

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, September 17, 2019

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of August 20, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of August 2019
- IX. Action Items
 - A. Approve Amendments to the FOIA Policy
 - B. Approve Competitive Bid for Automated Sorter replacement
- X. Discussion Items
 - A. Library Expansion
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 9.13.19 2:15 p.m.

Revised Packet - Agenda Remains Unchanged from Original Posting.
Revised Packet Pages 42, 43, 46, 47 replaced Original Packet Pages 42, 43, 46

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, September 17, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	4,712.00
Amazon.com, LLC	A/V Materials	808.45
Amazon.com, LLC	Adult Books	122.27
Amazon.com, LLC	Building Mtnc Supplies	71.94
Amazon.com, LLC	Children's Books	28.33
Amazon.com, LLC	Computer Supplies	1,610.43
Amazon.com, LLC	Janitorial Supplies	153.91
Amazon.com, LLC	Library Supplies	7.99
Amazon.com, LLC	Office Supplies	160.81
Amazon.com, LLC	Other Purchased Services	133.66
Amazon.com, LLC	Telecommunications	9.99
Ameren Illinois	Electricity	8,502.59
Automatic Fire Sprinkler	Building Maintenance	523.00
Baez, Clare	Other Purchased Services	94.59
Bibliotheca, LLC	Office/Equipment Mtnc	10,752.41
Blackstone Audio	A/V Materials	12.95
Brush, Charles	Building Maintenance	150.00
CDW Government	Computer Supplies	4,537.67
CDW Government	Office/Equipment Mtnc	4,740.10
Cengage Learning	Adult Books	259.39
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	19,737.69
City of Bloomington	Gas & Diesel Fuel	391.26
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	26,893.47
City of Bloomington	Life Insurance	257.60
City of Bloomington	Medicare	4,616.20
City of Bloomington	Payroll	329,977.11
City of Bloomington	Vision Insurance	219.12
City of Bloomington	Water	487.29
Community Players Theatre	Advertising	405.00
Custom Digital Imaging	Printing/Binding	5,992.72
Dean's Graphics, Inc.	Other Purchased Services	550.00
Dell Marketing, L.P.	Computer Supplies	9,886.56
Earthwise Environmental, Inc.	Building Mtnc Supplies	143.00
F & W Lawn Care & Landscaping	Building Maintenance	2,512.50
Findaway World, LLC	A/V Materials	89.99

Four Season Peoria	Advertising	806.00
Frontier	Telecommunications	1,588.91
Illinois State University	Advertising	363.08
Imaging Office Systems, Inc.	Office/Equipment Mtn	720.00
Ingram Library Services	Adult Books	206.78
Liu, Dr. Yongmei	Employee Relations	100.00
Lockett, Michael	Other Purchased Services	200.00
Lynn, John	Other Purchased Services	250.00
Massie, Rhonda	Advertising	323.75
McClintic, Kimberly	Employee Relations	25.00
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtn	137.67
Midwest Tape	A/V Materials	823.06
Midwest Tape	Downloadable Materials	9,980.00
Miller Janitorial Supply	Janitorial Supplies	416.77
Neopost USA, Inc.	Rentals	26.45
Northern Illinois Gas/Nicor	Natural Gas	740.40
Office Depot	Computer Supplies	168.80
Office Depot	Janitorial Supplies	32.64
Office Depot	Miscellaneous Expenses	58.94
Office Depot	Office Supplies	311.12
OverDrive, Inc.	Downloadable Materials	4,990.00
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	63.58
Proquest, LLC	Public Access Software	2,500.00
Ricoh USA, Inc.	Rentals	1,422.28
Rockford Map Publishers	Adult Books	74.70
Ron Smith Printing Co.	Printing/Binding	400.00
Stericycle, Inc.	Other Purchased Services	89.25
Tee Jay Central, Inc.	Building Maintenance	1,008.40
Uline, Inc.	Janitorial Supplies	462.96
Unique Management Services, Inc.	Other Purchased Services	187.95
Value Line Publishing	Public Access Software	6,000.00
Walker, Joe	Employee Relations	25.00
Wherry Machine & Welding, Inc.	Other Purchased Services	144.00
Windstream	Telecommunications	99.79
Wolpert, Emily	Travel	4.06
VISA - American Library Association	Other Purchased Services	28.00
VISA - Baby Expo	Other Purchased Services	400.00
VISA - Baker & Taylor Books	A/V Materials	7,950.56
VISA - Baker & Taylor Books	Adult Books	14,499.77
VISA - Baker & Taylor Books	Children's Books	11,727.72
VISA - Best Version Media	Advertising	591.52
VISA - Dollar Tree	Other Purchased Services	64.00
VISA - Don Smith Paint Company	Building Mtn Supplies	93.20
VISA - EvenBrite Building A Strong	Professional Development	49.00
VISA - Farm & Fleet	Library Supplies	79.22
VISA - Five Star Water Co.	Miscellaneous Expenses	35.00
VISA - GameStop	A/V Materials	1,763.19
VISA - GoDaddy.com	Office/Equipment Mtn	79.99
VISA - Hobby Lobby	Other Purchased Services	7.79
VISA - Illinois Library Association	Professional Development	257.00
VISA - Illinois State University	Professional Development	120.00

VISA - iStockPhoto.com	Other Purchased Services	348.00
VISA - Kroger	Other Purchased Services	37.63
VISA - Lands' End Outfitters	Uniforms	105.75
VISA - Marco's Pizza	Other Purchased Services	237.00
VISA - McDonald's	Travel	14.36
VISA - Menards	Building Mtn Supplies	12.43
VISA - Michael's	Other Purchased Services	95.90
VISA - Office Depot	Office Supplies	19.29
VISA - Old House Society	Membership Dues	150.00
VISA - Paypal*ABOS	Professional Development	400.00
VISA - Paypal*Steen Hargadon	Professional Development	99.00
VISA - Rainstorm Car Wash	Vehicle Maintenance	20.00
VISA - Sam's Club	Other Purchased Services	15.88
VISA - School Shop	Library Supplies	5.00
VISA - Speed Lube	Vehicle Maintenance	39.95
VISA - Sprint	Telecommunications	646.51
VISA - Stamping & Company	Periodicals	49.99
VISA - Starcrest Cleaners	Other Purchased Services	27.50
VISA - UPS	Postage	8.06
VISA - US Toy/Constructive Playthings	Other Purchased Services	59.91
VISA - Verizon Wireless	Telecommunications	136.32
VISA - Wal-Mart	Employee Relations	5.34
VISA - Wal-Mart	Janitorial Supplies	86.94
VISA - Wal-Mart	Library Supplies	51.74
VISA - Wal-Mart	Other Purchased Services	248.52
VISA - Wal-Mart.com	Janitorial Supplies	155.91
VISA - Wal-Mart.com	Other Purchased Services	36.14
Total		539,694.12

Bloomington Public Library

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Director's Report August 2019

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

This month, I:

- Attended a History Museum Library Committee Meeting
- Met with Julian and City Manager Gleason to discuss Library expansion needs
- Met with Colleen, Jon, Carol, and Melissa to plan the launch of online pre-registration and paperless registration for library cards
- Met with Colleen and Rhonda to discuss National Library Card Sign Up Month initiatives
- Met with Caprice to discuss revising our emergency plan documents
- Worked to provide information and facilitate photos requested by the Pantagraph
- Reviewed and cleaned up paper files for our annual records retention review and disposal
- Worked to review and update Library Policies

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

This month, I:

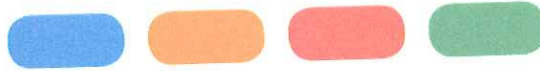
- Attended the local simulcast of the Global Leadership Summit, an event attended by 400,000+ leaders in 120+ countries
- Attended a Mini-Morning Session about our new staff mass notification software
- Met with Colleen Shaw to prepared for our ILA Conference Presentation on our Fresh Start program
- Attended a Staff Development Committee Meeting
- Attended training on the City's new agenda management software
- Reviewed and compiled a revised version of our departmental descriptions for our new employee orientation packet
- Worked to test Kronos (our new timekeeping system)
- Worked with the Managers to develop Staff Appreciation Day plans
- Approved staff travel requests to attend ILA and the American Bookmobile and Outreach Service Conference
- Began a project to review job descriptions
- Prepared a Mini-Morning Training Session about our Strategic Plan, Goals, and Initiatives

In Allison's absence, I continued to work with Robbin Petersen as in her role as the interim Technical Services (TS) manager. TS staff,:

- All went to the Mini-Morning Sessions on our new staff mass notification software and on our new eresources
- Katie R. assisted in the Circulation and Outreach Department
- Kelly and Katie R. attended the webinar hosted by the staff development committee

Bloomington Public Library

Books are just the beginning.



Goal: Work effectively through the use of technology.

This month, I:

- Attended the bid opening and reviewed the bids for a replacement materials sorter
- Worked to clean up and migrate my files from our file server to cloud storage
- Compiled desired specifications for a techmobile

Goal: Administer a cost-effective public library.

I met with a couple interested in including the Library in their estate planning.

**Adult Services Report
Carol Torrens
August 2019**

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

The handout about the Spanish Book Club is now available in both English and Spanish, providing those who only speak and read Spanish access this information.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SERVICES

Expectations in teenZone will be reviewed by staff following a chaotic summer in that room. A new poster listing behavioral rules will help the cross-departmental staff be more consistent. More of the gaming equipment will be checked out instead of being available at all times at the computers and game systems. Teens will need to have a current card to use the games in the room. In the near future, some rearranging will provide better space allocation.

COLLECTIONS

- Book Kits that hadn't been used in more than 2 years were weeded to provide space for newer titles. Marcie updated the binders and shelver Rhonda Y. shifted the collection to reallocate space.
- Marcie weeded the SciFi/Fantasy hard- and paperbacks, authors A – F, due to space constraints.
- Collection HQ is finally up and running with Polaris information.
- A new e-resource for test prep has been added: Testing and Education Reference Center. This replaces the underused and more expensive Learning Express Library.

Displays featured materials on these topics: encyclopedias (one-volume books on various topics), dogs, moon landing, and Romance Awareness Month. An RIP display with Toni Morrison's books was popular. In the DVD area, movies about friendship were featured.

PROGRAMS

Tiffany attended three back-to-school events for District 87:

Teacher Breakfast (along with Alex from Children's staff) – 100;

First Day of school for 6th graders – 200;

100 Caring Adults at BJHS – no count of the # of students who walked past.

Adult/Family programs

Fiction Book Club -- 1 session – 4 attended

Mystery Book Club – 1 session – 8 attended

Books on Tap Book Club – 1 session – 17 attended

Quarterly History Reads Book Club – 1 session – 16 attended

Wellness Lifestyle weekly class – 4 sessions – 58 attended

Best Picture Oscar Classics movie series – 4 sessions – 35 attended

DIY Paint with Aleshia – 1 session – 13 attended

Euchre Tournament – 1 session – 16 attended

History of Evergreen Cemetery Walk – 1 session – 36 attended

Variety Show for Adults and Teens – 1 session – cancelled due to lack of participants

Teen Programs

Teen After Hours SRP party: Murder Mystery – 1 session – 80! attended
DIY Back to School Magnets – 1 session – 13 attended

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

Several staff attended a mini-morning session about our new communication software, Alert Media, and another one about the new testing eresource.

Webinars: Katie—Libraries as Social Connectors; Rachel—Google Analytics Training

Goal: Work effectively through the use of technology.

There were 5 individual appointments with AS staff: 1 for ebooks; 1 for scanning & email of a pdf document; 1 for transferring data from one phone to another; 1 for an overview of the Digital Preservation Studio, and 1 on working with website creation.

E-copies of the 2019 issues of the Pantagraph are now available on the library's website and are accessible to those in the library. The Pantagraph will no longer be produced on microfilm.

Goal: Administer a cost-effective public library.

Volunteers continue to help with movie programs, and two teens are shelving in teenZone this summer. Also, former GPPLD Board member Carol Carey-Odekirk is helping with summer concerts and the final weekend of prize handouts for Summer Reading.

Business Office Report

Kathy Jeakins

August 2019

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

I attended a Mini Morning Session on the new Alert Media notification system

I received instruction on how to move my files from the P Drive to One Drive

Goal: Administer a cost-effective public library.

Library Credit Cards: I completed applications for staff getting credit cards and met with staff new to using Library credit cards; and I entered all credit card transactions in account files

The monthly total for the Book Shoppe was \$2,117.25

I continued to work on financial documents for the Foundation audit

The Golden Prairie audit took place on August 20

The Library received its 4th Property Tax distribution on August 22 in the amount of \$752,314.17

Golden Prairie also received its 4th Property Tax distribution on August 22 in the amount of \$55,506.12; of that amount the Library received \$52,730.81, as per the contract between Golden Prairie and BPL

Bills Costing in Excess of \$5,000:

1. Bibliotheca, LLC: \$9,956.41 for annual sorter maintenance
2. Custom Digital Imaging.: \$5,992.72 for printing Fall Program Guides
3. Value Line Publishing: \$6,000.00 for annual service

Upcoming:

We will start working on the FY21 Library budget in September

Children's Services Report

Melissa Robinson

August 2019

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

- We Rock the Spectrum partnered with us to provide a rope bridge and sensory walk at our Sensory Story Time.

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

Collections:

- Alysha created record sets to help Children's staff quickly find commonly requested teacher pack items.
- Alysha created 6 documents to assist Children's staff when we are helping parents and students find books in the appropriate lexile level.

Programs:

- Beep Boop Bot Robot Story Time – 100 attended
- Sensory Story Time – 13 attended
- Where the Wild Things Read – 2 sessions – 29 attended
- Move and Learn story time – 15 attended
- Tales for Tails – 4 sessions – 73 attended
- Lego Construction Time – 39 attended
- Itsy Arts – 15 attended
- Family Games Day – 38 attended
- Twin City Tale Spinners – 18 attended
- Cooking Demo at Farmer's Market – 200 attended
- 13 programs/sessions – 540 attended

We provided 4 passive programs. 551 people participated.

We visited the following events:

- Baby Expo- 100 attended
- McFamily Day – 169 attended
- Chestnut Wellness Fair – 120 attended

- Illini Healthcare Back to School Event – 112 attended
- Sheridan Lemonade on the Lawn – 10 attended
- Cedar Ridge Resource Fair – 120 attended
- Oakland Back to School Event – 20 attended
- 7 events – 651 attended

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

- Children's staff attended training for alert media, online library card registration, and e-resources.
- Alysha attended the webinar "Libraries as Social Connectors."

Upcoming:

- Weekly story times resume the week of Sept 9.
 - Brick by Brick and evening lapsit on Tuesdays
 - Preschool story time and Tales for Tails on Wednesdays
 - Toddler time on Thursdays
 - Move and Learn on Fridays
- We will also continue our regular, monthly programs.
 - Family Games Day – Sept 8
 - Where the Wild Things Read – Sept 9
 - Itsy Arts – Sept 13
 - Lego Construction – Sept 14
 - Story Time Plus – Sept 16
 - Global Tales – Sept 28
 - Sensory Story Time – Sept 28
- Other programs that we have planned include the following:
 - Miller Park StoryWalk – Sept 19
 - Chinese Mid-Autumn Moon Festival – Sept 21
- We are planning to attend the following events and host the following field trips:
 - Mulberry School Parent Night – Sept 16
 - Oakland School 2nd grade field trip – Sept 23 and 26
 - Baby Fold Literacy Party – Sept 26

Circulation and Outreach Services Report

Colleen Shaw

August 2019

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:

- The Social Isolation Task Force¹
- Leadership McLean County Leadership Launch Committee²
- Nonprofit Exchange³
- McLean County Quarterly Nonprofit Meeting⁴
- Open House Tour at MarcFirst
- Labrynth House, Stepping Stones, and YWCA
- Representative from the local Islamic Center

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

- Home Delivery staff delivered 336 items to 54 active patrons.
 - Peace Meal will no longer be delivering our items to their clients but will continue to advertise NPL and BPL's home delivery services. In order to incorporate active Peace Meal recipients and continue to grow our service, plans have been made to add a new delivery route to the rotation.
- Deposit Collections delivered 724 items to 11 sites. Deposits had a program at Luther Oaks on how to navigate the BPL website. 15 residents attended.
- The bid process for obtaining a new sorter began this month. We plan to award a bid and have the sorter installed before the end of the year.
- The bookmobile had two special stops this month:
 - Heartland Head Start on August 7 from 3-4. Staff and children attending their summer program checked out items and registered for cards. We also had staff from Mid Central Community Action come aboard!
 - Day of the Dozer at the McLean County Fairgrounds on Aug 24 from 10-4. Staff invited over 400 attendees aboard the bookmobile to get behind the wheel and learn about what it's like to drive a 16-ton bus full of library materials! Staff also signed up new users for library cards and checked out materials.
- August outreach events:
 - 8/1: Young At Heart Senior Expo at the McLean County Fair
 - 8/3: West Bloomington Block Party at the corner of Mill and Mason
 - 8/6: National Night Out hosted by the YMCA at Danbury Court Apartments
 - 8/13: Back to School Alliance Resource Fair at Grossinger Motors Arena
 - 8/14: Lemonade on the Lawn at Sheridan School with Children's Services staff
 - 8/29: RSO Fair at Illinois Wesleyan University
 - 8/31: Story hour and pop-up library station at the West Bloomington Revitalization Project Headquarters

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

- Michelle Cope and I attended the Global Leadership Summit, a 2-day conference designed to equip and inspire leaders.
- Two open part-time 19 hour/week positions were filled by Christie Lau and Logan Janicki.
- Part-time, Library Assistant, Susan Hunter, vacated a temp position that was needed this summer.
- Work study student, Amber Gauthier, returned this month.

¹ ECIAAA, NPL, ARC, Faith in Action, Bloomington Housing Authority, Adult Daycare, Community Care Systems

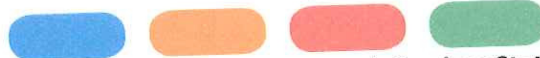
² Beer Nuts, Heartland Headstart, Country Companies, State Farm, Town of Normal, 4 Seasons

³ Heartland Headstart, PATH, HEARTS, NPL, LifeCil, Community Health

⁴ NPL, Baby Fold, Home Sweet Home, Faith in Action, West Bloomington Revitalization Project, IWU, etc.

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(8/2019) Circulation and Outreach Services Statistics

Total Circ BPL	103,908
Total Circ Main	86,027
Adults	45,156
Teens	3,312
Children	37,559
Total Circ Outreach	5,955
OTR Adults	2,365
OTR Teens	109
OTR Children	3,481
Total Circ eBooks	11,926
Hoopla	2,563
Overdrive	8,228
RBDigital	1,121
TumbleBooks	14
eBook Central	0
Borrowers Registered	476
Total Active Cardholders	39,401
Children	9,052
Teen	4,777
Adult	25,572
GPPLD	
Total Holds Filled	8,064
Main Holds	6,891
Outreach Holds	1,173
Door Count	26,668

Circulation Questions Answered: 702
 Outreach Questions Answered: 85
 Total Questions Answered: 787

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	285
THURS	EAGLE RIDGE	187
MON	OLD FARM LAKES	163
WED	NORTH POINTE	146
MON	EKSTAM DRIVE	121
MON	OLD FARM LAKES	121
THURS	WINGOVER APARTMENTS AM	118
TUES	PONDS APARTMENTS	116
WED	RAINBOW AVENUE	115
THURS	WINGOVER APRTMENTS AM	114

5 Stops with Lowest Circulation

FRI	HILLTOP MOBILE HOME PARK	13
FRI	HILLTOP MOBILE HOME PARK	13
WED	EASTVIEW COMMUNITY CENTER	6
SAT	SHIRLEY	6
MON	BROADMOOR	2

Bookmobile Customers: 1,521 (including 400 visitors for Day of the Dozer)

Total Monthly Stops: * (at 47 locations)

*Including 2 special summer stops

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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830	107,779	141,538	142,819	123,207	116,986	118,036	112,807	109,247
2015	115,409	106,414	120,059	109,664	110,534	140,366	132,776	121,986	109,079	115,446	107,593	108,085
2016	115,834	107,977	114,870	107,576	111,304	131,572	128,439	116,681	104,656	112,022	105,100	97,912
2017	113,831	100,674	110,265	96,693	103,159	113,776	112,791	107,594	93,335	101,602	97,716	90,227
2018	102,019	91,030	104,298	95,337	99,405	115,080	114,304	101,761	92,687	96,937	86,122	86,576
2019	95,472	89,628	97,467	90,513	93,520	114,046	119,119	103,908				
Main Circ												
2013	124,116	111,489	122,741	122,198	111,484	136,371	142,283	126,755	108,180	110,152	111,062	101,115
2014	106,624	102,576	118,907	105,133	101,459	136,527	130,193	111,651	106,393	108,351	103,053	103,341
2015	110,164	97,499	108,559	103,495	98,882	127,685	123,212	108,030	102,131	102,693	95,683	96,524
2016	103,448	96,129	102,051	94,675	97,826	117,687	115,404	106,625	97,633	97,679	92,573	87,161
2017	100,185	87,246	96,002	83,182	89,162	103,766	99,545	92,320	80,657	88,108	85,196	77,814
2018	87,756	77,949	89,019	81,429	84,157	100,149	99,158	86,406	78,268	81,385	71,469	71,850
2019	79,214	74,576	79,508	74,351	76,661	96,218	100,735	86,027				
Active Users												
2013	31,325	31,422	31,325	31,933	32,747	33,874	33,374	34,727	35,905	36,210	36,755	37,045
2014	37,445	37,890	38,378	38,088	37,730	37,208	37,006	36,791	36,605	36,438	36,085	35,895
2015	35,612	35,316	34,990	34,709	34,434	34,209	33,986	33,696	33,304	33,031	32,796	33,342
2016	33,460	33,162	33,063	32,875	32,871	33,243	32,994	32,890	35,412	35,144	35,177	35,068
2017	35,357	35,244	35,363	35,216	35,308	34,469	34,287	34,205	34,017	34,819	33,910	33,831
2018	35,346	35,084	35,131	35,010	35,040	34,666	34,495	34,551	35,452	37,182	36,870	36,803
2019	36,506	36,471	37,323	37,619	38,150	38,290	38,116	39,401				

Human Resources Report

Gayle Tucker

August 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on Alert Media
- I share relevant training opportunities with Department Managers
- In August, there were three in-house Job Announcements and one website posting
- In August, I participated in one employment interview and three work study interviews
- I provided orientation to one new staff member
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am running the library's background checks
- As an Alert Media administrator, I add new employees to the system and delete former employees
- I am working with the City of Bloomington staff on the implementation of the new Kronos timeclocks and software. I have been testing and reviewing. There are several glitches still being worked on, and we do not have a projected Go Live date.

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - The work study program resumed in August. We had six students return to us from last year. I interviewed a few prospects for our open positions.
- I closely track hours worked by part-time staff

Upcoming:

- Kronos timeclock training/testing
- New timeclocks that communicate directly with Munis for payroll
- Personnel Code/Employee Handbook updates
- Job Descriptions review

Information Technology Systems Report
Jon Whited
May 2019

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

We received three proposal for the bid process for the sorter. We are currently reviewing the information and specifications to determine the best fit for the library.

We developed the digital archive for the Pantagraph. All the digital issues are available from the beginning of the year. The digital collection starts where the microfilm resource leaves off. The collection is currently only available inside the library.

We replaced all of the catalog computers with new PCs throughout the library.

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

The Girls Who Code program will start again in September.

Upcoming:

We will be upgrading the equipment on the Bookmobile.

We will be replacing both the web server and the credit card payment servers in the near future.

Marketing Report
Rhonda Massie
August 2019

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

KOIOS PITCH/DEMO

Met online with Bill Mott of Koios.

Koios helps libraries apply for and receive Google Ad Grants which are earmarked specifically for libraries (to the tune of \$10,000/month). These free ads are then used to promote libraries using Search Engine Marketing -- NOT Search Engine Optimization.

The difference

- Search Engine Optimization - tailoring one's website to make it as Google friendly as possible so an organization can grow its reach organically.
- Search Engine Marketing - pay-per-click marketing.
 - Once we're signed up with Google Ad Grants, these click throughs are free.

This could be an especially beneficial way to promote our online resources, services, and items in the BPL catalog.

Examples:

- If someone were to Google, "How do I learn Spanish?" The Library and its Mango Languages/Transparent Language resources should pop up.
- With a resource such as Lynda.com, Koios is able to determine which 90 Lynda courses are most wildly searched. Then, knowing that we offer Lynda.com to our patrons, if someone searches the content of one of those courses our library should show up as a place that offers the content of those courses.

A second, repeat demo is being offered on September 5 so Rachel Park, Kerrie Parker, and Jeanne Hamilton, can receive the information.

UNIQUE PITCH/DEMO

Heard a pitch from Unique which currently serves as our collection agency. They're expanding their offerings as more libraries become fine free. Through its Message Bee service, Unique has the ability to take our basic text notifications and make them much prettier while also including a library-specific ad. These notices would include Overdue Notices, Almost Overdue Notices, and Hold Notices. While the notices do look much better, the annual price tag of \$7,140 was less impressive.

EDUCATOR CARDS

Designed and ordered card blanks for the Educator Card profile which is being created by the Children's Department. The blanks arrived on 9.5.19.

BOOKMOBILE VIDEO

Met with several members of the Leaders on Loan group which we worked with in the Spring. They've returned with a promise of creating the final video they were assigned during their session of the Chamber's Leaders on Loan Class which wrapped in April. This video is to promote the Bookmobile. A script exists, and at this time they've indicated that they're working on logistics and will shoot the video during the month of October.

SEPT-DEC PROGRAM GUIDE

Received the September-December Program Guide. It's now available on our website and on the Bookmobile. It was shared via Facebook, Instagram, and Twitter. It was also eBlasted to 30,438 cardholders on August 15 and 308 new cardholders on September 5. The guide was also sent home with every K-Grade 5 student in District 87 and every K-Grade 5 student in the following Unit 5 schools: Benjamin, Brigham, Cedar Ridge, Fox Creek, Grove, Northpoint, and Pepper Ridge.

INTERIOR SIGNAGE

Delivered a partial round of proofs of the updated interior signage to the members of the Librarian II Committee for edits and to confirm that she is progressing in the right direction.

ADVERTISING (scripts and artwork for each provided by Marketing)

- Submitted radio scripts to WGLT and Magic 99.5 for all programs from September – December.
- Eastside Neighbors & Neighbors of Southwest Bloomington
 - General ad stating that Library cards are free and so are the library's 600 annual programs.
- WGLT radio ads promoting
 - Books on Tap
 - Farmers' Market Story Time
 - Robot Story Time
 - History of the Evergreen Cemetery Walk
 - Girls Who Code
- Magic 99.5 ads promoting
 - General Online Resources Ad which mentioned Consumer Reports, Lynda.com, and both Mango Languages and Transparent Language
 - History of the Evergreen Cemetery Walk
- Artwork was created/submitted for:
 - Cemetery Walk Booklet ad
 - Community Players Playbill ad
- In September, we will launch an on-air and online campaign to promote 1000 Books Before Kindergarten with Cumulus Media. The artwork has been submitted.

ARTICLES/PRESS RELEASES/COVERAGE (not always initiated by BPL)

- Annual block party brings fun, school supplies to West Bloomington – The Pantagraph
- From the Pulpit: Historical study can be rewarding – The Pantagraph & The Southern Illinoisan

BPL Program Publicity (print and digital)

- Program Guide | Sep-Dec
- Handout/Background promoting the My Library! App
- Handout/Background promoting Explore More Illinois
- September Calendars
- The Spanish version of the My Library Card handout was updated and is out for proofing
- Baseball Series: Celebrating 150 Years of Major League Baseball
- Beginner Spanish Class
- Chinese Mid-Autumn Moon Festival
- Classic Movie Series
- Computer Skills Classes
- Craft Supply Swap
- Dance the Nights Away
- Daytime Programs for Seniors
- DIY Paint Along with Aleshia
- Educational Online Resources Handout
- Fall into Reading BINGO Contest Publicity & BINGO Sheets
- Family Games Day
- Global Tales
- Grow Together Story Time
- Itsy Arts
- Lego Construction Time
- Medicare/Social Security Programs
- Mental Health First Aid
- Sensory Story Time
- Spanish Book Club Bookmarks
- Story Time Flyer

- Miller Park Storywalk
- Tales for Tails
- Tinker Lab
- Twin City Tale Spinners
- Wellness Lifestyle Class
- Authors Fair; Authors Sought | Highlight Box
- Authors Fair | Highlight Box

Display Signs

- Labor Day Closures
- tZ Rules Poster
- RIP Toni Morrison
- "Make Some Music" Display Sign for AS
- "Banned Books Week" Display sign for AS
- "These Books Blue Us Away" Display sign for AS
- Library Card Agreement Signs in English and Spanish; Laminated
- Online Library Card Application Procedures Signs; Laminated

Print (General Requests)

- 1000 Books Before Kindergarten | Stickers & Nameplates
- Book Club Bookmarks
- Bookmobile Schedules
- Book Shoppe Gift Certificates for ISU's Town and Gown 5K
- Educational Online Resources Handout
- Teacher Handout
- Hoopla handouts
- I've Got Spirit forms
- Nametags
- Program Guide QR/Bitly Handout
- RBDigital Handouts
- Story Time Flyer
- Wireless Printing Handouts
- Expired Cards & Computer Use | Sign for AS

Extras

- Artwork for Books on Tap Bottle Opener | Promotional Item
- Educator Card Blanks
- Educator Card | Oversized on Foam Core with "Coming Soon" banner
- New Resident Postcard | 2019 Corrections
- Price sign (Tag) for Insulated Cups
- Recipe Cards for the Where the Wild Things Eat Story Time at the Farmers' Market
- Tales for Tails Trading Card for Bailey the Dog
- Prepped handouts/giveaway to be taken to 8 offsite events

Goal: Provide relevant and innovative services, collections, and programs to meet the emergent needs of our community.

SUMMER READING

- More than 11,000 kid, teen, and adult Summer Reading logs were distributed during the 2019 program. Approximately 4,677 people finished the program.
 - Kids: 3,389
 - Teens: 625

- Adults: 663
- The Summer Reading Prize Packs handed out by staff were valued at approximately \$156K.
Estimated value per pack:
 - Kids: \$37.75
 - Teens: \$23.04
 - Adults: \$20.40
- Thank you notes have been mailed to all our prize pack sponsors, monetary sponsors, and in-kind donors.

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

APPAREL STORE

We're working with CM Promotions to roll out a new apparel store in September. As CM Promotion has become a Geiger company in the time since we offered our last apparel store, many of the items being offered have changed.

APPRECIATION DAY GIFTS

Worked with CM Promotions and Jeanne Hamilton to come up with options for the 2019 Appreciation Day gift for staff. Six options were offered to the Department Managers. The favored option will be taken to the next Foundation Board meeting as we seek approval of funding for the gifts.

STAFF NEWSLETTER

Compiled and distributed the monthly Staff Newsletter using submissions from each Department Manager.

TRAINING

Webinars

- Your Major Donors Can Help Launch Your Capital Campaign
 - I re-watched this webinar so I could take detailed notes. It includes fantastic information.
- Building a Strong Fundraising Team
 - I was hoping this would delve into building committees of volunteers. It did not. It instead was geared toward bigger organizations and focused on hiring a full-time fundraising team.
- Library Promotion in the Digital Age

Upcoming/Other

- Rhonda will attend the Library Marketing and Communications Conference in St. Louis in November
- Rhonda joined the International Public Library Fundraising Conference's Facebook forum in an attempt to remain in-the-know about this conference's 2020 offerings as they're planned. The conference was recommended to us by Amanda Standerfer whom Rhonda met with in July to discuss development. IPLFC took place in Canada in 2019. We're hoping the conference returns to the U.S. in 2020.

Goal: Work effectively through the use of technology.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 48 Facebook followers for a total of 6,989;
 - The Library added 33 Instagram followers for a total of 1,323;
 - The Library added 13 Twitter followers for a total of 2,021;
- The Library currently has 306 text subscribers
- Combined, the Library's Bookmobile stops have 948 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com
- The Library's Cardholder Perks eBlast list contains 30,276 subscribers.
- The Library's Program Guide eBlast list contains 30,260 subscribers.
- The Library's General eBlast list contains 30,309 subscribers.

Goal: Administer a cost-effective public library.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and library news. Unless a program requires registration and there's a fear that it will reach capacity, each program is also boosted. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
 - Marketing also posts a weekly #TBT photo to Facebook and Instagram. These are often tiny research projects. These are never boosted.
 - Marketing also posts a weekly #BookFaceFriday photo to Facebook and Instagram. People love these, and they're never boosted.
- The library sends a monthly eBlast promoting one of its online resources to all cardholder who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. This ability comes with our subscription to Library Aware.
 - On August 1, with the new school year upon us, 28,572 cardholders received an eBlast promoting Brainfuse.
 - On September 3, an eBlast promoting our newest online resource, Testing & Education Resource Center, was send to 30,340 cardholders.
- The library's programs are sent to the following for promotion on their online calendars
 - Macaroni Kid (kid & teen programs)
 - *Eastside Neighbors Magazine* and *Neighbors of Southwest Bloomington Magazine* (receive all our programs; the publishers pick and choose what to include)
 - *The Pantagraph* has specified that for their print editions, they will only accept non-recurring programs, and that's what we send them. They will not accept story times, movie series, book clubs, etc.
 - The DBA receives all our programs for inclusion on its website and its online calendar.
 - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

**Support Services Report
Caprice Prochnow
August 2019**

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

- Support Services staff:
 - Shampooed both the Community Room and Break Room carpets.
 - Continued trimming of bushes and trees on the property.
 - Painted the exterior wall of the Study Rooms and installed signage.
 - New entrance mat installed at Staff entrance and a new runner installed in the lower lobby.
 - Shampooed Circulation Desk stools.
 - Installed replacement door stops on Children's Workroom doors.
- Repairs/Installs:
 - MIM replaced couplers on a pump for the cold-water loop.
 - Alpha Controls replaced the variable frequency drive for the return fan on the air handler.
 - Kone Elevator had to reset the elevator after a miniscule power outage.

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

- Caprice conducted two mini morning sessions on Alert Media mass notification system for staff.
- Caprice attended Accela Software training on building an Agenda, that was offered through the City.

Goal: Administer a cost-effective public library.

- MIM performed the quarterly PM of the HVAC system.
- Automatic Fire Sprinkler performed the annual inspection of the fire sprinkler system. There were a few parts on the system that are failing that need to be replaced.
- The Library is now on a quarterly preventative maintenance plan with TeeJay Doors for the sliding entrance doors.

Upcoming:

- Automatic Fire Sprinkler will be replacing some parts on the sprinkler system.
- Alpha Controls will be replacing the JACE on the HVAC controls system.

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

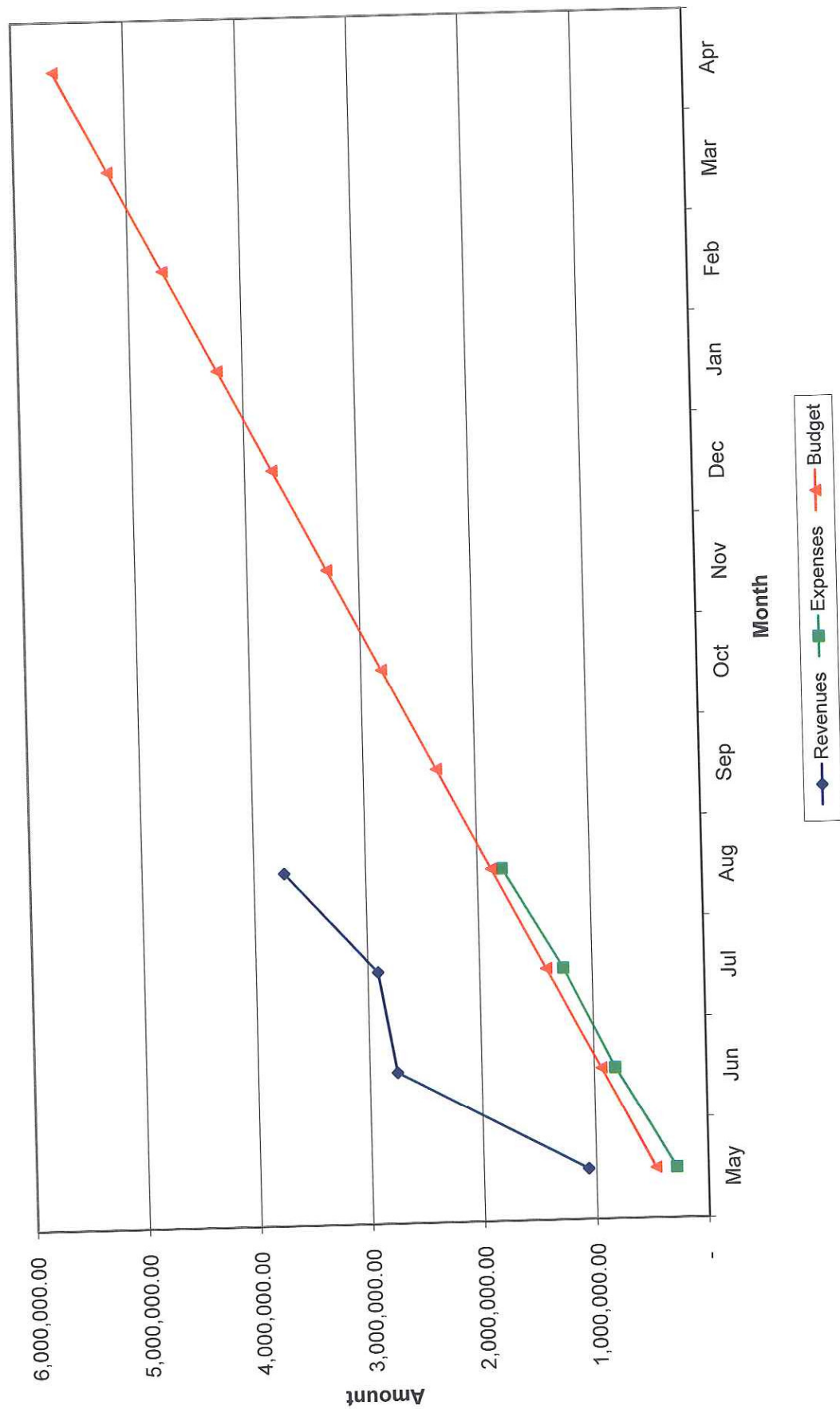
REVENUES:

ACCT NAME	BUDGET	AUGUST 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	752,314.17	3,265,561.20	(1,606,278.80)	67.0
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	52,730.81	266,989.36	(133,010.64)	66.7
Fines & Fees	75,000	4,771.53	15,435.67	(59,564.33)	20.6
Copies	3,500	283.90	1,092.75	(2,407.25)	31.2
Interest on Investments	30,000	7,690.33	32,464.44	2,464.44	108.2
Interest From Taxes	0	0.00	0.00	-	-----
Donations	25,000	256.62	3,857.79	(21,142.21)	15.4
Cash Over/Short	0	(11.36)	(27.77)	(27.77)	-----
Other	45,000	3,995.18	16,325.76	(28,674.24)	36.3
Total Revenues	5,639,740	822,031.18	3,732,099.20	(1,907,640.80)	66.2

ACCT NAME	BUDGET	AUGUST 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	268,472.42	731,573.61	(1,581,728.39)	31.6
Part-Time Salaries	485,577	46,972.91	132,188.90	(353,388.10)	27.2
Seasonal Salaries	57,893	13,531.78	34,992.36	(22,900.64)	60.4
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	1000.00	1,000.00	1,000.00	-----
Total Sals & Wages	2,857,872	329,977.11	899,754.87	(1,958,117.13)	31.5
Dental Insurance	13,554	871.32	3,156.75	(10,397.25)	23.3
Vision Insurance	2,802	219.12	787.80	(2,014.20)	28.1
Health Insurance, BC/BS PPO	357,285	20,443.06	73,959.43	(283,325.57)	20.7
Health Insurance, OSF HMO	61,134	3,017.38	10,991.88	(50,142.12)	18.0
Life Insurance	3,115	257.60	991.20	(2,123.80)	31.8
IMRF	231,330	26,893.47	73,346.88	(157,983.12)	31.7
FICA	177,120	19,737.69	53,465.85	(123,654.15)	30.2
Medicare	41,423	4,616.20	12,504.38	(28,918.62)	30.2
Worker's Comp	10,000	0.00	77.00	(9,923.00)	0.8
Uniforms	800	105.75	355.10	(444.90)	44.4
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	0.00	2,631.80	(22,368.20)	10.5
Total Benefits	963,563	76,161.59	237,356.07	(726,206.93)	24.6
Rentals	23,000	2,337.12	7,618.78	(15,381.22)	33.1
Total Rentals	23,000	2,337.12	7,618.78	(15,381.22)	33.1
Building Mtnc	150,000	6,663.19	43,322.90	(106,677.10)	28.9
Vehicle Mtnc	10,000	798.12	3,334.96	(6,665.04)	33.3
Office & Computer Mtnc	195,000	20,264.12	67,015.98	(127,984.02)	34.4
Total Repair/Mtnc	355,000	27,725.43	113,673.84	(241,326.16)	32.0

ACCT NAME	BUDGET	AUGUST 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	4,307.82	13,578.46	(36,421.54)	27.2
Printing/Binding	20,000	290.27	10,338.93	(9,661.07)	51.7
Travel	1,000	18.42	18.42	(981.58)	1.8
Membership Dues	5,000	0.00	610.00	(4,390.00)	12.2
Professional Development	15,000	668.00	4,219.83	(10,780.17)	28.1
Other Purchased Services	140,000	4,284.42	32,828.70	(107,171.30)	23.4
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	258,000	9,568.93	61,594.34	(196,405.66)	23.9
Office Supplies	13,000	3,472.40	6,470.58	(6,529.42)	49.8
Computer Supplies	90,000	10,601.08	22,538.53	(67,461.47)	25.0
Postage	5,000	8.06	66.04	(4,933.96)	1.3
Library Supplies	82,000	1,067.43	24,863.16	(57,136.84)	30.3
Janitorial Supplies	13,000	1,893.41	4,602.99	(8,397.01)	35.4
Gas & Diesel Fuel	9,000	391.26	1,322.04	(7,677.96)	14.7
Building Mtnc & Repair Supplies	20,000	320.57	1,770.59	(18,229.41)	8.9
Total Supplies	232,000	17,754.21	61,633.93	(170,366.07)	26.6
Natural Gas	22,000	740.40	3,784.20	(18,215.80)	17.2
Electricity	90,000	8,502.59	31,706.15	(58,293.85)	35.2
Water	7,500	487.29	1,435.98	(6,064.02)	19.1
Telecommunications	35,000	2,946.07	15,838.30	(19,161.70)	45.3
Total Utilities	154,500	12,676.35	52,764.63	(101,735.37)	34.2
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	20,000	(1,007.14)	15,900.22	(4,099.78)	79.5
Adult Books	143,000	13,275.58	53,856.19	(89,143.81)	37.7
Children's Books	118,000	10,109.60	43,495.12	(74,504.88)	36.9
A/V Materials	134,000	13,170.72	41,401.20	(92,598.80)	30.9
Public Access Software	150,000	3,840.57	80,012.70	(69,987.30)	53.3
Downloadable Materials	145,000	9,980.00	40,107.08	(104,892.92)	27.7
Total Materials	710,000	49,369.33	274,772.51	(435,227.49)	38.7
Employee Relations	5,000	5.34	954.53	(4,045.47)	19.1
Miscellaneous Expenses	9,000	35.60	954.77	(8,045.23)	10.6
Transfer to Fixed Asset Fund	32,500	0.00	32,500.00	0.00	100.0
Transfer to Capital Fund	37,805	0.00	37,805.00	0.00	100.0
Total Other Expenses	84,305	40.94	72,214.30	(12,090.70)	85.7
Total Expenses	5,639,740	525,611.01	1,781,383.27	(3,858,356.73)	31.6

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 28.3% to 38.3% is acceptable)
August 2019

Property Tax (67.0%): The Library has received four Property Tax distributions so far.

Replacement Tax (100.0%): The distribution was made in July.

State Grants (0.0%): Nothing has been received yet.

Golden Prairie Public Library District (66.7%): Golden Prairie has also received four Property Tax distributions so far; and of that amount, BPL receives 95%.

Fines (20.6%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest (108.2%): The projection for FY 20 was low.

Donations (15.4%): This is the amount the Library has received so far. Soon, we will be asking the Foundation for funds for Summer Reading Program.

Part-Time Salaries (27.2): This is less than projected due to a few vacancies that have occurred.

Seasonal Salaries (60.4%): The majority of this line item is spent during the summer with employees hired to help with the Summer Reading Program.

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

Dental Insurance (23.3%): This is a little under-spent due to fewer employees choosing this insurance option.

Vision Insurance (28.1%): This is a little under-spent due to fewer employees choosing this insurance option.

Health Insurance, BC/BS PPO (20.7%): This is under-spent due to the amount being less than projected.

Health Insurance, OSF, HMO (18.0%): This is under-spent due to the amount being less than projected.

Worker's Compensation (0.8%): This reflects a payment that occurred as a result of the 2018 Worker's Comp audit.

Uniforms (44.4%): New shirts were needed for Custodians and Security Guards.

Tuition Reimbursement (12.7%): Charges have been minimal.

Other Benefits (10.5%): Accrued vacation was paid to an employee who resigned.

Advertising (27.2%): Charges have been minimal.

Printing/Binding (51.7%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.

Travel (1.8%): Charges have been minimal.

Membership Dues (12.2%): Charges have been minimal.

Professional Development (28.1): Charges have been minimal.

Other Purchased Services (23.4): Charges have been minimal.

Property Insurance (0.0%): Nothing has been spent from this line item.

Vehicle Insurance (0.0%): Nothing has been spent from this line item.

Other Insurance (0.0%): Nothing has been spent from this line item.

Office Supplies (49.8%): This is over-spent due to chairs and a desk that were purchased earlier this fiscal year.
Computer Supplies (25.0%): Charges have been minimal.
Postage (1.3%): Charges have been minimal.
Gas & Diesel Fuel (14.7%): Charges have been minimal.
Building Maintenance Supplies (8.9%): Charges have been minimal.
Natural Gas (17.2%): Charges have been minimal.
Water (19.1%): Charges have been minimal.
Telecommunications (45.3%): This is over-spent due to the annual payment for the emergency alert notification service.
Professional Collection (0.0%): Nothing has been spent from this line item.
Periodicals (79.5%): This is over-spent due to the payment of the annual subscription service.
Public Access Software (53.3%): This is over-spent due to the renewal of several packages so far this fiscal year.
Downloadable Materials (27.7%): Charges have been minimal.
Employee Relations (19.1%): Charges have been minimal.
Miscellaneous Expenses (10.6%): Charges have been minimal.
Transfer to Fixed Asset Fund (100.0%): The transfer from the Operating Fund to the Fixed Asset Fund occurred in June.
Transfer to Capital Fund (100.0%): The transfer from the Operating Fund to the Capital fund occurred in June.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,385.00
Fresh Thyme, Giving Bag Donation:	110.00
Fountain Receipts:	12.79
Memorial Donations:	350.00

Total Donations:	\$ 3,857.79
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	301.93
Book Shoppe:	9,342.75
Drawstring Bags:	60.00
Ear Buds:	160.50
Flashdrives:	87.75
Hot Beverage Service:	198.00
Meeting Room Fees:	160.00
Print Station:	4,696.85
Reusable Bags:	169.50
Test Proctoring:	25.00
Totebags:	0.00
Umbrellas:	7.00
Miscellaneous:	1,116.48

Total Other Revenue:	\$16,325.76
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During August, 14 batches containing 114 invoices were processed, totaling \$72,621.15 and 153 credit card charges were made totaling \$40,859.73.

As of August 31, the Library's Maintenance & Operating Fund Balance is \$4,624,880.52, which is 82.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 8/31/19:

Operating:	\$ 4,624,880.52
Capital:	\$ 3,134,654.42
Fixed Assets:	\$ 1,173,598.86

Bloomington Public Library
Books are just the beginning.



Statistics At-A-Glance
August 2019

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	47,521	48,815	-3%	181,059	192,556	-6%
Teens	3,421	2,542	35%	15,060	11,026	37%
Children	41,040	40,582	1%	186,914	188,104	-1%
Digital Downloads	11,926	9,825	21%	47,560	38,867	22%
Total	103,908	101,764	2%	430,593	430,553	0%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	25,572	23,120	11%	98,212	92,630	6%
Teens	4,777	3,166	51%	19,204	12,700	51%
Children	9,052	8,265	10%	36,541	33,422	9%
Total	39,401	34,551	14%	153,957	138,752	11%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	476	425	12%	2,239	1,661	35%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	26,688	27,618	-3%	115,741	122,014	-5%
Bookmobile	1,521	1,399	9%	4,992	4,859	3%
Total	28,209	29,017	-3%	120,733	126,873	-5%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	114	125	-9%	444	389	14%
Digital Preservation Studio	29	13	123%	91	36	153%
Community Room	48	47	2%	230	214	7%
Total	191	185	3%	765	639	20%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	18	20	-10%	84	73	15%
People Reached	1,887	1,177	60%	10,986	9,481	16%
Community Visits to the Library	0	0	0%	47	27	74%
People Reached	0	0	0%	1,088	949	15%
Total Outreach Visits	18	20	-10%	131	100	31%
Total People Reached	1,887	1,177	60%	12,074	10,430	16%

Goal: Provide relevant and innovative services, collections and programs to meet the emergent needs of our community.

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	16	17	-6%	92	58	59%
Attendance	203	245	-17%	1,914	863	122%
Teens	2	2	100%	18	16	100%
Attendance	93	95	100%	367	443	100%
Childrens	13	10	30%	77	71	8%
Attendance	540	611	-12%	4,223	4,362	-3%
Total Programs	31	29	7%	187	145	29%
Total Attendance	836	951	-12%	6,504	5,668	15%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	5	12	-58%	41	39	5%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	3,645	3,937	-7%	15,800	17,797	-11%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	151.25	94.25	60%	610	438	39%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Public Computer Use	4,910	4,532	8%	19,521	20,331	-4%
WiFi Sessions	3,103	2,976	4%	12,412	11,904	4%
Website/Catalog Hits	43,110	41,103	5%	176,001	173,679	1%
Online Resource Use	7,320	13,192	-45%	26,532	40,631	-35%

Goal: Administer a cost-effective public library.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	578	640	-10%	1,933	2,134	-9%
Sent	289	239	21%	1,093	977	12%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	91.00	73.50	24%	332	302	10%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, July 17, 2019
5:00 p.m.

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

MINUTES

- I. Call to Order
President Sherman called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Patti Salch, Jodi Sherman,
Stephen Peterson, Stephanie Walden

MEMBERS ABSENT: Laurie Nippe

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions – None
- IV. Public Comment – None
- V. President's Report – President Sherman had nothing to report.
- VI. Approval of Minutes
A. June 19, 2019
STEPHANIE WALDEN MOVED, ARY ANDERSON SECONDED, TO APPROVE
THE MINUTES FROM THE JUNE 19, 2019 MEETING AS PRESENTED. THE
MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report: Jeanne Hamilton, Library Director, shared information on
Lincoln's Festival on Route 66. This weekend, BPL is hosting several activities and
events as a part of the festival. Director Hamilton also shared information on the
Explore More Illinois Program which offers discounts and passes to museums and
other attractions throughout Illinois. This is an online resource offered by RAILS.
Rhonda Massie, Marketing Manager, is connecting RAILS staff with local contacts to
hopefully add more local options to the resource. Director Hamilton shared a free
meeting offered through RAILS, "Keys to Running a More Successful Board Meeting".

B. Outreach Report: Director Hamilton passed around copies of the reprinted handout
featuring GPPLD Bookmobile stops which now includes the new Crestwicke stop.

- C. Financial Report: Kathy Jeakins, Business Manager, reported the receipt of three Property Tax distributions. The transfers to Bloomington Public Library were made. Expenditures are at 94.6% for FY 19. There is one outstanding invoice that will be paid in July 2019. Discussion was held on when any unspent monies are transferred to the Capital Fund. Manager Jeakins shared that the transfer occurs after the audit. At this point the auditor has been contacted but a date has not been scheduled yet.

VIII. Action Items

- A. The October 24, 2019 ILA Conference Trustee Day was discussed but no interest was expressed at this time. No action was taken.
- B. Marketing and Public Relations Plan: The last day to turn in the promotional GPPLD postcard for a free tote is July 31, 2019. Board Member Walden will have the final numbers at the next meeting. No action was taken.

IX. Discussion Items

- A. Appointment of Committee for Secretary's Audit of FY 2018-2019 Minutes: Board Members Patti Salch and Ary Anderson were appointed to complete the audit. Audit was completed immediately following the July 17, 2019 meeting.
- B. Draft Budget: Business Manager Jeakins presented the Draft Budget. Discussion was held on what to budget for Travel, Programming, Advertising, and Contingencies. The total of \$15,891 is available to divide into the four categories. The direction given to Manager Jeakins was as follows:

\$500 for Travel
\$4000 for Programs
\$3000 for Advertising
\$8391 for Contingencies

At the August Board Meeting, a Public Hearing will be held, and the Board will vote to approve the final budget.

X. Comments from Board Trustees:

- Discussion was held on posting the GPPLD policies to the website. This will be added to next month's agenda.
- An updated Board contact list was distributed.
- Ruth Novosad was interviewed for the County Board. She was not selected. Ruth wanted to let the GPPLD Board Members know during her interview she was asked about the GPPLD. She was pleased that they knew about GPPLD and that GPPLD received a little press.

- XI. Correction to the Agenda for July 17, 2019: The Reminder item should state Next Board Meeting is August 21, 2019.

XII. Adjournment

RUTH NOVOSAD MOVED, STEPHANIE WALDEN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Sherman adjourned the meeting at 5:48 p.m.

Incident Report Summary for August 2019

2019-08-31 23:59:00
 2019-08-01 01:00:00
 29 days in month

Incident ID	Date/Time Submitted	Violation
4030	2019-08-01 20:00:46	AlcoholDrugs
4031	2019-08-02 11:45:46	StolenDamagedLibraryMaterial
4032	2019-08-03 13:23:29	InappropriateBehavior
4033	2019-08-03 15:43:02	UnattendedChild
4034	2019-08-04 13:34:16	InappropriateBehavior
4035	2019-08-05 10:55:02	InappropriateBehavior
4036	2019-08-05 15:51:45	Other
4037	2019-08-07 17:04:39	StolenDamagedLibraryMaterial
4038	2019-08-07 21:15:19	StolenDamagedLibraryMaterial
4039	2019-08-08 14:54:07	InappropriateBehavior
4040	2019-08-08 18:47:02	StolenDamagedLibraryMaterial
4041	2019-08-09 15:20:57	AlcoholDrugs
4042	2019-08-10 09:37:20	StolenDamagedLibraryMaterial

4043	2019-08-11 15:50:58	AlcoholDrugs
4044	2019-08-12 17:17:26	HealthSafety
4045	2019-08-13 15:00:20	CustomerLibraryCardAbuse
4046	2019-08-14 16:56:15	Vandalism
4047	2019-08-16 11:25:45	PoliceAmbulanceCall
4048	2019-08-16 12:00:22	PoliceAmbulanceCall
4049	2019-08-16 12:51:53	InappropriateBehavior
4050	2019-08-16 15:59:59	InappropriateBehavior
4051	2019-08-16 16:47:53	AlcoholDrugs
4052	2019-08-17 11:02:45	StolenDamagedLibraryMaterial
4053	2019-08-18 17:10:59	Other
4054	2019-08-19 18:07:43	SuspiciousCustomerActivity
4055	2019-08-20 19:53:37	StolenDamagedLibraryMaterial
4056	2019-08-21 16:07:39	StolenDamagedLibraryMaterial
4057	2019-08-22 19:57:46	AlcoholDrugs
4058	2019-08-25 14:24:20	StolenDamagedLibraryMaterial
4059	2019-08-26 10:55:06	Other

4060	2019-08-26 15:40:45	UnattendedChild
4061	2019-08-26 16:55:57	SleepingIncident
4062	2019-08-26 16:56:01	SleepingIncident
4063	2019-08-27 12:06:40	AlcoholDrugs
4064	2019-08-27 15:28:31	InappropriateBehavior
4065	2019-08-27 19:45:54	CustomerComplaint
4066	2019-08-27 19:45:54	CustomerComplaint
4067	2019-08-28 09:30:49	LibraryEquipmentIncident
4068	2019-08-29 13:09:56	AlcoholDrugs

Suspension Report Summary for August 2019

2019-08-31 05:45:52pm
 2019-08-01 05:45:52pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
273	2019-08-07 00:00:00	StolenDamagedLibraryMaterial
253	2019-08-02 00:00:00	AlcoholDrugs
255	2019-08-07 00:00:00	StolenDamagedLibraryMaterial
256	2019-08-07 00:00:00	StolenDamagedLibraryMaterial
257	2019-08-08 00:00:00	InappropriateBehavior
259	2019-08-08 00:00:00	StolenDamagedLibraryMaterial
261	2019-08-16 00:00:00	InappropriateBehavior
262	2019-08-16 00:00:00	InappropriateBehavior
265	2019-08-20 00:00:00	StolenDamagedLibraryMaterial
266	2019-08-20 00:00:00	PoliceAmbulanceCall
267	2019-08-26 00:00:00	Other
268	2019-08-26 00:00:00	UnattendedChild
269	2019-08-26 00:00:00	SleepingIncident

270	2019-08-27 00:00:00	AlcoholDrugs
271	2019-08-27 00:00:00	InappropriateBehavior
272	2019-08-27 00:00:00	InappropriateBehavior

1.5 Illinois Freedom of Information Act

Approved 01/21/14

The Illinois Freedom of Information Act (FOIA) declares^{sd} that all persons are entitled to full and complete information regarding affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of the Act.

A brief description of the Library public body is as follows:

1. The Library's purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
2. An organizational chart, including the number of staff, is attached, Appendix A
3. The total amount of our operating budget is listed at
http://bloomingtonlibrary.org/about/library_budget/index.php ~~for FY14 is \$5,347,925.~~
4. The library is located at: 205 East Olive Street, Bloomington, Illinois 61701

~~5. We have the following number of persons employed:~~

~~a. Full-time: 42~~

~~b. Part-time: 35~~

~~6.5.~~ The following organization exercises control over our Policies and Procedures:

- a. The Bloomington Public Library Board of Trustees; meets monthly on the third Tuesday of each month at ~~45~~:30 p.m. in the Library Board Room located at 205 East Olive Street, Bloomington, Illinois.

~~b. The officers are listed at~~

~~http://bloomingtonlibrary.org/about/bpl_board/index.php:~~

~~— Narendra Jaggi, President~~

~~— Patsy Bowles, Vice-President~~

~~— Jan Kibler, Secretary~~

~~— Cathy Pratt, Treasurer~~

~~7.6.~~ The following organization operates in an advisory capacity regarding The Library's operation:

- a. RAILS Library System: ~~<https://www.railslibraries.info/>; Dee Brennan,~~
~~Executive Director~~

~~8.7.~~ We are required to report and be answerable for our operations to:

~~Illinois State Library:~~

~~<https://www.cyberdriveillinois.com/departments/library/about/home.html>~~

~~Anne Craig, State Librarian~~

~~300 S. 2nd Street~~

~~Springfield, Illinois 62701~~

The City Clerk's Office is the central contact of all FOIA's for the City of Bloomington, including the Bloomington Public Library.

1. FOIA Officer is:

~~Tracey Covert~~, City Clerk
Email: ~~tecovert@cityblm.org~~ cityclerk@cityblm.org
Phone: (309) 434-2240
Fax: (309) 434-2628

2. FOIA Requests may be submitted:

- a. In person or mailed to 109 East Olive Street, Bloomington, Illinois 61701
- b. Emailed to: cityclerk@cityblm.org
- c. Faxed to: (309) 434-2628

Requests for information can be made from the FOIA Request for Public Records form (<https://www.cityblm.org/home/showdocument?id=238>), or at the City Clerk's office at 109 East Olive Street, Bloomington, Illinois. The office hours are Monday – Friday 8:00AM to 5:00PM. Records may be inspected, copied or provided electronically. If inspected, an employee must be present throughout the inspection.

FOIA Timeline and fees can be accessed at the City of Bloomington's website: www.cityblm.org/government/departments/city-clerk/foia.

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories or records are maintained under our control:

1. Ordinances and Resolutions
2. Board Policies
3. Administrative Procedures
4. Monthly Financial Statements
5. Annual Receipts and Disbursements Reports
6. Budget and Appropriation Ordinances
7. Levy Ordinances
8. Annual Audits
9. Operating Budgets
10. Minutes of the Board of Trustees and Committees
11. Job Descriptions
12. Annual Reports ~~to the State Comptroller~~

~~Records which are stored in electronic data processing will usually be printed out on paper for use by requesters, unless other arrangements are expressly made with the FOIA officer at the times the request is made.~~

~~(5 ILCS 140/) Illinois Freedom of Information Act, Appendix B.~~

A RESOLUTION TO APPROVE THE ENVISIONWARE, INC. CONTRACT
AND
AUTHORIZE PAYMENT BASED ON THE COMPETITIVE BID PROCESS

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

1. That the Library Board selected Envisionware, Inc. as the preferred vendor for replacement of the material handling device/sorter based on the competitive bid process.
2. That two other proposals were received: from Bibliotheca and Murphy Security Solutions, LLC.
3. That the Library is dissatisfied with the service level, product, and costs to maintain regarding the current sorter that was originally purchased from 3M and currently serviced by Bibliotheca.
4. That the bid from Murphy Security Solutions, LLC meets the minimum qualifications of the bid process at the second highest cost of all vendors.
5. That the Library is currently dissatisfied with the level of support that is provided by Bibliotheca for the current sorter and that their bid is the highest of the three vendors.
6. That the proposal from Envisionware, Inc. meets the Library's current needs and will be robust enough to meet our future needs as well.
7. That the Library Director authorizes payment for the implementation of a 10-bin Sorter to Envisionware, Inc.
8. That the funds come from the following source:

Bloomington Library Fixed Asset Budget: \$92,817.08

Approved this 17th day of September 2019

Julian Westerhout, President
Bloomington Public Library Board of Trustees

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

Recommendation (Include Justification):

At this time, I am recommending that we replace our current 5-bin sorter with the 10-bin sorter proposed by Envisionware at an initial cost of \$92,817.08. The proposed sorter has a higher capacity, with more sort options for material types, staff inlet, and a much lower maintenance per year cost than our current 5-bin sorter.

The current sorter has a 5-bin capacity it allows us to sort 4 different material types and leaves one bin for everything that doesn't fit into those 4 categories. The new 10-bin sorter would allow us to sort to 9-bin giving us greater granularity and make the process much more efficient for staff trying to organize materials to go back out on the shelf.

The staff inlet is something that we have tried to have added in the past to the current sorter and it has been cost prohibitive. The staff inlet will allow staff to be more efficient when returning items from the book drops. There will no longer be a need to cart books all the way around the circ desk to return items through the patron inlet. The staff inlet will also allow us to back date items returned on holidays to an effort to cut down on the need for grace days.

The Envisionware sorter has an ongoing yearly maintenance cost of \$5,762.24, that cost is \$4,194.17 less than we are currently paying for the maintenance on our 5-bin sorter.

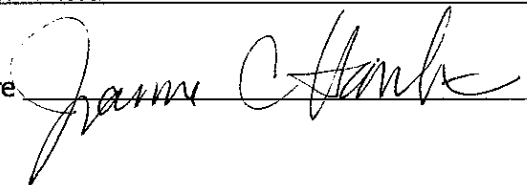
Other bids:

- We received a bid from Murphy Security Solutions. Their proposal provides only a 5-bin sorter at a much higher cost.
- We received a bid from our current vendor Bibliotheca.
 - The sorters that they proposed are the highest priced sorters and have fewer available bins at 5 and 7.
 - While their hardware is fairly stable, the software is extremely inflexible in the method that it sorts and at the current time, Bibliotheca seems unwilling or unable to make changes to the current data available to sort on.

Prepared by: Jon Whited

Date 9/17/2019

Director's Signature



Date:

9/17/19

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

Department: Located in Circulation

Item (Including Detailed Description): Sorter.

Qty: 1

Circle One: Replacement Item or New Item

Single Source (Y/N): N

1. Vendor Name: Murphy's Security Solutions

Vendor Remit Address: 1217 Robinhood Lane, La Grange Park, IL 60526

Vendor Email Address: tom.murphy@murphysecuritysolutions.com

Vendor Number:	Quote Amount (including Shipping and 5 year Maintenance):
	\$118,995.00 (5-Bin Sorter)

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

2. Vendor Name: Biblotheca

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

Vendor Email Address: info-us@bibliotheca.com

Vendor Number:	Quote Amount (include Shipping and 5 year Maintenance):
	\$122,325 (5-Bin Sorter)
	ALT: \$146,635 (7-Bin Sorter)

3. Vendor Name: Envisionware

Vendor Remit Address: 2855 Premiere Parkway, Suite A

Vendor Email Address: mmonk@envisionware.com

Vendor Number:	Quote Amount (include Shipping and 5 year Maintenance):
	\$94,600.83 (6-Bin Sorter)
	ALT: \$108,115.23 (8-Bin Sorter)
	ALT: \$121,628.28 (10-Bin Sorter)

Quotation

US-53110

8/27/2019

TOTAL

\$92,817.08

Quote Expires: 11/25/2019
 Partner 71007 SirsiDynix

Bill To

Kathy Jenkins
 Bloomington Public Library
 205 E Olive St
 Bloomington IL 61701
 United States

Federal EIN
 58-2424595

Currency
 US Dollar

Terms
 Net 20 Days

Sales Rep
 Dexter, John

Maintenance Expires
 8/31/2020

Quotation Title
 10 Bin Sorter

Memo
 Inc Bid Bond

Qty	Item / Description	Ship To	Unit Price	Amount
		Main		
1	AMH-2K 09B 1PI AMH Gen2000 RFID Sorting System: 10-Bin, (1) Patron Inlet (Internal), (1) Staff Inlet		\$89,535.00	\$89,535.00
			\$250.00	\$250.00
1	AMH-2K PS AMH Gen2000 Project Management			\$89,785.00
	SUBTOTAL Items SUBTOTAL for Items Above			
		Main		\$2,782.08
1	BOND PERFORMANCE BOND (Bond for purchase price excluding maintenance.)			\$2,782.08
	Subtotal			

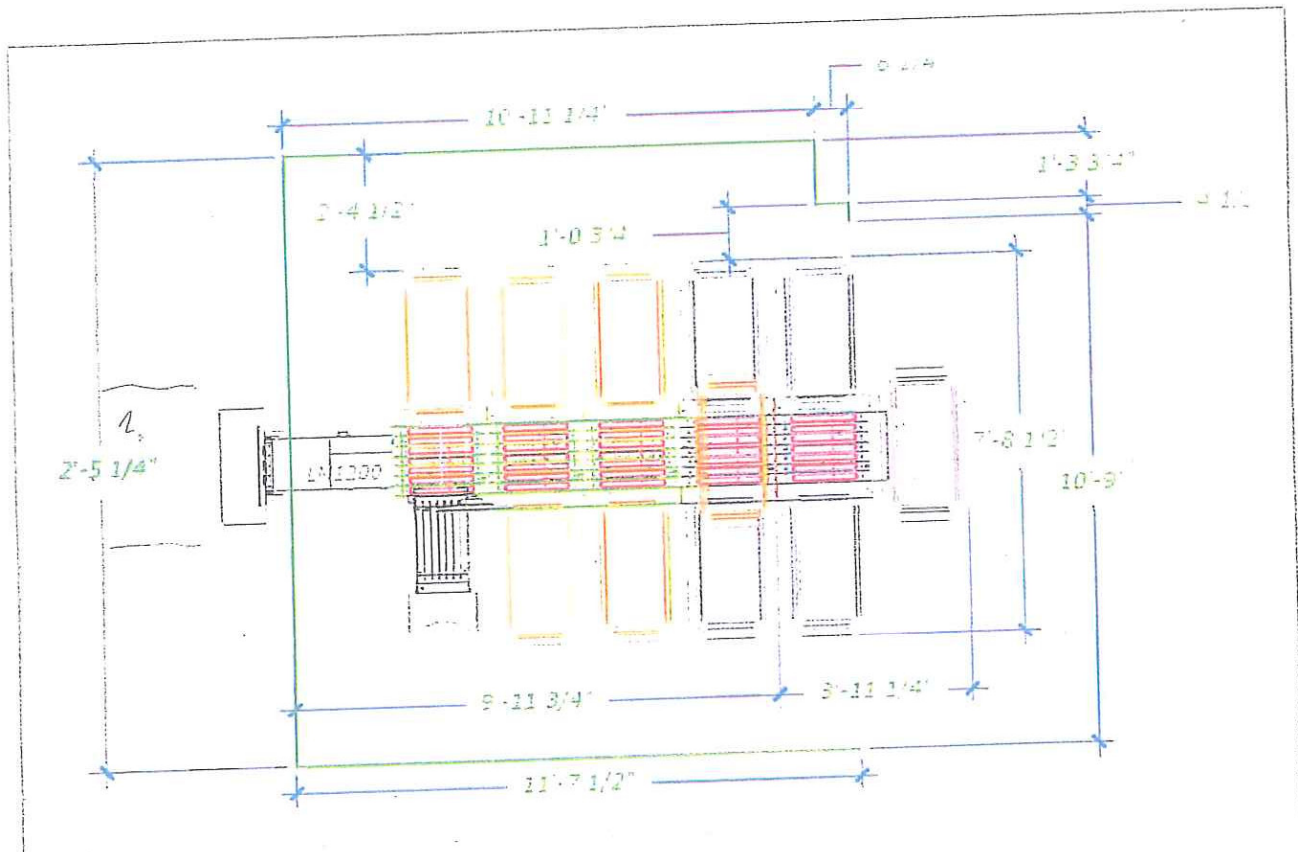
Subtotal \$92,567.08
 Freight \$250.00
 Total Tax \$0.00

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
 EMAIL: orders@envisionware.com | FAX: +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>

EnvisionWare AMH – 6, 8, or 10-bin



BID FORM

BID 2019-001

SORTER

We, the undersigned, agree to the terms and conditions used by the Bloomington Public Library and City of Bloomington, Illinois, at the bid price submitted, and to supply all services and/or commodities as required in the requirements and Instructions to Bidders. We further agree to deliver the commodity and/or services as outlined with in this document, FOB Bloomington, Illinois, freight prepaid.

The bidder certifies by signature below that it has not been barred from contracting with a unit of State or Local government in the State of Illinois as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

We further agree to complete all of the above work in a complete, neat, and workmanlike manner.

DESCRIPTION

AMOUNT

5-bin sorter and all associated costs

\$72,191.65 *6-bin
Total cost of ownership over
5 years \$94,600.83

ALTERNATIVE BID:

More than 5-bin sorter (fitting in a space up to 11'4" ft x 16" ft)
and all associated costs

\$92,817.08 *10-bin
Total cost of ownership over
5 years \$121,628.28

\$82,504.99 *8-bin
Total cost of ownership over
5 years \$108,115.23

PAYMENT TERMS NET 20

The undersigned understands that any condition above, clarification made to the above, or information submitted on or with this form other than requested may render this bid unresponsive.

EnvisionWare, Inc.

Firm


Authorized Signature

2855 Premiere Parkway, Suite A

Address

Duluth

City

GA

State

30097-5201

Zip

678-382-6590

Phone Number

August 26, 2019

Date

Email Address: mmonk@envisionware.com



RECORD OF BID OPENING FOR:

BID # 2019-001

SORTER

*CORRECTED BASED UPON FURTHER
REVIEW OF BIDS.*

DATE: August 29, 2019

TIME: 2:00 p.m.

Rec'd Date & Time and Staff Initials	Bidder's Name	City, State	10 Copies	Bid Signed	Bid Bond	Sorter Specifications	Bid Amount
8/27/19 JWL 9:41 AM	Murphy's Security Solutions	Laborange Park, IL	yes	yes	No	yes	\$ 118,995.00
8/28/19 JWL 10:30 AM	Envisionware	Memphis, TN	yes	yes	yes	yes	\$ 94,600.83 ALT \$108,115.23
							ALT \$ 121,628.28
8/28/19 JWL 10:30 AM	Biblio-theca	Oakdale, MN	yes	yes	yes	yes	\$ 122,325 ALT \$ 144,635

WITNESSES:

Garn C. Hamilton
[Signature]
[Signature]

*Disclaimer: This is a Bid tabulation for record of the Bid opening. Bids have not been reviewed and have not been presented to Board. This does not represent any Award.