

Bloomington Public Library

Books are just the beginning.

Find

Use

See & Do

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, August 15, 2017

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. Special Presentation: Justin Boyd, City of Bloomington Planning Commission Chair & Tom Dabareiner, City of Bloomington Community Development Director
- VI. Consent Agenda
 - A. Recommend Approval of Executive Session Minutes of March 21, 2017, April 18, 2017, and June 20, 2017
 - B. Recommend Destruction of BPL Executive Session recordings prior to February 2016
 - C. Recommend Approval of Minutes of June 19, 2017 Special Joint Session Meeting
 - D. Recommend Approval of Minutes of July 18, 2017 Regular BPL Board Meeting
 - E. Recommend Approval of Bills List of July 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. Executive Session – Collective Bargaining Agreement (5 ILCS 120/2(c)(2))
– Review Minutes of Executive Sessions (5 ILCS 120/2(c)(21))
- XI. New Business
 - A. Recommend Approval of Maintaining Confidentiality of Executive Sessions Minutes
 - B. Recommend Approval of Waiving Competitive Bid Process to Renew OCLC Service from Illinois Heartland Library System in the Amount of \$22,279.80
- XII. Old Business
 - A. Discussion on Library Expansion
- XII. Comments from Board Trustees
- XIII. Adjournment

Posted: 8/10/17 2:10 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Aug 15, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
A-1 Haney Plumbing, Inc.	Building Maintenance	161.45
Alpha Controls & Services, LLC	Building Maintenance	560.00
Amazon.com, LLC	A/V Materials	1,088.45
Amazon.com, LLC	Adult Books	95.28
Amazon.com, LLC	Children's Books	44.90
Amazon.com, LLC	Computer Supplies	248.71
Amazon.com, LLC	Library Supplies	79.80
Amazon.com, LLC	Office Supplies	67.96
Amazon.com, LLC	Other Purchased Services	7.99
Amazon.com, LLC	Professional Collection	54.98
Ameren IP	Electricity	8,632.93
American Pest Control	Building Maintenance	80.00
Aussiekers, Charles	Other Purchased Services	339.00
Blackstone Audio, Inc.	A/V Materials	261.81
Bridgeall Libraries, Ltd	Office/Equipment Mtn	14,425.00
CB Bloomington Operations	Building Mtn Supplies	169.01
CDW Government	Computer Supplies	2,474.89
Cengage Learning	Adult Books	189.67
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,132.70
City of Bloomington	FICA	11,830.13
City of Bloomington	Health Insurance-HMO	4,631.36
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	19,875.01
City of Bloomington	Life Insurance	246.10
City of Bloomington	Medicare	2,766.72
City of Bloomington	Payroll	28,241.45
City of Bloomington	Vision Insurance	210.40
City of Bloomington	Water	386.25
Dell Marketing, L.P.	Computer Supplies	6,929.88
Demco	Library Supplies	275.74
Ebsco Information Systems	Periodicals	14.64
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33
Frontier	Telecommunications	1,495.39
Gaylord Brothers, Inc.	Library Supplies	32.03
Granite Broadcasting	Advertising	1,350.00
ID Label Inc.	Library Supplies	97.00
Ingram Library Services	Adult Books	22.18
Kathy's Collision	Other Purchased Services	220.00

Massie, Rhonda
 Midwest Tape
 Miller Janitorial Supply
 Nicor/Northern Illinois Gas
 Office Depot
 Office Depot
 OverDrive
 Penguin Random House, LLC
 Pilot Media, LLC
 ProQuest, LLC
 Recorded Books, Inc.
 Ricoh
 Rockford Map Publishers
 Rosedrew, Inc.
 Taylor, Pamela
 Tee Jay Central, Inc.
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Weber Electric, Inc.
 VISA - Abe Books
 VISA - American Airlines
 VISA - American Library Association
 VISA - American Paper Optics
 VISA - Any Promo.com
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Bill's Key & Lock Shop
 VISA - Blubrry
 VISA - Build-a-Sign.com
 VISA - Concord Custom Cleaners
 VISA - Demco
 VISA - Dollar Tree
 VISA - Farm & Fleet
 VISA - Five Star Water Co.
 VISA - Future US, Inc.
 VISA - GameStop
 VISA - GameStop
 VISA - Government Connection
 VISA - Harbor Freight Tools
 VISA - Hobby Lobby
 VISA - Hy-Vee
 VISA - Illinois Library Association
 VISA - Meijer
 VISA - National Society DAR
 VISA - Oriental Trading Co.
 VISA - Pantagraph
 VISA - Pet Smart
 VISA - Petco
 VISA - Sam's Club
 VISA - Sam's Club
 VISA - Scholastic Education
 VISA - Smart Sign

Advertising	342.98
A/V Materials	261.39
Janitorial Supplies	386.18
Natural Gas	747.87
Office Supplies	324.14
Other Purchased Services	7.52
Downloadable Materials	4,499.00
A/V Materials	56.25
Advertising	445.00
Public Access Software	2,560.00
A/V Materials	76.55
Rentals	1,712.40
Adult Books	70.45
Library Supplies	372.16
Other Purchased Services	50.00
Building Maintenance	321.30
Other Purchased Services	313.25
Building Maintenance	1,643.50
Vehicle Maintenance	93.00
Adult Books	-
Professional Development	427.40
Professional Development	108.00
Miscellaneous Expenses	199.32
Library Supplies	228.26
A/V Materials	6,943.27
Adult Books	9,469.23
Children's Books	8,519.43
Building Mtnc Supplies	10.00
Other Purchased Services	20.00
Building Mtnc Supplies	31.38
Other Purchased Services	33.08
Library Supplies	598.26
Other Purchased Services	15.00
Building Mtnc Supplies	15.00
Miscellaneous Expenses	35.00
Periodicals	19.95
A/V Materials	357.61
Other Purchased Services	469.13
Computer Supplies	424.32
Janitorial Supplies	13.98
Other Purchased Services	(29.97)
Other Purchased Services	37.27
Membership Dues	75.00
Employee Relations	30.50
Periodicals	18.00
Library Supplies	283.58
Periodicals	919.58
Other Purchased Services	(9.69)
Other Purchased Services	(14.95)
Employee Relations	34.60
Other Purchased Services	44.28
Other Purchased Services	259.00
Building Mtnc Supplies	258.54

VISA - Sprint
 VISA - Staples
 VISA - SteamGames.com
 VISA - UPS
 VISA - Verizon Wireless
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart
 VISA - Wal-Mart.com
 VISA - Webstaurant Store
 VISA - Windstream

Total

Telecommunications	561.99
Office Supplies	89.88
Other Purchased Services	300.00
Postage	19.43
Telecommunications	126.09
Janitorial Supplies	340.38
Library Supplies	12.40
Miscellaneous Expenses	41.86
Other Purchased Services	92.55
Vehicle Maintenance	83.82
Other Purchased Services	44.95
Library Supplies	74.59
Telecommunications	139.81

181,111.36

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July 2017

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

This month, I:

- finalized and posted the FAQ for our building project. It is available with the Farnsworth study at www.bloomingtonlibrary.org/building.
- reviewed and organized the executive session minutes for the Library Board.
- met with Rhonda to brainstorm ways to increase awareness of the great things that are going on at the Library.
- attended the ILA 2017-2018 committee orientation session and kicked off my work as the 2018 conference chair.

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

On July 29th, we collaborated with the City of Bloomington to offer a Touch a Truck end of summer party. I helped organize the event and filled in where needed on the day of the event. We estimate that around 500 participants enjoyed honking horns, exploring trucks, jumping in the bounce house, and getting glitter tattoos. We heard really positive feedback about the event!

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

In order to encourage staff to share their amazing, innovative ideas, I created an idea form and then challenged the team to submit 100 ideas in 100 days. They accomplished this goal, earning a chips and dip celebration. We had some really great ideas, some that we have already been able to implement, and we look forward to working through the rest of the list.

We interviewed for and filled our recently vacated (due to an internal promotion) Circulation/Outreach LTA position. With this position being filled by an internal candidate (Jan Baumgardner), we are now working to fill her former position.

This month, I also:

- continued to meet with the Union to negotiate a new contract.
- continued to work on our employee handbook revisions.
- worked to create an FMLA document.
- attended a webinar on Handling Confrontational Customers.

Goal: Administer a cost-effective public library.

I worked closely with Kathy, Gayle, and the rest of the Department Managers to review and adjust both the travel guidelines and request form. We hope the changes make the guidelines clearer and will enable us to make the cost-effective and consistent decisions for staff development opportunities.

Adult Services - July, 2017

Carol Torrens, Manager

Collections

An additional shelving range was added to the Large Print collection, then the whole area was shifted to spread the extra space throughout. This helps one of the most cramped collections and will better serve customers through broader holdings, such as a new set of Agatha Christie titles.

Marcie used Collection three HQ reports—dead, grubby, and collection check—for I and J fiction authors.

Soon, Collection Development duties will change a little: Marcie and Mary will each order adult audio books for their areas; Rob will order music CDs.

We're changing away from B & T's Parade Plan for music CDs to one based on Billboard's Top 200 lists. This should provide us with more commonly requested CDs than what we were getting through the other plan.

Programs

Displays in Adult Services: Shark Week, worldwide independence days, various genres to read outside your comfort zone, and American history. The theme in the DVD area was friendship.

Adult/Family programs

Fiction Book Club – 1 session – 7 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap – 1 session – 5 attended

Weekly Concerts on the Patio – 3 sessions – 152 attended

Phil Beale Music Trio (jazz, 43)

Prairieland Dixie Band (funk, R & B, jazz, 55)

Mike Anderson (dulcimer, 54)

Lincoln Festival

Movie Pantagraph presents Lincoln's in Town – 2 sessions – 2 attended

Dale Evans Dulcimer on the Patio – 1 sessions – 75 attended

Photo Op with Lincoln – 2 sessions – 77 attended

Lincoln's Favorite Cases with Don Chamberlain – 1 session – 22 attended

Orpheus Mandolin Orchestra – 1 session – 38 attended

Abraham Lincoln speaking on Freedom – 1 session – 38 attended

Lincoln's self-education -- 1 session – 24 attended

DIY Cupcake Decorating – 2 sessions – 20 attended

Take the Lead waltz dance lesson – 1 session -- 32 attended

Game of Thrones party – 1 session – 12 attended

Teen Programs

Monday DIY series

Steampunk Hot Air Balloon – 1 session – 31 attended

Jewelry – 1 session – 17 attended

Bouncy Balls – 1 session – 35 attended

Stress Balls – 1 session – 35 attended

Marvel party – 1 session – 26 attended

Lincoln Flag pins – day-long teenZone craft – 17 completed

Minecraft tournament – 1 session – 16 attended

Anime movie marathon – 1 session – 6 attended

Training & Technology

There were 11 individual appointments with an Adult Services staffer. Topics: several about ebooks; resume scanning and loading to an application; general ipad use; email help; completing job and unemployment applications.

Marcie watched a Whole Person Librarianship webinar. At least 3 staff watched a webinar on Defeating Negativity in the Workplace.

At this writing, Rob is almost done with training at the Reference Desk. He's also met with Debbie to learn about the Inter-library Loan process.

Staff

Seasonal Shelver Shelby King will move into a part-time job in the Circulation Department in August.

BUSINESS OFFICE - July 2017
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; and reported problems staff had accessing their accounts
- The Book Shoppe continued to be a success; total receipts for the Book Shoppe in July were \$2,046; \$1,892.10 ahead of last July!
- The Library receipted its annual Replacement Tax Distribution on July 11
- Mary Ann Webb, President of the Library Foundation Board, continued to ask me to pull documents for the Foundation's audit.
- I arranged for Golden Prairie's Prevailing Wage Ordinance (approved at the June Board meeting) to be printed in the Pantagraph in July
- I arranged for Golden Prairie's 2017 Budget Ordinance Public Hearing Notice to be printed in the Pantagraph
- Prepared 0 expense batches in MUNIS
- Prepared 12 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 8 expense batches in account files
- Entered 25 deposit batches in account files
- Expenditures in July in excess of \$5,000:
 - Bridgeall Libraries in the amount of \$14,425.00 for the annual Collection HQ Service
- Meetings:
 - Met with Johanna to go over things to take care of while I was on vacation
 - Department Managers: 7/12
 - Foundation Board Meeting: 7/12
 - BPL Board Meeting: 7/18
- Bills review in July: Alex Cardona (7/3, 7/17, & 7/31); and Mike Raikes (7/10 & 7/25)
- Training Hours for June: 0.0

Children's Services - July 2017
Melissa Robinson, Manager

Programs

- Lego Construction Time – 2 sessions – 110 attended
- Design a Groovy Sock Puppet – 27 attended
- Lapsit story time – 3 sessions – 70 attended
- Ronald McDonald Magic Show – 2 sessions – 370 attended
- Window Box Collage Art – 115 attended
- Smarty Pants story time – 3 sessions – 256 attended
- Juggling Jeff – 2 sessions – 352 attended
- Pop-Up Adventure Play – 41 attended
- Dulcimer Guy – 175 attended
- Tales for Tails – 3 sessions – 63 attended
- Ecology Acton Center – 106 attended
- Twin Cities School of Dance – 65 attended
- Lincoln Coloring Contest – 60 attended
- Lincoln crafts – 20 crafts made
- Movie – Big Hero 6 – 36 attended
- Book Games – 5 attended
- SRP Final Party – 500 attended (estimated)
- 26 programs/session offered – 2115 attended

The following groups visited on a regular basis:

- La Petite Academy – 6 visits – 150 attended total
- Chesterbrook Academy – 4 visits – 96 attended total
- Little Jewels – 4 visits – 112 attended total
- Debra T Thomas – 8 visits – 200 attended total

We visited one group:

- Katie's Kids – 25 attended

Other

- We planned our fall programs and submitted information to Marketing.
- Jesse researched and added BookFlix and PebbleGo to our online resources. He is also researching World Book Online and Playaway Launchpads.

Circulation and Outreach Services - July 2017
Laura Golaszewski, Manager

1) Staff, committees, and training

- Interviews for our open Library Assistant and LTA positions took up most of this month. Jan Baumgardner and Paula Wager both started as LTAs, and Katie Roberts started as a part-time library assistant. Circ currently has an open FT LA position open as well as a part time LA.

2) Outreach news

- Home Delivery staff delivered 373 items to 42 patrons this month.
- Deposits staff delivered 1200 items to 15 sites. Four programs were presented with a total of 25 participants, with Rock Painting being the most popular!
- Michelle attended the Boys and Girls Club's 25th anniversary as well as a parent's night to get their kids signed up for library cards. She also has several back-to-school events on the books and will be arranging some special bookmobile stops on Friday afternoons when the bookmobile is available.
- The Outreach Working Group met to discuss what the group will be focusing on going forward. Michelle Cope is the new chair of this group.

3) Technology

- While we are still having issues with our self-checkouts, the IT department is working diligently with 3M to get them resolved. Regardless, we will be looking at replacing our self-checkouts.

Door Count: 34,419

Bookmobile Customers: 1,701

Training Hours: 38

Volunteer Hours: 21

July 2017 Circulation and Outreach Services Statistics

Total Circ BPL	112,791
Total Circ Main	99,545
Adults	48,477
Teens	2,960
Children	48,108
Total Circ Outreach	5,876
OTR Adults	2,166
OTR Teens	146
OTR Children	3,564
Total Circ eBooks	7,370
Freeding	11
MyMediaMall	6,247
Total Circ Hoopla	676
Total Circ Zinio	433
Total TumbleBooks	3
Borrowers Registered	459
Total Active Cardholders	34,287
Children	6,754
Teen	2,894
Adult	24,639
GPPLD	1350
Total Holds Filled	7,450
Main Holds	6,292
Outreach Holds	1,158
Door Count	34,419

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	448
MON	1.5	THE GROVE	209
TUE	1	PONDS APTS.	163
WED	1.25	RAINBOW AVE.	133
TUE	1	STEVENSON SCHOOL	129
THUR	1	WINGOVER MORNING	126
SAT	2.5	FREEDOM OIL	118
THUR	1.25	EAGLE RIDGE	112
WED	1.25	SUBURBAN EAST	102
WED	1	EAGLE CREST	100

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
WED	1	GRANDVIEW ESTATES	0
MON	1	EKSTAM DR.	1
FRI	1	MARKET SQUARE	5
THUR	1.5	SUNNYSIDE PARK	10
WED	1.5	HERSHEY GROVE	11

Total Monthly Stops: 47

Circulation Questions Answered: 532

Outreach Questions Answered: 110

Total Questions Answered: 642

	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					
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					
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					

Human Resources - July, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I share relevant training opportunities with Department Managers
- Expand use of Sharepoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
- In July, I participated in eight interviews
- In July, there were four in-house job announcements
- I serve on the negotiating team for renewal of the union contract. We had two in-person meetings and one conference call.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Our ads are posted for the 2017-2018 school year, and several students have already contacted me
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - Johanna and I use a few reports through Munis
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 0.0

Information Technology – July 2017
Jon Whited, Manager

Operational

The Wifi has been separated into 4 different networks. There is one for the library equipment, one for the public that is unsecured, one public secured and one for staff. All of the Public Wifi networks turn off while the library is not open.

We setup a new TV with a Teen only display. This display cycles through all of the Teen events in the library and is located near the TeenZone.

The PCs in the Adult Workroom have all been replaced. We will be replacing PCs in the public areas next.

The upstairs security gates are schedule to be replaced on August 8th.

Marketing – July 2017

PROGRAM GUIDE

The September-December Program Guide was compiled, designed, and is currently in the proofing stages. It will go to the printer on August 4 and should be available at least two weeks prior to its September 1 start date.

The guide will be distributed:

- To all K-grade 5 students in District 87 via backpack;
- Via email to approximately 24,000 patrons;
- In paper form at the library and on the Bookmobile.

NICHE ACADEMY

The Niche Academy videos -- tutorials aiming to teach patrons how to use the library's online resources -- are now live on the library's website.

APPAREL STORE

BPL's online apparel store opened July 13 and closes at 9pm on Monday, August 7.

PODCAST

As of June 29, the podcast has been downloaded 4,447 times.

Upcoming Podcast Topics:

- August – Retro Gaming (with 8-Bit and Arcadia)
- September – Improvisational Comedy (with a cast member from Improvisational Shakespeare and ISU's Improv Mafia)

DESIGN WORK

New Resident postcards

- Redesigned to include new color scheme. We also eliminated Freegal from the postcard while adding Hoopla, Lynda.com, and Consumer Reports.
- Mailed postcards to new residents

New/Updated Handouts

- Teacher Handout for Back-to-School Breakfast
- Create a handout for Career Link about scheduling Librarian Appts
- Redesign the wireless printing handout for new size and all directions changed

Program Publicity (multiple digital formats & paper)

- September-December Program Guide
- August Calendars
- Game of Thrones
- Near Death Experiences
- Touch-a-Truck Party
- Keep Talking and Nobody Explodes
- Teen SRP Party
- Dulcimer Guy Story Time
- Dulcimer Guy concert
- Acupuncture program

- Tour of DESTIHL
- 3 back to school movies
- Alzheimer's program

Display signs

- Back to School
- August is National Romance Awareness Month
- Encyclopedia Signs
- Book Lover's Day – Aug 9
- Get Ready for the August 21st Total Solar Eclipse
- The Library is selling eclipse glasses ... (two versions: 1. In-stock; 2. Out-of-stock)

Additional Signage

- Golden Tickets for backpack sale
- Digital and paper art for Back-to-School backpack sale
- New Table Tents for Café/Charging Station area
- Eclipse Glasses Table Tents

Website Highlights Boxes

- Star Trek Launch Party Weekend
- Teen Read Week

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

- eMedia
- Kindle
- Nook
- Zinio
- Bookmobile Schedule
- Got Books? /Book Shoppe
- Welcome to teenZone
- Text Alerts
- Story Times
- Podcast
- Wireless Printing
- Hoopla (digital and print ads also created)

Other / Misc

- Designed and ordered sign for "Barry's Word of the Week"
- Game of Thrones targets/posters
- New AS Endcap Signage
- Update FB Logo with New Colors
- Back-to-School artwork for boxes of colored pencils to be given out at First Christian Back-to-School Block Party and the School Supply / Resource Fair at the Coliseum

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 79 Facebook followers for a total of 5,547;
 - the Library added 14 Instagram followers for a total of 805;
 - the Library added 11 Twitter followers for a total of 1,802;
 - the number of new cardholders who signed up to receive the quarterly Program Guide via email was 92.
- The Library has 190 current text subscribers.
- The Library's Bookmobile stops combined have 658 current text subscribers.

ONGOING

The Library:

- Monthly eBlast:
 - During the month of July, we promoted Ancestry and Heritage Quest to 23,796 cardholders.
 - On August 1, an eBlast promoting Hoopla was delivered to 23,722 cardholders.
- sponsors WGLT's Grow program and podcast. Though the program is about growing things in the sense of having a green thumb, we're playing it as "Bloomington Public Library, where minds go to grow." Through April 24, 2018, we'll get two spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots will promote an upcoming library program. We will also receive an ad at the beginning of the Grow podcast. For this spot, we will promote the Library's podcast.
- currently has a radio advertising package with Great Plains Media's Magic 99.5.
- submits its Children's programs to the Macaroni Kid website each month.
- submits all its programs to the Eastside Neighbors Magazine each month.
- submits all its non-recurring programs to the print edition of *The Pantagraph's* Daily Calendar each month.
- submits select programs to PATH's bi-weekly eNewsletter.
- is interviewed twice each month for Book Talk radio spots on WJBC.
- contracts with Magic Blue Box, a text notification service. Patrons must opt in to receive texts about the Library or text reminders on the day of their Bookmobile stop.
- runs an ad in each Community Players playbill.

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

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

OUTSIDE MEETINGS/TRAINING

Rhonda:

- met with Brian Chase and the three new members of NPL's Marketing Department on July 17
- finished up three online classes which were part of an eight-class series:
 - Five Years an Outreach Librarian
 - Pitching the National Media
 - It's all About the Story

Support Services – July 2017
Caprice Prochnow, Manager

Meetings:

Department Managers – Every Wednesday

Handling Confrontational Customers – July 11

Foundation Board meeting – July 12

BPL Board regular meeting – July 18

Custodial staff –

- Painting in Circulation
 - Relocated LP shelving unit a few feet in preparation of an additional unit
 - Installed “Tobacco Free Campus” signage in various locations on the property.
 - Picked up reupholstered chairs from Ausseiker’s, and placed back in AS
 - Installed “Barry’s Word of the Week” plaque in Circulation
 - Some lamps were replaced in CS over the sorting area
 - Relocated the charging station by the Custodial closet to the area by the plasma where the other station is located
-
- An inspection mirror was purchased, so that Security staff may easily check under tables, chairs and shelving for security tags that may have been removed.
 - More arrow signs were purchased
 - Caprice worked with Jeanne and Allison on the logistics for the End of Summer Reading party, as well as working the party.
 - Both Security and Custodial staff assisted with setup and breakdown for both the Lincoln Festival and End of Summer Reading party, as well as assisting staff with any needs during the events
 - More arrow signs were purchased so that a sign(s) would be readily available in different areas of the building.
 - The tents and weights used for off-site programs are now located in the garage.
 - Support Services has a supply of (donated) scrubs on hand, in the event that a customer has an unfortunate accident, and needs to change out of their soiled clothing.
-
- The elevator was inspected in June, but did not pass as an auxiliary door switch needs to be replaced, and some unused components for a battery backup system need to be removed. The elevator is safe for operation, but these items need to be addressed, and then a follow up inspection will be performed.
 - Alpha Controls checked the operation of the controller for #2 compressor of the roof top unit, and checked on the operation of a few VAVs that were not working properly.
 - Simplex conducted the annual check of the security system.

- Tri-County Irrigation conducted the mid-season check of the irrigation system.
- Mid-Illinois Mechanical performed the PM service on the RTU.

Volunteer hours: 2

Training: 2

Technical Services - July 2017
Allison Schmid, Manager

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

- Per children's request, we moved all the Choose Your Own Adventure books to a call label location of CHOOSE instead of the various author names.
- Allison and Carol met with our B&T CD rep to discuss options for our automatic shipment of popular CD titles. We're hoping the billboard focused selection will fit our needs better than the current parade plan.
- We're estimating that over 500 people came to Touch a Truck party on July 29th. 390 children chose books on the book walk, over 400 went on the Bookmobile, and at least 165 children received glitter tattoos.

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

- We ordered a few new titles for the Professional Collection, mostly geared toward adult and teen programming. 50+ Fandom Programs, Adults Just Wanna Have Fun, and Library Innovation Toolkit: Strategies and Programs
- Training hours – 0

GOAL - To administer a cost-effective public library.

- Marion is continually looking for grant ideas (and other solutions) to aid us in the digitization of the Illinois locked case collection.
- Volunteer hours – 2

July 2017

BPL Monthly Stats		
Materials	Added	Withdrawn
Adult Fiction	875	515
Adult Nonfiction	220	264
Juvenile Fiction	644	763
Juvenile Nonfiction	224	49
Adult CDs	71	27
Juvenile CDs	4	25
Adult DVDs	190	293
Juvenile DVDs	100	67
Adult Audio	31	5
Juvenile Audio	9	17
Adult Computer Games	0	2
Juvenile Computer Games	6	3
Total Adds/Withdraws	2374	2030
Total Items in Main	309526	
Total Items in OTR	11198	
Total Items in Library	320724	

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

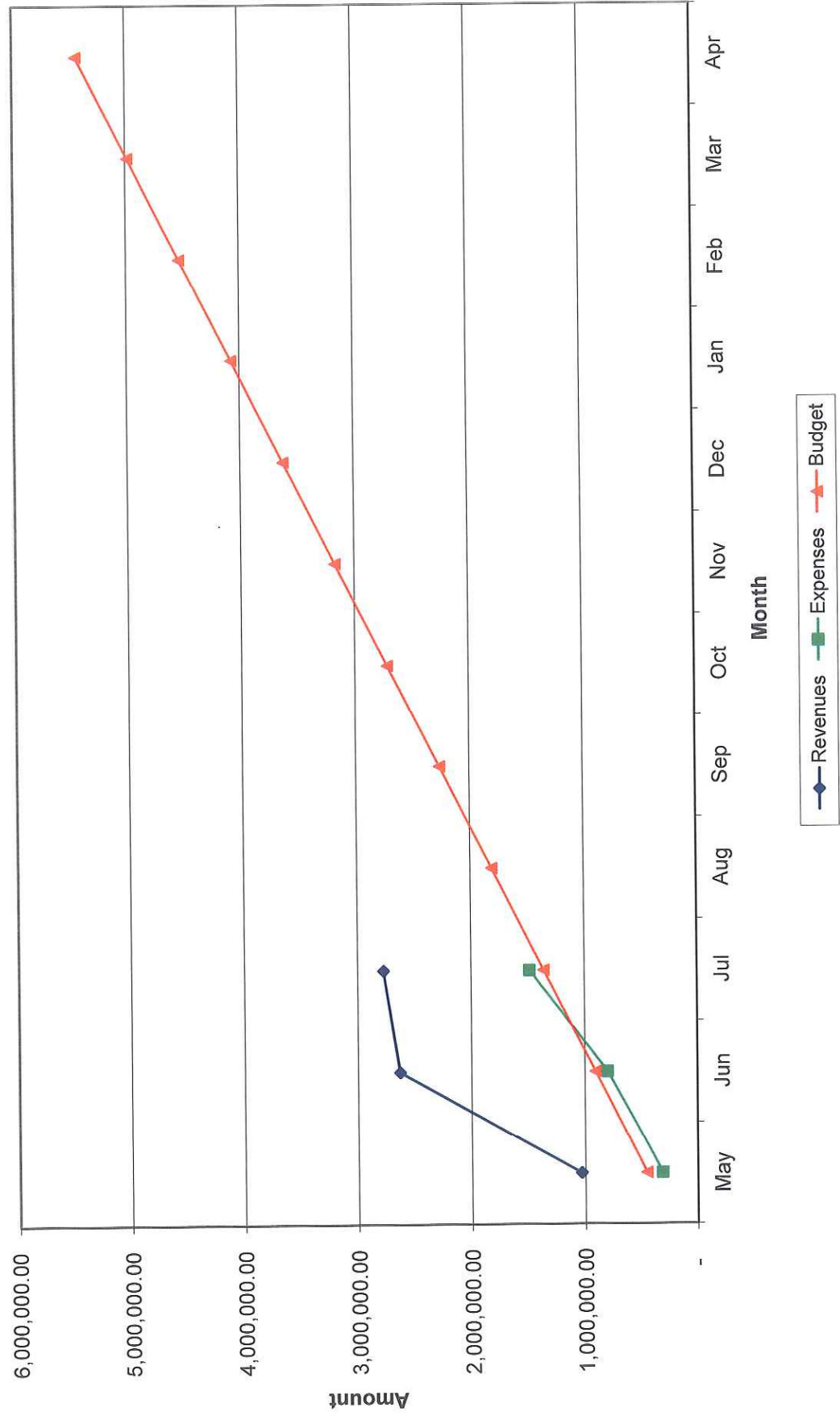
REVENUES:

ACCT NAME	BUDGET	JULY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	2,404,242.66	(2,278,868.34)	51.3
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	199,471.20	(200,528.80)	49.9
Fees & Rentals	85,000	7,257.55	19,111.23	(65,888.77)	22.5
Copies	3,500	241.65	919.70	(2,580.30)	26.3
Interest on Investments	5,000	0.00	5,231.43	231.43	104.6
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	27,150	507.79	3,527.79	(23,622.21)	13.0
Cash Over/Short	0	(27.03)	(20.07)	(20.07)	-----
Other	41,200	3,956.90	11,947.02	(29,252.98)	29.0
Total Revenues	5,435,361	142,336.86	2,774,830.96	(2,660,530.04)	51.1

ACCT NAME	BUDGET	JULY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	234,954.31	512,613.39	(1,627,281.61)	24.0
Part-Time Salaries	435,888	36,717.99	97,604.48	(338,283.52)	22.4
Seasonal Salaries	62,005	10,703.17	23,502.98	(38,502.02)	37.9
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	282,375.47	633,720.85	(2,005,167.15)	24.0
Dental Insurance	13,122	1,132.70	3,483.58	(9,638.42)	26.5
Vision Insurance	2,155	210.40	640.40	(1,514.60)	29.7
Health Insurance, BC/BS PPO	236,544	24,714.84	74,144.52	(162,399.48)	31.3
Health Insurance, OSF HMO	84,996	4,631.36	17,170.96	(67,825.04)	20.2
Life Insurance	3,100	246.10	752.36	(2,347.64)	24.3
IMRF	318,417	19,875.01	60,745.81	(257,671.19)	19.1
FICA	170,762	11,830.13	31,761.66	(139,000.34)	18.6
Medicare	38,248	2,766.72	7,428.01	(30,819.99)	19.4
Worker's Comp	17,075	0.00	(643.00)	(17,718.00)	-3.8
Uniforms	700	0.00	0.00	(700.00)	0.0
Tuition Reimbursement	20,000	0.00	7,648.00	(12,352.00)	38.2
Other Benefits	20,000	35.98	1,761.67	(18,238.33)	8.8
Total Benefits	925,119	65,443.24	204,893.97	(720,225.03)	22.1
Rentals	30,000	0.00	3,024.38	(26,975.62)	10.1
Total Rentals	30,000	0.00	3,024.38	(26,975.62)	10.1
Building Mtn	123,600	9,404.91	25,966.99	(97,633.01)	21.0
Vehicle Mtn	5,500	488.88	2,453.66	(3,046.34)	44.6
Office & Computer Mtn	169,950	14,562.67	93,797.67	(76,152.33)	55.2
Total Repair/Mtn	299,050	24,456.46	122,218.32	(176,831.68)	40.9

ACCT NAME	BUDGET	JULY 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	2,001.79	8,583.49	(24,416.51)	26.0
Printing/Binding	19,570	0.00	645.00	(18,925.00)	3.3
Travel	1,000	12.84	168.42	(831.58)	16.8
Membership Dues	5,150	75.00	1,335.00	(3,815.00)	25.9
Professional Development	14,000	773.58	2,854.61	(11,145.39)	20.4
Other Purchased Services	130,000	17,648.72	38,260.51	(91,739.49)	29.4
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	4,200	0.00	0.00	(4,200.00)	0.0
Other Insurance	5,700	0.00	0.00	(5,700.00)	0.0
Total Purchased Services	237,620	20,511.93	51,847.03	(185,772.97)	21.8
Office Supplies	15,000	403.73	1,474.49	(13,525.51)	9.8
Computer Supplies	82,400	14,235.31	24,694.59	(57,705.41)	30.0
Copier Supplies	3,500	0.00	1,403.86	(2,096.14)	40.1
Postage	12,360	19.43	56.71	(12,303.29)	0.5
Library Supplies	77,250	2,760.58	12,426.57	(64,823.43)	16.1
Janitorial Supplies	16,480	919.53	2,757.80	(13,722.20)	16.7
Gas & Diesel Fuel	4,500	(12.92)	310.37	(4,189.63)	6.9
Building Mtnc & Repair Supplies	10,300	230.36	3,135.27	(7,164.73)	30.4
Total Supplies	221,790	18,556.02	46,259.66	(175,530.34)	20.9
Natural Gas	25,000	747.87	751.08	(24,248.92)	3.0
Electricity	89,000	8,632.93	24,504.10	(64,495.90)	27.5
Water	8,500	386.25	1,269.59	(7,230.41)	14.9
Telecommunications	35,000	2,883.22	8,398.17	(26,601.83)	24.0
Total Utilities	157,500	12,650.27	34,922.94	(122,577.06)	22.2
Professional Collection	1,000	54.98	160.93	(839.07)	16.1
Total Prof Collection	1,000	54.98	160.93	(839.07)	16.1
Periodicals	38,000	2,045.97	19,649.41	(18,350.59)	51.7
Adult Books	162,000	10,205.13	37,950.72	(124,049.28)	23.4
Children's Books	130,000	8,564.33	22,656.61	(107,343.39)	17.4
A/V Materials	147,000	10,696.88	30,165.67	(116,834.33)	20.5
Public Access Software	148,000	10,264.04	38,643.54	(109,356.46)	26.1
Downloadable Materials	70,000	4,499.00	20,997.99	(49,002.01)	30.0
Total Materials	695,000	46,275.35	170,063.94	(524,936.06)	24.5
Employee Relations	6,180	79.30	1,090.00	(5,090.00)	17.6
Miscellaneous Expenses	9,270	594.16	1,238.27	(8,031.73)	13.4
Fixed Asset Fund Transfer	213,944	213,944.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	214,617.46	216,272.27	(13,121.73)	94.3
Total Expenses	5,435,361	684,941.18	1,483,384.29	(3,951,976.71)	27.3

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 20.0% to 30.0% is acceptable)
July 2017

Property Tax (51.3%): The Library has received three Property Tax distributions this fiscal year.

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

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

GPPLD (Golden Prairie Public Library District (49.9%)): The Library has received three distributions from Golden Prairie this fiscal year.

Interest on Investments (104.6%): The Library projected a low amount for Interest.

Sale of Property (0.0%): The Library has not sold any items yet.

Donations (13.0%): The Library has received community donations for the Summer Reading Program along with a few miscellaneous donations.

Seasonal Salaries (37.9%): Much of this line item is used for staff to help out during the Summer Reading Program.

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

Health Insurance BC/BS (31.3%): This is slightly over-spent due to more staff choosing this option for their health insurance.

IMRF (19.1%): This line item is just slightly under-spent.

FICA (18.6%): This is under-spent due to some vacancies in part-time positions.

Medicare (19.4%): This is also under-spent due to some part-time vacancies.

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

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

Tuition Reimbursement (38.2%): Tuition was paid for two students taking classes this summer.

Other Benefits (8.8%): Vacation time has been paid to employees who left employment.

Rentals (10.1%): Charges have been minimal.

Vehicle Maintenance (44.6%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (55.2%): Large annual maintenance payments have been made.

Printing/Binding (3.3%): Charges have been minimal.

Travel (16.8%): Charges have been minimal.

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

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

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

Office Supplies (9.8%): Charges have been minimal.

Copier Supplies (40.1%): A couple large copier paper orders were made in June.

Postage (0.5%): Charges have been minimal.
Library Supplies (16.1%): Charges have been minimal.
Janitorial Supplies (16.7%): Charges have been minimal.
Gas & Diesel Fuel (6.9%): Charges have been minimal.
Building Maintenance Supplies (30.4%): This is over-spent due to recent orders for new key fobs, light bulbs, and HVAC filters.
Natural Gas (3.0%): Charges have been minimal.
Water (14.9%): Charges have been minimal.
Professional Collection (16.1%): Charges have been minimal.
Periodicals (51.7%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (17.4%): Charges have been minimal; however, this does not reflect what has been ordered.
Employee Relations (17.6%): Charges have been minimal.
Miscellaneous Expenses (13.4%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,980.00
State Farm Good Neighbor Grant:	500.00
Memorial Donations:	40.00
Fountain Receipts:	7.79

Total Donations:	\$ 3,527.79
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	689.10
Book Shoppe:	6,852.60
Ear Buds:	120.00
Eclipse Glasses:	104.00
Flashdrives:	39.00
Hot Beverage Service:	128.00
Meeting Room Fees:	102.50
Print Station:	3,001.40
Reusable Bags:	113.00
Slingback Packs:	104.00
Test Proctoring:	325.00
Totebags:	240.00
Tumblers:	4.00
Umbrellas:	14.00
Miscellaneous:	110.42

Total Other Revenue:	\$11,947.02
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During July, 8 batches containing 107 invoices were processed, totaling \$79,503.13 and 147 credit card charges were made totaling \$31,771.11.

As of July 31, the Library's Maintenance & Operating Fund Balance is \$3,327,017.90, which is 61.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 7/31/17:

Operating:	\$ 3,327,017.90
Capital:	\$ 2,423,938.89
Fixed Assets:	\$ 1,144,125.56

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 18

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

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

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	48,477	143,298	55,102	160,320
Teens	2,960	10,029	5,029	13,833
Children	48,108	139,146	55,273	156,764
OTR Adults	2,166	7,135	2,419	7,435
OTR Teens	146	529	216	651
OTR Children	3,564	11,681	4,049	13,089
e-Books - Freading	11	50	n/a	21
e-Books - Overdrive	6,247	14,676	6,038	16,913
Freegal downloads	676	2,306	n/a	1,401
Zinio Magazines	433	822	306	844
Tumblebooks	3	54	7	44
TOTAL CIRCULATION				
Adults	50,643	150,433	57,521	167,755
Teens	3,106	10,558	5,245	14,484
Children	51,672	150,827	59,322	169,853
Digital Downloads	7,370	17,908	6,351	19,223
Combined Total	112,791	329,726	128,439	371,315
ITEMS IN THE COLLECTION				
Main	309,526	309,526	307,867	30,767
OTR	11,198	11,198	12,347	12,347
TOTAL	320,724	320,724	320,214	43,114
HOLDS FILLED				
	7,450	22,265	8,210	24,044
INTERLIBRARY LOAN				
Borrowing Requests Received	502	1,530	516	1,688
Outgoing Loans (Lending)	206	674	215	734
CARDHOLDERS				
Added	459	1,396	571	1,620
TOTAL ACTIVE CARDS				
Adults	24,639	24,639	25,306	25,306
Teens	2,894	2,894	2,074	2,074
Children	6,754	6,754	5,614	5,614
Combined Total	34,287	34,287	32,994	32,994
REFERENCE QUESTIONS				
Adults	2,232	6,919	2,526	7,361
Teens	239	658	76	446
Children	1,049	2,994	880	2,885
OTR	110	304	152	426
Circulation	532	2,012	768	2,300
TOTAL	4,162	12,887	4,402	13,418
PROGRAMS & OUTREACH				
Adult	19	45	26	63
Teens	8	17	10	20
Childrens	26	62	24	46
Community Group in Library	22	47	21	52
Staff Visit to Community Group	5	30	3	29
TOTAL	80	201	84	210

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

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
PROGRAM & OUTRACH ATTENDANCE				
Adult	513	1,103	569	1,005
Teen	183	427	55	161
Childrens	2,115	4,802	1,519	3,032
Community Group in Library	558	1,160	n/a	n/a
Staff Visit to Community Group	25	8,425	n/a	n/a
1-on-1 with Staff	11	21	n/a	n/a
TOTAL	3,394	15,917	2,143	4,198
COMPUTER USE				
Public computer uses	5,153	11,128	4,725	13,059
Website database/catalog hits	25,278	77,135	25,426	76,561
Online Resource (Database) uses	6,001	13,564	4,541	14,221
TOTAL	36,432	101,827	34,692	103,841
MEETING ROOM USAGE				
Study Room	68	236	31	193
Digital Media Lab	11	21	10	30
Community Room	46	130	51	132
TOTAL	125	387	92	355
CUSTOMER VISITS				
Main	34,419	63,986	20,452	42,993
Bookmobile	1,701	4,243	1,244	4,138
TOTAL	36,120	68,229	21,696	47,131
TRAINING HOURS	80	718	139	296
VOLUNTEER HOURS	76	251	116	311

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, June 21, 2017
5:00 p.m.

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

MINUTES

- I. Call to Order
President Gray called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Carol Carey-Odekirk, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Lynn Gray

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Ary Anderson, Alex Cardona, Laura Golaszewski, Jeanne Hamilton, Kathy Jeakins, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services – Open Meetings Act Review
Director Hamilton presented on the Open Meetings Act (OMA). Newly appointed and elected members of the Board must take OMA training within the first 90 days of taking a seat on the Board. Annual training must be completed by an OMA designee. Director Hamilton is the OMA designee for GPPLD, and she has completed the training for this year.
Director Hamilton stated that meeting agendas must be posted on the front door and website at least 48 hours prior to each meeting. The Board must permit public comments and make reasonable accommodations for the media to record each meeting, but they are also allowed to establish reasonable rules, such as a time limit for public comments. It was also mentioned that the Board may go into a closed session, but if done, the reason why must be posted on the agenda and must be stated before the closed session begins. The Board may also choose to allow remote attendance to meetings, but cannot allow access via text or instant message. The majority of the Board must be physically present to convene. Director Hamilton went on to discuss e-mails and what constitutes as a meeting. As a seven member Board, a maximum of two people may discuss Board related matters with one another without violating the OMA. A member of the Board can send an e-mail to the entire Board, but members cannot reply to all, as this would violate the OMA.

VI. President's Report

President Gray did not attend the BPL Board meeting and thus prompted BPL Board President Alex Cardona to report on the joint meeting that was held with the City Council on Monday. Alex Cardona reported that a straw poll was taken regarding the location of the library in a potential expansion. There was a consensus that the Council would like the library to stay in its current location. He added that the BPL Board will be communicating with the Downtown Bloomington Task Force for future planning. The next step will be to review the costs associated with the expansion, and what means will be necessary to secure the financial requirements.

Alex Cardona then commended Director Hamilton and BPL staff for the presentation that was given during the meeting. Director Hamilton will e-mail the presentation to the GPPLD Board.

VII. Approval of Minutes

A. May 17, 2017

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE MINUTES FROM THE MAY 17, 2017. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton reported that the new website went live last month, and it has received a lot of positive feedback. She proceeded to entertain questions.

B. Outreach Report

Laura Golaszewski reported that the Sirsi server was down yesterday, so items could not be checked in or out. Her department has been very busy manually processing 24 hours' worth of returns.

Laura Golaszewski informed the Board that the door counter program has been fixed and should be more accurate in the future as it now uses heat sensors to determine the door count.

Laura Golaszewski added that she hired a full-time Library Associate to oversee the department's outreach efforts and to attend special events. The Board asked if the GPPLD Board Members could participate in events within the Golden Prairie area. Laura responded that they can, and it would be a great way to gain visibility and exposure within GPPLD.

C. Financial Report

Kathy Jeakins presented the May Financial Report. She reported that two more Property Tax Distributions were received in June and are therefore not reflected on the May report.

Kathy Jeakins informed that Board that there is a fee associated with setting up electronic funds transfers with their bank. The Board requested that Kathy look into online banking as an alternative. Kathy entertained questions.

IX. Unfinished Business

There was no unfinished business.

X. New Business

A. Discuss Budget

Kathy Jeakins reported that the budget will be presented for approval in the next couple of months. She requested to know if the Board would like to continue having an advertising line item and a programming line item. The Board agreed that they would like to continue having both. Kathy also suggested that the amount that is approved for the programming budget be transferred to BPL and then used throughout the year. The Board agreed to this but requested that an itemized list of expenditures be presented to them throughout the year.

The Board went on to discuss the programming budget. There was a consensus that the programming budget should be increased to \$3,000, and the advertising line item should remain at \$5,000.

B. Approve FY 18 & FY 19 Slate of Officers

Ruth Novosad presented the following Slate of Officers for FY 18 and FY 19:

President – Stephen Peterson

Vice President – Tim Ervin

Secretary/Treasurer – Jodi Sherman

RUTH NOVOSAD MOVED, CAROL CAREY-ODEKIRK SECONDED, TO APPROVE THE FY 18 and FY 19 SLATE OF OFFICERS. THE MOTION CARRIED UNANIMOUSLY.

C. Approve FY 18 Meeting Dates

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE FY18 MEETING DATES. THE MOTION CARRIED UNANIMOUSLY.

D. Approve Prevailing Wage Ordinance 17-01

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE PREVAILING WAGE ORDINANCE 17-01.

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

XI. Comments from Board Trustees

President Gray expressed her gratitude and gave recognition to departing Board member, Carol Carey-Odekirk. The Board thanked Carol for her service, and she shared memories from her time on the Board.

XII. Adjournment

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

President Gray adjourned the meeting at 6:14 p.m.

Incident Report Summary for July 2017

2017-07-31 10:44:33am

2017-07-01 10:44:33am

31 days in month

Incident ID	Date/Time Submitted	Violation
3554	2017-07-03 12:40:56	Other
3555	2017-07-05 17:35:02	
3556	2017-07-05 17:39:33	Inappropriate Behavior
3557	2017-07-05 20:20:01	Alcohol/Drugs
3558	2017-07-08 15:20:05	Loitering
3559	2017-07-08 15:21:54	Stolen/Damaged Library Material
3560	2017-07-10 17:42:54	Stolen/Damaged Library Material
3561	2017-07-10 18:14:53	Vandalism
3562	2017-07-12 18:23:25	Bicycle Incident
3563	2017-07-13 15:04:20	Police/Ambulance Call
3564	2017-07-15 15:45:09	Suspicious Customer Activity
3565	2017-07-15 16:21:05	Customer Complaint, Patron's Stolen Items
3566	2017-07-19 10:45:14	Other

3567	2017-07-19 17:25:32	InappropriateBehavior
3568	2017-07-20 09:52:48	Other
3569	2017-07-20 15:29:26	StolenDamagedLibraryMaterial
3570	2017-07-20 21:24:43	StolenDamagedLibraryMaterial
3571	2017-07-21 11:18:31	StolenDamagedLibraryMaterial
3572	2017-07-22 14:36:28	StolenDamagedLibraryMaterial
3573	2017-07-22 16:08:19	StolenDamagedLibraryMaterial
3574	2017-07-22 16:26:05	InappropriateBehavior
3575	2017-07-22 17:27:22	StolenDamagedLibraryMaterial
3576	2017-07-23 14:42:17	InappropriateBehavior
3577	2017-07-23 17:42:09	UnattendedChild
3578	2017-07-24 21:23:13	StolenDamagedLibraryMaterial
3579	2017-07-25 16:47:19	AlcoholDrugs
3580	2017-07-26 12:52:31	Other
3581	2017-07-26 16:55:00	BicycleIncident
3582	2017-07-26 16:57:51	BicycleIncident
3583	2017-07-26 17:32:35	BicycleIncident

3584	2017-07-26 18:01:56	HealthSafety
3585	2017-07-26 20:26:55	StolenDamagedLibraryMaterial
3586	2017-07-26 21:15:51	StolenDamagedLibraryMaterial
3587	2017-07-27 18:05:51	InappropriateBehavior
3588	2017-07-28 16:44:25	LibraryEquipmentIncident
3589	2017-07-29 10:59:18	CustomerRelatedIllnessAccident
3590	2017-07-29 13:03:11	HealthSafety
3591	2017-07-29 17:16:49	InappropriateBehavior

Suspension Report Summary for July 2017

2017-07-31 10:49:26am
2017-07-01 10:49:26am
31 days in month

Suspension ID	Date/Time Submitted	Violation
3619	2017-07-31 00:00:00	InappropriateBehavior
3620	2017-07-31 00:00:00	InappropriateBehavior
3621	2017-07-31 00:00:00	InappropriateBehavior

A RESOLUTION WAIVING THE COMPETITIVE BID PROCESS AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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

1. That the competitive bidding process be waived and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$22,279.80
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$22,279.80

Approved this 15th day of August 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees

Make check payable and remit to the address below



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NET DUE 22,279.80

TERMS	Net 60	DUE DATE	9/11/2017	PO NUMBER		
ITEM ID	UNITS			QTY	UNIT PRICE	EXTENSION
Annually FY2018 OCLC Service Fee				1.0000	22,279.8000	22,279.80

IHLS is the fiscal agent for ILLINET/OCLC and E-Resources.
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