

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 20, 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 July 16, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of July 2019
- IX. Action Items
 - A. Review and Approve Maintaining Confidentiality of Executive Sessions Minutes
 - B. Approve 2020 Meeting Dates
- X. Discussion Items
 - A. Library Expansion
- XI. Comments from Board of Trustees
- XII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, August 20, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,004.59
Amazon.com, LLC	Adult Books	59.81
Amazon.com, LLC	Building Mtnc Supplies	9.50
Amazon.com, LLC	Children's Books	75.18
Amazon.com, LLC	Computer Supplies	1,034.92
Amazon.com, LLC	Janitorial Supplies	(2.73)
Amazon.com, LLC	Library Supplies	11.50
Amazon.com, LLC	Office Supplies	85.91
Amazon.com, LLC	Other Purchased Services	309.74
Ameren Illinois	Electricity	9,321.38
American Pest Control	Building Maintenance	80.00
Bernard, Knoll	Other Purchased Services	32.00
Blue Beacon International, Inc.	Vehicle Maintenance	45.00
CDW Government	Computer Supplies	3,341.98
CDW Government	Office/Equipment Mtnc	3,638.60
Cengage Learning	Adult Books	185.92
Cengage Learning	Public Access Software	3,000.00
CIRBN	Telecommunications	420.33
City of Bloomington	Dental Insurance	853.98
City of Bloomington	FICA	12,987.88
City of Bloomington	Gas & Diesel Fuel	652.48
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	19,931.34
City of Bloomington	IMRF	17,691.12
City of Bloomington	Life Insurance	240.80
City of Bloomington	Medicare	3,037.54
City of Bloomington	Payroll	230,009.29
City of Bloomington	Vision Insurance	212.32
City of Bloomington	Water	948.69
Cummins Mid-State	Vehicle Maintenance	261.17
Cumulus Broadcasting	Advertising	1,400.00
Custom Digital Imaging	Printing/Binding	78.55
Dell Marketing, L.P.	Computer Supplies	759.95
Demco	Library Supplies	1,100.57
Devyn Corp	Other Purchased Services	600.00
Emory, Thomas	Adult Books	44.75
F & W Lawn Care & Landscaping	Building Maintenance	1,237.50
Findaway World, LLC	A/V Materials	92.69

Four Season Peoria
 Frontier
 Illinois Heartland Library System
 Illinois State University
 Ingram Library Services
 Keyes, Laura
 Lincoln Office, LLC
 Massie, Rhonda
 McLean County Historical Society
 Mid Illinois Mechanical
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Multicultural Books & Videos
 Multicultural Books & Videos
 Neopost USA, Inc.
 Newsbank, Inc.
 Northern Illinois Gas/Nicor
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 OverDrive, Inc.
 Pantagraph
 Peek-A-Book, LLC
 Penguin Random House
 Pilot Media, LLC
 POS Supply Solutions, Inc.
 Proquest, LLC
 Ricoh USA, Inc.
 Rockford Map Publishers
 Swank Motion Picture Licensing
 Taylor, Pamela
 Tee Jay Central, Inc.
 Unique Management Services, Inc.
 Voice Spring, LLC
 Weber Electric, Inc.
 Weber Electric, Inc.
 West Publishing
 Wherry Machine & Welding, Inc.
 Widmer, Inc.
 Windstream
 VISA - B & H Photo Moto
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Best Version Media
 VISA - Displays2Go
 VISA - Donny B's Gourmet Popcorn
 VISA - Eighty Three Vietnamese Cuisine

Advertising	793.00
Telecommunications	1,591.70
Office/Equipment Mtn	23,636.65
Advertising	363.08
Adult Books	146.96
Other Purchased Services	56.84
Office Supplies	1,142.38
Advertising	405.22
Advertising	250.00
Building Maintenance	1,154.69
Office/Equipment Mtn	413.01
A/V Materials	1,057.21
Downloadable Materials	9,980.00
Janitorial Supplies	793.21
A/V Materials	274.45
Adult Books	412.94
Rentals	26.45
Public Access Software	24,261.00
Natural Gas	1,843.63
Computer Supplies	302.98
Employee Relations	59.58
Janitorial Supplies	5.78
Office Supplies	975.76
Other Purchased Services	37.33
Downloadable Materials	4,990.00
Advertising	1,057.72
Computer Supplies	1,195.00
A/V Materials	119.25
Advertising	200.00
Library Supplies	5,245.43
Public Access Software	3,839.94
Rentals	2,310.67
Adult Books	74.70
Other Purchased Services	920.00
Other Purchased Services	50.00
Building Maintenance	411.60
Other Purchased Services	322.20
Telecommunications	47.50
Building Maintenance	1,426.00
Vehicle Maintenance	432.00
Adult Books	257.00
Other Purchased Services	90.00
Office Supplies	2,190.20
Telecommunications	141.22
Library Supplies	1,246.95
A/V Materials	7,851.08
Adult Books	9,041.68
Children's Books	7,874.00
Advertising	591.52
Library Supplies	54.07
Other Purchased Services	86.65
Professional Development	21.22

VISA - EvenBrite Your Major Donors	Professional Development	49.00
VISA - Fastenal Company	Building Mtnc Supplies	1.64
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - GameStop	A/V Materials	604.50
VISA - Hy-Vee	Other Purchased Services	24.69
VISA - Illinois Library Association	Membership Dues	250.00
VISA - Illinois State University	Professional Development	850.00
VISA - Indiana State University	Postage	4.49
VISA - Information Today	Periodicals	79.95
VISA - Kroger	Office Supplies	2.37
VISA - Kroger	Other Purchased Services	14.18
VISA - Lands' End Outfitters	Uniforms	109.81
VISA - Meet Up Organization	Other Purchased Services	98.94
VISA - Michael's	Other Purchased Services	140.86
VISA - MyMysteryParty.com	Other Purchased Services	83.85
VISA - National Enquirer	Periodicals	129.48
VISA - National Society of DAR	Membership Dues	18.00
VISA - New Republic	Periodicals	30.00
VISA - New Resident Service	Other Purchased Services	123.30
VISA - NewEgg.com	Other Purchased Services	300.00
VISA - Office Depot	Library Supplies	2.00
VISA - Office Depot	Other Purchased Services	71.97
VISA - Pantagraph	Periodicals	338.00
VISA - Red Raccoon Games	Library Supplies	60.48
VISA - Red Raccoon Games	Other Purchased Services	150.00
VISA - Sam's Club	Other Purchased Services	75.93
VISA - School Outfitters	Building Mtnc Supplies	224.64
VISA - SmartSign	Building Mtnc Supplies	34.35
VISA - Sprint	Telecommunications	646.51
VISA - Starcrest Cleaners	Other Purchased Services	16.50
VISA - Sweet Temptations	Professional Development	50.00
VISA - Verizon Wireless	Telecommunications	135.72
VISA - Wal-Mart	Employee Relations	19.92
VISA - Wal-Mart	Janitorial Supplies	49.56
VISA - Wal-Mart	Library Supplies	139.70
VISA - Wal-Mart	Office Supplies	5.74
VISA - Wal-Mart	Other Purchased Services	70.76
VISA - WebstaurantStore	Building Mtnc Supplies	19.39
Total		444,952.16

Bloomington Public Library

Books are just the beginning.



Director's Report

July 2019

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

This month, I:

- Met with the granddaughter of Thelma Breen, a former Withers Library Director, to discuss honoring her service to the Library
- Met with new IWU University Librarian, Scott Walker
- Met with a library architect as he was passing through the area
- Met with Colleen Shaw and Caprice Prochnow to discuss ideas for new shelving in the New Books area
- Worked with TS staff to determine whether to convert one of our holdings currently classified as a newspaper to a circulating magazine
- Revised the Library suspension appeal policy

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

I reviewed a request to reconsider a book in our collection and worked to resolve a few other patron complaints.

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

This month, I:

- Met with Colleen Shaw and Michelle Cope (Outreach Library Associate) to discuss the future vision for BPL Outreach efforts
- Met with Colleen Shaw, Paula Wager (Deposits LTA), and Jan Baumgardner (Deposits LTA) to discuss a potential memory care corner in the Library
- Led a Kronos (new timekeeping system) work session for managers and worked to test the new environment
- Attended a Staff Development Committee Meeting
- Prepared for, attended, and facilitated a conference call to begin planning for our ILA Conference Presentation on our Fresh Start program
- Virtually attended a RAILS update
- Made updates to our personnel code
- Prepared an icebreaker activity for our Staff Development Day

In Allison's absence, I continued to work with Robbin Petersen as in her role as the interim Technical Services (TS) manager. TS staff worked diligently to welcome and train full-time staff member, Katie Roberts, as she filled a vacancy. Kelly Scheffert was trained to work on the Bookmobile and helped fill in for a Bookmobile shift.

Bloomington Public Library

Books are just the beginning.



Goal: Work effectively through the use of technology.

I met with Jon Whited, Caprice Prochnow, and Colleen Shaw to discuss our vision and needs for a techmobile.

I also worked to clean up and migrate my files from our file server to cloud storage. We have a library-wide effort to migrate everything by the end of the year.

Goal: Administer a cost-effective public library.

I met with Kathy and Jon to finalize the request for proposals for a replacement materials sorter. Kathy and I also worked together to prepare the tax levy materials for GPPLD.

Adult Services Report
Carol Torrens
July 2019

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

COLLECTIONS

- Katie continued weeding NFIC 300's.
- Via WGLT, Carol participated in a statewide radio program *The 21st* with librarians from Springfield and Carbondale to talk about hot nonfiction titles for the summer.

Displays featured materials on these topics: gaming, books with one-word titles, Chill Out (books with cold/winter/ice etc. in title), and National Anti-Boredom Month. In the DVD area, summer movies were featured.

PROGRAMS

Karen M met a final time with planners for the July Lincoln Festival on Route 66 weekend. As noted below, there was a high turnout at the library events that weekend. Other well-received programs were the How-To Fest and the summer concert series.

Adult/Family programs

Fiction Book Club -- 1 session -- 3 attended

Mystery Book Club -- 1 session -- 7 attended

Books on Tap Book Club -- 1 session -- 16 attended

Nonfiction Book Club -- 1 session -- 4 attended

Wellness Lifestyle weekly class -- 3 sessions -- 39 attended

How-To Festival -- 1 session -- 265 attended

Managing Art Projects -- 1 session -- 3 attended

Classic Movie -- 2 sessions -- 14 attended

DIY Paint with Aleshia -- 1 session -- 15 attended

Epilepsy series Ask Me, I Live with Epilepsy -- 1 session -- 6 attended

National Road -- 1 session -- 4 attended

Intro to Microsoft Office

Word -- 1 session -- 15 attended

Excel -- 1 session -- 17 attended

PowerPoint -- 1 session -- 7 attended

Summer Concert Series

Marc Boon Trio, acoustic folk rock -- 1 session -- 56 attended

She Said So, popular covers & originals -- 1 session -- 53 attended

Perforated, indie rock covers & originals -- 1 session -- 51 attended

Illinois Symphony Orchestra Concert Around the Town -- 1 session -- 76 attended

Brian Choban Quintet, jazz -- 1 session -- 23 attended

State of IL Hiring event -- 1 session -- 60 attended

Lincoln Festival on Route 66 (*an all-time record high for attendance at these programs!*)

Movie *Lincoln* -- 1 session -- 19 attended

Movie *The Pantagraph Presents Lincoln's in Town* -- 1 session -- 4 attended

Dale Evans' Dulcimer on the Patio – 1 session – 50 attended
Lincoln: Railroad Man presentation by Don Chamberlain – 1 session – 25 attended
Mary Lincoln's Photograph Album presentation by Laura Keyes – 1 session – 39 attended
Lincoln on Leadership with Kevin Wood appearing as Lincoln – 1 session – 51 attended
Orpheus Mandolin Orchestra performing music of the times – 1 session – 49 attended

Teen Programs

DIY series

Slime – 1 session – 25 attended
Bath Bombs – 1 session – 20 attended
Lincoln Craft – 1 session – 7 completed
Monday Movie matinee – 2 sessions – 26 attended
Sparkling Juice and a Masterpiece – 2 sessions – 27 attended

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

All staff are getting acquainted with the new Kronos timeclocks.

Katie attended a RAILS census webinar.

Goal: Work effectively through the use of technology.

There were 11 individual appointments with AS staff: 6 for ebooks; 1 for using the new catalog; 1 for email/resume/applications; 2 for general computer use; and 1 on transferring music from one phone to another.

Carol continues to download an electronic copy of each day's Pantagraph. Starting this past January, the paper is no longer on microfilm. Instead we will soon have a database available to customers who wish to read full issues of the paper.

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
July 2019

Goal: Work effectively through the use of technology.

I contacted Voice Spring, the company that programs voice mailboxes for staff, to set up voicemail for staff who moved into new positions.

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment; arranged for current staff with expired cards to pick up new cards; and I entered all credit card transactions in account files.

The monthly total for the Book Shoppe was \$2,552.50.

I placed Legal Notices in the Pantagraph for the Sorter bids and for Golden Prairie's Budget Hearing.

The sorter bid document was finalized and bids were let on July 18.

I worked on financial documents for the Foundation audit.

I began preparing financial statements for the Golden Prairie audit.

I contacted Golden Prairie's bank regarding new signature pages for the new officers.

I provided financial data to Amy in preparation of Golden Prairie's Annual Report.

I completed the LIRA application for insurance renewals.

I attended a Circulation and Adult Services Departmental meetings to explain City's Cash Handling Policy and get updated signatures from staff who handle cash on a regular basis.

Bills Costing in Excess of \$5,000:

1. Illinois Heartland Library System: \$23,636.65 for annual OCLC service
2. Newsbank, Inc.: \$24,261.00 for annual eResource for 18 months
3. Ebsco Subscription Service: \$15,106.04 for annual subscription service
4. Johnson Controls: \$5,079.00 for annual maintenance for new compressor
5. Johnson Controls: \$43,306.06 for new compressor
6. Reaching Across Illinois Library System: \$11,325.00 for annual OverDrive Consortium membership fees

Upcoming:

Golden Prairie's Budget Hearing is scheduled for Aug 21, 2019.

Children's Services Report

Melissa Robinson

July 2019

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

- Alex attended the ribbon cutting ceremony for GBC aba, which provides treatment for autism and other disorders. She toured their facilities and discussed how the library could partner with them.
- Alex talked with Betsy Clark from We Rock the Spectrum Kid's Gym about collaborating by providing a sensory story time at their location and having them visit with traveling sensory equipment at our location.

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

Services:

- Alex and Jesse created a booklist on space and the Apollo 11 mission for the Pantagraph. This booklist was also used at the Oakland Summer Reading event because their theme was, serendipitously, "Space".

Collections:

- Jesse is researching potential new STEAM kits.
- Lisa moved the children's music CDs and nonfiction DVDs and shifted the fiction DVDs.

Programs:

- Stuffed Animal Showtime – 145 attended
- Hanson Family Jugglers – 2 sessions – 294 attended
- Madcap Puppets – 2 shows – 415 attended
- Ecology Action Center – 22 attended
- Log Cabin to White House – 31 attended
- Smarty Pants Story Time – 3 sessions – 316 attended
- Llama Llama Baby Pajama Time – 3 sessions – 55 attended
- Sensory Story Time – 8 attended
- Where the Wild Things Read – 18 attended
- Where the Wild Things Read @ the Farmer's Market – 30 attended
- Move and Learn Story Time – 9 attended
- Sign and Sing – 81 attended

- Lego Construction Time – 2 sessions – 117 attended
- Tales for Tails – 3 sessions – 35 attended
- Itsy Arts – 50 attended
- These Books Are Made for Watching – 13 attended
- Family Trivia – 21 attended
- 26 programs – 1660 attended

The following groups visited us on a weekly basis:

- La Petite Academy – 4 visits – 100 attended
- Little Jewels – 4 visits – 112 attended
- Alphabet Soup – 2 visits – 80 attended
- Debra T Thomas – 6 visits – 150 attended
- Scott Early Learning Center – 4 visits – 56 attended

We visited the following events:

- Farmer's Market – 73 visited our table
- Oakland Summer Reading event – 129 attended
- Sheridan Lemonade on the Lawn – 28 attended

23 group visits/events – 728 attended

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

- Alex continues to serve on the Notable Books Committee.
- Alysha Jackson, who was a part-time library assistant, was hired as a full-time library associate.

Goal: Work effectively through the use of technology.

- Jesse continues to work with Rachel on the e-resources committee. They are deciding on the most reliable metric for eResources to calculate cost and use.
- Jesse researched new apps for the tablets.

Upcoming:

The following programs are planned for August:

- Sensory story time – Aug 3
- Lego Construction – Aug 7
- Itsy Arts – Aug 8
- Kids Cooking Demo at the Farmer's Market – Aug 10
- Family Games Day – Aug 11

- Where the Wild Things Read – Aug 12
- Tales for Tails – Aug 15 and 21
- Where the Wild Things Read @ the Farmer's Market – Aug 17
- Move and Learn- Aug 19
- Robot Story Time – Aug 27

We are planning to visit the following events:

- Baby Expo – Aug 3
- McFamily Day – Aug 6
- Chestnut Health Fair – Aug 8
- Sheridan Lemonade on the Lawn – Aug 14
- Cedar Ridge Resource Fair – Aug 15
- District 87 Teacher's Breakfast - Aug 16
- Cedar Ridge Back to School Picnic – Aug 20
- Oakland Back to School event – Aug 22

Circulation and Outreach Services Report

Colleen Shaw

July 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
 - Human Services Council³
 - Dreams Are Possible Training Center
 - Chestnut Recovery-Oriented Systems of Care⁴
 - Nonprofit Exchange⁵
 - Complete Count Committee⁶

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

- Home Delivery staff delivered 365 items to 58 active patrons. Two new recipients were added!
- Deposit Collections staff delivered 978 items to 13 sites.
- Aleshia led two Teen Paint Nights on July 9 and 30 and one Adult Paint Night on July 1 this month.
- The bookmobile had one special summer stop this month at Milestones Early Learning Center on July 19. We had over 60 parents, teachers, and students come aboard!
- Staff and patrons alike have been enjoying the fantastic local art display installed this month throughout our lower level.
- 6 Explore More Illinois passes/discounts were used this month. 4 for the Peoria riverfront Museum, 1 for the Kankakee County Museum, and 1 for the Abraham Lincoln Presidential Library & Museum.
- July outreach events included the following:
 - July 12: Assisted Children's staff with the "Mad Cap Puppets" program held jointly with Normal Public Library.
 - July 24: Joined Children's staff at Sheridan Elementary's "Lemonade on the Lawn" event.
 - July 27: Michelle Cope worked with the West Bloomington Revitalization Project to have a pop-up library station outside their headquarters every last Saturday of the month during the summer. This was our second appearance. Staff talked to about 20 visitors, checked out materials, and registered cards.

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

- Part-time, temp employees Courtney Cox and Brittany Dunn each accepted an open 19 hour and 15 hour/week position, respectively.
- We wrapped up interviews for two open, part-time 19 hour/week positions at the end of July and hope to have two new employees join the department in August.

¹ ECIAAA, NPL, ARC, Faith in Action, ISU, Bloomington Housing Authority, BCPA Foundation

² Beer Nuts, Heartland Headstart, Country Companies, State Farm, etc.

³ Chestnut, PATH, Stepping Stones, Bloomington Housing Authority, Children's Home + Aid, Unity Place, LifeCil, Children's Advocacy

⁴ Children's Home + Aid, NAVI, Celebrate Recovery, Heartland Health Systems, Labrynth, Health Dept, fuse Telehealth, etc.

⁵ Heartland Headstart, Prairie State Legal, NPL, YWCA, LifeCil, Children's Research Center

⁶ Town of Normal, City of Bloomington, Regional Planning Commission, NPL, YWCA, Census Bureau

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(7/2019) Circulation and Outreach Services Statistics

Total Circ BPL	119,119
Total Circ Main	100,735
Adults	46,364
Teens	4,110
Children	50,261
Total Circ Outreach	6,008
OTR Adults	2,238
OTR Teens	252
OTR Children	3,518
Total Circ eBooks	12,376
Hoopla	2,727
Overdrive	8,678
RBDigital	964
TumbleBooks	7
eBook Central	0
Borrowers Registered	575
Total Active Cardholders	38,116
Children	9,067
Teen	4,800
Adult	24,249
GPPLD	1,545
Total Holds Filled	8,517
Main Holds	7,276
Outreach Holds	1,241
Door Count	33,557

Circulation Questions Answered: 781

Outreach Questions Answered: 75

Total Questions Answered: 856

10 Stops with Highest Circulation

THURS	WINGOVER APARTMENTS PM	404
THURS	WINGOVER APARTMENTS AM	201
THURS	EAGLE RIDGE	174
MON	GROVE	174
WED	RAINBOW AVE	159
WED	GARLING HEIGHTS	156
MON	EKSTAM DR	130
WED	NORTH POINTE	120
WED	NORTH POINTE	109
MON	EKSTAM DR	98

5 Stops with Lowest Circulation

MON	ROYAL POINTE ROAD	19
THURS	BLOOMING GROVE	16
MON	BROADMOOR	10
THURS	SUNNYSIDE PARK	8
WED	EASTVIEW COMMUNITY CENTER	3

Bookmobile Customers: 1,039

Total Monthly Stops: 70* (at 47 locations)

*Including 1 special summer stop and one cancelled stop (Wingover PM) due to the July 4 closure.

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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					
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					
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					

Human Resources Report

Gayle Tucker

July 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
- The new Kronos timeclocks arrived and were installed by Jon Whited
- I was trained on how to enroll employees in the new timeclock
- I enrolled 88 employees on the new timeclock, and provided very brief training to them
- I share relevant training opportunities with Department Managers
- In July, there were three in-house Job Announcements and one website posting. 43 applications were solicited.
- In July, I participated in 12 interviews
- I processed one new staff member and two part-time staff members moving into full-time positions
- I provided orientation to two staff members moving into full-time positions
- 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
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. I have been testing and reviewing.

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 will resume in August. I've placed ads for our openings and have already been contacted by several students.
- I closely track hours worked by part-time staff

Upcoming:

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

Information Technology Systems Report
Jon Whited
May 2019

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

The sorter bid has been placed on the website and in the newspaper. Numerous companies have downloaded the bid packets and we had the site visits for companies to come to the library and view the space where the sorter needs to fit.

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

The Girls Who Code program had their final session for the summer. The new Girls Who Code class will start again in the Fall.

Upcoming:

We will be replacing the Catalog PCs throughout the library and some of the other miscellaneous PCs as per the replacement schedule.

We are working on the archive site for the Pantagraph as they have switched from Microfilm to Digital. This site will be available to Library customers with a card both within and outside of the library.

Marketing Report

Rhonda Massie

July 2019

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

SEPT-DEC PROGRAM GUIDE

- Beginning July 9, the Library's September-December programs were compiled, formatted, and edited before the design of the Sept-Dec Program Guide could begin. A first draft of the September-December Program Guide was sent to staff for proofing in late July. The guide will be delivered to our printer on August 12 and should be returned to us in paper form no later than August 26. The guide will be shared via our website and social media on August 12 or 13.

SOCIAL MEDIA SCHEDULE

- Developed the Social Media Schedule for September-December 2019.

UPDATING INTERIOR SIGNAGE

- Anissa Ortiz, the temporary and part-time library associate working in the Marketing Department, continues to work to brand the signage inside our building as much of it is mismatched. We are shooting for a more uniform appearance. This project has been delayed due to both Rhonda's and Anissa's July vacations.

ADVERTISING (scripts and artwork for each provided by Marketing)

- 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
 - MadCap Puppets performance of "The Wonderful Wizard of Oz"
 - Lincoln's Festival Programs at BPL
 - Family-Friendly Book Trivia
- WJBC radio ads promoting
 - Lincoln's Festival on Route 66 (BPL-hosted programs)
 - Summer Concert Lineup
- WBNQ radio ads promoting
 - End of Summer Reading Approaching
- B104 radio ads promoting
 - End of Summer Reading Approaching
- Magic 99.5 ads promoting
 - MadCap Puppets performance of "The Wonderful Wizard of Oz"
 - End of Summer Reading Approaching

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

- The 21st's Summer Reading Recommendations – WILL (radio)
- How-To Festival Introduces Bloomington Community to new Skills and Hobbies – CIProud.com (television/online)
- How-To Festival Educates and Entertains at Bloomington Public Library – HOI and WEEK (television/online)
- Photos: Festival explores the unknown at Bloomington Library – Pantagraph 8-photos (newspaper/online)
- How-to Festival fills Bloomington library with curious lifelong learners – Pantagraph (newspaper/online)
- With City's Budget Stable, Council Member Bray Looks to Library, Emergency Services – WGLT (radio/online)
- Heat warning issued for Central Illinois, local cooling centers – WJBC (radio/online)
- Lincoln's Festival on Route 66 Adds New Events Including Vintage Baseball – Pantagraph (newspaper/online)
- Bloomington, Normal libraries offer books on space-related topics – Pantagraph (newspaper/online)
- Renner: City Working To Find Alternatives To State Farm Building Demolition – WGLT (radio/online)

NEW RESIDENT POSTCARDS

- Postcards were mailed to anyone in GPPLD and Bloomington who moved to the area during the previous quarter. The cards let new residents know that they're entitled to a library card and invite them to come in and get their card.

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

BPL Program Publicity

- Program Guide | Sep-Dec | 1st Proof distributed in late July
- A History of the Evergreen Cemetery Walk
- Hanson Family Jugglers
- How-To Festival | Handout for Attendees and Identifying Signs for Each Table Signs
- Kids Cooking Demo
- Lincoln Craft: From Log Cabin to White House
- Robot Story Time
- Sign and Sign
- SRP Teen After-Hours Party
- These Books Were Made for Watching
- Trivia @ the Library
- Variety Show
- Evening Itty Bitty Lapsit Handout
- Monthly Calendar | August

Advertisements

- Banner Promoting Books on Tap to be displayed at Bruegala
- Elevator Wrap | 1000 Books Before Kindergarten
- Elevator Wrap | Human Library Project (one-on-one time with veterans) /Fold3/Additional AS Program
- McLean Co. Arts Center Luncheon Program Booklet ad

Display Signs

- Monthly AS Sign | August

Print (General Requests)

- Reprint | 1000 Books Before Kindergarten - 1-100 Logs
- Reprint | 1000 Books Before Kindergarten - 201-300 Logs
- Reprint | 1000 Books Before Kindergarten Instruction Handouts (folded)
- Reprint | 1000 Books Before Kindergarten Stickers
- Reprint | Bookmobile Text Alert Handouts
- Reprint | Home Delivery Bookmarks
- Reprint | Hoopla Instructions
- Reprint | Lego Construction Time Handouts
- Reprint | Libby Instructions
- Reprint | Lincoln's Festival "Flag Handout"
- Reprint | Lincoln's Festival "Trivia" Handout
- Reprint | Nonfiction Bookmarks
- Reprint | RBDigital Handouts
- Reprint | SRP Teen Extra Hours Logs
- Reprint | Summer Concert Series
- Reprint | Tales for Tales Handouts
- Reprint | Tales for Tales Trading Cards for 2 dogs

Extras

- Lincoln's Festival on Route 66 | Trolley Rides (Yard Sign)

- Nametags for all New Employees
- SRP teenZone Party | Crime Scene Chalk Outline
- SRP teenZone Party | Murder Mystery Invited Guests

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

STAFF NEWSLETTER

- The Marketing Department continues to compile and distribute the monthly Staff Newsletter using submissions from each Department Manager.

TRAINING

- Webinar/Rhonda: How to Use Snapchat to Attract Millennials and Generation Z Talent
- Rhonda attended a meeting at Morton Public Library of Central Illinois Library Marketers. This group is new.
- Webinar/Rhonda: Introduction to Fundraiser Planning – development
- Webinar/Rhonda: Your Major Donors Can Help Launch Your Capital Campaign – development
- Rhonda met with Amanda Standefer of the Urbana Free Public Library to discuss fundraising – development

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

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 76 Facebook followers for a total of 6,941;
 - The Library added 31 Instagram followers for a total of 1,290;
 - The Library added 11 Twitter followers for a total of 2,008;
- The Library currently has 305 text subscribers
- Combined, the Library's Bookmobile stops have 936 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com

For the next three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will not change again until August.

- The Library's Cardholder Perks eBlast list contains 28,572 subscribers.
- The Library's Program Guide eBlast list contains 28,555 subscribers.
- The Library's General eBlast list contains 28,608 subscribers.

Goal: Administer a cost-effective public library.

COMMUNITY PARTNERS

- Met again with Adam Lovell of the McLean County Museum of History. They are looking for ways to cross-promote their new permanent exhibit which opens in November. Adam gave Rhonda a tour of the new permanent exhibit – "Community in Conflict" – which is still being constructed.
- Met with Liz Mikel of Thrivent Financial about securing funds through the use of their Action Teams.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and a lot of the library's news. Unless a program requires registration and there's a fear that it will reach capacity, each program is posted/boosted as an event on Facebook. (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 to any cardholder who's 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 July 1 – 28,641 cardholders received an eBlast promoting eBooks, eAudiobooks, and downloadable videos through the use of Overdrive / Digital Library of Illinois / Libby.
- The library's programs are sent to the following:
 - 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. So, that's what we send them. They will not accept any 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
July 2019

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

- Support Services staff:
 - Book carts and a patio chair were repaired at Wherry Welding.
 - Extra Support Services staff to help with program setup, break down and managing the parking lot.
 - Trimming of bushes on the west side.
 - Installed new shelving unit for the Teen items in the lobby.
 - Installed mounting bracket and TV in the upper lobby.
 - Installed new display holders in the vestibule.
 - Installed new activity panel on the Circ desk to keep little hands busy.
 - Relocated and adjusted the flood lights in the community room for better lighting distribution.
 - Re-organized items on the rolling racks in the upper hallway and temporarily relocated them for Dale Evans performance for the Lincoln Festival.
 - Repaired door closer on door leading to patio.
 - Plumbing repairs.
 - Caprice is seeking quotes on removing the cabinetry in the lobby and new shelving units for the New Books.
 - A new desk area was created for Children's part-time staff in the Children's workroom.
 - New chairs were purchased for the Children's Service Desk, Children's workroom, and the Conference Room.
- Repairs/Installs:
 - Weber Electric repaired fluorescent fixtures, replaced a drive for a bank of LED lighting on bookmobile, replaced lamps and ballasts in exterior fixtures, and replaced exterior receptacle cover.
 - TeeJay Doors repaired exterior entrance doors.

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

- The Safety Committee met and discussed the features of the new notification system and training to be covered on Development Day.
- Security Interviews were conducted for replacing Alex when he leaves on August 15.

Goal: Administer a cost-effective public library.

- Johnson Controls performed the annual inspection of the door alarm system.
- Alpha Controls completed the quarterly PM on the HVAC controls.
- Earthwise Environmental performed the quarterly PM on the chemicals in the closed loop system.
- Johnson Controls performed the quarterly PM on the chiller.

Upcoming:

- Staff training on Alert Media notification system.
- Alpha Controls will be replacing the JACE on the HVAC controls system and the VFD for the return fan on the main air handler.

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

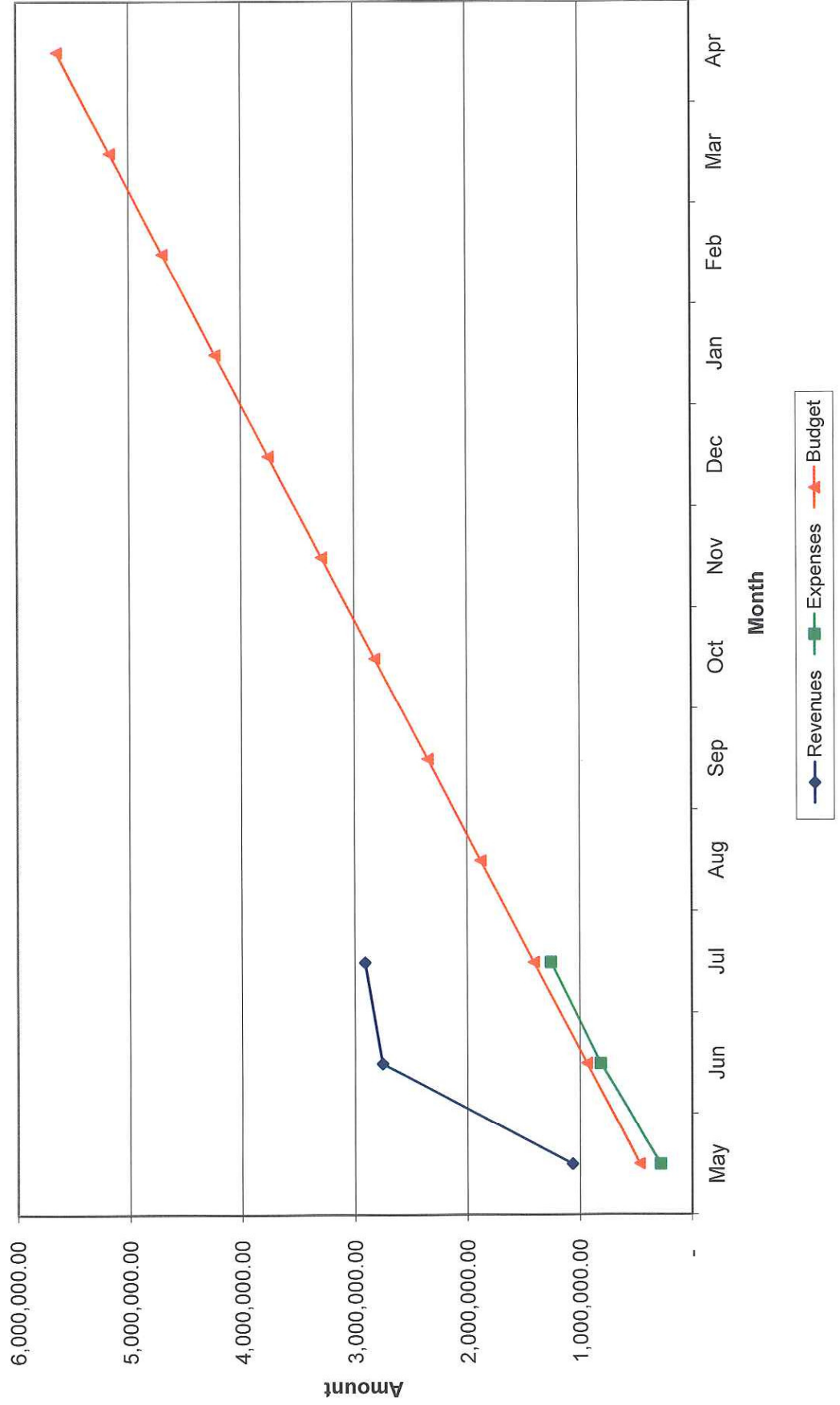
REVENUES:

ACCT NAME	BUDGET	JULY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	0.00	2,513,247.03	(2,358,592.97)	51.6
Replacement Tax	130,400	130,400.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	0.00	214,258.55	(185,741.45)	53.6
Fines & Fees	75,000	4,007.18	10,664.14	(64,335.86)	14.2
Copies	3,500	272.30	808.85	(2,691.15)	23.1
Interest on Investments	30,000	16,325.00	24,774.11	(5,225.89)	82.6
Interest From Taxes	0	0.00	0.00	-	-----
Donations	25,000	107.17	3,601.17	(21,398.83)	14.4
Cash Over/Short	0	(1.00)	(16.41)	(16.41)	-----
Other	45,000	4,610.08	12,330.58	(32,669.42)	27.4
Total Revenues	5,639,740	155,720.73	2,910,068.02	(2,729,671.98)	51.6

ACCT NAME	BUDGET	JULY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	174,903.08	463,101.19	(1,850,200.81)	20.0
Part-Time Salaries	485,577	42,940.88	85,215.99	(400,361.01)	17.5
Seasonal Salaries	57,893	9,803.53	21,460.58	(36,432.42)	37.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,857,872	227,647.49	569,777.76	(2,288,094.24)	19.9
Dental Insurance	13,554	853.98	2,285.43	(11,268.57)	16.9
Vision Insurance	2,802	212.32	568.68	(2,233.32)	20.3
Health Insurance, BC/BS PPO	357,285	19,931.34	53,516.37	(303,768.63)	15.0
Health Insurance, OSF HMO	61,134	3,017.38	7,974.50	(53,159.50)	13.0
Life Insurance	3,115	240.80	733.60	(2,381.40)	23.6
IMRF	231,330	17,691.12	46,453.41	(184,876.59)	20.1
FICA	177,120	12,987.88	33,728.16	(143,391.84)	19.0
Medicare	41,423	3,037.54	7,888.18	(33,534.82)	19.0
Worker's Comp	10,000	0.00	77.00	(9,923.00)	0.8
Uniforms	800	109.81	249.35	(550.65)	31.2
Tuition Reimbursement	40,000	0.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	2,361.80	2,631.80	(22,368.20)	10.5
Total Benefits	963,563	60,443.97	161,194.48	(802,368.52)	16.7
Rentals	23,000	1,448.73	5,281.66	(17,718.34)	23.0
Total Rentals	23,000	1,448.73	5,281.66	(17,718.34)	23.0
Building Mtnc	150,000	2,579.50	36,659.71	(113,340.29)	24.4
Vehicle Mtnc	10,000	0.00	2,536.84	(7,463.16)	25.4
Office & Computer Mtnc	195,000	23,636.65	46,751.86	(148,248.14)	24.0
Total Repair/Mtnc	355,000	26,216.15	85,948.41	(269,051.59)	24.2

ACCT NAME	BUDGET	JULY 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	5,457.80	9,270.64	(40,729.36)	18.5
Printing/Binding	20,000	0.00	10,048.66	(9,951.34)	50.2
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	550.00	610.00	(4,390.00)	12.2
Professional Development	15,000	1,364.00	3,551.83	(11,448.17)	23.7
Other Purchased Services	140,000	8,699.07	28,544.28	(111,455.72)	20.4
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	16,070.87	52,025.41	(205,974.59)	20.2
Office Supplies	13,000	710.44	2,998.18	(10,001.82)	23.1
Computer Supplies	90,000	8,071.62	11,937.45	(78,062.55)	13.3
Postage	5,000	26.36	57.98	(4,942.02)	1.2
Library Supplies	82,000	12,351.78	23,795.73	(58,204.27)	29.0
Janitorial Supplies	13,000	472.00	2,709.58	(10,290.42)	20.8
Gas & Diesel Fuel	9,000	652.48	930.78	(8,069.22)	10.3
Building Mtnc & Repair Supplies	20,000	289.52	1,450.02	(18,549.98)	7.3
Total Supplies	232,000	22,574.20	43,879.72	(188,120.28)	18.9
Natural Gas	22,000	1,843.63	3,043.80	(18,956.20)	13.8
Electricity	90,000	9,321.38	23,203.56	(66,796.44)	25.8
Water	7,500	948.69	948.69	(6,551.31)	12.6
Telecommunications	35,000	2,957.00	12,892.23	(22,107.77)	36.8
Total Utilities	154,500	15,070.70	40,088.28	(114,411.72)	25.9
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	595.43	16,907.36	(3,092.64)	84.5
Adult Books	143,000	13,333.62	40,580.61	(102,419.39)	28.4
Children's Books	118,000	8,362.12	33,385.52	(84,614.48)	28.3
A/V Materials	134,000	9,721.97	28,230.48	(105,769.52)	21.1
Public Access Software	150,000	33,704.13	76,172.13	(73,827.87)	50.8
Downloadable Materials	145,000	15,069.80	30,127.08	(114,872.92)	20.8
Total Materials	710,000	80,787.07	225,403.18	(484,596.82)	31.7
Employee Relations	5,000	79.50	949.19	(4,050.81)	19.0
Miscellaneous Expenses	9,000	610.42	919.17	(8,080.83)	10.2
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	689.92	72,173.36	(12,131.64)	85.6
Total Expenses	5,639,740	450,949.10	1,255,772.26	(4,383,967.74)	22.3

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2019

Property Tax (51.6%): The Library has received three 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 (53.6%): Golden Prairie has also received three Property Tax distributions so far; and of that amount, BPL receives 95%.

Fines (14.2%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest (82.6%): The projection for FY 20 was high.

Donations (14.4%): 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 (17.5): This is less than projected due to a few vacancies that have occurred.

Seasonal Salaries (37.1%): 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 (16.9%): This is a little under-spent due to back-dating costs that occurred at the end of last fiscal year.

Health Insurance, BC/BS PPO (15.0%): This is under-spent due to the amount being less than projected.

Health Insurance, OSF, HMO (13.0%): This is under-spent due to the amount being less than projected.

FICA (19.0%): This is under-spent due to the vacancies that have occurred in the Part-Time Salaries line item.

Medicare (19.0%): This is under-spent due to the vacancies that have occurred in the Part-Time Salaries line item.

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

Uniforms (31.2%): 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 (18.5%): Charges have been minimal.

Printing/Binding (50.2%): This is over-spent due to printing Bookmobile Schedules and the summer Program Guide.

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

Membership Dues (12.2%): 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.
Computer Supplies (13.1%): Charges have been minimal.
Postage (1.2%): Charges have been minimal.
Gas & Diesel Fuel (10.3%): Charges have been minimal.
Building Maintenance Supplies (7.3%): Charges have been minimal.
Natural Gas (13.8%): Charges have been minimal.
Water (12.6%): Charges have been minimal.
Telecommunications (36.8%): 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 (84.5%): This is over-spent due to the payment of the annual subscription service.
Public Access Software (50.8%): This is over-spent due to the renewal of several packages during the first quarter of FY 20.
Employee Relations (19.0%): Charges have been minimal.
Miscellaneous Expenses (10.2%): 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:	109.00
Fountain Receipts:	7.17
Memorial Donations:	100.00

Total Donations:	\$ 3,601.17
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	7,225.50
Drawstring Bags:	48.00
Ear Buds:	109.50
Flashdrives:	48.75
Hot Beverage Service:	154.00
Meeting Room Fees:	160.00
Print Station:	3,406.05
Reusable Bags:	141.00
Test Proctoring:	25.00
Totebags:	0.00
Umbrellas:	7.00
Miscellaneous:	1,005.78

Total Other Revenue:	\$12,330.58
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During July, 9 batches containing 85 invoices were processed, totaling \$115,164.92 and 168 credit card charges were made totaling \$31,836.25.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$3,947,990.74, which is 70.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 7/31/19:

Operating:	\$ 3,947,990.74
Capital:	\$ 3,128,814.85
Fixed Assets:	\$ 1,171,412.54

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 20

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00				150.00
Roberts Trophies	100.00				100.00
Don Owen Tire Service	100.00				100.00
Kathy Alwes-Petri, American Family Insurance	35.00				35.00
Golden Prairie Public Library District	3,000.00				3,000.00
Total Summer Reading Program Community Donations	3,385.00	0.00	0.00	0.00	3,385.00
Memorial Donations:					
David Mier, Shirley A. Marchewka	100.00				100.00
Total Memorial Donations	100.00	0.00	0.00	0.00	100.00
Other Donations:					
Fountain Receipts	7.17				7.17
Fresh Thyme, Giving Bag Donation	109.00				109.00
Total Other Donations	116.17	0.00	0.00	0.00	116.17
Foundation:					
Total Foundation	0.00	0.00	0.00	0.00	0.00
Total Donations	3,601.17	0.00	0.00	0.00	3,601.17

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

July 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	48,602	50,144	-3%	48,602	50,144	-3%
Teens	4,362	2,986	46%	4,362	2,986	46%
Children	53,779	50,791	6%	53,779	50,791	6%
Digital Downloads	12,376	10,383	19%	12,376	10,383	19%
Total	119,119	114,304	4%	119,119	114,304	4%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,249	23,050	5%	24,249	23,050	5%
Teens	4,800	3,163	52%	4,800	3,163	52%
Children	9,067	8,282	9%	9,067	8,282	9%
Total	38,116	34,495	10%	38,116	34,495	10%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	575	422	36%	575	422	36%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	33,557	34,217	-2%	33,557	34,217	-2%
DookmoDile	1,039	1,001	4%	1,039	1,001	4%
Total	34,596	35,218	-2%	34,596	35,218	-2%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	117	83	41%	117	83	41%
Digital Preservation Studio	28	10	180%	28	10	180%
Community Room	60	62	-3%	60	62	-3%
Total	205	155	32%	205	155	32%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	14	7	100%	14	7	100%
People Reached	365	125	192%	365	125	192%
Community Visits to the LiDrary	22	4	450%	22	4	450%
People Reached	504	425	19%	504	425	19%
Total Outreach Visits	36	11	227%	36	11	227%
Total People Reached	869	550	58%	869	550	58%

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	30	15	100%	30	15	100%
Attendance	971	300	224%	971	300	224%
Teens	7	7	100%	7	7	100%
Attendance	143	151	100%	143	151	100%
Childrens	26	23	13%	26	23	13%
Attendance	1,660	1,496	11%	1,660	1,496	11%
Total Programs	63	45	40%	63	45	40%
Total Attendance	2,774	1,947	42%	2,774	1,947	42%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	11	12	-8%	11	12	-8%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4,106	4,504	-9%	4,106	4,504	-9%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	125.75	86.75	45%	126	87	45%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
PuDlic Computer Use	5,424	5,664	-4%	5,424	5,664	-4%
WiFi Sessions	3,103	2,976	4%	3,103	2,976	4%
WeDsite/Catalog Hits	46,879	44,533	5%	46,879	44,533	5%
Online Resource Use	6,362	9,020	-29%	6,362	9,020	-29%

Goal: Administer a cost-effective public library.

InterliDrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	495	441	12%	495	441	12%
Sent	277	262	6%	277	262	6%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	79.50	49.50	61%	80	50	61%

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, May 15, 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 Peterson called the meeting to order at 5:32 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Patti Salch, Jodi Sherman, Stephen Peterson

MEMBERS ABSENT: Laurie Nippe, Ruth Novosad, Stephanie Walden

OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
- III. Introductions – None
- IV. Public Comment – None
- V. President's Report –President Peterson had nothing to report.
- VI. Approval of Minutes
A. April 17, 2019
PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 17, 2019 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports
A. Director's Report
Jeanne Hamilton, Library Director, reported that the Bloomington Public Library Board meeting has not taken place yet this month. It is scheduled for next week.

B. Outreach Report
Director Hamilton reported the Bookmobile will be doing some serendipitous stops, which are planned but not regular stops. The Bookmobile will be at Pepper Ridge, O'Neill Park (for a Baby Fold event), Heartland Head Start, and Milestones Early Learning Center. The Outreach Staff will also take the Library Van with a small collection of books and library swag (tote bags, bookmarks, etc.) to the West Side Revitalization Project on the last Saturday of each month this summer.

C. Financial Report
Kathy Jeakins, Business Manager, discussed the Financial Report ending April 30, 2019. We will receive property tax distribution at the end of May. Revenues and

expenditures are currently at 45% and will go up to be more in line with budgeted amounts by the end of June.

VIII. Unfinished Business

- A. Library Service Area Gap: Currently, there are approximately 30 parcels remaining in the Library Service Area Gap. Discussion was held regarding two people in the library service area gap, located in Downs, who petitioned to be added to GPPLD. There is also one other interested party, but they currently are not contiguous to GPPLD. Discussion was held regarding, from a legal standpoint, which library is used by certain property owners and how far GPPLD would want to pursue enforcing the law. The Board agreed to revisit this issue, potentially sending a new letter, outlining the annexation process, every three years, in case ownership has changed. The Board decided to add this item to the agenda in two years for review.
- B. Marketing Project – Director Hamilton reported that the totes have arrived. All Board members present received one. Stephanie did review a draft of the postcard, once she approves the final draft it will be sent to the printer for distribution.
- C. Discuss the Use of Attorney for Annual Budget Process - Discussion was held regarding if GPPLD needs to use the attorney for the annual budget process. It was agreed upon to not proceed with using the attorney for the annual budget process this year. The Board asked Library staff to handle the budget preparations and process this year. GPPLD will retain the attorney and the same amount in the budget in case we need to make a call or need a review of any legal concerns. The Board requested that Library staff send a letter to the attorney advising him of the Board's decision.

IX. Comments from Board Trustees

- Jodi received a text from Laurie who sends her apologies for her absence at the meeting. There was a family emergency.
- Jeanne has a proof of the new postcard for the Marketing Project for the Board's review.
- Please bring your calendars to the June meeting for Approval of FY20 GPPLD Meeting Dates.

X. Reminder: Next Board Meeting is June 19, 2019.

XI. Adjournment

PATTI SALCH MOVED, ARY ANDERSON SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:03 p.m.

Incident Report Summary for July 2019

2019-07-31 23:59:00
 2019-07-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
4001	2019-07-01 10:13:36	Inappropriate Behavior
4002	2019-07-01 14:56:18	Customer Complaint
4003	2019-07-01 20:19:10	Inappropriate Behavior
4004	2019-07-02 15:04:43	Other
4005	2019-07-03 15:14:41	Alcohol/Drugs
4006	2019-07-03 20:29:39	Inappropriate Behavior
4007	2019-07-07 15:44:43	Inappropriate Behavior
4008	2019-07-08 11:55:39	Alcohol/Drugs
4009	2019-07-08 16:16:59	Inappropriate Behavior
4010	2019-07-08 19:17:03	Stolen/Damaged Library Material
4011	2019-07-08 20:15:43	Loitering
4012	2019-07-11 16:08:10	Internet Abuse
4013	2019-07-11 18:41:40	Food Incident

4014	2019-07-13 15:04:23	PoliceAmbulanceCall
4015	2019-07-14 13:27:04	InappropriateBehavior
4016	2019-07-14 15:49:43	CustomerSuspensionViolation
4017	2019-07-18 10:33:17	InappropriateBehavior
4018	2019-07-19 12:51:53	InappropriateBehavior
4019	2019-07-22 15:06:02	InappropriateBehavior
4020	2019-07-22 15:35:48	CustomerSuspensionViolation
4021	2019-07-23 18:17:35	InappropriateBehavior
4022	2019-07-25 13:26:00	BicycleIncident
4023	2019-07-27 13:05:21	SleepingIncident
4024	2019-07-28 14:12:14	InappropriateBehavior
4025	2019-07-29 16:05:11	InappropriateBehavior
4026	2019-07-30 15:12:08	InappropriateBehavior
4027	2019-07-30 15:25:45	AlcoholDrugs
4028	2019-07-30 16:40:16	StolenDamagedLibraryMaterial
4029	2019-07-31 12:58:06	SuspiciousCustomerActivity

Suspension Report Summary for July 2019

2019-07-31 04:54:31pm
 2019-07-01 04:54:31pm
 31 days in month

Suspension ID	Date/Time Submitted	Violation
234	2019-07-02 00:00:00	InappropriateBehavior
243	2019-07-23 00:00:00	InappropriateBehavior
236	2019-07-08 00:00:00	InappropriateBehavior
237	2019-07-14 00:00:00	InappropriateBehavior
239	2019-07-15 00:00:00	InappropriateBehavior
240	2019-07-19 00:00:00	InappropriateBehavior
241	2019-07-22 00:00:00	InappropriateBehavior
242	2019-07-02 00:00:00	StolenDamagedLibraryMaterial
244	2019-07-26 00:00:00	BicycleIncident
245	2019-07-26 00:00:00	BicycleIncident
246	2019-07-27 00:00:00	SleepingIncident
247	2019-07-28 00:00:00	InappropriateBehavior
248	2019-07-28 00:00:00	InappropriateBehavior

249	2019-07-28 00:00:00	InappropriateBehavior
250	2019-07-29 00:00:00	InappropriateBehavior
251	2019-07-30 00:00:00	InappropriateBehavior

BLOOMINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES
2020 MEETING DATES

The BPL Board meets the third Tuesday of every month

Meetings begin at 5:30 p.m.

William C. Wetzel Reading Room
Bloomington Public Library

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 16, 2020

July 21, 2020

August 18, 2020

September 15, 2020

October 20, 2020

November 17, 2020

December 15, 2020