

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 20, 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. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of February 20, 2018 Regular BPL Board Meeting
 - B. Approve Bills List of February 2018
- IX. Regular Discussion Items
 - A. Discuss Nominating Committee and Upcoming Elections
 - B. Discuss Library Director's Annual Performance Review
- X. Library Expansion Items
 - A. Discussion on Library Expansion
- XI. Comments from Board Trustees
- XII. Adjournment

Posted: 3/15/18 4:15 p.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, Feb. 20, 2018

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Service	Building Maintenance	5,769.00
Amazon.com, LLC	A/V Materials	794.49
Amazon.com, LLC	Adult Books	350.23
Amazon.com, LLC	Computer Supplies	1,071.48
Amazon.com, LLC	Janitorial Supplies	105.23
Amazon.com, LLC	Office Supplies	141.57
Amazon.com, LLC	Other Purchased Services	137.30
Ameren IP	Electricity	2,825.49
American Pest Control	Building Maintenance	80.00
Automatic Fire Sprinkler	Building Maintenance	4,936.00
Bibliotheca, LLC	Library Supplies	4,939.64
Bloomington Public Schools	Adult Books	70.00
Bloomington Public Schools	Advertising	40.00
Books in Common	Other Purchased Services	3,000.00
Brodart Co.	Library Supplies	144.00
Carroll, Rob	Other Purchased Services	325.00
Cengage Learning	Adult Books	260.14
Choban, Brian	Other Purchased Services	300.00
CIRBN, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	1,064.94
City of Bloomington	FICA	11,713.74
City of Bloomington	Gas & Diesel Fuel	266.96
City of Bloomington	Health Insurance-HMO	3,032.62
City of Bloomington	Health Insurance-PPO	25,456.40
City of Bloomington	IMRF	21,451.81
City of Bloomington	Life Insurance	263.20
City of Bloomington	Medicare	2,739.58
City of Bloomington	Payroll	200,846.49
City of Bloomington	Vision Insurance	232.10
City of Bloomington	Water	547.70
Computype, Inc.	Library Supplies	605.68
Dean's Superior Blueprints	Other Purchased Services	550.00
Demco	Library Supplies	292.20
Ebsco Subscription Services	Periodicals	11.00
Ebsco Subscription Services	Public Access Software	1,521.00
Emery, Thomas	Adult Books	36.40
Engler, Callaway, Baasten, & Sruga, LLC	Other Purchased Services	198.00
Farina, Mark	Other Purchased Services	200.00
Frontier	Telecommunications	1,521.26

Gabrielle, Jill	Other Purchased Services	500.00
Hart, Kevin	Other Purchased Services	300.00
Horine's Pianos Plus	Other Purchased Services	125.00
IDK, Inc.	Employee Relations	39.95
Illinois State University	Advertising	599.94
Illinois Wesleyan University	Other Purchased Services	823.80
Ingram Library Services	Adult Books	544.57
Ingram Library Services	Children's Books	8.45
Jerseyville Public Library	Miscellaneous Expenses	23.00
Knapp, Gretchen	Other Purchased Services	100.00
Libraries of Illinois Risk Agency	Property Insurance	14,416.00
Libraries of Illinois Risk Agency	Other Insurance	5,000.00
Libraries of Illinois Risk Agency	Vehicle Insurance	3,000.00
Limelight Communications, Inc.	Advertising	300.00
Lynda.com	Public Access Software	13,125.00
Massie, Rhonda	Advertising	293.30
McLean County Chamber of Commerce	Membership Dues	642.00
Midwest Tape	A/V Materials	314.86
Miller Janitorial Supply	Janitorial Supplies	570.13
Nu Air Corp	Building Mtnc Supplies	836.20
OCLC, Inc.	Office/Equipment Mtnc	312.71
Office Depot	Computer Supplies	317.91
Office Depot	Copier Supplies	207.84
Office Depot	Miscellaneous Expenses	43.61
Office Depot	Library Supplies	28.60
Office Depot	Office Supplies	384.30
OverDrive, Inc.	Downloadable Materials	14,970.00
Penguin Random House, LLC	A/V Materials	43.50
Pilot Media, LLC	Advertising	200.00
Proquest, LLC	Downloadable Materials	195.93
Recorded Books, Inc.	A/V Materials	378.69
Ricoh USA, Inc.	Office Supplies	127.70
Ricoh USA, Inc.	Rentals	1,933.39
Rosedrew, Inc.	Library Supplies	556.20
Sentinel Insurance	Worker's Compensation	8,529.00
Spaid Mechanical, Inc.	Building Maintenance	440.00
Takada, Anna	Other Purchased Services	300.00
Taylor, Pamela	Other Purchased Services	50.00
Unique Management Services, Inc.	Other Purchased Services	384.85
Warren-Newport Public Library	Miscellaneous Expenses	29.74
Wilson, Glenn	Other Purchased Services	300.00
VISA - Amazon Business Account	Membership Dues	499.00
VISA - Amazon Marketplace	A/V Materials	(37.98)
VISA - Amazon Marketplace	Children's Books	56.97
VISA - American Library Association	Membership Dues	140.00
VISA - Baker & Taylor Books	A/V Materials	7,758.14
VISA - Baker & Taylor Books	Adult Books	13,166.04
VISA - Baker & Taylor Books	Children's Books	7,802.07
VISA - Best Buy	Other Purchased Services	44.97
VISA - Demco	Library Supplies	218.09
VISA - Dollar Tree	Other Purchased Services	64.00
VISA - ESPN The Magazine	Periodicals	26.00
VISA - FieldTex Products	Employee Relations	80.40

VISA - First Aid Supplies Online	Employee Relations	89.41
VISA - Five Star Water Co.	Miscellaneous Expenses	42.85
VISA - GameStop	A/V Materials	1,377.75
VISA - Harbor Freight Tools	Building Mtns Supplies	126.98
VISA - Hubert Company	Janitorial Supplies	102.09
VISA - In Blubrry	Other Purchased Services	20.00
VISA - Kroger	Other Purchased Services	29.53
VISA - Martin-Sullivan, Inc.	Building Mtns Supplies	105.79
VISA - Michael's	Other Purchased Services	121.37
VISA - Neopost USA, Inc.	Rentals	309.00
VISA - POS Supply Solutions	Library Supplies	6,536.98
VISA - Route 66 Association of Illinois	Membership Dues	50.00
VISA - Security Products, Inc.	Building Mtns Supplies	359.15
VISA - Skillpath/National Seminars	Professional Development	299.00
VISA - Springfield Electric	Building Mtns Supplies	336.96
VISA - Sprint	Telecommunications	1,135.88
VISA - SteamGames.com	Other Purchased Services	50.00
VISA - TeachersPayTeachers.com	Library Supplies	9.55
VISA - Toys R Us	Library Supplies	33.98
VISA - UPS	Postage	36.05
VISA - Verizon Wireless	Telecommunications	127.00
VISA - Vrooman Mansion	Other Purchased Services	222.60
VISA - Wal-Mart	Janitorial Supplies	48.30
VISA - Wal-Mart	Library Supplies	88.79
VISA - Wal-Mart	Miscellaneous Expenses	152.01
VISA - Wal-Mart	Office Supplies	119.90
VISA - Wal-Mart	Other Purchased Services	24.04
VISA - Webstaurant Store	Janitorial Supplies	192.56
VISA - Windstream	Telecommunications	122.45
Total		411,644.82

Bloomington Public Library

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Director's Report

February 2018

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

Last year, it was discovered that there is a neighborhood in Downs that is unserved by any library. We also found that several residents in this area had been incorrectly issued library cards. I have been working with the GPPLD board to explore annexation possibilities to correct the incorrect library cards.

I also:

- Participated in a video interview with the Multicultural Project Leadership Program Team
- Met with Alex and Home Sweet Home Ministries to discuss our building expansion
- Met with Kathy to review our purchasing policy
- Submitted ideas for topics of discussion at the City's annual legislative meeting

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

Normal Public Library Director, Brian Chase; several other NPL staff members; our IT manager, Jon Whited; and I worked together to develop a Request for Proposals (RFP) for a new and potentially shared Integrated Library System (ILS, or catalog). Champaign Public Library and Urbana Free Library have a similar mini-consortium/shared system. They provided great advice and their original RFP.

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

This month, I:

- Continued to work with Gayle to revise our personnel handbook
- Continued a 12-week ALA e-course called Winning Support and Influencing Communities for Library Funding
- Attended a Library HR Managers and Directors' Meeting
- Attended the Monthly City Directors' Meeting and learned about the City's performance appraisal process
- Attended the City Manager's Employee Forum
- Participated in interviews for a Library Assistant in Technical Services

Goal: Administer a cost-effective public library.

Paula, one of our bookmobile drivers, had an idea to partner with Western Avenue Community Center to encourage childhood literacy through an event called Books for Bingo. Participants will tour the bookmobile and then play bingo to win books. Each participant will leave with an age appropriate book.

Children with greater access to books express more enjoyment of books, reading, and academics but research shows that 61% of low income families don't have access to age appropriate books in their homes. Currently, many low-income families are intimidated by the bookmobile and library. The

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program will demystify the bookmobile and increase awareness of library services and programs including the upcoming Summer Reading Program.

I worked with Paula and Michelle, our Outreach Library Associate, to complete an Illinois Prairie Community Foundation grant application that would help us fund this event.

Adult Services - February, 2018
Carol Torrens, Manager

Collections

Marcie completed ordering replacements for popular fiction genre authors D-O, weeding dead items for fiction authors O & P, and completed collection check and grubby items for fiction author O.

Rob continues to order replacements for more CDs with 150 – 160 checkouts from across all genres. Carol continues to replace TV series DVDs that have high usage, 100+ circulations.

Programs

Displays in Adult Services: “red” a good book (red covers); “love” a book (“love in the title); Celebrate African American Achievements; Chocolate Lovers Month. Black History Month was featured in the DVD area display. In the Illinois Collection, the state’s bicentennial is featured with works by Illinois authors.

The Bloomington Reads program series starts in mid-March. Customers are readily reading the focus book: *Hotel on the Corner of Bitter and Sweet* by Jamie Ford.

Karen M. met with the Lincoln Festival committee, planning events for July’s annual celebration throughout central Bloomington.

Tiffany visited schools for book talks and promotion of library events, talking to the listed number of students.

NCHS—cancelled; BHS (2 visits)—277; EJHS—55; CJHS—30; PJHS—35; KJHS—63; BJHS (5 visits)—637

Adult/Family programs

Fiction – 1 session – 8 attended

Mystery Book Club – 1 session – 9 attended

Books on Tap – 1 session – 14 attended

Classic Movie (morning and evening showing) – 2 sessions – 8 attended

SCORE Small Business program – 1 session – 5 attended

Virtual Reality Demo – 1 sessions – 23 attended

Jack of All Spades lunchtime card club – 1 session – 8 attended

Medicare Basics – 1 session – 27 attended

Local African American Experience in WWI – 1 session – 19 attended

Craft Supply Swap – 1 session – 120 attended!

Teen Programs

No School DIY Sweetheart Slime – 1 session – 24 attended

Murder Mystery Party with NPL – 1 session – 32 attended

Central IL Rubik’s Cube Competition with State Farm – 1 session – 79 attended

Sparkling Juice and a Masterpiece (DIY painting) – 1 session – 15 attended

Training & Technology

There were 3 individual appointments with an Adult Services staffer. Topics: two about ebooks and one on Galaxy tablet use.

Marcie and Daphne watched a RAILS webinar dealing with angry customers. Rob watched a Diversity for Employees webinar. Rob, Karen H., and Clare watched a diversity training webinar. Karen H. and Clare watched a recording of Michelle's MMS about her new position as Outreach Library Assistant. Carol and Daphne watched a recording of the MMS about setting up VR equipment in the TZ. Several staff attended a mini-morning session about recycling, presented in part by AS's Clare, and on the Travel Policy and Procedures.

Marcie met with Circ's Katie Gandhi to provide an overview of fiction collection development processes.

Staffing

With Mary's retirement coming up soon, the Librarian Is and Carol met to discuss options for changed duties.

Two temporary Shelves have been hired, Sarah Norris and Kam Knox. They'll start toward the end of March and the beginning of April.

BUSINESS OFFICE - February 2018
Kathy Jeakins, Manager

- Credit Card Usage: I reviewed all credit card transactions daily; entered all credit card transactions in account files; requested cards for new staff or staff new to using the credit card system; reported problems staff had accessing their accounts; and cancelled cards for those staff leaving employment
- The Book Shoppe continued to be a success; so far this year, they have collected over \$20,000
- Received word from City Hall that BPL had received its Per Capita Grant funds
- Presented two Mini Morning Sessions on Travel and Travel Reimbursements for staff
- Prepared Worker's Comp audit report and sent to the insurance company
- Worked with Caprice regarding keys for staff workrooms
- In Gayle's absence, I helped Johanna with full-time and part-time payrolls on 2/26
- Circ staff brought what was believed to be a counterfeit \$20 bill to me on 2/27; Security was called to investigate
- As per GPPLD instructions, I met with Hometown Bank Account Rep, Jessica, to roll-over their 12-month CD for another 12 months
- In February, GPPLD received their Per Capita Grant funds
- Prepared 0 expense batch in MUNIS
- Prepared 13 deposit batches in MUNIS
- Prepared 0 Journal Entries
- Entered 7 expense batches in account files
- Entered 25 deposit batches in account files
- Expenditures in February in excess of \$5,000:
 - Libraries of Illinois Risk Agency, Property Insurance, \$14,416.00
 - Libraries of Illinois Risk Agency, D & O Insurance, \$5,000.00
 - Lynda.com, for Lynda.com database, \$13,125.00
 - Sentinel Insurance, Worker's Compensation Insurance, \$8,529.00
- Meetings:
 - Met with Jeanne, Jon, and Carol to discuss databases: 2/21
 - Department Managers: 2/7, 2/21
 - BPL Board Meeting: 2/20
 - GPPLD Board Meeting: 2/21
- Bills review in February: Susan Mohr (2/5), Julian Westerhout (2/12), Van Miller (2/19), and Dianne Hollister (2/26)
- Training Hours for February: 1

Children's Services - February 2018

Melissa Robinson, Manager

Programs

- Storyteller Bobby Norfolk – 106 attended
- Harambee: A Journey through African-American Dance – 81 attended
- Winter Wonderland - 85 attended
- Toddler story time – 8 sessions – 165 attended
- Preschool story time – 4 sessions – 57 attended
- Move and Learn story time – 5 sessions – 65 attended
- Singing, Swinging story time – 2 sessions – 46 attended
- Tales for Tails – 3 sessions – 35 attended
- Tinker Lab – 13 attended
- Global Tales – 25 attended
- Lego Construction Time – 47 attended
- Learn to Solve a Rubik's Cube – 3 sessions – 56 attended
- My First Reading Program – 64 activity logs completed
- 32 programs/sessions total – 845 attended

Children's staff visited the following groups:

- Katie's Kids – 3 classes – 65 attended
- Milestones Preschool – 60 attended
- Brigham Head Start – 28 attended
- Little Jewels on Williamsburg – 68 attended

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

- Spring into the Library with the Clothespin Puppets – March 3
- The Importance of Pet Adoption – Mar 21
- Yoga Fun – Mar 24
- Family Games Day – Mar 27
- Fancy Pants story time – Mar 28
- Lego Construction Time – Mar 30

Staff and Training

- Children's staff attended mini-morning session on recycling and travel and training guidelines.
- Danny was interviewed by WGLT about the Tales for Tails program, and Rondalea was interviewed by WJBC about storyteller Bobby Norfolk.
- Danny viewed several webinars about sensory friendly programs.
- Danny met with the ABC Literacy Team to plan and schedule upcoming community events.
- Alexi Olvera began working in the Children's Department through the Career Link program.

Circulation and Outreach Services - February 2018
Colleen Shaw, Manager

1) Staff, committees, and training

- We are currently hiring for a 15 hour/week Library Assistant position.

2) Outreach news

- Bookmobile stops at Old Farm Lakes and Royal Pointe on 2/5 were cancelled due to inclement weather.
- Deposit Collections staff delivered 534 books to 8 different sites this month. Tech Day was offered at Miller Park and Luther Oakes. Welbrook, a new senior home in Bloomington, was taken on as a new site this month. The Regional Alternative School decided to stop services due to the lack of a staff member able to supervise the collection.
- Home Delivery staff delivered 358 items to 37 patrons this month.
- Outreach Associate, Michelle Cope, met with ISU Social Services, Home Sweet Home, Path, and the Bloomington Area Career Center this month to assess potential partnership opportunities. Connections with these organizations are now in the works.
- Planning for the Bingo for Books event in cooperation with the Western Ave Community Center, where we currently have a bookmobile stop, is underway. The event is slated for May 9th.

Door Count: 25,149

Bookmobile Customers: 813

Training Hours: 71

Volunteer Hours: 12

(2/2018) Circulation and Outreach Services Statistics

Total Circ BPL	91,030
Total Circ Main	77,949
Adults	41,545
Teens	1,881
Children	34,523
Total Circ Outreach	4,999
OTR Adults	1,830
OTR Teens	113
OTR Children	3,056
Total Circ eBooks	8,082
Hoopla	1,601
MyMediaMall	6,071
RBDigital (Zinio)	380
TumbleBooks	30
Borrowers Registered	234
Total Active Cardholders	35,084
Children	8,586
Teen	3,117
Adult	23,381
GPPLD	1,320
Total Holds Filled	7,101
Main Holds	5,975
Outreach Holds	1,126
Door Count	25,149

10 Stops with Highest Circulation

DAY	LENGTH	STOP	CIRC
THUR	2.5	WINGOVER APTS (EVENING)	527
TUE	1	PONDS APTS	213
WED	1.25	RAINBOW AVE	191
WED	1.25	RAINBOW AVE	168
TUE	1	PONDS APTS	157
WED	1.25	NORTH POINTE	157
MON	1.5	THE GROVE	141
TUE	1.25	GOLDEN EAGLE	119
MON	1	ROLLINGBROOK SOUTH	117
WED	1	EAGLE CREST	108

5 Stops with Lowest Circulation

DAY	LENGTH	STOP	CIRC
SAT	1	MEADOWS	0
WED	1	GRANDVIEW ESTATES	0
MON	1	WATERFORD ESTATES	1
MON	0.75	BROADMOOR	2
THUR	1.5	SUNNYSIDE PARK	3

Total Monthly Stops: 63 (at 47 locations)

Circulation Questions Answered: 735

Outreach Questions Answered: 67

Total Questions Answered: 802

Human Resources - February, 2018
Gayle Tucker, Manager

- Staff Development
 - I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on Recycling at BPL
 - I attended a session on Travel Policies & Procedures
 - I share relevant training opportunities with Department Managers
 - Jeanne and I have been working on updating the Employee Handbook
- Expand use of SharePoint as staff Intranet
 - I contribute news to the monthly staff newsletter
 - I update the Staff Directory at least once a month
 - I post in-house Job Announcements to SharePoint
- In February, there were two in-house job announcements
- In February, I participated in nine interviews and provided orientation for one new intern
- I serve on the negotiating team for renewal of the union contract
 - Johanna produced electronic and physical copies of the new contract
- I serve as the Work Study Coordinator with Illinois Wesleyan University
 - We have ten students hired for this school year
 - Two students have resigned unexpectedly
- Participate in Munis implementation including Time Clock, Fixed Asset module, and on-line Employment Application
 - We continue a double-checking system for time entry until new timeclocks are implemented
 - All employees receive Munis Employee Self Service setup information and instruction during new employee orientation. This information is also on Sharepoint.
 - I work proactively with the Payroll Department to ensure correctness of paychecks
 - I am hopeful for a timeline for new timeclocks in the next couple of months
- Recruit, coordinate and utilize volunteers effectively
 - We are currently accepting volunteer applications for Movie Hosts
 - I serve as our Volunteer Coordinator
- I closely track hours worked by part-time staff

Training hours received: 1.0

Information Technology – February 2018

Jon Whited, Manager

Operational

We are in the process of testing the new proxy server for the Online database resources. The new server should give customers better access to the databases and other resources that we subscribe to.

We completed the Unit 5 Library cards for the elementary school. They were picked up by the school district and distributed to the students. We will be creating cards for the middle and high schools later in the year.

We have started on the project to change over the self check units to Tech Logic. We have met with our project manager from tech logic and the process has started.

We upgraded the Enterprise catalog to the latest version. The new version is supposed to allow Customers to change their contact information online.

Marketing - February 2018
Rhonda Massie, Manager

PRESS

- WJBC came out to do a piece on our Tales for Tails program.
- A press release was submitted to local media promoting the Bloomington Reads Program and author Jamie Ford's upcoming visit to Bloomington.
- A press release was penned in tandem with NPL to promote that Unit 5's students who live in Bloomington-Normal, and who do not already possess a public library card, will receive a student card from their home library.
 - This press release will be submitted to the media on 3.5.18 as Unit 5's district office received the cards on 2.28.18.

DESIGN WORK

Print & Digital Ads

- Ad for the Community Players program booklet promoting Bloomington Reads/Jamie Ford's visit
- Ad for BHS Spring Musical program booklet promoting Teen Tech Week and a teen DIY program
- Ad for *The Pantagraph* promoting Bloomington Reads/Jamie Ford's visit
- Digital artwork for the City's website which promotes Bloomington Reads/Jamie Ford's visit
- Prior to the announcement that The Edge season is now postponed until Summer:
 - Dasher board artwork and the BPL logo were submitted for use during in-game promotion.
 - Dora the Explorer, Curious George, the Bookmobile, and the Edge's Spike took part in a video shoot which will air on the video board during games. Now that the season is postponed, the spot won't be finished until closer to June, as we were waiting for them to lay the turf to complete the spot.
 - BPL's in-game trivia promotion and PA announcement did take place at the scrimmage game The Edge held on 2.25.18.

Website Highlight Box & Rotating Art

- Teen Tech Week

Display & Directional Signs

Signs for AS

- "Computer Printing"
- "Copier / Fax"
- "Printer / Copier"
- Catalog and Database searching signs
- Email Kiosk Signs
- "Get Started with Computers"
- "Women's HERstory Month"

Art for the Spirit Bulletin Board

New/Updated Handouts

- Updated podcast handout

Additional Print Requests

- 75 February Calendars
- 200 Tax Assistance
- 100 Tax Assistance
- 30 Teen DIY Flyers
- Table Tent fillers for the Quiet Seating Area and Silent Seating Area

Program Publicity; Print & Digital

- March Calendars
- Bloomington Reads
- Spring into the Library
- Al Capone and the World's Fair
- Painting with Aleshia
- Harambee
- Updates to Rubik's Cube flyer to add third session
- Hedda! A Musical Conversation
- Brick by Brick Story Time
- Pet Adoption Program
- Kids' Yoga
- Flyer combining the programs BPL is offering over Spring Break
- Teen Tech Week

Other

- Artwork promoting Bloomington Reads/Jamie Ford's upcoming visit was created and installed on the elevators.
- Bloomington Reads bibliographies
- Bookmark/Trading Cards were created for each of the dogs that participates in Tales for Tails.
- The library's display case was changed to promote Bloomington Reads.

PODCAST

- In late February, an interview with author Jamie Ford was recorded and released.
- As of March 1, BPL's podcast has been downloaded 7,730 times.
- Upcoming Podcast Topics (tentative):
 - Challenger Learning Center
 - Tour of RGW Candy Factory in Atlanta
 - Local Breweries and Brewers

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 52 Facebook followers for a total of 5,939;
 - the Library added 27 Instagram followers for a total of 958;
 - the Library added 4 Twitter followers for a total of 1,888;
 - 47 new cardholders opted to receive the Library's Program Guides & eBlasts via email.
- The Library has 227 current text subscribers.

- The Library's Bookmobile stops combined have 687 text subscribers.
- The Library's Books on Tap Book Club is now posted to Meetup.com
- An eBlast promoting Bloomington Reads and Jamie Ford's upcoming visit was sent to 23,412 cardholders via email on 2.13.18.

ONGOING PROMOTION

The Library:

- sends a monthly eBlast to cardholders who've opted to receive such information:
 - On Feb 1, an eBlast promoting Lynda.com was delivered to 23,463 cardholders.
 - On March 1, an eBlast promoting BookFlix was delivered to 23,431 cardholders.
 - These eBlasts are now also being distributed via Facebook and Twitter.
- has a 1-year advertising package with *The Pantagraph* which began on 2.17.18.

BPL receives:

 - a weekly print ad in the TV Section of the paper on Saturdays
 - a weekly print ad in the newspaper on either Monday or Tuesday
 - digital ads within the content of articles on a rotating basis with other advertisers.
- sponsors WGLT's Grow program and podcast. Through April 24, 2018, we will receive two on-air spots per week on WGLT. These will both air on Fridays before their Grow show airs (once in the morning and once in the afternoon). These spots change weekly and promote upcoming library programs. We also receive an ad at the beginning of WGLT's Grow podcast. For this spot, we promote the Library's podcast.
- has a monthly radio advertising package with Great Plains Media's Magic 99.5;
- submits all its Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to the 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;
- 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

- Rhonda is taking part in a 12-week online course with Every Library. The course is titled *Winning Support and Influencing Communities for Library Funding*.
- 2.13.18 - Rhonda attended the monthly meeting of the newly renamed Nonprofit Exchange.
- Met with Mike Kovich and Paul Filip of WEEK/WHOI.

Support Services – February 2018
Caprice Prochnow – Manager

- Meetings:
 - Department Managers – February 14, 21, 28
 - Room Reservation System Committee – February 6 and 20
 - MMS on Recycling – February 15
 - BPL Board meeting – February 20
 - Safety Committee – February 22
- Custodial staff –
 - Additional peepholes were installed in various doors throughout the building that lead into the public area.
 - More parts were replaced on the snow blade for the tractor.
 - Continued re-lamping of 2' fluorescent fixtures.
 - Thoroughly cleaned the tile walls in the second of the staff restrooms.
 - Brass push plates polished on public restroom doors.
 - Installed locking receptacle plate for conference room refrigerator.
- The Safety Committee met on February 22 and discussed the recent power outages and began the annual update of the Disaster Preparedness plan.
- Tom Schniedwind was hired as our newest part-time Security Officer.
- The Library experienced a power outage on February 20. This time, it was an Ameren issue, and power was restored within 30 minutes. The elevator would not reset, but Kone was due the next morning for the monthly PM, so we did not have an additional service call.
- Both Mid-Illinois Mechanical and Alpha Controls have been addressing issues with the main air handler. Slow, but sure they are getting the controls issues resolved. Along with this, an ignition kit needs to be replaced on the humidifier and the system needs to be flushed to remove buildup. Adjustments to the supply fan have been made, and the main controller were replaced on the roof top air handler, so it is functioning better. The plan is to eventually replace the supply fan.
- Weber Electric replaced dimmer switches with standard switches in the Board Room and replaced ballasts in 2' fluorescent fixtures throughout the building.
- Kone Elevator conducted the monthly PM on the elevator.
- Culligan's Water Conditioning conducted the annual PM on the RO system.
- A-1 Lock installed a card reader system on the door from the Teen Zone leading into the back hallway.

Training: .50

Technical Services – February 2018
Allison Schmid, Manager

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

- Allison is working with Karen to relabel the Bloomington budgets in the Illinois Room for ease of locating them on the shelves.
- The 2019 Rebecca Caudill nominee list has already been released and the copies in our collection have already been labeled.
 - When searching for a current Rebecca Caudill title, all you must do is a keyword general search for "Rebecca Caudill 2019" and everything we have in our collection will come up.
- More than half of the parenting section has been either disbursed or discarded. All that's left is the picture book portion.

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

- We are pleased to welcome Kelly Scheffert to the TS department on March 26th as a Library Assistant.
- All TS staff attended the mini-morning session on recycling with Katie Gandhi.
- 2 TS staff attended the mini-morning session on travel guidelines with Kathy J.
- Training hours – 4

GOAL – To work effectively through the use of technology

- Allison created an Excel spreadsheet and system to more effectively track returns.

GOAL - To administer a cost-effective public library.

- We now have a membership to Amazon business prime. That means we are limited to 10 users, but we receive free shipping on all business prime items, without a minimum threshold for spending.
- Volunteer hours – 7

February 2018

Materials	Added	Withdrawn
Adult Fiction	634	803
Adult Nonfiction	194	158
Juvenile Fiction	740	679
Juvenile Nonfiction	187	420
Adult CDs	153	272
Juvenile CDs	0	0
Adult DVDs	312	448
Juvenile DVDs	121	99
Adult Audio	39	1
Juvenile Audio	13	10
Adult Computer Games	24	3
Juvenile Computer Games	12	7
Total Adds/Withdraws	2429	2900

Total Items in Main	305227
Total Items in OTR	10673
Total Items in Library	315900

BLOOMINGTON PUBLIC LIBRARY
FY 2017-2018 FISCAL REPORT

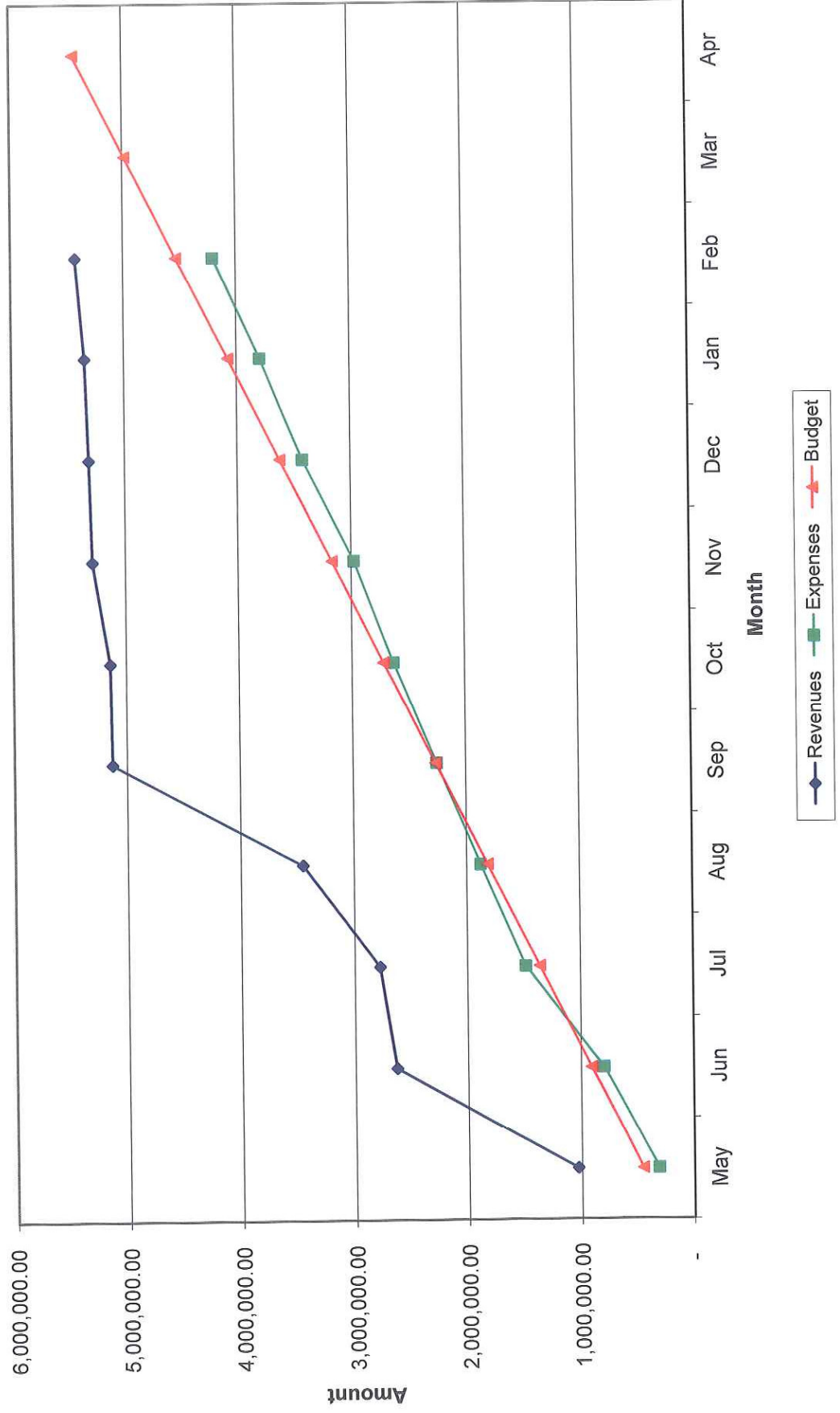
REVENUES:

ACCT NAME	BUDGET	FEB 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	59,483.07	59,483.07	483.07	100.8
GPPLD	400,000	0.00	388,023.29	(11,976.71)	97.0
Fees & Rentals	85,000	5,492.55	59,095.68	(25,904.32)	69.5
Copies	3,500	316.15	2,815.85	(684.15)	80.5
Interest on Investments	5,000	3,926.72	33,053.53	28,053.53	661.1
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	0.00	35,354.50	8,204.50	130.2
Cash Over/Short	0	0.62	(18.97)	(18.97)	-----
Other	41,200	4,206.81	38,455.07	(2,744.93)	93.3
Total Revenues	5,435,361	73,425.92	5,426,149.83	(9,211.17)	99.8

ACCT NAME	BUDGET	FEB 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,139,895	161,115.05	1,738,276.82	(401,618.18)	81.2
Part-Time Salaries	435,888	31,187.90	314,778.06	(121,109.94)	72.2
Seasonal Salaries	62,005	1,084.45	42,506.87	(19,498.13)	68.6
Overtime Salaries	1,100	0.00	0.00	(1,100.00)	0.0
Total Sals & Wages	2,638,888	193,387.40	2,095,561.75	(543,326.25)	79.4
Dental Insurance	13,122	1,064.94	11,426.57	(1,695.43)	87.1
Vision Insurance	2,155	232.10	2,175.65	20.65	101.0
Health Insurance, BC/BS PPO	236,544	25,456.40	251,882.08	15,338.08	106.5
Health Insurance, OSF HMO	84,996	3,032.62	46,393.00	(38,603.00)	54.6
Life Insurance	3,100	263.20	2,591.22	(508.78)	83.6
IMRF	318,417	21,451.81	219,436.55	(98,980.45)	68.9
FICA	170,762	11,713.74	118,066.56	(52,695.44)	69.1
Medicare	38,248	2,739.58	27,612.25	(10,635.75)	72.2
Worker's Comp	17,075	7,886.00	7,243.00	(9,832.00)	42.4
Uniforms	700	0.00	342.77	(357.23)	49.0
Tuition Reimbursement	20,000	8,904.00	17,516.00	(2,484.00)	87.6
Other Benefits	20,000	7,459.09	21,261.72	1,261.72	106.3
Total Benefits	925,119	90,203.48	725,947.37	(199,171.63)	78.5
Rentals	30,000	2,025.49	15,714.92	(14,285.08)	52.4
Total Rentals	30,000	2,025.49	15,714.92	(14,285.08)	52.4
Building Mtnc	123,600	4,095.86	61,913.88	(61,686.12)	50.1
Vehicle Mtnc	5,500	0.00	6,794.18	1,294.18	123.5
Office & Computer Mtnc	169,950	516.04	124,733.01	(45,216.99)	73.4
Total Repair/Mtnc	299,050	4,611.90	193,441.07	(105,608.93)	64.7

ACCT NAME	BUDGET	FEB 2018	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	33,000	4,727.30	21,756.56	(11,243.44)	65.9
Printing/Binding	19,570	0.00	8,073.91	(11,496.09)	41.3
Travel	1,000	119.90	598.34	(401.66)	59.8
Membership Dues	5,150	1,366.00	4,137.46	(1,012.54)	80.3
Professional Development	14,000	299.00	9,598.74	(4,401.26)	68.6
Other Purchased Services	130,000	5,617.44	82,329.91	(47,670.09)	63.3
Property Insurance	25,000	14,416.00	14,416.00	(10,584.00)	57.7
Vehicle Insurance	4,200	3,000.00	3,000.00	(1,200.00)	71.4
Other Insurance	5,700	5,000.00	5,000.00	(700.00)	87.7
Total Purchased Services	237,620	34,545.64	148,910.92	(88,709.08)	62.7
Office Supplies	15,000	1,030.99	7,625.85	(7,374.15)	50.8
Computer Supplies	82,400	6,401.41	70,810.34	(11,589.66)	85.9
Copier Supplies	3,500	0.00	3,193.68	(306.32)	91.2
Postage	12,360	36.05	577.71	(11,782.29)	4.7
Library Supplies	77,250	8,026.69	49,576.94	(27,673.06)	64.2
Janitorial Supplies	16,480	728.30	9,365.05	(7,114.95)	56.8
Gas & Diesel Fuel	4,500	266.96	2,097.32	(2,402.68)	46.6
Building Mtnc & Repair Supplies	10,300	2,097.44	15,339.16	5,039.16	148.9
Total Supplies	221,790	18,587.84	158,586.05	(63,203.95)	71.5
Natural Gas	25,000	0.00	11,440.19	(13,559.81)	45.8
Electricity	89,000	2,825.49	66,500.22	(22,499.78)	74.7
Water	8,500	547.70	6,040.01	(2,459.99)	71.1
Telecommunications	35,000	2,239.83	27,436.80	(7,563.20)	78.4
Total Utilities	157,500	5,613.02	111,417.22	(46,082.78)	70.7
Professional Collection	1,000	0.00	934.35	(65.65)	93.4
Total Prof Collection	1,000	0.00	934.35	(65.65)	93.4
Periodicals	38,000	(1,770.14)	31,463.83	(6,536.17)	82.8
Adult Books	162,000	14,602.40	128,886.37	(33,113.63)	79.6
Children's Books	130,000	9,106.73	98,937.03	(31,062.97)	76.1
A/V Materials	147,000	12,148.38	112,013.52	(34,986.48)	76.2
Public Access Software	148,000	15,851.00	120,079.54	(27,920.46)	81.1
Downloadable Materials	70,000	9,800.00	40,519.16	(29,480.84)	57.9
Total Materials	695,000	59,738.37	531,899.45	(163,100.55)	76.5
Employee Relations	6,180	169.81	1,753.36	(4,426.64)	28.4
Miscellaneous Expenses	9,270	803.90	5,692.36	(3,577.64)	61.4
Fixed Asset Fund Transfer	213,944	0.00	213,944.00	0.00	100.0
Total Other Expenses	229,394	973.71	221,389.72	(8,004.28)	96.5
Total Expenses	5,435,361	409,686.85	4,203,802.82	(1,231,558.18)	77.3

BPL FY 2017-2018



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2018

Property Tax (99.9%): The Library has received all Property Tax distributions this fiscal year; we were \$3,658.16 below the projection; this is the closest we've come to the projected amount since FY 16, when Property Tax was only \$1,945.05 short of the projected amount

Replacement Tax (100.0%): The Library received its Replacement Tax distribution in August.

State Grants (100.8%): The Per Capita Grant arrived in January.

GPPLD (Golden Prairie Public Library District) (97.0%): The Library has received all distributions from Golden Prairie this fiscal year.

Fees & Rentals (69.5%): This is under the projected amount.

Interest on Investments (661.1%): 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 (93.3%): This is over the projected amount due to the success of the Book Shoppe.

Part-Time Salaries (72.2%): This will be under-spent until the FY 18 raises are paid to staff.

Seasonal Salaries (68.6%): This is under-spent due to a vacancy in the Seasonal Shelver position.

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

Vision Insurance (101.0%): This is over-spent due to more staff enrolling in this insurance program than anticipated.

Health Insurance BC/BS PPO (106.5%): This is over-spent due to more staff choosing this option for their health insurance.

Health Insurance HMO (54.6%): This is under-spent due to fewer staff choosing this option for their health insurance.

IMRF (68.9%): This line item will be under-spent until the FY 18 increases are paid to staff.

FICA (69.1%): This line item will be under-spent until the FY 18 increases are paid to staff.

Medicare (72.2%): This line item will be under-spent until the FY 18 increases are paid to staff.

Worker's Compensation (42.4%): The annual premium for 2018 was paid in February.

Uniforms (49.0%): Charges have been minimal.

Other Benefits (106.3%): Vacation time has been paid to employees who left employment, along with IMRF Buy Back for one employee who has announced her retirement.

Rentals (52.4%): Charges have been minimal.

Building Maintenance (50.1%): Charges have been minimal.

Vehicle Maintenance (123.5%): This is over-spent due to some bookmobile repairs.

Office/Equipment Maintenance (73.4%): Charges have been minimal.
Advertising (65.9%): Charges have been minimal.
Printing/Binding (41.3%): Charges have been minimal.
Travel (59.8%): Charges have been minimal.
Professional Development (68.6%): Charges have been minimal.
Other Purchased Services (63.3%): 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.
Office Supplies (50.8%): Charges have been minimal.
Copier Supplies (91.2%): This line item is over-spent due to a recent purchase of copy paper.
Postage (4.7%): Charges have been minimal.
Library Supplies (64.2%): Charges have been minimal.
Janitorial Supplies (56.8%): Charges have been minimal.
Gas & Diesel Fuel (46.6%): Charges have been minimal.
Building Maintenance Supplies (148.9%): This line item is over-spent due to the purchase of a supply of fluorescent light bulbs
Natural Gas (45.8%): Charges have been minimal.
Electricity (74.7%): Charges have been minimal.
Water (71.1%): Charges have been minimal.
Professional Collection (93.4%): This line item is over-spent due to charging a portion of the annual Ebsco subscription payment for professional journals.
Children's Books (76.1%): Charges have been minimal; however, this does not reflect what has been ordered.
A/V Materials (76.2%): Charges have been minimal; however, this does not reflect what has been ordered.
Downloadable Materials (57.9%): Charges have been minimal.
Employee Relations (28.4%): Charges have been minimal.
Miscellaneous Expenses (61.4%): Charges have been minimal.
Fixed Asset Fund Transfer (100.0%): The annual transfer was made in July.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program:	\$ 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
Michael Lockett, Donation for Refreshments at	
Author Fair	75.00
Memorial Donations:	65.00
Miscellaneous Donations:	575.00
Fountain Receipts:	9.47

Total Donations:	\$ 35,354.50
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 15.00
Book Pick-Up:	1,352.16
Book Shoppe:	20,456.15
Ear Buds:	415.50
Eclipse Glasses:	339.25
Flashdrives:	263.25
Hot Beverage Service:	581.00
Meeting Room Fees:	585.00
Print Station:	11,195.50
Reusable Bags:	466.50
Slingback Packs:	332.00
Test Proctoring:	850.00
Totebags:	616.00
Tumblers:	128.00
Umbrellas:	35.00
Miscellaneous:	824.76

Total Other Revenue: \$38,455.07

During February, 7 batches containing 95 invoices were processed, totaling \$88,688.61 and 170 credit card charges were made totaling \$42,087.67.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$2,967,156.76, which is 54.6% of the budgeted amount; the goal of twenty-five percent of the Library's FY18 budget is \$1,358,840.

Library Fund Balance Information, 2/28/18:

Operating:	\$ 2,967,156.76
Capital:	\$ 1,634,402.55
Fixed Assets:	\$ 1,138,383.44

Bloomington Public Library
Monthly Statistics - February 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	41,545	455,806	46,220	508,253
Teens	1,881	24,546	2,701	36,969
Children	34,523	401,921	38,235	447,982
OTR Adults	1,830	21,408	2,348	23,264
OTR Teens	113	1,243	133	1,559
OTR Children	3,056	35,219	4,329	41,227
e-Books - Overdrive	6,071	57,072	5,486	47,636
Hoopla downloads	1,601	11,314	n/a	n/a
Zinio Magazines	380	3,674	314	3,407
Tumblebooks	30	996	119	855
TOTAL CIRCULATION				
Adults	43,375	477,214	48,568	531,517
Teens	1,994	25,789	2,834	38,528
Children	37,579	437,140	42,564	489,209
Digital Downloads	8,082	73,056	5,919	51,898
Combined Total	91,030	1,013,199	99,885	1,111,152
ITEMS IN THE COLLECTION				
Main	305,227	305,227	305,170	305,170
OTR	10,673	10,673	11,347	11,347
TOTAL	315,900	315,900	316,517	316,517
HOLDS FILLED	7,101	75,113	7,629	80,247
INTERLIBRARY LOAN				
Borrowing Requests Received	458	4,845	516	5,344
Outgoing Loans (Lending)	268	2,433	300	2,736
CARDHOLDERS				
Added	234	3,541	247	4,002
TOTAL ACTIVE CARDS				
Adults	23,381	23,381	25,241	25,241
Teens	3,117	3,117	2,972	2,972
Children	8,586	8,586	7,031	7,031
Combined Total	35,084	35,084	35,244	35,244
REFERENCE QUESTIONS				
Adults	2,198	21,821	2,372	23,862
Teens	99	1,422	100	1,264
Children	723	7,482	558	7,168
OTR	67	843	136	1,191
Circulation	735	7,578	578	7,518
TOTAL	3,822	39,146	3,744	41,003
PROGRAMS & OUTREACH				
Adult	11	129	12	176
Teens	4	40	3	40

Bloomington Public Library
Monthly Statistics - February 2018

	<u>FY18</u>		<u>FY17</u>	
	Current Month	Cumulative	Last Year	Cumulative
Childrens	32	230	31	221
Community Group in Library	1	62	4	69
Staff Visit to Community Group	15	120	12	105
TOTAL	63	581	62	611
PROGRAM & OUTRACH ATTENDANCE				
Adult	241	2,502	91	2,370
Teen	150	889	29	356
Childrens	845	9,580	913	8,514
Community Group in Library	13	1,487	n/a	n/a
Staff Visit to Community Group	1,318	15,243	n/a	n/a
1-on-1 with Staff	3	87	n/a	n/a
TOTAL	2,570	29,788	1,033	11,240
COMPUTER USE				
Public computer uses	3,945	41,253	3,743	43,338
Website database/catalog hits	38,346	273,661	24,257	248,153
Online Resource (Database) uses	7,252	59,552	5,898	48,848
TOTAL	49,543	374,466	33,898	340,339
MEETING ROOM USAGE				
Study Room	94	867	52	593
Digital Media Lab	5	96	11	95
Community Room	42	410	49	431
TOTAL	141	1,373	112	1,119
CUSTOMER VISITS				
Main	25,149	271,669	22,552	n/a due to gate malfunctions
Bookmobile	813	10,637	992	10,943
TOTAL	25,962	282,306	23,544	n/a

Golden Prairie Public Library District
Board of Trustees Meeting

Wednesday, January 17, 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 5:07 p.m.

II. Roll Call

MEMBERS PRESENT: Ary Anderson, Lynn Gray, Ruth Novosad (arrived at 5:09 p.m.), Stephen Peterson, Patti Salch, Jodi Sherman

MEMBERS ABSENT: Tim Ervin

OTHERS PRESENT: Jeanne Hamilton, Kathy Jeakins

III. Introductions

There were no introductions.

IV. Public Comment

There was no public comment.

V. President's Report

President Peterson shared that he was recently in D.C., and he signed up for a library card at the Library of Congress. He passed around the card. He also stated that he did not attend the recent Bloomington Public Library Board joint meeting with Connect Transit and City Council, but he did read the newspaper article.

VI. Approval of Minutes

A. December 20, 2017

ARY ANDERSON MOVED, PATTI SALCH SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 20, 2017 MEETING. THE MOTION CARRIED UNANIMOUSLY.

VII. Staff Reports

A. Director's Report

Director Hamilton reported on the joint meeting with the Bloomington Public Library Board, Connect Transit, and City Council. She also shared that she submitted the Annual Per Capita Grant application for GPPLD.

Director Hamilton reported that as previously decided, GPPLD will be donating a lump sum of \$3,000 in support of programs. This will be in lieu of writing separate checks for each program. The programs that GPPLD are supporting are for Children's Storyteller Bobby Norfolk on 2/3 and Clothespin Puppets on 3/3, for teens Sparkling Grape Juice and a Masterpiece on 1/30, and for adults Bloomington Reads Jazz concert on 3/21 and Bloomington Reads Author (Jamie Ford) Discussion on 4/12. GPPLD Board members expressed that they thought these programs are remarkable.

Board members asked why there is no longer an Outreach Report on the agenda. There was discussion about whether the Circulation and Outreach Manager should be at every GPPLD meeting. Director Hamilton will have the new Circulation and Outreach Manager come in February.

B. Financial Report

Kathy Jeakins presented the December Financial Report. She shared that the year-end report was published in the newspaper as required. She also told the Board that there is no need to approve the expense for Board members to attend the legislative breakfast as discussed at the December meeting because the expense is within the budgeted amount for that line item as indicated in the GPPLD Purchasing Policy.

VIII. Unfinished Business

A. Discuss Library Service Gap in Downs, Illinois

Ary Anderson and Ruth Novosad shared that they are working with Director Hamilton to correct incorrectly issued library cards. Anderson and Novosad have determined which properties are currently contiguous to GPPLD and would need to be annexed first. Novosad sent Attorney Phil Lenzini an email but hasn't heard back yet. Ruth Novosad will not be attending the February meeting.

IX. New Business

A. Approve FY 17 Annual Amount to Set Aside for Capital Projects

Kathy Jeakins reminded the Board that in 2004, they had made a motion to set aside 3.5% of the total taxes collected each year for capital projects. GPPLD no longer has a separate savings account for capital funds, instead they have two CDs. If this is approved, she proposed showing the capital amount as 'set aside' on the monthly financial report but it would remain in the general bank account. The Board discussed the CD rates and when the 12-month CD will come due. There was discussion about rolling over the 12-month CD and including the new capital funds into the new CD. They decided to table the discussion on how to handle CDs until a future meeting. In the meantime, the new amount set aside for capital projects will be reflected on the monthly financial report.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE SETTING ASIDE \$13,960.22 FOR CAPITAL PROJECTS.

AYES: ARY ANDERSON, LYNN GRAY, RUTH
NOVOSAD, STEPHEN PETERSON, PATTI
SALCH, JODI SHERMAN

NAYES: NONE

ABSENT: TIM ERVIN

THE MOTION CARRIED UNANIMOUSLY.

X. Comments from Board Trustees

Patti Salch shared that she had a GPPLD table in Arrowsmith. It was quiet but there was a nice crowd. She promoted Hoopla, promoted an upcoming WWI program, and let people pick out bookmarks. She asked for volunteers for the pork chop meal in Covell on March 2nd. She also saw former Board member, Carol Carey-Odekirk. Carol recommended that Board members watch All the Queen's Horses (about the Dixon comptroller who embezzled \$50m) as training.

XI. Adjournment

PATTI SALCH MOVED, JODI SHERMAN SECONDED, TO ADJOURN THE MEETING. THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:15 p.m.

Incident Report Summary for February 2018

2018-02-28 23:59:00

2018-02-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
3742	2018-02-01 19:31:31	AlcoholDrugs
3743	2018-02-07 14:52:00	AlcoholDrugs
3744	2018-02-07 20:13:50	StolenDamagedLibraryMaterial
3745	2018-02-09 10:06:52	StolenDamagedLibraryMaterial
3746	2018-02-10 13:17:33	AlcoholDrugs
3747	2018-02-12 18:15:51	StolenDamagedLibraryMaterial
3748	2018-02-13 10:37:23	Other
3749	2018-02-14 16:55:05	TobaccoUse
3750	2018-02-15 18:13:52	InappropriateBehavior
3751	2018-02-16 09:32:57	BicycleIncident
3752	2018-02-17 14:32:31	CustomerComplaint
3753	2018-02-17 14:32:37	CustomerComplaint
3754	2018-02-17 15:54:44	CustomerRelatedIllnessAccident

3755	2018-02-20 15:19:35	LibraryEquipmentIncident
3756	2018-02-21 12:36:15	Vandalism
3757	2018-02-23 11:01:58	StolenDamagedLibraryMaterial
3758	2018-02-23 14:53:49	AlcoholDrugs
3759	2018-02-24 16:01:34	StolenDamagedLibraryMaterial
3760	2018-02-24 16:35:02	InappropriateBehavior
3761	2018-02-27 15:40:54	Other
3762	2018-02-27 22:50:01	PoliceAmbulanceCall

Suspension Report Summary for February 2018

2018-02-28 09:56:42am
 2018-02-01 09:56:42am
 31 days in month

Suspension ID	Date/Time Submitted	Violation
126	2018-02-17 00:00:00	CustomerSuspensionViolation
131	2018-02-14 00:00:00	InappropriateBehavior
132	2018-02-16 00:00:00	SleepingIncident
133	2018-02-28 00:00:00	InappropriateBehavior
134	2018-02-28 00:00:00	InappropriateBehavior

Bloomington Public Library

Books are just the beginning.



Building Expansion Next Steps

February 20th – Library Board passes Resolution to pursue expansion in the existing location.

February 20th – Library Board approves Amendment to Farnsworth’s original contract to revise/add details to the conceptual site plans previously presented. This will include information gathered since their presentation, phasing options (to include the whole site), and a better picture of cost/bonding issues.

May 31st – Deadline for completion of Farnsworth Project.

Late May/Early June – Present additional Farnsworth deliverables to the Council.

Late May/Early June – Present an annual report/update including upcoming strategic goals to the Council.

July – Board discusses phasing options presented by Farnsworth and makes decisions on next steps.

August/September – Library Board and Council make any funding related decisions to be included in the Library’s FY20 budget.

October – Library Board passes FY20 Budget.

November – Council approves estimated property tax levy for FY20.

December – Council approves final property tax levy FY20.

January – Library Board, Library Foundation, and Library Staff begin fundraising efforts (seeking grant applications and preparing a capital campaign).