

Bloomington Public Library

Books are just the beginning.



BLOOMINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Tuesday, March 19, 2019

5:30 p.m.

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Public
- IV. Public Comment
- V. President's Report
- VI. Director's Report
- VII. Fiscal Report Presentation
- VIII. Consent Agenda
 - A. Approve Minutes of February 19, 2019 Regular BPL Board Meeting
 - B. Approve Bills List of February 2019
- IX. Committee Reports
 - A. Nominating Committee
 - i. Update on Slate of Officers
 - B. Budget and Personnel Committee
 - i. Update on Director's Annual Performance Review
 - C. 3 P's Committee
 - i. Approve Revisions to the Strategic Plan
- X. Discussion Items
 - A. Discussion on Library Expansion
- XI. Comments from Board Trustees
- XII. Adjournment

Posted: 3.15.19 8:55 a.m.

APPROVAL OF BILLS

BILLS LIST

Approved by BPL Board of Trustees, February 19, 2019

Signature, BPL Trustee

Vendor	Line Item	Amount
Alpha Controls & Services	Building Maintenance	5,769.00
Amazon.com, LLC	A/V Materials	1,655.97
Amazon.com, LLC	Adult Books	301.51
Amazon.com, LLC	Children's Books	13.99
Amazon.com, LLC	Computer Supplies	506.13
Amazon.com, LLC	Janitorial Supplies	11.99
Amazon.com, LLC	Library Supplies	80.70
Amazon.com, LLC	Office Supplies	86.26
Amazon.com, LLC	Other Purchased Services	328.49
Ameren IP	Electricity	8,703.50
American Pest Control	Building Maintenance	80.00
Bibliotheca, LLC	Library Supplies	4,680.00
Bloomington Public Schools	Advertising	25.00
Blue Beacon International, Inc.	Vehicle Maintenance	45.00
Bradford Systems Corp	Library Supplies	13,326.66
Cengage Learning	Adult Books	91.46
CIRNB, LLC	Telecommunications	420.33
City of Bloomington	Dental Insurance	871.32
City of Bloomington	FICA	11,937.47
City of Bloomington	Gas & Diesel Fuel	288.68
City of Bloomington	Health Insurance-HMO	3,017.38
City of Bloomington	Health Insurance-PPO	21,888.42
City of Bloomington	IMRF	17,041.32
City of Bloomington	Life Insurance	246.40
City of Bloomington	Medicare	2,791.74
City of Bloomington	Payroll	201,693.13
City of Bloomington	Vision Insurance	216.92
City of Bloomington-Petty Cash	Adult Books	19.99
City of Bloomington-Petty Cash	Building Mtnc Supplies	47.97
City of Bloomington-Petty Cash	Employee Relations	59.78
City of Bloomington-Petty Cash	Gas & Diesel Fuel	4.75
City of Bloomington-Petty Cash	Miscellaneous Expenses	100.00
City of Bloomington-Petty Cash	Other Purchased Services	22.40
City of Bloomington-Petty Cash	Postage	5.20
City of Bloomington-Petty Cash	Professional Development	69.89
Cummins Mid State	Vehicle Maintenance	798.25
Dean's Graphics, Inc.	Other Purchased Services	2,785.00
Demco	Library Supplies	1,097.48

Ebsco Subscription Services
 Engler, Callaway, Baasten, Sraga, LLC
 Frontier
 Gayle, Patricia
 Illinois State University
 Illinois Wesleyan University
 Ingram Library Services
 Johnson, Doug
 KCN Solutions, LLC
 Library Store
 LinkedIn Corp
 Massie, Rhonda
 Mid Illinois Mechanical
 Midwest Tape
 Midwest Tape
 Miller Janitorial Supply
 Neopost USA, Inc.
 Nybakke, Shelley
 OCLC
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 Office Depot
 OverDrive, Inc.
 Pilot Media, LLC
 Prochnow, Caprice
 Proquest, LLC
 Recorded Books, Inc.
 Recorded Books, Inc.
 Ricoh USA, Inc.
 Rosedrew, Inc.
 Stephens, Tim
 Tarvin, Richard
 Taylor, Pamela
 Thompson-Spires, Nafissa
 Uline, Inc.
 Unique Management Services, Inc.
 Weber Electric, Inc.
 Weber Electric, Inc.
 Williams, Patricia
 Windstream
 Wyer, Jesse
 VISA - 4InkJets
 VISA - AED Superstore
 VISA - Amazon Prime
 VISA - Badge-A-Minit
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Baker & Taylor Books
 VISA - Brick House Tavern & Tap
 VISA - Chicago Tribune

Public Access Software	4,241.00
Other Purchased Services	198.00
Telecommunications	1,569.91
Children's Books	114.50
Advertising	310.00
Other Purchased Services	407.58
Adult Books	280.37
Other Purchased Services	60.00
Building Maintenance	2,640.00
Library Supplies	1,557.29
Public Access Software	13,125.00
Advertising	274.45
Building Maintenance	1,859.79
A/V Materials	369.01
Downloadable Materials	9,980.00
Janitorial Supplies	518.50
Rentals	26.45
Other Purchased Services	60.00
Office/Equipment Mtn	324.45
Computer Supplies	1,002.70
Employee Relations	34.92
Janitorial Supplies	29.20
Office Supplies	602.62
Other Purchased Services	27.68
Downloadable Materials	9,980.00
Advertising	400.00
Professional Development	146.04
Downloadable Materials	435.74
A/V Materials	346.36
Downloadable Materials	3,000.00
Rentals	1,574.18
Library Supplies	577.80
Other Purchased Services	100.00
Building Maintenance	69.00
Other Purchased Services	50.00
Other Purchased Services	3,000.00
Janitorial Supplies	94.99
Other Purchased Services	340.10
Building Maintenance	2,911.00
Other Purchased Services	144.00
Other Purchased Services	100.00
Telecommunications	102.81
Professional Development	134.56
Computer Supplies	89.99
Employee Relations	105.98
Membership Dues	499.00
Library Supplies	134.97
A/V Materials	8,277.04
Adult Books	12,721.95
Children's Books	10,348.96
Professional Development	34.93
Periodicals	300.79

VISA - Dollar Tree	Other Purchased Services	25.00
VISA - EventCombous*Andersons	Professional Development	118.00
VISA - Farm & Fleet	Building Mtnc Supplies	26.75
VISA - Fastenal Company	Building Mtnc Supplies	16.40
VISA - Fastenal Company	Janitorial Supplies	49.14
VISA - Five Star Water Co.	Miscellaneous Expenses	49.20
VISA - Flying	Periodicals	9.00
VISA - GameStop	A/V Materials	1,054.28
VISA - GameStop	Other Purchased Services	59.97
VISA - Hobby Lobby	Library Supplies	62.34
VISA - Illinois Library Association	Professional Development	310.00
VISA - Illinois State University	Professional Development	180.00
VISA - Kroger	Other Purchased Services	114.97
VISA - Lowe's	Other Purchased Services	14.28
VISA - Management Association of Illinois	Professional Development	100.00
VISA - McLean Co Chamber of Commerce	Professional Development	90.00
VISA - McLean Co Museum of History	Adult Books	34.95
VISA - Menards	Building Mtnc Supplies	11.97
VISA - Menards	Janitorial Supplies	11.04
VISA - Michael's	Other Purchased Services	212.47
VISA - Office Depot	Other Purchased Services	23.99
VISA - Paypal*StevenHarg	Professional Development	75.00
VISA - Pioneer Woman	Periodicals	18.00
VISA - Springfield Electric	Building Mtnc Supplies	656.64
VISA - Sprint	Telecommunications	644.83
VISA - Verizon Wireless	Telecommunications	135.82
VISA - Walgreens	Other Purchased Services	4.59
VISA - Wal-Mart	Janitorial Supplies	124.72
VISA - Wal-Mart	Library Supplies	34.91
VISA - Wal-Mart	Other Purchased Services	158.47
Total		401,189.82

Bloomington Public Library

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Director's Report

February 2019

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

This month, I:

- Attended the ILA Central Illinois Legislative Breakfast
- Worked on draft language to update the strategic plan
- Prepared a presentation highlighting library services for a PEO group
- Met with new Deputy City Manager, Billy Tyus, to provide a library tour and an overview of library services and plans

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

We have continued to work hard to ensure a smooth implementation of our new ILS (Checkout System and Catalog) and our Polaris Fresh Start program. I have coordinated the decision-making processes, have worked on system administration settings, and have led planning for communications and implementation.

I also worked with this year's Summer Reading Chair, Melissa Robinson, to discuss Summer Reading plans, including the summer lunch partnership with District 87.

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

This month, I:

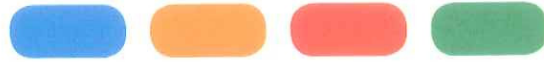
- Participated in an interview for a full time LTA position in Tech Services
- Attended a Central IL Directors' Meeting
- Wrote a letter of support for Allison for a library leadership program
- Met with Rhonda to discuss Library Development/Fundraising
- Met with union representatives for a pre-negotiation meeting
- Compiled Managers' suggestions for changes to the union contract and prepared draft language for negotiation proposals
- Worked with Gayle to send communication to staff about sexual harassment policy updates
- Worked with Gayle to finalize updates to staff technology usage guidelines
- Attended Polaris trainings on System Administration, Community Profiles, FeatureIt, the Online Catalog, Reporting, and Interlibrary Loan
- Attended a webinar on The Steps to Delivering Difficult Performance Feedback

Goal: Work effectively through the use of technology.

I participated in a meeting to discuss implementing a new format to our Online Resources webpage. This new format will highlight our offerings better than the current alphabetical listing.

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Goal: Administer a cost-effective public library.

I completed and submitted the Annual Illinois State Library Certification for both BPL & GPPLD (a requirement of the Per Capita Grant Application). I also reviewed and updated our submissions for the City's proposed budget book.

**Adult Services Report
Carol Torrens
February 2019**

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

SERVICES

- Tax forms have been out in the lower lobby for customers to take. Upstairs at the Adult Services Desk, customers can have up to 5 pages of forms printed for free.

COLLECTIONS

- *Weeding and refreshing collections has been shown to increase the use of those materials. The newer, current items are more easily spotted when older, damaged, and/or outdated ones are removed.*
 - Katie weeded in the 300-306 and 914-920 using HQ reports.
- A Spanish book kit has been created with six copies of *Como Agua Para Chocolate*. A Spanish Book Club presented in partnership with Conexiones Latinas and IWU drew nine people to its inaugural meeting.
- Displays topics were: Black History Month; Red a good book? (red covers); travel books; and Love a Good Book (word "love" in the title). Academy Award winners were featured on the rack in the DVD area. *Displays follow general marketing principles in that featured items draw the attention of the customer. Regardless of the topic, items from displays are checked out by customers throughout each month. If left in their normal spot on the shelves, these items might not be used as much.*

PROGRAMS

Tiffany visits area junior and senior highs for book talks. She met with the listed number of students: BJHS (3 visits) – 366; CJHS – 27; PJHS – cancelled; KJHS – 51; EJHS – 29

Karen M. continues to meet with the planning group for July's Lincoln Festival on Route 66.

Karen M and Tiffany were presenters at the History-Social Sciences Teacher Symposium, 2019 at ISU. They talked about online resources available through the library that might be of use in the classroom.

All 53 print copies of *Heads of the Colored People*, this year's Bloomington Community Reads title, have been out in circulation since they were first made available. The audio CD copies, ebooks, and digital audio copies are all also being used well.

Adult/Family programs

Fiction Book Club -- 1 session -- 9 attended
Mystery Book Club -- 1 session -- 10 attended
Books on Tap Book Club -- 1 session -- 12 attended
Spanish Book Club -- 1 session -- 9 attended
Quarterly History Reads Book Club -- 1 session -- 17 attended
Classic Movie -- 2 sessions -- 4 attended
Illinois Statehood -- 1 session -- 16 attended

Oldtime Fiddle Jam – 1 session – 45 attended

Getting Started with Computers

External Devices – 1 session – 6 attended

Internet Introduction – 9 attended

Internet Searching – 9 attended

Email – 8 attended

Tool Library Overview – 1 session – 2 attended

Valentine's Day Murder Mystery Party – 1 session – 37 attended

Starting a Business with SCORE – 1 session – 5 attended

Craft Supply Swap – 1 session – 96 attended

Website Builder Bootcamp – 4 sessions – 87 attended

Teen Programs

No School DIY: Popsockets – 1 session – 26 attended

Movie The Hate U Give – 1 session – 25 attended

Surviving a Zombie Apocalypse, with NPL – 1 session – 23 attended

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

- Marcie and Carol are trainers on Polaris, teaching other staff how to use this new system. All staff have been trained on the catalog and customer record portions of Polaris.
- Several staff watched recordings of mini-morning sessions (MMS): children's outreach and ILA feedback.
- Webinars: Rob—How to Handle Angry Customers
- Mandy Hurd starts in early March as a Temporary Shelver. Megan Cavitt becomes the new part-time Library Associate in mid-March. Kara Donaldson becomes the new part-time Library Assistant, also in mid-March. The latter two are transferring from the Circulation Dept.

Goal: Work effectively through the use of technology.

- There were 4 individual computer appointments this month. Topics were: 2 for ereading; 1 for email and resume help; 1 for completing the visitation form for the county jail.

Goal: Administer a cost-effective public library.

- Volunteers helped with adult movie programs.

BUSINESS OFFICE REPORT
Kathy Jeakins -- February 2019

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

Trained Amy on how to do the Library Petty Cash

Continued to track a Worker's Compensation claim for a staff member

Goal: Administer a cost-effective public library.

Library Credit Cards: I canceled cards for staff who left employment, increased the monthly credit card limit for one staff member who will be attending a conference; I entered all credit card transactions in account files.

On Feb. 25, I met with Catrina Parker to provide an orientation to Library finances

The monthly total for the Book Shoppe was \$2,217

Bills Costing in Excess of \$5,000:

1. Alpha Controls & Services: \$5,769.00 for year 4 of 4 annual service agreement
2. LinkedIn Corp.: \$13,125.00 for annual Lynda.com service
3. Bradford Systems Corp: \$13,366.66 final payment for DVD shelving; this will be reimbursed by the Foundation

Upcoming: In March, the following budget transfers will be made in order to reflect more accurate spending levels:

Line Item	Budget	Increase	Decrease	Revised Budget
Adult Books	\$154,000.00		\$7,000.00	\$147,000.00
Downloadables	\$76,700.00	\$39,000.00		\$115,700.00
Health Ins-HMO	\$61,134.00		\$15,000.00	\$46,134.00
Worker's Comp	\$17,411.00		\$7,000.00	\$10,411.00
Office Supplies	\$19,100.00		\$5,000.00	\$14,100.00
Library Supplies	\$80,000.00		\$10,000.00	\$70,000.00
Building Maintenance	\$139,400.00	\$10,000.00		\$149,400.00
Postage	\$12,000.00		\$5,000.00	\$7,000.00
		\$49,000.00	\$49,000.00	

Children's Services Report

Melissa Robinson

February 2019

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

- Chris Fascione, Juggling Funny Stories – 88 attended
- Harambee: A Journey through African-American Dance – 22 attended
- Toddler Time – 8 sessions – 99 attended
- Preschool story time – 4 sessions – 98 attended
- Move and Learn story time – 5 sessions – 52 attended
- Where the Wild Things Read – 2 sessions – 38 attended
- Sensory story time – 8 attended
- Itsy Arts – 2 sessions – 18 attended
- Global Tales – 22 attended
- Fiber Arts – 3 attended
- Tales for Tails – 3 sessions – 51 attended
- TinkerLab – 8 attended
- Lego Construction Time – 59 attended
- Family Games Day – 55 attended
- 39 programs/sessions – 621 attended total

8 passive programs – 834 participated

We gave a tour to 7 students from Oakland School.

We visited the following groups:

- Brigham Head Start – 2 classes – 55 attended
- Boys and Girls Club Reading Success program – 25 attended
- Washington School Kindergarten Story Time – 106 attended
- Milestones Preschool – 54 attended
- Trinity Lutheran Preschool – 17 attended
- Little Jewels Day Care – 46 attended
- Irving School SIP Day Training – 37 attended
- Glenn School Family Night – 115 attended
- Sheridan Book 'n' Bites – 31 attended
- Colene Hoose School Family Reading Night – 100 attended
- Pepper Ridge 1st and 2nd grade class visit – 49 attended

- 11 groups – 635 attended

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

- Children's staff attended (and presented at) the mini morning session on Children's outreach.
- Summer reading working groups are meeting to plan decorations, prize solicitation, and the summer reading kickoff and end program.
- Children's staff attended Polaris training.
- Alex is serving on the 2020 Notable Children's Book Committee.
- Jesse and Alex attended the 17th Annual Children's Literature Breakfast at Anderson's Book Shop.

Goal: Work effectively through the use of technology.

- Full-time children's staff met with IT to discuss our computer needs.

Upcoming:

In addition to our regular, recurring programs, the following programs are planned for March:

- Read Across America – March 2
- Music and Magic – March 25
- Story Time Celebration – March 27

We also have the following events/visits (in addition to our regular group visits) on the calendar:

- Trinity Lutheran 1st grade – March 1
- Noah's Ark Preschool – March 7
- Boys and Girls Club Reading Success program – March 12
- Head Start Reading Rocks – March 14
- Irving Family Reading Night – March 14
- Brigham Family Night – March 19

Circulation and Outreach Services Report
Colleen Shaw
February 2019

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

- Outreach and Children's staff teamed up to plan and lead four sessions for the Boys and Girls Club literacy program, "It's Lit" which began February 19.
- Outreach and Children's staff are also working together to weed and reorganize Eastview Community Center's library which serves the students that attend their after-school program (formerly located at Western Ave).
- Outreach Librarian, Michelle Cope, met with the following groups/committees this month:
 - Reducing Social Isolation in Older Adults Task Force
 - Quarterly Nonprofit Exchange¹
 - Human Services Council
 - BN Parents Coalition²
 - Blue Bow Committee³

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

- Home Delivery staff delivered 376 items to 51 patrons this month. 1 new recipient was added.
- Deposit Collections staff delivered 833 items to 12 sites. Deposits continued their work developing a set of BPL service and resource focused programs and plan to begin offering them to sites in March.

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

- Caitlyn Clyne successfully obtained her CDL license on February 5.
- Megan Cavitt, Library Assistant, accepted the Library Associate position in Adult Services and will be moving to her new position the week of March 10.
- Kara Donaldson, Library Assistant, accepted the Interlibrary Loan-Library Assistant position in Adult Services and will be moving to her new position the week of March 10.
- Polaris training sessions are underway! Circulation-Outreach staff have been busy acclimating to Leap, the web-based application that will replace our current system, Sirsi/WorkFlows.

Goal: Administer a cost-effective public library.

- The Book Shoppe is now selling withdrawn magazines for \$.25/piece.

(2/2019) Circulation and Outreach Services Statistics

¹ McLean County History Museum, Bloomington Housing Authority, YWCA, PATH, Boys and Girls Club, Eastview, etc.

² Normal Police, Chestnut Health Systems, Project Oz, Unit 5, District 87, Illinois Wesleyan

³ Bloomington Police, Sheridan, Sarah Raymond, Fox Creek, Children's Home+Aid, Bloomington Housing Authority

Bloomington Public Library

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Total Circ BPL	89,628
Total Circ Main	74,576
Adults	37,421
Teens	2,044
Children	35,111
Total Circ Outreach	4,467
OTR Adults	1,936
OTR Teens	95
OTR Children	2,436
Total Circ eBooks	10,585
Hoopla	2,384
Overdrive	7,217
RBDigital	912
TumbleBooks	56
eBook Central	16
Borrowers Registered	290
Total Active Cardholders	36,471
Children	9,005
Teen	4,628
Adult	22,838
GPPLD	1,402
Total Holds Filled	7,108
Main Holds	5,994
Outreach Holds	1,114
Door Count	23,503

Circulation Questions Answered: 813

Outreach Questions Answered: 23

Total Questions Answered: 836

10 Stops with Highest Circulation

THUR	2.5	WINGOVER APTS (EVENING)	354
THUR	2.5	WINGOVER APTS (EVENING)	304
WED	1.25	NORTH POINTE	148
MON	1.5	THE GROVE	126
MON	1.5	THE GROVE	124
THUR	1.25	EAGLE RIDGE	109
THUR	1	WINGOVER APTS (MORNING)	103
TUE	1	PONDS APTS	98
MON	1	ROLLINGBROOK SOUTH	91
WED	1.5	RAINBOW AVE	88

5 Stops with Lowest Circulation

SAT	1	MEADOWS	0
MON	0.75	BROADMOOR	0
WED	1	EASTVIEW COMMUNITY CENTER	0
WED	1.25	WELBROOK	0
SAT	1	MEADOWS	0

Bookmobile Customers: 641

Total Monthly Stops: 62 (at 48 locations)

Bloomington Public Library

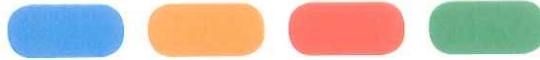
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	January	February	March	April	May	June	July	August	September	October	November	December
Total Circ												
2013	135,806	117,209	134,007	128,915	122,888	146,819	154,032	135,012	119,417	121,594	120,493	110,073
2014	116,717	106,520	124,081	111,830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

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Human Resources Report

Gayle Tucker

February 2019

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

- I attend and encourage attendance at mini training sessions offered by the Staff Development Committee
 - I attended a session on Children's Outreach Services
- I share relevant training opportunities with Department Managers
- In February, there were three in-house Job Announcements and one website/Facebook posting
- In February, I sat in on eight interviews
- I provided orientation to three new staff members
- Employees receive Munis Employee Self Service (ESS) setup information and instruction during new employee orientation
- Jeanne and I updated and emailed staff regarding Sexual Harassment annual training and Staff Technology Usage Guidelines
- I attended the BPL Board Meeting
- I attended a Labor/Management Committee meeting
- The Spirit Committee created a collaborative "I Love BPL because" poster, inviting all staff to contribute



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 and software. We are in the testing phase.

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
 - We have seven students for the Spring semester
- I closely track hours worked by part-time staff

Upcoming:

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

Information Technology Services Report
Jon Whited
February 2019

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

Girls Who Code: We had two sessions one on 2/13, which was attended by 11 teens and then again on 2/20 which had 11 attendees.

Goal: Work effectively through the use of technology.

We are working to replace the Children's computers. They should be completed by the end of the month.

We are working to setup connections to the new database Transparent Language Online. This new database should be available to the public in the next few days.

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

Jon attended Polaris training on System Administration.

Jon and Kerrie attended Polaris training on Community Profiles/Feature It, Outreach, and PAC.

Jon attended Polaris training on Simply Reports.

Jon attended Polaris training on Interlibrary Loan

Jon attended a Cisco Webinar on new Firepower solution.

Jon attended Webinar on Delivering Difficult Performance Reviews.

Marketing Report

Rhonda Massie

February 2019

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

SUMMER READING

- Summer Reading planning is in full swing. The Marketing Department is participating on the Decorating Committee, leading the Prize/Sponsor Solicitation Committee, and producing all the paper materials for the program.
- Ideas for the three Summer Reading logs – Kids, Teens, Adults – were discussed and mocked up.
- Text for the Summer Reading bookmark was penned and received approval from each department involved.

HANGING SIGN PROJECT

- This project is complete. All the new signs are now hanging.

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

HEADLINES

- February 3; Chris Fascione brings act to Bloomington Library; *The Pantagraph*; photos and video posted online
- February 20; *Tails for Tails*; WMBD Television News; <https://bit.ly/2Uuax7u>; recorded segment with interviews
- Michelle cope conducted an impromptu interview on WJBC about the Bookmobile. She was on the air for her Leaders on Loan class, and when the topic shifted to the Bookmobile, she ran with it.

PRESS RELEASES SUBMITTED

- Bloomington Reads (programming series focusing on *Heads of the Colored People* by Nafissa Thompson-Spires)
- Digital Preservation Studio (name change to turn the studio's focus toward preserving memories)
- Polaris Fresh Start (new catalog & elimination of past fines)

BOOKMOBILE SHIRT ORDER

- Organized a re-order of the Bookmobile T-shirt which reads "My other car is a Bookmobile." This order closes March 6. There are currently 24 shirts being ordered.

CREATIVE WORK

Publicity: Paper & Social Media

- Craft Supply Swap
- Zombie Apocalypse Party
- Teen Tech Week / Teen Spring Break Programs
- Ages & Stages Kit information/handouts for combo holders
- Bloomington Reads
- Music & Magic
- DIY Cat Scratch Pads
- Bead Weaving
- Story Time Celebration
- Notable Women in Illinois History
- March Calendars
- State/Local Agency Resource Fair

Rotating Bar, Highlight Boxes, Plasma Slides on Website

- Tax Assistance (plasma)
- STEAM Kits (plasma)
- Bloomington Reads (all 3)

Extra Printing

- 500 Online Account Handouts
- 400 Hoopla handouts
- 400 RBDigital handouts
- 200 1000 Books Before Kindergarten Reading Logs (level 1-100)
- 200 1000 Books Before Kindergarten Completion Stickers (level 1-100)
- 200 1000 Books Before Kindergarten Brochures
- 150 OverDrive handouts
- 100 Limited Card Handouts
- 75 Save the Date handouts for Dia de los Ninos
- 40 Wireless Printing Handouts
- 30 RBDigital Handouts
- Mystery Book Club forms

Signs

- Created additional "hanging" signs which are mounted to walls and were requested after the initial order of hanging signs were created.

- Digital Preservation Studio
- Group Study Room
- Fiction Paperbacks
- Romance Paperbacks
- Art for the Story Room Door
- 11 Shelf Talkers for Book Club Kits
- “LOVE A Good Book” display signs
- “Save Your Vision - Read Large Print” display signs
- RIP Albert Finney
- Items we’re selling at the Circulation Desk and the AS Desk and their prices
- Digital Preservation Studio reservation signs
- Digital Preservation Studio rules signs

Advertising

- Full-page ad in the BJHS program booklet for *Mary Poppins*; promoted Teen Tech Week / Spring Break programs, DEAR Bingo, and Earth Day program
- Full-page ad in the Community Players program booklet for *The Wedding Singer*; promoted Bloomington Reads
- Full-page ad in the BHS program booklet for *Jekyll & Hyde*; promoted Teen Tech Week / Spring Break programs, DEAR Bingo, and Earth Day program
- WGLT ads promoting
 - Tax Assistance
 - Harambee
 - Website Builder Boot Camp
- Magic 99.5 ads promoting
 - Harambee
 - Website Builder Boot Camp

MISC

- New artwork promoting the Bloomington Reads program was created and installed on the elevator doors.
- Props were created for the teen Zombie Party, including 16 posters and a life-size image of a zombie.
- Updated and printed the Limited Card Handout
- Poster with session times for DIY teenZone at the Girls World Expo; created and mounted to foam core
- Created 10 different stickers for the different completion levels of 1000 Books Before Kindergarten
- Created and printed fake money for the Murder Mystery Party
- Created and printed two “Invited Guests” posters for the Murder Mystery Party
- AV Cleaning Cards
- Created bookplate forms for 1000 Books Before Kindergarten
- Penned headlines and resource descriptors for the upcoming overhaul of the Online Resources page on the library’s website.

ELECTRONIC OUTREACH

- During the past month:
 - the Library added 72 Facebook followers for a total of 6,563;
 - the Library added 16 Instagram followers for a total of 1,146;
 - the Library gained 8 Twitter followers for a total of 1,973;
- The Library has 281 current text subscribers.
- The Library’s Bookmobile stops combined have 817 text subscribers.
- The Library’s Books on Tap Book Club is on MeetUp.com.

For the next 3 three bullets, we are now adding new cardholder subscribers to the eBlast list every 4 months – with the release of each Program Guide – as opposed to monthly. These subscriber numbers will not increase again until April.

- The Library’s Cardholder Perks eBlast list contains 30,062 subscribers.
- The Library’s Program Guide eBlast list contains 30,051 subscribers.
- The Library’s General eBlast list contains 30,101 subscribers.

ONGOING FREE PROMOTION

The Library:

- posts a lot of information to Facebook, including but not limited to
 - all the library’s programs and a lot of library news

- Unless a program requires registration and there's a fear that it will fill up, each is posted/boosted as an event on Facebook. Each individual event receives its a piece of artwork which is designed in Marketing.
 - o posts weekly #TBT (Throwback Thursday) photos to Facebook.
 - o posts weekly #BookFaceFriday photos to Facebook with help from the Circulation Staff which takes the time to take these photos.
- sends a monthly eBlast to all its cardholders who've not opted out of receiving such notifications. The eBlasts are also posted to Facebook and Twitter.
 - o On February 1, we sent an eBlast to 30,136 cardholders promoting Lynda.com
 - o On March 5, we sent an eBlast to 30,062 cardholders promoting our lendable STEAM Kits and ScienceFlix
 - o On March 7, we sent an eBlast to 30,101 cardholders promoting the waiving of fines and the transition to Polaris
- submits all Children's & Teen programs to the Macaroni Kid website;
- submits all its programs to *Eastside Neighbors* Magazine;
- submits all non-recurring programs to the print edition of *The Pantagraph* for its Daily Calendar;
- submits select programs to the DBA's eNewsletter;
- is interviewed every other Monday on WJBC for a segment called Book Talk;
- posts its programs to the library website and the plasma TV in the lobby

The Marketing Department continues to compile and distribute the monthly Staff Newsletter.

COMMUNITY

- The Library ran six DIY activities at the Girls World Expo on March 3. Each session started at a different, posted time and was limited to a specific number of participants. Tiffany reported that every one of her sessions was full (170 girls took part in a BPL DIY activity). The event was well attended and worth attending in the future.

TRAINING

- Rhonda attended "Visualizing Funding – Finding Grants for Libraries," a workshop at University of Illinois Springfield. The workshop delved into accessing and navigating the Foundation Center's Visualizing Funding for Libraries database.

Support Services Report
Caprice Prochnow
February 2019

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

- Support Services staff:
 - Installed updated wayfinding signs in upper lobby and Adult Services
 - Shampooed the carpet in the WCW Reading Room.
 - Did another great job in maintaining the safety of the parking lot and sidewalks during the February weather.
 - Re-lamped fixtures on the upper level.
 - Took the van to Don Owen for a tire rotation.
- Repairs/Installs:
 - Weber Electric repaired some fluorescent fixtures and replaced drivers in two exterior, soffit fixtures on the west side.
 - Advanced Roofing patched some joints on the roof around the skylight and the air handler.
 - Bill's Key & Lock installed "vacant/in use" locks on three of the staff restrooms. The remaining lock had to be ordered and will be installed in March.
 - MIM checked the operation of the exhaust fan on the rooftop air handler and installed a pump for the heater in the east emergency stairwell.
 - Alpha Controls reconfigured set points for the rooftop air handler.
- Western Waterproofing assessed the building for window and precast sealant replacement and provided a proposal. Every year, we seem to develop more seepage into the building when the ice and snow melt.
- New tables have been ordered for the community room along with some chairs to replace some that have become compromised.
- Two tourniquet kits were ordered for the Library, one is located with the First Aid kit at the Circulation desk and the other is at the Security desk.

Recruit, train and develop a knowledgeable, collaborative staff.

- Caprice and Tom D. attended an HR Source sponsored, Security Roundtable in Downers Grove. The topic was workplace violence and active shooter, and a sharing of ideas on preparing for handling these situations.
- Support Services staff attended "How to Handle Angry Customers" and "Children's Outreach" mini morning session.
- Caprice viewed "Coaching skills for Library Managers and Supervisors" webinar.
- Caprice completed all of the performance reviews for Support Services staff.

Administer a cost-effective public library.

- Alpha Controls conducted a quarterly PM of the controls on the HVAC system.

Upcoming .

- MIM will be installing replacement flex connectors for the pumps on the HW loop, replacing a corroded valve and installing a pump for the heater in the east emergency stairwell.
- Culligan will be replacing pump and motor for the RO system.

Bloomington Public Library

Books are just the beginning.



Technical Services Report

Allison Schmid

February 2019

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

- The SRP Decorations Subgroup met and narrowed down a lot of great ideas for the theme "It's Showtime at BPL." We're soliciting ideas from all staff for the Elevator Wrap.
- All the 2020 Rebecca Caudill books have been labeled on their spine and in the catalog record. The Monarch, Bluestem, and Abraham Lincoln lists should be coming shortly.

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

- Kelly Scheffert has accepted the full-time position of Library Technical Assistant in the Technical Services Department.
- Kelly trained with Tiffany in the Teen Zone so she could fill in on days when we're short staffed.
- Katy attended a webinar entitled "How to Handle Angry Customers."
- All TS staff attended a MMS on Children's Outreach.
- Allison attended Polaris training on System Administration.
- Allison attended Polaris training on Community Profiles/Feature It, Outreach, and PAC.
- Allison and Robbin attended Polaris training on Simply Reports.
- All TS staff attended training on Polaris LEAP and the PAC led by Allison.
- **Training Hours – 34**

Goal: Work effectively through the use of technology.

- After migrating to Polaris we will also be upgrading to EDI enhanced ordering in B&T which basically means more automated receiving for technical services. Along with this, we hope to provide on-order MARC records from items ordered through B&T after the migration.

Goal: Administer a cost-effective public library.

- Discarded magazines are now available for sale in the Book Shoppe for .25 cents apiece. At this time, only weekly magazines that are withdrawn throughout the year will be sold.
- **Volunteer Hours – 8**

Upcoming:

Bloomington Public Library

Books are just the beginning.

- We're all anxiously awaiting the Polaris migration. Technical Services knows our workflow will be changing almost 100%, but we're ready for the adjustment period and are excited to get started.

February 2019

BPL Monthly Stats

Materials	Added	Withdrawn
Adult Fiction	850	647
Adult Nonfiction	215	416
Juvenile Fiction	642	1204
Juvenile Nonfiction	221	103
Adult CDs	89	7
Juvenile CDs	0	1
Adult DVDs	301	32
Juvenile DVDs	409	198
Adult Audio	35	1
Juvenile Audio	0	0
Adult Computer Games	35	2
Juvenile Computer Games	4	2
Total Adds/Withdraws	2801	2613

Total Items in Main	306483
Total Items in OTR	10270
Total Items in Library	316753

BLOOMINGTON PUBLIC LIBRARY
FY 2018-2019 FISCAL REPORT

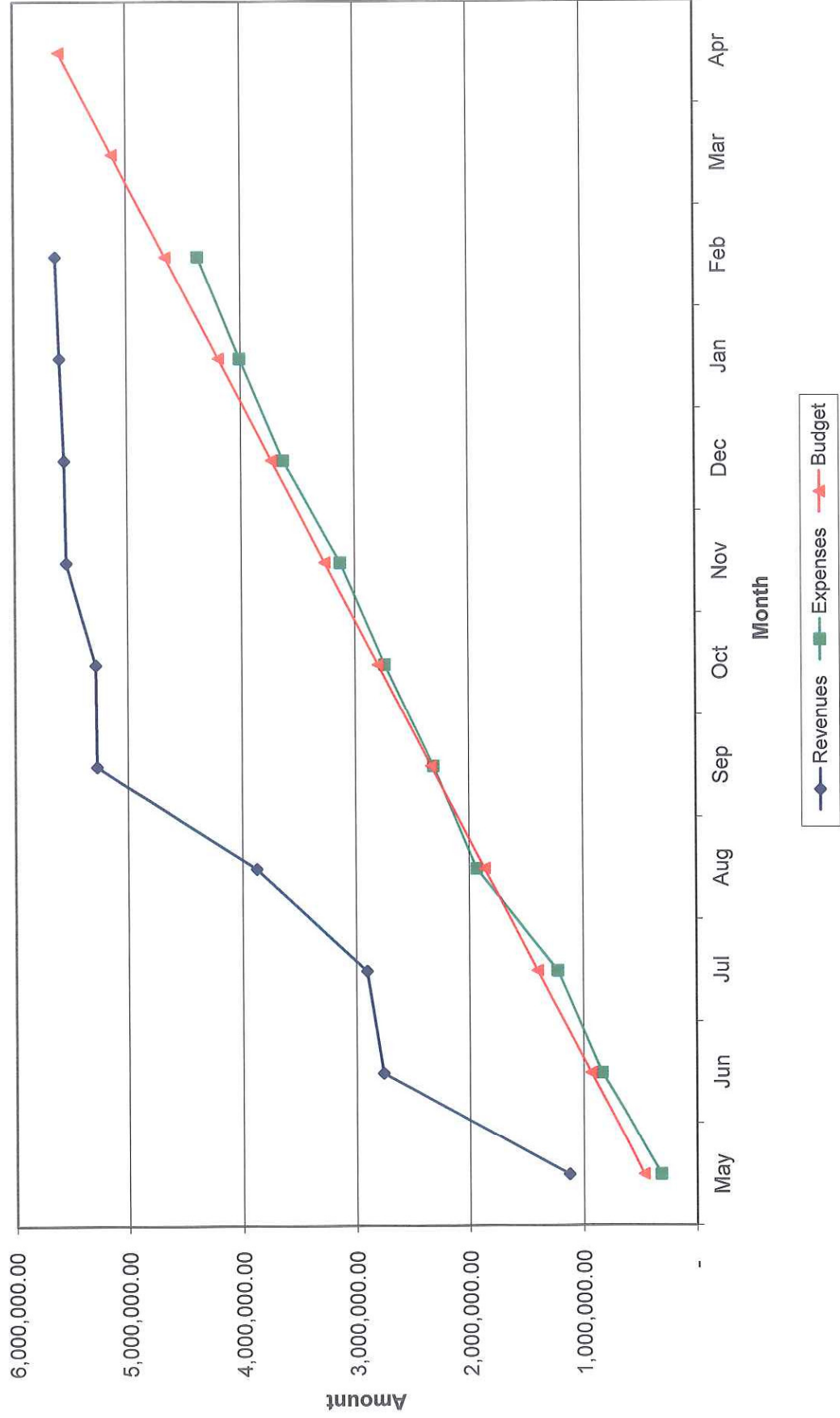
REVENUES:

ACCT NAME	BUDGET	FEB 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% RECEIVED
Property Tax	4,823,604	0.00	4,822,566.96	(1,037.04)	100.0
Replacement Tax	130,400	0.00	130,400.00	0.00	100.0
State Grants	59,000	0.00	95,762.50	36,762.50	162.3
GPPLD	405,000	14,113.92	394,489.88	(10,510.12)	97.4
Fines & Fees	87,000	4,453.94	49,484.51	(37,515.49)	56.9
Copies	3,000	602.65	2,822.75	(177.25)	94.1
Interest on Investments	15,000	23,722.48	68,979.29	53,979.29	459.9
Interest From Taxes	0	0.00	25.24	25.24	-----
Sale of Property	1,000	0.00	0.00	(1,000.00)	0.0
Donations	25,000	50.00	24,557.06	(442.94)	98.2
Other Private Grants	0	0.00	500.00	500.00	-----
Cash Over/Short	0	14.10	51.63	51.63	-----
Other	45,000	4,735.40	40,258.75	(4,741.25)	89.5
Total Revenues	5,594,004	47,692.49	5,629,898.57	35,894.57	100.6

ACCT NAME	BUDGET	FEB 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Full-Time Salaries	2,221,893	170,754.92	1,815,667.15	(406,225.85)	81.7
Part-Time Salaries	453,622	29,969.39	335,532.90	(118,089.10)	74.0
Seasonal Salaries	61,224	968.82	36,645.02	(24,578.98)	59.9
Overtime Salaries	1,100	0.00	6.00	(1,094.00)	0.5
Other Salaries	0	0.00	13,406.00	13,406.00	-----
Total Sals & Wages	2,737,839	201,693.13	2,201,257.07	(536,581.93)	80.4
Dental Insurance	14,952	871.32	10,023.55	(4,928.45)	67.0
Vision Insurance	2,651	216.92	2,250.39	(400.61)	84.9
Health Insurance, BC/BS PPO	326,236	21,888.42	251,807.96	(74,428.04)	77.2
Health Insurance, OSF HMO	61,134	4,462.74	34,572.02	(26,561.98)	56.6
Life Insurance	3,081	246.40	2,562.05	(518.95)	83.2
IMRF	336,259	17,041.32	227,663.58	(108,595.42)	67.7
FICA	177,143	11,937.47	129,412.79	(47,730.21)	73.1
Medicare	36,805	2,791.74	30,265.74	(6,539.26)	82.2
Worker's Comp	17,411	0.00	8,236.00	(9,175.00)	47.3
Uniforms	700	0.00	29.77	(670.23)	4.3
Tuition Reimbursement	25,000	0.00	22,152.00	(2,848.00)	88.6
Other Benefits	20,000	0.00	11,596.75	(8,403.25)	58.0
Total Benefits	1,021,372	59,456.33	730,572.60	(290,799.40)	71.5
Rentals	22,000	1,660.40	18,094.05	(3,905.95)	82.2
Total Rentals	22,000	1,660.40	18,094.05	(3,905.95)	82.2
Building Mtnc	139,400	25,677.24	125,588.50	(13,811.50)	90.1
Vehicle Mtnc	9,000	1,904.45	9,729.48	729.48	108.1
Office & Computer Mtnc	175,000	550.00	135,747.14	(39,252.86)	77.6
Total Repair/Mtnc	323,400	28,131.69	271,065.12	(52,334.88)	83.8

ACCT NAME	BUDGET	FEB 2019	YR-TO-DATE	AMOUNT OVER/UNDER	% SPENT
Advertising	45,000	1,897.66	28,621.92	(16,378.08)	63.6
Printing/Binding	20,000	0.00	17,761.75	(2,238.25)	88.8
Travel	1,000	0.00	104.36	(895.64)	10.4
Membership Dues	6,000	499.00	2,534.00	(3,466.00)	42.2
Professional Development	14,500	1,452.60	8,322.10	(6,177.90)	57.4
Other Purchased Services	140,000	(2,455.57)	66,677.38	(73,322.62)	47.6
Property Insurance	25,000	0.00	14,625.00	(10,375.00)	58.5
Vehicle Insurance	6,000	0.00	3,043.00	(2,957.00)	50.7
Other Insurance	6,000	0.00	5,072.00	(928.00)	84.5
Total Purchased Services	263,500	1,393.69	146,761.51	(116,738.49)	55.7
Office Supplies	19,100	555.69	10,423.49	(8,676.51)	54.6
Computer Supplies	87,000	5,518.74	70,002.27	(16,997.73)	80.5
Postage	12,000	0.00	365.27	(11,634.73)	3.0
Library Supplies	80,000	2,672.67	56,745.22	(23,254.78)	70.9
Janitorial Supplies	17,000	1,307.92	10,502.77	(6,497.23)	61.8
Gas & Diesel Fuel	4,500	288.68	3,301.23	(1,198.77)	73.4
Building Mtnc & Repair Supplies	10,600	1,009.72	17,150.02	6,550.02	161.8
Total Supplies	230,200	11,353.42	168,490.27	(61,709.73)	73.2
Natural Gas	22,000	0.00	17,471.34	(4,528.66)	79.4
Electricity	95,000	8,703.50	69,963.60	(25,036.40)	73.6
Water	10,000	2,263.76	6,925.86	(3,074.14)	69.3
Telecommunications	35,500	4,064.06	29,865.97	(5,634.03)	84.1
Total Utilities	162,500	15,031.32	124,226.77	(38,273.23)	76.4
Professional Collection	2,000	0.00	991.71	(1,008.29)	49.6
Total Prof Collection	2,000	0.00	991.71	(1,008.29)	49.6
Periodicals	41,000	327.79	29,848.51	(11,151.49)	72.8
Adult Books	154,000	12,221.87	116,865.59	(37,134.41)	75.9
Children's Books	124,000	9,718.08	97,253.68	(26,746.32)	78.4
A/V Materials	139,000	10,686.19	113,536.45	(25,463.55)	81.7
Public Access Software	140,000	1,597.00	101,670.02	(38,329.98)	72.6
Downloadable Materials	76,700	18,147.05	110,385.69	33,685.69	143.9
Total Materials	674,700	52,697.98	569,559.94	(105,140.06)	84.4
Employee Relations	6,400	115.24	1,844.52	(4,555.48)	28.8
Miscellaneous Expenses	9,600	543.77	4,441.34	(5,158.66)	46.3
Transfer to Capital Fund	140,493	0.00	140,493.00	0.00	100.0
Total Other Expenses	156,493	659.01	146,778.86	(9,714.14)	93.8
Total Expenses	5,594,004	372,076.97	4,377,797.90	(1,216,206.10)	78.3

BPL FY 2018-2019



EXPLANATIONS FOR VARIANCES IN EXCESS OF 5%
(Variance of 78.3% to 88.3% is acceptable)
February 2019

Property Tax (100.0%): The Library received its final distribution in November, bringing the total for the year to \$4,822,566.96, just \$1,037.04 short of the projected amount.

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

State Grants (162.3%): The Library received the Per Capita Grant in November.

Golden Prairie (97.4%): As per our agreement with Golden Prairie, they give BPL 95% of their tax dollars to provide service to the residents of the Golden Prairie area.

Fines & Fees (56.9%): This is below the projected amount. And now, the Library is in the midst of the Fresh Start project in preparation for the start of Polaris.

Copies (94.1%): This is more than we had projected.

Interest on Investments (459.9%): The Library projected a low amount for Interest.

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

Donations (98.2%): The Library received a donation from the Foundation for the Summer Reading Program.

Other Revenue (89.5%): This is more than the projected amount due to an increase in Book Shoppe sales.

Part-Time Salaries (74.0%): This is under-spent due to a few vacancies.

Seasonal Salaries (59.9%): This is under-spent because the majority of this is used for employees hired to help with the Summer Reading Program; additional funds are used for various Seasonal positions, i.e., Shelves and Custodians.

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

Dental Insurance (67.0%): Not as many employees elected to have dental coverage; and effective January 1, 2019, the rates decreased by 15%.

Health Insurance, BC/BS PPO (77.2%): Due to changes with health insurance, the total for the year will be less than anticipated.

Health Insurance, OSF, HMO (56.6%): Not as many employees selected this option for their health insurance and due to changes with health insurance, the total for the year will be less than anticipated.

IMRF (67.7%): This is under-spent due to some vacancies.

FICA (73.1%): Same as for IMRF.

Worker's Compensation (47.3%): This was less than the Library budgeted.

Uniforms (4.3%): Charges have been minimal.

Tuition Reimbursement (88.6%): Tuition for Summer and Fall semester classes has been paid for two employees.
Other Benefits (58.0%): This is where we charge vacation payouts to exiting employees; charges have been minimal.
Building Maintenance (90.1%): This line item is over-spent due to several necessary repairs on the HVAC, the fire alarm system, and the sprinkler system.
Vehicle Maintenance (108.1%): This is over-spent due to several bookmobile repairs.
Office/Equipment Maintenance (77.6%): Charges have been minimal.
Advertising (63.6%): Charges have been minimal.
Printing (88.8%): This is over-spent because it was necessary to have an additional run of the September - December Program Guides.
Travel (10.4%): Charges have been minimal.
Membership Dues (42.2%): Charges have been minimal.
Professional Development (57.4%): Charges have been minimal.
Other Purchased Services (47.6%): Charges have been minimal.
Property Insurance (58.5%): The annual premium for 2019 was paid in December and was less than anticipated.
Vehicle Insurance (50.7%): The annual premium for 2019 was paid in December and was less than anticipated.
Office Supplies (54.6%): Charges have been minimal.
Postage (3.0%): Charges have been minimal.
Library Supplies (70.9%): Charges have been minimal.
Janitorial Supplies (61.8%): Charges have been minimal.
Gas & Diesel Fuel (73.4%): Charges have been minimal.
Building Maintenance Supplies (161.8%): This line item is over-spent due to the purchase of supplies that the Library made as opposed to a contractor supplying them when working on a project.
Electricity (73.6%): Charges have been minimal.
Water (69.3%): Charges have been minimal.
Professional Collection (49.6%): Charges have been minimal.
Periodicals (72.8%): Charges have been minimal.
Adult Books (75.9%): charges have been minimal.
Public Access Software (72.6%): A decision was made to cancel the Reference USA package; therefore, charges have been minimal.
Downloadable Materials (143.9%): This is over-spent due to customer demand for various downloadable services.
Employee Relations (28.8%): Charges have been minimal.
Miscellaneous Expenses (46.3%): Charges have been minimal.
Transfer to Capital Fund (100.0%): The transfer was made in August.

The Donations line item breaks out as follows:

Community Donations, Summer Reading Program: \$	3,935.00
Golden Prairie, towards replacement of	
Poster Printer:	3,311.00

BPL Foundation, for Summer Reading Pgm:	16,362.25
Memorial Donations:	170.00
State Farm Good Neighbor Grant:	500.00
Fountain Receipts:	12.31
Fresh Thyme, Giving Bag Donation:	63.00
Robert Starckovich, Miscellaneous Donation:	25.00
Judith Hughes, to honor Book Club members:	25.00
Miscellaneous Donations:	153.50

Total Donations:	\$ 24,557.06
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The Other Revenue line item breaks out as follows:

Blankets:	\$ 0.00
Book Pick-Up:	715.10
Book Shoppe:	20,217.10
Drawstring Bags:	51.00
Ear Buds:	457.50
Flashdrives:	263.25
Hot Beverage Service:	661.00
Meeting Room Fees:	965.00
Print Station:	9,849.75
Reusable Bags:	466.50
Slingback Packs:	52.00
Test Proctoring:	950.00
Totebags:	432.00
Tumblers:	26.00
Umbrellas:	35.00
Miscellaneous:	5,117.55

Total Other Revenue:	\$40,258.75
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During February, 14 batches containing 88 invoices were processed, totaling \$69,976.00 and 150 credit card charges were made totaling \$36,990.27.

As of February 28, the Library's Maintenance & Operating Fund Balance is \$4,132,252.90, which is 73.9% of the budgeted amount; the goal of twenty-five percent of the Library's FY19 budget is \$1,398,501.

Library Fund Balance Information, 2/28/19:

Operating:	\$ 4,132,252.90
Capital:	\$ 3,059,550.64
Fixed Assets:	\$ 1,127,280.01

Bloomington Public Library
Monthly Statistics - February 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
CIRCULATION				
Adults	37,421	420,674	41,545	455,806
Teens	2,044	21,614	1,881	24,546
Children	35,111	384,344	34,523	401,921
OTR Adults	1,936	19,144	1,830	21,408
OTR Teens	95	1,085	113	1,243
OTR Children	2,436	29,051	3,056	35,219
e-Books - Overdrive	7,217	72,156	6,071	57,072
Ebook Central	16			
Hoopla downloads	2,384	20,394	1,601	11,314
RB Digital Magazines	912	8,119	380	3,674
Tumblebooks	56	1,262	30	996
TOTAL CIRCULATION				
Adults	39,357	439,818	43,375	477,214
Teens	2,139	22,699	1,994	25,789
Children	37,547	413,395	37,579	437,140
Digital Downloads	10,585	101,975	8,082	73,056
Combined Total	89,628	977,887	91,030	1,013,199
ITEMS IN THE COLLECTION				
Main	306,483	306,483	305,227	305,227
OTR	10,270	10,270	10,673	10,673
TOTAL	316,753	316,753	315,900	315,900
HOLDS FILLED				
	7,108	75,007	7,101	75,113
INTERLIBRARY LOAN				
Borrowing Requests Received	425	4,865	458	4,845
Outgoing Loans (Lending)	237	2,439	268	2,433
CARDHOLDERS				
Added	290	4,186	234	3,541
TOTAL ACTIVE CARDS				
Adults	22,838	22,838	23,381	23,381
Teens	4,628	4,628	3,117	3,117
Children	9,005	9,005	8,586	8,586
Combined Total	36,471	36,471	35,084	35,084
REFERENCE QUESTIONS				
Adults	1,787	20,712	2,198	21,821
Teens	34	1,055	99	1,422
Children	640	8,022	723	7,482
OTR	23	580	67	843
Circulation	813	8,406	735	7,578
Marketing (Facebook)		1	n/a	n/a
TOTAL	3,297	38,776	3,822	39,146
PROGRAMS & OUTREACH				

Bloomington Public Library
Monthly Statistics - February 2019

	<u>FY19</u>		<u>FY18</u>	
	Current Month	Cumulative	Last Year	Cumulative
Adult	21	142	11	129
Teens	3	34	4	40
Childrens	39	271	32	230
Community Group in Library	3	37	1	62
Staff Visit to Community Group	19	123	15	120
TOTAL	85	607	63	581
PROGRAM & OUTREACH ATTENDANCE				
Adult	381	2,359	241	2,502
Teen	74	742	150	889
Childrens	621	11,493	845	9,580
Community Group in Library	17	1,220	13	1,487
Staff Visit to Community Group	1,138	15,150	1,318	15,243
1-on-1 with Staff	4	91	3	87
TOTAL	2,235	31,055	2,570	29,788
COMPUTER USE				
Public computer uses	3,740	42,772	3,945	41,253
Website database/catalog hits	38,664	404,891	38,346	273,661
Online Resource (Database) uses	7,480	98,252	7,252	59,552
TOTAL	49,884	545,915	49,543	374,466
MEETING ROOM USAGE				
Study Room	115	1,067	94	867
Digital Media Lab	15	101	5	96
Community Room	59	501	42	410
TOTAL	189	1,669	141	1,373
CUSTOMER VISITS				
Main	23,503	265,896	25,149	271,669
Bookmobile	641	9,371	813	10,637
TOTAL	24,144	275,267	25,962	282,306

Incident Report Summary for February 2019

2019-02-28 23:59:00

2019-02-01 01:00:00

30 days in month

Incident ID	Date/Time Submitted	Violation
3930	2019-02-01 10:59:29	UnattendedChild
3931	2019-02-02 17:16:02	SleepingIncident
3932	2019-02-03 16:07:21	CustomerRelatedIllnessAccident
3933	2019-02-07 17:31:17	AlcoholDrugs
3934	2019-02-09 16:01:46	AlcoholDrugs
3935	2019-02-10 14:44:32	CustomerRelatedIllnessAccident
3936	2019-02-10 15:19:15	InappropriateBehavior
3937	2019-02-10 15:24:17	InappropriateBehavior
3938	2019-02-10 16:25:46	CustomerRelatedIllnessAccident
3939	2019-02-12 16:08:37	AlcoholDrugs
3941	2019-02-12 17:09:03	StolenDamagedLibraryMaterial
3942	2019-02-14 15:54:48	PoliceAmbulanceCall
3943	2019-02-16 14:24:57	AlcoholDrugs

3944	2019-02-20 18:17:09	InappropriateBehavior
3945	2019-02-23 15:32:56	CustomerRelatedIllnessAccident
3946	2019-02-26 17:06:23	InappropriateBehavior
3947	2019-02-27 17:46:03	AlcoholIDrugs
3948	2019-02-27 20:15:24	InappropriateBehavior
3949	2019-02-27 20:33:22	AlcoholIDrugs
3950	2019-02-28 10:03:29	StolenDamagedLibraryMaterial

Suspension Report Summary for February 2019

2019-02-28 12:01:03pm

2019-02-01 12:01:03pm

31 days in month

Suspension ID	Date/Time Submitted	Violation
188	2019-02-28 00:00:00	InappropriateBehavior
186	2019-02-12 00:00:00	StolenDamagedLibraryMaterial
187	2019-02-27 00:00:00	AlcoholDrugs

Bloomington Public Library

Books are just the beginning.



Mission

We provide our diverse community with a helpful and welcoming place that offers equal access to the world of ideas and information and supports lifelong learning.

Vision

- The Library is a vital community resource.
- The Library is passionate about what it is and what it does.
- The Library provides outstanding collections and the latest technologies in relaxed and inviting atmospheres.
- The Library offers relevant services and inspiring programs to meet diverse individual needs.
- Through the friendly and knowledgeable staff, the Library provides exceptional service to all of our citizens.
- The Library and staff take an involved role in the community by partnering with organizations to enrich the quality of life.
- The Library uses technology to build upon traditional library and civic values to create an enduring sense of place.
- To meet our community's expectations, the Library embraces its responsibility to thrive and grow.
- Mirroring the robust development of the community, the Library will expand its services, collections, and programs.
- The main Library, located downtown, provides a full range of services and will be enhanced by outreach services and other access points, both physical and virtual.
- The Library values its positive impact on its surrounding neighborhood and community.
- Recognizing the community-building potential of the Bookmobile, it will continue to provide convenient access to Library materials and services for customers of all ages.
- The Library provides a quiet space in a hectic world for interaction, communication, study, and reflection.
- The Library is a destination that cannot be visited often enough.

Goals

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

We will seek ways to be more accessible to people of all backgrounds and abilities by providing a safe and inclusive environment for everyone in our diverse community.

We will address physical access issues through expansion of outreach services, coordination with all forms of public and private transit, and sensitivity to any other barriers that impede access to our facility and services.

We will offer a variety of e-resources to individuals who otherwise would be economically or technologically unable to access them.

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

We will provide services, collections, and programs that engage community members and inspire them to explore new things and ideas.

We will seek ways to incorporate timely issues and local interests into our services, collections, and programs.

We will expand our virtual services and technology tools.

- **Recruit, train and develop a knowledgeable, collaborative staff.**

We will strengthen our staff with ongoing training and external support as required.

We will maintain a strong presence in the professional librarian community and enhance our reputation as a good place to work.

- **Work effectively through the use of technology.**

We will seek the cutting edge of technology, maintaining a state-of-the-art website, growing our user hardware inventory, and identifying how users can increase collaboration and creativity by applying our hardware and software.

- **Administer a cost-effective public library.**

We will maintain our tradition of efficient and cost-effective service delivery by continuing to blend high quality personal service with modern technology.