

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, May 15, 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. Highlight of Library Services: Presentation of Summer Read
- VI. President's Report
 - A. Appointment of FY19 Committees
- VII. Director's Report
- VIII. Fiscal Report Presentation
- IX. Consent Agenda
 - A. Recommend Approval of Minutes of April 17, 2018 Regular BPL Board Meeting
 - B. Recommend Approval of Bills List of April 2018
- X. Action Items
 - A. Approve Waiving the Three Quote Requirement to Renew Collection HQ Service from Bridgeall Libraries for Three Years
 - B. Approve Waiving the Three Quote Requirement to Renew OCLC Service from Illinois Heartland Library System
 - C. Approve Closing the Library on October 3, 2018 for Staff Development Day
- XI. Discussion Items
 - A. Discuss Library Expansion
- XII. Comments from Board of Trustees
- XIII. Adjournment

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, May 15, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
Amazon.com, LLC	A/V Materials	1,250.85
Amazon.com, LLC	Adult Books	290.16
Amazon.com, LLC	Building Mtnc Supplies	127.49
Amazon.com, LLC	Children's Books	79.78
Amazon.com, LLC	Computer Supplies	250.25
Amazon.com, LLC	Janitorial Supplies	60.64
Amazon.com, LLC	Library Supplies	376.43
Amazon.com, LLC	Office Supplies	78.95
Amazon.com, LLC	Other Purchased Services	484.86
Amazon.com, LLC	Vehicle Maintenance	22.63
Ameren IP	Electricity	4,752.96
American National Skyline, Inc. Co.	Building Maintenance	600.00
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler	Building Maintenance	6,476.00
Bibliotheca, LLC	Office/Equipment Mtnc	1,599.00
Blind Man	Building Maintenance	414.28
Bloomington Edge	Advertising	3,500.00
CDW	Computer Supplies	338.99
Cengage Learning	Adult Books	211.41
Challenger Learning Center	Other Purchased Services	160.00
Chamberlain, Donald	Other Purchased Services	75.00
CIRNB, LLC	Telecommunications	840.66
City of Bloomington	Dental Insurance	1,023.36
City of Bloomington	FICA	14,327.42
City of Bloomington	Gas & Diesel Fuel	388.21
City of Bloomington	Health Insurance-HMO	3,032.62
City of Bloomington	Health Insurance-PPO	25,375.36
City of Bloomington	IMRF	24,967.46
City of Bloomington	Life Insurance	254.85
City of Bloomington	Medicare	3,350.86
City of Bloomington	Payroll	402,626.30
City of Bloomington	Vehicle Maintenance	30.00
City of Bloomington	Vision Insurance	225.22
City of Bloomington	Water	421.89
City of Bloomington - Petty Cash	Adult Books	34.00
City of Bloomington - Petty Cash	Employee Relations	59.29
City of Bloomington - Petty Cash	Miscellaneous Expenses	150.00
City of Bloomington - Petty Cash	Other Purchased Services	16.00

City of Bloomington - Petty Cash	Professional Development	52.10
City of Bloomington - Petty Cash	Travel	6.82
City of Bloomington - Petty Cash	Vehicle Maintenance	10.00
CM Promotions, Inc.	Other Purchased Services	74.82
Dean's Superior Blueprints	Other Purchased Services	102.00
Demco	Library Supplies	963.60
Ecology Action Center	Other Purchased Services	50.00
Educational Development Corp.	Children's Books	434.64
Engler, Callaway, Baasten, & Sruga, LLC	Other Purchased Services	44.00
Frontier	Telecommunications	542.09
Gibbons, Jim	Other Purchased Services	275.00
Graceland College	Professional Collection	405.00
Granite Broadcasting	Advertising	810.00
Greater Peoria Honor Flight	Other Purchased Services	50.00
Illini Fire Equipment	Building Maintenance	171.00
Illinois State University	Advertising	350.00
Illinois Wesleyan University	Other Purchased Services	504.72
Ingram Library Services	Adult Books	660.89
Johnson Controls	Building Maintenance	5,209.50
Lake Run Club	Advertising	350.00
Livingston Co. War Museum	Other Purchased Services	50.00
Massie, Rhonda	Advertising	257.96
Mid Illinois Mechanical	Building Maintenance	2,637.56
Midwest Tape	A/V Materials	400.10
Miller Janitorial Supply	Janitorial Supplies	844.32
Myers, Daniel	Other Purchased Services	150.00
Neopost USA, Inc.	Rentals	23.00
Northern Illinois Gas/NICOR	Natural Gas	4,301.12
O'Brien, Michael	Other Purchased Services	100.00
Office Depot	Computer Supplies	5,585.58
Office Depot	Copier Supplies	881.24
Office Depot	Janitorial Supplies	33.59
Office Depot	Miscellaneous Expenses	31.57
Office Depot	Office Supplies	1,898.79
Office Depot	Other Purchased Services	191.12
OverDrive, Inc.	Downloadable Materials	4,634.00
Pantagraph	Periodicals	524.61
Penguin Random House, LLC	A/V Materials	37.50
Penworthy Company, LLC	Children's Books	1,774.46
Pilot Media, LLC	Advertising	200.00
Presidio	Office/Equipment Mtn	3,650.00
Proquest, LLC	Downloadable Materials	230.75
Recorded Books, Inc.	A/V Materials	29.99
Ron Smith Printing Co.	Printing/Binding	400.00
Stevenson, Molly	Employee Relations	58.39
Weber Electric, Inc.	Building Maintenance	4,345.00
VISA - Baker & Taylor Books	A/V Materials	9,118.74
VISA - Baker & Taylor Books	Adult Books	13,046.01
VISA - Baker & Taylor Books	Children's Books	9,982.22
VISA - Barnes & Noble Booksellers	Other Purchased Services	150.00
VISA - Best Buy	Other Purchased Services	50.00
VISA - Demco	Library Supplies	423.00

VISA - Five Below Bloomington	Other Purchased Services	52.50
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - Flinger's Pizza	Employee Relations	321.00
VISA - GameStop	A/V Materials	932.92
VISA - GameStop	Other Purchased Services	164.95
VISA - Hobby Lobby	Other Purchased Services	83.49
VISA - Hy-Vee	Employee Relations	97.86
VISA - Illinois Library Association	Professional Development	300.00
VISA - In Blubrry	Other Purchased Services	20.00
VISA - Jewel-Osco	Employee Relations	196.60
VISA - Krispy Kreme	Employee Relations	90.94
VISA - Lee Newspaper Subscription	Periodicals	524.61
VISA - LogMeIn.com	Office/Equipment Mtnc	839.99
VISA - Meijer	Employee Relations	105.95
VISA - Meijer	Miscellaneous Expenses	79.96
VISA - Musician's Friend	Other Purchased Services	239.98
VISA - Office Depot	Library Supplies	33.98
VISA - Office Depot	Office Supplies	117.65
VISA - Oriental Trading Co.	Other Purchased Services	398.80
VISA - Rainstorm Car Wash	Vehicle Maintenance	20.00
VISA - Sprint	Telecommunications	567.38
VISA - US Toy/Constructive Playthings	Library Supplies	518.99
VISA - Verizon Wireless	Telecommunications	127.00
VISA - Wal-Mart	Employee Relations	43.70
VISA - Wal-Mart	Janitorial Supplies	79.94
VISA - Wal-Mart	Miscellaneous Expenses	36.12
VISA - Wal-Mart	Other Purchased Services	17.59
VISA - Wayfair	Library Supplies	261.41
VISA - Webstaurant Store	Janitorial Supplies	155.39
VISA - Wendy's	Professional Development	23.83
VISA - Windstream	Telecommunications	130.47
Total		582,085.83

Bloomington Public Library

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Director's Report

April 2018

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

I connected with Heyworth Public Library to create a joint flyer promoting our Summer Reading Programs to distribute to the students at Tri-Valley Elementary School.

I sent informational packets to the unserved area in Downs, contiguous to GPPLD. These packets included a letter from GPPLD, voluntary annexation paperwork, and if they have a nonresident library card, a letter from BPL.

I also:

- Introduced author Jamie Ford at our Bloomington Reads event
- Met with Alex, Julian, and Farnsworth to discuss next steps in our project
- Traveled to Orland Park Public Library with Alex and Dianne to tour the library and discuss their building process
- Prepared and provided materials for the GPPLD's resolution in support of the BPL Board's resolution to expand in our current location

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

A small team from Normal Public Library and Bloomington Public Library reviewed the 5 proposal submissions for a new and potentially shared Integrated Library System (ILS, or catalog). We discussed the proposals and determined the next step would be brief webinar demos from 4 of the 5 vendors.

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

This month:

- I participated in interviews for a full-time Library Technical Assistant in IT, a full-time Librarian in Adult Services, and a full-time Library Assistant in Children's Services
- I participated in National Library Week activities
- We said goodbye to retiring Librarian, Mary Cruser
- I attended the Monthly City Department Head training
- I attended an Illinois Library Association Conference Committee meeting

Goal: Work effectively through the use of technology.

I met with our IT Manager and Webmaster to discuss ways to improve our website.

Goal: Administer a cost-effective public library.

I continued to work with Rachel and Jesse, our eResource selectors, to discuss and refine the process for selecting eResources.

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We were notified that we were awarded a \$500 Illinois Prairie Community Foundation grant for our Bingo for Books event with WACC.

We were notified that BPL was awarded a Per Capita Grant in the amount of \$95,762.50 and GPPLD was awarded a Per Capita Grant in the amount of \$10,232.50.

I worked with Allison, our Technical Service Manager, and Karen, our local history Librarian to complete an Illinois History – Digital Imaging grant application that would help fund the digitization of some of our local history collection materials.

**Adult Services Report
Carol Torrens
April 2018**

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

- Mystery paperbacks were consolidated onto one stack. The emptied shelving became home to the Coffee Table books. Their emptied shelving in turn will move to the Children's Dept. This change opens space in Adult Services for seating. That rearrangement will make space near the copier for a table--flat work space to those who are copying. Several AS and Support Services staff have worked on this. Thank You!!

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

- Tiffany visited these schools, connecting with the listed number of students
 - BJHS – 93; Evans – 44; Chiddix -26; Kinglsey - 84 (other schools cancelled for the month)
- Weeding in nonfiction collections continues, prior to the arrival of the new librarian. She'll be the nonfiction selector.
- Rachel and Jesse from Children's worked with Jeanne and the Library Board to create a more efficient plan to renew electronic resources.
- The book Hotel on the Corner of Bitter and Sweet by Jamie Ford was the focus of this year's Bloomington Reads series. The title checked out this number of times during the March/April program: print—235; large print—12; ebook—about 100; audio CD—12; digital audio--38

Adult/Family programs

Fiction – 1 session – 5 attended

Mystery Book Club – 1 session – 7 attended

Books on Tap – 1 session – 16 attended

Classic Movie (morning and evening showing) – 2 sessions – 7 attended

SCORE Small Business program – 1 session – 3 attended

Bloomington Reads

Glenn Wilson Jazz group – 1 session – 53 attended

IWU Jazz ensemble – 1 session – 68 attended

Author Gretchen Knapp, B/N during WWII – 1 session – 31 attended

Basic Drawing – 2 sessions – 28 attended

Japanese Internment Camps – 1 session – 57 attended

U of I's Japan House Tea Ceremony – 1 session – 51 attended

Author Jamie Ford, at Library at Noon – 1 session – 78 attended

Author Jamie Ford, at BHS at 7:00 p.m. – 1 session – 138 attended

Hobbyist Expo – 1 session – 75 attended

Money Smart Week

Estate Planning – 1 session – 21 attended

Retirement Planning – 2 sessions – 31 attended

401K Plan Management – 2 sessions – 17 attended

Funeral Pre-planning – 2 sessions – 13 attended

Pay Yourself First – 1 session – 5 attended

Jack of All Spades lunchtime card club – 1 session – 2 attended

WWI, The Airfield on Washington Street – 1 session – 15 attended

BUSINESS OFFICE REPORT

Kathy Jeakins

April 2018

Goal: Administer a cost-effective public library.

FY 18: Finished FY 18 with 100.3% of revenues collected and 93.5% of expenditures; therefore, we will probably be transferring approximately \$150,000 into the Capital Fund

Book Shoppe: For all of FY 18, the Book Shoppe generated \$24,939.45—the highest yearly total since it was organized, back in FY 13!

Revised Purchasing Policy: Made suggestions for revisions and discussed with Jeanne

Tuition Refund: Met with a former staff member regarding reimbursing the Library for college level classes that will need to be refunded because the employee left employment at the Library prior to being here for a year once the classes were completed

Per Capita Grants: the Library was notified that the FY 18 Per Capita Grants for BPL and GPPLD will be \$95,762.50 and \$10,232.50, respectively

Insurance Assessment: James Pritzer was here on April 26 to conduct an insurance assessment of the building's risk factors. We should be receiving a written report on his findings soon

Bills Costing in Excess of \$5,000:

1. American Fire Sprinkler: \$6,207.00 for repair/replacement of sprinkler heads in the over-hang area

Upcoming:

In May, I will be providing FY 18 financial information to Caprice for completion of BPL's Annual Report

Children's Services Report

Melissa Robinson

April 2018

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

Children's staff visited the following groups and events off-site:

- ABC Literacy Team Spring Celebration – 35 attended
- Katie's Kids – 46 attended
- Milestone Preschool – 65 attended
- Headstart Brigham – 53 attended
- Scott Early Learning Center – 35 attended
- Little Jewels on Williamsburg – 85 attended
- Pepper Ridge Carnival – 140 attended
- Autism Friendly Event – 75 attended
- Sarah Raymond School summer reading visit – 350 attended

The following groups visited the Children's Department:

- Head Start Fun Club – 20 attended
- Corpus Christi – 54 attended

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

Collections:

- Nonfiction was shifted to make more room for the graphic novel collection.
- The books with CDs were moved to a more prominent location at the front of the audio book shelving.

Programs:

- Dia de los ninos/dia de los libros – 150 attended
- Musical Instrument Petting Zoo – 106 attended
- Lapsit story time – 2 sessions – 11 attended
- Preschool story time – 3 sessions – 72 attended
- Toddler story time – 6 sessions – 150 attended
- Music Makers – 16 attended
- Brick by Brick story time – 3 sessions – 28 attended
- Tales for Tails – 3 sessions – 34 attended
- Move and Learn story time – 2 sessions – 31 attended
- Singing Swinging story time – 2 sessions – 42 attended
- Lego Construction Time – 12 attended
- Tinker Lab – 8 attended
- 30 programs/sessions offered – 660 attended

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

- Children's staff attended the mini morning training session on CareerLink.
- I hired a full-time library assistant, Cody Lebovitz, to replace Suzie Jones when she retires. Cody has been working in the Children's Department as a part-time library associate and will start his new position later in May.
- I interviewed and hired summer help who will start in May.

Upcoming:

We have the following programs planned in May:

- Sensory story times on Wednesdays May 9, 16, and 23 - These are new story times that we hope will appeal to families with kids on the autism spectrum or with other special needs, as well as to families with neurotypical children. A librarian from Peoria Public Library who has been doing similar story times is going to lead the first two story times and train our staff.
- Singing Swinging story time - Sat May 12 and Mon May 14
- Family Games Day - Sat May 12
- Prairie Fire Theatre Presents "Baobab" – Tue May 15
- Dig It! Hands-On at Sunnyside Gardens –Thurs May 17
- Theatre Boot Camp – Sat May 19
- Move and Learn story time – Mon May 21
- Grow Together! Story Time at Sunnyside Gardens – Wed May 23
- Danny and Cody will be visiting all District 87 schools, Unit 5 schools with a significant Bloomington population, and many private schools to promote summer reading.
- Last, but not least, summer reading (theme: Reading Takes You Everywhere) begins on May 29.

Circulation and Outreach Services Monthly Report

Colleen Shaw

April 2018

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

- Emily Wolpert is working in collaboration with Normal Public Library's Outreach Services to offer home delivery through the Peace Meal Program to a limited number of recipients. The service is expected to begin in late May.
- Due to consistently low turnout, Empire Crossing is not on the May-October bookmobile schedule. In its place, Outreach is planning several one-time stops to local businesses.
- The May-October bookmobile schedule features a new stop at Welbrook, a senior center off GE Rd. The stop at Rainbow Ave was moved from afternoon to the evening to accommodate the Welbrook stop. Marketing assisted with getting mailings sent out to stops with low turnout.

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

- Home Delivery staff delivered 394 items to 40 customers this month.
- Deposit Collections Staff delivered 354 books to 6 sites this month. A total of 16 people attended regularly scheduled Tech Day.
- Michelle Cope worked with Project Oz to begin offering support to its clients in the library on Wednesdays, biweekly, from 1-2PM.
- Michelle Cope & I represented BPL at the Illinois Heart and Lung Foundation's Women's Health Night. We had meaningful conversations with many of attendees that stopped at our table.

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

- Work study students, Ivana Valencia and Amber Gauthier, left the department due to the semester break. Amanda Small is graduating this semester.
- We are actively searching for candidates to fill 4 Summer Temp positions.
- Part-time Library Assistant, Katie Gandhi, has accepted a position in Adult Services. Her open position will be posted in May.
- Michelle Cope is helping organize a process for sharing local volunteer (off-the-clock) opportunities with staff.

Goal: Administer a cost-effective public library.

- Outreach staff received a \$500 grant from the Illinois Prairie Community Foundation to help with the cost of the upcoming Bingo for Books event.

Upcoming:

- Bingo for Books event at the Western Avenue Community Center on May 9.

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(4/2018) Circulation and Outreach Services Statistics

Total Circ BPL	95,337
Total Circ Main	81,429
Adults	43,919
Teens	1,971
Children	35,539
Total Circ Outreach	4,868
OTR Adults	2,031
OTR Teens	134
OTR Children	2,703
Total Circ eBooks	9,040
Hoopla	1,860
MyMediaMall	6,620
RBDigital (Zinio)	441
TumbleBooks	119
Borrowers Registered	241
Total Active Cardholders	35,010
Children	8,528
Teen	3,175
Adult	23,307
GPPLD	1,342
Total Holds Filled	7,761
Main Holds	6,589
Outreach Holds	1,172
Door Count	26,402

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	500
WED	1.25	RAINBOW AVE	192
THUR	1	WINGOVER APTS (MORNING)	159
MON	1.5	THE GROVE	155
TUE	1	PONDS APTS	125
MON	1	EKSTAM DR	123
WED	1	EAGLE CREST	122
TUE	1.25	EAGLE CREEK	112
MON	1	ROLLINGBROOK SOUTH	106
MON	1	ROLLINGBROOK SOUTH	103

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
THUR	1.5	SUNNYSIDE PARK	0
SAT	1	MEADOWS	0
MON	0.75	BROADMOOR	2
TUE	1	BEICH RD.	5
FRI	1	COLONIAL PLAZA	6

Bookmobile Customers: 880

Total Monthly Stops: 65 (at 47 locations)

Circulation Questions Answered: 890

Outreach Questions Answered: 87

Total Questions Answered: 977

Bloomington Public Library

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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								
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								
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								

Human Resources Report

Gayle Tucker

April 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 CareerLink
- I share relevant training opportunities with Department Managers
- In April, there were three in-house Job Announcements
- I prepare job vacancy postings for our website and Facebook
- In April, I participated in 15 interviews
- I provided orientation for seven new employees
- 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 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 wrapped up in April, and will resume in August
- We are currently accepting volunteer applications for Movie Hosts
- I closely track hours worked by part-time staff

Upcoming:

- Insure accuracy of payroll records over the cross of the Fiscal Year (April 30/May 1)
- Onboarding of 12 seasonal employees for the summer
- New timeclocks that communicate directly with Munis
- Hiring!

Information Technology Report

Jon Whited

April 2018

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

Lauryn Manoni was hired to take the full-time LTA position in IT.

It was the last month for our Intern Russ Kendle. He graduates in May but plans to come in a volunteer from time to time. We are working with another student to volunteer in the IT department during the summer months.

Goal: Work effectively through the use of technology.

We met with a vendor to discuss the possibility of replacing the coinboxes with coinboxes that would take credit cards.

We met with a vendor to get pricing on the possibility of replacing the PC reservation and printing software.

Marketing Report

Rhonda Massie

April 2018

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

SUMMER PROGRAM GUIDE

- The Summer Program Guide is now available at the library, on the Bookmobile, and online. It was eBlasted to 23,401 cardholders and inserted into the backpacks of every student in grades K-5 in District 87. It will also be sent home with every K-5 student in the Tri Valley District in May.

SUMMER READING

- District 87 students in grades K-5 have received our summer program guide and will receive our summer reading logs during the last week of the school year. These will go home in the backpacks of students in grades K-5.
- Tri Valley students in grades K-5 will receive our summer program guide, summer reading logs, and a flyer with information about the summer reading program at both Bloomington and Heyworth libraries.
- Summer Reading bookmarks were produced in both English and Spanish and are being handed out during school visits which promote Summer Reading.

BOOKMOBILE SCHEDULE

- The May-October Bookmobile schedule is now available at the library, on the Bookmobile, and online.
- Scheduling the next 6 months of Bookmobile text reminders is ongoing.

BOOKMOBILE POSTCARDS

- Postcards were created and mailed to the residents living near the following Bookmobile stops: Old Farm Lakes, Broadmoor, Park Place, Fox Creek, Heartland Hills, Ballybunion, Beich/Pepper Ridge (one mailer for both), and Blooming Grove.

BINGO FOR BOOKS

- Produced bilingual flyers for the upcoming Bingo for Books program.

PRESS

- Press releases were issued promoting the library's Hobby Expo and the library's upcoming Sensory Story Times.

DESIGN WORK

Publicity

Program Guide

Bilingual Bookmarks promoting Summer Reading

Bilingual flyers for Bingo for Books

National Library Week and Scavenger Hunt promotion

Musical Petting Zoo

Jack of all Spades Card Club

Space Travel Program

Adult DIY Painting Class
Handout announcing the time change for the Rainbow Ave Bookmobile stop
WWI Program Series
Honoring our Veterans Program Series
El Dia de los Ninos/El Dia de los Ninos celebration
Sensory Story Time
Family Games Day
A Pond for Your Yard Series
2 Programs at Sunnyside Gardens
Theater Boot Camp
Story Time Brochure
Prairie Fire Theatre's Baobob performance
May Calendars
Illinois Bicentennial Series
Teen Monday Movies
Teen Monday Crafts
3x3 Rubik's Cube
Learn to Dance
Lincoln's Festival Teen Craft
Sparkling Grape Juice and a Masterpiece
Mary's Retirement Reception (publicity for staff)

Ads

Produced artwork for our new HOI/WEEK commercial
Ad for the MCLP Graduation Program Booklet
Hobbyist Expo ad for Pantagraph
Money Smart Week ad for Pantagraph
Baobob and Summer Reading ad for Pantagraph
Ad for Pastelle Magazine promoting Summer Reading
Community Players playbill ad promoting Baobob and Summer Reading
Sensory Story Time leaderboard and eBlast with Macaroni Kid

Signs

PS3 Shelf Marker
Nintendo Switch
Rubik's Cubes no Circulating
Updated the parking map for staff
Shelf Talkers
Author James Bennett Display Sign
Endcap signs for Mystery paperbacks
National Physical Fitness and Sports Month

Miscellaneous

Printed/constructed prop library cards for summer reading school visits

Created art for a bag being ordered by outreach

Edge Prize Voucher for Summer Reading

Website Highlight Boxes

Money Smart Week

Baobab (Prairie Fire Theatre performance)

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 44 Facebook followers for a total of 6,021;
 - the Library added 17 Instagram followers for a total of 991;
 - the Library added 17 Twitter followers for a total of 1,923;
 - 50 new cardholders opted to receive the Library's Program Guides & eBlasts via email.
- The Library has 244 current text subscribers.
- The Library's Bookmobile stops combined have 695 text subscribers.
- The Library's Books on Tap Book Club is on MeetUp.com.

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On April 1, an eBlast promoting Brainfuse JobNow was delivered to 23,4141 cardholders. These eBlasts are now also distributed via Facebook and Twitter.
- 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.

NON-STANDARD MEETINGS/TRAINING

- Met multiple times with HOI's creative services team while producing our television commercial
- 4.3 – Met with Sue Goodwin of Cumulus about a possible advertising venture which I took to one member of the GPPLD board on 5.1.18 and will be presented to GPPLD's full board on 5.16.18
- 4.5 – met with Jacqueline Peifer of Welcome Wagon but opted not to utilize their advertising offerings.
- 4.28 – Attended the graduation ceremony of the Multicultural Leadership Program

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

SUMMER READING

- The Summer Reading Logs for kids, teens, and adults were sent to the printer on May 2.
- These reading logs will be given to all K-5 students in District 87 and all K-5 students in the Tri Valley school district. Tri Valley kids will also receive our summer program guide (D87 students already received this) and a flyer which includes information about the summer reading programs at both Bloomington Library and Heyworth Library.
- Marketing is actively involved with the Summer Reading Subcommittees of print materials, decorations, and securing sponsors/donations.

BILINGUAL MATERIALS

- Bingo for Books and the Summer Reading bookmarks were produced in both English and Spanish.
- We're working now to secure translation of our Kids Summer Reading Log so we can again send that to the Bent School in both English and Spanish.

PODCAST

- In late April, an interview with Amy Wertheim of RGW Candy was released.
- Upcoming Podcast Topics (tentative):
 - Local Breweries and Brewers

Upcoming:

- We are in Summer Reading mode.
 - Summer Reading logs go the printer in early May.
 - Next week, we'll be designing, printing, and cutting 21 different vouchers for businesses that chose to have us create their Summer Reading prize vouchers.
 - Anissa continues to plug away on Summer Reading decorations, stair wrap, and elevator wraps.
 - We're working now to secure translation of our Kids Summer Reading Log into Spanish so we can again send that to Bent School in both English and Spanish.
 - Summer Reading logs will be delivered to District 87 sometime around May 18.
 - Summer Reading logs, Summer Program Guides, and a combined handout with Heyworth Library will be delivered to Tri Valley Middle School and Tri Valley Grade School around May 18.
- Sue Goodwin of Cumulus will attend the next meeting of the GPPLD board to pitch an advertising package which has already been pitched to GPPLD Board Member Ruth Novosad.

She was interested and asked Sue to present at the board's next meeting. The package could include eBlasting 3,600 residents of GPPLD as well as targeting ads to that area via computers and mobile devices.

- Jim has designed some new hanging signage for the library. This is a project that we will work on in June - after Summer Reading begins.
- BPL, NPL, Unit 5, and District 87 have a meeting set for July to discuss student cards. Both liaisons for the district are leaving their jobs at the end of this school year, so we'll be working with new players and wanted to get a meeting on the calendar.
- A joint BPL/NPL team submitted a proposal to present at this year's ILA conference in October. It was accepted. The group will speak about getting library cards to students in District 87 and Unit 5. Rhonda and Jon Whited will attend for BPL with Randi Sutter and Laura Golaszewski attending for NPL.

Support Services Report
Caprice Prochnow
April 2018

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

- Caprice attended an OSHA seminar.
- Custodial staff:
 - Completed painting in Admin, Dock area, and the staff hallway by the lockers.
 - Spring cleanup of property.
 - Various plumbing repairs were made.
 - Shifted the Mystery paperback shelving to increase the aisle width.
 - Repositioned the strike on the north patio gate so that it opens and closes correctly.
 - Installed interactive displays on the front of the Circulation counter.
- Repairs/Installs:
 - A-1 Haney Plumbing installed a new faucet in the boiler room.
 - Mid-Illinois Mechanical installed a water meter for chemical monitoring in the closed loop system, replaced control board on humidifier, and replaced corroded valve to RO system.
 - Blind Man installed blinds on the side window of the Board Room, Director's office, and HR office.
 - Automatic Fire Sprinkler installed the last of the replacement sprinkler heads under the overhang.
 - Spaid Plumbing repaired a backflow that was leaking.

Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice viewed a webinar on "Protecting Municipal Employees from Opioid (Fentanyl) Exposure."

Work effectively through the use of technology.

- Jon, Tom and I met with Andy from MIDCO for more discussion on additional cameras and a mass notification system for the Library.

Administer a cost-effective public library.

- Earthwise completed quarterly testing of chemicals in closed loop system.
- Mid-Illinois Mechanical completed quarterly PM on the HVAC system.
- Tri County completed the Spring startup of the irrigation system.
- Clearly Windows completed the Spring cleaning of the windows.
- Johnson Controls completed the Startup/PM for the Chiller. The suction temperature sensor had to be replaced on Circuit #2.
- Illini Fire Equipment completed the annual inspection of the fire extinguishers.

Upcoming in May

- Parking lot re-stripping with angled parking and permanent speed bumps.
- Flowers and plants will be planted.
- Mulch will be installed in the landscape beds.
- Annual inspection of the elevator.

Technical Services Report

Allison Schmid

April 2018

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

- TS processed and cataloged over 30,000 new titles in FY18. Almost 34,000 items were Discarded.
- Margaret processed and cataloged several book club kit replacements.

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

- All TS staff attended the MMS on Career Link.
- All staff enjoyed a Flinger's lunch to celebrate National Library week, and we had great participation for our dress-up days. 94% of staff dressed up for Departmental Pride Day!

Goal: Work effectively through the use of technology.

- Working together, Karen M. and Allison S. turned in the Illinois History Digital Imaging Grant, requesting \$5,000 to digitize rare documents in the Illinois Room locked case.

Goal: Administer a cost-effective public library.

- We recently received some bad batches of cases from Showcases. We've been in contact with the company and they will be issuing us replacements.
- Johanna and Theresa have been collecting children's books to give away at our SRP Kick-Off event.

Upcoming:

- Cataloging the Teen Zone controllers and other accessories.
- Finishing the migration of the Parent collection into the children's picture books and nonfiction.
- Processing and cataloging STEAM kits.

April 2018

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	790	452
Adult Nonfiction	324	760
Juvenile Fiction	1181	214
Juvenile Nonfiction	161	447
Adult CDs	137	101
Juvenile CDs	1	1
Adult DVDs	323	144
Juvenile DVDs	67	24
Adult Audio	30	6
Juvenile Audio	1	52
Adult Computer Games	17	118
Juvenile Computer Games	1	11
Total Adds/Withdraws	3033	2330

Total Items in Main	305767
Total Items in OTR	10653
Total Items in Library	316420

BLOOMINGTON PUBLIC LIBRARY
FY 2017-2018 FISCAL REPORT

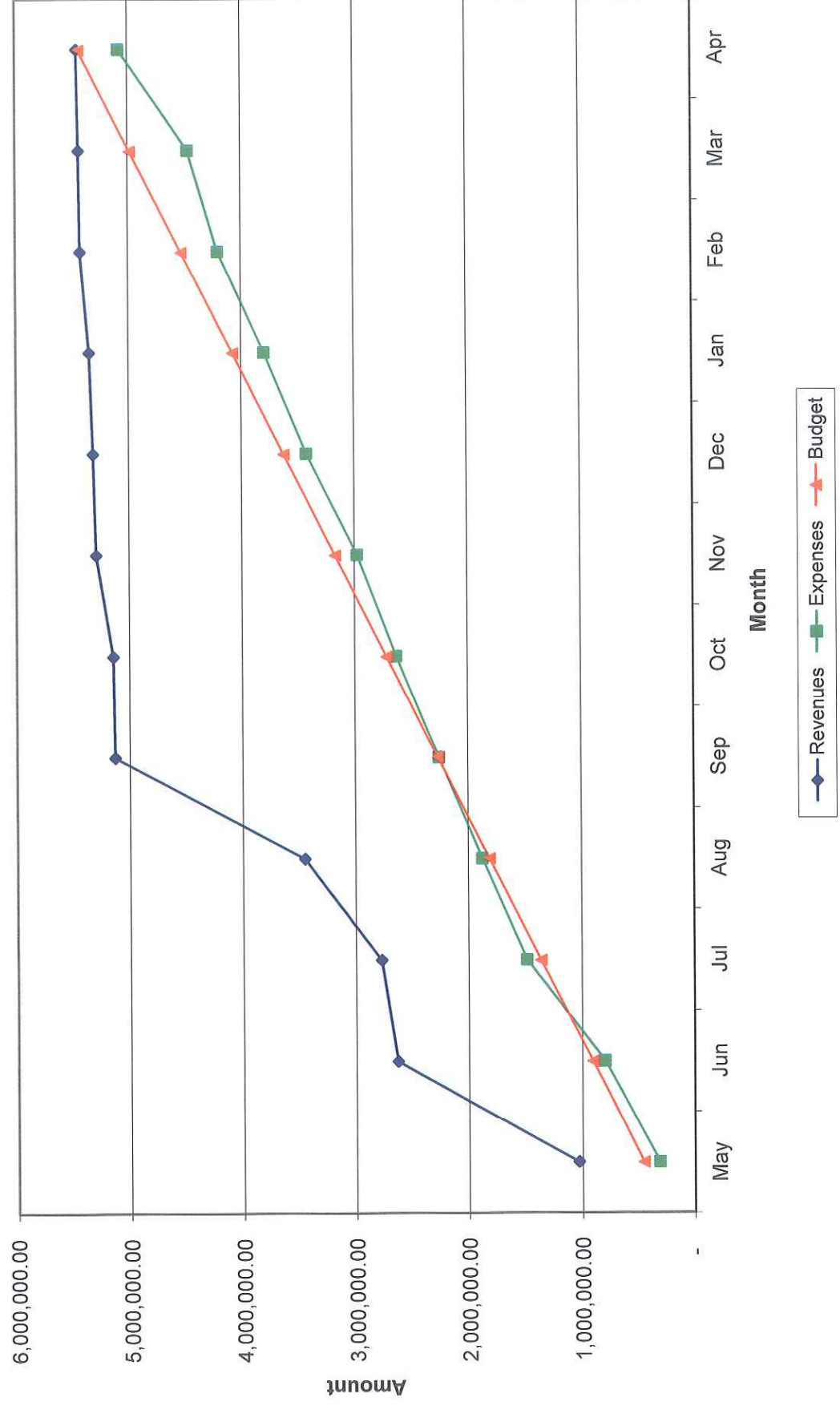
REVENUES:

ACCT NAME	BUDGET	APRIL 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,683,111	0.00	4,679,452.84	(3,658.16)	99.9
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	59,483.07	483.07	100.8
GPPLD	400,000	0.00	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	5,092.45	67,220.51	(17,779.49)	79.1
Copies	3,500	324.25	3,522.00	22.00	100.6
Interest on Investments	5,000	5,140.96	42,903.15	37,903.15	858.1
Interest From Taxes	0	0.00	31.22	31.22	-----
Sale of Property	1,000	0.00	3.75	(996.25)	0.4
Donations	27,150	1.00	35,355.50	8,205.50	130.2
Cash Over/Short	0	12.25	(15.27)	(15.27)	-----
Other	41,200	4,775.48	47,370.24	6,170.24	115.0
Total Revenues	5,435,361	15,346.39	5,453,750.30	18,389.30	100.3

ACCT NAME	BUDGET	APRIL 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	342,901.30	2,081,178.12	(58,716.88)	97.3
Part-Time Salaries	435,888	38,518.69	383,920.94	(51,967.06)	88.1
Seasonal Salaries	62,005	1,942.48	45,156.44	(16,848.56)	72.8
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Other Salaries	0	12,600.00	12,600.00	12,600.00	-----
Total Sals & Wages	2,638,888	395,962.47	2,522,855.50	(116,032.50)	95.6
Dental Insurance	13,122	1,023.36	13,486.61	364.61	102.8
Vision Insurance	2,155	225.22	2,628.17	473.17	122.0
Health Insurance, BC/BS PPO	236,544	25,375.36	302,445.40	65,901.40	127.9
Health Insurance, OSF HMO	84,996	3,032.62	52,458.24	(32,537.76)	61.7
Life Insurance	3,100	254.85	3,098.07	(1.93)	99.9
IMRF	318,417	24,967.46	276,015.72	(42,401.28)	86.7
FICA	170,762	14,327.42	149,488.61	(21,273.39)	87.5
Medicare	38,248	3,350.86	34,961.15	(3,286.85)	91.4
Worker's Comp	17,075	0.00	7,886.00	(9,189.00)	46.2
Uniforms	700	0.00	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	0.00	17,516.00	(2,484.00)	87.6
Other Benefits	20,000	6,663.83	34,445.96	14,445.96	172.2
Total Benefits	925,119	79,220.98	894,772.70	(30,346.30)	96.7
Rentals	30,000	1,422.28	19,093.59	(10,906.41)	63.6
Total Rentals	30,000	1,422.28	19,093.59	(10,906.41)	63.6
Building Mtnc	123,600	31,980.34	110,084.92	(13,515.08)	89.1
Vehicle Mtnc	5,500	114.63	7,320.52	1,820.52	133.1
Office & Computer Mtnc	169,950	4,489.99	129,610.70	(40,339.30)	76.3
Total Repair/Mtnc	299,050	36,584.96	247,016.14	(52,033.86)	82.6

ACCT NAME	BUDGET	APRIL 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	3,141.70	27,537.06	(5,462.94)	83.4
Printing/Binding	19,570	526.56	8,660.47	(10,909.53)	44.3
Travel	1,000	32.22	634.48	(365.52)	63.4
Membership Dues	5,150	0.00	4,217.46	(932.54)	81.9
Professional Development	14,000	375.93	11,916.44	(2,083.56)	85.1
Other Purchased Services	130,000	3,652.05	94,765.76	(35,234.24)	72.9
Property Insurance	25,000	0.00	14,416.00	(10,584.00)	57.7
Vehicle Insurance	4,200	0.00	3,000.00	(1,200.00)	71.4
Other Insurance	5,700	0.00	5,000.00	(700.00)	87.7
Total Purchased Services	237,620	7,728.46	170,147.67	(67,472.33)	71.6
Office Supplies	15,000	1,564.98	9,568.63	(5,431.37)	63.8
Computer Supplies	82,400	7,254.02	85,528.65	3,128.65	103.8
Copier Supplies	3,500	1,149.09	4,997.09	1,497.09	142.8
Postage	12,360	6,000.00	11,598.97	(761.03)	93.8
Library Supplies	77,250	2,829.75	62,000.90	(15,249.10)	80.3
Janitorial Supplies	16,480	1,336.55	11,932.93	(4,547.07)	72.4
Gas & Diesel Fuel	4,500	388.21	2,806.12	(1,693.88)	62.4
Building Mtnc & Repair Supplies	10,300	127.49	17,931.97	7,631.97	174.1
Total Supplies	221,790	20,650.09	206,365.26	(15,424.74)	93.0
Natural Gas	25,000	4,301.12	18,890.69	(6,109.31)	75.6
Electricity	89,000	4,752.96	75,523.50	(13,476.50)	84.9
Water	8,500	421.89	6,953.15	(1,546.85)	81.8
Telecommunications	35,000	2,349.12	33,680.92	(1,319.08)	96.2
Total Utilities	157,500	11,825.09	135,048.26	(22,451.74)	85.7
Professional Collection	1,000	405.00	1,474.34	474.34	147.4
Total Prof Collection	1,000	405.00	1,474.34	474.34	147.4
Periodicals	38,000	3,974.61	38,935.37	935.37	102.5
Adult Books	162,000	17,396.60	164,324.27	2,324.27	101.4
Children's Books	130,000	12,254.76	120,675.66	(9,324.34)	92.8
A/V Materials	147,000	11,890.16	139,596.49	(7,403.51)	95.0
Public Access Software	148,000	0.00	126,537.54	(21,462.46)	85.5
Downloadable Materials	70,000	7,549.28	68,134.37	(1,865.63)	97.3
Total Materials	695,000	53,065.41	658,203.70	(36,796.30)	94.7
Employee Relations	6,180	1,948.17	3,795.02	(2,384.98)	61.4
Miscellaneous Expenses	9,270	627.14	6,811.15	(2,458.85)	73.5
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	2,575.31	224,550.17	(4,843.83)	97.9
Total Expenses	5,435,361	609,440.05	5,079,527.33	(355,833.67)	93.5

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 95.0% to 105.0% is acceptable)
April 2018

Fees & Rentals (79.1%): This is under the projected amount.

Interest on Investments (858.1%): The Library projected a low amount for Interest.

Sale of Property (0.4%): The Library sold an old garage sale item.

Donations (130.2%): This is over because of an additional donation the Foundation gave the Library for last year's Summer Reading Program.

Other Revenue (115.0%): This is over the projected amount due to the success of the Book Shoppe.

Part-Time Salaries (88.1%): This is under-spent due to some vacancies during the year.

Seasonal Salaries (72.8%): This is under-spent due to some vacancies during the year.

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

Vision Insurance (122.0%): This is over-spent due to more staff enrolling in this insurance program than anticipated and rate increases that went into effect January 1.

Health Insurance BC/BS PPO (127.9%): This is over-spent due to more staff choosing this option for their health insurance and rate increases that went into effect January 1.

Health Insurance HMO (61.7%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (86.7%): The projection for this line item was higher than necessary, therefore, the line item is under-spent.

FICA (87.5%): The projection for this line item was higher than necessary, therefore, the line item is under-spent.

Medicare (91.4%): The projection for this line item was higher than necessary, therefore, the line item is under-spent.

Worker's Compensation (46.2%): The annual premium for 2018 was paid in February.

Uniforms (49.0%): Charges have been minimal.

Tuition Reimbursement (87.6%): The Foundation agreed to pay some of the tuition for staff this fiscal year.

Other Benefits (172.2%): Accrued vacation time has been paid to employees who left employment, along with IMRF Buy Back for two employees who have announced their retirements.

Rentals (63.6%): Charges have been minimal.

Building Maintenance (89.1%): Charges have been minimal.

Vehicle Maintenance (133.1%): This is over-spent due to some bookmobile repairs that were not covered under warranty.

Office/Equipment Maintenance (76.3%): Charges have been minimal.

Advertising (83.4%): Charges have been minimal.

Printing/Binding (44.3%): Charges have been minimal.

Travel (63.4%): Charges have been minimal.

Membership Dues (81.9%): Charges have been minimal.

Professional Development (85.1%): Charges have been minimal.
Other Purchased Services (72.9%): Charges have been minimal.
Property Insurance (57.7%): The annual premium for 2018 was paid in February.
Vehicle Insurance (71.4%): The annual premium for 2018 was paid in February.
Other Insurance (87.7%): The annual premium for Director's and Officer's Insurance is paid in February.
Office Supplies (63.8%): Charges have been minimal.
Copier Supplies (142.8%): This line item is over-spent due to a recent purchase of copy paper.
Postage (93.8%): Charges have been minimal.
Library Supplies (80.3%): Charges have been minimal.
Janitorial Supplies (72.4%): Charges have been minimal.
Gas & Diesel Fuel (62.4%): Charges have been minimal.
Building Maintenance Supplies (174.1%): This line item is over-spent due to the purchase of a supply of fluorescent light bulbs and ballasts to be installed.
Natural Gas (75.6%): Charges have been minimal.
Electricity (84.9%): Charges have been minimal.
Water (81.8%): Charges have been minimal.
Professional Collection (147.4%): This line item is over-spent due to charging a portion of the annual Ebsco subscription payment for professional journals.
Children's Books (92.8%): Charges have been minimal; however, this does not reflect what has been ordered.
Public Access Materials (85.5%): This is under-spent due to the elimination of some databases.
Employee Relations (61.4%): Charges have been minimal.
Miscellaneous Expenses (73.5%): Charges have been minimal.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 3,230.00
BPL Foundation (former Friends) for SRP:	14,460.44
BPL Foundation, additional for 2017 SRP:	15,189.59
Geneta Miles, Miscellaneous Donation:	1,000.00
State Farm Good Neighbor Grant:	500.00
State Farm: Rubix Cube Program:	250.00
Fresh Thyme, Giving Bag Donation:	1.00
Michael Lockett, Donation for Refreshments at Author Fair	75.00
Memorial Donations:	65.00
Miscellaneous Donations:	575.00
Fountain Receipts:	9.47
Total Donations:	\$ 35,355.50

The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	1,625.54
Book Shoppe:	24,939.45
Ear Buds:	492.00
Eclipse Glasses:	339.25
Flashdrives:	282.75
Hot Beverage Service:	795.00
Meeting Room Fees:	957.50
Print Station:	13,829.90
Reusable Bags:	553.50
Slingback Packs:	404.00
Test Proctoring:	950.00
Totebags:	728.00
Tumblers:	148.00
Umbrellas:	35.00
Miscellaneous:	1,275.35

Total Other Revenue: \$47,370.24

During April, 7 batches containing 82 invoices were processed, totaling \$74,769.55 and 152 credit card charges were made totaling \$39,395.82.

As of April 30, the Library's Maintenance & Operating Fund Balance is \$2,105,344.46 which is 38.7% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 4/30/18:

Operating:	\$ 2,105,344.46
Capital:	\$ 2,833,535.37
Fixed Assets:	\$ 1,141,366.94

BLOOMINGTON PUBLIC LIBRARY
DONATIONS RECEIVED
FY 18

SOURCE	1st QTR	2nd QTR	3rd QTR	4th QTR	YTD TOTAL
Summer Reading Program Community Donations:					
Clemens & Associates	150.00	0.00	0.00	0.00	150.00
Kurt's Autobody	250.00	0.00	0.00	0.00	250.00
Don Owen Tire Service	100.00	0.00	0.00	0.00	100.00
Kathy Alwes-Petri (American Family Insurance)	30.00	0.00	0.00	0.00	30.00
Golden Prairie Public Library District	2,000.00	0.00	0.00	0.00	2,000.00
Heartland Bank	100.00	0.00	0.00	0.00	100.00
Robert's Trophies	100.00	0.00	0.00	0.00	100.00
Snyder & Snyder Agency	200.00	0.00	0.00	0.00	200.00
Specs Around Town	50.00	0.00	0.00	0.00	50.00
Copy Shop	0.00	250.00	0.00	0.00	250.00
Total Summer Reading Program Community Donations	2,980.00	250.00	0.00	0.00	3,230.00
Memorial Donations:					
Barbara Gaffron Trust, Norene Bell Memorial	15.00	0.00	0.00	0.00	15.00
Gayle Dustman, Gary Hoover Memorial	25.00	0.00	0.00	0.00	25.00
Betty Adcock, Helen Benson Memorial	0.00	0.00	25.00	0.00	25.00
Total Memorial Donations	40.00	0.00	0.00	0.00	65.00
Other Donations:					
Fountain Receipts	7.79	1.68	0.00	0.00	9.47
State Farm Good Neighbor Grant (for Nancy Miller)	500.00	0.00	0.00	0.00	500.00
State Farm, Rubix Cube Program Grant	0.00	250.00	0.00	0.00	250.00
Michael Lockett, Donation for Author Fair	0.00	75.00	0.00	0.00	75.00
Susan Killian, Unrestricted Donation	0.00	0.00	100.00	0.00	100.00
Robert Starckovich, Unrestricted Donation	0.00	0.00	25.00	0.00	25.00
Mary/Steve Goodwin, Unrestricted Donation	0.00	0.00	300.00	0.00	300.00
Verlyn Zachow, Unrestricted Donation	0.00	0.00	50.00	0.00	50.00
Lois Rubbel, Unrestricted Donation	0.00	0.00	100.00	0.00	100.00
Geneta Miles, Unrestricted Donation	0.00	0.00	1,000.00	0.00	1,000.00
Fresh Thyme, Giving Bag Donation	0.00	0.00	0.00	1.00	1.00
Total Other Donations	507.79	326.68	0.00	0.00	2,410.47
Foundation:					
Tuition for Staff	5,388.00	15,264.00	0.00	0.00	20,652.00
Summer Reading Program, 2017	0.00	0.00	14,460.44	0.00	14,460.44
Additional Summer Reading Program, 2017	0.00	0.00	15,189.59	0.00	15,189.59
Annual Appreciation Day, 11/7/17	0.00	0.00	1,723.58	0.00	1,723.58
Total Foundation	5,388.00	15,264.00	0.00	0.00	52,025.61
Total Donations	8,915.79	15,840.68	0.00	0.00	57,731.08

Bloomington Public Library
Monthly Statistics - April 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	43,919	546,538	44,469	602,913
Teens	1,971	28,854	3,018	42,879
Children	35,539	477,329	35,695	526,596
OTR Adults	2,031	25,676	2,211	27,898
OTR Teens	134	1,489	145	1,850
OTR Children	2,703	41,359	4,152	49,681
e-Books - Overdrive	6,620	70,693	5,755	59,569
Hoopla downloads	1,860	15,108	n/a	n/a
Zinio Magazines	441	4,553	379	4,169
Tumblebooks	119	1,235	30	928
TOTAL CIRCULATION				
Adults	45,950	572,214	46,680	630,811
Teens	2,105	30,343	3,163	44,729
Children	38,242	518,688	39,847	576,277
Digital Downloads	9,040	91,589	6,164	64,666
Combined Total	95,337	1,212,834	95,854	1,316,483
ITEMS IN THE COLLECTION				
Main	305,767	305,767	307,902	307,902
OTR	10,653	10,653	11,427	11,427
TOTAL	316,420	316,420	319,329	319,329
HOLDS FILLED	7,761	91,031	7,467	96,378
INTERLIBRARY LOAN				
Borrowing Requests Received	476	5,837	473	6,469
Outgoing Loans (Lending)	246	2,896	234	3,289
CARDHOLDERS				
Added	241	4,161	285	4,630
TOTAL ACTIVE CARDS				
Adults	23,307	23,307	25,323	25,323
Teens	3,175	3,175	2,936	2,936
Children	8,528	8,528	6,957	6,957
Combined Total	35,010	35,010	35,216	35,216
REFERENCE QUESTIONS				
Adults	2,180	26,356	2,492	29,027
Teens	126	1,680	81	1,459
Children	668	8,967	538	8,408
OTR	87	1,020	133	1,445
Circulation	890	9,312	537	8,654
TOTAL	3,951	47,335	3,781	48,993
PROGRAMS & OUTREACH				

Bloomington Public Library
Monthly Statistics - April 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Adult	26	174	27	222
Teens	3	44	1	45
Childrens	30	296	33	287
Community Group in Library	2	70	5	77
Staff Visit to Community Group	13	143	14	125
TOTAL	74	727	80	756
PROGRAM & OUTREACH ATTENDANCE				
Adult	721	3,520	1,200	3,797
Teen	206	1,167	1	400
Childrens	660	11,110	875	10,612
Community Group in Library	74	1,792	n/a	n/a
Staff Visit to Community Group	1,131	16,977	n/a	n/a
1-on-1 with Staff	6	100	n/a	n/a
TOTAL	2,798	34,666	2,076	14,809
COMPUTER USE				
Public computer uses	4,156	49,780	4,141	51,808
Website database/catalog hits	39,403	354,504	25,791	299,247
Online Resource (Database) uses	11,300	82,301	5,315	59,658
TOTAL	54,859	486,585	35,247	410,713
MEETING ROOM USAGE				
Study Room	101	1,057	89	741
Digital Media Lab	5	113	6	117
Community Room	51	519	59	545
TOTAL	157	1,689	154	1,403
CUSTOMER VISITS				
Main	26,402	326,247	23,387	n/a due to gate malfunctions
Bookmobile	977	12,514	889	12,904
TOTAL	27,379	338,761	24,276	n/a due to gate malfunctions

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, March 21, 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 5:02 p.m.
- II. Roll Call
MEMBERS PRESENT: Ary Anderson, Laurie Nippe, Ruth Novosad (arrived at 5:08 p.m.), Stephen Peterson, Patti Salch, Jodi Sherman, Stephanie Walden

MEMBERS ABSENT: None

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins, Colleen Shaw, Johanna Sneed
- III. Introductions
There were no introductions.
- IV. Public Comment
There was no public comment.
- V. President's Report
 - A. Approve Appointment of New Board Members to Fill Unexpired Terms
President Peterson asked that a motion be made to appoint Laurie Nippe and Stephanie Walden to the Board, filling two Board vacancies, until the next consolidated election in 2019.
PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO APPOINT LAURIE NIPPE AND STEPHANIE WALDEN TO THE GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES TO FILL UNEXPIRED TERMS EFFECTIVE IMMEDIATELY THROUGH JUNE 30, 2019. THE MOTION CARRIED UNANIMOUSLY.
Jodi Sherman administered the Oath of Office to Laurie Nippe and Stephanie Walden.
- VI. Approval of Minutes
 - A. February 21, 2018
ARY ANDERSON MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE MINUTES FROM THE FEBRUARY 21, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
- VII. Staff Reports

A. Director's Report

Director Hamilton reported that the BPL Board is working on the Director's evaluation. During the last meeting, they discussed the evaluation process. Otherwise, Director Hamilton added, there is no update regarding the Library expansion project.

B. Outreach Report

Colleen Shaw presented the Outreach Report. Colleen stated that during the last meeting, the Board discussed finding ways to promote the Summer Reading Program in Golden Prairie areas. She shared the possibility of having pop-up programs at Bookmobile stops. This has been done in the past and was not well attended. Coleen added that when the library partners with other organizations for events, there is usually a greater turnout.

C. Financial Report

Kathy Jeakins shared that the Per Capita Grant funds were received. Kathy proceeded to entertain questions.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Ruth Novosad and Ary Anderson met with Director Hamilton, and they have a plan in place to move forward with contacting residents in Downs. There are thirteen addresses eligible for the first wave of letters being sent out. Additionally, Director Hamilton will be sending letters to any residents of the unserved area that received library cards in error. She added that there would be a three-month grace period for those that currently have a library card before they can no longer use library services.

The Board sought legal counsel and feel comfortable with moving forward with the process.

An inquiry was made about whether the Board will be following up with residents who have not responded to the Board or taken action to move forward with the annexation. Ruth shared that the first wave of letters state that the Board will follow up with anyone who has not responded by June 1.

B. Approve Appointment of Board Officer(s) to Fill the Unexpired Term(s)

President Peterson shared that due to recent Board vacancies, a new Vice President needs to be appointed. Depending on who is appointed, multiple Board Officer vacancies may occur.

RUTH NOVOSAD MOVED, ARY ANDERSON SECONDED, TO APPROVE APPOINTING JODI SHERMAN AS VICE PRESIDENT EFFECTIVE IMMEDIATELY THROUGH FY19. THE MOTION CARRIED UNANIMOUSLY.

ARY ANDERSON MOVED, PATTI SALCH SECONDED, TO APPROVE APPOINTING RUTH NOVOSAD AS SECRETARY/TREASURER EFFECTIVE IMMEDIATELY THROUGH FY19. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Appointment of FOIA Officer

RUTH NOVOSAD MOVED, JODI SHERMAN SECONDED, TO APPROVE APPOINTING THE DIRECTOR JEANNE HAMILTON AS THE SECOND FOIA OFFICER (STEPHEN PETERSON WILL CONTINUE TO SERVE). THE MOTION CARRIED UNANIMOUSLY.

IX. New Business

There was no new business.

X. Comments from Board Trustees

Patti Salch shared that she was in Covell, where she shared program information, and distributed program guides and bookmobile schedules.

President Peterson asked the Board if they would like to create a resolution to back-up the BPL Board and City Council to keep the library at its current location. The Board agreed and asked that this be added to next month's meeting agenda.

Laurie Nippe shared interest in learning more about the library and GPPLD. Director Hamilton shared that she will set-up meetings with the new Trustees, and President Peterson suggested that new Trustees attend BPL Board meetings.

XI. Adjournment

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

President Peterson adjourned the meeting at 5:44 p.m.

Incident Report Summary for April 2018

2018-04-30 23:59:00

2018-04-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
3777	2018-04-02 15:02:26	StolenDamagedLibraryMaterial
3778	2018-04-08 15:05:30	StolenDamagedLibraryMaterial
3779	2018-04-09 15:22:23	InternetAbuse
3780	2018-04-10 21:34:17	InappropriateBehavior
3781	2018-04-11 16:20:52	Other
3782	2018-04-11 18:34:01	StolenDamagedLibraryMaterial
3783	2018-04-12 15:04:03	HealthSafety
3784	2018-04-15 17:23:21	StolenDamagedLibraryMaterial
3785	2018-04-16 12:32:56	InappropriateBehavior
3786	2018-04-16 14:57:39	CustomerSuspensionViolation
3787	2018-04-18 16:47:25	InternetAbuse
3788	2018-04-18 20:59:29	InappropriateBehavior
3789	2018-04-21 13:18:26	StolenDamagedLibraryMaterial

3790	2018-04-21 13:44:37	InappropriateBehavior
3791	2018-04-22 15:14:38	InappropriateBehavior
3792	2018-04-24 20:06:10	AlcoholDrugs
3793	2018-04-27 15:21:45	CustomerSuspensionViolation
3794	2018-04-30 12:46:08	LibraryEquipmentIncident

Suspension Report Summary for April 2018

2018-04-30 10:16:33am
 2018-04-01 10:16:33am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
144	2018-04-16 00:00:00	Inappropriate Behavior
143	2018-04-12 00:00:00	Health Safety
147	2018-04-18 00:00:00	Internet Abuse
146	2018-04-16 00:00:00	Inappropriate Behavior
150	2018-04-27 00:00:00	Inappropriate Attire
149	2018-04-21 00:00:00	Inappropriate Behavior
151	2018-04-27 00:00:00	Customer Suspension Violation

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

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

1. That the three-quote requirement be waived and the Library Director authorize payment for CollectionHQ Service to Bridgeall Libraries Limited in the amount of \$15,000.00 each year for a 3-year contract, from July 27, 2018 through July 26, 2021
2. That the CollectionHQ software offers a proven methodology for collection performance improvement
3. That the CollectionHQ software works with the Library's current ILS (and all potential vendors being considered in our current ILS selection process) to base purchasing decisions on circulation data
4. That Bridgeall Libraries Limited was purchased by Baker & Taylor; and Collection HQ Service works with Baker & Taylor's Title Source 360, which is the primary selection software
5. That the 3-year contract payment schedule follows:
FY19: \$15,000.00 (paid in 2018)
FY20: \$15,000.00 (paid in 2019)
FY21: \$15,000.00 (paid in 2020)
6. That by approving this multi-year contract, the Library receives a cumulative discount of \$3,697
7. That Bridgeall Libraries Limited is the only source for the CollectionHQ Service
8. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$15,000.00

Approved this 15th day of May 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): Collection HQ, a service that provides evidence-based collection assessment.

Qty: 1

Single Source (Y/N): Y

1. Vendor Name: Collection HQ // collectionhq.com

Vendor Remit Address: Hillington Park Innovation Centre, 1 Ainslie Rd., Glasgow G52 4RU, UK

Vendor Email Address: donna.boecker@collectionhq.com

Vendor Number:

Quote Amount (include Shipping, where applicable): \$15,000 each year for a 3-year contract, from July 27, 2018, through July 26, 2021.

Recommendation (Include Justification):

Collection HQ is an internet-based, evidence-based service that allows material selectors to objectively evaluate library collections. The various reports within the HQ system readily point out materials and areas that are:

"grubby" meaning they have high use and may need to be replaced;

"dead" meaning they've been unused for a specified amount of time and may need to be withdrawn;

"overstocked" meaning a portion of the collection has too much material for the circulation it receives;

"understocked" meaning that a section of the collection could use more titles and/or copies

Collection HQ provides a schedule for reviewing the collection, helping the selector maintain a regular oversight of their areas. Different sections of each selector's collection may be at a different point in the review schedule. Given that three librarians manage a vast majority of the library's holdings (adult fiction print and audio; adult nonfiction print and audio; children's print), this tool saves a lot of time, allowing these staff to keep up-to-date, usable materials within our limited shelf space. HQ provides data and analysis that is not available from reports through our catalog Sirsi. There is not another company that does what Collection HQ does; they are the sole provider of this type of collection assessment.

Collection HQ offers the opportunity to lock in an annual cost for three years. If the service were renewed for one year at \$15,000, there would be an increase of 4% for subsequent years.

Prepared by: Carol Torrens, Adult Services Manager

Date: April 30, 2018

Department Manager Signature: Carol E Torrens

Date: 5/9/18

Director: Approve **Deny** **Date:** 5/10/18 **Initials** JCH

A RESOLUTION WAIVING THE THREE-QUOTE REQUIREMENT AND
AUTHORIZING PAYMENT FOR OCLC SERVICE
TO ILLINOIS HEARTLAND LIBRARY SYSTEM

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

1. That the three-quote requirement be waived and the Library Director authorize payment for OCLC Service to Illinois Heartland Library System in the amount of \$22,948.20
2. That the OCLC Service is the mechanism in which the Library uses to catalog all new materials and to conduct Interlibrary Loan Services
3. That the Library uses the OCLC Service to create and edit quality bibliographic and authority records
4. That the OCLC Service allows users to find the materials they need faster
5. That the OCLC Service allows libraries to share records with the entire OCLC cooperative worldwide
6. That the Illinois Heartland Library System is the only source for consortia purchase of OCLC Service in Illinois
7. That the funds come from the following source:
Bloomington Public Library Maintenance & Operating Budget: \$22,978.20

Approved this 15th day of May 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

ILLINOIS STATE LIBRARY
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701-1796

April 30, 2018

Ms. Jeanne Hamilton
Bloomington Public Library (JCH)
205 East Olive Street
Bloomington, IL 61701-5218

Dear Ms. Hamilton:

Enclosed you will find a single copy of your institution's FY2019 ILLINET/OCLC Services Program Agreement. Please sign and return the signed copy of the ILLINET/OCLC Services Program Agreement. One fully executed original agreement will be returned to your library for your files.

Your institution's FY19 fee is \$22,948.20

This letter is not an invoice. You will receive an invoice for your FY2019 fee from the Illinois Heartland Library System, the Illinois State Library's fiscal agent for ILLINET/OCLC Services. Invoices will be mailed in early July. Online account access is provided at: www.illinetoclc.info. Please contact Shirley Paden at 618-656-3216 x419 for your account information.

TO AVOID OCLC SERVICE INTERRUPTION, SIGN AND RETURN THIS AGREEMENT BY JUNE 30, 2018. Your library is responsible for all charges billed by OCLC after July 1, 2018. Agreements may be returned via mail, email or fax at 217-782-6062. IF YOUR LIBRARY WILL NOT BE RENEWING OCLC SERVICES, please contact Sue Burkholder at sburkholder@ilsos.net no later than JUNE 20, 2018. IT IS ESSENTIAL THAT YOU CONFIRM YOUR INTENT BY RETURNING THIS AGREEMENT OR OTHERWISE NOTIFYING THIS OFFICE.

Please return your institution's signed agreement to:

Sue Burkholder
Illinois State Library/ILLINET/OCLC Contract
Gwendolyn Brooks Building
300 South Second Street
Springfield, IL 62701-1796

Please direct questions to Sue Burkholder at 217-785-1537 or at sburkholder@ilsos.net

Sincerely,

A handwritten signature in black ink that reads "Greg McCormick".

Greg McCormick
Deputy Director, Illinois State Library

Bloomington Public Library

Books are just the beginning.



Recommendation to Close Library for Staff Development Day, Wednesday, October 3, 2018:

In order to provide Staff Development Day on Wednesday, October 3, 2018, staff recommend the Library be closed so that all full-time and most part-time employees may participate in this professional development event.

The Bloomington Public Library Board of Trustees approve closing the Library on Wednesday, October 3, 2018 to provide Staff Development Day.

Approved this 15th day of May 2018

Julian Westerhout, President
Bloomington Public Library Board of Trustees