,631.36	21,802.32	(63,193.68)	25.7
Life Insurance	3,100	240.76	993.12	(2,106.88)	32.0
IMRF	318,417	30,548.74	91,294.55	(227,122.45)	28.7
FICA	170,762	16,244.29	48,005.95	(122,756.05)	28.1
Medicare	38,248	3,799.03	11,227.04	(27,020.96)	29.4
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	132.80	132.80	(567.20)	19.0
Tuition Reimbursement	20,000	0.00	7,648.00	(12,352.00)	38.2
Other Benefits	20,000	13.84	1,775.51	(18,224.49)	8.9
Total Benefits	925,119	81,668.76	286,562.73	(638,556.27)	31.0
Rentals	30,000	1,712.40	4,736.78	(25,263.22)	15.8
Total Rentals	30,000	1,712.40	4,736.78	(25,263.22)	15.8
Building Mtn	123,600	1,638.75	27,605.74	(95,994.26)	22.3
Vehicle Mtn	5,500	404.62	2,858.28	(2,641.72)	52.0
Office & Computer Mtn	169,950	22,974.80	116,772.47	(53,177.53)	68.7
Total Repair/Mtn	299,050	25,018.17	147,236.49	(151,813.51)	49.2

ACCT NAME	BUDGET	AUG 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	3,101.00	11,684.49	(21,315.51)	35.4
Printing/Binding	19,570	0.00	645.00	(18,925.00)	3.3
Travel	1,000	10.59	179.01	(820.99)	17.9
Membership Dues	5,150	225.00	1,560.00	(3,590.00)	30.3
Professional Development	14,000	2,291.11	5,145.72	(8,854.28)	36.8
Other Purchased Services	130,000	9,938.56	48,199.07	(81,800.93)	37.1
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	15,566.26	67,413.29	(170,206.71)	28.4
Office Supplies	15,000	505.70	1,980.19	(13,019.81)	13.2
Computer Supplies	82,400	2,990.12	27,684.71	(54,715.29)	33.6
Copier Supplies	3,500	346.40	1,750.26	(1,749.74)	50.0
Postage	12,360	6.59	63.30	(12,296.70)	0.5
Library Supplies	77,250	3,807.89	16,234.46	(61,015.54)	21.0
Janitorial Supplies	16,480	647.78	3,405.58	(13,074.42)	20.7
Gas & Diesel Fuel	4,500	298.28	608.65	(3,891.35)	13.5
Building Mtnc & Repair Supplies	10,300	156.88	3,292.15	(7,007.85)	32.0
Total Supplies	221,790	8,759.64	55,019.30	(166,770.70)	24.8
Natural Gas	25,000	0.00	751.08	(24,248.92)	3.0
Electricity	89,000	0.00	24,504.10	(64,495.90)	27.5
Water	8,500	946.02	2,215.61	(6,284.39)	26.1
Telecommunications	35,000	2,761.92	11,160.09	(23,839.91)	31.9
Total Utilities	157,500	3,707.94	38,630.88	(118,869.12)	24.5
Professional Collection	1,000	150.94	311.87	(688.13)	31.2
Total Prof Collection	1,000	150.94	311.87	(688.13)	31.2
Periodicals	38,000	573.97	20,223.38	(17,776.62)	53.2
Adult Books	162,000	13,074.07	51,024.79	(110,975.21)	31.5
Children's Books	130,000	11,488.13	34,144.74	(95,855.26)	26.3
A/V Materials	147,000	9,822.64	39,988.31	(107,011.69)	27.2
Public Access Software	148,000	21,175.00	59,818.54	(88,181.46)	40.4
Downloadable Materials	70,000	4,499.00	25,496.99	(44,503.01)	36.4
Total Materials	695,000	60,632.81	230,696.75	(464,303.25)	33.2
Employee Relations	6,180	12.22	1,102.22	(5,077.78)	17.8
Miscellaneous Expenses	9,270	313.49	1,551.76	(7,718.24)	16.7
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	325.71	216,597.98	(12,796.02)	94.4
Total Expenses	5,435,361	391,027.72	1,874,412.01	(3,560,948.99)	34.5

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 36.7% to 46.7% is acceptable)
August 2017

Property Tax (64.3%): The Library has received four Property Tax distributions this fiscal year.

Replacement Tax (100.0%): The Library has not received its Replacement Tax distribution yet.

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

GPPLD (Golden Prairie Public Library District (62.7%)): The Library has received four distributions from Golden Prairie this fiscal year.

Fees & Rentals (29.1%): This is a little under the projected amount.

Copies (36.0%): This is just under the projected amount.

Interest on Investments (228.5%): The Library projected a low amount for Interest.

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

Donations (13.9%): The Library has received community donations for the Summer Reading Program along with a few miscellaneous donations.

Full-Time Salaries (31.4%): This is a little under-spent due to continuing bargaining unit negotiations.

Full-Time Salaries (28.9%): This is also under-spent due to continuing bargaining unit negotiations.

Seasonal Salaries (46.9%): Much of this line item is used for staff to help out during the Summer Reading Program.

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

Dental Insurance (35.2%): This is under-spent due to fewer staff choosing this option

Health Insurance HMO (25.7%): This is under-spent due to more staff choosing the BC/BS (PPO) option for their health insurance.

Life Insurance (32.0%): This is under-spent due to the new allocation of this benefit for FY 18.

IMRF (28.7%): This line item is under-spent because of the continuing bargaining unit negotiations and the impact salaries have on IMRF.

FICA (28.1%): This line is also affected by the continuing bargaining unit negotiations.

Medicare (29.4%): 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.

Other Benefits (8.9%): Vacation time has been paid to employees who left employment.

Rentals (15.8%): Charges have been minimal.

Building Maintenance (22.3%): Charges have been minimal.

Vehicle Maintenance (52.0%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (68.7%): Large annual maintenance payments have been made.
Advertising (35.4%): Charges have been minimal.
Printing/Binding (3.3%): Charges have been minimal.
Travel (17.9%): Charges have been minimal.
Membership Dues (30.3): 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 (13.2%): Charges have been minimal.
Computer Supplies (33.6%): Charges have been minimal.
Copier Supplies (50.0%): A couple large copy paper orders were made.
Postage (0.5%): Charges have been minimal.
Library Supplies (21.0%): Charges have been minimal.
Janitorial Supplies (20.7%): Charges have been minimal.
Gas & Diesel Fuel (13.5%): Charges have been minimal.
Building Maintenance Supplies (32.0%): Charges have been minimal.
Natural Gas (3.0%): Charges have been minimal.
Electricity (27.5%): Charges have been minimal.
Water (26.1%): Charges have been minimal.
Telecommunications (31.9%): Charges have been minimal.
Professional Collection (31.2%): Charges have been minimal.
Periodicals (53.2%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Adult Books (31.5%): Charges have been minimal; however, this does not reflect what has been ordered.
Children's Books (26.3%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (27.2%): Charges have been minimal; however, this does not reflect what has been ordered.
Downloadable Materials (36.4%): Charges have been minimal.
Employee Relations (17.8%): Charges have been minimal.
Miscellaneous Expenses (16.7%): 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
Memorial Donations:	40.00
Fountain Receipts:	7.79
 Total Donations:	 \$ 3,777.79

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	795.30
Book Shoppe:	8,585.60
Ear Buds:	160.50

Eclipse Glasses:	339.25
Flashdrives:	39.00
Hot Beverage Service:	176.00
Meeting Room Fees:	377.50
Print Station:	4,017.60
Reusable Bags:	171.50
Slingback Packs:	162.00
Test Proctoring:	350.00
Totebags:	296.00
Tumblers:	6.00
Umbrellas:	21.00
Miscellaneous:	746.62

Total Other Revenue:	\$16,243.87
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During August, 10 batches containing 94 invoices were processed, totaling \$82,856.70 and 178 credit card charges were made totaling \$43,822.80.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$3,509,977.55, which is 64.6% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 8/31/17:

Operating:	\$ 3,509,977.55
Capital:	\$ 2,427,993.92
Fixed Assets:	\$ 1,145,967.41

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 19, 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
Secretary Jodi Sherman called the meeting to order at 5:03 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Stephen Peterson (arrived at 5:06 p.m.), Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Laura Golaszewski, Jeanne Hamilton, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
President Peterson reported on his goals for the Board during his term as President. These goals include the GPPLD Board being more involved in long-term planning, such as with the library expansion and collaborating with other library districts. Additional goals mentioned were to increase diversity among board members, geographically, culturally, and in age, and to annex the unserved pocket within the Golden Prairie area.
 - A. Oath of Office
Jodi Sherman administered the Oath of Office to Ary Anderson.
- VI. Approval of Minutes
 - A. June 21, 2017
RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE JUNE 21, 2017. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
 - A. Director's Report

Director Hamilton shared that this year's ILA conference will be held in Tinley Park. Trustee Day will be held on October 12. If any Board member is interested in attending, they are to let Director Hamilton know. She added that next year's conference will be held in Peoria.

Director Hamilton reported that she received a letter from ILA for a fundraiser and program honoring Phil Lenzini. The Board agreed to add the donation for the fundraiser to the September agenda.

B. Outreach Report

Laura Golaszewski reported that a new batch of flyers will be sent to GPPLD post offices soon. She proceeded to entertain questions.

C. Financial Report

In Kathy Jeakins' absence, Director Hamilton reported that two Property Tax Distributions were received in June. She added that EFT capabilities have been set up, and the bank agreed to waive any fees associated with this feature.

Director Hamilton shared that this is the final financial report for FY 17. Revenues were reported at 22.7% below projections because of Per Capita Grant funds being disbursed later than anticipated.

Director Hamilton added that the Public Hearing and Prevailing Wage Ordinance notices appeared in the newspaper on July 14.

VIII. Unfinished Business

There was no unfinished business.

IX. New Business

A. Appoint Committee for Secretary's Audit of FY 2016-2017 Minutes

President Peterson appointed Patti Salch and Lynn Gray to audit the FY 2016-2017 Minutes.

X. Comments from Board Trustees

Ruth Novosad volunteered to take over the Marketing Liaison role that is now vacant. Stephen Peterson appointed Ruth Novosad as Marketing Liaison for the GPPLD Board. Patti Salch mentioned that she would like an updated copy of the GPPLD service area map and an up-to-date Trustee contact list. After further discussion, it was decided that the entire Board will be e-mailed an updated contact list.

XI. Adjournment

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 5:45 p.m.

**Bloomington Public Library
Monthly Statistics - August 2017**

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	48,013	191,311	55,705	216,025
Teens	2,515	12,544	4,013	17,846
Children	41,792	180,938	46,907	203,671
OTR Adults	2,329	9,464	2,574	10,009
OTR Teens	143	672	196	847
OTR Children	5,072	16,753	4,177	17,266
e-Books - Freading	n/a	50	27	48
e-Books - Overdrive	6,146	20,822	1,858	18,771
Freegal downloads	1,196	3,502	929	2,330
Zinio Magazines	383	1,205	234	1,078
Tumblebooks	5	59	61	105
TOTAL CIRCULATION				
Adults	50,342	200,775	58,279	226,034
Teens	2,658	13,216	4,209	18,693
Children	46,864	197,691	51,084	220,937
Digital Downloads	7,730	25,638	3,109	22,332
Combined Total	107,594	437,320	116,681	487,996
ITEMS IN THE COLLECTION				
Main	307,298	307,298	307,204	307,204
OTR	11,237	11,237	12,082	12,082
TOTAL	318,535	318,535	319,286	319,286
HOLDS FILLED				
	7,495	29,760	8,489	32,533
INTERLIBRARY LOAN				
Borrowing Requests Received	571	2,101	630	2,318
Outgoing Loans (Lending)	307	981	299	1,033
CARDHOLDERS				
Added	404	1,800	462	2,082
TOTAL ACTIVE CARDS				
Adults	24,608	24,608	25,277	25,277
Teens	2,860	2,860	2,046	2,046
Children	6,737	6,737	5,567	5,567
Combined Total	34,205	34,205	32,890	32,890
REFERENCE QUESTIONS				
Adults	2,370	9,289	2,673	1,034
Teens	122	780	179	625
Children	527	3,521	590	3,475
OTR	99	403	117	543
Circulation	619	2,631	914	3,214
TOTAL	3,737	16,624	4,473	8,891
PROGRAMS & OUTREACH				
Adult	21	66	17	80

**Bloomington Public Library
Monthly Statistics - August 2017**

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Teens	2	19	4	24
Childrens	6	68	5	51
Community Group in Library	1	48	0	52
Staff Visit to Community Group	5	35	8	37
TOTAL	35	236		244
PROGRAM & OUTRACH ATTENDANCE				
Adult	304	1,407	205	1,210
Teen	68	495	49	210
Childrens	127	4,929	574	3,606
Community Group in Library	2	1,162	n/a	n/a
Staff Visit to Community Group	511	8,936	n/a	n/a
1-on-1 with Staff	22	43	n/a	n/a
TOTAL	1,034	16,972	828	5,026
COMPUTER USE				
Public computer uses	5,000	16,128	5,139	18,198
Website database/catalog hits	26,069	103,204	25,571	102,132
Online Resource (Database) uses	6,956	20,520	5,179	19,400
TOTAL	38,025	139,852	35,889	139,730
MEETING ROOM USAGE				
Study Room	68	304	62	255
Digital Media Lab	16	37	4	34
Community Room	42	172	45	177
TOTAL	126	513	111	466
CUSTOMER VISITS				
Main	28,179	92,165	n/a	42,993
Bookmobile	1,336	5,579	1,352	5,490
TOTAL	29,515	97,744	n/a	48,483
TRAINING HOURS	192	910	153	449
VOLUNTEER HOURS	90	341	77	388

Incident Report Summary for August 2017

2017-08-31 09:05:39am

2017-08-01 09:05:39am

31 days in month

Incident ID	Date/Time Submitted	Violation
3594	2017-08-01 14:35:11	StolenDamagedLibraryMaterial
3595	2017-08-02 09:08:09	StolenDamagedLibraryMaterial
3596	2017-08-02 11:19:56	StolenDamagedLibraryMaterial
3597	2017-08-02 20:33:49	StolenDamagedLibraryMaterial
3598	2017-08-03 17:24:07	InappropriateBehavior
3599	2017-08-03 19:02:07	HealthSafety
3600	2017-08-04 14:50:20	StolenDamagedLibraryMaterial
3601	2017-08-06 14:38:59	StolenDamagedLibraryMaterial
3602	2017-08-06 15:37:38	CustomerRelatedIllnessAccident
3603	2017-08-07 11:10:54	StolenDamagedLibraryMaterial
3604	2017-08-07 11:10:59	StolenDamagedLibraryMaterial
3605	2017-08-07 14:40:00	InappropriateBehavior
3606	2017-08-07 19:08:25	Other

3607	2017-08-09 16:03:23	StolenDamagedLibraryMaterial
3608	2017-08-09 17:41:18	HealthSafety
3609	2017-08-10 15:19:41	CustomerComplaint
3610	2017-08-11 16:25:12	Vandalism
3611	2017-08-11 16:47:23	InappropriateBehavior
3612	2017-08-12 11:04:17	StolenDamagedLibraryMaterial
3613	2017-08-13 13:15:38	StolenDamagedLibraryMaterial
3614	2017-08-14 11:46:06	CustomerRelatedIllnessAccident
3615	2017-08-14 14:06:54	CustomerRelatedIllnessAccident
3616	2017-08-14 14:10:58	CustomerRelatedIllnessAccident
3617	2017-08-14 14:17:37	CustomerRelatedIllnessAccident
3618	2017-08-14 14:19:28	CustomerRelatedIllnessAccident
3619	2017-08-14 14:20:39	CustomerRelatedIllnessAccident
3620	2017-08-14 14:23:25	CustomerRelatedIllnessAccident
3621	2017-08-14 16:49:24	BicycleIncident
3622	2017-08-14 16:57:27	BicycleIncident
3623	2017-08-14 17:01:21	BicycleIncident

3624	2017-08-14 17:02:13	BicycleIncident
3625	2017-08-14 17:03:42	
3626	2017-08-14 17:05:02	BicycleIncident
3627	2017-08-14 17:07:51	BicycleIncident
3628	2017-08-14 17:08:37	BicycleIncident
3629	2017-08-14 17:11:25	BicycleIncident
3630	2017-08-14 17:13:37	BicycleIncident
3631	2017-08-14 17:30:21	BicycleIncident
3637	2017-08-15 10:03:55	BicycleIncident
3638	2017-08-15 10:05:19	BicycleIncident
3639	2017-08-15 10:07:26	BicycleIncident
3640	2017-08-15 10:15:04	BicycleIncident
3641	2017-08-15 12:43:47	BicycleIncident
3642	2017-08-15 12:57:01	BicycleIncident
3643	2017-08-15 14:57:37	BicycleIncident
3644	2017-08-15 16:44:08	BicycleIncident
3645	2017-08-15 16:45:26	BicycleIncident

3646	2017-08-15 16:55:00	BicycleIncident
3647	2017-08-15 16:55:53	BicycleIncident
3648	2017-08-15 17:03:56	BicycleIncident
3649	2017-08-15 17:04:52	BicycleIncident
3650	2017-08-15 17:17:55	BicycleIncident
3653	2017-08-19 13:34:24	StolenDamagedLibraryMaterial
3654	2017-08-24 14:34:59	StolenDamagedLibraryMaterial
3655	2017-08-24 18:44:23	CustomerRelatedIllnessAccident
3656	2017-08-27 13:31:56	InappropriateBehavior
3657	2017-08-29 09:40:04	StolenDamagedLibraryMaterial
3658	2017-08-29 17:56:54	StolenDamagedLibraryMaterial
3659	2017-08-30 14:59:46	StolenDamagedLibraryMaterial

Suspension Report Summary for August 2017

2017-08-31 10:27:35am
 2017-08-01 10:27:35am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
89	2017-08-10 00:00:00	CustomerComplaint
88	2017-08-09 00:00:00	StolenDamagedLibraryMaterial
86	2017-08-07 00:00:00	CustomerSuspensionViolation
87	2017-08-07 00:00:00	CustomerSuspensionViolation
82	2017-08-07 00:00:00	InappropriateBehavior
90	2017-08-11 00:00:00	InappropriateBehavior
80	2017-08-03 00:00:00	HealthSafety
81	2017-08-03 00:00:00	InappropriateBehavior
93	2017-08-21 00:00:00	StolenDamagedLibraryMaterial
94	2017-08-21 00:00:00	StolenDamagedLibraryMaterial

Intergovernmental Agreement For Library Services

This agreement is dated ____ day of _____, 2017 and is between the BLOOMINGTON PUBLIC LIBRARY ("Library") and BLOOMINGTON SCHOOL DISTRICT 87 ("School District").

The Library is a local library established under the Local Library Act. The

School District is a school district organized under the School Code.

Under the Illinois Constitution, the Intergovernmental Agreement Act, the School Code, and the Local Library Act, the parties are authorized to enter into intergovernmental agreements.

The parties desire to enter into an intergovernmental agreement under which (i) the Library and the School District will work together and share information necessary to create and maintain public library accounts for District 87 students and (ii) the School District will promote the programs, services and collections of the Library.

The parties, therefore, agree as follows:

1. Definitions

As used in this agreement:

"Student Library Accounts" means access to services of the Library with the same rights and privileges of all other Library account holders; with the exception that physical material check outs will be limited to three print items at one time.

"Bloomington Public Library Service Area" means the corporate boundaries of the City of Bloomington.

2. Provision of Library Services

The Library agrees to provide student library accounts to District 87 students who reside within the Bloomington Public Library service area.

3. Promotion of Library programs

(a) As compensation for the provision of Library Services under Section 2, the School District agrees to promote the programs and services of the Library. This promotion may include, without limitation:

- Distributing Bloomington Public Library program flyers to all qualifying students and teachers.
- Seeking opportunities for partnership and cooperation at events both at the schools and the Library.
- Encouraging partnerships and cross-promotion of events between District 87 media specialists, teachers and Library staff.

(b) The Library may review all Library materials distributed by the School District under this Section to

determine if they are accurate or appropriate for the promotion for the Library's programs and services.

4.Term, renewal, and termination

- (a) The term of this agreement begins on **October 1, 2017 and continues through May 31, 2018.**
- (b) The agreement automatically renews for consecutive one-year terms unless, at least 30 days before the expiration of the term, either party notifies the other that it will not renew the agreement.
- (c) Either party may terminate this agreement at any time without cause or penalty upon written notice to the other party at least 30 days prior to the effective date of the termination.

5.Choice of law; jurisdiction

- (a) This agreement is to be governed by and construed in accordance with the laws of the State of Illinois. This agreement shall be construed without the aid of any rule of law requiring or permitting construction against the drafter of the contract.
- (b) Any litigation filed involving this agreement must be filed in the Circuit Court of McLean County, Illinois.

6.Notice

All notices, demands, requests, consents, approvals or other instruments required or permitted by this agreement must be in writing and must be executed by the party or an officer, agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally, or as of the third day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid, addressed as follows:

To Library:	Jeanne Hamilton, Director Bloomington Public Library 205 E. Olive St. Bloomington, IL 61701
To School District:	Barry Reilly, Superintendent Bloomington Public Schools 300 E. Monroe Bloomington, IL 61701

7.Amendments

This agreement may be amended only by a written agreement of the parties that identifies itself as an amendment to this agreement.

8.Assignment

This agreement may not be assigned.

9.No Third-Party Beneficiaries

This agreement is for the exclusive benefit and convenience of the parties hereto. No provision of this agreement shall in any way inure to the benefit of any third person, including the public at large, so as to constitute any such person a third-party beneficiary of the agreement or of any one or more of the terms

hereof, or otherwise give rise to any cause of action in any person not a party hereto.

10. Financial Responsibility [Required per 75 ILCS 5/4-7(8)]

The parties agree that in respect to any loss of or damage to any library materials provided under this agreement, the Library will first pursue the card holder patron under its general circulation policies and practices for recovery.

Bloomington School District 87

Bloomington Public Library

By: _____

By: _____

Date: _____

Date: _____

Attest:

Attest:

By: _____

By: _____