

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, July 16, 2019

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of June 18, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of June 2019
- IX. Action Items
 - A. Approve Amendments to the Library Patron Conduct Policy
- X. Discussion Items
 - A. Library Expansion
- XI. Comments from Board of Trustees
- XII. Adjournment

Posted: 7.12.19 10:20 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, July 16, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	140.00
Amazon.com, LLC	A/V Materials	315.89
Amazon.com, LLC	Adult Books	188.69
Amazon.com, LLC	Building Mtnc Supplies	22.19
Amazon.com, LLC	Children's Books	108.82
Amazon.com, LLC	Computer Supplies	25.98
Amazon.com, LLC	Employee Relations	18.49
Amazon.com, LLC	Janitorial Supplies	357.00
Amazon.com, LLC	Miscellaneous Expenses	135.90
Amazon.com, LLC	Office Supplies	265.45
Amazon.com, LLC	Other Purchased Services	1,313.29
Ameren Illinois	Electricity	7,713.67
American Pest Control	Building Maintenance	480.00
Arr, Casey	Other Purchased Services	100.00
Asphalt Clinic, LLC	Building Maintenance	6,225.00
Bibliotheca ITG, LLC	Library Supplies	4,969.22
Bloomington Rotary Club	Membership Dues	300.00
Brainfuse, Inc.	Public Access Software	4,500.00
CDW Government	Computer Supplies	1,087.11
Cengage Learning	Adult Books	187.42
Chamberlain, Donald	Other Purchased Services	150.00
Choban, Brian	Other Purchased Services	300.00
CIRBN	Telecommunications	420.33
City Directories	Adult Books	465.00
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	12,817.25
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	20,443.06
City of Bloomington	IMRF	17,605.63
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,997.62
City of Bloomington	Payroll	216,825.27
City of Bloomington	Vision Insurance	216.92
Computype, Inc.	Library Supplies	1,310.60
Cook, Abbey	Other Purchased Services	100.00
Cummins Mid-State	Vehicle Maintenance	2,524.84
Cumulus Broadcasting	Advertising	2,160.00
Custom Digital Imaging	Other Purchased Services	4,803.07

Dean's Graphics, Inc.	Other Purchased Services	12.50
Dell Marketing, L.P.	Computer Supplies	2,394.96
Demco	Library Supplies	106.47
Devyn Corp	Other Purchased Services	600.00
Ebsco Subscription Services	Periodicals	15,467.98
Elm USA, Inc.	Library Supplies	1,509.95
Evans, Dale	Other Purchased Services	75.00
F & W Lawn Care & Landscaping	Building Maintenance	1,237.50
Findaway World, LLC	A/V Materials	463.92
Four Seasons Peoria	Advertising	1,111.50
Frontier	Telecommunications	1,579.98
Geiger	Other Purchased Services	917.87
Hanson, Mark	Other Purchased Services	750.00
Illinois Association for Advancement of Archaeology	Membership Dues	30.00
Illinois Office of the State Fire Marshal	Building Maintenance	75.00
Illinois State University	Advertising	363.08
Illinois Symphony Orchestra	Other Purchased Services	300.00
Imaging Office Systems, Inc.	Office/Equipment Mtn	1,500.00
Ingram Library Services	Adult Books	161.52
Johnson Controls	Building Maintenance	9,780.28
Johnson Controls	Equip Other Than Computer	43,306.06
Keyes, Laura	Other Purchased Services	200.00
Kone	Building Maintenance	921.15
Limelight Communication, Inc.	Advertising	400.00
Lisle Library District	Miscellaneous Expenses	21.00
Massie, Rhonda	Advertising	415.70
Mid Illinois Mechanical	Building Maintenance	349.30
Midwest Tape	A/V Materials	2,196.61
Midwest Tape	Downloadable Materials	4,990.00
Miller Janitorial Supply	Janitorial Supplies	768.01
Multicultural Books & Videos	Adult Books	1,250.00
Neopost USA, Inc.	Rentals	26.45
New Hanover County Humane Society	Employee Relations	40.00
Northern Illinois Gas/Nicor	Natural Gas	1,200.17
Nu Air Corp	Building Mtn Supplies	163.44
Office Depot	Computer Supplies	967.45
Office Depot	Miscellaneous Expenses	37.14
Office Depot	Office Supplies	361.59
Office Depot	Other Purchased Services	15.23
Penguin Random House	A/V Materials	368.25
Pilot Media, LLC	Advertising	200.00
POS Supply Solutions, Inc.	Library Supplies	1,429.60
Promotion, Inc.	Periodicals	576.00
Proquest, LLC	Downloadable Materials	99.80
Proquest, LLC	Public Access Software	1,943.13
Reaching Across Illinois Library System	Public Access Software	11,325.00
Recorded Books, Inc.	A/V Materials	436.39
Ricoh USA, Inc.	Rentals	1,422.28
Rockford Map Publishers	Adult Books	74.70
Ron Smith Printing Co.	Printing/Binding	400.00
Rosedrew, Inc.	Library Supplies	586.66
Stanlaw, James	Other Purchased Services	100.00

Taylor, Pamela	Other Purchased Services	50.00
TCI Companies, Inc.	Building Maintenance	413.24
Unique Management Services, Inc.	Other Purchased Services	232.70
Weber Electric, Inc.	Building Maintenance	1,262.00
Windstream	Telecommunications	118.84
VISA - AED Superstore	Employee Relations	636.77
VISA - American Airlines	Professional Development	60.00
VISA - Amigos Library Services	Professional Development	450.00
VISA - Baker & Taylor Books	A/V Materials	7,783.38
VISA - Baker & Taylor Books	Adult Books	15,525.98
VISA - Baker & Taylor Books	Children's Books	8,276.91
VISA - Ben's Chili Bowl	Professional Development	13.19
VISA - CMC Magnetics	Other Purchased Services	63.00
VISA - Dollar Tree	Library Supplies	3.00
VISA - Dollar Tree	Other Purchased Services	39.00
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - Galls, LLC	Uniforms	74.92
VISA - GameStop	A/V Materials	344.58
VISA - Global Leadership Network	Professional Development	267.00
VISA - Grand Cab, LLC	Professional Development	17.27
VISA - Hartford Insurance	Worker's Compensation	77.00
VISA - Hy-Vee	Other Purchased Services	10.00
VISA - Interstation All Battery Center	Building Mtnc Supplies	46.50
VISA - Koldaie Equipment Co.	Other Purchased Services	101.72
VISA - Kroger	Miscellaneous Expenses	13.44
VISA - La Colombe - Blagden Alley	Professional Development	7.00
VISA - Le Pain Quotidien	Professional Development	15.93
VISA - Lowe's	Building Mtnc Supplies	82.91
VISA - Marriott Marquis	Professional Development	1,554.45
VISA - Michael's	Other Purchased Services	366.68
VISA - Normalite	Periodicals	24.95
VISA - Owen Nursery & Florist	Building Mtnc Supplies	268.27
VISA - Paypal*Pawtec, Inc.	Other Purchased Services	33.98
VISA - Paypal*YWCA of McLean County	Professional Development	60.00
VISA - Pharmapacks	Other Purchased Services	543.99
VISA - Rainstorm Car Wash	Vehicle Maintenance	12.00
VISA - Sam's Club	Other Purchased Services	476.51
VISA - Sprint	Telecommunications	644.41
VISA - SteamGames	Other Purchased Services	150.00
VISA - Super Shuttle	Professional Development	17.00
VISA - Sweet home Café	Professional Development	17.99
VISA - Thames & Kosmos	Library Supplies	1.50
VISA - USPS	Postage	52.98
VISA - Verizon Wireless	Telecommunications	135.72
VISA - Wal-Mart	Janitorial Supplies	207.38
VISA - Wal-Mart	Library Supplies	26.15
VISA - Wal-Mart	Miscellaneous Expenses	10.72
VISA - Wal-Mart	Office Supplies	4.46
VISA - Wal-Mart	Other Purchased Services	152.46
Total		471,548.16

Bloomington Public Library

Books are just the beginning.



Director's Report

June 2019

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

This month, I:

- Attended the YWCA Women of Distinction Event and was honored as a nominee
- Developed a new monthly statistics report form

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

I continued to work to resolve issues and make improvements in our new ILS.

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

This month, I:

- Attended a FMLA training for managers
- Attended training for Kronos, our new timekeeping system
- Participated in 5 interviews for a full-time Library Associate position and 2 interviews for a full-time LTA position
- Attended a Staff Development Committee Meeting
- Facilitated a Mini-Morning Session on the Lincoln Festival on Route 66
- Began planning for an ILA Conference Presentation on our Fresh Start program
- Finalized and posted staff committee assignments for FY20

In Allison's absence, I am working closely with Robbin Petersen as she fills in as the interim Technical Services (TS) manager. TS staff worked to fill in the gaps in Allison's absence and as one department member, Tura, accepted a job as a Librarian at another library. All TS staff attended the Lincoln Festival on Route 66 Mini-Morning Session and Kelly Scheffert was trained to work on the Bookmobile and helped fill in for a Bookmobile shift.

Goal: Work effectively through the use of technology.

This month, I:

- Met with staff to discuss the feasibility of a Mac for our graphic design needs
- Met with our Office 365 committee to discuss a project to move to cloud storage

Goal: Administer a cost-effective public library.

I met with:

- Kathy to discuss the GPPLD budget and Levy Ordinance
- Rhonda to discuss Library Development/Fundraising
- Kathy and Jon to discuss the request for proposals for a replacement materials sorter

**Adult Services Report
Carol Torrens
June 2019**

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

SERVICES

- As of July 1, BPL is part of the independent Electronic Content Consortium, the group of central and northern Illinois libraries that collaboratively provide ebooks, audiobooks, and videos to customers through Overdrive. Carol serves as a board member of this organization.

COLLECTIONS

- Marcie weeded fiction paperbacks, authors A-D, using Polaris reports.
- Katie weeded NFIC 300's using collection HQ reports.
- Rhonda, a shelver, has been working with Katie and Polaris reports to find items marked Missing and correct that.

Displays featured materials on these topics: Great Outdoors Month, LGBT/Pride, weddings, and graphic novels. In the DVD area, movies that Celebrate Dad were featured.

PROGRAMS

Karen M met twice with the Lincoln Festival in Bloomington Committee. The festival is set for the 3rd weekend in July.

Adult/Family programs

Fiction Book Club -- 1 session -- 5 attended
Mystery Book Club -- 1 session -- 11 attended
Books on Tap Book Club -- 1 session -- 9 attended
Spanish Book Club -- 1 session -- 10 attended
Wellness Lifestyle weekly class -- 3 session -- 51 attended
Authors Steve Vogel and Edith Brady-Lunny on their new book *Unforgiven* -- 1 session -- 46 attended
Author William Hargrove, *Madam President* -- 1 session -- 31 attended
Classic Movie -- 2 sessions -- 6 attended
DIY Paint with Aleshia -- 1 session -- 15 attended
Midwestern Minstrel Burl Ives -- 1 session -- 15 attended
Solar Power Hour -- 2 sessions -- 7 attended
Summer Concert Series
 Lowder & Manning, acoustic folk -- 1 session -- 29 attended
 Old Time Fiddle Jam -- 1 session -- 36 attended
 Peter Adriel, folk rock -- 1 session -- 41 attended
 Kyle Yap, originals and covers -- 1 session -- 29 attended
Main Street Illinois -- 1 session -- 20 attended
History of the IL State Flag -- 1 session -- 18 attended

Teen Programs

DIY series

Sharpie Canvas Art – 1 session – 35 attended
Pride Flag keychain – 1 session – 15 attended
Steampunk DIY – 1 session – 19 completed
Teen Movie matinee – 2 sessions – 18 attended
Sparkling Juice and a Masterpiece – 2 sessions – 23 attended

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

Several staff attended a Mini-morning Session, presented by our own Karen M., on the upcoming Lincoln Festival.

Karen H. attended a day-long session on Customer Service at the end of May.

Along with other managers, Carol attended Kronos time clock training.

Webinars: several staff watched a training video preparing BPL to become a legal aid self-help center.

Goal: Work effectively through the use of technology.

There were 13 individual appointments with AS staff: 4 for ebooks; 1 for RBDigital; 7 for email/resume/applications; and one with IT staff in the Digital Preservation Studio.

Marcie created a document for book club moderators, outlining the steps to inter-library loan books for book clubs using Polaris and Worldshare.

Goal: Administer a cost-effective public library.

Volunteers continue to help with movie programs, and a teen is shelving in teenZone this summer. Also, former GPPLD Board member Carol Carey-Odekirk is helping with some programs, including 2 of the summer concerts.

Business Office Report
Kathy Jeakins
June 2019

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

On June 6, I attended Kronos training along with other Department Managers

On June 27, I attended a Mini Morning Session on the Library's role in the Lincoln's Festival on Route 66

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment; requested a new card for a staff member whose card had broken; and I entered all credit card transactions in account files

The Library received two Property Tax distributions in June for a total of \$1,464,339.74; bringing the total for the year to \$2,513,247.03

Golden Prairie received three Property Tax distributions for a total of \$225,535.31; BPL receives 95% of this total

The monthly total for the Book Shoppe was \$2,538.50

I worked on preparing the Sorter bid document, incorporating City boilerplate language

Gayle and I worked on data for the Library's Annual Report

I was asked to complete a Wage Statement of Earnings related to a Worker's Comp claim

Bills Costing in Excess of \$5,000:

1. Asphalt Clinic: \$6,225.00 for seal coating and crack filling of parking lot
2. Ebsco Subscription Service: \$15,106.04 for annual subscription service
3. Johnson Controls: \$5,079.00 for annual maintenance for new compressor
4. Johnson Controls: \$43,306.06 for new compressor
5. Reaching Across Illinois Library System: \$11,325.00 for annual OverDrive Consortium membership fees

Upcoming:

I will be preparing the Foundation audit documents

I will be finalizing the Sorter bid document

I will be preparing Golden Prairie Budget and Levy Ordinance documents

Children's Services Report

Melissa Robinson

June 2019

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

Programs:

- Jiggle Jam music program – 62 attended
- Twin Cities School of Dance – 37 attended
- Celebrate 1000 Books with Mike Lockett – 108 attended
- Pint Sized Polka – 64 attended
- Shakespeare Festival Theater for Young Audiences – 74 attended
- Watercolor Art on the Patio – 48 attended
- ScribbleMonster music program – 100 attended
- Smarty Pants story time – 4 sessions – 350 attended
- Llama Baby Pajama time – 4 sessions – 69 attended
- Sensory story time – 11 attended
- Move and Learn story time – 18 attended
- Lego Construction Time – 2 sessions – 134 attended
- Tales for Tails – 4 sessions – 136 attended
- Family Games Day – 40 attended
- Where the Wild Things Read at the Farmer's Market – 47 attended
- Illinois Art Station Itsy Arts – 45 attended
- 26 programs/sessions offered – 1343 attended

The following groups visited us on a weekly basis. During their first visit, library staff meet with them to give them a tour, explain the summer reading program, and talk about library rules.

- La Petite Academy – 4 visits – 100 attended
- Little Jewels – 4 visits – 112 attended
- Alphabet Soup – 2 visits – 80 attended
- Debra T Thomas – 8 visits – 200 attended
- Scott Early Learning Center – 4 visits – 56 attended

We also gave a tour to a group of Tri-Valley students – 25 attended.

We visited the following events:

- District 87 lunches at Stevenson, Sheridan, Irving, and Bent – 169 attended
- Miller Park Zoo Birthday Party – 210 attended
- Oakland School summer program – 135 attended

29 group visits/events – 1087 attended

Collections:

- After receiving a customer request, Alex ordered more books in the Tamil language.

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

- Alex attended the American Library Association conference.
- Lisa attended a webinar called “Big Picture Reading – New Summer and Fall Picture Books.”
- I hired a new full-time library associate, Alysha Jackson. Alysha is currently a part-time library assistant in the Children’s Department and will become full-time in July.
- U of I practicum student, Savannah McClellan, joined the Children’s Department. She will be helping with programs, assisting on the Children’s service desk, and shelving materials.

Upcoming:

In addition to our recurring programs, the following programs will occur in July:

- July 8 – Stuffed Animal Showcase
- July 11 – Ecology Action Center “Why Should I Recycle?”
- July 12 – Madcap Puppets at Heartland Community College’s Astroth Auditorium
- July 20 – From Log Cabin to White House
- July 24 – Hanson Family Jugglers
- July 25 – These Books Were Made for Watching
- July 27 – Family Trivia @ the Library
- July 30 – Sign and Sing

Circulation and Outreach Services Report

Colleen Shaw

June 2019

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

- Outreach Library Associate, Michelle Cope, met with the following groups/committees this month:
 - The Social Isolation Task Force¹
 - The BN Parents Coalition²
 - Central Illinois Community Educators³

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

- Home Delivery staff delivered 333 items to 57 active patrons this month. Four new recipients were added.
- Deposit Collections staff delivered 719 items to 11 sites. Deposits had a program at Luther Oaks on accessing the Pantagraph online with 12 residents in attendance. They also had a program at Westminster Village where they gave an overview of BPL Services with 29 residents in attendance.
- Library Technical Assistant, Aleshia Phifer, facilitated two Teen Paint Nights on June 11 and 25 and one Adult Paint Night on June 3.
- The bookmobile had its front AC unit replaced on June 20.
- The bookmobile had two special summer stops this month at O'Neil Park for an event the Baby Fold hosted for their families on June 7 and at Heartland Head Start to promote the summer reading program on June 21.
- Interest in the Explore More Illinois program has picked up! 7 passes were used this month – 6 for the Peoria Riverfront Museum and 1 for the Abraham Lincoln Museum.
- June Outreach events include the following:
 - 3 State Farm Founder's Week events the week of June 3. BPL joined forces with NPL to offer cross registration at each event.
 - Juneteenth Celebration on June 15 at the Boys and Girls Club hosted by the Bloomington-Normal Black History Project.
 - The West Bloomington Revitalization Project's annual West Fest on June 22.
 - Another joint table with NPL for an event hosted by YWCA's Young Wonders Summer Camp on June 26.

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

- We are currently reviewing applications for a part-time, Library Assistant. The position was vacated by Mimi Davis who transitioned to Adult Services this month.

¹ ECIAAA, Bromenn Adult Daycare, NPL, ARC, Faith in Action, Community Care Systems, Western Ave CC

² YWCA, Chestnut Health Systems, Unit 5, NPL, Normal PD, Bloomington PD, OSF, Central Catholic, MADD, Project OZ, IWU, and District 87

³ Mclean County History Museum, NPL, District 87, Western Ave CC/Eastview CC, War Memorial Museum, Heartland Headstart, YWCA Stepping Stones, ISU Art Station, U of I Extension, BCAI

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(6/2019) Circulation and Outreach Services Statistics

Total Circ BPL	114,046
Total Circ Main	96,218
Adults	42,265
Teens	4,131
Children	49,822
Total Circ Outreach	6,163
OTR Adults	2,271
OTR Teens	193
OTR Children	3,699
Total Circ eBooks	11,665
Hoopla	2,463
Overdrive	8,114
RBDigital	1,030
TumbleBooks	57
eBook Central	1
Borrowers Registered	599
Total Active Cardholders	38,290
Children	9,203
Teen	4,828
Adult	24,259
GPPLD	1,506
Total Holds Filled	8,281
Main Holds	7,017
Outreach Holds	1,264
Door Count	31,229

Circulation Questions Answered: 852

Outreach Questions Answered: 86

Total Questions Answered: 938

THURS	WINGOVER APARTMENTS PM	353
THURS	WINGOVER APARTMENTS AM	249
TUES	GOLDEN EAGLE	239
THURS	WINGOVER APARTMENTS AM	188
THURS	EAGLE RIDGE	164
SAT	CRESTWICKE	148
MON	ROLLINGBROOK SOUTH	147
WED	RAINBOW AVE	144
MON	OLD FARM LAKES	141
WED	NORTH POINTE	132

5 Stops with Lowest Circulation

MON	BROADMOOR	14
SAT	WHITE EAGLE	11
SAT	SHIRLEY	10
THURS	SUNNYSIDE PARK	8
WED	EASTVIEW COMMUNITY CENTER	5

Bookmobile Customers: 1,295

Total Monthly Stops: 71* (at 51 locations)

*Including 2 special summer stops

10 Stops with Highest Circulation

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

Human Resources Report

Gayle Tucker

June 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on the upcoming Lincoln Festival
- I attended FMLA Supervisor's training
- I attended Kronos manager's training
- I share relevant training opportunities with Department Managers
- In June, there was one in-house Job Announcement and one website posting
- In June, I participated in 14 interviews
- I processed three new staff members
- I provided orientation to six new staff members
- I met with Kathy to review positions and people for the annual report
- I trained Amy on timesheet review so she can process timesheets in my absence
- I prepared a fiscal year end leave time report for the City
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation

Goal: Work effectively through the use of technology.

- I update the Staff Directory on SharePoint at least once a month
- I post in-house Job Announcements on SharePoint
- I am running the library's background checks
- I am working with the City of Bloomington staff on the setup and implementation of the new timeclocks and software. I have been testing and reviewing.
- Jon and I met with a City staff member regarding issues importing from Gradience into Kronos
- New rates of pay were put in place for Union employees
- I calculated retroactive pay for union employees

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 ended on 4/30 and will resume in August
- I closely track hours worked by part-time staff

Upcoming:

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

Information Technology Systems Report
Jon Whited
May 2019

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

We upgraded the PC-Reservation server to the latest version. The new version appears to be more stable and is working well for the public.

We have upgraded the Digital Preservation Studio. We have moved from a Mac computer to a PC. The Mac was reaching its end of life and the majority of the public were confused by the different operating system. The new PC has all of the same software with the latest version installed.

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

The Girls Who Code program met each week on Wednesday during the month of June. We have 15 teens that are participating of the summer. They meet for an hour each week and work on coding projects. This summer they have been working with HTML and CSS programming.

Upcoming:

The 3D printing committee is setup and is going to meet to put together a proposal for a new service for the public to be able to utilize the 3D printers that the library has available.

Marketing Report

Rhonda Massie

June 2019

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

NEW ADVERTISING PACKAGES

- From September 16-November 10, a 30-second commercial will run on WEEK to promote our Digital Preservation Studio. We're hoping this spot will bring people to the DPS to convert old media in time for Christmas.
- Going forward we will run a ¼-page monthly ad in both *Eastside Neighbors* Magazine and *Neighbors of Southwest Bloomington* Magazine. The ad can be changed monthly. It will mostly remain stagnant to remind people that library cards are free and that the library offers 600 free programs annually.

UPPER LIMITS

- Melissa and Rhonda met with a representative from Upper Limits who is interested in starting a "Pizza Hut-like" reading program. What it looks like will happen is that Upper Limits will:
 - Circulate a Daily Pass(es) for 4 people (working with Colleen)
 - Offer a Reading Program where kids in grades 2-12 can earn one day pass each quarter after reading for 30 hours (working with Tiffany, Melissa, and Rhonda)
 - Offer a day pass to every teen who completes the 2020 SRP (Rhonda will contact/remind in February)
 - The representative was also told about Explore More Illinois. At this time, it doesn't sound like he plans to reach out to Explore More.

EXPLORE MORE ILLINOIS

Explore More Illinois is a free service that can be used in conjunction with your Bloomington Library or Normal Library card. The service provides instant online access to free and discounted tickets to museums, science centers, sporting events, zoos, park districts, theaters, and other fun and local cultural venues.)

Made attempts to connect the following local organizations with Explore More Illinois.

- Illinois State University Planetarium
- Prairie Aviation Museum
- The Children's Discovery Museum in Normal, IL
- Destihl Brewery
- Community Players Theatre
- Bloomington Ice Center
- Miller Park Zoo
- Upper Limits Rock Climbing Gym
- McLean County Museum of History
- The David Davis Mansion

UPDATING INTERIOR SIGNAGE

- Anissa Ortiz, the temporary and part-time library associate working in the Marketing Department, will work into early August to brand the signage inside our building as much of it is mismatched. We are shooting for a more uniform appearance.

ADVERTISING (scripts and artwork for each provided by Marketing)

- Eastside Neighbors & Neighbors of Southwest Bloomington
 - General ad stating that Library cards are free and so are the library's 600 annual programs.
- Lincoln's Festival Program Booklet Ad
 - Promotes all the Library's Lincoln Festival programs
- Community Players Playbill Ad
 - Promotes Family Trivia, Variety Show, Summer Reading

- WGLT radio ads promoting
 - Burl Ives Program
 - Pint Size Polkas Program
 - Main Street, IL Program
 - How-To Festival
- WBNQ digital ad campaign promoting Summer Reading
 - Summer Concerts
 - Summer Reading
- B104 radio ads promoting
 - Summer Reading
 - Summer Concert Series
- Magic 99.5 ads promoting
 - Summer concerts
 - How-To Festival

ARTICLES/PRESS RELEASES/COVERAGE

- Press release was submitted to local media to promote the upcoming How-To Festival.
- *BPL's How-To Festival*; CIProud
- *District 87 launches free, mobile meal program*; CIProud
- *YWCA McLean Women of Distinction nominees announced*; CIProud
- *Bloomington School District starts summer meal program*; HOI

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

PROGRAM PUBLICITY

- Best Picture Oscar Classic Movie Series
- Ecology Action Center
- How-To Festival
- Intro to MicroSoft Office
- Lincoln Coloring Contest
- Lincoln's Festival on Route 66
- Madcap Puppets
- Stuffed Animal Showtime
- The National Road: Cumberland, MD to Vandalia, IL

PRINT REQUESTS

- 1000 Books Before Kindergarten
- Hoopla handouts
- June Calendars
- Nonfiction Bookmarks
- RBDigital Handouts
- SRP Spanish Logs
- SRP Teen Extra Hours Log
- Tales for Tales handouts
- Text Alert Handouts
- Wireless Printing Handout

EXTRAS / MISCELLEANEOUS

- GPPLD Bookmobile Stops Handout
- Bookmobile Handout | Heartland Head Start
- Holiday Closure | Independence Day (July 4)

- July Calendar
- My Media Mall is NOW Digital Library of Illinois (Update handouts)
- Nametags
- Outreach & Home Delivery Map (Jeanne)
- Paper order
- Shelf Talker | Book Club (x2)
- Summer Reading | No Parking Cards
- Summer Reading | Teen Vouchers

DISPLAY SIGNS

- Monthly AS Sign | July "Too Hot? Send a Chill Down Your Spine"
- Monthly AS Sign | July July is National Anti-Boredom Month

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

STAFF NEWSLETTER

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

TRAINING

- Rhonda took in a recorded Bitly webinar.
- Rhonda will attend the Library Marketing and Communications Conference in St. Louis in November.

Goal: Work effectively through the use of technology.

ELECTRONIC OUTREACH

- During the past month:
 - The Library added 84 Facebook followers for a total of 6,865;
 - The Library added 28 Instagram followers for a total of 1,259;
 - The Library lost 1 Twitter follower for a total of 1,997;
- The Library currently has 300 text subscribers
- Combined, the Library's Bookmobile stops have 916 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com

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

- The Library's Cardholder Perks eBlast list contains 28,648 subscribers.
- The Library's Program Guide eBlast list contains 28,685 subscribers.
- The Library's General eBlast list contains 28,632 subscribers.

Goal: Administer a cost-effective public library.

COMMUNITY PARTNERS

Met with Jeff Woodard, Adam Lovell, and Mike Matejka of the McLean County Museum of History. They are looking for ways to cross-promote their new permanent exhibit which opens in November.

FREE(ish) PROMOTION

- The library posts a lot of information to Facebook, including but not limited to all the library's programs and a lot of the library's news. Unless a program requires registration and there's a fear that it will reach capacity, each program is posted/boosted as an event on Facebook. (Boosting is not free, but it is our best bang for the buck). Each individual event is posted with a piece of art that is designed by the Marketing Department.
 - Marketing also posts a weekly #TBT photo to Facebook and Instagram. These are often tiny research projects. These are never boosted.

- Marketing also posts a weekly #BookFaceFriday photo to Facebook and Instagram. People love these, and they're never boosted.
- Marketing compiled all the children's Summer programs -- using The Pantagraph's specific format -- and submitted them to The Pantagraph for inclusion in the weekly Flying Horse page.
- The library sends a monthly eBlast to any cardholder who's not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter. This ability comes with our subscription to Library Aware.
 - On June 1 - 28,703 cardholders received an eBlast promoting two online resources -- NoveList Plus and NoveList Plus K-8.
 - On July 1 - 28,641 cardholders received an eBlast promoting eBooks, eAudiobooks, and downloadable videos through the use of Overdrive/Digital Library of Illinois.
- The library's programs are sent to the following:
 - Macaroni Kid (kid & teen programs)
 - *Eastside Neighbors Magazine* and *Neighbors of Southwest Bloomington Magazine* (receive all our programs; the publishers pick and choose what to include)
 - *The Pantagraph* has specified that for their print editions, they will only accept non-recurring programs. So, that's what we send them. They will not accept any story times, movie series, book clubs, etc.
 - The DBA receives all our programs for inclusion on its website and its online calendar.
 - PATH receives specific programs for inclusion in its revived PATH-O-Gram.
- A member of the library's staff is interviewed every other Monday on WJBC. This interview includes one book review and then a conversation about upcoming programs. The interview materials are prepped by the Marketing Department.
- All the library's programs are posted to the library's website and the plasma TV in the lobby.

Support Services Report
Caprice Prochnow
June 2019

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

- Support Services staff:
 - Three book carts taken to Wherry for repair. Upon return, the carts were painted and placed back in Circulation.
 - Extra Support Services staff to help with program setup, break down and managing the parking lot.
 - Caprice completed the PLDS Survey for FY18 and prepared the IPLAR report for FY19.
 - Redistributed the dirt at the NW corner of the building that had been dug up with the fire sprinkler work.
 - Trimming of trees and bushes and installation of knockout rose bushes to replace those damaged by winter salt.
 - With the vigilance of Circulation staff monitoring the security gate reports, Security has been able to catch a few folks that have tried to steal video games from the Library.
- Repairs/Installs:
 - Weber Electric repaired fixtures.
 - The crew from Asphalt Clinic resealed and restriped the parking lot.
 - Two new vacuums were purchased.
 - The upper level AED machine was replaced.

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

- Caprice and Tom attended Kronos timeclock training.

Goal: Administer a cost-effective public library.

- Johnson Controls performed the quarterly PM on the chiller.
- The annual inspection of the elevator was performed, and it passed inspection!

Upcoming:

- Implementation of Alert Media mass notification system for staff.

BLOOMINGTON PUBLIC LIBRARY
FY 2019-2020 FISCAL REPORT

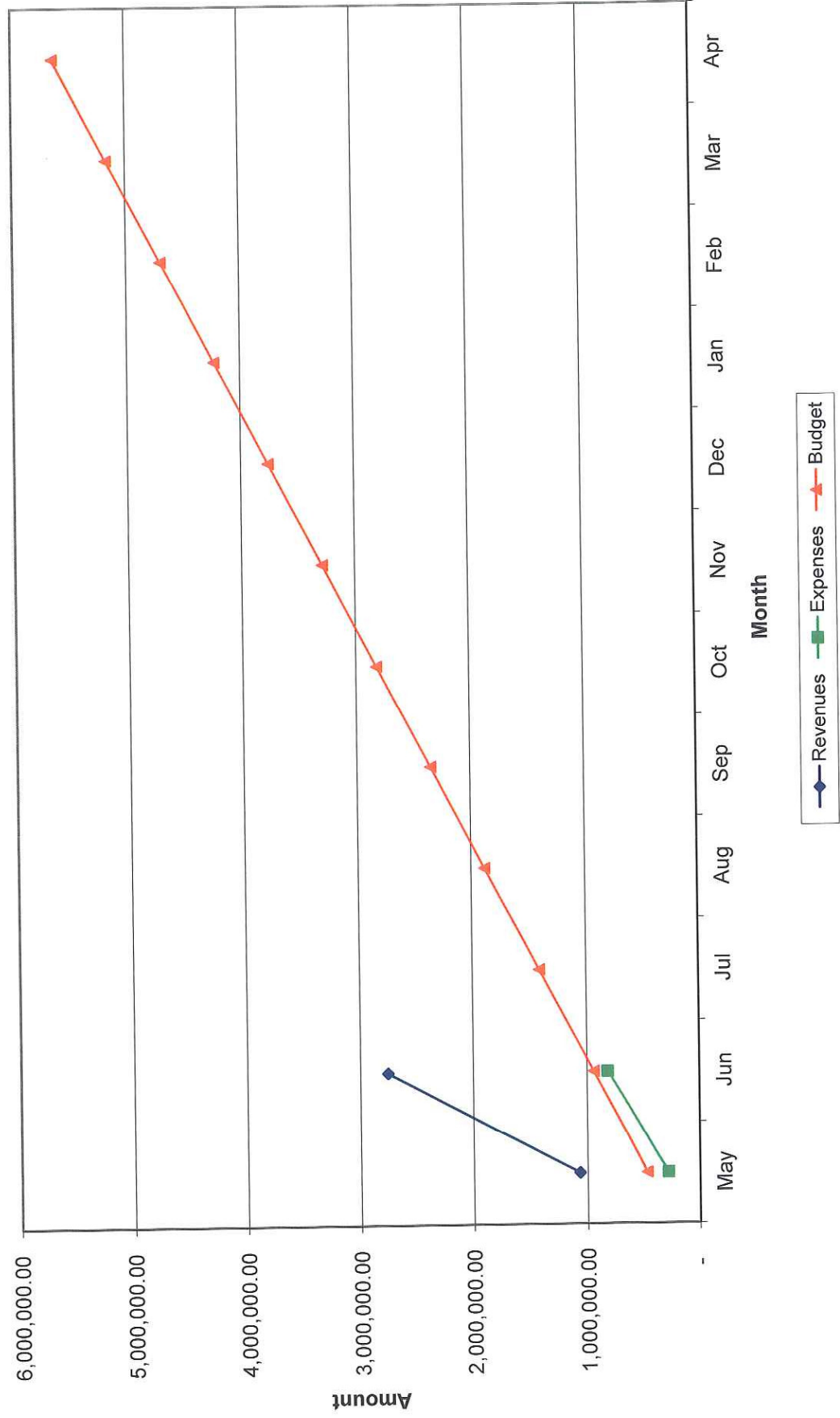
REVENUES:

ACCT NAME	BUDGET	JUNE 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,871,840	1,464,339.74	2,513,247.03	(2,358,592.97)	51.6
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	214,258.55	214,258.55	(185,741.45)	53.6
Fines & Fees	75,000	3,623.96	6,656.96	(68,343.04)	8.9
Copies	3,500	278.70	536.55	(2,963.45)	15.3
Interest on Investments	30,000	0.00	8,449.11	(21,550.89)	28.2
Interest From Taxes	0	0.00	0.00	-	-----
Donations	25,000	0.00	3,494.00	(21,506.00)	14.0
Cash Over/Short	0	(1.43)	(15.41)	(15.41)	-----
Other	45,000	3,940.45	7,720.50	(37,279.50)	17.2
Total Revenues	5,639,740	1,686,439.97	2,754,347.29	(2,885,392.71)	48.8

ACCT NAME	BUDGET	JUNE 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,313,302	175,784.46	288,198.11	(2,025,103.89)	12.5
Part-Time Salaries	485,577	32,142.20	52,275.11	(433,301.89)	10.8
Seasonal Salaries	57,893	8,898.61	11,657.05	(46,235.95)	20.1
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,857,872	216,825.27	352,130.27	(2,505,741.73)	12.3
Dental Insurance	13,554	871.32	1,431.45	(12,122.55)	10.6
Vision Insurance	2,802	216.92	356.36	(2,445.64)	12.7
Health Insurance, BC/BS PPO	357,285	20,443.06	33,585.03	(323,699.97)	9.4
Health Insurance, OSF HMO	61,134	3,017.38	4,957.12	(56,176.88)	8.1
Life Insurance	3,115	246.40	492.80	(2,622.20)	15.8
IMRF	231,330	17,605.63	28,762.29	(202,567.71)	12.4
FICA	177,120	12,817.25	20,740.28	(156,379.72)	11.7
Medicare	41,423	2,997.62	4,850.64	(36,572.36)	11.7
Worker's Comp	10,000	77.00	77.00	(9,923.00)	0.8
Uniforms	800	74.92	139.54	(660.46)	17.4
Tuition Reimbursement	40,000	5,088.00	5,088.00	(34,912.00)	12.7
Other Benefits	25,000	0.00	0.00	(25,000.00)	0.0
Total Benefits	963,563	63,455.50	100,480.51	(863,082.49)	10.4
Rentals	23,000	1,451.41	3,832.93	(19,167.07)	16.7
Total Rentals	23,000	1,451.41	3,832.93	(19,167.07)	16.7
Building Mtnc	150,000	23,650.71	34,080.21	(115,919.79)	22.7
Vehicle Mtnc	10,000	2,536.84	2,536.84	(7,463.16)	25.4
Office & Computer Mtnc	195,000	20,368.67	23,115.21	(171,884.79)	11.9
Total Repair/Mtnc	355,000	46,556.22	59,732.26	(295,267.74)	16.8

ACCT NAME	BUDGET	JUNE 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	50,000	2,527.84	3,812.84	(46,187.16)	7.6
Printing/Binding	20,000	10,048.66	10,048.66	(9,951.34)	50.2
Travel	1,000	0.00	0.00	(1,000.00)	0.0
Membership Dues	5,000	60.00	60.00	(4,940.00)	1.2
Professional Development	15,000	1,988.83	2,187.83	(12,812.17)	14.6
Other Purchased Services	140,000	10,882.85	19,845.21	(120,154.79)	14.2
Property Insurance	17,000	0.00	0.00	(17,000.00)	0.0
Vehicle Insurance	4,000	0.00	0.00	(4,000.00)	0.0
Other Insurance	6,000	0.00	0.00	(6,000.00)	0.0
Total Purchased Services	258,000	25,508.18	35,954.54	(222,045.46)	13.9
Office Supplies	13,000	931.54	2,287.74	(10,712.26)	17.6
Computer Supplies	90,000	2,839.90	3,865.83	(86,134.17)	4.3
Postage	5,000	23.62	31.62	(4,968.38)	0.6
Library Supplies	82,000	9,977.15	11,443.95	(70,556.05)	14.0
Janitorial Supplies	13,000	1,170.63	2,237.58	(10,762.42)	17.2
Gas & Diesel Fuel	9,000	0.00	278.30	(8,721.70)	3.1
Building Mtnc & Repair Supplies	20,000	924.57	1,160.50	(18,839.50)	5.8
Total Supplies	232,000	15,867.41	21,305.52	(210,694.48)	9.2
Natural Gas	22,000	1,200.17	1,200.17	(20,799.83)	5.5
Electricity	90,000	7,713.67	13,882.18	(76,117.82)	15.4
Water	7,500	0.00	0.00	(7,500.00)	0.0
Telecommunications	35,000	6,961.78	9,935.23	(25,064.77)	28.4
Total Utilities	154,500	15,875.62	25,017.58	(129,482.42)	16.2
Professional Collection	1,500	0.00	0.00	(1,500.00)	0.0
Total Prof Collection	1,500	0.00	0.00	(1,500.00)	0.0
Periodicals	20,000	15,986.93	16,311.93	(3,688.07)	81.6
Adult Books	143,000	15,025.96	27,246.99	(115,753.01)	19.1
Children's Books	118,000	8,385.73	25,023.40	(92,976.60)	21.2
A/V Materials	134,000	11,024.48	18,508.51	(115,491.49)	13.8
Public Access Software	150,000	22,399.00	42,468.00	(107,532.00)	28.3
Downloadable Materials	145,000	5,077.28	15,057.28	(129,942.72)	10.4
Total Materials	710,000	77,899.38	144,616.11	(565,383.89)	20.4
Employee Relations	5,000	190.80	869.69	(4,130.31)	17.4
Miscellaneous Expenses	9,000	273.75	308.75	(8,691.25)	3.4
Transfer to Fixed Asset Fund	32,500	0.00	32,500.00	-	100.0
Transfer to Capital Fund	37,805	0.00	37,805.00	0.00	100.0
Total Other Expenses	84,305	464.55	71,483.44	(12,821.56)	84.8
Total Expenses	5,639,740	463,903.54	814,553.16	(4,825,186.84)	14.4

BPL FY 2019-2020



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 11.7% to 21.7% is acceptable)
June 2019

Property Tax (51.6%): The Library has received three Property Tax distributions so far.

Replacement Tax (0.0%): Nothing has been received yet.

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

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

Fines (8.9%): This is less than projected due to changing to Polaris and allowing customers to "start over" with their fines.

Interest on Investments (28.2%): The Library projected a low amount for Interest.

Part-Time Salaries (10.8): This is less than projected due to a few vacancies that have occurred.

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

Dental Insurance (10.6%): This is a little under-spent due to back-dating costs that occurred at the end of last fiscal year.

Health Insurance, BC/BS PPO (9.4%): This is under-spent due to back-dating costs that occurred at the end of last fiscal year.

Health Insurance, OSF, HMO (8.1%): This is under-spent due to back-dating costs that occurred at the end of last fiscal year.

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

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

Building Maintenance (22.7%): This is over-spent due to payment of a few annual maintenance costs that occurred in May and June.

Vehicle Maintenance (25.4%): This is over-spent due to replacement of the rear air conditioning unit in the bookmobile.

Advertising (7.6%): Charges have been minimal.

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

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

Membership Dues (1.2%): Charges have been minimal.

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

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

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

Computer Supplies (4.3%): Charges have been minimal.

Postage (0.6%): Charges have been minimal.

Gas & Diesel Fuel (3.1%): Charges have been minimal.

Building Maintenance Supplies (5.8%): Charges have been minimal.

Natural Gas (5.5%): Charges have been minimal.

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

Telecommunications (28.4%): This is over-spent due to the annual payment for the emergency texting service.

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

Periodicals (81.6%): This is over-spent due to the payment of the annual subscription service.

Public Access Software (28.3%): This is over-spent due to the renewal of several packages in May and June.

Downloadable Materials (10.4%): Charges have been minimal.

Miscellaneous Expenses (3.4%): Charges have been minimal.

Transfer to Fixed Asset Fund (100.0%): The transfer from the Operating Fund to the Fixed Asset Fund occurred in June.

Transfer to Capital Fund (100.0%): The transfer from the Operating Fund to the Capital fund occurred in June.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,385.00
Fresh Thyme, Giving Bag Donation:	109.00

Total Donations:	\$ 3,494.00
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	0.00
Book Shoppe:	4,673.00
Drawstring Bags:	33.00
Ear Buds:	66.00
Flashdrives:	39.00
Hot Beverage Service:	117.00
Meeting Room Fees:	120.00
Print Station:	2,304.30
Reusable Bags:	91.50
Test Proctoring:	25.00
Totebags:	0.00
Umbrellas:	7.00
Miscellaneous:	244.70

Total Other Revenue:	\$ 7,720.50
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During June, 17 batches containing 151 invoices were processed, totaling \$187,954.04 and 168 credit card charges were made totaling \$38,713.95.

As of June 30, the Library's Maintenance & Operating Fund Balance is \$3,778,331.47, which is 67.0% of the budgeted amount; the goal of twenty-five percent of the Library's FY20 budget is \$1,409,935.

Library Fund Balance Information, 6/30/19:

Operating:	\$ 3,778,331.47
Capital:	\$ 2,842,058.53
Fixed Assets:	\$ 1,144,800.15

Bloomington Public Library

Books are just the beginning.



Statistics At-A-Glance

June 2019

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

Circulation	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	44,536	48,240	-8%	44,536	48,240	-8%
Teens	4,324	3,096	40%	4,324	3,096	40%
Children	53,521	54,110	-1%	53,521	54,110	-1%
Digital Downloads	11,665	9,634	21%	11,665	9,634	21%
Total	114,046	115,080	-1%	114,046	115,080	-1%

Active Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	24,259	23,157	5%	24,259	23,157	5%
Teens	4,828	3,177	52%	4,828	3,177	52%
Children	9,203	8,332	10%	9,203	8,332	10%
Total	38,290	34,666	10%	38,290	34,666	10%

New Cardholders	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	599	481	25%	599	481	25%

Visits	Current	Last Year	Change	FYTD	Last FYTD	Change
Main	31,229	33,286	-6%	31,229	33,286	-6%
CookmoCile	1,295	1,164	11%	1,295	1,164	11%
Total	32,524	34,450	-6%	32,524	34,450	-6%

Room Use	Current	Last Year	Change	FYTD	Last FYTD	Change
Study Room	100	96	4%	100	96	4%
Digital Preservation Studio	24	10	140%	24	10	140%
Community Room	60	62	-3%	60	62	-3%
Total	184	168	10%	184	168	10%

Community Outreach	Current	Last Year	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	16	11	45%	16	11	45%
People Reached	864	432	100%	864	432	100%
Community Visits to the LiCrary	25	18	39%	25	18	39%
People Reached	584	431	35%	584	431	35%
Total Outreach Visits	41	29	41%	41	29	41%
Total People Reached	1,448	863	68%	1,448	863	68%

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

Programs	Current	Last Year	Change	FYTD	Last FYTD	Change
Adults	21	11	91%	21	11	91%
Attendance	379	157	141%	379	157	141%
Teens	7	7	100%	7	7	100%
Attendance	110	197	100%	110	197	100%
Childrens	26	24	8%	26	24	8%
Attendance	1,343	1,501	-11%	1,343	1,501	-11%
Total Programs	54	42	29%	54	42	29%
Total Attendance	1,832	1,855	-1%	1,832	1,855	-1%

1-on-1 Appointments	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	13	8	63%	13	8	63%

Reference Questions	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	4,278	5,178	-17%	4,278	5,178	-17%

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

Training Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	142.75	176.00	-19%	143	176	-19%

Goal: Work effectively through the use of technology.

Technology Use	Current	Last Year	Change	FYTD	Last FYTD	Change
PuClc Computer Use	5,156	5,698	-10%	5,156	5,698	-10%
WiFi Sessions	3,103	2,976	4%	3,103	2,976	4%
WeCsite/Catalog Hits	44,993	43,727	3%	44,993	43,727	3%
Online Resource Use	6,224	8,793	-29%	6,224	8,793	-29%

Goal: Administer a cost-effective puClc liCrary.

Interlibrary Loan	Current	Last Year	Change	FYTD	Last FYTD	Change
Received	456	509	-10%	456	509	-10%
Sent	269	224	20%	269	224	20%

Volunteer Hours	Current	Last Year	Change	FYTD	Last FYTD	Change
Total	66.75	68.50	-3%	67	69	-3%

Golden Prairie Public Library District
Board of Trustees Meeting

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

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

MINUTES

- I. Call to Order
President Peterson called the meeting to order at 5:00 p.m.
- II. Roll Call
MEMBERS PRESENT: Ruth Novosad, Patti Salch, Jodi Sherman, Stephanie Walden,
Stephen Peterson
Ary Anderson arrived at 5:22 p.m.
Jodi Sherman departed at 6:00 p.m.

MEMBERS ABSENT: Laurie Nippe

OTHERS PRESENT: Alyssa Cooper, Amy Dunham, Vasudha (Vasu) Gadhiraaju,
Jeanne Hamilton, Kathy Jeakins, Colleen Shaw
- III. Introductions – Stephen Peterson, President, introduced the members of Golden Prairie to Vasu Gadhiraaju and Alyssa Cooper from the McLean County Regional Planning Commission (MCRPC).
- IV. Public Comment – None
- V. Discussion with the McLean County Regional Planning Commission: Vasu presented an overview of the MCRPC and their work in the county to date as well as sources of funding and grants. Vasu presented the factors influencing rural communities:
 - Population loss
 - Demographic make up
 - Revenue streams for municipal operations
 - Preservation of farmland
 - Economic activity
 - Challenges brought by the technological advancements

The main topic was a question asked by MCRPC to GPPLD, "How can the MCRPC best serve rural communities in McLean County?" GPPLD Board Members offered their insights and suggestions.

- VI. President's Report – President Peterson appointed Ary Anderson and Stephanie Walden to the Nominating Committee. Per the Bylaws, the Committee will present a slate of officers to the Board in June.

VII. Approval of Minutes

A. March 20, 2019

STEPHANIE WALDEN MOVED, RUTH NOVOSAD SECONDED, TO APPROVE THE MINUTES FROM THE MARCH 20, 2019 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VIII. Staff Reports

A. Director's Report

Director Hamilton shared an update on the Bloomington Reads Series. It was a great series. The author was spectacular although turnout was a bit low this year due to the lower profile of the speaker.

Director Hamilton reported the 2019 Election Results: The following Board members were re-elected to the GPPLD Board of Trustees during the election held on April 2, 2019: Stephen Peterson for a six-year term with 188 votes, Laurie Nippe for a six-year term with 193 votes, Ary Anderson for a four-year term with 216 votes, and Stephanie Walden for a two-year term with 224 votes.

B. Outreach Report

Colleen Shaw, Circulation and Outreach Manager, shared the new Bookmobile schedule that is coming out for May through December 2019. Manager Shaw shared the changes as follows: On Tuesday nights (Week B), there is a new stop at Cedar Ridge Elementary School which is replacing Beich Road. Manager Shaw has coordinated with the school and has received great feedback from the teachers. The teachers have shared what they would like to see on the Bookmobile, i.e. books for the Spanish-speaking population. On Wednesdays, the Sapphire Lake stop (Week A) has replaced the Welbrook stop. The Welbrook stop was a retirement community. There was only one person that frequented the Bookmobile at Welbrook, so now a home delivery visit is being offered for that patron. The Eastview Community Center stop has moved to Week C because Golden Eagle and Sapphire Lake are near each other and we did not want back-to-back stops in one week. The Meadows stop (which is a Golden Prairie stop) has been replaced with Crestwicke (another stop in Golden Prairie).

C. Financial Report

Kathy Jeakins, Business Manager, presented the Monthly Financial Report for March 2019. Manager Jeakins made GPPLD aware of a correction of \$600.00 in the Year-To-Date Amount column under Advertising. This amount should be reversed back to the previous year. The total Advertising budgeted amount is still \$3,750.00.

IX. Action Items

A. Approve Summer Reading Donation:

Discussion was held on the Summer Reading Donation request from the Library and the amounts GPPLD has previously donated.

PATTI SALCH MOVED, STEPHEN PETERSON SECONDED, TO APPROVE THE DONATION OF \$3000.00 FOR THE 2019 BLOOMINGTON PUBLIC LIBRARY SUMMER READING PROGRAM.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE AND JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- B. Approve Decision Regarding Continuation of Program Guides for Tri-Valley:
Discussion was held regarding Tri-Valley School's last day of school and the timing of sending home the Program Guides. GPPLD also discussed delivery of Program Guides in student's backpacks and if the Guides are used or discarded when and, even if, they arrive at home. Director Hamilton provided the history from last year's Program Guide distribution to Tri-Valley. The decision was made to not continue to provide the Program Guides to all students in the Tri-Valley Schools.
- C. Approve Marketing Project Presented by Stephanie Walden and Ruth Novosad:
Board Member Stephanie Walden presented a proposal for a Marketing Project. The Library will design a postcard. Board Member Walden had the 2016 postcard that was mailed out from LePrint Express as an example. For the 2019 postcard, the front of the postcard will have the artwork that the BPL is using for 2019 Summer Reading Program. There will also be brief details about the Summer Reading Program on the front. The back will have the majority of the information that GPPLD wants on the postcard. Discussion was held regarding the wording on the back of the postcard. Discussion was held on the two ways that LePrint can mail out the postcards (postal routes or a list of specific addresses). Decision was made to use the list from the County Clerk's office with names and addresses of every parcel in the District. Board Member Walden shared that the tote bag will be black with the GPPLD logo printed in white. Discussion was held about how many tote bags to order and the consensus was to order 700 tote bags. The estimated total for the postcard printing and mailing by LePrint Express is \$1,272.00. The estimated total for the tote bags by CM Productions is \$1,063.32. The total estimate for the project is \$2,335.32.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE THE SPENDING OF UP TO \$2,500.00 TO PROMOTE THE 2019 SUMMER READING PROGRAM WITH THE MAILING OF A POSTCARD AND THE OFFER OF A FREE TOTE BAG.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE AND JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- X. Comments from Board Trustees
 Congratulations to all of our newly elected Board Members.
 Stephanie Walden will be absent from the May Board Meeting.
- XI. Reminder: Next Board Meeting is May 15, 2019.
- XII. Adjournment
 RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO ADJOURN
 THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

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

Incident Report Summary for June 2019

2019-06-30 23:59:00
 2019-06-01 01:00:00
 30 days in month

Incident ID	Date/Time Submitted	Violation
3987	2019-06-03 10:41:14	Other
3988	2019-06-05 16:53:25	AlcoholDrugs
3989	2019-06-07 13:51:15	InappropriateBehavior
3990	2019-06-12 10:07:19	InappropriateBehavior
3991	2019-06-16 15:44:05	StolenDamagedLibraryMaterial
3992	2019-06-17 12:43:55	BicycleIncident
3993	2019-06-17 14:39:34	SuspiciousCustomerActivity
3994	2019-06-22 14:07:13	InappropriateBehavior
3995	2019-06-24 17:36:22	StolenDamagedLibraryMaterial
3996	2019-06-25 18:35:09	AlcoholDrugs
3997	2019-06-27 10:40:51	CustomerLibraryCardAbuse
3998	2019-06-27 15:58:22	StolenDamagedLibraryMaterial
3999	2019-06-27 19:26:13	InappropriateBehavior

4000	2019-06-30 16:01:17	Inappropriate Behavior
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Suspension Report Summary for June 2019

2019-06-30 11:30:55am
 2019-06-01 11:30:55am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
224	2019-06-07 00:00:00	InappropriateBehavior
225	2019-06-12 00:00:00	InappropriateBehavior
226	2019-06-16 00:00:00	StolenDamagedLibraryMaterial
227	2019-06-24 00:00:00	StolenDamagedLibraryMaterial
228	2019-06-26 00:00:00	AlcoholDrugs
229	2019-06-27 00:00:00	CustomerLibraryCardAbuse
230	2019-06-27 00:00:00	CustomerLibraryCardAbuse
231	2019-06-28 00:00:00	StolenDamagedLibraryMaterial
232	2019-06-30 00:00:00	InappropriateBehavior

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To: Bloomington Public Library Board
From: Jeanne Hamilton, Bloomington Public Library Director
Re: Agenda Item X – A

5.2 Library Patron Conduct Policy

Approved 04/18/17

A person who engages in any activity which disrupts the use of library facilities, collections, programs, or services by its customers or disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by security officers or library personnel. Security officers or library personnel may request identification of any person involved in disruptive behavior, to include name, address, phone, and date of birth. Security officers will write an incident report detailing what occurred to include resulting consequences, and any subsequent suspensions. These reports will be maintained in a database by security officers and also will be emailed to all staff.

In such instances involving minors, identification of the child and the parent/guardian will be requested, and the incident may be reported to the parent or guardian.

INITIAL SUSPENSIONS

If, following a request for behavior modification, the customer fails or refuses to comply or responds abusively to the request, he or she will be required to leave the library premises immediately for the balance of that calendar day. If such incident occurs after 6 p.m. the customer will be required to leave for the remainder of the day and for the following full calendar day. If he or she fails to leave, the police will be summoned. Examples of such behavior resulting in a one-day suspension would include, but are not limited to, sleeping, on-going loud/unruly behavior of an individual or group, misuse of cell phones, entering without shoes or shirt, inappropriate language or gestures, argumentative behavior with staff or other customers, etc.

For incidents of computer/Internet abuse or other incidents of a more serious nature, the customer will immediately be suspended for a length of time to be determined by Security personnel. Any incident that results in law enforcement being called, results in a one-year suspension. Examples of more serious offenses include, but are not limited to, public urination or exposure, stalking of customers or staff, physical altercations with customers or staff, threatening behavior towards customers or staff, display of a weapon, intoxication or under the influence of drugs, etc. Computer/Internet abuse incidents involving children (up through age 11) will have the suspension period determined on a case-by-case basis, taking into consideration any prior offenses and the ability of the child to understand the nature of the offense.

REPEAT OFFENSES

The library's security officers will record instances in which customers are required to leave the library in a database maintained by the library for that purpose.

- Upon the SECOND recorded instance in which a person is required to leave the library premises within a thirty-day period, the security officer, on behalf of the Director and Board of Library Trustees, shall suspend the customer from use of library premises for a

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period of thirty days or more, depending upon the situation. A written notice stating the period of suspension will be given to the customer at this time. Parents or guardians of minors will be notified in writing after the SECOND recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

- If a THIRD incident occurs during the thirty-day suspension period or during the subsequent thirty days after the end of the suspension period, the customer will be suspended for one-year and will be given written notice of the suspension period.
- Exceptions to these standard progressive periods of suspension will be determined by the security officers in consult with the Support Services Manager and/or the Director, based on the seriousness of the offense, and on a case-by-case basis. For example, if the offense constituted a crime or violation of a City ordinance, the suspension period could be longer. One-year suspensions may be extended, depending upon the seriousness of the incident or if law enforcement had to be summoned at the time of the incident.

APPEALS

Customers that are suspended, or the parents of minors that are suspended,-wishing to appeal suspensions of a month or more may must mail a completed written appeal form do so upon written request to the Director or the Director's Designee at 205 E. Olive, Bloomington, Illinois., and parents wishing to appeal such action on behalf of their children may do so upon written request to the Director or the Director's Designee. Appeal forms may be obtained from Security Staff at the time of the incident or by calling the Support Services Manager, and asking that a form be mailed to them. Completed forms should be mailed to the Director.

The Director or the Director's Designee, shall review the appeal and mail a response After review, a notice of the disposition of the complaint will be mailed to the customer within seven (7) business days.

If a customer wishes to appeal the Director's response, the customer must submit a second written appeal form to the Library Board at 205 E. Olive, Bloomington, Illinois. The Library Board shall schedule a review of the appeal at a public meeting. A notice of said meeting will be mailed to the address of the customer requesting an appeal.

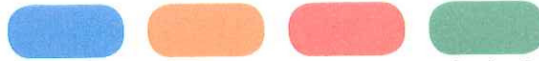
If a customer wishes to appeal the Library Board's response, the customer must contact the City Legal Department at 109 E. Olive, Bloomington, Illinois, or via phone at (309) 434-2213 and request that an appeal hearing be held. An appeal hearing will be set for an administrative court. The appeal hearing notice will be mailed to the address of the individual requesting said appeal.

VIOLATION OF SUSPENSIONS

In the event a person suspended from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action. All incidents involving criminal activities will be reported to the police. In the case of minors, who may have difficulty understanding or remembering the inclusive date of a suspension, a reminder may be given by security officers instead of calling Police. Such decisions will be at the discretion of the officer, taking into consideration the seriousness of the minor's previous offense or the number of recorded prior offenses, and will be evaluated on a case-by-case basis in such

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circumstances. If a customer knowingly violates the period of suspension, an additional month will be added to the original exclusion period and a new written notice, stating when the customer may return to the library will be issued to the person.