

Bloomington Public Library

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BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 18, 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. Consent Agenda
 - A. Recommend Approval of Minutes of June 20, 2017 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of June 2017
- VII. President's Report
- VIII. Director's Report
- IX. Fiscal Report Presented by Kathy Jeakins, Business Manager
- X. New Business
 - A. Recommend Approval of Intergovernmental Agreement with McLean County Unit District No. 5
 - B. Recommend Approval of Waiving the Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries in the Amount of \$14,425.00
 - C. Discussion on Executive Session Minutes Process and Contracting with a Transcribing Service
- XII. Old Business
 - A. Discussion on Library Expansion
- XI. Comments from Board Trustees
- XII. Adjournment

Posted 7/13/17 12:45 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 18, 2017

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services, LLC	Building Maintenance	1,320.00
Amazon.com, LLC	A/V Materials	1,567.68
Amazon.com, LLC	Adult Books	165.64
Amazon.com, LLC	Computer Supplies	258.89
Amazon.com, LLC	Library Supplies	561.69
Amazon.com, LLC	Other Purchased Services	831.81
Ameren IP	Electricity	8,124.00
American Pest Control	Building Maintenance	80.00
Anderson, Mike	Other Purchased Services	600.00
Augspurger, Ron	Other Purchased Services	500.00
Bill's Key & Lock Shop	Vehicle Maintenance	187.00
Bloomington Rotary Club	Membership Dues	300.00
Blue Beacon International, Inc.	Vehicle Maintenance	44.00
Books in Common	Other Purchased Services	4,000.00
Bray, Robert	Other Purchased Services	75.00
CDW Government	Computer Supplies	3,508.62
Cengage Learning	Adult Books	230.90
Chicago Tribune	Periodicals	545.80
CIRBN, LLC	Telecommunications	420.33
City Directories	Adult Books	470.00
City of Bloomington	Dental Insurance	1,175.44
City of Bloomington	FICA	11,493.51
City of Bloomington	Gas/Diesel Fuel	255.33
City of Bloomington	Health Insurance-HMO	6,269.80
City of Bloomington	Health Insurance-PPO	24,714.84
City of Bloomington	IMRF	20,557.83
City of Bloomington	Life Insurance	254.81
City of Bloomington	Medicare	2,687.88
City of Bloomington	Payroll	199,217.91
City of Bloomington	Vision Insurance	215.00
City of Bloomington	Water	420.53
Cummins Mid State	Vehicle Maintenance	1,158.17
Cumulus Broadcasting	Advertising	630.00
Custom Digital Imaging	Other Purchased Services	5,886.95
Dean's Superior Blueprints	Other Purchased Services	1,366.00
Dell Marketing, L.P.	Computer Supplies	3,976.86
Demco	Library Supplies	1,708.70
Dena, Barbara	Other Purchased Services	300.00
Ebsco Information Systems	Periodicals	17,587.44

Ebsco Information Systems
 Engels, Sara
 Engler, Callaway, Baasten, & Sruga, LLC
 F & W Lawn Care & Landscaping
 Facts on File
 Fisk, Terry
 Frontier
 Hays, Aaron
 Ingram Library Services
 Keystone US Management
 Knoll, Bernard (Engraving Express)
 Kone, Inc.
 Koziatek, Jeffrey
 Lamar Media
 Libraries First
 Limelight Communications
 Lincoln's Festival in Bloomington
 Massie, Rhonda
 Merrick, Rodney
 Mid Illinois Mechanical
 Midamerica Books
 Midwest Mailing & Shipping Systems, Inc.
 Midwest Tape
 Miller Janitorial Supply
 Niche Academy
 Nicor/Northern Illinois Gas
 Nu Air Corp
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Penguin Random House, LLC
 Port Arthur Public Library
 Promotion, Inc. (Book Page)
 ProQuest, LLC
 Recorded Books, Inc.
 Rescue Ranch
 Ricoh
 Rockford Map Publishers
 Ron Smith Printing Co.
 Rosedrew, Inc.
 Scott's Boiler Service
 SirsiDynix
 Stuard & Associates, Inc.
 Stumpf, Gerald
 Taylor, Pamela
 Unique Management Services, Inc.
 Voice Spring, LLC
 West Publishing
 Wolpert, Emily
 VISA - A-1 Lock
 VISA - Abe Books

Public Access Software	4,999.00
Travel	10.70
Other Purchased Services	3,864.00
Building Maintenance	1,183.33
Public Access Software	4,125.04
Other Purchased Services	350.00
Telecommunications	1,339.66
Other Purchased Services	480.00
Adult Books	297.81
Building Maintenance	294.10
Other Purchased Services	24.00
Building Maintenance	295.00
Other Purchased Services	350.00
Advertising	1,690.00
Public Access Software	11,325.00
Advertising	200.00
Advertising	100.00
Advertising	297.27
Other Purchased Services	235.00
Building Maintenance	4,349.24
Adult Books	224.55
Office/Equipment Mtn	137.67
A/V Materials	371.28
Janitorial Supplies	543.39
Public Access Software	2,400.00
Natural Gas	3.21
Building Mtn Supplies	456.84
Computer Supplies	989.94
Copier Supplies	207.84
Employee Relations	38.34
Janitorial Supplies	58.90
Office Supplies	130.13
A/V Materials	90.00
Miscellaneous Expenses	9.99
Periodicals	528.00
Public Access Software	1,140.00
A/V Materials	530.85
Employee Relations	40.00
Rentals	1,422.28
Adult Books	70.45
Printing/Binding	335.00
Library Supplies	132.84
Building Maintenance	600.00
Office/Equipment Mtn	48,168.57
Building Maintenance	215.00
Library Supplies	2,087.35
Other Purchased Services	150.00
Other Purchased Services	465.40
Telecommunications	48.50
Adult Books	222.00
Travel	2.14
Building Mtn Supplies	724.50
Adult Books	69.58

VISA - Baker & Taylor Books	A/V Materials	5,724.49
VISA - Baker & Taylor Books	Adult Books	11,940.54
VISA - Baker & Taylor Books	Children's Books	5,037.51
VISA - Barnes & Noble Booksellers	Other Purchased Services	50.00
VISA - Best Buy	Other Purchased Services	50.00
VISA - Blurbry	Other Purchased Services	20.00
VISA - Compliance Signs	Building Mtnc Supplies	(15.41)
VISA - Crescent Electric	Building Mtnc Supplies	884.62
VISA - Demco	Library Supplies	172.00
VISA - Dollar Tree	Other Purchased Services	61.00
VISA - ExxonMobil	Professional Development	39.18
VISA - EZRegister	Professional Development	349.00
VISA - Facebook	Advertising	5.00
VISA - Five Star Water Co.	Miscellaneous Expenses	90.05
VISA - GameStop	A/V Materials	959.83
VISA - GameStop	Other Purchased Services	291.93
VISA - GooglePlay	Public Access Software	2.99
VISA - Hobby Lobby	Library Supplies	11.96
VISA - Hobby Lobby	Other Purchased Services	343.78
VISA - Home Depot	Library Supplies	159.40
VISA - Hy-Vee	Other Purchased Services	40.78
VISA - International Service Fee	Adult Books	0.70
VISA - Lowe's	Building Mtnc Supplies	165.75
VISA - Lowe's	Janitorial Supplies	422.20
VISA - Magnolia Market	Periodicals	20.00
VISA - Marco Promotional Products	Library Supplies	292.95
VISA - McLean County Asphalt Co	Other Purchased Services	12.80
VISA - Menards	Building Mtnc Supplies	4.97
VISA - Menards	Employee Relations	14.20
VISA - Menards	Janitorial Supplies	35.97
VISA - MLK Self Park	Professional Development	23.00
VISA - NPELRA	Professional Development	399.00
VISA - Office Depot/OfficeMax	Computer Supplies	132.99
VISA - Office Depot/OfficeMax	Copier Supplies	741.98
VISA - Office Depot/OfficeMax	Janitorial Supplies	21.98
VISA - Office Depot/OfficeMax	Office Supplies	198.96
VISA - Oriental Trading Co.	Library Supplies	129.80
VISA - Oriental Trading Co.	Other Purchased Services	52.97
VISA - Pet Smart	Other Purchased Services	22.77
VISA - Petco	Other Purchased Services	14.95
VISA - Sam's Club	Copier Supplies	116.80
VISA - Sam's Club	Employee Relations	38.87
VISA - Sam's Club	Office Supplies	34.96
VISA - Sam's Club	Other Purchased Services	337.42
VISA - Skillpath/National Seminars	Professional Collection	105.95
VISA - Sprint	Telecommunications	561.78
VISA - Stardock	Computer Supplies	9.99
VISA - SteamGames.com	Public Access Software	100.00
VISA - Target	Other Purchased Services	120.39
VISA - Traf-Sys, Inc.	Computer Supplies	1,380.00
VISA - Treetop Products	Building Mtnc Supplies	35.70
VISA - Uline Shipping Supplies	Library Supplies	29.22
VISA - UPS	Postage	10.97

VISA - US Toy/Constructive Playthings	Library Supplies	49.99
VISA - USPS	Postage	14.27
VISA - Verizon Wireless	Telecommunications	126.09
VISA - Wal-Mart	Employee Relations	25.75
VISA - Wal-Mart	Janitorial Supplies	43.94
VISA - Wal-Mart	Library Supplies	29.08
VISA - Wal-Mart	Office Supplies	93.54
VISA - Wal-Mart	Other Purchased Services	121.91
VISA - Wal-Mart.com	Other Purchased Services	53.17
VISA - Windstream	Telecommunications	107.64
Total		454,566.07

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June 2017

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

I prepared and submitted an application for a Multicultural Leadership Program (MCLP) Community Project. MCPL is an eight-month leadership program that includes the “completion of a community project for a non-profit agency whereby the participants can make a difference for a non-profit organization while practicing their skills in a safe learning environment.” Our project proposal is to develop a door-to-door campaign (in targeted areas of the City of Bloomington) to increase awareness of the diverse resources that the Library offers to the community; to build new relationships with underserved populations on both the east and west sides of town; and to sign people up for Library cards. This idea was inspired by a webinar distributed by EveryLibrary which outlines the process other communities have gone through in implementing similar door-to-door plans.

This month, I also:

- prepared for the joint City Council/Library Board meeting.
- worked on developing an FAQ for our building project.
- attended the Downtown Task Force meetings, BN Beyond Lunch at Rivian, and the History Makers Gala.
- provided Unit 5 with a proposed intergovernmental agreement for the student card program.
- began serving on the Leadership McLean County 2017-18 leadership skills committee.

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

On June 1st, we had our Ultimate Lego Summer Reading Kickoff Party with 736 attendees! I helped greet participants and managed the “door prize” Lego drawing. I also helped with a Brutalist Architecture program presented by Farnsworth Architect Ed Barry.

Due to some recent requests by outside organizations to partner on programs outside of our program guide cycle (i.e. late notice), we have developed some guidelines on when we will accept these requests.

We met virtually with a representative from Niche Academy. They offer great videos that demonstrate how to use a variety of our online resources and are updated as the resources make changes. We were impressed with both the quality and the very reasonable price point. We have purchased a year's subscription and it should be added to our website soon.

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

We interviewed for and filled our recently vacated Librarian I – Adult Services position and LTA – Circulation/Outreach position with a focus on Deposits. With both of these positions being filled by

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internal candidates (Rob Carroll & Paula Wager, respectively), we are now working to fill their former positions.

This month, I also:

- continued to meet with the Union to negotiate a new contract.
- attended a webinar on Managing and Motivating the Most Challenging Employee Types.
- worked on adjusting committee assignments for the new fiscal year and to accommodate the recent staff changes.

Adult Services - June, 2017

Carol Torrens, Manager

Collections

Marcie used Collection HQ reports to weed and then shift Romance paperbacks. This was necessary due to space constraints.

Via a Zoom link, Jesse Wyer and I attended the annual consortium meeting for our ebook provider Overdrive. The consortium is in the process of adopting an inter-governmental agreement between the libraries. Then we can better make decisions and maybe remove a middle-man company, Libraries First. This would streamline the work of the consortium and either reduce or reallocate some annual funds that we pay.

Programs

The library overall has been extraordinarily busy this summer, as is apparent in our program attendance. There have also been lots of summer reading logs turned in by teens and adults. Both age groups are happy about the drawing prizes they can attempt to win with their reading slips.

Several AS program planners attended a collaborative meeting with Children's and Circulation staff, looking ahead to fall programs.

Displays in Adult Services: weddings, National Alzheimer's and Brain Month, LGBT Pride Month, and candy. The display in the DVD area was summer movies.

Adult/Family programs

Fiction Book Club – 1 session – 9 attended

Mystery Book Club – 1 session – 6 attended

Books on Tap – 1 session – 6 attended

Weekly Concerts on the Patio – 4 sessions – 236 attended

Lowder and Manning (folk music, 41)

IL Symphony Percussion Ensemble (103)

Andy & Judy (folk music, 28)

Old Men Boys (local favorite with blues & bluegrass, 64)

Hamilton's Women – 1 session – 93 attended

DIY painted rocks – 2 sessions – 18 attended

Take the Lead swing dance lesson – 1 session -- 14 attended

Encryption and Code Breaking – 1 session – 15 attended

Wacky Widgets and Contraptions – 1 session – 17 attended

Architecture series

Brutalist Architecture – 1 session – 18 attended

A.L. Pillsbury, local architect – 1 session – 37 attended

Teen Programs

Monday DIY series

Steampunk Ornament – 1 session – 24 attended

Wrapped Earbuds – 1 session – 31 attended

Bath Bombs and Sugar Scrubs – 1 session – 55 attended

Glitter Galaxy Slime – 1 session – 72 attended

Pride Pin Craft – all day drop in option – 10 attended

Virtual reality game Ruckus Ridge – 1 session – 15 completed

Training & Technology

There were 10 individual appointments with an Adult Services staffer. Topics: several about ebooks; completing applications; resume help; downloading and using the Zinio app; and email assistance.

Rachel presented and several staff attended mini-morning sessions about eBook Central, our new e-resource for technical books.

Carol presented and several staff attended mini-morning sessions about Hoopla, our new service offering ebooks, TV and movies, and music for checkout.

Katy and Daphne both watched a webinar called Active Listening Techniques.

Staff

Rob Carroll will make the move upstairs to become the department's newest librarian in mid-July. Rob has been a Circulation staffer for several years and recently completed his library degree at U of I.

Other

I attended the joint meeting of the Library Board and the City Council when they discussed the possible options for library expansion.

BUSINESS OFFICE - June 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 June were \$2,539.10; \$1,804.50 ahead of last June!
- On June 8 and June 16, the Library received its second and third Property Tax distributions of a combined total amounting to \$1,456,344.01.
- Mary Ann Webb, President of the Library Foundation Board, has asked me to pull documents for the Foundation's audit.
- I completed providing financial data to Caprice for the Annual Report.
- I completed the annual Department of Labor survey on Fair Labor for Golden Prairie
- Prepared 1 expense batch in MUNIS
- Prepared 11 deposit batches in MUNIS
- Prepared 1 Journal Entry
- Entered 15 expense batches in account files
- Entered 22 deposit batches in account files
- Expenditures in June in excess of \$5,000:
 - Ebsco Subscription Services in the amount of \$17,587.44 for the renewal of the annual subscription service
 - Libraries First in the amount of \$11,325.00 for the annual renewal of My Media Mall
 - SirsiDynix in the amount of \$46,168.57 for the annual payment of the Library's catalog system
- Meetings:
 - Met with Kaisha Henry for Library Financial Orientation: 6/6
 - Met with Dianne Hollister and Susan Mohr for Library Financial Orientation: 6/8
 - Met with Jeanne, Carol, and Melissa to discuss materials spending: 6/12
 - Attended Joint Library Board/City Council Work Session: 6/19
 - Met with Rob Carroll to discuss Library credit card and have him sign forms: 6/21
 - Met with Marion Archer to discuss information needed for a Grant: 6/28 & 6/29
 - Met with Jeff Bressner from Bloomington-Normal Community Bank to discuss Golden Prairie's bank account: 6/28
 - Participated in phone demo of Hoopla wit Jeanne, Carol, Rhonda, and Jon: 6/29
 - Department Managers: 6/7, 6/14, 6/21, and 6/28
 - BPL Board Meeting: 6/21
 - Golden Prairie Board Meeting: 6/21
- Bills review in June: Mike Raikes (6/5); Julian Westerhout (6/12); Alicia Henry (6/19); and Van Miller (6/26)
- Training Hours for June: 1.0

Children's Services - June 2017

Melissa Robinson, Manager

Programs

We have been very busy with summer reading – giving out reading logs, rewarding participants with prizes for meeting their reading goals, and providing programs!

The following programs were provided in June:

- Ultimate Lego Program – 736 attended
- Lapsit story time – 4 sessions – 105 attended
- Lego Construction Time – 2 sessions – 82 attended
- Edible Rainbow Slime – 26 attended
- Outside Watercolor Art – 300 attended
- Tales for Tails – 4 sessions – 59 attended
- Smarty Pants story time – 4 sessions – 473 attended
- Better Together Paint Project – 40 attended
- Minecraft Mania – 123 attended
- Book Games – 18 attended
- Absolute Science – 2 sessions – 284 attended
- Singing Swinging story time – 2 sessions – 40 attended
- Lego Movie – 36 attended
- Tinker Tots – 52 attended
- 27 programs/sessions offered – 2374 attended

We are visited regularly by daycare groups throughout the summer. During their first visit, each group receives an introduction to the library, a tour, and summer reading logs. After that, the groups visit and use the library on their own on a weekly or bi-weekly basis. This summer the following groups are visiting on a regular basis:

- La Petite Academy – 4 visits – 100 attended total
- Chesterbrook Academy – 4 visits – 96 attended total
- Little Jewels – 4 visits – 112 attended total
- Debra T Thomas – 10 visits – 250 attended total

We visited the following groups/events:

- Miller Park Birthday Party – 1020 attended
- Chesterbrook Academy – 40 attended
- District 87 Free School Lunches – 4 schools (Stevenson, Bent, Irving, and Sheridan) – 145 attended
- Katie's Kids Daycare – 18 attended

In July, in addition to our recurring story times, we will offer the following programs:

- Lincoln Coloring Contest
- Ecology Action Center – July 6
- Twin Cities School of Dance – July 9
- Lego Construction – July 10 and 27
- Make a Sock Puppet – July 11
- Juggling Jeff – July 13
- Ronald McDonald – July 17 and 18
- Window Box Collage Art – July 20
- *Big Hero 6* – July 21
- Pop-Up Adventure Play – July 22
- The Dulcimer Guy, Mike Anderson – July 26
- Final Party – July 29

Other

- Children's staff continue to serve on their respective committees.
- Children's staff attended the monthly webinar and the MMS on Hoopla.
- Adjustments were made to better use our space in the Children's Department. A big Thank You to Support Services staff and to Lisa Matthews for coming in on a Sunday morning to make these changes!
 - The magazines and World Language collections were moved.
 - Shelves were moved to make more space for the board books.
 - Shelves were added to the AV shelving.
 - New AV displays were placed on the floor for the music CDs and video games.
 - Furniture in the preschool area was rearranged.

Circulation and Outreach Services - June 2017

Laura Golaszewski, Manager

1) Staff, committees, and training

- Interviews for our open Library Assistant and LTA positions took up most of this month. Expect to see some new faces in Circ in July and August!
- Staff were very sad to hear about the passing of regular library patron Barry Mogk. Since Barry enjoyed the Word of the Week in Circ so much, keep an eye out for a plaque on our Word of the Week board honoring him later in July.

2) Outreach news

- Home Delivery staff delivered 390 items to 42 patrons this month.
- Deposits staff delivered 943 items to 12 sites. Michelle and Molly also presented their Code Breaking program at the library, which attracted 17 attendees.
- Michelle has hit the ground running with her new position as Outreach Associate. She has made contacts with several groups and has a lot of new ideas for us to try!
- We've been having some issues with the locks on the bookmobile doors which were resolved this month thanks to a locksmith. We are hoping this solves the problem of our staff getting locked out of the bookmobile!

3) Technology

- The Great Sirsi Crash of 2017™ definitely caused some chaos in our department this month but thanks to everyone having a positive attitude and working hard, it hasn't been too terrible. We are still dealing with the aftershocks and probably will be for the next few months as things get back on track.

Door Count: 29,567

Bookmobile Customers: 1,399

Training Hours: 52

Volunteer Hours: 24

June 2017 Circulation and Outreach Services Statistics

Total Circ BPL	113,776
Total Circ Main	103,766
Adults	47,494
Teens	3,298
Children	52,974
Total Circ Outreach	6,815
OTR Adults	2,432
OTR Teens	204
OTR Children	4,179
Total Circ eBooks	3,195
Freeding	17
MyMediaMall	2,307
Total Circ Freegal	780
Total Circ Zinio	80
Total TumbleBooks	11
Borrowers Registered	557
Total Active Cardholders	34,469
Children	6,779
Teen	2,930
Adult	24,760
GPPLD	1,362
Total Holds Filled	7,469
Main Holds	6,237
Outreach Holds	1,232
Door Count	29,567

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER EVENING	573
THUR	1	WINGOVER MORNING	241
MON	1.5	THE GROVE	233
MON	1.5	THE GROVE	215
THUR	1	WINGOVER MORNING	208
WED	1.25	NORTH POINTE	176
THUR	1.25	EAGLE RIDGE	175
THUR	1.25	EAGLE RIDGE	174
WED	1.25	NORTH POINTE	150
SAT	2.5	FREEDOM OIL	135

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
TUE	1	OAKWOOD	0
TUE	1.25	PARK PLACE	0
WED	1	GRANDVIEW ESTATES	0
FRI	1	MARKET SQUARE	0
WED	1	GRANDVIEW ESTATES	0

Total Monthly Stops: 47

Circulation Questions Answered: 892

Outreach Questions Answered: 96

Total Questions Answered: 988

	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						
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						
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						

Human Resources - June, 2017
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a MMS on Hoopla on 6/21
 - I share relevant training opportunities with Department Managers
 - I attended a webinar on Employee Drama or Serious Complaint? on 6/6
 - I attended a webinar on Managing and Motivating the Most Challenging Employee Types on 6/29
 - I attended the BPL Board Meeting on 6/20
- 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 June, I participated in twelve interviews and one exit interview
- In June, there were three in-house job announcements
- In June, I provided orientations for two new employees
- I serve on the negotiating team for renewal of the union contract. We had two in-person meetings.
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - The Work Study program is on hiatus until the fall
- 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
 - I attended another information gathering meeting for the new Kronos system
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteers for the Book Shoppe and Movie Hosts
 - We had a successful ad for teen volunteers on Facebook
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 3.0

Information Technology – June 2017

Jon Whited, Manager

Operational

We are finalizing the last parts of the Web site migration. We have nearly all of the components up and running.

We have replaced the door counter with a new system that appears to be much more accurate than the previous system. This system allows counting of multiple people entering at the same time.

We have setup multiple new Wireless systems for the public and the staff to connect to. This will allow the library's PCs to stay on the network and have virus scans perform and receive updates while disconnecting the public during the hours that we are closed.

We have moved the PC Reservation software to a new more secure server.

We finished changing out the PCs in the Adult workroom area and changed out a couple of printers as well.

We have 4 servers that have reached their end of life we have ordered 2 replacements and we are intending on consolidating the services onto those servers.

We adjusted the video surveillance cameras to accommodate the changes in the Children's Department. We will be changing out the two exterior cameras and adding them to the second floor to monitor the quiet reading room.

We are working with Envisionware to get the new patio gates installed. Pictures of the area were taken and sent to Envisionware and an installation date has been set.

We are working with Sirsi to setup both Mobile Circulation and Mobile Text notification for hold and overdue notices.

FUTURE PROGRAM GUIDES

Beginning with the September Program Guide, we will move from quarterly distribution of the Program Guide to triannual Program Guide distribution. Each Program Guide will cover four months as follows:

- January-April
- May-August
- September-December

NICHE ACADEMY

The Library has purchased a 1-year subscription to Niche Academy. It will soon show up on our website.

- Niche Academy provides more effective ways to introduce library patrons to the library's online resources and to teach patrons how to use these resources via recorded tutorials. This is done without leaving the BPL website.
- Niche Academy also offers tutorials in topics other than online resources such as: Facebook, Gmail, Instagram, etc.
- We also have the option to use this resource for staff training.

Here is a link to a 4-minute video that initially caught our eye and interested us in Niche Academy:

<http://www.nicheacademy.com/library-demo>

Niche Academy currently has recorded tutorials for the following online resources which BPL subscribes.

- | | | |
|-------------------------------|---------------|-----------------|
| • Ancestry | • Lynda.com | • Reference USA |
| • Consumer Reports | • Mango | • TumbleBooks |
| • Hoopla | • MorningStar | • Zinio |
| • Learning Express
Library | • Novelist | |
| | • Overdrive | |

While Niche Academy does not yet offer a BrainFuse tutorial, it is on the list of resource tutorials to be added.

APPAREL STORE

Marketing has been working with CM Promotions to develop an online apparel store which will carry BPL-logoed clothing items. The store should be ready to roll out in early-to-mid July. The store will remain open for 2-3 weeks at a time and will be active two or more times each year. Those making purchases will pay for their orders online.

PODCAST

As of June 29, the podcast has been downloaded 3,695 times.

Upcoming Podcast Topics:

- July - Miller Park Zoo & Wildlife Prairie Park
- August - Open Source Classroom
- September - Illinois Voices Theater Group (tentative)

SUMMER PROGRAMS PUBLICITY

With the issuance of our summer program guide we've beefed up the amount of money we're spending to promote programs on Facebook. If we are promoting a specific program, it appears as a

FB event (which prompts those who've indicated interest in the program with a reminder a few days before the program) and is boosted for \$15. Attendance for Summer Programs appears to be through the roof, and I intend to follow this spending model with future programs.

Of note: This is an evolution of Facebook that was not always available. Facebook evolves daily.

DESIGN WORK

Display Signs

- RIP Gregg Allmann
- RIP Denis Johnson
- Celebrate PRIDE Month with great LGBTQ Teen Titles
- Signage for games in the Children's Department
- July 4 Closures
- Read Outside Your Comfort Zone
- Take a dive into these jawsome books and celebrate Shark Week! Starts July 23rd
- National Independence Days from Around the World
- Celebrate Friendship

Ads

Community Players Playbill for *The Little Mermaid* (advertised the Touch-A-Truck Party and SRP in general)

Ad for the Lincoln's Festival program booklet

Artwork used in either paper or digital promotion – or both

- Better Together Paint Project
- Minecraft Mania
- Touch a Truck Party
- Absolute Science
- Outside Water Color Art
- Lincoln's Festival on Route 66
- Ecology Action Center's Composting Program
- Updated and reprinted the Text Opt-In fliers
- Dance Classes for Adults – Swing & Waltz
- Encryption and Code Breaking
- Twin Cities School of Dance
- Tinker Tots
- Groovy Sock Puppets
- Book Games
- 2 Architecture programs
- Juggling Jeff
- July 4 Closures
- July Calendars
- Ronald McDonald Programs
- Window Box Collage
- Pop-Up Adventure Play
- The Dulcimer Guy's Story Time
- Costumes & Choreography
- Lincoln Coloring Contest
- August flyer with Lego Construction, Wimpy Kid Movies, and Singing Swinging Story Time
- Legal and Financial Planning for Alzheimer's

Other

- Promotional materials for Hoopla
 - Handouts
 - Ads for backs of Circulation computers
 - Web slide
 - August eBlast art prep
- Party insert for Teen SRP completion envelopes
- Four different completion slips for Adult SRP
- Reworked podcast logo into format for clothing
- Reworked Library logo into format for clothing
- Book Club Kit Shelftalker
- Images for 6 Marvel-themed buttons for teenZone

ELECTRONIC OUTREACH

- During the past month, the Library added 84 Facebook followers for a total of 5,468.
- During the past month, the Library added 17 Twitter followers for a total of 1,791.
- During the past month, the Library added 6 Instagram followers for a total of 791.
- The number of new cardholders who signed up to receive the quarterly Program Guide via email in May was 53.
- The Library has 193 text subscribers.
- Our Bookmobile stops combined have 667 text subscribers.

ONGOING

The Library:

- is finishing up a 6-month pilot program with Library Aware. The program includes the sending a monthly eBlast with information about an online resource. We plan to continue this promotion beyond the 6-month pilot program.
 - During the month of June, we promoted Zinio (downloadable eMagazines) to 23,810 cardholders.
 - On July 1, our eBlast promoting Ancestry and Heritage Quest will be delivered.
 - On August 1, an eBlast promotion Hoopla will be delivered.
- 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 Cumulus Radio (WJBC, WBNQ, and B104).
- 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 Staff Newsletter each month.

OTHER/TRAINING

Rhonda:

- took part in an Outside the Lines webinar on 6.15
- took part in a demo of Niche Academy on 6.20
- attended a full-day ALA preconference in Chicago on 6.23; the topic was Project Outcome
- took part in a Niche Academy kickoff phone call on 6.27 after BPL decided to purchase Niche Academy
- took part in a Hoopla set-up phone call

Support Services – June 2017

Caprice Prochnow, Manager

- Meetings:

Department Managers – Every Wednesday

BPL Board special meeting – June 1

Employee Drama or Serious Complaint? Webinar – June 6

BPL Board regular meeting – June 20

The Most Challenging Employee Types webinar – June 29

- Custodial staff –

- Completed cleaning of restroom stalls
- Carpet cleaning in Children's
- Completed painting in lobby area
- Relocation of some shelving and furniture in Children's
- Installed "Tobacco Free Campus" signage in various locations on the property.
- In the lower lobby, moved the shelving unit with video games and Teen audiobooks up against the other shelving unit with Teen items. Tiffany shifted the items, so that A/V is on one side, and printed on the other side. This opened up the space in front of the charging station and entrance into the A/V area.
- Reinstalled the speed bumps, and they will stay in place until winter begins.
- Trimming of bushes at the staff entrance.

- John Peterson, who has been out with a broken arm, has another month of healing, and hopefully we can once again see his smiling face in the library.
- Caprice prepared and submitted both the FY17 Annual report and the Non-Resident Fee for the Library.
- Johnson Controls performed mid-season check on the chiller
- Mid-Illinois Mechanical replaced a new seal (that was defective) on the #1 HWS pump
- Weber Electric installed a receptacle in two of the decorative post lights at the back of the parking lot.
- Mid-Illinois Mechanical has replaced the fan in the VFD for the HVAC.
- Alpha Controls had to run CAT5 cable from the roof top air handler controller to a control box in the building as the remote component of the controller had failed. Which means we were unable to see the graphics for this air handler, and unable to make any adjustments to settings. By Alpha doing this, we were able to avoid purchasing a new controller.
- Scott's Boiler Services performed the annual maintenance on the boilers.
- Tri-County Irrigation replaced two sprinkler heads on the property.
- American Pest placed some treatment around a few trees on the west side that seemed to be overrun with black ants.
- Bill's Key & Lock disabled the push bar for the exterior door in the Preschool area.

Volunteer hours: 12 Training: 2.5

Technical Services – June 2017
Allison Schmid, Manager

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

- Allison worked to convert the Children's mixed media bags to self-contained books with CD's inside. This will make processing and shelving more efficient for staff.
- Theresa submitted the EBSCO renewal for magazines.

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

- Robbin and Margaret helped with Tiffany's Teen DIY programs.
- Over 700 people attended the LEGO party, and staff from across many departments helped out.
- Allison went to a webinar entitled "Serious Complaint or Employee Drama?."
- Allison went to a webinar entitled "Managing and Motivating the Most Challenging Employee Types."
- All TS staff attended the mini morning session on Hoopla.
- Training hours – 5

GOAL – To work effectively through the use of technology

- The paper material holds request form has been replaced by an online version on our staff intranet. (This form is primarily used by AS desk staff and TS.)

GOAL - To administer a cost-effective public library.

- We had 2 volunteers from College Nannies + Sitters + Tutors help out at the LEGO party.
- Volunteer hours – 6

June 2017

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	806	717
Adult Nonfiction	159	497
Juvenile Fiction	634	467
Juvenile Nonfiction	292	27
Adult CDs	118	2
Juvenile CDs	8	1
Adult DVDs	202	40
Juvenile DVDs	209	16
Adult Audio	61	3
Juvenile Audio	38	6
Adult Computer Games	17	19
Juvenile Computer Games	27	3
Total Adds/Withdraws	2571	1798

Total Items in Main	308628
Total Items in OTR	11577
Total Items in Library	320205

BLOOMINGTON PUBLIC LIBRARY
FY 2017 FISCAL REPORT

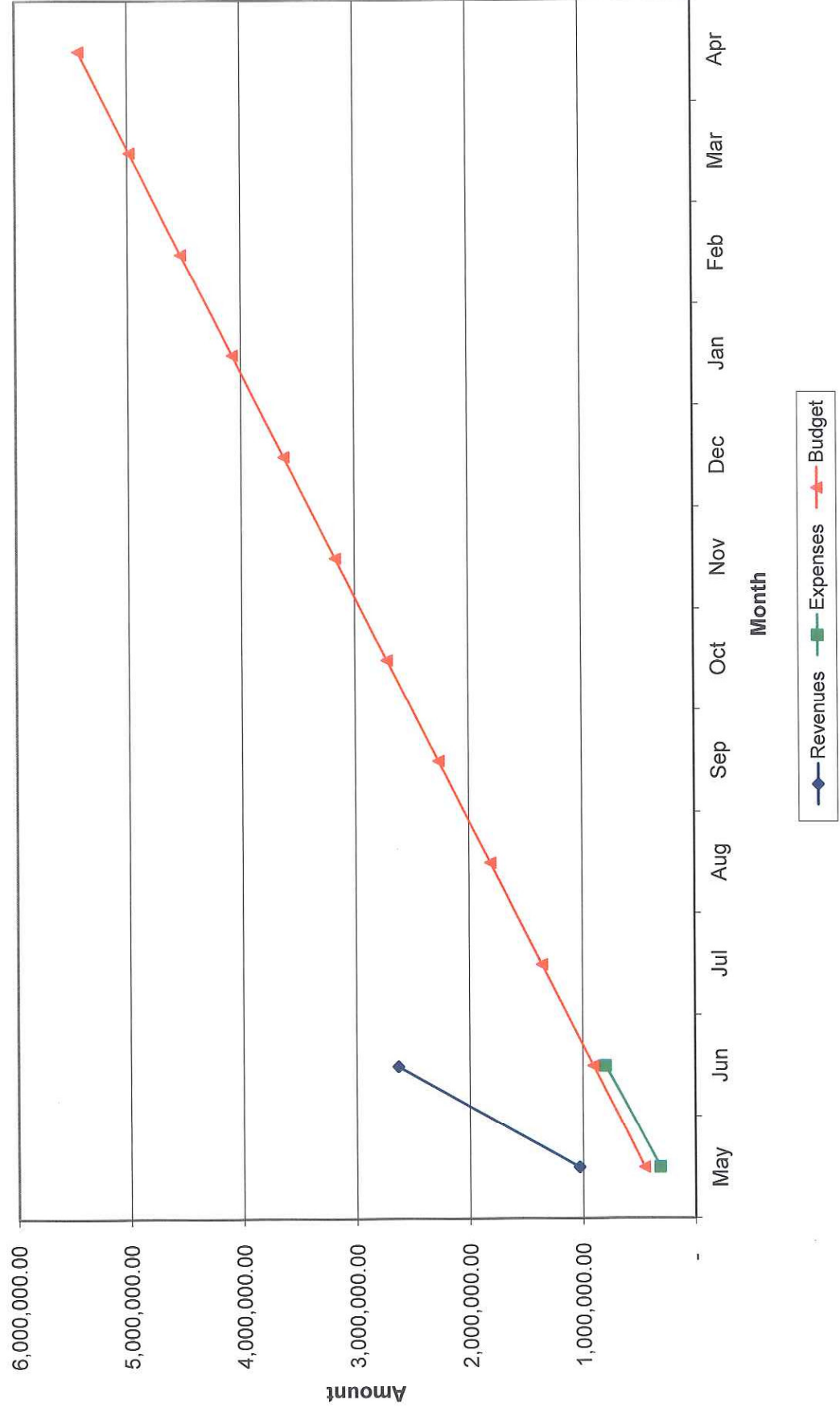
REVENUES:

ACCT NAME	BUDGET	JUNE 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	1,456,344.01	2,404,242.66	(2,278,868.34)	51.3
Replacement Tax	130,400	0.00	0.00	(130,400.00)	0.0
State Grants	59,000	0.00	0.00	(59,000.00)	0.0
GPPLD	400,000	129,421.92	199,471.20	(200,528.80)	49.9
Fees & Rentals	85,000	6,372.93	11,853.68	(73,146.32)	13.9
Copies	3,500	404.20	678.05	(2,821.95)	19.4
Interest on Investments	5,000	2,701.79	5,231.43	231.43	104.6
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	27,150	30.00	3,020.00	(24,130.00)	11.1
Cash Over/Short	0	(10.96)	(6.96)	(6.96)	-----
Other	41,200	3,853.34	7,990.12	(33,209.88)	19.4
Total Revenues	5,435,361	1,599,117.23	2,632,480.18	(2,802,880.82)	48.4

ACCT NAME	BUDGET	JUNE 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	159,133.74	277,659.08	(1,862,235.92)	13.0
Part-Time Salaries	435,888	30,211.73	60,886.49	(375,001.51)	14.0
Seasonal Salaries	62,005	8,146.75	12,799.81	(49,205.19)	20.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	197,492.22	351,345.38	(2,287,542.62)	13.3
Dental Insurance	13,122	1,175.44	2,350.88	(10,771.12)	17.9
Vision Insurance	2,155	215.00	430.00	(1,725.00)	20.0
Health Insurance, BC/BS PPO	236,544	24,714.84	49,429.68	(187,114.32)	20.9
Health Insurance, OSF HMO	84,996	6,269.80	12,539.60	(72,456.40)	14.8
Life Insurance	3,100	254.81	506.26	(2,593.74)	16.3
IMRF	318,417	20,557.83	40,870.80	(277,546.20)	12.8
FICA	170,762	11,493.51	19,931.53	(150,830.47)	11.7
Medicare	38,248	2,687.88	4,661.29	(33,586.71)	12.2
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	5,088.00	7648.00	(12,352.00)	38.2
Other Benefits	20,000	1,725.69	1,725.69	(18,274.31)	8.6
Total Benefits	925,119	74,182.80	139,450.73	(785,668.27)	15.1
Rentals	30,000	1,422.28	3,024.38	(26,975.62)	10.1
Total Rentals	30,000	1,422.28	3,024.38	(26,975.62)	10.1
Building Mtnc	123,600	12,833.69	16,562.08	(107,037.92)	13.4
Vehicle Mtnc	5,500	1,077.11	1,964.78	(3,535.22)	35.7
Office & Computer Mtnc	169,950	75,882.04	79,235.00	(90,715.00)	46.6
Total Repair/Mtnc	299,050	89,792.84	97,761.86	(201,288.14)	32.7

ACCT NAME	BUDGET	JUNE 2017	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	5,996.70	6,581.70	(26,418.30)	19.9
Printing/Binding	19,570	395.00	645.00	(18,925.00)	3.3
Travel	1,000	0.00	155.58	(844.42)	15.6
Membership Dues	5,150	300.00	1,260.00	(3,890.00)	24.5
Professional Development	14,000	771.00	2,081.03	(11,918.97)	14.9
Other Purchased Services	130,000	14,501.02	20,611.79	(109,388.21)	15.9
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	21,963.72	31,335.10	(206,284.90)	13.2
Office Supplies	15,000	458.53	1,070.76	(13,929.24)	7.1
Computer Supplies	82,400	7,140.41	10,459.28	(71,940.72)	12.7
Copier Supplies	3,500	1,403.86	1,403.86	(2,096.14)	40.1
Postage	12,360	25.24	37.28	(12,322.72)	0.3
Library Supplies	77,250	5,108.65	9,665.99	(67,584.01)	12.5
Janitorial Supplies	16,480	1,152.61	1,838.27	(14,641.73)	11.2
Gas & Diesel Fuel	4,500	294.51	323.29	(4,176.71)	7.2
Building Mtnc & Repair Supplies	10,300	2,504.41	2,904.91	(7,395.09)	28.2
Total Supplies	221,790	18,088.22	27,703.64	(194,086.36)	12.5
Natural Gas	25,000	3.21	3.21	(24,996.79)	0.0
Electricity	89,000	8,124.00	15,871.17	(73,128.83)	17.8
Water	8,500	420.53	883.34	(7,616.66)	10.4
Telecommunications	35,000	1,942.87	5,514.95	(29,485.05)	15.8
Total Utilities	157,500	10,490.61	22,272.67	(135,227.33)	14.1
Professional Collection	1,000	105.95	105.95	(894.05)	10.6
Total Prof Collection	1,000	105.95	105.95	(894.05)	10.6
Periodicals	38,000	17,603.44	17,603.44	(20,396.56)	46.3
Adult Books	162,000	13,463.50	27,745.59	(134,254.41)	17.1
Children's Books	130,000	6,549.76	14,092.28	(115,907.72)	10.8
A/V Materials	147,000	11,209.43	19,468.79	(127,531.21)	13.2
Public Access Software	148,000	25,682.00	28,379.50	(119,620.50)	19.2
Downloadable Materials	70,000	44.99	16,498.99	(53,501.01)	23.6
Total Materials	695,000	74,553.12	123,788.59	(571,211.41)	17.8
Employee Relations	6,180	72.30	1,010.70	(5,169.30)	16.4
Miscellaneous Expenses	9,270	305.94	644.11	(8,625.89)	6.9
Fixed Asset Fund Transfer	213,944	0.00	0.00	(213,944.00)	0.0
Total Other Expenses	229,394	378.24	1,654.81	(227,739.19)	0.7
Total Expenses	5,435,361	488,470.00	798,443.11	(4,636,917.89)	14.7

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2017

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

Replacement Tax (0.0%): 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 (11.1%): The Library has received community donations for the Summer Reading Program along with a few miscellaneous donations.

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

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 (8.6%): Vacation time was paid to one employee who left employment.

Rentals (10.1%): Charges have been minimal.

Vehicle Maintenance (35.7%): This line item is over-spent due to some bookmobile maintenance repairs.

Office/Equipment Maintenance (46.6%): Two large annual payments were made for the Catalog, Gates, Sorter, RFID Pads, and the Self-Checks.

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

Membership Dues (24.5%): Several annual memberships were paid in May and June.

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 (7.1%): Charges have been minimal.

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

Postage (0.3%): Charges have been minimal.

Janitorial Supplies (11.2%): Charges have been minimal.

Gas & Diesel Fuel (7.2%): Charges have been minimal.

Building Maintenance Supplies (28.2%): This is over-spent due to recent orders for new key fobs, light bulbs, and HVAC filters.

Natural Gas (0.0%): Charges have been minimal.

Water (10.4%): Charges have been minimal.

Professional Collection (10.6%): Charges have been minimal.

Periodicals (46.3%): This is over-spent due to the annual payment for periodical subscriptions, which was paid in June.
Children's Books (10.8%): Charges have been minimal, however, this does not reflect what has been ordered.
Downloadable Materials (23.6%): The one-time deposit for Hoopla was paid in May.
Miscellaneous Expenses (6.9%): Charges have been minimal.
Fixed Asset Fund Transfer (0.0%): The transfer will be made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 2,980.00
Memorial Donations:	40.00

Total Donations:	\$ 2,990.00
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	477.50
Book Shoppe:	4,839.60
Ear Buds:	75.00
Flashdrives:	9.75
Hot Beverage Service:	80.00
Meeting Room Fees:	102.50
Print Station:	1,824.75
Reusable Bags:	83.00
Slingback Packs:	72.00
Test Proctoring:	125.00
Totebags:	192.00
Tumblers:	4.00
Umbrellas:	14.00
Miscellaneous:	91.02

Total Other Revenue:	\$ 7,990.12
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During June, 15 batches containing 148 invoices were processed, totaling \$180,660.67 and 179 credit card charges were made totaling \$33,268.10.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$3,937,343.87, which is 72.4% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 6/30/17:

Operating:	\$ 3,937,343.87
Capital:	\$ 2,423,938.89
Fixed Assets:	\$ 990,181.56

Bloomington Public Library
Monthly Statistics - June 2017

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	47,494	94,821	53,154	105,218
Teens	3,298	7,069	5,009	8,804
Children	52,974	91,038	59,524	101,491
OTR Adults	2,432	4,969	2,431	5,016
OTR Teens	204	383	229	435
OTR Children	4,179	8,117	4,635	9,040
e-Books - Freading	17	39	15	21
e-Books - Overdrive	2,307	8,429	5,584	10,875
Freegal downloads	780	1,630	728	1,401
Zinio Magazines	80	389	255	538
Tumblebooks	11	51	8	37
TOTAL CIRCULATION				
Adults	49,926	99,790	55,585	110,234
Teens	3,502	7,452	5,238	9,239
Children	57,153	99,155	64,159	110,531
Digital Downloads	3,195	10,538	6,590	12,872
Combined Total	113,776	216,935	131,572	242,876
ITEMS IN THE COLLECTION				
Main	308,628	308,628	306,925	306,925
OTR	11,577	11,577	12,153	12,153
TOTAL	320,205	320,205	319,078	319,078
HOLDS FILLED				
	7,469	14,815	8,284	15,834
INTERLIBRARY LOAN				
Borrowing Requests Received	530	1,028	600	1,172
Outgoing Loans (Lending)	243	468	300	519
CARDHOLDERS				
Added	557	937	634	1,049
TOTAL ACTIVE CARDS				
Adults	24,760	24,760	25,387	25,387
Teens	2,930	2,930	2,102	2,102
Children	6,779	6,779	5,754	5,754
Combined Total	34,469	34,469	33,243	33,243
REFERENCE QUESTIONS				
Adults	2,498	4,687	2,547	4,835
Teens	288	419	263	370
Children	1,132	1,945	1,135	2,005
OTR	96	194	182	274
Circulation	892	1,480	789	1,532
TOTAL	4,906	8,725	4,916	9,016
PROGRAMS & OUTREACH				
Adult	15	26	21	37
Teens	6	9	8	10
Childrens	27	36	19	22
Community Group in Library	22	25	26	31
Staff Visit to Community Group	7	62	4	26

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

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
TOTAL	77	158	78	126
PROGRAM & OUTREACH ATTENDANCE				
Adult	469	590	211	436
Teen	207	244	83	106
Childrens	2,374	2,687	1,471	1,513
Community Group in Library	558	602	n/a	n/a
Staff Visit to Community Group	1,223	8,400	n/a	n/a
1-on-1 with Staff	10	10	n/a	n/a
TOTAL	4,841	12,533	1,765	2,055
COMPUTER USE				
Public computer uses	4,568	8,775	4,739	8,334
Website database/catalog hits	26,613	51,857	25,930	51,135
Online Resource (Database) uses	3,842	7,563	4,525	9,680
TOTAL	35,023	68,195	35,194	69,149
MEETING ROOM USAGE				
Study Room	93	168	91	162
Digital Media Lab	5	10	11	20
Community Room	48	84	46	81
TOTAL	146	262	148	263
CUSTOMER VISITS				
Main	29,567	29,567	n/a	22,541
Bookmobile	1,399	2,542	1,532	2,894
TOTAL	30,966	32,109	1,532	25,435
TRAINING HOURS	90	633	103	157
VOLUNTEER HOURS	92	184	69	195

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, May 17, 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 Lynn Gray called the meeting to order at 5:01 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, Laura Golaszewski, Jeanne Hamilton, Kathy Jeakins, Renny McBride, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. Highlight of Library Services: Summer Reading Program
Renny McBride, Adult Services Librarian and Chair of the Summer Reading Program Committee, presented on the Summer Reading Program, themed "Reading by Design". She added this will be interpreted as a building theme, and the programs will be centered around architecture, Legos, and steampunk. The kickoff party, Ultimate Lego Party on June 1st, will feature life-size Lego decorations created from boxes and Lego heads made from paper lanterns. Renny proceeded to distribute logs and program guides to the Board. This year, adult participants have four chances to win a prize. They can choose to complete the reading log, attend three library programs, and participate in a library book club discussion. Teens will have a special, teens-only, after-hours party if they read a total of 5,000 hours as a group during the summer. Children can either read 20 books or 20 hours. The End of Summer Reading Party will be held on July 29. In collaboration with the City of Bloomington, we will host a Touch-a-Truck event. Vehicles will include emergency vehicles, a backhoe, a snow plow, and the bookmobile. There will also be balloon animals, a bounce house, and other fun activities.
- VI. President's Report
President Gray had nothing to report.

VII. Approval of Minutes

1. April 19, 2017

CAROL CAREY-ODEKIRK MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 19, 2017. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

1. Director's Report

Director Hamilton announced that the new library website will be rolling out tomorrow. She proceeded to entertain questions.

2. Outreach Report

Laura Golaszewski reported that the program guides will be sent to the GPPLD post offices soon. Patti Salch thanked Laura for sending these, and stated that the post offices run out of the small program flyers very quickly.

Laura Golaszewski reported that she, Director Hamilton, and Rhonda Massie are working with the Normal Public Library and Unit 5 to sign students up for library cards. The process is complex as the school district includes students from six different library districts.

3. Fiscal Report

Kathy Jeakins presented the financial report. She added that Golden Prairie will receive its first Property Tax Distribution by the end of May. Kathy proceeded to entertain questions.

IX. Unfinished Business

There was no unfinished business.

X. New Business

1. Approve Advertising Expense

Carol Carey-Odekirk presented advertising options to the Board. She distributed information about two billboard advertising locations on 51 South. The cost would be \$695 for a four-week rental per billboard and an additional \$150 to produce the vinyl. BPL will be advertising the Summer Reading Program on five billboards in Bloomington, and Carol recommends that the Board use billboards to promote the program in Golden Prairie as well. Carol added that, per her discussion with Marketing Manager Rhonda Massie, the billboard advertisements for the Erik Larson event provided a lot of exposure, and she received a lot of positive feedback. The billboards are available towards the end of May for four weeks which would coincide with the start of Summer Reading Program.

RUTH NOVOSAD MOVED, JODI SHERMAN SECONDED, TO APPROVE BILLBOARD ADVERTISING ON 51 SOUTH FOR THE SUMMER READING PROGRAM, BEGINNING MAY 29, FOR FOUR WEEKS IN THE AMOUNT OF \$1,690.00.

AYES:

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

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

2. 2017 Tax Levy

Kathy Jeakins shared that Phil Lenzini will be attending the Budget Hearing in August. Kathy requested to know if the Board would still like to have an advertising and a programming line item. The Board agreed that they do. Kathy proceeded to entertain questions.

3. Appoint New Member to the Board

President Gray asked for a motion to appoint Ary Anderson to the Board effective July 1, 2017 until the next consolidated election in 2019.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPOINT ARY ANDERSON TO THE GOLDEN PRAIRIE PUBLIC LIBRARY BOARD OF TRUSTEES TO FILL AN UNEXPIRED TERM EFFECTIVE JULY 1, 2017 UNTIL THE NEXT CONSOLIDATED ELECTION IN 2019. THE MOTION CARRIED UNANIMOUSLY.

XI. Comments from Board Trustees

The Board inquired about the BPL Board meeting that was held last night. Director Hamilton shared that the Board approved getting Hoopla, a service to check out movies, music, comic books, ebooks, and audiobooks. This is the first movie service that BPL will have, and it will replace Freegal. Director Hamilton also shared that Bloomington Area Career Center students presented their final projects and architectural designs to the Board. Additionally, a joint Council meeting will be held in June to discuss the potential library expansion.

Ruth Novosad shared that the Nominating Committee met, and that they will formally present a slate of officers to be voted on during the June Board Meeting. As of now, the slate of officers will be presented as follows: Stephen Peterson for President, Tim Ervin for Vice President, and Jodi Sherman for Secretary/Treasurer.

XII. Adjournment

STEPHEN PETERSON MOVED, CAROL CAREY-ODEKIRK SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Lynn Gray adjourned the meeting at 5:48 p.m.

Incident Report Summary for June 2017

2017-06-30 03:19:56pm
 2017-06-01 03:19:56pm
 31 days in month

Incident ID	Date/Time Submitted	Violation
3513	2017-06-01 16:52:23	StolenDamagedLibraryMaterial
3514	2017-06-02 15:38:42	InappropriateBehavior
3515	2017-06-05 17:59:24	Other,Driving
3516	2017-06-06 11:37:25	Other
3517	2017-06-06 11:50:32	AlcoholDrugs,test
3518	2017-06-06 12:15:55	StolenDamagedLibraryMaterial
3519	2017-06-07 10:42:29	StolenDamagedLibraryMaterial
3520	2017-06-08 14:59:47	PoliceAmbulanceCall
3521	2017-06-08 20:55:07	StolenDamagedLibraryMaterial
3522	2017-06-09 16:21:39	CustomerRelatedIllnessAccident
3523	2017-06-09 16:47:04	StolenDamagedLibraryMaterial
3524	2017-06-09 17:32:23	CustomerRelatedIllnessAccident
3536	2017-06-15 09:34:21	CustomerSuspensionViolation

3537	2017-06-15 09:34:28	CustomerSuspensionViolation
3538	2017-06-15 09:36:37	CustomerSuspensionViolation
3539	2017-06-15 09:48:50	CustomerLibraryCardAbuse
3540	2017-06-15 16:11:43	SleepingIncident
3542	2017-06-16 14:38:55	StolenDamagedLibraryMaterial
3543	2017-06-18 14:44:42	CustomerSuspensionViolation
3544	2017-06-18 16:51:31	StolenDamagedLibraryMaterial
3546	2017-06-20 16:57:59	TobaccoUse
3547	2017-06-21 16:20:18	InappropriateBehavior
3548	2017-06-21 19:56:48	StolenDamagedLibraryMaterial
3549	2017-06-23 09:40:43	StolenDamagedLibraryMaterial
3550	2017-06-23 09:52:00	StolenDamagedLibraryMaterial
3551	2017-06-25 14:38:46	Vandalism
3552	2017-06-29 18:03:21	StolenDamagedLibraryMaterial
3553	2017-06-29 18:29:19	StolenDamagedLibraryMaterial

Suspension Report Summary for June 2017

2017-06-30

2017-06-01

Date	Time	Violation
06/06	12:15 p.m.	Stolen Damaged Library Material
6/15	4:11 p.m.	Sleeping Incident
06/21	4:20 p.m.	Inappropriate Behavior

Intergovernmental Agreement For Library Services

This agreement is dated ____ day of _____, 2017 and is between the BLOOMINGTON PUBLIC LIBRARY ("Library") and MCLEAN COUNTY UNIT DISTRICT NO. 5 ("School District").

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

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

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

The parties desire to enter into an intergovernmental agreement under which (i) the Library and the School District will work together and share information necessary to create and maintain public library accounts for Unit 5 students and (ii) the School District will promote the programs, services and collections of the Library.

The parties, therefore, agree as follows:

1. Definitions

As used in this agreement:

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

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

"Golden Prairie Public Library Service Area" means the residents of Arrowsmith, Bloomington, Dale, Dawson, and Old Town Townships, as determined under the guidelines of the Local Library Act.

2. Provision of Library Services

(a) The Library agrees to provide student library accounts to Unit 5 students who reside within the Bloomington Public Library service area.

(b) So long as Golden Prairie Public Library District continues to contract with Bloomington Public Library for services, the Library agrees to provide student library accounts to Unit 5 students who reside within the Golden Prairie Public Library District service area.

(c) The Library agrees to coordinate with Normal Public Library, Carlock Public Library, Hudson Area Public Library, and Towanda District Library to facilitate public library accounts and access for Unit 5 students residing in the aforementioned library districts.

3. Promotion of Library programs

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

- Distributing Bloomington Public Library program flyers to all qualifying students and teachers.
- Seeking opportunities for partnership and cooperation at events both at the schools and the Library.
- Encouraging partnerships and cross-promotion of events between Unit 5 media specialists, teachers and Library staff.

(b) The Library may review all Library materials distributed by the School District under this Section to determine if they are accurate or appropriate for the promotion for the Library's programs and services.

4.Term, renewal, and termination

(a) The term of this agreement begins on **July 1, 2017 and continues through May 31, 2018.**

(b) The agreement automatically renews for consecutive one-year terms unless, at least 30 days before the expiration of the term, either party notifies the other that it will not renew the agreement.

(c) Either party may terminate this agreement at any time without cause or penalty upon written notice to the other party at least 30 days prior to the effective date of the termination.

5.Choice of law; jurisdiction

(a) This agreement is to be governed by and construed in accordance with the laws of the State of Illinois. This agreement shall be construed without the aid of any rule of law requiring or permitting construction against the drafter of the contract.

(b) Any litigation filed involving this agreement must be filed in the Circuit Court of McLean County, Illinois.

6.Notice

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

To Library:	Jeanne Hamilton, Director Bloomington Public Library 205 E. Olive St. Bloomington, IL 61701
To School District:	Curt Richardson Director of HR and Attorney for the District McLean County Unit District No. 5 1809 West Hovey Avenue Normal, IL 61761

7. Amendments

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

8. Assignment

This agreement may not be assigned.

9. No Third-Party Beneficiaries

This agreement is for the exclusive benefit and convenience of the parties hereto. No provision of this agreement shall in any way inure to the benefit of any third person, including the public at large, so as to constitute any such person a third-party beneficiary of the agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

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

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

McLean County Unit District No 5

Bloomington Public Library

By: _____	By: _____
Date: _____	Date: _____
Attest:	Attest:
By: _____	By: _____

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR COLLECTION HQ SERVICE
TO BRIDGEALL LIBRARIES LIMITED

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

1. That the three quote requirement be waived and the Library Director authorize payment for CollectionHQ Service to Bridgeall Libraries Limited in the amount of \$14,425.00
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the CollectionHQ software works with the Library's current ILS (SIRSI) to base purchasing decisions on circulation data
4. That Bridgeall Libraries Limited was purchased by Baker & Taylor; and Collection HQ Service works with Baker & Taylor's Title Source 360, which is the primary selection software
5. That this is the third year of a 3-year commitment made in 2015
6. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service
7. That the funds come from the following source:

Bloomington Public Library Maintenance & Operating Budget: \$14,425.00

Approved this 18th day of July 2017

Alex Cardona, President
Bloomington Public Library Board of Trustees



INVOICE

Bridgeall Libraries Limited (reg'd in Scotland No 297736), 1 Ainslie Road, Glasgow, G52 4RU, Scotland, UK
 Phone: +44(0)141 585 6427 Fax: +44(0)141 585 6301
 VAT Registration Number: GB924792594
 www.collectionhq.com
 donna.riley@baker-taylor.com

Billing Address

Bloomington Public Library
 205 EAST OLIVE STREET
 BLOOMINGTON
 Illinois
 61701
 USA

Shipping Address

Bloomington Public Library

Invoice Number	SIN002923
Invoice Date	20 June 2017
Customer Vat Number	

Customer Reference	Shipping Method	Invoice Currency	Due Date
		USD	20 July 2017

	Product Name	Quantity	Unit Price	Tax Code	Tax Value	Net Value
1	Annual Subscription - renewal Product Code: SUBS-R Annual Subscription - renewal	1.00	14,425.00	GB-O-EXP	0.00	14,425.00
Tax Summary						Net Total 14,425.00
						Tax Total 0.00
						Invoice Total 14,425.00
Tax Code	Tax Rate	Net Value	Tax Value			
GB-O-EXP	0.0%	14,425.00	0.00			

Invoice Description

Yr. 3 of 3- year agreement Sub start date- Jul-27-17

Bank Details (US customers):

Bank of America
 Account name: Bridgeall Libraries Limited
 Account number: 4427712443
 ABA number (ACH): 111000012
 ABA number (Wire): 026009593

Checks payable to Bridgeall Libraries Limited should be mailed to:
 Baker & Taylor, Attn. Donna Riley
 2550 West Tyvola Road, Suite 300
 Charlotte, NC 28217

IMPORTANT NOTICE

PLEASE NOTE ALL CHECKS ARE TO BE MAILED TO U.S.
 ADDRESS ON INVOICE

DRAFT - Building Project FAQs

Why do you need a larger library building?

The existing Library was built in 1976, designed for a population of 41,000. In 2006, the Library increased our space by 25%. Our population has increased by 87% though!

The 2006 addition helped alleviate some pressure but did not fully meet the space and community needs. Since then, we have only continued to grow and strengthen our position as a place that provides our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.

- Our circulation of 1.39 million is 82% higher than 2006 and despite the new eBook technology, eMaterials account for less than 5% of our circulation
- Our visitor count of almost 1,000 people daily is 4% higher than 2006
- Our program attendance of almost 17,000 people is 28% higher than 2006

We want to meet the demands of the community, being a place to gather, to learn, to grow, and to explore. We have the staff talents and enthusiasm to do this BUT we have to fight against the challenge of:

- Not enough space
 - our meeting room only fits 200 and is constantly booked
 - our shelves are overcrowded
 - we don't have space to add more interactive discovery play zones
- Not enough parking and less than desirable traffic flow dictated by our external book drop location
- Aging facility, which makes providing new technology difficult and contributes to a higher maintenance cost

What is the proposed solution?

Farnsworth completed preliminary planning and design services which included an assessment of the existing building, a long-range vision for the future, a program of building spaces & amenities, conceptual site plans (3 options), and a conceptual building design. The focus groups from this study and comprehensive plan have led the Bloomington Public Library Board to believe that the most strategic approach to community-wide library service is in the current location. This could mean an expansion and renovation of the existing facility or a brand new facility just to the South of the existing facility.

What will the proposed solutions cost?

A renovation/expansion would be approximately \$30.44 million and a new building would be approximately \$39.3 million.

Why don't you share a building with Normal Public Library?

If we were to consider a shared library, the most feasible way to do this would be to dissolve the two municipal Libraries and form one District Library (authorized under 75 ILCS 16). This would be an independent taxing body (i.e. no longer under the umbrella of the City and/or Town), see below for a more detailed information about the differences.

The two Libraries already work together to reduce redundancies in many ways. This includes accepting each other's cardholders as their own, sending thousands of materials to each other (interlibrary loan) each year (and considering each other's collections in their purchasing decisions), collaborating on

programs, and partnering with Unit 5 (and other local Libraries) to provide each student with a public library card.

With these partnerships in mind, a shared building may still offer some additional cost savings, there would also be some major cost increases. For example, we would need to hire additional staff to complete human resource and financial tasks, as it would no longer receive support from the City/Town staff. We would also have to purchase additional software, such as timekeeping and financial management software, as we would no longer be eligible to utilize the City/Town systems.

We would also move from serving 76,610 people and 52,343 people respectively to serving a total of 128,953. This would require a much bigger building, parking area, and overall site than either of library is currently considering and/or multiple branches. For example, Peoria (population 115,828) has five branches and a bookmobile.

What is the difference between a District Library and a Municipal Library?

- District libraries are wholly independent units of local government; local libraries are not.
- Appropriation for a district library is made solely on its own; local library appropriation is made through the corporate authority's appropriation.
- The levy for district libraries is enacted by the district; local libraries' levy is included with the corporate authority's levy.
- District libraries may issue tax anticipation warrants; local libraries cannot unless issued by the corporate authority.
- District libraries issue their own bonds; local libraries can only issue bonds with permission of corporate authority.
- District libraries have no specific statutory debt limit; local libraries may have a debt limit depending on the type of corporate authority.
- District libraries enter into independent collective bargaining agreements; local libraries may be required to participate in the bargaining agreement of its corporate authority.
- District libraries may annex additional territory through referendum, consent of property owner, or other means; local libraries cannot exceed the boundaries of their corporate authority.

Why don't you create a satellite library and/or a branch?

The Bloomington Comprehensive Plan says "those which serve the entire community, such as the Bloomington Public Library, should be located in the City core, preferably in the Downtown district. This area of Bloomington is accessible, and the concentration of facilities intended for all community members increases their ease of use." Considering this direction, feedback from community focus groups, and the increased costs of two locations (staff, maintenance, duplication of services, etc.), the Bloomington Public Library Board believes that the most strategic approach to community-wide service is a single, downtown location.

Why don't you move into Macy's (or another existing vacant building)?

While not impossible, the Library would have to complete extensive renovations to make Macy's (or another existing vacant building) work as a library. Some things that would have to be considered when exploring the possibility of using an existing vacant building are:

- To sustain the heavy weight of books and other materials, libraries require more load bearing capabilities than what most existing buildings provide, this may lead to expensive and less than ideal retro-fitting.

- In an effort to increase safety and security, libraries contain relatively few columns or load bearing walls, this may not be possible in an existing building and could lead to increased staff costs or security camera costs.
- Bloomington Public Library has almost 1,000 visitors per day; therefore, carpet, walls, and other finishes must be long lasting and durable, most likely all of which would need to be replaced in an existing building.
- Libraries require heavier concentrations of data connections, power outlets, and telephone collections than what most existing buildings provide, this may lead to expensive and less than ideal retro-fitting.
- Libraries require lighting levels that allow books to be seen on the lowest shelf and do not contribute to glare or reflections on computer screens, many existing buildings would not provide this level of lighting, this may lead to expensive and less than ideal retro-fitting.

Why don't you move closer to the Downtown Core?

While there has been a general consensus by both the City Council and the Library Board that we should utilize our existing site (or on City-owned property adjacent to our existing site), we would be open to exploring other options. Some things that would have to be considered when exploring those possibilities are:

- The cost of property acquisition and potential demolition/renovation costs if an existing building.
- The site would need to be able to accommodate ample parking and/or safe access to ample existing parking.
- The site would need to be able to accommodate an approximately 100,000 square foot building, preferably three stories or less. More floors, require more staff.

Why don't you just add more bookmobile stops?

The bookmobile schedule is already on a three-week rotation for stops and currently doesn't have any room to have more to the schedule without reducing service to existing stops. Also, the bookmobile is intended to be a supplement to the full services of the Library rather than a substitute.