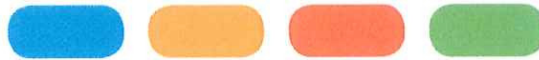


Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 17, 2018

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. Presentation: Farnsworth Contract Amendment No. 1 Final Report
- VI. President's Report
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Approve Minutes of June 19, 2018 Regular BPL Board Meeting
 - B. Approve Bills List of June 2018
- X. Action Items
 - A. Approve the Selection of Innovative Interfaces, Inc. as the Preferred ILS Vendor Based on the Competitive Bid Process and Authorize the Director to Begin Contract Negotiations
 - B. Approve Three Quote Requirement for Purchase of DVD Shelving from Bradford Systems
- XI. Discussion Items
 - A. Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 17, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	250.00
Amazon.com, LLC	A/V Materials	660.39
Amazon.com, LLC	Adult Books	281.77
Amazon.com, LLC	Building Mtnc Supplies	374.47
Amazon.com, LLC	Computer Supplies	13.95
Amazon.com, LLC	Janitorial Supplies	73.53
Amazon.com, LLC	Office Supplies	23.54
Amazon.com, LLC	Other Purchased Services	143.02
Amazon.com, LLC	Vehicle Maintenance	39.99
Ameren IP	Electricity	16,697.11
American Pest Control	Building Maintenance	80.00
Bernard, Knoll (Engraving Express)	Other Purchased Services	18.50
Brainfuse, Inc.	Public Access Software	4,500.00
CDW Government	Computer Supplies	2,312.00
CDW Government	Office/Equipment Mtnc	307.44
Cengage Learning	Adult Books	136.44
Chamberlain, Don	Other Purchased Services	75.00
CIRNB, LLC	Telecommunications	420.33
City Directories	Adult Books	465.00
City of Bloomington	Dental Insurance	1,064.10
City of Bloomington	FICA	12,715.24
City of Bloomington	Gas & Diesel Fuel	375.85
City of Bloomington	Health Insurance-HMO	3,643.52
City of Bloomington	Health Insurance-PPO	27,132.88
City of Bloomington	IMRF	21,747.63
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	2,973.79
City of Bloomington	Payroll	208,954.32
City of Bloomington	Vision Insurance	236.10
City of Bloomington	Water	862.44
CM Promotions, Inc.	Other Purchased Services	711.00
Cumulus Broadcasting	Advertising	572.00
Dean's Graphics, Inc.	Other Purchased Services	1,366.00
Dell Marketing, L. P.	Computer Supplies	3,411.76
Ebsco Subscription Services	Periodicals	14,287.06
Ebsco Subscription Services	Public Access Software	4,999.00
Evans, Dale	Other Purchased Services	75.00
F & W Lawn Care & Landscaping	Building Maintenance	1,183.33

Findaway World, LLC	A/V Materials	920.81
Fisk, Terry	Other Purchased Services	350.00
Frontier	Telecommunications	1,554.33
Granite Broadcasting	Advertising	1,280.00
Hazeltown, William	Other Purchased Services	350.00
IDK, Inc.	Employee Relations	40.00
Illinois State University	Advertising	310.00
Ingram Library Services	Adult Books	56.31
Jeanie B Music	Other Purchased Services	1,000.00
Johnson Controls Security Solutions	Building Maintenance	310.28
J Spencer Construction, LLC	Building Maintenance	6,670.00
Kone, Inc.	Building Maintenance	444.16
Libraries First	Public Access Software	11,325.00
Library Ideas, LLC	A/V Materials	3,144.00
Library Ideas, LLC	Library Supplies	29.50
Limelight Communications, Inc.	Advertising	150.00
Massie, Rhonda	Advertising	417.02
Midwest Mailing & Shipping Systems, Inc.	Office/Equipment Mtn	413.01
Midwest Tape	A/V Materials	230.83
Midwest Tape	Downloadable Materials	19,600.00
Miller Janitorial Supply	Janitorial Supplies	396.61
Miller Janitorial Supply	Office/Equipment Mtn	49.00
Neopost USA, Inc.	Rentals	23.00
Nicor/Northern Illinois Gas	Natural Gas	2,838.18
Nu Air Corp	Building Mtn Supplies	485.80
Office Depot	Office Supplies	245.84
Office Depot	Other Purchased Services	15.57
OverDrive, Inc.	Downloadable Materials	10,290.00
Pantagraph	Advertising	423.00
Penguin Random House, LLC	A/V Materials	56.25
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	577.25
Proquest, LLC	Public Access Software	16,086.00
Recorded Books, Inc.	A/V Materials	429.31
Ricoh USA, Inc.	Rentals	1,422.28
Ron Smith Printing Co.	Printing/Binding	250.00
Rosedrew, Inc.	Library Supplies	943.92
Schneider, Michael	Other Purchased Services	300.00
SirsiDynix	Office/Equipment Mtn	50,675.13
Springfield Electric Supply Company	Building Mtn Supplies	618.20
Stanlaw, James	Other Purchased Services	100.00
Tee Jay Central, Inc.	Building Maintenance	459.60
Tri-County Irrigation Companies, Inc.	Building Maintenance	3,288.74
University of Illinois	Tuition Reimbursement	5,088.00
Weber Electric, Inc.	Vehicle Maintenance	100.00
West Publishing	Adult Books	94.00
VISA - Amazon.com	Library Supplies	15.84
VISA - AWE Learning	Computer Supplies	63.28
VISA - Baker & Taylor Books	A/V Materials	7,425.02
VISA - Baker & Taylor Books	Adult Books	10,944.52
VISA - Baker & Taylor Books	Children's Books	9,861.09
VISA - Demco	Library Supplies	345.54

VISA - Dollar Tree	Other Purchased Services	8.00
VISA - Five Star Water Co.	Miscellaneous Expenses	92.05
VISA - In Blubrry	Other Purchased Services	20.00
VISA - Interstate All Battery Center	Building Mtn Supplies	109.80
VISA - Library Journal	Professional Development	225.00
VISA - Lowes	Building Mtn Supplies	317.40
VISA - Magnolia Journal	Periodicals	80.00
VISA - Michael's	Library Supplies	9.56
VISA - Michael's	Other Purchased Services	75.93
VISA - New Republic	Periodicals	29.97
VISA - Office Depot	Library Supplies	35.58
VISA - Office Depot	Office Supplies	6.49
VISA - Old House Society	Advertising	150.00
VISA - Owen Nursery & Florist	Building Mtn Supplies	27.83
VISA - Pioneer Woman	Periodicals	18.00
VISA - Sam's Club	Other Purchased Services	85.10
VISA - Skillpath/National Seminars	Professional Development	199.00
VISA - Sprint	Telecommunications	567.38
VISA - Staples Direct	Other Purchased Services	(227.99)
VISA - SteamGames.com	Other Purchased Services	105.00
VISA - UPS	Postage	4.20
VISA - USPS	Postage	5.10
VISA - Verizon Wireless	Telecommunications	126.90
VISA - Wal-Mart	Janitorial Supplies	223.96
VISA - Wal-Mart	Library Supplies	86.71
VISA - Wal-Mart	Miscellaneous Expenses	3.98
VISA - Wal-Mart	Office Supplies	27.29
VISA - Wal-Mart	Other Purchased Services	161.79
VISA - Willow Creek Association	Professional Development	89.00
VISA - Windstream	Telecommunications	121.36
Total		508,937.31

Bloomington Public Library

Books are just the beginning.



Director's Report

June 2018

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

I continued to work with Farnsworth to complete our amended project. I worked with City Staff to discuss bond information and used that information to explore potential financing options. The completed Farnsworth report is slated to be presented at the July board meeting.

I also:

- Continued to audit our cardholders for any cards incorrectly issued to residents in unserved areas and resolved any issues found.
- Participated in the staff sessions related to the new City Manager recruitment process.
- Attended the History Makers Gala, presented by the McLean County Museum of History.

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

I worked with Caprice to finalize and submit the Illinois Public Library Annual Report.

We learned that Normal Public Library is no longer interested in continuing to pursue a shared Integrated Library System (ILS, or catalog) at this time. The staff team and I weighed our options and the feasibility of continuing with this project on our own. Our conclusion was that is feasible and makes sense to continue to explore the project with the vendor that we felt best met our needs. We hope to bring a final contract to the Board for approval in August.

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

This month:

- I developed our internal staff committee assignments for FY19.
- I participated in interviews for a part-time Library Associate position in Adult Services.
- I attended an online Library Journal: Fund Your Library class.
- I attended 2 Webinars: Fine Free Libraries: What, Why, How & Deep Dive into Device Lending.
- I attended training on our new teenZone procedures and our EAP program.
- I worked on creating our new Personnel Handbook.
- Gayle and I met with City HR about IDOT drug testing requirements.
- I developed a Library Foundation Orientation document.
- I attended the City Council Meeting appointing our new board member, John Argenziano.

**Adult Services Report
June 2018
Carol Torrens, Manager**

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

- Tiffany implemented a new checkout procedure in TeenZone to better serve teens who have their ID in digital form on their phone or other devices.
- Marcie and Katie are collaborating to create a display of titles that are in excellent condition but are candidates for weeding per collection HQ dead item reports.

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

COLLECTIONS

- Karen M. verified citation information for a BPL clippings file that a researcher is citing in an upcoming publication. She also worked on a request concerning Withers Library bookshelves.
- Rob C began deep weeding of old, poorly-performing CDs starting with items in the collection since 2006. This will provide more space for the better-used items in the collection.
- Tiffany received and added LGBTQ titles to the teenZone, donated by the Prairie Pride Coalition.
- Marcie weeded fiction authors SAA-SOZ using dead item reports from collection HQ. She also weeded fiction audiobooks due to space constraints.
- Using a Sirsi report, Katie weeded nonfiction audiobooks with low circulation due to space constraints
- Katie weeded adult nonfiction 796.00-796.99 according to a Collection HQ dead item report. She also created weeding schedule for nonfiction collection and began tracking weeding progress
- Karen M. met twice with the Lincoln's Festival on Rt. 66 planning committee in preparation for the July 21st and 22nd event.
-

PROGRAMS

Adult/Family programs

Fiction – 1 session – 4 attended

Mystery Book Club – 1 session – 7 attended

Books on Tap – 1 session – 11 attended

Motor Vehicle Tips and Tricks – 1 session – 11 attended

Pond Plants (2nd of a 4-part series) – 1 session – 10 attended

Travel Photography with Don Chamberlain – 1 session – 17 attended

WWI Series

Bloomington's General Harbord of the U.S. Cavalry – 1 session – 11 attended

Sir Winston Churchill – 1 session – 42 attended

Jack of All Spades Card Club – 1 session – 2 attended

Next Step Dance Studio: West Coast Swing – 1 session – 18 attended

B/N History, Part I – 1 session – 24 attended

Teen Programs

Teen Movie Matinee – 2 sessions – 43 attended

Sparkling Grape Juice and a Masterpiece (DIY painting – 2 sessions – 28 attended

Monday Crafts

Slime – 1 session – 59 attended

Wrapped Earbuds – 1 session – 31 attended

How to Solve a Rubik's Cube – 1 session – 36 attended

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

- Olivia Buck joined AS from the Circulation Dept. and is in training at the AS Desk.
- Tiffany gave several training sessions about the new gaming system check out procedure in teenZone, with all AS desk staff and others attending.
- Several staff attended mini-morning sessions about EAP services through the city and about the library's Summer Reading Program.
- Rob watched a webinar on Effective Responses to Homelessness.

Goal: Work effectively through the use of technology.

- Rob used a combination of Sirsi reports and Excel formulas to create the data-driven information he's using to weed the CD collection.
- Katie is actively using Collection HQ and Sirsi information to weed and maintain the nonfiction portions of the collection, a task that's long overdue and will improve the use of these materials.
- Carol and Jesse from CS participated via video in the annual meeting of the ECC, the recently renamed Electronic Content Consortium that manages BPL's participation in Overdrive, a provider of ebooks and digital audio books.
- There were 8 individual computer appointments this month. Topics were: 3 for ereading; 1 for Hoopla; 1 each for phone help, general computer help, scanning and emailing, and learning about Library Science as a career choice.

Goal: Administer a cost-effective public library.

- Through collaboration with BJHS, Tiffany received 50 free earbuds to use for a teen craft program.
- Two teen volunteers are assisting with shelving in the teenZone this summer.

BUSINESS OFFICE REPORT

Kathy Jeakins

June 2018

Goal: Administer a cost-effective public library.

In June, the Library received two Property Tax distributions of \$1,012,457.00 and \$463,739.80

In June, Golden Prairie also received two Property Tax distributions of \$98,509.63 and \$46,673.37

Jeanne and I revised a few of the FY 19 line items. The adjustments were made to reflect more accurate planned spending for the year. The total budgeted amount for FY 19 did not change. Those adjustments affected the following line items: IMRF, Building Maintenance, Vehicle Maintenance, Advertising, Other Purchased Services, Computer Supplies, Professional Collection, Periodicals, Adult Books, Children's Books, A/V Materials, and Public Access Software.

Jeanne and I discussed and developed the individual department budgets for Office and Library Supplies and I notified Department Managers of their FY 19 allocations

Library Credit Cards: I processed applications for staff new to using a Library credit card and then met with the staff once their card arrived to go over the credit card guidelines and usage policy

Bills Costing in Excess of \$5,000:

1. Ebsco Subscription Services: \$14,287.06, Annual payment for subscription service
2. J Spencer Construction: \$6,670.00 to remove the fireplace
3. Libraries First: \$11,325.00 for annual renewal of My Media Mall service
4. Proquest: \$7,650.00 for renewal of US Major Dailies
5. SirsiDynix: \$50,675.13 for annual renewal of Cataloging services
6. University of Illinois: \$5,088.00 for Summer Semester tuition for one staff member
7. Proquest: \$7,256.00 for annual renewal of eLibrary

Upcoming:

Gearing up for Golden Prairie's Annual Report, levy work, and the annual audit

Working on finishing FY 18 for BPL

Children's Department Report

Melissa Robinson

June 2018

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

- Danny began working with Jon Whited and Kerrie Parker to implement assistive technology and add resources for people with disabilities to our website.

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

Services:

- District 87 began providing free lunches for people 18 years and younger. Those over 18 can purchase lunch for \$3. On a typical day, 30-35 lunches are given out.

Programs:

- Ecology Action Center Presents "Life of a Plastic Bottle" – 75 attended
- Babaloo – 156 attended
- Miller Park Zoo – 87 attended
- Outside Watercolor Art – 133 attended
- Shakespeare Festival Theatre for Young Audiences – 95 attended
- Smarty Pants Story Time – 4 sessions – 600 attended
- Singing, Swinging Story Time – 2 sessions – 58 attended
- Little Explorers – 3 sessions – 45 attended
- Sensory Story Time – 14 attended
- Move and Learn Story Time – 20 attended
- Lego Construction Time – 90 attended
- Tales for Tails – 4 sessions – 74 attended
- Family Games Day – 21 attended
- Illinois Art Station: Itsy Arts – 17 attended
- Illinois Art Station: Art Time! Family Studio – 16 attended
- Total programs/sessions – 24
- Total attendance – 1501

Passive programs: 160 crafts

We visited the following sites:

- La Petite Academy – 22 attended
- Milestones Preschool – 41 attended
- Bloomington Housing Authority Strong Families Job Fair – 60 attended
- District 87 Lunches at Stevenson, Sheridan, Irving, and Bent – 250 attended

Group visits to the library:

We have four daycares visiting the library on a regular basis throughout the summer. During their first visit, a Children's Department staff person meets with the group to talk about summer reading, explain library procedures, and give a tour. In June, our total attendance by these daycares was 390.

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

- Danny attended Syracuse University's Project ENABLE online course, specializing in making libraries more accommodating for people with disabilities.
- Children's staff attended training in the Teen Zone about new device lending procedures.
- Children's staff attended the mini-morning session on the Employee Assistance Program.
- Lisa attended three webinars:
 - Handling Inappropriate, Hot-Button, and Controversial Conversations
 - Breaking Bad Communication Habits
 - Collaboration Skills in the Workplace

Upcoming:

In July, in addition to our regular, recurring programs, the following programs will be offered:

- Fonziba Drums – July 2
- Minute to Win It – July 7
- Journey to Story Book Land – July 19
- Don't Lose Your Marbles! – July 21
- Abraham Lincoln Craft – July 21 and 22
- Midwest School of Opera MiOperatunities Presents "Pirates of the Library" – July 25
- Musician Jeanie B – July 28

Bloomington Public Library

Books are just the beginning.



Circulation and Outreach Services Report

Colleen Shaw

June 2018

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

- Home Delivery staff delivered 387 items to 41 patrons this month.
- Deposit Collections delivered 519 items to 6 sites this month. Tech Day was offered at Miller Park, Luther Oaks, and McDonald's on Brock Dr. McDonald's is working with Deposit staff to advertise and select a site/time that works best to reach their morning coffee crowd.
- Michelle Cope presented a BPL resources program for the local art school, BCAI (Breaking Chains Advancing Increase).
- We had scheduled to attend the BPL sponsored Fun Run but due to heat advisories, both opportunities were canceled.
- Circulation/Outreach staff attended the annual Stop the Violence event at Sunnyside Park. We enjoyed sharing information about the Summer Reading Program, handing out library swag and having great conversations with the 90+ people that stopped by our table!
- The bookmobile kicked off its serendipitous one-time summer stops with a visit to the Montessori Children's Centre as a feature of their Author Week. More special stops are in the works!
- Bookmobile stops were cancelled from Thursday, June 28 – Saturday, June 30 due to the generator needing repairs.

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

- Olivia Buck, part-time Library Assistant, accepted an opportunity to transfer to the Adult Services department as a part-time Library Associate. We will miss her in Circulation, especially her skilled work as our Word of the Week artist but wish her the best!
- Lexi Wiese accepted one of our openings as a part-time Library Assistant and will begin work in July. We have one additional opening to fill.
- Michelle Cope applied for and was accepted into the Leadership McLean County Class of 2019, a unique leadership and learning opportunity offered by the McLean County Chamber of Commerce. The program run August 16, 2018 – April 5, 2019.

Upcoming:

- The bookmobile will be making a special stop at Woodhill Towers Friends and Caregivers event on July 19.

Bloomington Public Library

Books are just the beginning.



(6/2018) Circulation and Outreach Services Statistics

Total Circ BPL	115,080
Total Circ Main	100,149
Adults	46,346
Teens	2,944
Children	50,859
Total Circ Outreach	5,297
OTR Adults	1,894
OTR Teens	152
OTR Children	3,251
Total Circ eBooks	9,634
Hoopla	2,112
MyMediaMall	7,044
RBDigital	436
TumbleBooks	42
Borrowers Registered	481
Total Active Cardholders	34,666
Children	8,332
Teen	3,177
Adult	23,157
GPPLD	1,372
Total Holds Filled	8,125
Main Holds	6995
Outreach Holds	1130
Door Count	33,286

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	510
WED	1.5	HERSHEY GROVE	221
THUR	1	WINGOVER APTS (MORNING)	185
MON	1.5	THE GROVE	172
THUR	1	BALLYBUNION	155
THUR	1.25	EAGLE RIDGE	154
WED	1.25	NORTH POINTE	143
TUE	1	PONDS APTS	141
MON	1	EKSTAM DR	130
MON	1	ROLLINGBROOK SOUTH	105

5 Stops with Lowest Circulation

SAT	1	MEADOWS	0
WED	1	GRANDVIEW ESTATES	0
TUE	1	BEICH RD.	1
SAT	1	FOX CREEK	3
FRI	1	MARKET SQUARE SHOPPING CENTER	4

Bookmobile Customers: 1,164

Total Monthly Stops: 69 (at 46 locations)

Circulation Questions Answered: 1,064

Outreach Questions Answered: 9494

Total Questions Answered: 1,158

Bloomington Public Library

Books are just the beginning.



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

Human Resources Report

Gayle Tucker

June 2018

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session about the Employee Assistance Program
- I share relevant training opportunities with Department Managers
- I attended a "Train the Trainer" session on Kronos, the new timekeeping system
- In June, there was one in-house Job Announcement and one website/Facebook posting
- In June, I participated in nine interviews
- I provided orientation for one new employee
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- Johanna and I are working with the City of Bloomington staff on the setup and implementation of the new timeclocks

Goal: Administer a cost-effective public library.

- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - Student workers cost us about \$2.31/hour, each
 - The Work Study program will resume in August
- I closely track hours worked by part-time staff

Upcoming:

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

Information Technology Services Report

Jon Whited

June 2018

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

We have hired and trained Nate Morriessette to work in the TeenZone.

Goal: Work effectively through the use of technology.

We continue to evaluate the Envisionware selfchecks. Our testing is proving very promising and the IT department is planning on having staff demonstrations and get feedback in the very near future.

We are looking into new software to perform our server backups. Our current system is up for renewal and we are seeing what new options are available.

We have installed Microsoft Teams and will be migrating from slack to Teams for communicating issues from the public services staff and security and IT services. The Teams product is part of Office 365, which we are already paying for.

Marketing Report - 06.2018

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

SUMMER READING

- Summer Reading is going well. In addition to the 7,750 Kids Reading Logs we had printed professionally, we've printed an additional 750 kids' reading logs in-house.
 - We initially printed these quantities:
 - Kid – 7,750
 - 3,575 went home in the backpacks of students in grades K-5
 - 4,175+ were handed out at the library
 - Teen - 1,250
 - Adult - 2,500

PROGRAM GUIDES

- With the next printing of our Program Guide (September-December 2018), we'll be moving to a full-color, glossy-paper format. The guide will include either 12 or 16 pages.

LIBRARY CARD APPLICATIONS

- Our supply of Library Cards was running low. Before we sent them out to print, Colleen and Rhonda, with Jeanne's blessing, decided to remove the email opt-in box from the application. Going forward, all new cardholders will be automatically opted in to receive our email communications. Each email delivered includes the option to opt-out. The library sends 14-17 emails annually.

PRESS

- *Bloomington block party about 'breaking down barriers'* – as a vendor, the library was mentioned in this *Pantagraph* article from June 10.
- *Some libraries going fine free, but not in the Twin Cities* – we did not initiate this story which ran on June 9 in the *Pantagraph*; it was written in response to the Decatur Library going fine free
- *Local school district keeping kids fed* – Melissa Robinson was interviewed for this story which was run by CIProud on June 7; we did compose a press release about the D87's free lunches.
- *Daily Digest: BINGO for Books* – *The Pantagraph* ran a two-paragraph blurb in response to a press release which was submitted about Bingo for Books.

DESIGN WORK

Ads Created

- Ad for *The Pantagraph* promoting Summer Reading and Babaloo
- Ad for *The Pantagraph* promoting Past is Prologue (two-part program about B-N History from 1818-2018)
- Ad for *The Pantagraph* promoting Lincoln's Festival on Route 66 programs
- Ad for the Lincoln's Festival program; ad promotes the Lincoln programs that will take place at BPL
- Ad for the Community Players upcoming playbill; ad promotes the Pirates in the Library program and the Jeannie B. program which ends Summer Reading

Publicity

- July Calendars
- District 87's Free Lunches
- Illinois Shakespeare Festival
- Lincoln Coloring Contest
- Illinois Art Station
- BPL Jeopardy (for Outreach)
- Fonziba Drums
- Babaloo
- Miller Park Zoo at Your Library
- Author Talk with William Hazelgrove
- Classic Movie Series
- Pirates in the Library
- Lincoln Craft & Don't Lose Your Marbles
- Minute to Win It

Website & Plasma TV Art

- District 87's Free Lunches
- Lincoln's Festival on Route 66
- Sensory Story Time

Signs

- Deposit Collection Signs
- Endcap sign for AS
- July 4 Closure
- Trolley & Wagon Yard Sign for Lincoln's Festival
- RIP Harlan Ellison
- "Local Authors Write about Illinois' History" (display)
- "Did you miss me? Here are some books you may have overlooked" (display)

Miscellaneous

- Trading cards for 2 new Tales for Tails dogs
- Designed and ordered a new Bloomington Library table skirt
- Summer Reading Display Case
- Created/printed numerous labels for TS
 - Wii Nunchuck Remote (2), Wii Controller (4), Wii Steering Wheel (2), Wii U GameCube Controller (4), Wii U Gamepad (1), Wii MotionPlus (1), PS4 VR (2), Mini USB cable (2), Micro USB cable (7), USB Wall Charger Adapter (12), Wii U GameCube Controller Adapter (1), Laptop Charger (3), PS4 Wired Headset (2), Xbox One Wired Headset (2), Wired Xbox One Controller (1)
- Update/print the Adult Services Map
- Updated/printed Limited Card Handout
- Bookmarks for Caudill/Monarch nominees
- Update and print the Teen Zone handout

Printing

- Kid's Summer Reading Logs (750)
- Teen Prize Slips (500)
- Podcast Handout (500)
- Green Overdrive Handout (500)
- Purple RB Digital Handout (500)
- Text Alerts Handout (500)
- Hoopla Handouts (525)
- Mending Slips (100)
- Online Resources Handout (150)
- Teen Crafts Handouts (25)
- Monday Teen Movies (25)
- Lincoln's Festival (25)
- Sparkling Grape Juice & Masterpiece (25)
- Summer Reading Thank You Banner (1)

Posters for the Bookmobile

- Outside Watercolor Art
- Musical Velcro for Kids! With Jeanie B.
- Polka You Anywhere
- Sensory Story Time
- Teen Monday Matinee
- Sparkling Grape Juice & a Masterpiece
- Teen Monday Crafts
- Teen After-Hours Party
- Past is Prologue

PODCAST

- In late June, the Podcast Committee published an episode about The Penguin Project and the Seedling Theatre -- two local theatre groups for people with special needs.

ONGOING PROMOTION

The Library:

- is now a summer sponsor of the Lake Run Club's Fun Run which meets each Friday night from June 1 – August 10. (There's no run on July 6). We will be featured on the Fun Run t-shirts with other sponsors. Additionally, we were to be the "featured" sponsor on June 15, but that run was cancelled due to excessive heat. We were then to co-host with the Normal Library on June 29, but that run was the second run of the season to be cancelled due to excessive heat. The Fun Run is considering adding additional Run dates to the schedule. More to come.
- sends a monthly eBlast to cardholders who've opted to receive such information (this will change in late August when we start sending our emails to all cardholders except those who've already opted out of receiving such communications):
 - On May 29, we sent the June eBlast to 23,355 cardholders to promote the Summer Reading Program.
- has a 1-year advertising package with Grossinger Arena which began on 4.1.18.
- has a 9-month advertising package with HOI (TV) which includes ads on their nighttime local news shows and began in last April 2018
- has an advertising package with WEEK (TV) which begin in late April 2018 and includes commercials airing during 62 Cubs games and 42 Sox games
- has a 1-year advertising package with WGLT (radio) which began in late April.
- has a 1-year advertising package with *The Pantagraph* which began on 2.17.18.
- renewed a 1-year advertising package with Pilot Media (radio; Magic 99.5); begins in May 2018
- submits all its Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all its non-recurring programs to the print edition of *The Pantagraph* Daily Calendar;
- submits select programs to PATH's bi-weekly eNewsletter;
- submits select programs to the DBA's eNewsletter (though they are rarely published);
- 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.

Additionally, Library programs appear on the Library's website and on the plasma TV in the Library's lobby. And the Marketing Department continues to compile and distribute the monthly Staff Newsletter.

CANCELLED PROMOTION

- The Library had entered into an advertising agreement with The Bloomington Edge in January, prior to the Edge's spring season being cancelled by order of the court for violation of a contract. At the time, the library was assured that the Edge would be offering an equivalent season this summer. In the almost five months that have passed since the spring season was cancelled, The Edge has failed to produce an acceptable new contract and is still (on June 26) trying to put together both a team and a summer schedule. Additionally, communication with The Edge has been less than adequate. Much library time was spent trying to make this partnership viable, but it is not.

Electronic Outreach

- During the past month:
 - the Library added 54 Facebook followers for a total of 6,212;
 - the Library added 12 Instagram followers for a total of 1,016;
 - the Library added 9 Twitter followers for a total of 1,943;
- The Library has 249 current text subscribers.
- The Library's Bookmobile stops combined have 743 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.
- The Library's Cardholder Perks eBlast list contains 23,305 subscribers.
- The Library's Program Guide eBlast list contains 23,314 subscribers.
- The Library's General eBlast list contains 23,317 subscribers.

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

NEW RESIDENT POSTCARDS

- Postcards were sent to new residents. The cards let these folks know that we're here and that they're entitled to come in and get their free library card. These postcards are sent three to four times each year. Using Reference USA, we go back to the last date postcards were mailed to generate the list of any new resident who has moved to town since that date.

SIGNAGE

- Jim has designed replacement hanging signage for the library. This is a project we will continue to work on in July.

Support Services Report
Caprice Prochnow
June 2018

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

- Custodial staff:
 - Installed additional shelves in two shelving units in CS.
 - Promptly took care of bodily fluid clean up and replaced carpet squares in an area where a customer fell and was injured.
 - Two timed release deodorizers were installed in the Teen Zone.
 - A broken lock was replaced in the CS cabinet in the upper hallway.
 - Back-up batteries were replaced in both the fire alarm panel and dialer.
 - More door stops and a magnetic door holder were installed.
- Repairs/Installs:
 - Tri-County installed an extension of the irrigation system to the north patio.
 - Weber Electric repaired fixtures and troubleshooting of dock doorbell system.
 - We have had multiple service calls on the elevator this month due to either power glitches or not resetting after exercising the shunt trip during the fire alarm inspection.
 - TeeJay Doors replaced linear bearings on the exterior sliding doors.
- Caprice has been seeking quotes from moving and flooring companies for the upcoming overhaul of the A/V area.
- The Library now contracts with Stericycle for them to provide a container for disposal of biohazard bags, which they will pick up when full.

Recruit, train and develop a knowledgeable, collaborative staff.

- Support Services staff viewed a (Staff Development provided) webinar on “Effective Responses to Homelessness”.
- Safety Committee met on June 28, to discuss the tornado evacuation procedures and how we can improve upon them. A new MMS on tornado evacuation procedures will be held in July.

Administer a cost-effective public library.

- The semi-annual inspection of the fire alarm devices was performed on June 19. The smoke detector in the elevator room failed and will be replaced the first week of July.

Upcoming in July

- Parking lot re-striping with angled parking and permanent speed bumps.

Technical Services Report

Allison Schmid

June 2018

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

- All the Teen Zone accessories (headphones, controllers, cords, etc...) have been cataloged and now have a barcode associated with each item. The in-house Teen Zone video games have also been barcoded/cataloged.
- We processed and cataloged 2 Rubik's Cubes mixed media bags for the children's department. They each contain 4, 2x2 cubes and instructions.
- Allison and Danny met with Christy Kosharek of SPICE. She brought us an Ages & Stages Questionnaire kit and binder. We will be working to process and catalog it for checkout soon.

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

- All TS staff attended the MMS on the Employee Assistance Program.
- Tura and Allison attended Teen Zone training on the new accessory check out system.
- Kelly has been with us three months and she's doing great!
- **Training Hours - 3**

Goal: Work effectively through the use of technology.

- Allison, Robbin, and Debbie went on a field trip to Champaign Public Library to see Polaris live in action for cataloging and interlibrary loans. We were able to ask questions, see their typical workflow, and learned a good deal of new information about their ILS.

Goal: Administer a cost-effective public library.

- **Volunteer Hours – 2**

Upcoming:

- Processing and cataloging 4 Discovery Museum passes.
- Processing and cataloging 25 new Go Chip devices.
- We're looking into the feasibility of Vox books (a form of audiobook).

June 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	606	458
Adult Nonfiction	199	719
Juvenile Fiction	902	763
Juvenile Nonfiction	192	94
Adult CDs	113	168
Juvenile CDs	7	11
Adult DVDs	272	216
Juvenile DVDs	101	13
Adult Audio	28	381
Juvenile Audio	19	0
Adult Computer Games	15	8
Juvenile Computer Games	13	1
Total Adds/Withdraws	2467	2832

Total Items in Main	305859
Total Items in OTR	10966
Total Items in Library	316825

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

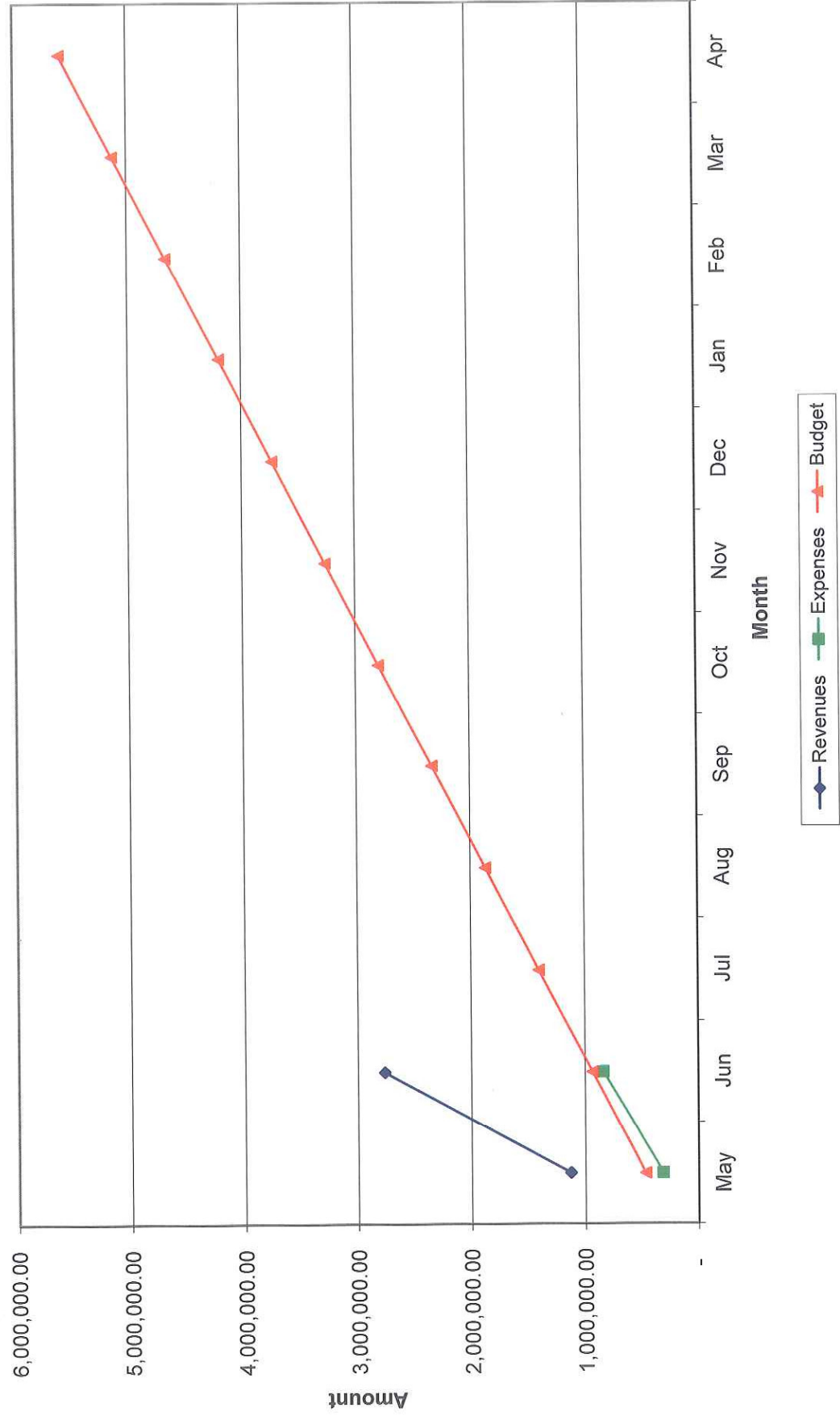
REVENUES:

ACCT NAME	BUDGET	JUNE 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	1,476,196.80	2,512,125.25	(2,311,478.75)	52.1
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	405,000	137,923.85	211,768.05	(193,231.95)	52.3
Fees & Rentals	87,000	6,399.18	12,147.04	(74,852.96)	14.0
Copies	3,000	256.65	512.35	(2,487.65)	17.1
Interest on Investments	15,000	11,323.76	11,331.99	(3,668.01)	75.5
Interest From Taxes	0	0.00	0.00	-	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	912.00	7,858.00	(17,142.00)	31.4
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	3.24	1.07	1.07	-----
Other	45,000	3,823.35	8,069.93	(36,930.07)	17.9
Total Revenues	5,594,004	1,636,838.83	2,764,313.68	(2,829,690.32)	49.4

ACCT NAME	BUDGET	JUNE 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	168,307.51	284,211.23	(1,937,681.77)	12.8
Part-Time Salaries	453,622	30,341.76	59,574.99	(394,047.01)	13.1
Seasonal Salaries	61,224	7,909.65	11,919.41	(49,304.59)	19.5
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	806.00	806.00	-----
Total Sals & Wages	2,737,839	206,558.92	356,517.63	(2,381,321.37)	13.0
Dental Insurance	14,952	1,064.10	2,072.52	(12,879.48)	13.9
Vision Insurance	2,651	236.10	458.40	(2,192.60)	17.3
Health Insurance, BC/BS PPO	326,236	27,132.88	53,192.00	(273,044.00)	16.3
Health Insurance, OSF HMO	61,134	3,643.52	6,676.14	(54,457.86)	10.9
Life Insurance	3,081	263.20	518.05	(2,562.95)	16.8
IMRF	336,259	21,747.63	42,563.68	(293,695.32)	12.7
FICA	177,143	12,715.24	21,007.31	(156,135.69)	11.9
Medicare	36,805	2,973.79	4,913.09	(31,891.91)	13.3
Worker's Comp	17,411	0.00	(339.00)	(17,750.00)	-1.9
Uniforms	700	0.00	0.00	(700.00)	0.0
Tuition Reimbursement	25,000	10,176.00	11,976.00	(13,024.00)	47.9
Other Benefits	20,000	2,395.40	3,475.97	(16,524.03)	17.4
Total Benefits	1,021,372	82,347.86	146,514.16	(874,857.84)	14.3
Rentals	22,000	1,447.52	3,477.15	(18,522.85)	15.8
Total Rentals	22,000	1,447.52	3,477.15	(18,522.85)	15.8
Building Mtnc	139,400	20,358.76	23,858.26	(115,541.74)	17.1
Vehicle Mtnc	9,000	139.99	543.78	(8,456.22)	6.0
Office & Computer Mtnc	175,000	51,120.24	72,340.64	(102,659.36)	41.3
Total Repair/Mtnc	323,400	71,618.99	96,742.68	(226,657.32)	29.9

ACCT NAME	BUDGET	JUNE 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	2,558.15	6,928.15	(38,071.85)	15.4
Printing/Binding	20,000	3,951.03	3,951.03	(16,048.97)	19.8
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	6,000	300.00	450.00	(5,550.00)	7.5
Professional Development	14,500	513.00	375.00	(14,125.00)	2.6
Other Purchased Services	140,000	3,947.86	13,692.62	(126,307.38)	9.8
Property Insurance	25,000	0.00	0.00	(25,000.00)	0.0
Vehicle Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	263,500	11,270.04	25,396.80	(238,103.20)	9.6
Office Supplies	19,100	1,426.39	2,138.69	(16,961.31)	11.2
Computer Supplies	87,000	5,878.11	12,356.78	(74,643.22)	14.2
Postage	12,000	9.30	13.25	(11,986.75)	0.1
Library Supplies	80,000	3,067.33	12,199.21	(67,800.79)	15.2
Janitorial Supplies	17,000	949.24	2,060.98	(14,939.02)	12.1
Gas & Diesel Fuel	4,500	375.85	699.96	(3,800.04)	15.6
Building Mtnc & Repair Supplies	10,600	2,184.50	5,191.66	(5,408.34)	49.0
Total Supplies	230,200	13,890.72	34,660.53	(195,539.47)	15.1
Natural Gas	22,000	2,838.18	2,838.18	(19,161.82)	12.9
Electricity	95,000	16,697.11	16,697.11	(78,302.89)	17.6
Water	10,000	862.44	862.44	(9,137.56)	8.6
Telecommunications	35,500	3,516.35	6,172.94	(29,327.06)	17.4
Total Utilities	162,500	23,914.08	26,570.67	(135,929.33)	16.4
Professional Collection	2,000	0.00	0.00	(2,000.00)	0.0
Total Prof Collection	2,000	0.00	0.00	(2,000.00)	0.0
Periodicals	41,000	15,229.03	16,296.25	(24,703.75)	39.7
Adult Books	154,000	11,210.96	25,564.02	(128,435.98)	16.6
Children's Books	124,000	9,730.44	14,930.49	(109,069.51)	12.0
A/V Materials	139,000	10,976.04	19,472.54	(119,527.46)	14.0
Public Access Software	140,000	42,150.00	44,550.00	(95,450.00)	31.8
Downloadable Materials	76,700	26,663.13	26,663.13	(50,036.87)	34.8
Total Materials	674,700	115,959.60	147,476.43	(527,223.57)	21.9
Employee Relations	6,400	155.63	294.74	(6,105.26)	4.6
Miscellaneous Expenses	9,600	599.58	717.51	(8,882.49)	7.5
Transfer to Capital Fund	140,493	0.00	0.00	(140,493.00)	0.0
Total Other Expenses	156,493	755.21	1,012.25	(155,480.75)	0.6
Total Expenses	5,594,004	527,762.94	838,368.30	(4,755,635.70)	15.0

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2018

Property Tax (52.1%): The Library has received three distributions so far.

Replacement Tax (0.0%): The Library has not received this yet.

State Grants (0.0%): The Library has not received this yet.

Golden Prairie (52.3%): This is 95% of Property Tax distributions, as per our agreement with them.

Interest on Investments (75.5%): The Library projected a low amount for Interest.

Sale of Property (0.0%): Nothing has been collected.

Donations (31.4%): This includes Community Donations for the Summer Reading Program of \$3,935, including \$3,000 from Golden Prairie. Golden Prairie also donated \$3,311 towards the purchase of a replacement poster printer.

Other Private Grants: The Library received \$500 from the Illinois Prairie Community Foundation for the Bingo for Books Program.

Overtime Salaries (0.5%): This is a partial amount that was paid to an employee in May.

Health Insurance, OSF, HMO (10.9%): Not as many employees selected this option as the PPO option.

Worker's Compensation (-1.9%): The Library received a refund as a result of the 2017 Worker's Compensation audit.

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

Tuition Reimbursement (47.9%): Tuition for Summer semester classes has been paid for three employees.

Vehicle Maintenance (6.0%): Charges have been minimal.

Office/Computer Equipment Maintenance (41.3%): Several annual maintenance payments were made in either May or June.

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

Membership Dues (7.5%): Charges have been minimal.

Professional Development (2.6%): Charges have been minimal.

Other Purchased Services (9.8%): 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 (11.2%): Charges have been minimal.

Postage (0.1%): Charges have been minimal.

Building Maintenance Supplies (49.0%): This line item is over-spent due to the purchase of ballasts and UV light bulbs.

Water (8.6%): Charges have been minimal.

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

Periodicals (39.7%): This is over-spent due to payment of the annual subscription service to Ebsco.

Public Access Materials (31.8%): This is over-spent due to the payment of several annual renewals.

Downloadable Materials (34.8%): This is over-spent due to payments for various downloadable services.
Employee Relations (4.6%): Charges have been minimal.
Miscellaneous Expenses (7.5%): Charges have been minimal.
Transfer to Capital Fund (0.0%): the transfer has not been made yet.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00
Memorial Donations:	50.00
State Farm Good Neighbor Grant:	500.00
Fresh Thyme, Giving Bag Donation:	62.00
Total Donations:	\$ 7,858.00

The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	4,332.00
Ear Buds:	75.00
Flashdrives:	29.25
Hot Beverage Service:	160.00
Meeting Room Fees:	352.50
Print Station:	1,916.30
Reusable Bags:	105.00
Slingback Packs:	40.00
Test Proctoring:	175.00
Totebags:	88.00
Tumblers:	20.00
Umbrellas:	7.00
Miscellaneous:	769.88
Total Other Revenue:	\$ 8,069.93

During June, 12 batches containing 126 invoices were processed, totaling \$200,050.03 and 144 credit card charges were made totaling \$31,439.68.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$3,981,883.27, which is 71.2% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 6/30/18:

Operating:	\$ 3,981,883.27
Capital:	\$ 2,837,741.88
Fixed Assets:	\$ 1,143,061.36

**Bloomington Public Library
Monthly Statistics - June 2018**

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	46,346	89,456	47,494	94,821
Teens	2,944	5,209	3,298	7,069
Children	50,859	89,641	52,974	91,038
OTR Adults	1,894	4,141	2,432	4,969
OTR Teens	152	289	204	383
OTR Children	3,251	7,090	4,179	8,117
e-Books - Overdrive	7,044	13,814	2,307	8,429
Hoopla Downloads	2,112	3,985	n/a	n/a
Zinio Magazines	436	768	80	389
Tumblebooks	42	92	11	51
TOTAL CIRCULATION				
Adults	48,240	93,597	49,926	99,790
Teens	3,096	5,498	3,502	7,452
Children	54,110	96,731	57,153	99,155
Digital Downloads	9,634	18,659	2,398	8,869
Combined Total	115,080	214,485	112,979	215,266
ITEMS IN THE COLLECTION				
Main	305,859	305,859	308,628	308,628
OTR	10,966	10,966	11,577	11,577
TOTAL	316,825	316,825	320,205	320,205
HOLDS FILLED	8,125	15,824	7,469	14,815
INTERLIBRARY LOAN				
Borrowing Requests Received	509	1,053	530	1,028
Outgoing Loans (Lending)	224	476	243	468
CARDHOLDERS				
Added	481	814	557	937
TOTAL ACTIVE CARDS				
Adults	23,157	23,157	24,760	24,760
Teens	3,177	3,177	2,930	2,930
Children	8,332	8,332	6,779	6,779
Combined Total	34,666	34,666	34,469	34,469
REFERENCE QUESTIONS				
Adults	2,295	4,347	2,498	4,687
Teens	219	387	288	419
Children	1,505	2,559	1,132	1,945
OTR	94	195	96	194
Circulation	1,064	1,867	892	1,480
Marketing (Facebook)	1	1		
TOTAL	5,178	9,356	4,906	8,725
PROGRAMS & OUTREACH				
Adult	11	26	15	26
Teens	7	7	6	9
Childrens	24	38	27	36
Community Group in Library	17	22	22	25
Staff Visit to Community Group	6	34	7	36
TOTAL	65	72	77	132

**Bloomington Public Library
Monthly Statistics - June 2018**

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
		69		
PROGRAM & OUTREACH ATTENDANCE				
Adult	157	318	469	590
Teen	197	197	207	244
Childrens	1,501	2,255	2,374	2,687
Community Group in Library	401	494	558	602
Staff Visit to Community Group	313	7,875	1,223	8,400
1-on-1 with Staff	8	15	10	10
TOTAL	2,577	11,154	4,841	12,523
COMPUTER USE				
Public computer uses	5,698	10,135	1,768	5,975
Website database/catalog hits	43,727	88,043	26,613	51,857
Online Resource (Database) uses	8,793	18,419	3,842	7,563
TOTAL	58,218	116,597	32,223	65,395
MEETING ROOM USAGE				
Study Room	96	181	93	168
Digital Media Lab	10	13	5	10
Community Room	62	105	48	84
TOTAL	168	299	146	262
CUSTOMER VISITS				
Main	33,286	60,179	29,567	57,567
Bookmobile	1,164	2,459	1,399	2,542
TOTAL	34,450	62,638	30,966	60,109
TRAINING HOURS	176	257	90	633
VOLUNTEER HOURS	69	179	83	175

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, May 16, 2018

5:00 p.m.

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

MINUTES

I. Call to Order

President Peterson called the meeting to order at 5:00 p.m.

II. Roll Call

MEMBERS PRESENT: Ary Anderson, Laurie Nippe, Ruth Novosad, Stephen Peterson, Patti Salch, Jodi Sherman, Stephanie Walden

MEMBERS ABSENT: None

OTHERS PRESENT: Sue Goodwin, Jeanne Hamilton, Kathy Jeakins, Danny Rice, Colleen Shaw, Johanna Sneed

III. Introductions

President Peterson introduced Sue Goodwin, Senior Account Executive with Cumulus Digital Solutions, who will be presenting on a potential digital marketing campaign for Golden Prairie.

President Peterson also introduced the Library's Circulation and Outreach Manager, Colleen Shaw, and Children's Librarian Danny Rice who will be presenting on this year's Summer Reading Program.

IV. Public Comment

There was no public comment.

V. Highlight of Library Services: Presentation of Summer Read

Danny Rice, Children's Services Librarian, presented on this year's Summer Reading Program (SRP), theme "Reading Takes You Everywhere". He shared that he will be going

on 18 different elementary school visits and talking to about 7,000 school children. During these visits, his goal is to help children understand the SRP and get them excited to participate. Danny demonstrated the presentation and shared that kids must read 20 books or for 20 hours. Those that complete their Summer Reading Logs can turn them in to the Children's Desk to receive a prize envelope which includes coupons and vouchers from local sponsors. They will also be able to pick out a small prize from the "Treasure Chest". Throughout the summer, areas of the library will be decorated as well-known doorways from literature. Some of the exciting children's programs taking place this summer include, but are not limited to, the Illinois Shakespeare festival, Tales for Tails, and the end of Summer Reading Party.

VI. Presentation of Digital Marketing Campaign by Sue Goodwin

Sue Goodwin presented a Digital Marketing Campaign proposal for GPPLD. The proposal began with the demographics of those living in GPPLD. The marketing campaign would begin with e-mails being sent out to residents with a fully customizable e-mail recipient list. Metrics upon completion of the e-mail blast campaign will include the amount of people that opened the e-mails and how many clicked on the links enclosed within.

The proposal also included a local digital advertising campaign using the following tactics: blended campaign, contextual targeting, retargeting display ads, and mobile geo-fencing. A blended campaign involves serving an ad to anyone who searches for certain keywords relating to the library, summer reading, or local activities. Contextual targeted ads are similar, but they target only those who have searched specifically for the library. Retarget display ads to those who have already visited the library's website. Lastly, Mobile geo-fencing involves serving ads to a custom audience via location.

Ruth Novosad added that, currently, the Bloomington Public Library is sending postcards quarterly to new GPPLD residents. This could replace the postcards in a more cost-effective way. She recommended that if the Board pursues the digital marketing campaign, it would need to be done multiple times to be effective.

A Trustee shared their concern that some GPPLD residents may not respond or pay attention to the digital marketing because they are unaware that they can use library services at BPL. It was expressed that the campaign should be clear that GPPLD residents can use the library. Ruth Novosad and Laurie Nippe volunteered to work with the library's Graphic Designer, Jim Lovell, to create ads which would inform GPPLD residents of available library services.

VII. President's Report

President Peterson had nothing to report.

A. Present Gifts to Former Trustees

Due to the absence of former Trustees, the Board agreed to mail the gifts.

VIII. Approval of Minutes

A. April 18, 2018

ARY ANDERSON MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE MINUTES FROM THE APRIL 18, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.

IX. Staff Reports

A. Director's Report

Director Hamilton shared that for the first three days of the Summer Reading program, reading logs will be handed out to patrons. This year, it was recommended that both local teachers, library staff, and library Trustees work at the log tables. Director Hamilton asked that if any Trustees are interested in distributing reading logs, they can volunteer to do so.

Director Hamilton reported that she contacted Heyworth Public Library District, and they were excited about creating a joint flyer to pass out at Tri-Valley Elementary School students. The joint flyer, reading logs, and program guides will be sent home with all Tri-Valley Elementary students.

B. Outreach Report

Colleen Shaw presented the Outreach Report and entertained questions. Patti Salch thanked Colleen for mailing program guides to GPPLD post offices and gas stations.

C. Financial Report

Kathy Jeakins reported that a final Property Tax distribution for the fiscal year will be received toward the end of May. She proceeded to entertain questions.

X. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Director Hamilton shared that a completed annexation form was mailed back to her. With this, new properties can now be contacted as well. The Board agreed to wait until other forms are received before sending out another batch.

XI. New Business

A. Approve Digital Marketing Campaign

RUTH NOVOSAD MOVED, JODI SHERMAN SECONDED, TO APPROVE THE FULL DIGITAL MARKETING CAMPAIGN WITH CUMULUS IN THE AMOUNT NOT TO EXCEED \$2,000.00.

AYES: ARY ANDERSON, LAURIE NIPPE, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, STEPHANIE WALDEN.

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

B. Approve Purchasing Items for the Bloomington Public Library

Director Hamilton shared a list of items that need to be purchased for the library.

The list included new hanging signs throughout the building, a bulletin board for the TeenZone, and a new poster printer. She stated that the library's current poster printer, which is used frequently for Summer Reading, recently broke and cannot be fixed. The Board discussed contributing towards the purchase of a new poster printer, which would cost about \$4,900 total. They agreed to contribute \$3,311 towards the purchase of a replacement poster printer.

PATTI SALCH MOVED, LAURIE NIPPE SECONDED, TO APPROVE A DONATION OF \$3,311.00 TO THE BLOOMINGTON PUBLIC LIBRARY TO BE USED TOWARDS THE PURCHASE OF A REPLACEMENT POSTER PRINTER.

AYES: ARY ANDERSON, LAURIE NIPPE, RUTH NOVOSAD, STEPHEN PETERSON, PATTI SALCH, JODI SHERMAN, STEPHANIE WALDEN.

NAYES: NONE

ABSENT: NONE

THE MOTION CARRIED UNANIMOUSLY.

XII. Comments from Board Trustees

There were no comments from Board Trustees.

XIII. Adjournment

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO ADJOURN THE
MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:24 p.m.

Incident Report Summary for June 2018

2018-06-30 23:59:00
 2018-06-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
3813	2018-06-01 10:53:08	Inappropriate Behavior
3814	2018-06-01 15:07:21	Alcohol/Drugs
3815	2018-06-02 11:53:52	Stolen/Damaged Library Material
3816	2018-06-03 17:14:52	Sleeping Incident
3817	2018-06-04 17:58:56	Stolen/Damaged Library Material
3818	2018-06-13 15:18:34	Police Ambulance Call
3819	2018-06-13 16:20:38	Stolen/Damaged Library Material
3820	2018-06-14 14:58:47	Internet Abuse
3821	2018-06-15 12:05:28	Alcohol/Drugs
3822	2018-06-18 14:49:29	Sleeping Incident
3823	2018-06-18 18:19:15	Stolen/Damaged Library Material
3824	2018-06-19 14:04:44	Police Ambulance Call
3825	2018-06-19 15:11:53	Stolen/Damaged Library Material

3826	2018-06-20 11:31:58	Stolen Damaged Library Material
3827	2018-06-23 14:16:52	Inappropriate Behavior
3829	2018-06-27 15:55:10	Customer Related Illness Accident
3830	2018-06-27 16:56:02	Inappropriate Behavior
3831	2018-06-29 10:28:09	Police Ambulance Call
3832	2018-06-29 17:24:44	Bicycle Incident
3833	2018-06-29 17:30:13	
3834	2018-06-30 13:01:18	Inappropriate Behavior
3835	2018-06-30 13:09:49	Stolen Damaged Library Material

Suspension Report Summary for June 2018

2018-06-30 04:30:08pm
2018-06-01 04:30:08pm
31 days in month

Suspension ID	Date/Time Submitted	Violation
159	2018-06-26 00:00:00	PoliceAmbulanceCall
156	2018-06-18 00:00:00	StolenDamagedLibraryMaterial
154	2018-06-13 00:00:00	InappropriateBehavior

A RESOLUTION WAIVING THE THREE QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR DVD SHELVING
TO BRADFORD SYSTEMS

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 DVD shelving to Bradford Systems in the amount of \$22,990.00
2. That the current shelving was donated by a store when they ceased operations and is not optimal for library shelving
3. That the new shelving takes up less room and therefore can accommodate more items
4. That the new shelving will better accommodate customers better as it is not as tall, and the bottom shelves are sloped for easier browsing
5. That the funds come from the following source:
Bloomington Public Library Foundation or a transfer from BPL Fixed Asset Fund: \$22,990.00

Approved this 17th day of July 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Adult Services

Item (Including Detailed Description & Model Number, if applicable): DVD shelving

Qty: 6 freestanding ranges

Single Source (Y/N): N

1. **Vendor Name:** Bradford Systems

Vendor Remit Address: 430 Country Club Dr., Bensenville, IL 60106

Vendor Email Address: glowery@bradfordsystems.com

Vendor Number:

Quote Amount (include Shipping, where applicable): 22,990.00

2. **Vendor Name:** LFI (Library Furniture International)

Vendor Remit Address: 1945 Techny Rd. #10, Northbrook, IL 60062

Vendor Email Address: meghann@libraryfurniture-intl.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$31,710.00

3. **Vendor Name:** Demco

Vendor Remit Address: n/a

Vendor Email Address: n/a

Vendor Number: n/a

Quote Amount (include Shipping, where applicable): never replied with a bid or quote

Recommendation (Include Justification):

The current DVD shelves are hand-me-downs not designed for a library. They take up a lot of square footage without providing adequate shelving space. Alternate shelving in that area will better utilize the space and provide increased room for a larger DVD collection. Since this is one of the library's most used collections, having more titles and copies would benefit customers. This can be accomplished in the same amount of floor space with more suitable shelving.

Bradford Systems' proposal is the best choice for several reasons: it's the least costly; their shelves are a good height (the taller LFI shelves would reduce staff sight lines in that area); the sloped bottom shelf makes browsing easier when looking at DVDs near the floor; they worked very well with us when adding a new range of Large Print shelving. Bradford Systems is my recommendation for this project.

Prepared by: Carol Torrens

Date: July 10, 2018

Department Manager Signature:

Carol E. Torrens

Date: 7/10/18

Director: Approve/Deny

Date: 7/11/18

Initials

JCH

Bloomington Public Library
DVD's
Project #27977

Fixed Shelving Storage Solution:

- 6 Fixed shelving ranges (to sit directly on the floor), 14" D x 12' L
- 12 Acrylic end panels, 14" D x 58" H

Shelving Components:

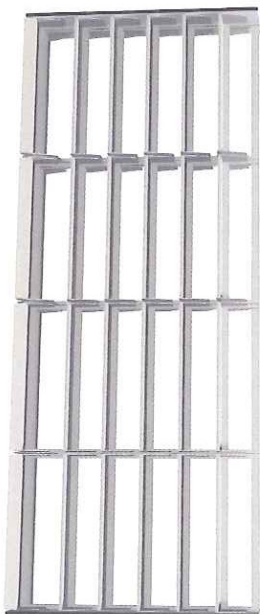
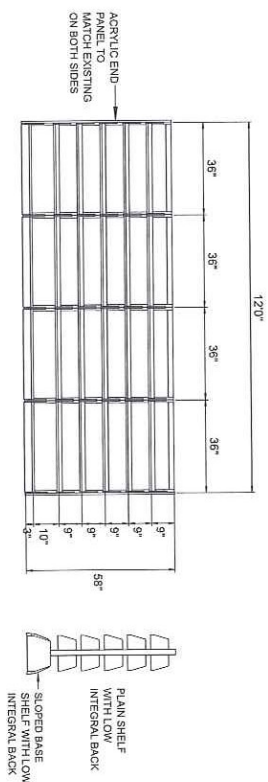
- 24 Cantilever welded frames, 36" W x 58" H
 - Each frame includes:
 - 2 Plain sloped base shelves with integral low back, 6" D x 36" W
 - 10 Plain adjustable shelves with integral low back, 6" D x 36" W

Project Investment:

DVD—Total-Materials, Delivered & Installed	\$22,990.00
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Notes:

1. The above quote is based on the drawings.
2. A non-refundable down payment of one-third (1/3) of the contract, is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion.
3. This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
4. Pricing valid for 30 days.



Project Name: **Bloomington Public Library**

BRADFORD
SYSTEMS
Smart Storage. Solutions.

Save Date:	06/26/2018	Project No:	27977
Printed Date:	06/26/2018	Revision:	
Scale:	1/4" = 1'	Total Actual Lft:	10366 Lft
Rep:	LOWERY, GARY	Drawn by:	RM
		Sheet No:	1 of 1

STANDARD TERMS AND CONDITIONS

1. GENERAL: These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. ENGINEERING: The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. SURVEYS, PERMITS AND REGULATIONS: Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. PAYMENT: This system has been specially designed and will be specially manufactured for the Buyer's unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. TAXES: All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. EXPIRATION DATE: Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. CANCELLATION: On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. CHANGE ORDERS: Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. INSURANCE: Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. DELIVERY: Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. STORAGE: If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. DAMAGE: After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. BUYER RECEIVING: If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. SITE CONDITIONS: Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. UNLOADING, SPOTTING AND STORAGE: Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.

16. COMMENCEMENT OF INSTALLATION: Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.
17. COMPLETION: Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. OVERTIME: This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. TESTING: All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

PROJECT TERMS AND CONDITIONS

1. FLOOR COVERING: If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. FLOOR LOADING: Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. FLOOR DRILLING: Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. SEISMIC: Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. FIRE CODE: Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. SPACESAVER WARRANTY: A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. SPACESAVER SYSTEM TRAINING & ORIENTATION: Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

Client Signature

Title

Date

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6/22/2018

LFI Proposal QT-100 For:

Library Furniture International
 1945 Techny Rd, #10
 Northbrook, IL. 60062
 ph: 847-564-9497
TIPS # 170302

Factory: Biblmodel

Bloomington IL Library

Lead Time: 10-12 weeks

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
REVISED						
S-1	24			DVD SHELVING	\$ 760	\$ 18,234
				DF 78"H x 36"W x 8" / 8"D		
				7 rows high		
		all rows		8"D Paperback/Video Shelf		
		STEEL COLOR:		Black 414-01		
		SIGNAGE:		6" Signage		
		END PANELS		See EP-1		
	6			STARTER		
	18			ADDER		
EP-1	12			END PANELS	\$ 392	\$ 4,708
	12			Frosted Acrylic End Panels 78"H x 18.5"W x 3/8"Thick Flame Polished Edges Radius Corners		
TOTAL FOB FACTORY						\$ 22,942
INSTALLATION + FREIGHT						\$ 8,768
<i>* non union / non-prevailing wage *</i>						
TOTAL DELIVERED / INSTALLED						\$ 31,710
50% DEPOSIT						\$ 15,855

QUOTATION TERMS

* quotes are valid for 60 days
 * quotes are based on stated quantities; any change in quantity may require re-quoting
 * prices include standard materials/finishes unless otherwise noted
 * customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote
 * LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

PAYMENT TERMS

50% deposit; balance due upon completion

TO ACCEPT THIS QUOTE:

* sign and date below as formal acknowledgement of the quote terms

6/22/2018

Factory: Biblmodel

Lead Time: 10-12 weeks

LFI Proposal QT-100 For:

Bloomington IL Library

Library Furniture International
1945 Techny Rd, #10
Northbrook, IL. 60062
ph: 847-564-9497
TIPS # 170302

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				* please forward a deposit if one is required per the quote terms * please fax back to LFI at 847-564-9337 and we will begin processing your order * LFI will coordinate and schedule in-bound freight of your order. * An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory. * By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims. * Factories and freight carriers will require digital photography of any damage related issues.		
				Signature	Date	
TOTAL DELIVERED / INSTALLED						\$ 31,710

A RESOLUTION TO APPROVE THE SELECTION OF INNOVATIVE INTERFACES, INC AS THE PREFERRED
VENDOR BASED ON THE COMPETITIVE BID PROCESS AND AUTHORIZE THE DIRECTOR TO BEGIN
CONTRACT NEGOTIATIONS

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

1. That the selection of Innovative Interfaces, Inc. as the preferred vendor for a replacement Integrated Library System (ILS, or catalog) based on the competitive bid process be approved and the Library Director is authorized to begin contract negotiations.
2. That four other proposals were received: from Insignia Software, Resource Sharing Alliance (RSA) NFP, SirsiDynix, and TLC.
3. That Insignia Software and Resource Sharing Alliance (RSA) NFP did not demonstrate an ability to meet our needs.
4. That we were dissatisfied with the service level, product, and product development that TLC and RSA demonstrated as our previous vendors.
5. That we have been dissatisfied with the service level, product, and product development that SirsiDynix has demonstrated as our current vendor.
6. That Innovative's Polaris product meets our current needs, has demonstrated through continued/ongoing development that it will continue to do so in the future, and due to its positive reputation in the Library field.
7. That the final contract, payment, and fund source are subject to Board approval.

Approved this 17th day of July 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

Department: Library-wide

Item: Integrated Library System (ILS, or catalog)

Single Source (Y/N): N

1. Vendor Name: Innovative Interfaces, Inc.

Vendor Remit Address: 1900 Powell St., Suite 400, Emeryville, CA 94608

Implementation Fee: \$54,374.00*

Software License Fee (Year 1): \$65,743.71

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$120,117.71*

**Does not include a cost for hardware. This would be a separate purchase from a different vendor.*

2. Vendor Name: Resource Sharing Alliance (RSA) NFP

Vendor Remit Address: 600 High Point Lane, East Peoria, IL 61611

Implementation Fee: \$49,314.26

Software License Fee (Year 1): \$73,500

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$122,814.26

3. Vendor Name: SirsiDynix

Vendor Remit Address: 3300 North Ashton Boulevard, STE 500, Lehi, UT 84043

Implementation Fee: \$52,830

Software License Fee (Year 1): \$50,730

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$103,560

4. Vendor Name: Insignia Software Corporation

Vendor Remit Address: 201 2544 Ellwood Drive SW, Edmonton, AB, T6X 0A9

Implementation Fee: \$15,000

Software License Fee (Year 1): \$10,000

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$25,000*

**Does not include a cost for hardware. This would be a separate purchase from a different vendor.*

5. Vendor Name: TLC

Vendor Remit Address: Research Park, Inwood, WV 25428

Implementation Fee: \$33,700

Software License Fee (Year 1): \$98,145

TOTAL Year 1 Quote Amount (include Shipping, where applicable): \$131,845

**BLOOMINGTON PUBLIC LIBRARY
QUOTE COMPARISON FOR GOODS/SERVICES
AT A COST OF \$5,000.00 OR MORE
OPERATING BUDGET**

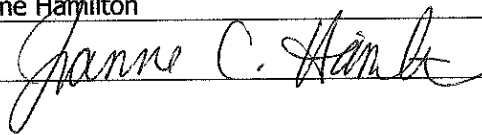
Recommendation (Include Justification):

On March 5, 2018, we initiated the competitive bid process by releasing a request for proposals. This request for proposals was issued in conjunction with Normal Public Library (NPL) but asked for proposals that included solutions for a joint system, a system for just NPL, and a system for just BPL. We received 5 proposals, upon review of those proposals, we invited 4 of the vendors (Innovative Interfaces, Inc., Resource Sharing Alliance (RSA) NFP, SirsiDynix, and TLC) to provide a web conference presentation. Considering the written proposals and the presentations, both the NPL and BPL review teams determined that Innovative Interfaces, Inc.'s Polaris product was the only product that meets our current needs, has demonstrated through continued/ongoing development that it will continue to do so in the future, and also has a positive reputation in the Library field. It is a product that is truly designed to meet the customer's needs (both library patrons and staff). Both BPL and NPL previously worked with a TLC product. The experience was not satisfactory. In TLC's presentation, they mentioned products still in development that NPL/BPL staff remembered being in development 5 years ago, demonstrating a lack of successful development. SirsiDynix is our current vendor and our experience has not been satisfactory. In their presentation, they promoted features that we had never seen or heard of as a current customer. There are also frequent limitations within the system and we have to find "workarounds." Resource Sharing Alliance (RSA) NFP is a consortium, that runs SirsiDynix. Bloomington Public Library was previously a member and Normal Public Library is a current member. BPL left (prior to the SirsiDynix system) due to the inability to meet our needs and one of the reasons NPL initiated the competitive bid process was due to dissatisfaction with their current system. As the consortium runs on SirsiDynix, it would have the same limitations previously stated. After identifying Innovative Interfaces, Inc. as the best proposed solution, the BPL and NPL teams, did further research by visiting a library of similar size, using the Polaris product. Upon reviewing the necessary changes in workflows and current staffing levels, Normal Public Library determined that they were not interested in pursuing a new system at this time. After weighing the options, Bloomington Public Library's review team recommends the purchase of the new ILS system and believes strongly that this system will better serve the Library staff, customers and community.

Prepared by: Jeanne Hamilton

Date: 7/13/18

Director Signature:



Date: 7/13/18